

Pattern of Administration

COLLEGE OF SOCIAL WORK
THE OHIO STATE UNIVERSITY

Revised and Approved by Faculty of the College

April, 2007

TABLE OF CONTENTS

Section	Section	Page
Section I	INTRODUCTION	1
Section II	COLLEGE OF SOCIAL WORK MISSION	1
Section III	THE FACULTY	2
Section IV	ORGANIZATION OF COLLEGE SERVICES & STAFF	2
Section V	OVERVIEW OF COLLEGE ADMINISTRATION & DECISION MAKING	5
Section VI	COLLEGE ADMINISTRATION	5
Section VII	FACULTY DUTIES AND RESPONSIBILITIES IN THE AREAS OF INSTRUCTION, SCHOLARSHIP & SERVICE	17
Section VIII	COURSE OFFERINGS AND TEACHING SCHEDULES	21
Section IX	ALLOCATION OF COLLEGE RESOURCES	21
Section X	LEAVES AND ABSENCES	23
Section XI	SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY	25
Section XII	FINANCIAL CONFLICT OF INTEREST	25
Section XIII	GRIEVANCE PROCEDURES	25
Section XIV	RELATIONSHIP TO ALUMNI SOCIETY	26
Section XV	RELATIONSHIP TO THE PROFESSIONAL ADVISORY COMMITTEE	26
Section XVI	NON-DISCRIMINATION	27
Section XVII	AFFIRMATIVE ACTION	28
Section XVIII	AMENDMENT OF THE RULES	28
Section XIV	RATIFICATION OF THE RULES	28

I. INTRODUCTION

This document provides a brief description of the College of Social Work and a description of its policies and procedures. It supplements the Rules of the University Faculty and other policies and procedures of the University to which the College and its faculty are subject. The latter rules, policies, and procedures, and changes in them, take precedence over statements in this document.

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

The principles governing the College of Social Work adhere fully to the concept of academic freedom and the statement on academic freedom and responsibility contained in Rule 3335-5-01 <http://trustees.osu.edu/rules5/ru5-01.html>. The guiding philosophy for the governance of the College of Social Work is that the administration of the College should reflect the value orientations of the social work profession and the professional community, and should be a cooperative enterprise among administrators, faculty, and students whose central objectives are research, teaching and learning. Faculty and students share responsibility for the ongoing administration of the College through active participation in the decision-making processes of specific standing committees. Administrators serve as facilitator, for the primary functions of learning, teaching, scholarship, and community services.

The College of Social Work was a charter member of the first professional body to accredit schools of social work, and seeks to continue its accreditation status with the current accrediting body, the Council on Social Work Education. The College, therefore, strives to adhere to each of the standards of accreditation as established by the Council.

Both students and faculty have interests, responsibilities, and roles to fulfill in maximizing the quality of professional social work education in the most productive educational atmosphere feasible within the confines of existing school and university structures, resources, and opportunities at any given point in time.

II. COLLEGE OF SOCIAL WORK MISSION

The Mission of the College of Social Work at The Ohio State University is to educate students for the profession and discipline of social work, to develop and disseminate knowledge through productive scholarship and teaching, and to utilize its scholarly resources in service to the profession, the university, and the wider community. To this end, the College provides learning opportunities for students, promotes a spirit of continued inquiry, and encourages both students and faculty to engage in sound research and scholarship.

The College Mission, as expressed through the BSSW, MSW, Ph.D., and Continuing Education programs and through the scholarly and service activities of faculty, staff, and students, is grounded in the core values and traditions of the social work profession, including promotion of personal growth, collective well-being, and social justice. The College acknowledges a special obligation to focus attention on the needs of individuals and groups denied opportunities through the historical, institutional, and societal barriers of prejudice, discrimination, poverty, and inequality.

The College of Social Work functions as an integral part of The Ohio State University. As part of a premier land grant institution, the College's commitment to scholarship, service, teaching, and practice extends beyond the boundaries of the College into Columbus, the State of Ohio, the nation, and the world. Because social problems are complex and multi-faceted, the College endeavors to foster collaboration among disciplines and organizations.

In pursuit of the College Mission, faculty, students, and staff aim to create a College in which excellence can be realized in teaching, scholarship, service, and professional practice.

III. THE FACULTY

Definition of Faculty

The College of Social Work has one faculty. Membership in this faculty may be of two types: 1) regular tenure-track or 2) auxiliary. The university rules pertaining to the rights, privileges and responsibilities of these types (<http://trustees.osu.edu/rules5/ru5index.html>) are presented below.

Regular Faculty

The regular members of the faculty, so appointed by the Dean, shall include all those:

- a. who hold a tenured position in the College, or who hold a tenure track appointment within the College of Social Work, or
- b. whose tenure home is the College of Social Work.

Regular members, including those persons who are on sabbatical leave, shall be eligible to vote in faculty meetings, shall be eligible to hold elective office within the College, shall enjoy all other rights and privileges of faculty status, and shall exercise the responsibilities of faculty membership.

Auxiliary Faculty₁

Compensated auxiliary faculty include lecturers and senior lecturers and may include faculty with regular titles who have appointments below 50 percent time. It also includes visiting faculty. Visiting faculty, whose appointment may not exceed three continuous years, include individuals on leave from other academic institutions. Zero FTE appointments include faculty with regular titles at zero percent time. N Zero FTE appointments are not warranted unless they are accompanied by substantial involvement in the academic work of the College.

Auxiliary members enjoy many of the rights and privileges of faculty membership and share some of the responsibilities. They should participate regularly in meetings of the teaching units in which they teach. They may be appointed to serve on College committees. In either teaching unit or committee function, they may vote on all issues but may not chair the unit or committee. They may chair special committees or task forces. Auxiliary members may attend faculty meetings but may not vote.

Certification of Faculty Members

The Dean of the College of Social Work shall certify the names of all regular members of the faculty and their respective ranks, titles, and positions within 30 days after the beginning of the academic year and thereafter as new appointments occur. This list shall be circulated to the faculty members within 30 days after the beginning of the academic year.

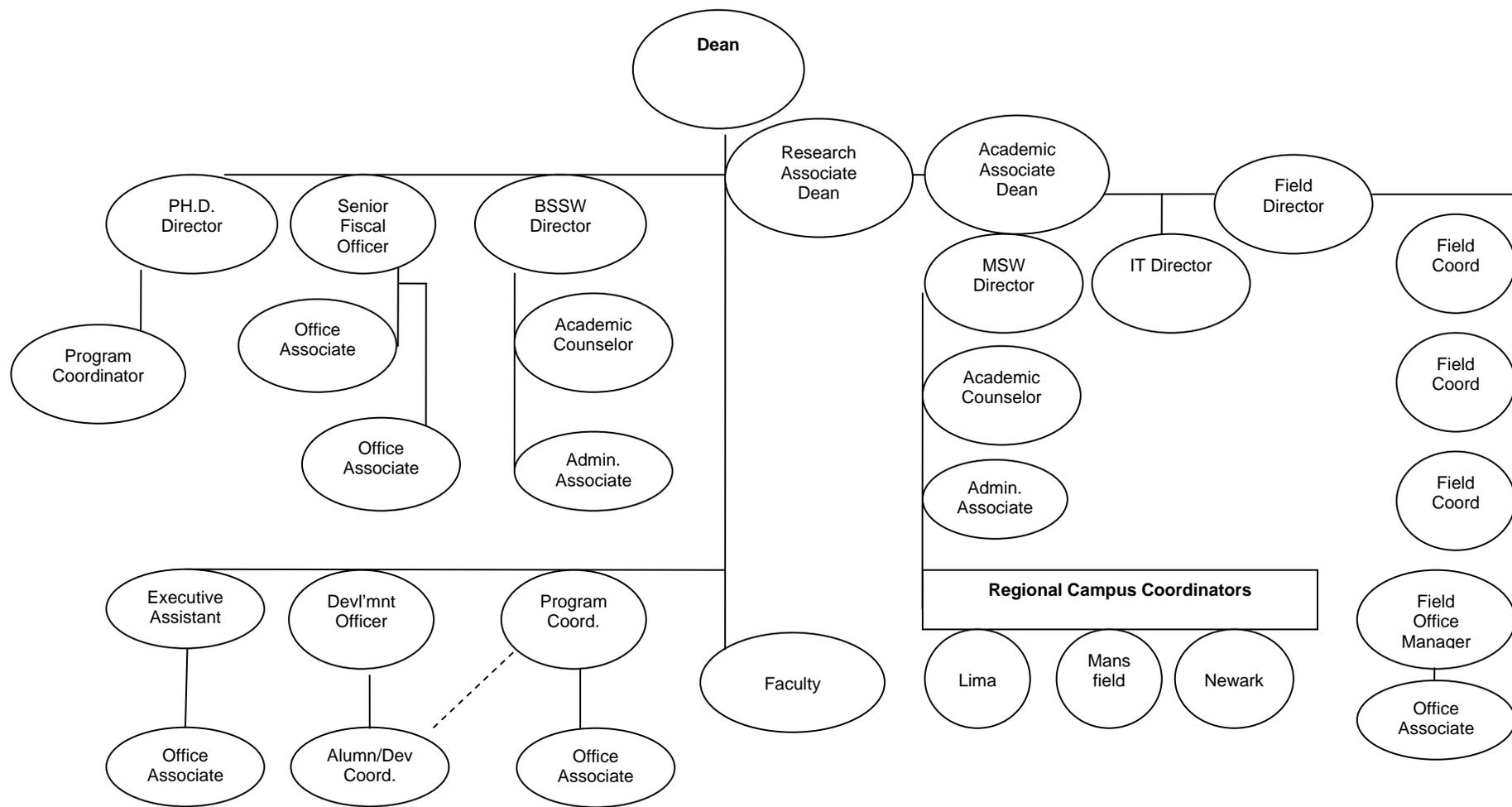
IV. ORGANIZATION OF COLLEGE SERVICES & STAFF

To carry out the mission of the College of Social Work, the College is organized and governed by principles which are consistent with the Mission. One guiding principle is that the administration of the College should reflect the value orientations of the profession. A second principle is that governance should be a cooperative enterprise among administrators, faculty, and students whose central educational goals are couched in the context of teaching and learning, respectively. Faculty and students share responsibility for the ongoing administration of the College through active participation in the decision-making processes of specified standing committees.

₁ Within the College of Social Work, auxiliary faculty refer to those who hold appointments as Lecturer One, Lecturer Two, or Senior Lecturer

The activities of the College are also governed by a rules of governance, articulated in this document, which set forth the duties and responsibilities of administrators and faculty and the purpose, composition and duties of all College committees. It defines lines of authority and establishes policies for the participation of the entire faculty in the ongoing operation of the College, as well as in curriculum planning, policy-making, and evaluation.

The Organizational Chart (see Chart 1) reflects the present structure and relationship between committees and administrative units within the College and certain external units within the University. It provides the specification of the relationship between the College Advisory Council, the Dean, the faculty, and the staff.



V. OVERVIEW OF COLLEGE ADMINISTRATION & DECISION-MAKING

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

VI. COLLEGE ADMINISTRATION

Dean

The Dean shall be the chief executive and administrative officer of the College and chairperson of the faculty, charged with broad responsibility for representing its interest in the academic and administrative management of the University as a whole. Functions of the office are specified in the Rules of the University Faculty (<http://trustees.osu.edu/rules3/ru3-29.html>) and included in this document.

Pattern of College Administration

In keeping with the pattern of College administration as recommended by the Faculty Council of the University following Rule 3335-3-35, (<http://trustees.osu.edu/rules3/ru3-35.html>) the College adopts the following modified statement.

- a) Consultation by the Dean on all matters concerning College policy is desirable and is in consonance with the purposes of this governance document.
- b) Consultation in this connection means conference, discussion, and interchange of opinion with relevant programs, committees and faculty of the College.
- c) For purposes of consultation the following matters may be generally considered policy matters: curriculum and instruction; personnel; dismissals and new appointments; promotions in rank; salary increases; workload and scheduling decisions; changes in organizational/administrative structure including number, purpose, and scope of teaching units and curriculum areas; program coordinators; and cooperation with other university units.
- d) Consultation, regardless of the issue or person consulted, should acquaint the Dean with opinion other than his/her own. This opinion should be carefully weighed and the weight of majority opinion should be determining on the Dean's decision in all but exceptional cases.
- e) In the event the Dean feels it necessary to depart from the majority opinion, he/she should so inform the faculty when they are present together in a meeting. He/she should give reasons and invite comments.
- f) Information on all matters of general College interest should be communicated simultaneously to all members of the faculty. This avoids misunderstanding, dispels irritation, and encourages cooperation, loyalty, and improved morale.

Associate Dean for Academic Affairs

The Associate Dean, a tenured faculty member of the College, is responsible for administration and coordination of the MSW program and the College's continuing education programs, classes and conferences. The Associate Dean assists the Dean in general administration of the College and represents the Dean and/or College at selected University and community functions.

Associate Dean for Research and Faculty Development

The Associate Dean for Research and Faculty Development a tenured member of the faculty serves as the chief officer responsible for promoting investigator-initiated scholarship within the faculty. The associate dean supports faculty in planning and securing resources, evaluating and implementing activities for the research program, and managing the procurement of funds. He/she furthers the research mission of the College by facilitating development activities for faculty, both individually and in groups.

Other Administrative Officers

Creation or dissolution of appointments, such as changes in administrative offices, shall be made by the Dean after consultation with the faculty. Incumbents shall serve at the pleasure of the Dean and carry the authority of the Office of the Dean for the administration of the College. The appointments are separate and distinct from faculty appointments, although the occupants of the positions may hold concurrent faculty appointments in the College.

Program Directors

Each of the three degree programs of the College shall be led by a program director. There shall be a Director of BSSW Studies, a Director of MSW Studies, and a Director of Ph.D. Studies. Each of the Directors shall be appointed by the Dean in consultation with the faculty. The Directors are responsible to the Dean of the College, and their appointments shall be for four years, subject to annual review by the Dean. Reappointment to subsequent four-year terms shall be in consultation with the faculty. They shall be responsible for providing leadership and coordination of their programs and of the courses in their programs. They shall be responsible for the quality of their respective programs, including the quality of learning and the quality of instruction. They shall have administrative responsibility for the appointment, supervision, and evaluation of the directors and coordinators in the various offices of the College pertinent to the operation of the degree programs (i.e., the Office of Field Instruction). The Directors shall recommend temporary faculty appointments (i.e., lecturers) to the Dean.

The Directors serve on the program committee of the College pertinent to their degree program. In this context, they provide information and leadership to these committees with respect to quality assurance and compliance with the Council on Social Work Education, University, and faculty standards for excellence in social work education. Ordinarily, appointees to these positions will teach a one course per academic year unless otherwise negotiated with the Dean. As nine-month faculty, they will receive 2/9^{ths} of their base salary for serving during the summer.

Fiscal Officer

The Fiscal Officer manages fiscal and human resource functions of the College. He/she posts all expenditures to internal books for maintaining balance of expenditures; analyzes budget and determines problem areas; recommends budgetary improvements and maintains control, under the supervision of Dean, for the operating budget. He/she assists the Dean in budget preparation and other budgetary problems and maintains detailed expenditures for the Continuing Education program and external grants.

Other duties include preparation of documentation relevant to expenditures and purchases for the College, initiation of all personnel paperwork, and the submission of payroll for work-study and wage employees.

Other tasks may include the following: performing administrative tasks which relieve the Dean of routine or non-routine administrative duties, e.g., filling out forms and collecting information required by other offices on campus, hiring and assigning work-study students; supervising work-study students who complete fiscal forms for the College, maintaining personnel records and College files, including vacation/sick leave records, verifying employment, creating and posting job descriptions, checking

equipment on a semi-annual basis, and analyzing equipment needs for the College. These tasks may be delegated to other staff in a manner consistent with College and University policies.

Committees

The Role of Committees in the Operation of the College

The major organizational work of the College shall be conducted through the committee process except as otherwise indicated in these rules. Committees will be constituted of faculty and representatives, where appropriate, from various constituencies who have special interests in the College's operation and its educational programs.

Committee Process and the Role of Faculty as a Body

All committees are ultimately responsible to the faculty unless otherwise specified in its charge. Each standing committee will assume the overall functions which have been designated, and will receive and act upon matters within its purview which are referred to it by other organizational bodies, the faculty, and administrators. It will be assumed that committees will study responsibly any in-depth matters which they generate or are referred to them, and that they will make recommendations to the faculty, unless otherwise directed, for action as a culmination of this process. The role of the faculty as a whole in receiving and acting upon committee study and recommendations is seen as one of constructively discussing, accepting, rejecting or referring it back to committee for further work, with specific guidelines for that work. All committees will report to faculty periodically as outlined in this document.

Responsibility for Service on Committees (Faculty and Constituencies)

All faculty are expected to serve in an active and responsible manner on the various committees of the College as part of their service commitment. Committee participation will be considered as part of each faculty member's planned workload in addition to teaching, scholarship and other service activities. Quality of committee participation will be considered in the faculty member's annual evaluations and will be reflected in organizational reward considerations. Selection for and election to committees should reflect the special interests, capacities, and developmental needs of individual faculty. Faculty committee membership and chairperson responsibility shall be considered by the Dean in assigning the overall workload of each faculty member for each academic year.

Staff, students and other persons from constituent groups named to committees by their respective constituent groups will also be expected to serve in an active and responsible manner. They will be accountable to the College as well as to their respective officially recognized organizations or groups for their participation on College committees.

Faculty, either regular or salaried auxiliary, may be appointed to two standing or ad hoc committees or task forces within the College. All faculty, either regular or salaried auxiliary, may be appointed to one or more university committee. The Dean shall take into account the College committee obligations and the university committee obligations of faculty members when appointing individuals to *ad hoc* committees or task forces.

Standing Committees

The standing committees of the College are: Diversity, BSSW Program, Ph.D. Program, College Advisory Council, Curriculum Area Groups, Educational Policy, Graduate Studies, Promotion and Tenure, College Staff, and College Investigative and Salary Appeal Committee. Existing standing committees may be changed or new committees, with designated functions and responsibilities, may be established by a two-thirds (2/3) vote of the faculty.

Ad Hoc or Special Committees and Task Forces

When it is deemed necessary to form ad hoc, special committees or task forces, the Dean shall seek sanction of the College Advisory Council for the formation of such groups. Composition of ad hoc or special committees and/or task forces shall be considered by the Dean in consultation with the College Advisory Council, taking into account the various committee memberships and chairperson responsibilities, as well as overall workloads, of prospective appointees prior to the making of appointments.

Constitution of Standing Committees

In all but unusual circumstances committees shall be constituted on an annual basis. Faculty members shall be elected or appointed by the Dean to committees in the spring quarter of each academic year. At the direction of the faculty advisor, the Student Association shall be responsible for submitting the names of those representatives and alternates whom they wish to have appointed to committees on which they have representation as soon as practicable, but no later than October 1 of each year. Student members shall be appointed to the following standing committees: Diversity, BSSW Program, Ph.D. Program, Educational Policy, Graduate Studies.

In the spring quarter, committee chairpersons shall forward to the Dean and the chairperson of the College Advisory Council the names of members whose terms will end and their eligibility for re-election or appointment as specified in this document. Except in unusual circumstances, all faculty members will serve for a term of two years. Eligibility for re-election or appointment to the same committee is specified in this document. A principle of rotation of committee members and chairpersons is encouraged in order to bring new viewpoints into committee functioning and to promote faculty development in relation to conducting the affairs of the College. All committees shall retain at least one-third (1/3) of its current faculty membership to provide committee continuity from one year to the next.

The College Advisory Council shall conduct an election for faculty representatives to standing committees following the procedures outlined in this document. Faculty elections shall be completed no later than the fifth week of spring quarter. The Dean shall make his/her appointments to committees prior to the initiation of the faculty election process. Constituent groups shall forward to the Dean the names of those persons whom they have designated as committee representatives and alternates by the October 1 deadline specified above.

At the beginning of each academic year, committee members shall note whether there is any relevant imbalance in the membership of the committee (for example, if there are no experienced faculty on a major policy-making committee or no minority faculty/staff on the Diversity committee). At the committee's discretion, the chair may petition the Dean to appoint a member of the faculty to membership on the committee to address the perceived imbalance. The appointed member shall serve for the duration of the academic year, until the next committee election.

At the beginning of each academic year, a roster of committee members, their telephone numbers, and a schedule of the regular meeting times and places for all committees will be issued by the Dean's office. It shall be the responsibility of the chairperson to find suitable times and meeting places for any additional or changed meeting times and to send notice of any such changes to all members. Notice of changes should be given within an ample time frame to maximize attendance and to minimize inconvenience to committee members.

Replacement of Committee Members

Attendance and active participation is expected of all committee members. Since committee activity is seen as a part of overall faculty workload and as one of the variables upon which faculty performance is

evaluated, attendance at committee meetings is mandatory for all faculty unless there is legitimate cause for non-attendance.

Resignation of committee membership by faculty may occur only after consultation with the Dean, who may choose to accept or reject such action based upon the circumstances involved around the faculty member's request to resign. Replacement of faculty members because of illness or other circumstances which precludes committee participation and over which the faculty member may have little control shall be considered on the basis of the particular situational factors. A decision to replace a faculty member shall be made only after consultation between the committee chairperson, the Dean, and the faculty member. Replacement of faculty members on standing committees shall be made by election and/or appointment of the Dean and shall be consistent with the method utilized to seat the member originally.

Operational Processes for Standing Committees

Following the election and appointment of new members to committees in the spring quarter, all standing committees, including old and new members, shall hold an organizational meeting prior to the end of the quarter. At that meeting the old and new members shall review the committee activity of that year, make tentative projections for future activity, and the newly constituted committee shall elect a chairperson for the upcoming academic year when the prior chairs two-year term has expired, or if the current chairs committee membership has concluded

At the initial committee meetings in the autumn quarter, each committee shall establish overall activity goals for the academic year and convey these in writing to the Dean and the faculty as a whole. Each committee shall report to the faculty regarding its work at least once each quarter, and will prepare and forward a written summary report of its activities for the year to the Dean and the faculty. The committee chairperson shall be responsible for the timely preparation of reports and materials which are to be presented to faculty and for establishing with the College Advisory Council time on the faculty meeting agenda for presentations to the faculty.

Committees shall organize themselves in ways that utilize individual and group energies and activities in the most productive and efficient manner to perform their functions. Process and procedures established by a committee as an orderly means of carrying out its functions, and which are unique to that particular committee, shall be set down in written form as a means for assuring clarity for all members and the faculty and to provide a basis for continuity of committee operation in the future.

Standing Committee Chairpersons

Chairpersons of standing committees shall be elected by a majority of voting members of each committee at its organizational meeting held by the end of spring quarter, and shall assume the responsibilities of the chair at the beginning of autumn quarter. Standing Committees shall elect their own chairs. Terms shall be for a two-year term for standing committees, with the exception of the College Staff Committee where the chair serves a one-year term.

The chairperson shall preside at all committee meetings and prepare an agenda to be circulated to all members prior to the meeting. In his/her absence, he/she will designate a member of the committee to preside. A recorder shall be appointed by the chairperson to record the minutes of each meeting, including the attendance of members. A copy of the minutes shall be sent to each committee member and to the Dean's office. It will also be the responsibility of the chairperson to find suitable times and places for any additional or changed meetings and to send timely notices of such changes to all members.

In addition, the chairperson shall be responsible for overseeing the preparation of written materials and reports to be circulated to the faculty for their information and action, for making requests to the College Advisory Council for time on the faculty meeting agenda, and for forwarding other information to the Dean and the College Advisory Council as specified in other sections of this document.

Quorum

A quorum for conducting the business of each standing committee shall consist of no less than one-half of the voting members (or duly authorized alternates sitting for absent members), unless otherwise specified by the operating procedures unique to a particular committee (e.g., Promotion and Tenure Committee).

Voting

All elected or appointed committee members (or duly authorized alternate members sitting in the absence of regular members) shall have equal voting rights on any matters coming before the committee, unless otherwise excluded by University Rule. A simple majority vote of all members present and eligible to vote will constitute the prevailing will of the committee unless otherwise established by the committee.

As a matter of preference, decision making within committees should be by consensus and committee chairs should work to achieve this result. Voting in committees should be taken only when it is not possible to achieve a required decision by consensus.

Ex Officio Status on Committees

Program Directors and faculty having membership on standing and *ad hoc* committees of the College by virtue of their office, i.e., *ex officio*, shall enjoy full voting rights and may serve as committee chairs, unless expressly forbidden by governance provisions.

Standing Committees -- Functions and Membership Composition

College Advisory Council

The College Advisory Council will work together with the Dean to manage the affairs of the College. The College Advisory Council concerns itself with matters of governance, personnel, budget, the procurement of resources both academic and administrative, faculty and staff recruitment and development, planning, alumni and community relations, development, university relations and continuing education.

When addressing search and screen functions for faculty and senior administrative personnel, the Dean shall appoint a search committee in accordance with established university rules for such bodies. The College Advisory Council shall ratify both the charge and the composition of a search committee.

Membership

The CAC will consist of eight members. One representative is elected by the staff committee, one representative is elected by the field education staff, a total of five elected faculty members in the following manner: one faculty member from each rank, elected by members of that rank (assistant, associate, full professor); two at large faculty representatives elected by all faculty. The Associate Dean shall serve as an ex-officio non-voting member.

Curriculum Area Groups (CAGs)

The faculty shall be organized into the following CAGS:

- a) Foundation Practice and Practicum (BSSW and MSW)
- b) Human Behavior and the Social Environment (BSSW and MSW)
- c) Research (BSSW and MSW)
- d) Social Welfare Policy and Programs (BSSW and MSW)
- e) Social Administration Practice and Practicum (MSW)

f) Clinical Practice and Practicum (MSW)

CAGs are charged with the responsibility for designing course syllabi and monitoring the delivery of courses consistent with overall course objectives and curriculum design. CAGs coordinate multi-sectional courses to assure a high degree of comparability between sections. The CAGs are responsible for generating and evaluating proficiency and comprehensive examinations. The CAGs shall propose new courses or course changes to the Educational Policy Committee. Further, the CAGs make recommendations regarding appointments of auxiliary lecturers involved in teaching courses that fall within the purview of that CAG, and in consultation with the program directors oversee the performance of those lecturers.

Membership

Membership shall be based on declared professional interest. Each faculty member shall belong to at least one group, and faculty are encouraged to participate in at least two groups as the norm.

The (BSSW and MSW), Generalist, Clinical, Social Welfare Policy, and Social Administration Practice CAGs membership shall also include a member of the practice community with relevant practice expertise as an ex-officio member. The Professional Advisory Committee may be consulted in the process of identifying potential community practitioner members.

Procedures

Each group shall select its own chair prior to the end of each academic year. The groups shall meet as often as necessary, but not less than once each quarter, during the academic year. The chair shall work directly with Program Directors and the Dean with regard to the assignment of courses to faculty, monitoring of community specialists hired on a course-by-course basis in the particular curriculum area, and the development and evaluation of examinations and on other matters where program responsibilities intersect with the interests and responsibilities of the CAGs.

Educational Policy Committee

The Educational Policy Committee has oversight responsibility for all educational policies pertaining to the educational programs of the faculty including the BSSW and MSW programs. It shall recommend educational policy to the faculty as a whole, and it shall recommend new curriculum, new courses, and curriculum and course changes to the faculty.

In its capacity for curriculum oversight the Educational Policy Committee shall initiate processes designed to coordinate and integrate curriculum areas within and between programs. It shall also initiate processes intended to evaluate curriculum and student learning in relation to faculty determined educational objectives and outcomes, and in relation to the educational policies of the Council on Social Work Education where applicable.

Membership

The Educational Policy Committee shall include persons selected by the CAGs to represent them. The MSW and BSSW Program Directors shall also serve on the committee. The Director of Field Instruction and a representative of the Social Work Program Regional Campus Coordinators Group shall attend as ex-officio non-voting members of the committee. The Student Association shall be asked to send one MSW student representative and one BSSW student representative as non-voting members of the committee. The chairperson of the EPC shall be elected by the committee for a two year term and shall be a member of the faculty.

Procedures

The Educational Policy Committee shall convene as often as necessary and at least twice each quarter during the regular academic year.

Graduate Studies Committee

The Graduate Studies Committee oversees and administers the graduate degree programs in the College of Social Work *except those functions delegated to the PhD committee*. The committee serves as the liaison between the Graduate School and the graduate faculty members in the College of Social Work. The responsibilities of the Graduate Studies Committee are outlined in the University Graduate School Handbook.

Because of the Committee's role in recruitment and admissions for diverse students and the need to coordinate affirmative action efforts, the Committee shall select one member to serve as Graduate Studies Committee representative to the Diversity Committee. The designation shall take place at the first organizational meeting of the academic year.

Membership

The Graduate Studies Committee shall include the MSW and Ph.D. Program Directors, the Graduate Council Representative, three regular graduate faculty to be elected at-large, the Director of Field Instruction or his/her designee, one MSW student, and one Ph.D. student. The chair will be elected from the graduate faculty on the committee and serves as the liaison to the Graduate School.

Procedures

The Graduate Studies Committee shall meet as often as necessary, but at least once per quarter during the regular academic year.

BSSW Program Committee

The BSSW Program Committee deals with all operational matters pertaining to the pre-BSSW program and the BSSW Program, including but not limited to: curriculum and program development; admission decisions; individual program exceptions; student petitions; academic probation, and student dismissal and reinstatement.

Because of the Committee's role in recruitment and admissions for diverse students and the need to coordinate affirmative action efforts, the Committee shall select one member to serve as the BSSW Program Committee representative to the Diversity Committee. The designation shall take place at the first organizational meeting of the academic year.

Membership

The BSSW Program Committee shall consist of the BSSW Program Director who shall serve as chair, three faculty members elected at-large, the Director of Field Instruction or his/her designate, and one BSSW student.

Procedures

The BSSW Program Committee shall meet as often as necessary, but at least once per quarter during the regular academic year. The program committee may delegate as much of their respective functions to the Program Director as they wish, and may establish patterns of work with the Director which are both efficient and consistent with principles of accountability.

PhD Program Committee

The PhD Program Committee deals with all operational matters pertaining to the PhD. Program including, but not limited to: admission decision; individual program exceptions; student petitions; academic probation; student dismissal and reinstatement, and curriculum development.

Membership

The PhD Program Committee shall consist of the PhD Program Director who shall serve as chair, four faculty members elected at-large, and one PhD student.

Procedures

The PhD Program Committee shall meet as often as necessary, but at least once per quarter during the regular academic year.

Promotion and Tenure Committee

Functions

It shall be the work of this committee to carefully review the record of candidates, comment on that record, and vote on a recommendation regarding reappointment, tenure, and promotion.

Membership and Voting Rights

Eligible voting faculty shall make up a promotion and tenure committee for reviewing candidates. For candidates seeking promotion to full professor, eligible voting faculty are tenured full professors at the College of Social Work, excluding the Dean. For tenure reviews of probationary professors, those eligible to vote are tenured professors at the College excluding the Dean.

Promotion and Tenure Sub-committee

Functions

- a) The coordination of peer reviews of faculty being considered for tenure and/or promotion in compliance with the standards, policies and procedures established by the University and College of Social Work.
- b) The coordination of peer review of teaching for all faculty as consistent with the P&T Document.
- c) Providing information and regular, continuing advice and assistance to all faculty as a means for preparing them for the promotion/tenure process, and as a mechanism for faculty development;
- d) Periodic review of College standards, policies and procedures for the promotion and tenure peer review process. Special attention should be given to assuring that College policies are consistent with any revisions in University standards, policies, and procedures

Membership

For Promotion to Associate Professor with Tenure

Five members from the promotion and tenure committee of eligible voting faculty shall be constituted as a sub-committee to facilitate the task of the full promotion and tenure committee. The members of the sub-committee shall be determined in alphabetical order excluding the Dean. Sub-committee members shall serve for a term of one year. The subcommittee members shall select a chair from among its membership.

To provide continuity, each outgoing chair shall serve as a consultant to the committee formed for the following year. The consultant shall have voice but no vote. Newly tenured associate professors shall have their names placed alphabetically in the roster the year following their tenure appointment. A roster listing members eligible to serve on the sub-committee, in the order of service, shall be a public document, and shall be made available to all faculty by the Dean's office each year.

For Promotion to Full Professor

The Committee comprised of all full professors will assume all of the functions of the P&T Sub-Committee as outlined directly above with respect to faculty seeking promotion to full professor.

The Promotion and Tenure Committee and Sub-Committee shall work closely with the Dean in carrying out its functions.

Diversity Committee

The purpose of the Diversity Committee is, first and foremost, to assist the faculty and College in realizing its commitments to diversity as an issue of social justice.

In order to carry out this purpose, the Diversity committee will recommend for faculty approval, at the end of each academic year, a set of concrete objectives for the next academic year. The objectives shall address each of the following College Diversity goals:

- a) To develop and maintain a tenure track faculty complement within the College which reflects the diversity of race, ethnicity, sex, religion, sexual orientation, age, disablement, gender identity and expression, national origin, and veteran status of the community and society;
- b) To develop and maintain a professional staff and civil service staff complement that demonstrates diversity, specifically taking into race, ethnicity, sex, religion, sexual orientation, age, disablement, gender identity and expression, national origin, and veteran status of the community and society;
- c) To provide support and assistance for the retention of minority faculty;
- d) To recruit and retain a student body that reflects the diversity of mid-Ohio --diversity understood in terms of race, ethnicity, sex, religion, sexual orientation, age, disablement, gender identity and expression, national origin, and veteran status of the community and society;
- e) To maintain and enhance a College climate that supports diversity; and
- f) To collect information related to the previous five objectives and provide an annual written report to the College of Social Work and the Ohio State University Diversity Committee (as required);

The committee shall be responsible for monitoring progress in carrying out the strategies designed to meet the above goals. At the end of each year, the Diversity committee shall report to faculty and the Dean on the status of Diversity initiatives in the College and on current needs and issues.

Membership

The members of the Diversity Committee shall consist of: two faculty members elected at-large; one representative appointed by the search committee; one representative appointed by the Graduate Studies Committee; one representative appointed by the BSSW program committee; one elected A&P representative; and one elected civil service representative. The Student Association shall be asked to send one student representative.

College Staff Committee

This committee shall serve as a body for identifying issues, problems and concerns of civil service and administrative and professional (A&P) staff of the College, and as a vehicle for formulating, reviewing, and

recommending to the College Advisory Council policy and procedures that will contribute to the betterment and improvement of support and management operation of the College.
Membership

All civil service and A&P employees of the College shall be members of this committee.

College Investigative and Salary Appeal Committee

Functions

The functions of this committee are described in Faculty Rule 3335-5-04 <http://trustees.osu.edu/rules5/ru5-04.html> on procedures for complaints against regular, regular clinical, and auxiliary faculty members and in the OAA Faculty Salary Equity Appeal Process (OAA Rules: XII, Refer to http://oaa.ohio-state.edu/handbook/xii_salaryprocess.html).

Membership

Membership of this committee shall consist of four tenured faculty members, two from the College of Social Work and two elected from another college in the University upon initiation of an appeal. College of Social Work members shall be elected in Spring of each year by vote of the faculty and shall serve two year terms. Members from outside the college of social work will be nominated by the College of Social Work faculty at-large and their interest will be solicited. If more than two external members are nominated and show interest an election will be held at the College of Social Work and those two external candidates receiving the two highest number of votes will serve on the committee.

Non-standing committees

Faculty Search Committee

For each prospective tenure track faculty position, the Dean will appoint a search committee composed of five College faculty. The Dean will appoint one of the members of the search committee to serve as committee chair. As required by the College Governance Document, the College Advisory must ratify decisions on the membership of and the charge given to the search committee.

All search procedures for tenure track faculty will be in accordance with University procedures as outlined in the bulletin *A Guide to Effective Searches published by the Office of Human Resources and the Office of Academic Affairs*. <http://hr.osu.edu/hrpubs/guidesearches.pdf> The position will be advertised in an appropriate manner to attract national and international attention to the opening. Vigorous efforts will be taken to attract a diverse pool of highly qualified candidates. The committee will select one of its members to serve as affirmative action designee, this individual becomes a member of the College's Diversity Committee for that academic year. Complete records will be kept of the manner in which the search is conducted and of all contacts with prospective candidates. Following the open application period, members of the search committee will carefully review the files of all applicants and seek relevant information from other sources as appropriate. The criteria used in evaluation of the candidates and all records of the search process will be documented. Based on their own careful evaluation of applicants' materials, and in consultation with the Dean, the search committee will make a recommendation regarding the appropriateness of candidates for campus interviews. The selection of these candidates will be based solely on valid academic experience and achievement.

The Dean and search committee chairperson will together arrange for and conduct campus interviews of the final candidates. Interview procedures will include a visit to the Columbus campus, presentation of a formal seminar, visits with appropriate administrators of the College, and the opportunity for each member of the College community to visit with each candidate either privately or in small groups of faculty. Application files of candidates invited for a campus visit will be kept in a secure location, but made accessible to all

College faculty for their review. The College community will be encouraged to review the files of each candidate to be interviewed. After each candidate's visit, the search committee will solicit written feedback and recommendations from faculty, students, and others who have met with the candidate, participated in the candidate's formal seminar presentation, and/or examined the candidate's application file. Based on the solicited feedback concerning the candidate interviews, seminar, and dossier, the search committee will forward to the Dean a recommendation regarding the candidate or candidates acceptable to the faculty. The final decision to offer a position to a candidate belongs solely to the Dean of the College.

Faculty Meetings

Scheduling Faculty Meetings

There shall be at least five scheduled faculty meetings during the academic year. In consultation with the CAC, the Dean may also call an assembly for all employees of the College.

Special Meetings

Special meetings shall be held at the request of the Dean of the College of Social Work, or on petition to the Dean by one-third of the regular members of the faculty stating the purpose of the proposed meeting. Meetings announced with less than five days notice shall require two-thirds of the voting members of the faculty to constitute a quorum.

Attendance

All faculty members are required to attend faculty meetings that are regularly scheduled or called according to procedures specified above. All official action and deliberations upon official business shall be conducted in open meetings. Meetings or parts of meetings that may be legally closed to other than regular faculty members shall be declared "closed" meetings by the presiding officer who shall state the justification for the closed session and ask all persons not eligible to vote to leave the meeting.

Agenda

The College Advisory Council shall be responsible for establishing the agenda for each business meeting. This agenda, together with accompanying attachments and reports, shall be distributed to each regular member of the faculty at least five working days prior to each regularly scheduled meeting. All faculty members may submit items for consideration to the College Advisory Council. The first item on the agenda for each business meeting shall be the approval of the agenda. Any changes in the agenda as previously distributed must be approved by a majority vote.

Presiding Officer--Rules of Order

The Dean or designate shall be chairperson of each formal faculty meeting and shall conduct the meeting in accordance with Roberts' Rules of Order (Revised) and/or policy and procedures adopted formally by a two-thirds vote.

A faculty Parliamentarian shall be appointed by the Dean no later than October 15 of each year and should be present at every meeting of the faculty or a substitute designated. The Parliamentarian shall advise the Chairperson on matters which require interpretation of Roberts' Rules of Order.

Minutes

Minutes will be prepared stating what was done. This will constitute the usual form of the minutes. They will be prepared under the direction of the Executive Assistant to the Dean and will be reviewed for accuracy and completeness by the faculty member who presided at the meeting, usually the Dean.

In the event faculty wishes to have the minutes report what was said, as well as what was done, Roberts' Rules of Order should be utilized.

Quorum and Procedures

One-half of the voting members of the faculty shall constitute a quorum for meetings announced at least five days in advance. Members of the faculty away on leave shall not be counted in the base for determining a quorum. All decisions shall be by majority vote of regular faculty members present, providing a quorum is present, except as specified in these Rules of Governance.

Consistent with Robert's Rules of Order voting at faculty meetings on issues of substance, shall be by secret ballot. Incidental motions in faculty meetings may be decided by voice vote.

A mailed ballot may be requested when an issue appears to be important enough to warrant such extra effort to secure full participation. Ballots will be mailed to the home of each faculty member fifteen days before the date specified for their return.

Proxy voting shall not be permitted.

Special Policies and Procedures

Any faculty member may introduce an issue to be considered as "very important." For the issue to be treated as "very important" it shall require a majority vote of the faculty. For a "very important" issue to pass it shall require a quorum count and a two-thirds vote of the faculty present. Abstentions shall not count as votes. Such a decision made by the faculty shall be binding until it is rescinded by a two-thirds vote.

VII. FACULTY DUTIES AND RESPONSIBILITIES IN THE AREAS OF INSTRUCTION, SCHOLARSHIP AND SERVICE

Faculty duties and responsibility in the areas of instruction, scholarship, and service for the subsequent year are determined between the faculty member and the Dean within one month of the faculty member's annual review. Faculty who are on professional leave, serving as visiting professors, or participating professionally in approved off-campus assignments will not be penalized by loss of a salary increase while away from the College. In these cases, the faculty member will provide to the Dean a timely progress report of his/her activities containing sufficient information for review.

Instructional Activity

A. Teaching

Every faculty member is expected to teach five, six, or seven courses or the equivalent every academic year, i.e., Autumn through Spring, depending on their scholarly activities. Summer courses are in addition to this load *unless otherwise negotiated with the Dean*.

With regard to credit for a three, four, or five credit hour course, CAC recommended that the criterion of classroom contact hours be employed as the measure of effort in order to equalize assignments to faculty to three and five credit hour courses such that:

- a) A five credit hour Ph.D. course which meets for three hours will be treated as a three credit hour course;
- b) A five credit hour course which meets for three hours of lecture and two hours of lab assisted by GTAs will be treated as a three hour course.

Some possible ways a faculty member can qualify for merit for teaching are the following:

- a) Achieve student evaluation of teaching evaluations at or above the College mean for the majority of their courses.
- b) Complete field visits for all assigned students no later than the conclusion of the quarter preceding a student's final quarter in field.
- c) Make telephone contact with field instructors each quarter.
- d) Serve as thesis, general examination or dissertation advisor, or supervise undergraduate honors papers.
- e) Serve as faculty advisor for 15 to 17 students as assigned.

Some possible ways a faculty member can qualify for extra merit for teaching are the following:

- a) Write a textbook that is published by a nationally recognized publisher;
- b) Develop new courses, or alternative course delivery format;
- c) Receive teaching evaluations significantly above the University mean on standardized University approved instruments or the equivalent;
- d) Receive funding for a training grant or grants related to teaching or curriculum development;
- e) Receive special recognition and/or awards for teaching;
- f) Participate on dissertations, general exam committees, thesis, or undergraduate honors papers that require an extraordinary amount of time and effort as documented by the faculty member.
- g) Faculty who believe their work with independent studies justifies consideration for extra merit may elect to document the student's product, and the faculty members work in terms of student contact.

B. Academic Advising

Every faculty member is expected to conscientiously advise students assigned by program offices (a typical advising load is 20 students who may come from any program level)

C. Field Responsibilities

Every faculty member is expected to assume field liaison responsibilities as part of their workload. This includes BSSW and MSW students. The usual load for faculty is 6-8 students. .

D. Dissertation/Thesis Advisor, Committee Member or Chair

The *cumulative* advisement of Ph.D. dissertations and MSW theses and BSSW honors theses shall be recognized in negotiation of teaching assignments annually. The formula will be:

Chairing six successfully completed dissertations will entitle the faculty member to a one-time single course release.

Eight MSW or BSSW theses dissertations will entitle the faculty member to a one-time single course release.

Scholarly Activity: Research and Knowledge Building

To meet the criteria for merit faculty must do the following:

- a) Submit two articles to peer-reviewed journals or the equivalent. Equivalents consist of grant proposals, monographs, and book chapters. Equivalents should be of at least the same quality and length (15-20 pages double-spaced) as articles. Monographs should have been submitted to funding agency or other responsible body. In order to be considered equivalent, book chapters should be at least 20 double-spaced pages and peer-reviewed, and the book in which in will appear should be in contract with a publisher. Other book chapters and monographs will be given credit in the merit process but will not be seen as equivalent to a peer-reviewed article.

Faculty are encouraged to make presentations at scholarly conferences. Such presentations will be taken into account in annual merit reviews, but are not seen as equivalent to publications.

Faculty who meet the above requirement will teach five (5) courses per year; those who submit one (1) article or equivalent will have a teaching load of six (6) courses per year; those who have the research requirement waived will have a teaching load of seven (7) courses per year. In order to determine teaching load faculty must provide evidence that research products have been submitted.

Products may be counted only once, at the time of their first submission. Articles that are submitted a second time after revision may not be counted again unless the faculty member can document significant revisions in the original document that are comparable to a new publication in terms of effort (approved March, 2007).

Some possible ways a faculty member can qualify for extra merit for scholarship:

- a) Have two refereed publications i.e. journal articles or book chapters accepted for publication in the same year. Articles should appear in journals recognized within the discipline/profession of social work or related professions/disciplines. Book chapters should appear in a book to be published by a nationally recognized publisher.
- b) Complete a peer-reviewed book.
- c) Receive external funding for research support.

In order to receive extra merit, faculty must provide evidence that the publication has been accepted or the grant has been funded.

Service

A. College and University Service

Faculty are expected to contribute to the functioning of the college and the university through participation on standing and adhoc committees (including contribution to the development and grading of comprehensive examinations) and other College and university bodies.

B. Community/Professional Service

Faculty are expected to be involved in community and professional service in ways related to their academic expertise and professional identification. Such service is recognized as a criterion for promotion and tenure. With regard to the annual merit review, such service shall be taken into account but should not be regarded as a substitute or compensation for expectations in teaching, scholarship and College/University service.

All faculty are expected to attend and participate in faculty meetings, committee meetings, and recruitment activities or events, and promptly review admissions applications and participate in the evaluation of graduate student exit requirements. Also, faculty are expected to participate in College-sponsored activities such as student, alumni, and field faculty sponsored functions.

To meet the criteria for merit faculty must do the following:

- a) Serve as a member of at least one Curriculum Area Group, regularly attend meetings and participate in the work of the committee.
- b) Regularly attend scheduled faculty meetings
- c) Attend student and faculty recruitment events
- d) Promptly review student application materials as assigned.
- e) Maintain regular office hours and respond to student telephone and e-mail inquiries.
- f) Serve in the community in ways related to their academic expertise and professional identification. It is anticipated that untenured faculty members will provide less service to the College, the University and the community than faculty members who are tenured.

Some possible ways to meet the criteria for extra merit for service include performing activities that require a significant or extraordinary amount of time as documented by the faculty member, including:

- a) Serve as an officer of local, state, national, or international organization/committee (Approved March, 2007).
- b) Chair a University committee
- c) Serve as an active member of an editorial board of a refereed journal, or as editor-in-chief of a refereed journal.
- d) Provide exceptional service to the College such as serving on ad hoc committees, university committees, etc.
- e) Service in the community in significant leadership roles
- f) Read comprehensive examinations for MSW graduates.

Availability to Students

Faculty are expected to respond to student telephone and e-mail inquiries in a timely and respectful manner. All faculty are expected to post and keep a minimum of ~~six~~ *four* office hours per week scheduled in such a way so as to be conveniently available to students and colleagues. "Office hours" are regularly scheduled times when faculty members are physically present in their campus offices so that students, advisors and colleagues can drop in to see them. In addition, appointments may be made at other times. In so far as possible, faculty should announce office hours on their syllabi or communicate them to students in some other way.

Availability of faculty curriculum vitae

It is the policy of the College to make available for public inspection a current copy of each faculty member's curriculum vitae. Faculty members are required to submit a current copy of their c.v. to the faculty secretary on an annual basis. C.V.'s will be submitted at the same time that faculty members submit their annual review and a current curriculum vitae to the Dean for annual merit review. The College faculty secretary will file c.v.'s in a publicly available filing cabinet with its contents labeled. Faculty members may provide an updated copy of their c.v. at any time, but must do so minimally to comply with the established annual deadline.

The College Obligation to New Faculty Appointed at Non-Tenured Levels

A. General Obligation

In order to allow time for all new faculty to engage in varied activities that will strengthen their positions relative to retention, the new person will be offered a reduced number of course assignments as negotiated with the Dean..

During the first year, new faculty will be assigned to a Curriculum Areas Group or Groups and/or one committee. They will not be expected to chair a committee until the third year of their appointment. Such

organizational responsibility is seen as an obligation of tenured/senior faculty.

New faculty will be open to standard workload assignments, including teaching, scholarship, services, and advising in the second year. This, however, is open to negotiation.

B. The New Faculty Member's Obligation to the College

By the end of the third year, in preparation of tenure alert, new faculty members should be able to document their teaching, scholarly activities and products, and their service to the College, University and the community. This would include work completed and ongoing.

C. The Research Quarter

One quarter within the first four years of the appointment can be requested for the initiation, implementation, or completion of research activities on the basis of a formal agreement with the College. The Dean and appropriate Curriculum Area Group chair will process the requests. All requests will be processed based on University guidelines for SRA http://oaa.osu.edu/handbook/ix_sra.html

The Role of the Tenured Faculty

All tenured faculty are expected to be available to engage as mentors with newly appointed faculty in support of their efforts to achieve tenure and promotion. In some instances, this may be a long-term mentoring relationship. In other instances, it may be a short-term relationship that arises out of a need to draw upon a tenured faculty member's expertise. All mentoring responsibilities should be carried out on the basis of clearly stated goals, objectives and expectations.

The above policy does not constitute a contractual obligation. Fluctuations in demands and resources in the College and the individual circumstances of faculty members may warrant temporary deviation from the policy.

Program Director Duties and Responsibilities

Based on descriptions contained in this document Program Directors and the Associate Dean will be reviewed for merit in an additional category so that their performance in these administrative capacities are reflected in their annual merit review.

VIII. COURSE OFFERINGS AND TEACHING SCHEDULES

The Dean, through his or her delegated responsibility to the Associate Dean, 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 College's first obligation is to offer the courses needed by students at times most likely to meet student needs. To assure classroom availability, reasonable efforts must be made to distribute course offerings across the day and week. To meet student needs, reasonable efforts must be made to assure that course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by Faculty Rule 3335-8-17

<http://trustees.osu.edu/rules8/ru8-16-17.html> will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course or an equivalent assignment for that or a subsequent quarter.

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 quarters of offering to assure that instructional expertise is always available for such courses.

IX. ALLOCATION OF COLLEGE RESOURCES

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

The Dean will discuss the College 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 Dean.

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 salary funds is discussed in the Appointments, Promotion and Tenure document and are based on annual reviews conducted by the Dean using criteria set out in this as well and that document.

Professional Development Funds Guidelines for Faculty and Field Educators

The College of Social Work is committed to promoting the professional development activities of its faculty and field educators. In support of these activities, an annual professional development allowance is provided to each faculty member and field educator. The amount of this professional development allowance will be determined at the beginning of each fiscal year depending on the financial circumstances of the College. Funds that are not used within one fiscal year will carry over and be added to the next fiscal year's allotment.

Professional development expense and reimbursement requests will be made in accordance with the University expenditure and travel policies and must meet the following eligibility requirements:

- 1) There must be a business connection for the expense. Expenses covered by this fund must be related to faculty professional development. Examples of eligible expenses include:
 - a) professional dues and membership fees to learned societies
 - b) subscriptions to professional and/or learned journals and other professional publications
 - c) computer software and supplies used in the performance of research or scholarly activities
 - d) travel and other expenses related to attendance at scholarly conferences
 - e) equipment, including computers, to advance research activities

Examples of expenses that are not eligible for reimbursement include:

- a) Fees associated with social or non-mandatory activities at conferences such as tours, sports activities, etc.
 - b) Travel expenses related to family members or companions (including childcare)
 - c) Non-professional books, journals, subscriptions
 - d) Computer software not related to professional development (games, movies, etc.)
- 2) Faculty must substantiate business expenses (with original itemized receipts, logs, etc.) or use a method that is "deemed substantiated" (such as use of federal per diem rates for meals on overnight travel).
 - 3) Questions regarding whether an expense is reimbursable through a professional development account should be addressed by the College's Fiscal Officer. Most Professional Development fund expenditures can be reviewed and approved directly by the Fiscal Officer; any request for reimbursement deemed questionable by the Fiscal Officer that have not been cleared prior to the expenditure will be forwarded to the Dean for approval.

Professional Development Funds Guidelines for Staff

The College of Social Work is committed to promoting the professional development activities of its staff. In support of these activities, an annual professional development allowance is provided to each staff member. The amount of this professional development allowance will be determined at the beginning of each fiscal year depending on the financial circumstances of the College. Funds that are not used within one fiscal year will carry over and be added to the next fiscal year's allotment.

Professional development expense and reimbursement requests will be made in accordance with the University expenditure and travel policies and must meet the following eligibility requirements:

- 4) There must be a business/professional connection for the expense. Expenses covered by this fund must be related to staff professional development. Examples of eligible expenses include:
 - f) professional dues and membership fees for professional societies
 - g) fees for courses and/or workshops related to professional development
 - h) textbooks or other course material related to professional development
 - i) travel and other expenses related to attendance at professional conferences

Due to university policy and tax regulations, equipment of any kind, including computers, handheld devices, etc, will not be eligible for reimbursement.

- 5) Expenses must be substantiated. Original receipts are required before reimbursement will be paid. All other fiscal policies will apply, i.e., T-Number for any travel reimbursement requests.
- 6) Questions regarding whether an expense is reimbursable through a professional development account should be addressed by the College's Fiscal Officer. Any items that seem questionable to the Fiscal Officer will be forwarded to the Dean for approval.

Dean's Research Enhancement Grants

When sufficient College funds are available, the Dean will sponsor a research enhancement grant competition. These grants will be made on a competitive basis to members of the faculty (of any rank) and field educators whose use of this money reflects innovative ideas that will move their research/scholarship agenda to the "next level."

At the beginning of each academic year, the Dean will announce the availability of funds for this competition and the deadline for submission. Funds may be used for expenses related to completing a research or scholarly project, collecting data to start a new research or scholarly product (pilot data), purchasing consultation from a nationally known expert to enhance one's research/scholarly agenda, purchasing a data set or software, or any other activity that will enhance research/scholarly production.

The key criteria for funding will be that there will be a "product" from the work funded by this grant that will become a "springboard" for future work. Grant funds are to be used only for the direct purposes of the project. Course buy-outs, conference attendance, or travel (except for consultation) are not allowable expenses. Funds not expended within 9 months from receipt of the grant must be returned to the Dean.

A final report, and any current or future products that are produced or expected to be produced through this grant mechanism, should be submitted to the Dean. This final report must include an accounting of the grant funds.

X. LEAVES AND ABSENCES

The University's policies with respect to leaves and absences are set forth in the Office of Academic Affairs Policies and Procedures Handbook <http://oaa.osu.edu/handbook/tc.html> and Office of Human Resources Policies and Procedures website <http://hr.osu.edu/policy/policyhome.htm>. The information provided below supplements these policies.

Discretionary Absence

Faculty are expected to complete an Application for Leave form well in advance of a planned absence (e.g. as 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 Dean 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 quarter is substantial. Faculty Rules require that the Office of Academic Affairs approve any discretionary absence of ten or more days.

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. See OHR Policy 6.27 for details: <http://hr.osu.edu/policy/policy627.pdf>.

Unpaid Leaves of Absence

A faculty member may request an unpaid leave of absence for personal or professional reasons. Professional reasons would include an opportunity to accept a visiting appointment at another institution. A faculty member desiring an unpaid leave of absence should submit a written request for the absence as far in advance as possible of the time for which the leave is desired. Approval will be based on, but not limited to, the nature of the request, the extent to which the faculty member's responsibilities can be covered or deferred during the proposed absence, and the positive or negative impact on the College of the proposed absence. Unpaid leaves of absence require the approval of the Dean, Office of Academic Affairs, and Board of Trustees. Two University polices govern leave of absence: http://oaa.osu.edu/handbook/ix_loa.html http://oaa.osu.edu/handbook/ix_loaentrepren.html

Special Research Assignments

SRAs are normally one quarter in length and are designed to provide a faculty member time away from classroom teaching and some other responsibilities in order to concentrate effort on research. SRAs are usually, but not necessarily, provided to faculty to develop a new research skill, initiate a new project, or complete an ongoing project. SRAs of shorter duration may be provided for such purposes as facilitating travel related to research that is less than a quarter in duration but more than a week or two provided classroom teaching is not disrupted.

Untenured faculty will normally be provided an SRA during their probationary period. Reasonable efforts will be made to provide SRA opportunities to all productive faculty on a rotating basis subject to the quality of faculty proposals, including their potential benefit to the College, and the need to assure that sufficient faculty are always present to carry out College work.

Faculty members who desire an SRA should discuss the matter with the Dean during their annual evaluation or as soon thereafter as possible. The Dean will indicate whether submission of a full proposal articulating the purpose and nature of the SRA is appropriate. The Dean will normally announce decisions regarding SRAs for the next academic year no later than June 30 of the previous academic year, but retains

the option of making decisions regarding proposals at other times when circumstances warrant such flexibility. University policy on SRA is described here: http://oaa.osu.edu/handbook/ix_sra.html

Faculty Professional Leave

A Faculty Professional Leave constitutes a more formal departure from regular academic duties than a Special Research Assignment and may be one, two or three quarters in length for 9-month faculty and one, two, three, or four quarters in length for 12-month faculty. FPLs involve salary reductions and other considerations established by the Ohio legislature and University Board of Trustees and faculty considering an FPL should fully acquaint themselves with these policies http://oaa.osu.edu/handbook/ix_fpl.html before applying for leave.

Faculty members who desire an FPL should discuss the matter with the Dean during their annual evaluation or as soon thereafter as possible. The Dean will indicate whether submission of a full proposal articulating the purpose and nature of the FPL is appropriate. Because FPL proposals must be approved by the Dean, Office of Academic Affairs, and Board of Trustees before they may be implemented, faculty should submit FPL proposals for a particular year no later than the end of Autumn Quarter of the preceding year, except when the development of an unexpected opportunity precludes such timing.

XI. SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY

The University's policies with respect to supplemental compensation and external consulting are set forth in the Office of Academic Affairs Policies and Procedures Handbook: http://oaa.osu.edu/handbook/iii_facextracomp.html and <http://oaa.osu.edu/handbook/paidexternal.html>.

The College adheres to these policies in every respect. In particular, this College 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 Dean 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 College. In addition, it is University policy that faculty may not spend more than one business day per week on supplemental compensated activities and external consulting combined.

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

XII. FINANCIAL CONFLICTS OF INTEREST

The University's policy with respect to financial conflicts of interest is set forth in the Office of Academic Affairs Policies and Procedures Handbook <http://oaa.osu.edu/handbook/coipolicy.html>. A conflict of interest exists if financial interests or other opportunities for tangible personal benefit may exert a substantial and improper influence upon a faculty member or administrator's professional judgment in exercising any University duty or responsibility, including designing, conducting or reporting research.

Faculty members are required to file conflict of interest screening forms annually and more often if prospective new activities pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to cooperate with University officials in the avoidance or management of potential conflicts will be subject to disciplinary action.

XIII. GRIEVANCE PROCEDURES

Members of the College with grievances should discuss them with the Dean 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

Salary Grievances

University Policy on grievance is described here: http://oaa.osu.edu/handbook/xii_salaryprocess.html. A faculty or staff member who believes that his or her salary is inappropriately low should discuss the matter with the Dean. 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 Dean and wish to pursue the matter may be eligible to file a more formal salary appeal.

Staff members who are not satisfied with the outcome of the discussion with the Dean and wish to pursue the matter should contact Consulting Services <http://hr.osu.edu/dir/Directory.htm#Consult> in the Office of Human Resources.

Faculty Misconduct

Faculty misconduct/incompetence: Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04 <http://trustees.osu.edu/rules5/ru5-04.html>.

Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05 <http://trustees.osu.edu/rules5/ru5-05.html>.

Sexual Harassment

The University's policy and procedures related to sexual harassment are set forth in OHR Policy 1.15 <http://hr.osu.edu/policy/policy115.pdf>.

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 Dean, the Dean will first ascertain whether the students require confidentiality or not. If confidentiality is not required, the Dean 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 Dean 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 Dean 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 <http://oaa.osu.edu/coam/home.html> and <http://senate.osu.edu/COAMDuties.pdf>.

The Code of Student Conduct is Faculty Rule 3335-23 <http://trustees.osu.edu/Rules 23/index.html>.

Faculty agree to adhere to educational policies and procedures as approved by the faculty and published in the handbooks for the various College of Social Work degree programs.

XIV. RELATIONSHIP TO ALUMNI SOCIETY

Each year, a member of the regular faculty, preferable an alumnus of the College, shall be appointed by the Dean to serve as liaison for the faculty to the College of Social Work Alumni Society.

XV. RELATIONSHIP TO THE PROFESSIONAL ADVISORY COMMITTEE

The Professional Advisory Committee of the College, as a constituency group of the College, has as its mission the establishment and maintenance of reciprocal and ongoing relationships between the practice community and College to promote and advocate for the advancement of practice relevant education framed by social work values and ethics. The professional advisory committee may be consulted in nominating practitioner members for service on College committees as needed. The Directors of the BSSW Program, MSW Program, and Field Education Office shall serve as liaison between the faculty and the Professional Advisory Committee. The Director of the Field Education Office shall serve as facilitator and convener for the committee.

XVI. NON-DISCRIMINATION

All persons coming under the provisions of these Rules shall be entitled to full and equal employment of the benefits, privileges and advantages as outlined and defined in these Rules without discrimination on the grounds of race, ethnicity, sex, religion, sexual orientation, age, disablement, gender identity and expression, national origin, and veteran status.

XVII. AFFIRMATIVE ACTION

The root concept of the principle of non-discrimination is that individuals should be treated individually in accordance with their personal merits, achievements, and potential and not on the basis of the supposed attributes of any class or color with which they may be identified. However, when discrimination, and particularly when discrimination in employment and education has been largely and widely practiced against a particular class, it cannot be eliminated merely by the prospective adoption of neutral standards for selection among the applicants for available jobs or educational programs.

The College of Social Work is in full agreement with this stance and therefore considers it incumbent upon each member of the faculty to facilitate steps to remedy past discrimination in hiring, promotion, etc. The responsibility for monitoring affirmative action within the College shall be assigned to the Diversity Committee of the College.

XVIII. AMENDMENT OF THE RULES

These Rules may be amended at any meeting of the faculty by a vote of two-thirds (2/3) of the members present, provided, however, that the quorum of such a meeting shall be two-thirds of the regular members of the faculty, and provided that the Dean shall have distributed to each voting member of the faculty a written copy of the proposed amendment at least 14 days before the meeting.

XIV. RATIFICATION OF THE RULES

These Rules shall become effective when approved by the faculty. Faculty approval shall be expressed through the following procedure:

- a) A copy of the current Rules shall be provided to each faculty member by the Dean.
- b) The Dean shall distribute a draft of the proposed rules to each member of the faculty.

- c) As soon as possible, after fourteen days, but no later than thirty days after the date of distribution, a general meeting of the faculty shall be held for the purpose of discussing the draft of the proposed rules.
- d) A final draft of the proposed rules shall thereafter be distributed to each member of the faculty along with a ballot for voting purposes.
- e) An affirmative vote by two-thirds (2/3) of returning ballots shall constitute approval. Ballot must be returned by the due date which shall appear on each ballot in order to be counted.
- f) At the conclusion of faculty meetings when any action is taken to impact the Patterns of Administration and/or the Appointment, Promotion and Tenure document it will be the responsibility of the Executive Assistant to the Dean in consultation with the Associate Dean to insure that this document is updated within 30 days of the approved changes. The updated document will be distributed to all faculty electronically and made available on the College of Social Work internal website.