

## Pattern of Administration

Department of Plant Pathology

College of Food, Agricultural and Environmental Sciences

The Ohio State University

Approved by the Department

October, 2014

### Table of Contents

I. Introduction .....	3
II. Department Mission and Vision.....	3
III. Academic Rights and Responsibilities .....	4
IV. Faculty of the Department .....	4
A. Types of faculty.....	4
B. Voting faculty.....	6
C. Graduate faculty .....	6
V. Organization of Department Services and Staff .....	6
A. Senior staff.....	6
B. Supporting staff .....	6
VI. Overview of Departmental Administration and Decision-Making .....	7
VII. Department Administration .....	7
A. The Chair .....	7
B. The Associate Chair.....	9
C. Committees and special assignments.....	10
VIII. Department Meetings.....	23
IX. Distribution of Faculty Duties and Responsibilities .....	24
A. General departmental guidelines .....	24
B. Tenure-track faculty.....	25
1. Teaching responsibilities.....	25

2. Research responsibilities.....	26
3. Service activities.....	26
4. Mechanisms for departure from average expected level of activity in each area .....	26
5. Special assignments .....	27
C. Clinical Faculty.....	27
D. Research Faculty .....	27
E. Associated Faculty.....	27
F. Terms of duty .....	28
X. Course Offerings and Teaching Schedules.....	28
XI. Allocation of Department Resources.....	29
XII. Leaves and Absences .....	29
A. Discretionary Absence .....	29
B. Absence for Medical Reasons.....	29
C. Unpaid Leaves of Absence .....	30
D. Faculty Professional Leave.....	30
XIII. Supplemental Compensation and Paid External Consulting Activity.....	30
XIV. Financial Conflicts of Interest .....	31
XV. Grievance Procedures.....	31
A. Salary grievances .....	31
B. Faculty misconduct .....	32
C. Faculty promotion and tenure appeals.....	32
D. Sexual harassment.....	32
E. Student complaints .....	32
F. Code of Student Conduct .....	32

## I. Introduction

This document is an overview of the policies, procedures and practices defining the Patterns of Administration (POA) in the Department of Plant Pathology (hereafter, “the Department”) in the College of Food, Agricultural and Environmental Sciences (CFAES or “the College”) at The Ohio State University (the “University”). This document should be viewed as a supplement to and is not intended to be in conflict with the [Rules of the University Faculty](#) or other rules and procedures published by the University or those periodically updated by the Board of Trustees or the Office of Academic Affairs (OAA) as described in the [OAA Policies and Procedures Handbook](#). This document is subject to continuing revision based on faculty input and refinements in Department, CFAES, and University goals, and approval by the Dean and Vice-President of Agricultural Administration of CFAES (the “Dean”) and Provost and Executive Vice President (the “Provost”). At the beginning of each four-year term of the Department Chair (the “Chair”), either a revision or reaffirmation of this document will be made available to all present and prospective members of the Department, and a copy will be deposited in the offices of the Dean and Provost. A separate document entitled “Appointments, Promotion, and Tenure Criteria and Procedures” (APT), sets forth the criteria and procedures according to which recommendations are made concerning appointments, dismissals, salary adjustments, promotion in rank, and matters affecting the tenure of the faculty. Changes in any portion of this document will be circulated whenever necessary, and a revised edition of the total document will be published.

## II. Department Mission and Vision

The Department was established in 1967 as a unit of the College of Agriculture (now CFAES), at The Ohio State University. We are proud to remain one of the few stand-alone departments of Plant Pathology in the United States.

Our mission and vision statements were approved by the faculty of the Department on October 6, 2014, as follows:

### *Mission*

We are dedicated to enhancing food security, global sustainability, and human welfare through environmentally and economically sound strategies for plant health management. To this end:

- we conduct fundamental and mission-oriented research on pathogenic and beneficial microbes, and their interactions with plants and the environment, to broaden our understanding of plant disease, at biological scales ranging from the molecular to the epidemiological, and
- we educate students, professionals and the general public about the science of plant pathology and innovations in plant health management.

### *Vision*

Our vision is to lead globally in research, education, and the delivery of unbiased science-based information on plant diseases, host-microbe interactions and plant health management.

The mission of the Department is critical to and aligns with the strategic missions of the [University](#) and [CFAES](#). Faculty within the Department communicate unbiased information to citizens around the globe.

### 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 of the Department

#### A. Types of faculty

In accordance with the [Rules of the University Faculty](#), the Department may appoint persons to faculty positions defined as tenure-track, clinical (professional practice), research, associated, or emeritus on full or part-time appointments, with or without salary. Details on departmental guidelines and procedures regarding appointment, promotion, and tenure of faculty are found in the Department's APT document.

1. Tenure-track faculty.

Tenure-track faculty include those persons with titles of Professor, Associate Professor, Assistant Professor, or Instructor who serve on appointments totaling 50% or more service to the University. Rules applying to tenure-track faculty are described in [Chapter 6](#) of the [Rules of the University Faculty](#). A tenure-track faculty member may hold a non-salary courtesy appointment in another TIU or joint appointments in another TIU.

2. Research faculty.

Research faculty appointments are fixed term contract appointments that do not entail tenure. Research faculty are researchers and shall be engaged in research related to the mission of the Department. Titles will be Research Assistant Professor, Research Associate Professor, and Research Professor. Rules applying to research faculty are described in [Chapter 7](#) of the [Rules of the University Faculty](#). Research faculty may vote in all matters of departmental governance except tenure-track and clinical appointment, promotion, and tenure decisions.

3. Clinical (professional practice) faculty.

Clinical-faculty serve under fixed term contracts and are not eligible for tenure. Clinical faculty are teacher/practitioners and shall be engaged primarily in teaching activities related to courses or instructional situations involving professional skills. Clinical- faculty titles in CFAES are Assistant Professor of Professional Practice, Associate Professor of Professional Practice, and

Professor of Professional Practice. Rules applying to clinical faculty are described in [Chapter 7](#) of the [Rules of the University Faculty](#). Clinical faculty may vote in all matters of departmental governance except tenure-track appointment, promotion, and tenure decisions.

#### 4. Associated faculty.

Associated faculty include compensated and non-salary faculty who serve the Department in some significant capacity but are not in tenure-track, research, or clinical positions at the University. In the Department, compensated associated faculty who are hired to perform a specific service may include visiting faculty on leave from other academic institutions, lecturers, or adjunct faculty. Non-salary associated faculty may include visiting faculty on leave from other academic institutions and adjunct faculty.

a. **Adjunct faculty** include government scientists (primarily employees of the Agricultural Research Service within the US Department of Agriculture) who are housed within the Department, and may include other allied professionals who contribute in a significant way to the academic work of the Department. Adjunct faculty will hold titles of Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor. Adjunct faculty are non-voting members of the faculty. Whether or not they are housed within the Department, adjunct faculty will be expected to have substantial involvement in the academic work of the Department, including such activities as participation or substantial collaboration in departmental research programs, student advising, seminar or guest lecture presentation, departmental committee service, and/or appropriate outreach and engagement activities. Criteria for the promotion of adjunct faculty members are the same as for promotion of tenure-track faculty.

b. **Visiting faculty** titles shall be used to confer faculty status on individuals who have credentials comparable to faculty of equivalent rank at another institution and who spend a limited period of time on formal appointment and in residence at this institution for purposes of participating in the Department's academic activities. Visiting faculty titles will be commensurate with the academic title of the visiting faculty member's academic institution. Visiting faculty may have appointment terms of up to 36 months.

c. Lecturers, senior lecturers, and faculty with tenure-track titles on less than 50% FTE appointments may be contracted for specific and limited service to the Department as detailed in their letters of offer.

#### 5. Emeritus faculty.

Emeritus faculty are those who have retired after serving as tenure-track, clinical, or research faculty members in the Department and who, upon retirement, have requested and were recommended for emeritus status by the Chair, the Dean, and the Provost. They hold non-salary

appointments. Emeritus faculty in this Department are invited to participate in departmental activities and programs.

#### 6. Courtesy faculty.

Faculty members from other TIUs may be given appointments as courtesy faculty in the Department if they are substantially involved in the academic work of the Department. Courtesy faculty are encouraged to participate in other departmental activities and programs.

### B. Voting faculty

The faculty eligible to vote on matters before the Department or vote during departmental meetings will be limited to members with tenure-track, clinical, or research appointments with the Department as their TIU. Associated and emeritus faculty are encouraged to attend faculty meetings and participate in all departmental activities but are not accorded voting rights.

### C. Graduate faculty

[Chapter 5](#) of the [Rules of the University Faculty](#) covers membership of the Graduate Faculty, powers and responsibilities, and meetings. Section XV of the [Graduate School Handbook](#) provides specific information about Graduate Faculty eligibility, responsibilities, and nomination procedures. Members of the Graduate Faculty, depending on their appointment category, may act as advisors to graduate students enrolled in graduate programs of study and may serve as members of graduate student advisory committees (SAC).

## V. Organization of Department Services and Staff

### A. Senior staff

Senior staff includes all Extension associates, the Director of the C. Wayne Ellett Plant and Pest Diagnostic Clinic, office administrative staff, academic program specialists, research scientists and others as designated by the Chair. Senior staff are invited to participate fully in all departmental meetings in a non-voting capacity and to serve on appropriate departmental committees.

### B. Supporting staff

Supporting staff includes positions deemed necessary by the Chair to provide services essential to the mission of the Department, including but not limited to the following: handle space and equipment inventory and audits for the Department; provide general support for building operations, including safety training; maintain and operate greenhouses and growth chambers; provide support for teaching and research programs; oversee and manage equipment repairs budget; order general department lab supplies; maintain common use equipment inventory and conduct periodic audits; conduct facilities tours; ensure that state and federal regulations regarding plant pathogen management are met; provide computer and software support for faculty, staff and graduate students including purchasing, setup, maintenance and troubleshooting; develop, support and help maintain departmental audio-visual distance education equipment; work with faculty and staff to provide new ways of integrating

technology into teaching and research programs including website development; develop and maintain administrative file sharing system and faculty/graduate student lab notebook server.

## VI. Overview of Departmental Administration and Decision-Making

Departmental policy and program decisions may be made in several ways, including the Department faculty as a whole, standing or *ad hoc* committees of the Department, or the Chair.

The nature of each issue and importance of the decision to be made usually determines how it is addressed. Department governance proceeds on the general principle that the more important the matter to be decided, the more widespread the agreement on a decision needs to be. Matters of general importance are usually handled first through one of the standing or *ad hoc* committees and then discussed in a full departmental meeting. Matters of lesser importance or of a more specific nature may be decided by appropriate departmental committees themselves or by the Chair. Any item or matter of concern can be placed on the agenda of a departmental meeting by informing the Chair.

The Department operates on the faculty-governance or general consensus principle. The more important items will be decided by a majority vote of the voting faculty on the decision or action to be taken. Prior to a formal vote, open and shared discussions, both formal and informal, among the faculty members constitute the primary means for reaching agreement on basic decisions. Formal voting procedures may not be required or appropriate for many decisions. In rare instances where a decision of the Chair departs from the majority opinion of the faculty, the Chair will explain the reasons for the departure from the majority decision to the faculty in writing, where possible, or at a departmental meeting, with an opportunity provided for faculty to comment. This communication shall outline the decision of the majority of the faculty, the decision of the Chair, and the reason the decisions differ. Where possible, this statement of reasons shall be provided before the departure occurs.

## VII. Department Administration

### A. The Chair

In accordance with [Chapter 3](#) of the [Rules of the University Faculty](#), the Chair has general administrative responsibility for departmental programs. The Chair represents the faculty of the Department in dealing with the Dean or others in College and University administration. The Chair is appointed for a term of four years by the Dean and is eligible for reappointment after review by the faculty and College administration.

The primary duties of the Chair are as follows:

1. Develop a POA document in consultation with the faculty. This document will be made available to all present and prospective members of the faculty and deposited in the offices of the Dean and Provost. At the beginning of each four-year term of the Chair, the POA document will be reviewed and revised, in consultation with the faculty, and either a revision or

reaffirmation of the original document will be given to members of the Department, and to the offices of the Dean and Provost. The POA will also be posted on the Department's [web site](#);

2. Develop, in consultation with the faculty and in accordance with the POA, a statement setting forth the criteria and procedures according to which recommendations are made concerning appointments and/or dismissals, salary adjustments, promotions in rank, and matters affecting the tenure of the faculty. This APT document will be made available to all present and prospective members of the faculty and deposited in the offices of the Dean and Provost. At the beginning of each four-year term of the Chair, the APT document will be reviewed and revised, in consultation with the faculty, and either a revision or reaffirmation of the original document will be given to members of the Department, and to the offices of the Dean and Provost. The APT document will also be posted on the Department's [web site](#);

3. Plan and oversee implementation of a progressive program of scholarship and service with the members of the Department, appropriate stakeholders, and the Dean and administrative cabinet of CFAES. The Chair will assure that every faculty member has duties and responsibilities commensurate with his or her appointment and that the departmental workload is distributed equitably among faculty. While faculty are expected to exercise self-determination in conducting their research and other scholarly activities, the Chair assigns teaching responsibilities and is responsible for determining whether a scheduled course is to be cancelled. Except for elected positions, the Chair makes appointments for departmental service. In making faculty assignments the chair must balance the needs of the Department with the preferences of the faculty member within the context of the Department's policy on faculty duties and responsibilities described in Section IX;

4. Consult with the faculty on all policy matters, including the following: curriculum; definition of new or replacement faculty positions and recruitment and selection of new faculty members; major budgetary matters; cooperative endeavors with other University units; major space assignments or alterations; shared departmental equipment; assignment of supporting staff; operation of support facilities (e.g., general laboratories, greenhouses). Such consultation will occur at a meeting of the faculty as a whole, whenever possible, or in formal or informal conferences and discussions with individuals or groups of faculty members, as appropriate. Some matters may be more appropriately discussed on an individual rather than a group basis. Such matters include, but may not be limited to, recommendations for committees, performance evaluations of staff, and assignments of teaching, research and/or outreach-engagement responsibilities;

5. See that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance;

6. Evaluate faculty and staff performance annually, and evaluate faculty members for promotion and/or tenure consideration in accordance with procedures specified in the departmental APT document. The Chair will inform faculty members when they receive their annual performance

review of their right to review their primary personnel file and to place in that file a response to any evaluation, comment or other material contained in that file;

7. Recommend to the Dean, after consultation with departmental faculty, appointments, promotions, dismissals and matters affecting the tenure of the members of the Department in accordance with procedures specified in the APT document;
8. Encourage high-quality scholarship in programs of research, educational investigation, and outreach-engagement by appropriate faculty, staff, and students;
9. Promote continuous improvement of instruction by providing for appropriate evaluation of each course, including written evaluation by students of the course and instructors, and periodic course review by the faculty, and improve methods of evaluation of instruction used in the Department;
10. Lead in maintaining a high level of morale among faculty, staff, and students and see that all members of the Department, regardless of their assigned location, are offered the privileges and responsibilities appropriate to their positions;
11. Prepare, in consultation with the faculty, annual and special budget recommendations and reports of departmental activities for consideration by the Dean and Administrative Cabinet of CFAES;
12. Operate the business of the Department with efficiency and dispatch, evaluate continuously the instructional and administrative processes of the Department, and lead in the study of methods of improving them;
13. Provide a schedule of Department meetings for the academic year to all faculty and senior staff at the beginning of each academic year and distribute an agenda in advance of each meeting;
14. See that appropriate minutes of all faculty meetings are taken, made available and maintained, and maintain records of all other actions covered by the POA and APT documents; and
15. Appoint, with appropriate input from the faculty, the Associate Chair, members of standing and *ad hoc* committees and, when appropriate, designate committee chairs.

## B. The Associate Chair

The Department has an Associate Chair located on the campus where the Chair is not located (i.e., at Wooster if the Chair is located in Columbus and *vice versa*). This position is not a full-time administrative position, but rather an administrative appointment to a member of the faculty in addition to other research, teaching, and/or outreach-engagement responsibilities as defined in consultation with the Chair. In the event of short-term ( $\leq 30$  days) absence of the Chair, the Associate Chair will serve

as Acting Chair for the Department. In the event of longer absences (>30 days), an Acting Chair for the Department shall be recommended to the administration by the faculty.

The Associate Chair is appointed by the Chair after consultation with the faculty and approval by the Dean. The Associate Chair is appointed for a term of four years, serving concurrently with the Chair, and is eligible for reappointment after review by the faculty and the Chair. The Associate Chair must be reappointed after a new Chair is appointed regardless of length of service.

The Associate Chair and the Chair will work as a team to facilitate efficient administration of the Department on both the Columbus and Wooster campuses. Other functions may be delegated to or coordinated with the Associate Chair as deemed appropriate by the Chair.

The primary duties of the Associate Chair are to work in partnership with the Chair to oversee the management and well-being of the Department and to handle local operations on the campus on which she/he is located, including:

1. Act as oversight administrator and facilitator for faculty, staff and students located on that campus, with regard to research, teaching and outreach-engagement functions, as appropriate;
2. Oversee management of departmental office functions and business operations, including the operational budget for that campus, personnel issues, and facilities management on that campus;
3. If located on the Wooster campus: coordinate all departmental research program administration, including monitoring project initiations, reviews, terminations and annual reports; review grant proposal submissions from the Wooster faculty (i.e., complete ePA005's); and other activities as appropriate. If located on the Columbus campus: oversee the academic programs of the department including classroom and curricular logistics, teaching equipment and budgets, student issues, and other activities as appropriate;
4. In the absence of the Chair, represent the Department on that campus, and represent the Chair at meetings or functions which the Chair cannot attend.

### C. Committees and special assignments

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 departmental committees and may vote as a member on all committees except the Committee of Eligible Faculty and the Promotion and Tenure Committee.

It is the intent of the Department that all faculty, senior staff and other representative staff and students be actively involved in departmental affairs. All faculty members have the opportunity to participate in determining the policies, directions, and nature of the Department and have the responsibility to provide service by contributing to and participating in departmental academic functions. To this end, a structure of standing committees is maintained. In addition, *ad hoc* committees shall be formed by the

Chair as needed to meet special circumstances. In consultation with the faculty, the Chair will provide each *ad hoc* committee with a written charge. The Chair will see that each faculty member has an opportunity, at some time, to participate on departmental standing or *ad hoc* committees. Members and chairs of all committees shall be appointed by the Chair, except for those specified below whose members or chairs are elected by the faculty at large or by committee members.

## 1. Standing Committees

- 1) **Promotion and Tenure Review (P&T):** Details of committee operations and promotion and tenure procedures are in Section VII of the APT document.
  - i. **Membership:** The P&T Committee shall consist of three tenured Professors and the Chair (*ex officio*). At the beginning of each academic year, one or two new members are elected to serve 2-year terms beginning September 1 to replace the member(s) completing their terms. An individual cannot serve for consecutive terms; a minimum of one year must elapse from completion of a term on the Committee before that person can be elected to serve another term. At least one elected member on the Committee must be from each campus. The Chair of the Committee is elected by the committee members to serve a 1-year term, and may be reelected for a second 1-year term. Each year, the Committee also elects one of its members (other than the committee Chair) to serve as the 'Procedures Oversight Designee'.
  - ii. **Meetings:** The P&T Committee meets in May or June of each year, on two days (one in Wooster and one in Columbus) to be arranged by the P&T Chair before the end of the preceding Spring term.
  - iii. **Charge:** The P&T Committee is charged with:
    1. evaluating candidates for tenure and/or promotion, and advising the Chair in writing on the content of the annual letter written to each Assistant and Associate Professor advising her/him on progress towards promotion and/or tenure;
    2. presenting the case of candidates to the eligible faculty for consideration for promotion and/or tenure;
    3. preparing a letter to the Chair describing the eligible faculty's assessment of quality and effectiveness of teaching, quality and significance of research, and quality and effectiveness of service of each candidate being submitted to the College for promotion and/or tenure consideration; and
    4. reviewing University policies on promotion and tenure and working with the Chair to update promotion and tenure procedures within the Department.

## 2) **Annual Program Review (APR):**

- i. **Membership:** The Committee consists of five persons: 1) the Chair, 2) at least one Professor who has completed one year's service on the P&T committee, and two additional faculty members (any rank, preferably one each from the Columbus and Wooster campuses) who are elected by the voting faculty at the beginning of the academic year in which the review is held. The Associate Chair serves as non-voting *ex officio* member, and the Chair serves as chair of the APR Committee.
  - ii. **Meetings:** The APR Committee meets annually in January or February with each faculty member, Extension Associates, Research Scientists, and others as designated by the Chair. The Chair will set two dates, one for Wooster and one for Columbus, in consultation with the faculty before the end of the preceding Autumn term.
  - iii. **Charge:** Details of committee operations and program review procedures are in the APT document. The committee is charged with:
    1. evaluating the extent and quality of the teaching, extension-outreach, student advising, research and/or service activities of each person during the previous calendar year;
    2. engaging each person in a constructive, evaluative discussion of her/his performance; and
    3. making recommendations to the Chair regarding the content of the Chair's annual performance review letter written to those being reviewed by this process.
- 3) **Graduate Studies (GS):** The GS Committee is responsible for the conduct and administration of the graduate program in the Department. The Committee oversees operation of the graduate program and serves as liaison among the College, Graduate School, and Graduate Faculty members in the Department. General responsibilities of the Committee are described in the [Graduate School Handbook](#).
- i. **Membership:** The GS Committee consists of four members of the Graduate Faculty and one graduate student. At the beginning of each academic year, one new faculty member is elected by the voting faculty to serve a 4-year term beginning September 1 and the longest-serving member rotates off the committee. An individual cannot serve for consecutive terms; a minimum of one year must elapse from completion of a term on the committee before a person can be elected to serve another term. Normally two of the faculty members are based in Columbus and two in Wooster, but at least one member on the committee must be from each location. One graduate student currently enrolled in the departmental Ph.D. program is elected to serve a 1-year term on the committee. At the request of the Chair, two candidates for this position are submitted to the faculty by the Plant Pathology Graduate Student Association and the faculty choose between these. The student member is a full voting

member of the committee except in any area that, in the opinion of the GS Chair, would compromise confidentiality among currently enrolled graduate students. The GS Chair is elected to serve a 3-year term by the entire voting faculty. If possible, the GS Chair shall be elected from among current faculty members serving on the committee. However, if an appropriate person is not available among current committee members, another member of the Graduate Faculty will be elected. The GS Chair shall serve a full 3-year term, even if their total service on the committee will then exceed four years. In the case where the GS Chair remains on the committee beyond a fourth year, no new member of the committee will be elected that year so that the committee membership will remain at four. Normally, the GS Chair will be elected one year prior to beginning their 3-year term of service to facilitate orderly transfer of committee leadership. A quorum shall consist of four voting members, except in cases where the student member is not allowed to vote, in which case a quorum shall consist of three members.

- ii. **Meetings:** The GS Committee may be called to meet at a time to be arranged by the GS Chair in consultation with committee members.
- iii. **Charge:** The Committee works closely with the departmental Graduate Faculty in carrying out its duties and obtains consensus for its policies, particularly in the areas of graduate curricular requirements, admission criteria, assigning advisors, and examination procedures. The GS committee is charged with:
  1. making decisions on admitting students to the Plant Pathology graduate program;
  2. awarding departmental Graduate Associateships;
  3. monitoring departmental resources allocated to graduate student support by the Chair;
  4. ensuring that graduate program assessment procedures are appropriate and applied consistently; and
  5. keeping the Chair apprised of the status of all aspects of the departmental graduate program.

- 4) **Academic Affairs (AA):** The AA Committee is responsible for oversight and coordination of the instructional programs and academic policies of the Department, including academic advising, and advises the Chair on academic matters. The committee works closely and cooperatively with the departmental GS Committee and with the CFAES Academic Affairs Committee. Faculty, staff or students can bring any concerns involving curriculum or academic issues directly to this committee.
- i. **Membership:** The AA Committee consists of five tenure-track or clinical faculty members plus an AA Chair. In addition, one non-voting graduate student is elected to the committee. The Department Chair and Associate Chair serve as *ex officio* members and as liaisons to the College administration. Faculty members

representing the Graduate Studies Committee and the undergraduate advising team are selected by members of each of those groups to serve 2-year terms beginning September 1. At the beginning of each academic year, one new member from each group is selected to serve on the AA Committee and the longest-serving member from each group rotates off. One graduate student currently enrolled in the Department's graduate program is elected to serve a 1-year term on the committee. At the request of the Chair, two candidates for this position are submitted to the faculty by the Plant Pathology Graduate Student Association and the faculty choose between these. The AA Chair is appointed by the Department Chair from among the faculty to serve a 3-year term beginning September 1. In addition to chairing the committee, the AA Chair represents the Department at *ad hoc* meetings with AA chairs from other departments and with the FAES AA Committee, when appropriate. Prior to the end each academic year, the AA Committee Chair, in close collaboration with the undergraduate academic advising team, will nominate existing and in-coming undergraduate majors for departmental fellowships. The nominations will be provided to the Department Chair for approval. All members are eligible for reappointment except the AA Chair. If a member must be replaced temporarily, the Chair shall appoint a replacement for the duration of absence, with the regular member resuming her/his term for the remaining period of appointment unless the term has expired. A quorum shall consist of four voting members.

- ii. **Meetings:** the AA Committee will meet at least once per Autumn and Spring term on a date to be arranged by the AA Chair.
- iii. **Charge:** The committee is charged with:
  1. reviewing, evaluating, and making recommendations to the faculty and the Chair on current, new or revised course offerings, curricula, or specific instructional programs within the Department;
  2. monitoring and recommending actions on course scheduling, course prerequisites, and programmatic credit requirements;
  3. serving as a review body for new or revised course proposals in Plant Pathology and other departments, as appropriate;
  4. ensuring that undergraduate program assessment procedures are appropriate and applied consistently; and
  5. reviewing all petitions from faculty for variances in curricular requirements.

5) **Mentoring:** A separate Mentoring Committee will be appointed to work with each Assistant Professor upon her/his initial appointment.

- i. **Membership:** Each Mentoring Committee consists of three members, all of whom are senior in rank to the mentee. They are appointed by the Chair in consultation with the Assistant Professor, and serve in this role for the duration

of time that the faculty member to whom they are assigned remains in rank. The purpose of these committees is to aid the Assistant Professor in assessing her/his progress toward promotion and tenure according to the criteria specified in the APT document.

- ii. **Meetings:** The Mentoring Committee will meet with the Assistant Professor at least once per academic term on a date to be arranged by the chair of the committee.
- iii. The Committees are charged with:
  1. performing a constructive and systematic annual review of teaching (including classroom, extension-outreach, and student advising activities) according to the teaching evaluation procedures given in section VII. D. 1. of the APT document, to include an annual written report on her/his teaching scholarship each June to the P&T Committee;
  2. counseling regularly with the faculty member and actively mentoring her/him in achieving pertinent career milestones; and
  3. documenting committee meetings for inclusion in her/his P&T dossier.

6) **Teaching Evaluation (TE):** TE committees are appointed by the Chair to work with each Associate Professor.

- i. **Membership:** Each TE committee consists of two full professors who did not serve on the Assistant Professor's Mentoring Committee. They are appointed by the Chair and serve in this role for the duration of time that the faculty member to whom they are assigned remains in rank. Details of committee operations and teaching evaluation procedures are in the APT document.
- ii. **Meetings:** The TE Committee will meet with the Associate Associate Professor at least once per academic term on a date to be arranged by the chair of the committee.
- iii. **Charge:** These committees are charged with:
  1. coordinating or conducting the evaluation of her/his teaching performance; and
  2. performing a constructive and systematic annual review of teaching (including classroom, extension-outreach, and student advising activities) according to the teaching evaluation procedures given in section VII. D. 1. of the APT document, to include an annual written report on her/his teaching scholarship each June to the P&T Committee.

7) **Vision:** The Vision Committee is responsible for evaluating the academic needs of the Department and providing strategic guidance on future directions in terms of faculty positions, replacements, staff, and lecturer positions, and areas of research focus.

- i. **Membership:** The Vision Committee consists of five faculty members who will elect a chair among them, plus a graduate student and a staff member. The

faculty members on the committee consist primarily of Associate and Assistant professors, with an Associate or Assistant professor being the Chair. At least two of the faculty members must be based in Wooster and two in Columbus. The members of the committee are elected by the voting faculty at the beginning of each academic year. The Vision Committee Chair is elected to serve a 2-year term, whereas each member is elected to serve a 4-year term. Every year the Plant Pathology Graduate Student Association will recommend two students for the full faculty to elect a replacement. The faculty will also elect the staff replacement. In addition to chairing the committee, the Vision Committee Chair represents the Department at ad hoc meetings on matters related to faculty positions and research priorities within the College and University. All members of the committee, including the committee Chair, are eligible for reappointment. If a member of the committee has to be absent for an extended period, the Vision Committee Chair appoints a temporary replacement for the duration of the absence, with the regular member resuming her/his term upon return for the remaining period of appointment unless the term expires during his/her absence. If the Vision Committee Chair is to be absent for an extended period, she/he appoints a temporary replacement for the duration of the absence and the newly constituted Vision Committee elects a new temporary Chair. A quorum shall consist of three voting members.

- ii. **Meetings:** the Vision Committee will meet at times and places to be arranged by the Vision Committee Chair, in consultation with the members of the committee.
- iii. **Charge:** The VC is charged with:
  1. reviewing, evaluating, and making recommendations to the faculty and the Chair on replacements and the establishment of new positions according to developing needs in the areas of research, teaching and extension; and
  2. working and discussing with other units, and making recommendations to the faculty and the Chair, regarding options for partnership on research initiatives and funding for new positions or replacements.

8) **Department Relations (DR):** The DR Committee is responsible for facilitating improved communications and collegiality among faculty, staff, and students in the Department and for communications of activities outside the Department.

- i. **Membership:** Individual DR committees exist at both Columbus and Wooster campuses. These campus-centric committees involve as many faculty, staff and students as wish to participate. The Chair of each committee is selected by those participating in each campus committee. Terms of appointment are for one year with reappointment optional. The Chairs of the two committees together serve as a general DR Committee to coordinate Department-wide

activities among the two committees. The committee works closely and cooperatively with faculty, staff, and students in the Department.

- ii. **Meetings:** Meetings of the DR committees will be arranged by the respective chairs on each campus.
  - iii. **Charge:** The committees are charged with:
    1. making arrangements for social events within the department; and
    2. working with the Chair, Associate Chair and others as appropriate on preparing items for College and University newsletters, American Phytopathological Society *Phytopathology News*, and communications with alumni.
- 9) **Recognitions:** The Recognitions Committee is responsible for submitting nominations of departmental faculty, staff, students and/or alumni for awards, prizes or other recognitions given by the College or University, appropriate professional organizations, or other sources. The committee works closely with the Chair and Associate Chair and members of the Department to ensure that worthy persons are identified and nominated. Individuals who are nominated are expected to provide the committee with appropriate material to facilitate their nomination. The committee consists of two faculty members, normally one from Columbus and one from Wooster, who are each appointed by the Chair for a 1-year term with reappointment optional.
- 10) **Seminar:** The Seminar Committee is responsible for coordinating the departmental seminar series that is offered as Plant Pathology 8899 each academic term. The Committee contacts graduate students, as appropriate, to arrange for them to give seminars and also arranges for faculty or outside speakers. The Committee is responsible for appropriate publicity of seminars and arranges for evaluation of graduate student seminars and grading student participation of those enrolled for PLNTPH 8899. The Committee consists of two faculty members, one each from Columbus and Wooster, who are appointed by the Chair for a 1-year term. They are eligible for reappointment the following year. Normally, members of the Seminar Committee are appointed one year in advance of their service in order to facilitate a smooth transition of these responsibilities and to make advance plans for the Autumn Semester seminar series. In addition, one graduate student currently enrolled in the Department's graduate program is elected to serve a 1-year term on the committee. At the request of the Chair, two candidates for this position are submitted to the faculty by the Plant Pathology Graduate Student Association and the faculty choose between these prior to the beginning of the academic year. If appropriate, both can be selected to serve.
- 11) **Summer Research Internship in Plant Pathology (SRIPP) Advisory:** The SRIPP Advisory Committee is chaired by the Department's Academic Program Coordinator, who

oversees the SRIPP program, and is composed of all departmental faculty who are or plan to host an SRIPP intern. Specific responsibilities of the committee include providing guidance to the Coordinator on:

- i. recruitment of highly-qualified undergraduate students;
- ii. design, structure, operation and funding of the program; and
- iii. evaluation and improvement of the program for the coming year.

## 2. Individual assignments

- 1) **Teaching Experience Coordinator (TEC):** The TEC oversees the classroom teaching experience program for graduate students through the Mentored Teaching in Plant Pathology course (PLNTPTH 8901). Prior to engaging in a teaching experience, a student is required to submit a brief written summary of the experience to be undertaken to include a statement regarding desired learning outcomes, the means of evaluation and assessment that will be used to gauge their teaching effectiveness, and the number of PLNTPTH 8901 credit hours sought. This summary shall be reviewed and signed by both the student seeking credit and their mentor and then serves as a contract between the student and mentor. The TEC's primary roles are to review each request on a case-by-case basis and to ensure fairness and equity in the amount of credit approved across the range of teaching experiences undertaken. The TEC oversees planning for the assessment of the student's teaching effectiveness by the mentor to ensure that the assessment is planned, implemented, summarized and shared with the student in a timely fashion to maximize the impact and learning for the student. The TEC is appointed annually by the Chair from among the faculty and can be reappointed for an indefinite period agreed upon by the TEC and Chair.
- 2) **Extension-Outreach Experience Coordinator (EEC):** The EEC oversees the extension experience program for graduate students through the Mentored Extension/Outreach Teaching in Plant Pathology course (PLNTPTH 8902). Prior to engaging in an extension-outreach experience, a student is required to submit a brief written summary of the experience to be undertaken to include a statement regarding desired learning outcomes, the means of evaluation and assessment that will be used to gauge their extension-outreach effectiveness, and the number of PLNTPTH 8902 credit hours sought. This summary shall be reviewed and signed by both the student seeking credit and their mentor and then serves as a contract between the student and mentor. The EEC's primary roles are to review requests on a case-by-case basis and to ensure fairness and equity in the amount of PLNTPTH 8902 credit approved across the range of extension-outreach teaching experiences undertaken. The EEC oversees planning for the assessment of the student's teaching effectiveness by the mentor to ensure that the assessment is planned, implemented, summarized and shared with the student in a timely fashion to maximize the impact and learning for the student. The Extension

Experience Coordinator is appointed annually by the Chair from among the faculty and can be reappointed for an indefinite period agreed upon by the EOEC and the Chair.

- 3) **Representative to FAES Faculty Council:** The departmental representative to the CFAES Faculty Council serves as a member of the CFAES Faculty Council and represents the Department in all deliberations and activities of the Council. She/he keeps the Chair and the faculty abreast of all Council activities and takes issues or concerns from the Department to the Council. The representative to the FAES Council is elected from among the faculty by the voting faculty for a 3-year term that begins September 1. The current representative is not eligible to be reelected to this post for a consecutive 3-year term.
- 4) **Representative to FAES Staff Advisory Council:** The departmental representative to the CFAES Staff Advisory Council serves as a member of the CFAES Staff Advisory Council and represents the department in all deliberations and activities of the Council. She/he keeps the Chair and the faculty abreast of all Council activities and takes issues or concerns from the department to the Council. The representative to the CFAES Staff Advisory Council is appointed by the Chair in consultation with the staff for a 3-year term that begins September 1. The current representative is eligible to be reelected to this post for a consecutive 3-year term. The Chair holds a meeting with all staff members at each location each semester.

### 3. The Plant Pathology Graduate Student Association (PPGSA)

- 1) The purpose of the organization is:
  - i. to promote communication and interaction between students, faculty, staff and administrators;
  - ii. to provide a forum for discussing pertinent issues;
  - iii. to serve as a vehicle for acting on students' requests for information and their suggestions for broadening and improving the quality of their educational experiences; and
  - iv. to promote the participation of graduate students in the discipline of Plant Pathology at national and international scientific meetings relevant to their educational experience.
- 2) **Membership:** The PPGSA is composed of all currently enrolled graduate students in the Department. Currently enrolled graduate students of other disciplines and any interested undergraduate students are welcome to join the PPGSA with full voting rights. Faculty, staff, alumni, professionals, and others are welcome to join the PPGSA as non-voting associates or honorary members. Active participation in PPGSA is a personal decision for each member. No dues are charged. Elections are held each Autumn Semester with the new officers starting their terms at the beginning of Spring Semester. Officers include President, Vice President, Treasurer, Secretary at Wooster, and

Secretary at Columbus. A faculty advisor to PPGSA is selected by members of PPGSA at the beginning of each academic year to serve a one year term, starting September 1, with appointment renewable annually.

- 3) **Meetings:** Meetings of the PPGSA are to be arranged by the officers of the organization, in consultation with members. The Department Chair holds a meeting with PPGSA members at each location each semester.
  - 4) **Charge:** Representatives from the PPGSA serve as the official liaison between graduate students and the Department. One representative located on the Columbus campus and one located on the Wooster campus are identified annually by members of PPGSA from among senior graduate students. Representatives are encouraged to actively participate in departmental meetings in a non-voting capacity; bring graduate student issues to the Chair, Associate Chair, faculty and senior staff; and communicate Department policies and issues to the graduate student body.
4. **Faculty Search Committees:** When an open faculty position has been authorized to be filled, the Chair appoints a member of the faculty to chair a Search Committee comprising faculty from both Columbus and Wooster campuses and additional faculty from other academic units as appropriate. The duties of the Search Committee Chair and the Committee are as follows:
- 1) work with the Chair to select members of the Search Committee;
  - 2) meet with Chair/Associate Chair to fully understand the details of the position as approved by the CFAES administration (Assistant/Associate, start-up, FTE split, responsibilities), and lab/office facilities available;
  - 3) meet with the Search Committee to brief them regarding the requirements of the position and organize committee activities including the search process (i.e. what information to require of candidates, how files will be handled, how information will be kept, etc.) and timetable (i.e., advertisement period, screening candidates, interviews, etc.);
  - 4) work with Chair and Search Committee to develop the final position description, prepare advertisements for the position, and develop an overall recruitment plan and strategy;
  - 5) meet with Dean or her/his designees and the Chair/Associate Chair to discuss College/University requirements and desires regarding underrepresented populations;
  - 6) work with the Chair to develop “minimum qualifications” for position with regard to underrepresented populations. Develop a plan to identify and recruit qualified candidates from underrepresented populations. Appoint a member of the Search Committee as the Procedures Oversight Designee to ensure that all processes are handled appropriately;
  - 7) work with administrative staff to set up a system for tracking all applications, communicating with candidates, making files available for review and any other details, and ensure that candidates are notified of the status of their application during the process and after the search is completed;

- 8) work with the Search Committee to develop a process for uniform evaluation of candidate files and to develop standard evaluation criteria and forms;
  - 9) After close of the application period, meet several times with the Search Committee and Chair/Associate Chair to review files and comments received from non-committee members. Discuss all applicants and select candidates for interview;
  - 10) work with Chair to schedule and organize details of interviews, and ensure that Department faculty, staff and students and appropriate people in other departments are notified of schedules and details as appropriate;
  - 11) work with Chair/Associate Chair and faculty and Search Committee to conduct interviews; and
  - 12) during the entire process, work with Chair to keep faculty apprised of the status of the search.
5. **Kottman Hall Space and Equipment Committee (KHS):** The KHS Committee facilitates efficient and equitable use of laboratory and office space, common research equipment, and greenhouse and phytotron facilities located in Kottman Hall. The committee is composed of all department faculty and staff located in Kottman Hall with the Chair or Associate Chair, as appropriate, serving *ex officio*. Members and the committee Chair are appointed annually by the Chair or Associate Chair, as appropriate, with reappointment optional. The committee functions informally, meeting when needed. It works closely with the Chair/Associate Chair relative to funding for maintaining common equipment. Specific responsibilities include:
- 1) examining use patterns of common space and working with the Chair or Associate Chair, as appropriate, to make changes that foster more efficient and equitable use;
  - 2) evaluating procedures relating to common laboratory space, autoclaves, cold rooms, incubators and other common equipment, and making changes that would improve effectiveness, cleanliness, proper equipment maintenance, and safety of operations, including oversight of an active laboratory safety program;
  - 3) determining needs for new common equipment and make recommendations to the Chair/Associate Chair; and
  - 4) reviewing assigned space in Kottman Hall and providing recommendations to the Chair/Associate Chair in making new space allocations, if needed.
  - 5) providing for cleanliness and proper maintenance of equipment and space in the greenhouse, headhouse and phytotron areas;
  - 6) devising procedures for sign-up and general use of growth chambers and other facilities in the phytotron area;
  - 7) reviewing greenhouse space assignments and operating procedures as necessary;
  - 8) advising the Chair or Associate Chair, as appropriate, and the Greenhouse Manager in decisions on maintenance and needed purchases for the phytotron and greenhouse areas;
  - 9) overseeing an active safety program for activities in the greenhouse and phytotron areas.

## 6. Operational Committees for Selby Hall, Wooster

- 1) **Laboratory, Space and Equipment:** The Laboratory, Space and Equipment committee facilitates efficient and equitable use of common laboratory and office space and common research equipment located in Selby Hall. The committee is composed of four or five Department faculty and/or staff located in Selby Hall with the Chair or Associate Chair, as appropriate, serving *ex officio*. Members and the committee Chair are appointed annually by the Chair or Associate Chair, as appropriate, with reappointment optional. The committee functions informally, meeting when needed. It works closely with the Chair/Associate Chair relative to funding for maintaining common equipment. Specific responsibilities include:
  - i. examining use patterns of common space and working with the Chair or Associate Chair, as appropriate, to make changes that foster more efficient and equitable use;
  - ii. evaluating procedures relating to common laboratory space, distilled/deionized water facilities, autoclaves, cold rooms, incubators and other common equipment, and making changes that would improve effectiveness, cleanliness, proper equipment maintenance, and safety of operations, including oversight of an active laboratory safety program;
  - iii. determining needs for new common equipment and make recommendations to the Chair and/or Associate Chair;
  - iv. overseeing procedures and operations of the glassware cleaning and laboratory supply stocking area in conjunction with the Chair or Associate Chairman, as appropriate; and
  - v. reviewing assigned space in Selby Hall and providing recommendations to the Chair and Associate Chair in making new space allocations, if needed.
- 2) **Greenhouse and Phytotron:** The Greenhouse and Phytotron committee facilitates efficient and equitable use of greenhouse, phytotron and plant processing facilities located in Selby Hall. The committee is composed of Department faculty and/or staff located in Selby Hall, with the Chair or Associate Chair, as appropriate, serving *ex officio*. Members and the committee Chair are appointed annually by the Chair or Associate Chair, as appropriate, with reappointment optional. The committee meets when the Committee Chair deems it necessary to discuss any issues related to the plant growth and handling areas. The committee works closely with the Chair and/or Associate Chair relative to funding for maintenance of greenhouse and phytotron facilities. The committee is responsible for determining and setting the rates for cost recovery. Cost recovery is charged back to the individual users (faculty) and is determined by the amount of space used by individual research programs. Specific responsibilities include:
  - i. providing for cleanliness and proper maintenance of equipment and space in the greenhouse, headhouse, phytotron and plant processing areas;

- ii. devising Standard Operating Procedures for sign-up and general use of growth chambers and other facilities in the phytotron area;
  - iii. reviewing greenhouse and phytotron space assignments and operating procedures as necessary;
  - iv. advising the Chair or Associate Chair, as appropriate, in decisions on maintenance and needed purchases for the phytotron and greenhouse areas;
  - v. overseeing an active safety program for activities in the greenhouse and phytotron areas; and
  - vi. coordinating with APHIS and the USDA in working with plant pathogens requiring BSL2 conditions.
7. **Ad hoc committees:** the Chair may appoint *ad hoc* committees to address special issues at any time, but should generally do so during departmental meetings to allow for input from citizens of the Department. These committees will have a specific charge, and their function will be to make recommendations only.

## VIII. Department Meetings

The Department shall hold a full departmental meeting once per semester during each academic year, and more often if needed, to conduct the business of the Department. All tenure-track, clinical, research, courtesy and associated faculty, senior staff, and representatives of the staff and graduate students will be invited to attend. Regularly scheduled meetings generally will alternate locations between Columbus and Wooster, but alternate locations may be agreed upon by the Department. The Chair will call the meeting and preside unless a designee has been appointed. A schedule of meetings for the academic year will be developed a year in advance and given to those invited to attend. At least a week prior to the meeting, a tentative agenda will be developed by the Chair and distributed for comment to those invited to attend. A final agenda will be distributed to those in attendance. Agenda items may be submitted to the Chair by any member of the Department at any time and such items will be added to the agenda for the next available meeting. Informational documents, data, or illustrations will be provided in an accessible electronic format (rather than printed) whenever possible.

Special departmental meetings may be called at any time by the Chair or at the written request 25% of the voting faculty. In the latter case, the Chair will make reasonable efforts to have the meeting take place within 1 week of the written request.

For all departmental meetings, a quorum shall be defined as a simple majority of the voting faculty in the Department, including the Chair. Matters brought to the faculty for a vote will be decided by a majority vote of the voting faculty present, provided a quorum is in attendance.

Representatives of the staff and graduate students will be selected by each of these groups and invited to participate in all regularly-scheduled departmental meetings. Staff and student representatives can submit agenda items, fully participate in the meeting, and present staff and student issues for faculty consideration, but do not have voting privileges.

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 email when necessary to assure maximum participation in voting. When conducting a ballot by mail or email, faculty members will be given one 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 Chair will necessarily make the final decision. Special policies pertain to voting on personnel matters, and these are set forth in the APT document.

Minutes of departmental meetings shall be taken, prepared and made available to all members of the Department via the Department's intranet following the meeting. These minutes will be open for amendment at the next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes. In addition to the semesterly departmental meetings described above, the Chair will meet periodically as needed with the faculty and senior staff at each location to disseminate information and discuss important issues and opportunities. The Chair will hold similar meetings with the staff and graduate students on each campus once per semester.

The Department is committed to full and free discussion but also recognizes that such discussion is only possible in an atmosphere of mutual respect and civility. Normally, meetings will be conducted in informal alignment with Robert's Rules of Order; however, formal adherence to Robert's Rules will be invoked when deemed necessary by the Chair. When Robert's Rules are invoked, the Chair will designate a parliamentarian to ensure orderly conduct of business.

## **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, according to the [OAA Policies and Procedures Handbook](#). The information provided below supplements these guidelines.

### **A. General departmental guidelines**

The Department Chair is responsible for ensuring that every faculty member has duties and responsibilities commensurate with his or her appointment and that the departmental workload is distributed equitably among faculty. While faculty are expected to exercise self-determination in conducting their research or other scholarly activities, the Chair assigns teaching responsibilities and, except for elected positions, makes appointments for departmental service. In making these assignments, the Chair must balance the needs of the Department with the preferences of the faculty member within the context of the Department's policy on faculty duties and responsibilities described below. Fluctuations in demands and resources in the Department and College and the individual circumstances of faculty members may warrant temporary deviations from the policy.

Many faculty members voluntarily take on a variety of professional activities that fall outside the department's policy on faculty duties and responsibilities. These activities often benefit the Department

or University and, to the extent possible, will be taken into account in considering a faculty member's total workload. However, fairness to other faculty and the Department's need to meet its programmatic obligations may become issues when a faculty member seeks relief from departmental obligations in order to devote considerable time to personal professional interests that may not contribute to departmental goals. The Chair may decline to approve such requests when approval is not judged to be in the best interests of the Department.

Faculty members are expected to be available for interaction with students, service assignments, and other responsibilities even if they have no formal course assignment that term. Other than when on vacation or sick leave, faculty members should not be away from campus for extended periods of time unless on an approved leave.

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>).

## **B. Tenure-track faculty**

### **1. Teaching responsibilities**

Overall workload expectations are set to ensure a balance of faculty time and effort spent in teaching, research, and service. Within the Department, teaching is broadly defined to include formal classroom teaching, undergraduate and graduate student advising, and extension outreach activities. All tenure-track faculty are expected to maintain some involvement in undergraduate and/or graduate student advising, but the amount of time devoted to classroom teaching and extension outreach activities depends on the responsibilities and funding allocation of the particular position. In general, the activities of each faculty member are proportionate to their appointments in the Ohio Agricultural Research and Development Center (OARDC) (research and graduate student advising), Ohio State University Extension (OSUE) (extension and outreach activities) or the OSU General Fund (GF) (teaching and advising). The typical faculty member in Plant Pathology has an appointment involving two or three of these funding lines. Each faculty member is expected to produce accomplishments consistent with her/his appointment. Achievement of this balance for the Department, through the assignment of duties to individual faculty, is the responsibility of the Chair. Those with OSU GF appointments of 10-30% are expected to teach/co-teach a full course at least every other year or portions of multiple courses every year. Those with OSU GF appointments of 31-50% are expected to teach 2-3 full courses per year, depending on departmental needs and their own professional strengths, interests and abilities. Faculty with OSU GF appointments greater than 50% are expected to teach 4-6

courses per year. Faculty who are paid primarily or exclusively on OARDC appointments will be primarily engaged in research activities.

Regardless of appointment, every member of the faculty is expected to devote a minimum of 25% of their total effort to some type of teaching activities. Their remaining time should be devoted to sponsored and departmentally-funded research/creative activities, service, and other professional responsibilities which further the goals of the Department, College, and University.

## **2. Research responsibilities**

All tenure-track faculty are expected to be engaged in scholarly activity in some area of research that is appropriate to the discipline of plant pathology. Such activities are exemplified by one or more of the forms of discovery, integration, transformation, or application and are characterized by the creation of something that did not exist before, the novelty or utility of which has been validated by peers and/or external sources. In the Department, validation of scholarship by peers will be accomplished in nearly all cases by publication in appropriate peer-reviewed professional journals, publications or electronic media outlets or in peer-reviewed book chapters or books. The amount of scholarly activity expected will vary among faculty depending on their assignment and other responsibilities, but in all cases a sustained pattern of significant scholarly output will be expected. In addition to publication, it is expected that all faculty will support their programs of scholarly activity by seeking and obtaining sufficient extramural funding from appropriate sources.

## **3. Service activities**

All tenure-track faculty are expected to participate fully in departmental activities, to contribute to College and University functions and to participate in other professional activities and organizations as appropriate. Faculty are generally expected to devote 10-15% of their time to service activities. Specific information about this expectation is found in the APT document.

## **4. Mechanisms for departure from average expected level of activity in each area**

As indicated above, the Chair is responsible for ensuring that every faculty member has duties and responsibilities commensurate with his or her appointment and that the departmental workload is distributed equitably among faculty. In general, the amount of time each faculty member is expected to spend on classroom teaching, extension outreach, scholarly activities and service will be reflected in their actual appointment and position description. If faculty wish to deviate significantly in their activities from the above guidelines, they should discuss special circumstances or changes in their situation with the Chair. Consideration will be given to making changes in position responsibilities within the framework of the needs of the Department.

## 5. Special assignments

A Special Assignment (SA) releases a tenure-track faculty member from some regular duties for a period of up to one full semester so that he or she may concentrate on a unique research, service, or teaching endeavor or invest in a relatively brief professional development opportunity. An SA request requires approval by the Chair, and recommendation of approval to the Dean is contingent on the needs of the Department during the term of the SA. An SA may be completed on campus or away from campus; however, faculty members on SAs are expected to make arrangements to participate in personnel meetings and to advise graduate students. Additional information is available through the [OAA Policies and Procedures Handbook](#).

## C. Clinical Faculty

Clinical faculty members are expected to contribute to the University's mission via teaching and service. Service expectations are similar to those for the tenure-track faculty.

Clinical faculty are expected to contribute to the Department's teaching in courses or instructional situations involving live clients, courses or instructional situations involving the simulation of live clients, or courses or instructional situations involving professional skills. The standard teaching assignment for full-time clinical faculty members is seven courses per academic year; however, we broadly define teaching to include formal classroom teaching, undergraduate and graduate student advising, and extension outreach activities. The amount of time devoted to each of these activities depends on the needs of the Department as determined by the Chair. Specific expectations for each clinical faculty member will be spelled out in the letter of offer.

## D. Research Faculty

Research faculty members are expected to contribute to the university's mission via research and service. Service expectations are similar to those for the tenure-track faculty. Research expectations are similar to those for the tenure-track faculty, albeit proportionally greater because 100% of effort is to be devoted to research. Specific expectations will be spelled out in the letter of offer.

In accord with [Faculty Rule 3335-7-34](#), research faculty members may participate in educational activities in their areas of expertise following approval by a majority vote of the tenure-track faculty; however, research faculty may not engage in the same instructional activities as tenure-track faculty over an extended period of time.

## E. 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.

The standard teaching assignment for full-time lecturers is eight courses per academic year.

## F. Terms of duty

According to [Faculty Rule 3335-5-07](#), full-time faculty members are expected to be on duty for an average of 19 working days a month, excluding University holidays and semester breaks. Faculty on 12-month appointments accrue vacation days and are on duty on all working days except for the days designate as vacation days. Faculty members on 9-month appointments do not accrue vacation days and are on duty for 19 working days a month averaged over a 9-month period, typically including the autumn and spring semesters and the May session.

## X. Course Offerings and Teaching Schedules

University policies regarding course offerings and teaching schedules are located in the [OAA Policies and Procedures Handbook](#). Much of the information below is paraphrased from that section of the OAA Handbook but also includes policies and guidelines specific to the Department.

Curricular requirements for undergraduate and graduate programs in the Department are developed by the Academic Affairs (AA) Committee and affirmed by the faculty. Scheduling of classes is also overseen by the AA Committee. Faculty members develop syllabi for existing and proposed new classes and propose class schedules. Approval of new classes and class schedules is the responsibility of the AA Committee. In approving and scheduling classes, consideration will be given to the teaching specialties and preferences of faculty, but the primary consideration in scheduling classes must be to provide for the needs of students in Plant Pathology and those from other departments who need specific courses to meet their degree requirements. Every effort will be made to assure the regular availability of required courses and the sensible timing of high demand offerings so that all students have a fair chance at fitting such courses into their schedules. It is the Chair's responsibility to ensure that the schedule of course offerings each semester makes the most effective use of the Department's instructional resources.

A scheduled course that does not attract the minimum number of students, in accordance with [Faculty Rule 3335-8-16](#), will normally be canceled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester. Faculty who teach courses that are canceled because of low enrollment will be assigned to teach other courses. Faculty may not cancel courses on their own. The Chair is responsible for determining whether a scheduled course is to be canceled. This decision will be dependent on student needs for the course to complete degree

requirements, particularly graduate students. Patterns of enrollment in all departmental course offerings will be examined every several years. Courses with enrollments that are frequently below minimum will be discussed and may be discontinued or offered less often when adequate enrollment can be expected.

## **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. Decisions regarding allocation and reallocation of departmental resources to individual faculty will be made by the Department Chair and/or Associate Chair on the basis of merit using the same criteria used for merit salary increases. The allocation of salary funds is discussed in the APT document.

The Chair will discuss the Department's 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.

Research space shall be allocated on the basis of research productivity including external funding and will be reallocated periodically as these faculty-specific variables change.

The allocation of office space will include considerations such as achieving proximity of faculty in subdisciplines and productivity and grouping staff functions to maximize efficiency.

## **XII. Leaves and Absences**

The University's policies and procedures with respect to leaves and absences are set forth in the [OAA Policies and Procedures Handbook](#) and the [Office of Human Resources policies page](#). The Department follows these University policies fully and has no special policies regarding leaves and absences.

### **A. Discretionary Absence**

Faculty are expected to complete a [travel request](#) or an [Application for Leave form](#) well in advance of a planned absence (for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the Chair retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular semester is substantial. [Faculty Rule 3335-5-08](#) requires that the Office of Academic Affairs approve any discretionary absence longer than 10 consecutive business days and must be requested in the [Application for Leave form](#).

### **B. Absence for Medical Reasons**

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

### 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.

Being in an unpaid status does not constitute approved unpaid leave. Requests for unpaid leaves must be made in writing and approved by the staff or faculty member's immediate supervisor, as appropriate, and the Chair. Approval implies that the position and its funding will be available to the faculty or staff member upon her/his return to duty, subject to the [Reduction in Force Policies 9.15 and 9.20](#).

### D. Faculty Professional Leave

Information on faculty professional leaves (FPL) for the purpose of professional development of tenure-track faculty is presented in the [OAA Policy on Faculty Professional Leaves](#). The information provided below supplements these policies.

Proposals for FPL should be presented in writing to the Chair at least three months before the start of the proposed leave to allow time for required approvals. The Department's APR Committee will review all requests for FPL and make a recommendation to the Chair based on the following criteria: 1) the FPL will enhance the research or pedagogical skills and knowledge, or the administrative skills and knowledge, of the faculty member; 2) the goals and outcomes of the FPL are aligned with the mission of the Department; and 3) the faculty member agrees to submit a detailed report of her/his accomplishments during the FPL to the APR Committee by the time of the annual program review.

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 Activity

Information on faculty supplemental compensation is presented in the OAA [Policy on Faculty Compensation](#). Information on paid external consulting is presented in the University's [Policy on Faculty Paid External Consulting](#). 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 Chair regardless of the source of compensation. External consulting must also be approved. Approval will be contingent on the extent to which a faculty member is carrying out regular duties at an acceptable level, the extent to which the extra income activity appears likely to interfere with regular duties, and the academic value of the proposed consulting activity to the Department. In addition, it is University policy that faculty may not spend more than one business day per week on supplementally-compensated activities and external consulting combined.

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

#### **XIV. Financial Conflicts of Interest**

Information on faculty supplemental compensation is presented in the University's [Policy on Faculty Financial Conflict of Interest](#). 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 must ensure that their [conflict of interest forms](#) are current at all times. 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.

#### **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 (see the [OAA Policy and Procedures Handbook](#)).

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](#).

## **B. Faculty misconduct**

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in the [Rules of the University Faculty](#).

## **C. Faculty promotion and tenure appeals**

Promotion and tenure appeals procedures are set forth in [Faculty Rule 3335-5-05](#).

## **D. Sexual harassment**

The University's policy and procedures related to sexual harassment are set forth in [OHR Policy 1.15](#).

## **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 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](#).

## **F. Code of Student Conduct**

In accordance with the [Code of Student Conduct](#), faculty members will report any instances of academic misconduct to the [Committee on Academic Misconduct](#).