

Pattern of Administration
Department of Food Science and Technology
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1 **Pattern of Administration**

2 **Department of Food Science and Technology**

3

4 **I Introduction**

5

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

11

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

16

17 **II Department Mission**

18

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

27

28 **III Academic Rights and Responsibilities**

29

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

33

34 **IV Faculty**

35

36 Faculty Rule 3335-5-19 ([http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-
37 governance-and-committees.html](http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html)) defines the types of faculty appointments possible at The
38 Ohio State University and the rights and restrictions associated with each type of appointment.
39 For purposes of governance, the faculty of this department includes tenure-track faculty with
40 compensated FTEs of at least 50% with their tenure home in the department.

41

42 Associated faculty, emeritus faculty, non-tenure-track faculty including lecturers and faculty
43 with FTEs less than 50% in this department are invited to participate in discussions on non-
44 personnel matters, but may not participate in personnel matters, including promotion and tenure
45 reviews, and may not vote on any matter.

46

1 Detailed information about the appointment criteria and procedures for the various types of
2 faculty appointments made in this department is provided in the Appointments, Promotion and
3 Tenure Document (see <http://oaa.osu.edu/governance>).

4 5 **V Organization of Department Services and Staff**

6
7 Supporting staff includes positions deemed necessary by the Chair to provide services essential
8 to the mission of the Department of Food Science and Technology, including but not limited to
9 the following: a human resources director, fiscal officer, IT director, industry liaison and
10 academic program coordinator. The human resources director, fiscal officer, IT director, industry
11 liaison report to the Chair directly, with a dotted line to the appropriate directors in the College
12 of Food Agricultural and Environmental Sciences and through the Chair to the faculty.

13 14 **VI Overview of Department Administration and Decision-Making**

15
16 Policy and program decisions are made in a number of ways: by the department faculty as a
17 whole, by standing or ad hoc committees of the department, or by the chair. The nature and
18 importance of any individual matter determine how it is addressed. Department governance
19 proceeds on the general principle that the more important the matter to be decided, the more
20 inclusive participation in decision making needs to be. Open discussions, both formal and
21 informal, constitute the primary means of reaching decisions of central importance.

22
23 Appropriate issues will be assigned to a committee. The committee will discuss the issue with
24 all affected parties, and develop a recommendation. The recommendation will be shared by
25 email inviting optional discussion at the next department meeting. Members will provide
26 feedback during the meeting or by email. The committee may then withdraw, revise, sustain or
27 reconsider their recommendation. The department chair will make a final decision on the
28 recommendation.

29 30 **VII Department Administration**

31 32 **A Chair**

33
34 The primary responsibilities of the chair are set forth in Faculty Rule 3335-3-35,
35 ([http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-](http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html)
36 [committees.html](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
37 Pattern of Administration with specified minimum content. The rule, along with Faculty Rule
38 3335-6, [http://trustees.osu.edu/rules/university-rules/chapter-3335-6-rules-of-the-university-](http://trustees.osu.edu/rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html)
39 [faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html](http://trustees.osu.edu/rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html), also
40 requires the chair to prepare, in consultation with the faculty, a document setting forth policies
41 and procedures pertinent to promotion and tenure.

42
43 Other responsibilities of the chair, not specifically noted elsewhere in this Pattern of
44 Administration, are paraphrased and summarized below.

- 1 • To have general administrative responsibility for department programs, subject to the
2 approval of the dean of the college, and to conduct the business of the department
3 efficiently. This broad responsibility includes the acquisition and management of funds
4 and the hiring and supervision of faculty and staff.
5
- 6 • To plan with the members of the faculty and the dean of the college a progressive
7 program; to encourage research and educational investigations.
8
- 9 • To evaluate and improve instructional and administrative processes on an ongoing basis;
10 to promote improvement of instruction by providing for the evaluation of each course
11 when offered, including written evaluation by students of the course and instructors, and
12 periodic course review by the faculty.
13
- 14 • To evaluate faculty members annually in accordance with both university and department
15 established criteria; to inform faculty members when they receive their annual review of
16 their right to review their primary personnel file maintained by their department and to
17 place in that file a response to any evaluation, comment, or other material contained in
18 the file.
19
- 20 • To recommend appointments, promotions, dismissals, and matters affecting the tenure of
21 members of the department faculty to the dean of the college, in accordance with
22 procedures set forth in Faculty Rule 3335-6 ([http://trustees.osu.edu/rules/university-
23 rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-
24 reappointments-promotion-and-tenure.html](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,
25 Promotion and Tenure Document.
26
- 27 • To see that all faculty members, regardless of their assigned location, are offered the
28 departmental privileges and responsibilities appropriate to their rank; and in general to
29 lead in maintaining a high level of morale.
30
- 31 • To see that adequate supervision and training are given to those members of the faculty
32 and staff who may profit by such assistance.
33

34 Day-to-day responsibility for specific matters may be delegated to others, but the chair retains
35 final responsibility and authority for all matters covered by this Pattern, subject when relevant to
36 the approval of the dean, Office of Academic Affairs, and Board of Trustees.
37

38 Operational efficiency requires that the chair exercise a degree of autonomy in establishing and
39 managing administrative processes. The articulation and achievement of department academic
40 goals, however, is most successful when all faculty members participate in discussing and
41 deciding matters of importance. The chair will therefore consult with the faculty on all
42 educational and academic policy issues and will respect the principle of majority rule. When a
43 departure from majority rule is judged to be necessary, the chair will explain to the faculty the
44 reasons for the departure, ideally before action is taken.
45
46

1 **B Other Administrators**

2
3 **GRADUATE STUDIES COMMITTEE CHAIR**

4
5 The Graduate Studies Committee Chair (GSCC) is elected for a 3 year term (starting July 1,
6 ending June 30th) by the graduate faculty and is eligible for re-election. The GSCC represent
7 graduate education to the graduate students and Graduate Faculty members in the department.
8 The graduate faculty consists of all category M or P faculty members. Faculty member with M
9 status may request conversion to P status once they have successfully co-advised one Ph.D.
10 student through completion of degree and have demonstrated a professional relationship with
11 their past and present advisees.

12
13 As described in the Guide for Graduate Studies Committee Chair (available from the Graduate
14 School), the GSCC is responsible for a wide variety of activities, including recruiting and
15 admitting new graduate students, monitoring graduate student academic progress, recommending
16 graduate associate appointments to the chair, overseeing the degree certification and graduation
17 process, assisting faculty in becoming members of the Graduate Faculty and serving as a
18 resource for Graduate Faculty in the program.

19
20 Committee responsibilities are described in the OSU Graduate School Handbook.

21
22 The GSCC will represent the department at the College meetings of the Graduate Studies
23 Committee Chairs.

24
25 **UNDERGRADUATE PROGRAM COORDINATING ADVISER**

26
27 The undergraduate program coordinating adviser is appointed annually (starting July 1, ending
28 June 30th) by the chair and may be reappointed. The Coordinating Adviser coordinates the
29 advising program for the department and is the primary undergraduate advising contact with the
30 college. Duties include:

- 31
32 1) Maintaining records of undergraduate majors
33 2) Coordinating undergraduate advising assignments, including freshman adviser assignments, in
34 consultation with the chair
35 3) Serve as a resource for faculty advisers

36
37 **C Committees**

38
39 Much of the development and implementation of the department's policies and programs is
40 carried out by standing and ad hoc committees. The chair is an ex officio member of all
41 department committees and may vote as a member on all committees except the Promotion and
42 Tenure Committee.

1 Standing Committees

2

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

13

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

16

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

21

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

27

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

30

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

36

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

40

41 **Hall of Distinction Committee.** This committee is responsible for publicizing the recognition,
42 soliciting nominations, evaluation of nominees and selection of annual inductees to the Food
43 Science and Technology Hall of Distinction, The committee makes arrangements for engraving
44 and hanging of the plaques, inviting the inductees to the recognition ceremony, and hosting a
45 recognition dinner. In addition, the committee is responsible for enhancing professional

1 development among undergraduate and graduate students, and for encouragement of programs to
2 improve communication of science-based information about food.

3
4 **Laboratory Instruction Committee.** This committee provides oversight of teaching labs and
5 graduate student teaching assignments after input from relevant faculty.

6
7 **Pilot Plant Committee.** This committee recommends permanent and temporary assignment of
8 the pilot plants, and related spaces, to the chair. This committee will recommend operational
9 policies and fee schedules for research and teaching use of the pilot plants.

10
11 **Promotion and Tenure Committee.** (December 1 – November 30) This committee evaluates
12 the qualifications of regular faculty members for promotion and tenure and provides an
13 independent recommendation to the department chair as outlined in the OAA Policies and
14 Procedures Handbook. Committee composition and responsibilities are outlined in the
15 departmental Appointments, Promotion and Tenure document. The Chair of the Promotion and
16 Tenure committee is determined by vote of the members of that committee.

17
18 **Recruitment and Scholarship Committee.** This committee identifies and coordinates recruiting
19 efforts to attract qualified students into department programs. The committee also establishes
20 procedures for departmental scholarship applications and oversees the scholarship selection
21 process.

22
23 Ad hoc Committees

24
25 Ad hoc committees are appointed by the chair as needed and dissolved by the chair upon
26 completion of their work and/or acceptance of their report to the voting faculty. Faculty search
27 committees are ad hoc committees that are represented mainly by tenure-track voting faculty.
28 Faculty search committees can also be represented by staff, students, and other stakeholders, but
29 the final vote on candidates will be by the voting faculty members of the committee only.

30 31 **VIII Department Meetings**

32
33 The chair will provide to the faculty a schedule of department meetings at the beginning of each
34 academic term. The schedule will provide for at least one meeting per semester and normally
35 will provide for monthly meetings. A call for agenda items and completed agenda will be
36 delivered to faculty by e-mail before a scheduled meeting. Reasonable efforts will be made to
37 call for agenda items at least seven days before the meeting, and to distribute the agenda by e-
38 mail at least three business days before the meeting. A meeting of the department faculty will
39 also be scheduled on written request of 25% of the department faculty. The chair will make
40 reasonable efforts to have the meeting take place within one week of receipt of the request. The
41 chair will distribute minutes of faculty meetings to faculty by e-mail—within seven days of the
42 meeting if possible. These minutes may be amended at the next faculty meeting by a simple
43 majority vote of the faculty who were present at the meeting covered by the minutes.

44

1 Personnel matters will be discussed in an executive session comprised only of the voting faculty.
2 The staff member in charge of departmental human resource matters may be invited by the chair
3 to attend the meeting to provide policy guidance.

4 For purposes of discussing department business other than personnel matters, and for making
5 decisions where consensus is possible and a reasonable basis for action, a quorum will be defined
6 as a simple majority of all faculty members eligible to vote.
7

8 Either the chair or one-third of all faculty members eligible to vote may determine that a formal
9 vote conducted by written ballot is necessary on matters of special importance. For purposes of a
10 formal vote, a matter will be considered decided when a particular position is supported by at
11 least a majority of all faculty members eligible to vote. Balloting will be conducted by mail or e-
12 mail when necessary to assure maximum participation in voting.
13

14 When a matter must be decided and a simple majority of all faculty members eligible to vote
15 cannot be achieved on behalf of any position, the chair will necessarily make the final decision.
16

17 The department accepts the fundamental importance of full and free discussion but also
18 recognizes that such discussion can only be achieved in an atmosphere of mutual respect and
19 civility. Normally department meetings will be conducted with no more formality than is needed
20 to attain the goals of full and free discussion and the orderly conduct of business. However,
21 Robert's Rules of Order will be invoked when more formality is needed to serve these goals.
22

23 **IX Distribution of Faculty Duties and Responsibilities**

24

25 The Office of Academic Affairs requires departments to have guidelines on the distribution of
26 faculty duties and responsibilities (See the OAA Policies and Procedures Handbook, Volume 1,
27 Chapter 2, Section 1.4.5, (<http://oaa.osu.edu/assets/files/documents/1.2HBUnitAdmin.pdf>)).
28

29 During on-duty periods, faculty members are expected to be available for interaction with
30 students, research, and departmental meetings and events even if they have no formal course
31 assignment. On-duty faculty members should not be away from campus for extended periods of
32 time unless on an approved leave (see section XIII) or on approved travel.
33

34 The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the
35 demands and resources of the department and the individual circumstances of faculty members
36 may warrant temporary deviations from these guidelines. Assignments and expectations for the
37 upcoming year are addressed as part of the annual review by the department chair.
38

39 **A full-time faculty member's primary professional commitment is to Ohio State University and the**
40 **guidelines below are based on that commitment. Faculty who have professional commitments**
41 **outside of Ohio State during on-duty periods (including teaching at another institution; conducting**
42 **research for an entity outside of Ohio State; external consulting) must disclose and discuss these**
43 **with the chair in order to ensure that no conflict of commitment exists. Information on faculty**
44 **conflicts of commitment is presented in the OAA Faculty Conflict of Commitment policy**
45 **(<http://oaa.osu.edu/assets/files/documents/conflictofcommitment.pdf>). A Tenure-track**

46 **Faculty**
47

1 Tenure-track faculty members are expected to contribute to the university's mission via teaching,
2 scholarship, and service. When a faculty member's contributions decrease in one of these three
3 areas, additional activity in one or both of the other areas is expected. These three responsibilities
4 are not limited to the general fund, OARDC and OSUE budget appointment. The line-item
5 responsibilities are met by the total faculty effort and individual faculty members report
6 accomplishments that are independent of percentage appointment.

7 8 **Teaching**

9
10 All tenure-track faculty are expected to contribute to the department's teaching, including large
11 enrollment and specialized courses in both the undergraduate and graduate curriculums. The
12 minimum teaching assignment for full-time tenure-track faculty members is two courses per
13 academic year. Faculty members are also expected to advise undergraduate and graduate
14 students and supervise independent studies and thesis and dissertation work.

15
16 Adjustments to the standard teaching assignment may be made to account for teaching a new
17 class, the size of the class, whether the class is taught on-line or team-taught, and other factors
18 that may affect the preparation time involved in teaching the course.

19
20 The standard teaching assignment may vary for individual faculty members based on their
21 research and/or service activity. Faculty members who are especially active in research can be
22 assigned an enhanced research status that includes a reduced teaching assignment. Likewise,
23 faculty members who are relatively inactive in research can be assigned an enhanced teaching
24 status that includes an increased teaching assignment. Faculty members who are engaged in
25 extraordinary service activities (to the department, college, university, and in special
26 circumstances professional organizations within the discipline) can be assigned an enhanced
27 service assignment that includes a reduced teaching assignment.

28
29 The chair is responsible for making teaching assignments on an annual basis, and may decline to
30 approve requests for adjustments when approval of such requests is not judged to be in the best
31 interests of the department. All faculty members must do some formal instruction and advising
32 over the course of the academic year.

33 34 **Scholarship**

35
36 All tenure-track faculty members are expected to develop and maintain a focused program of
37 scholarship that reflects professional interests, as well as the department mission, as defined in
38 the department's Appointments, Promotion, and Tenure Document
39 (<http://oaa.osu.edu/governance.html>). All faculty members are expected to publish regularly in
40 high quality peer-reviewed journals as well as in other appropriate venues, such as edited book
41 chapters of similar quality and length as articles. Faculty engaged in basic or applied research are
42 expected to attract extramural funding. Faculty members are also expected to seek appropriate
43 opportunities to obtain patents and engage in other commercial activities stemming from their
44 research. Each faculty member with an OARDC appointment must be a principal or co-principal
45 investigator on an approved Hatch project, and must report their research activities annually

1 through the Research, Extension, and Education Project Online Reporting Tool (REEport)
2 system.

3 4 **Service**

5
6 Faculty members are expected to be engaged in service and outreach to the department,
7 university, profession and community. Typically this will include service on at least two
8 committees within the department and one outside of the department. This pattern can be
9 adjusted depending on the nature of the assignment (e.g. service as committee chair, service on a
10 particularly time-intensive committee, organizing a professional conference, leadership in an
11 educational outreach activity, service in an administrative position within the department,
12 college, or university).

13
14 All faculty members are expected to attend and participate in department meetings, recruitment
15 activities, and other department events.

16 17 **Special Assignments**

18
19 Information on special assignments (SAs) is presented in the Office of Academic Affairs Special
20 Assignment Policy (<http://oaa.osu.edu/assets/files/documents/specialassignment.pdf>). The
21 information provided below supplements these policies.

22
23 Reasonable efforts will be made to award SA opportunities to all faculty members subject to the
24 quality of faculty proposals, including their potential benefit to the department or university, and
25 the need to assure that sufficient faculty are always present to carry out department work. The
26 chair's recommendation to the dean regarding an SA proposal will be based on the quality of the
27 proposal and its potential benefit to the department or university and to the faculty member as
28 well as the ability of the department to accommodate the SA at the time requested.

29
30 Faculty members who desire an SA should discuss the matter with the department chair during
31 their annual evaluation or as soon thereafter as possible. The department chair will indicate
32 whether submission of a full proposal articulating the purpose and nature of the SA is
33 appropriate. The chair will normally announce decisions regarding SAs for the next academic
34 year no later than June 30 of the previous academic year, but retains the option of making
35 decisions regarding proposals at other times when circumstances warrant such flexibility.

36 37 **B Associated Faculty**

38
39 Compensated associated faculty members are expected to contribute to the university's mission
40 via teaching or research depending on the terms of their individual appointments.

41
42 Faculty members with tenure-track titles and appointments <50% FTE will have reduced
43 expectations based on their appointment level.

44 Expectations for compensated visiting faculty members will be based on the terms of their
45 appointment and are comparable to that of tenure-track faculty members except that service is
46 not required.

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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.

1
2 The chair will allocate office space, in consultation with the Building and Facilities Committee,
3 including considerations such as achieving proximity of faculty in sub disciplines and
4 productivity and grouping staff functions to maximize efficiency.

5
6 The allocation of salary funds is discussed in the Appointments, Promotion and Tenure
7 Document.

8 9 **XII Leaves and Absences**

10
11 The university's policies and procedures with respect to leaves and absences are set forth in the
12 Office of Academic Affairs Policies and Procedures Handbook
13 (<http://oaa.osu.edu/handbook.html>) and Office of Human Resources Policies and Procedures
14 website, <https://hr.osu.edu/policy/>. Faculty members have either 9 or 12 month appointments that
15 meet the defined duties in faculty rule 3335-5-07 ([http://trustees.osu.edu/rules/university-](http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html)
16 [rules/chapter-3335-5-faculty-governance-and-committees.html](http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html)). The information provided
17 below supplements these policies.

18 19 **A Discretionary Absence**

20
21 Faculty are expected to complete a travel request (<https://etravel.osu.edu>) or an Application for
22 Leave form (<https://eleave.osu.edu>) well in advance of a planned absence (for attendance at a
23 professional meeting or to engage in consulting) to provide time for its consideration and
24 approval and time to assure that instructional and other commitments are covered. Discretionary
25 absence from duty is not a right and the chair retains the authority to disapprove a proposed
26 absence when it will interfere with instructional or other comparable commitments. Such an
27 occurrence is most likely when the number of absences in a particular semester is substantial.
28 Rules of the University Faculty require that the Office of Academic Affairs approve any
29 discretionary absence longer than 10 consecutive business days (See Faculty Rule 3335-5-08
30 [http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-](http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html)
31 [committees.html](http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html)) and must be requested at <https://eleave.osu.edu/>.

32 33 **B Absence for Medical Reasons**

34
35 When absences for medical reasons are anticipated, faculty members are expected to complete an
36 Application for Leave form as early as possible. When such absences are unexpected, the faculty
37 member, or someone speaking for the faculty member, should let the chair know promptly so
38 that instructional and other commitments can be managed. Faculty members are always expected
39 to use sick leave for any absence covered by sick leave (personal illness, illness of family
40 members, medical appointments). Sick leave is a benefit to be used—not banked. For additional
41 details see OHR Policy 6.27, <https://hr.osu.edu/public/documents/policy/policy627.pdf>.

42 43 **C Unpaid Leaves of Absence**

44
45 The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of
46 absence are set forth in OHR Policy 6.45,

1 <https://hr.osu.edu/public/documents/policy/policy645.pdf>. The information provided below
2 supplements these policies.

3
4 A faculty member desiring an unpaid leave of absence should submit a written request for the
5 leave as far in advance as possible of the time for which the leave is desired. Approval will be
6 based on, but not limited to, the nature of the request, the extent to which the faculty member's
7 responsibilities can be covered during the proposed absence and the positive or negative impact
8 on the department of the proposed absence.

9 10 **D Faculty Professional Leave**

11
12 Information on faculty professional leaves is presented in the OAA Policy on Faculty
13 Professional Leaves (<https://oaa.osu.edu/assets/files/documents/facultyprofessionalleave.pdf>).
14 The information provided below supplements these policies.

15
16 Faculty members who desire a FPL should discuss the matter with the department chair during
17 their annual evaluation or as soon thereafter as possible. The department chair will indicate
18 whether submission of a full proposal articulating the purpose and nature of the FPL is
19 appropriate. Classes that would normally be taught by the faculty member during the period of
20 their leave should be moved to the semester before or after their leave, to allow students the
21 maximum opportunity to take the classes. The chair will normally announce decisions regarding
22 FPLs for the next academic year no later than June 30 of the previous academic year, but retains
23 the option of making decisions regarding proposals at other times when circumstances warrant
24 such flexibility.

25
26 The chair's recommendation to the dean regarding an FPL proposal will be based on the quality
27 of the proposal and its potential benefit to the department and to the faculty member as well as
28 the ability of the department to accommodate the leave at the time requested.

29 30 **XIII Supplemental Compensation and Paid External Consulting**

31
32 Information on faculty supplemental compensation is presented in the OAA Policy on Faculty
33 Compensation (<http://oaa.osu.edu/assets/files/documents/facultycompensation.pdf>). Information
34 on paid external consulting is presented in the university's Policy on Faculty Paid External
35 Consulting (<http://oaa.osu.edu/assets/files/documents/paidexternalconsulting.pdf>). The
36 information provided below supplements these policies.

37
38 This department adheres to these policies in every respect. In particular, this department expects
39 faculty members to carry out the duties associated with their primary appointment with the
40 university at a high level of competence before seeking other income-enhancing opportunities.
41 All activities providing supplemental compensation must be approved by the department chair
42 regardless of the source of compensation. External consulting must also be approved. Approval
43 will be contingent on the extent to which a faculty member is carrying out regular duties at an
44 acceptable level, the extent to which the extra income activity appears likely to interfere with
45 regular duties, and the academic value of the proposed consulting activity to the department. In

1 addition, it is university policy that faculty may not spend more than one business day per week
2 on supplemental compensated activities and external consulting combined.

3
4 Faculty who fail to adhere to the university's policies on these matters, including seeking
5 approval for external consulting, will be subject to disciplinary action.

6 7 **XIV Financial Conflicts of Interest**

8
9 Information on faculty financial conflicts of interest is presented in the university's Policy on
10 Faculty Financial Conflict of Interest ([http://orc.osu.edu/files/2013/02/Policy-on-Faculty-](http://orc.osu.edu/files/2013/02/Policy-on-Faculty-Financial-Conflict-of-Interest.pdf)
11 [Financial-Conflict-of-Interest.pdf](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
12 opportunities for tangible personal benefit may exert a substantial and improper influence upon a
13 faculty member or administrator's professional judgment in exercising any university duty or
14 responsibility, including designing, conducting or reporting research.

15
16 Faculty members with external funding or otherwise required by university policy are required to
17 file conflict of interest screening forms annually and more often if prospective new activities
18 pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to
19 cooperate with university officials in the avoidance or management of potential conflicts will be
20 subject to disciplinary action.

21
22 In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment
23 that arise in relation to consulting or other work done for external entities. Further information
24 about conflicts of commitment is included in section IX above.

25 26 **XV Grievance Procedures**

27
28 Members of the department with grievances should discuss them with the chair who will review
29 the matter as appropriate and either seek resolution or explain why resolution is not possible.
30 Content below describes procedures for the review of specific types of complaints and
31 grievances

32 33 **A Salary Grievances**

34
35 A faculty or staff member who believes that his or her salary is inappropriately low should
36 discuss the matter with the chair. The faculty or staff member should provide documentation to
37 support the complaint.

38
39 Faculty members who are not satisfied with the outcome of the discussion with the chair and
40 wish to pursue the matter may be eligible to file a more formal salary appeal (the Office of
41 Academic Affairs Policies and Procedures Handbook, <http://oaa.osu.edu/handbook.html>).

42
43 Staff members who are not satisfied with the outcome of the discussion with the chair and wish
44 to pursue the matter should contact Consulting Services in the Office of Human Resources
45 (<https://hr.osu.edu/elr/>).

1 **B Faculty Misconduct**

2
3 Complaints alleging faculty misconduct or incompetence should follow the procedures set forth
4 in Faculty Rule 3335-5-04, [http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-](http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html)
5 [governance-and-committees.html](http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html) .

6
7 **C Faculty Promotion and Tenure Appeals**

8
9 Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05,
10 [http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-](http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html)
11 [committees.html](http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html) .

12
13 **D Sexual Harassment**

14
15 The university's policy and procedures related to sexual harassment are set forth in OHR Sexual
16 Misconduct Policy 1.15, <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

17
18 **E Student Complaints**

19
20 Normally student complaints about courses, grades, and related matters are brought to the
21 attention of individual faculty members. In receiving such complaints, faculty should treat
22 students with respect regardless of the apparent merit of the complaint and provide a considered
23 response. When students bring complaints about courses and instructors to the department chair,
24 the chair will first ascertain whether or not the students require confidentiality. If confidentiality
25 is not required, the chair will investigate the matter as fully and fairly as possible and provide a
26 response to both the students and any affected faculty. If confidentiality is required, the chair will
27 explain that it is not possible to fully investigate a complaint in such circumstances and will
28 advise the student(s) on options to pursue without prejudice as to whether the complaint is valid
29 or not.

30
31 Faculty complaints regarding students must always be handled strictly in accordance with
32 university rules and policies. Faculty should seek the advice and assistance of the chair and
33 others with appropriate knowledge of policies and procedures when problematic situations arise.
34 In particular, evidence of academic misconduct must be brought to the attention of the
35 Committee on Academic Misconduct (see <http://oaa.osu.edu/coam.html> and
36 <http://senate.osu.edu/committees/COAM/COAM.html>).

37
38
39 **F Code of Student Conduct**

40
41 In accordance with the Code of Student Conduct (<http://studentaffairs.osu.edu/csc/>), faculty
42 members will report any instances of academic misconduct to the Committee of Academic
43 Misconduct.