

**Pattern of Administration
for
The Ohio State University
Agricultural Technical Institute
College of Food, Agricultural, and
Environmental Sciences**

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I Introduction

This document provides a brief description of The Ohio State University Agricultural Technical Institute (Ohio State ATI) and a description of its guidelines and procedures. It supplements the [Rules of the University Faculty](#) and other policies and procedures of the university to which the institute and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document.

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

II Institute Mission

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

III Academic Rights and Responsibilities

In April 2006, the university issued a [reaffirmation](#) of academic rights, responsibilities, and processes for addressing concerns.

IV Faculty and Voting Rights

Faculty Rule [3335-5-19](#) defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of Ohio State ATI includes tenure-track and professional practice faculty with compensated FTEs of at least 50% in the institute and nine month associated faculty on one or three-year contracts with compensated FTEs of at least 75% in the institute.

A Tenure track faculty

Ohio State ATI makes tenure track appointments. Tenure-track faculty include those persons with titles of professor, associate professor, or assistant professor who serve on appointments totaling 50% or more service to the Institute. 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 salaried or non-salary courtesy appointment in another TIU or joint appointments in another TIU. Tenure-track faculty may vote in all matters of governance.

B Professional practice faculty

Ohio State ATI makes professional practice appointments. Professional practice faculty titles are professional practice professor, professional practice associate professor, and professional practice assistant professor. Professional practice faculty can comprise no more than 20% of institute's total of tenure-track and professional practice faculty. Professional practice faculty with compensated FTEs of at least 50% in the institute may vote in all matters of governance except tenure-track appointment, promotion and tenure decisions. Professional practice faculty may participate in discussions of professional practice faculty matters including promotion reviews. Any professional practice faculty

member appointed by the unit may stand for election to serve as a representative in the University Senate subject to representation restrictions noted in [Faculty Rule 3335-7-11\(C\)\(2\)](#).

C Associated faculty

Ohio State ATI makes associated faculty appointments. Associated faculty titles are senior lecturer and lecturer and visiting faculty titles. Nine month associated faculty on one- and three-year contracts with compensated FTEs of at least 75% in the institute may vote in all matters of governance except tenure-track appointments, promotion and tenure decisions, and professional practice appointment, reappointment, and promotion decisions.

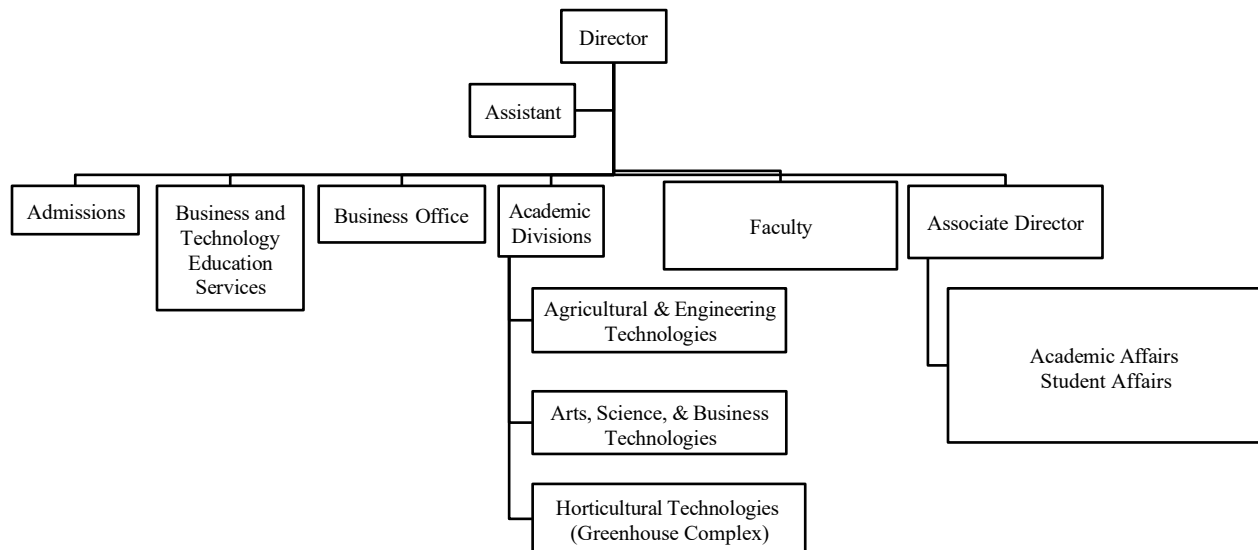
D Emeritus faculty

Emeritus faculty are invited to participate in discussions on nonpersonnel matters, but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

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

V Organization of Institute Services and Staff

A Administrative Organizational Structure



B Organization of Institute Services and Functions

i Admissions

Provides student recruitment and support services for the student admission process.

ii Business Training and Educational Services (BTES)

Develops, organizes, and offers non-credit continuing education courses, certificate programs, and business/industry client specific contract training.

iii Business Office

Provides budget, financial management, purchasing, human resources, and inventory management services.

iv Student Affairs

Provides support services for students including professional counseling, career counseling, disability services, tutoring and success mentoring, and coordinates new student orientation, first-year experience, and second-year transformational experience. Directs recreational facilities, intramural sports, and physical activities supporting students. Many of these activities are also available to faculty and staff.

v Academic Affairs

Provides campus support in the areas of student financial aid, student employment, student academic records, course scheduling and registration, degree audit, transfer credit, academic discipline, and program assessment and outcomes. It manages course and program approvals. The associate director manages the library, counseling for academic success, campus transition, and instructional development.

vi Affiliates

- **Bookstore:** Operated by Barnes & Noble, a full-service retail bookstore serves students, faculty, and staff.
- **Campus Housing:** Operated by the OSU Office of Student Life, Applewood Village houses over 460 students and is comprised of 16 furnished residential buildings spread across four streets and three neighborhood courtyards.
- **Café Carmen:** Operated by OSU Dining Services, Café Carmen is an on-campus dining facility open to faculty, staff, students, and the public.
- **OTDI:** The Office of Technology and Digital Innovation manages the information technology infrastructure, including hardware and software for Ohio State ATI.
- **Public Safety:** Under Wooster Campus Public Safety, the OSU Police at Wooster is responsible for law enforcement and related duties at the ATI, Applewood Apartment Village, and CFAES Wooster.

- **Environmental Health & Safety:** Under Wooster Campus Public Safety, the Environmental Health and Safety Office is responsible for providing and maintaining a safe and healthy work environment for faculty, staff, students, vendors, contractors, and visitors programs, development of safety protocols and presentation of safety educational training, and accident investigations; presents safety educational training programs to reduce and control incidents involving fires, occupational diseases, hazardous materials, explosions, or human error; ensures compliance with federal, state, and local requirements.
- **Maintenance & Grounds Services:** The Wooster Campus Facilities Services provides campus building maintenance, vehicle maintenance, and services for custodial, roads, landscaping, and grounds for the Ohio State ATI campus.
- **Farm and Animal Operations:** Staff members facilitate use of and teaching at a 1,718-acre learning laboratory owned by the university and used for agricultural programs including dairy, small ruminant, beef, swine, equine, and agronomic crop production and management.
- **Human Resources:** The university/s human resources unit assist with employee and labor relations, family and medical leave, talent acquisition, compensation, and other employment matters.

VI Overview of Institute Decision Making

Policy and program decisions are made in a number of ways: by the institute faculty as a whole, by standing or special committees of the institute, or by the director. The nature and importance of any individual matter determines how it is addressed. Institute 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.

VII Institute Administration

A Director

The primary responsibilities of the director are set forth in Faculty Rule [3335-3-35](#). This rule requires the director to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content. The rule, along with Faculty Rule [3335-6](#), also requires the director to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to appointments, reappointments, promotion, and tenure.

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

- To have general administrative responsibility for institute programs, subject to the approval of the dean of the college, and to conduct the business of the institute efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.
- To plan with the members of the faculty, the associate director of academic affairs, and the dean of the college a progressive academic program.

- To assign workload according to the institute's workload guidelines (see Section X) and faculty appointment type (and rank).
- To encourage research and educational investigations.
- To evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by providing for the evaluation of courses, including written evaluation by students of the courses and instructors, and periodic course review by the faculty.
- To evaluate faculty members annually in accordance with both university and institute established criteria; to inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their institute and to place in that file a response to any evaluation, comment, or other material contained in the file.
- To review staff who report directly to the director.
- To recommend, after consultation with the eligible faculty, appointments, reappointments, promotions, dismissals, and matters affecting the tenure of members of the institute faculty to the dean of the college, in accordance with procedures set forth in Faculty Rules [3335-6](#) and [3335-7](#) and this institute's [Appointments, Promotion, and Tenure Document](#).
- To see that all faculty members, regardless of their assigned location, are offered the institutional privileges and responsibilities appropriate to their rank; and in general, to lead in maintaining a high level of morale.
- To maintain a curriculum vitae for all personnel teaching a course in the institute's curriculum.
- To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.
- To prepare, after consultation with the institute's administrative leadership, annual budget recommendations for the consideration of the dean of the college.
- To facilitate and participate in prescribed [academic program review](#) processes, in collaboration with the dean of the college and the Office of Academic Affairs.

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

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

B Other Administrators

i Associate Director

This position is an appointed position with the associate director serving at the pleasure of the director. The associate director consults with the director when inputs are requested and assists the director in administering the academic programs and student life on the Ohio State ATI campus. Specific responsibilities of the associate director are to develop and process curricula and coursework; supervise learning services; supervise academic advising; supervise development of the master schedule of classes; administer faculty in-service programs; administer academic discipline (probations, dismissals); supervise evaluation of transfer credit; supervise student registration procedures; interrelate with personnel at the university level on academic affairs, Ohio Department of Higher Education, US Department of Education, and relevant state and national groups; hold formal and informal faculty development sessions on policies and procedures and classroom methodologies; interpret academic procedures and policies; oversee issues related to financial aid, scholarships, and job placement; administer Ohio State ATI programs for faculty orientation of new appointees; provide overall supervision and leadership for student co-curricular, recreational, mental health, and disability service programming; lead student affairs; assist University Housing staff in their efforts to provide student programming to Wooster campus residential students; collaborate with and assist other Wooster campus and CFAES entities in their efforts to provide programming that promotes the well-being of Wooster campus students; interrelate with personnel at the university level on student life, and relevant state and national groups; and serve as acting director at the request of the director.

ii Division Chairs

These positions are appointed with the division chairs serving at the pleasure of the director. Division chairs are members of the tenure-track faculty and are appointed for 4 years and renewal of the appointment is at the discretion of the director after gaining input from faculty regarding their performance as division chair. All division chairs have teaching responsibilities during their 4-year administrative term appointments in addition to their division chair administration responsibilities. The division chair appointment is considered a component of service responsibilities in performance assessments. The major responsibilities of the division chairs are to plan and implement division programs in consultation with faculty, the director, and associate director; recommend appointments, promotions, and dismissals to the director; in consultation, under the leadership of the director, participate in annual performance reviews of division faculty; conduct annual performance reviews of associated faculty; promote faculty involvement in campus and student activities, including, but not limited to, Family Day, Welcome Days, Open Houses, and others; conduct annual performance reviews of division staff; facilitate professional development of division faculty and staff; provide leadership to faculty assignments; advise the director about appointments to coordinator positions; assist associate director in orientation of new regular and associated faculty hires; work with other division chairs on curricula and scheduling; work closely with the associate director on academic matters; prepare short- and long-term plans for division personnel, facilities and equipment, and budget needs for the director's assessment and consideration; manage the business of the division; and provide academic leadership for utilization of enterprise laboratories (e.g., greenhouse, farm, and equine operations).

iii Academic Program Coordinators

These positions are appointed positions serving at the pleasure of the respective division chair. The primary responsibilities of academic program coordinators are considered a component of service. Other responsibilities related to this appointment are assist admissions personnel in attracting prospective students and keeping them informed about academic program updates; meeting with prospective students and providing them with information about Ohio State ATI programs; conduct the academic advising in the relevant program area and, if advising load becomes an unworkable task, work with the division chair for additional help in this regard; assist the division chair in selecting associated faculty; consult with the director and division chair on budget allocations in the division; provide leadership in course and curricula design considering the program and educational needs of students and the industry, and maintain strong liaison with industry and provide leadership for advisory committees as needed.

iv Area Coordinators

These positions are appointed positions serving at the pleasure of the respective division chair. The primary responsibilities of area coordinators are considered a component of service. Other responsibilities related to this appointment are assist the division chair with scheduling classes; develop syllabi; assist the division chair in selecting associated faculty; work with the division chair to orient associated faculty with courses, procedures, and rules; work with division chair in their leadership role in conducting peer evaluations for associated faculty; work with departmental and regional campus faculty to ensure consistency of instruction for courses taught on multiple campuses; apprise division chair of curricular needs; determine appropriate transfer equivalencies to Ohio State ATI courses; administer credit by examination (EM) tests, process EM credit, and review testing for entrance placement as needed; and work with BTES in addressing credit and non-credit courses.

C Committees

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

i Administrative Leadership

The Administrative Leadership group comprises the associate director, the division chairs, a human resources representative, leaders of the business office, BTES, and admissions, and the assistant to the director. The group meets monthly and discusses all business of the institute. The director chairs this group.

ii Standing Committees

Committees shall exist for the purpose of providing a forum for discussion and for reaching decisions on matters of concern to the campus. The director shall establish committees to fulfill explicit missions. Each committee shall have a well-defined mission that is documented in a written constitution. Any changes in mission or scope of activities must be approved by the director. The role of each committee must be reviewed by the director at least once every two years. Committees will be given the opportunity to report activities at the appropriate venue

(campus, staff, or faculty meetings and/or at the Faculty Assembly.)

Committee members will be chosen through election, volunteering, or appointment by the director and may include tenure-track and professional practice faculty with compensated FTEs of at least 50% in the institute and nine month associated faculty on three-year contracts with compensated FTEs of at least 75% in the institute, unless designated otherwise in this document. Appointments by the director will be made after consultation with the associate director and division chairs and will consider factors such as expertise, interest, and workload. Effort will be made to include faculty at different career stages and from different academic areas on each committee. The director shall provide a list of current committee assignments to members of the Ohio State ATI faculty at the beginning of Autumn semester. The selection of staff to serve on committees shall be done through election, volunteering, or appointment.

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

Members of each committee elect the chair annually unless designated otherwise in this document. Members of each committee shall meet upon the call of the chair or upon petition of two or more committee members, but not less than once per year.

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

- **Academic Affairs Committee** – The Ohio State ATI Academic Affairs Committee represents the faculty in meeting the responsibility for review and approval of course offerings, curriculum requirements, and matters of academic policy within the framework of the Rules of the University Faculty and the Bylaws of the Board of Trustees. According to the Constitution of the Ohio State ATI Academic Affairs Committee, the committee is composed as follows: 1. Six faculty members comprise the voting body of the committee. Each division will elect two members and at a minimum, one of the two members from each division will be a tenured faculty member and one member will have previous experience on the committee; and 2. The associate director, a non-voting member, shall serve as a liaison between the college and university and provide guidance on policy and procedure; and 3. The academic records manager, a non-voting member, shall serve to document the minutes and provide curricular data. To avoid real or perceived impropriety of positional power, the division chairs and associate director of student programming and life shall not be members of the Academic Affairs Committee.
- **Faculty Assembly** – The Ohio State ATI Faculty Assembly is the official forum and voice of the campus faculty. It is chaired by the Faculty President and is an organization according to the Constitution of the Faculty Assembly. The Faculty Assembly membership consists of the institute's tenure-track, professional practice, and associated faculty (as per the constitution). The voting members of the Faculty Assembly elect their own officers and set their own constitution and by-laws. The Faculty President convenes the Faculty Assembly at least once each semester, gives notice of regular meetings as far in advance as possible (but at least a week), and ensures minutes are taken and maintained. To avoid real or perceived impropriety of positional power, the division chairs, associate director, and director shall not be members of the Faculty Assembly but may be invited to attend its meetings and participate in its deliberations.

The Faculty Assembly has defined in its constitution and has delegated certain powers to an Executive Council. The Executive Council consists of the President, Vice President, Past President, Secretary, and two at-large Members, all of whom are elected to terms of service as described in the Constitution of the Faculty Assembly. The President presides over the meetings (see appendix). The Director may attend Executive Council meetings when invited by the Council members.

- **Promotion and Tenure Committee** – The Ohio State ATI Promotion and Tenure Committee assists the Committee of the Eligible Faculty in managing the personnel and promotion and tenure issues. The committee consists of five tenured faculty members, one from each division and two at large appointed by the director, with a minimum of one professor, when possible. The members will elect a chair annually. When considering cases involving professional practice faculty the Promotion and Tenure Committee may be augmented by one nonprobationary professional practice faculty member at the rank of professional practice associate professor or professional practice professor. To avoid real or perceived impropriety of positional power, division chairs and the associate director are not permitted to serve on this committee. The Promotion and Tenure Committee make recommendations regarding mid-probationary review, tenure, and promotion to the director.
- **Research, Creative, and Other Scholarly Activities (RCOSA) Committee** - The Ohio State ATI RCOSA Committee provides leadership for research enhancement and other creative/scholarly activity pertaining to faculty development. This committee plans and implements the faculty seminars. This committee also selects the recipient of the annual Outstanding Scholarship and Research Award. The RCOSA Committee consists of one elected tenured or tenure-track faculty member from each division and two tenured faculty members-at-large elected by the faculty.
- **Employee and Student Recognition Committee** – The committee solicits nominations of those worthy of staff, faculty, and student awards and selects award recipients for outstanding students, the outstanding staff (two), and distinguished teaching and outstanding advising awards. The committee also plans events to recognize recipients. The committee includes the last four recipients of the staff and faculty awards and three faculty members, two staff members, and one student appointed by the director. The office associate in the director's office serves as *ex officio*.
- **Teaching Committee** – The Ohio State ATI Teaching Committee assists in the dissemination of teaching development and enhancement opportunities, creates opportunities for reflecting upon teaching, promotes ways to actively engage the students, supports and promotes the scholarship of teaching, and strengthens the overall commitment to teaching excellence. The committee's chair and four members are appointed by the director. The associate director serves as an *ex officio* member.
- **Writing Across the Curriculum Committee** – The goal of the Writing Across the Curriculum program supports the role of writing as a powerful tool for thinking, inquiry, and communication across the Wooster campus by:
 - supporting faculty interested in integrating writing into their courses by providing workshops, resources, and individual consultations;
 - providing support to students through the learning lab, online resources, and ESL workshops and classes;

- collecting data and conducting assessment on the success of writing instruction and support initiatives;
- supporting faculty writers (ESL workshops, writing boot camps);
- reaching out to promote and support writing in the local community (including workshops for high school teachers, classes for business people, ESL for the workplace, etc.).

The committee is comprised of the Writing Programs Administrator and six faculty members (2 from each division) appointed by the director. The associate director serves as an *ex officio* member.

iii *Ad Hoc* Committees

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

VIII Institute Meetings

A Faculty Meetings

The director will provide to the faculty a schedule of institute faculty meetings at the beginning of each academic term. The schedule will provide for at least one meeting per semester and normally will provide meetings every other month alternating with the All-ATI meetings, which include both faculty and staff. A call for agenda items and completed agenda will be delivered to faculty by e-mail or other approved university electronic communication tool (e.g. Teams) before a scheduled meeting. Reasonable efforts will be made to call for agenda items within a week of the meeting and to distribute the agenda by e-mail at least three business days before the meeting. A meeting of the faculty will also be scheduled on written request of 25% of the institute faculty. The director will make reasonable efforts to have the meeting take place within one week of receipt of the request. The director will distribute minutes of faculty meetings to faculty by e-mail or Teams—within seven days of the meeting if possible. These minutes may be amended at the next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes.

Special policies pertain to voting on personnel matters, and these are set forth in the institute's [Appointments, Promotion, and Tenure Document](#).

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

Either the director or one-third of all faculty members eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance. 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 and present to vote. Balloting will be conducted by mail or e-mail when necessary to assure maximum participation in voting. When conducting a ballot by mail or email, faculty members will be given two business days to respond.

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

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

B Staff Meetings

The director will provide to the staff a schedule of institute staff meetings at the beginning of each academic term. The schedule will provide for at least one meeting per semester and normally will provide meetings every other month alternating with the All-ATI meetings. A call for agenda items and completed agenda will be delivered to staff by e-mail or Teams before a scheduled meeting. Reasonable efforts will be made to call for agenda items within a week of the meeting and to distribute the agenda by e-mail at least two days before the meeting.

IX Distribution of Faculty Duties, Responsibilities, and Workload

Faculty assignments are described in the initial letter of offer. Assignments and expectations for the upcoming year are addressed as part of the annual performance and merit review by the director based on institute needs as well as faculty productivity and career development.

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

Telework exception: Faculty members with responsibilities requiring in-person interaction are to work at a university worksite to perform those responsibilities. Telework and the use of remote, virtual meetings are allowed at the discretion of the director if such work can be performed effectively and faculty members are able to fulfill their responsibilities. Telework will be encouraged under certain circumstances if it serves the needs of the institute, college, university, and/or community. The director has the discretion to require faculty to work on campus if there are concerns that responsibilities are not being fulfilled through telework.

The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the demands and resources of the department and the individual circumstances of faculty members may warrant temporary deviations from these guidelines.

A full-time faculty member's primary professional commitment is to Ohio State ATI and the guidelines below are based on that commitment. Faculty who have professional commitments outside of Ohio State ATI during on-duty periods (including teaching at another institution; conducting research for an entity outside of Ohio State ATI; external consulting) must disclose and discuss these with the director in order to ensure that no conflict of commitment exists. Information on faculty conflicts of commitment is presented in the university's [Policy on Outside Activities and Conflicts](#).

In crisis situations, such as life-threatening disease (COVID, for example) or physical dangers (natural disasters, for example), faculty duties and responsibilities may be adjusted by the director to take into account the impact over time of the crisis. These adjustments may include modifying research expectations in order to maintain teaching obligations. These assignment changes must be considered in annual reviews.

A Tenure-track Faculty

Tenure-track faculty members are expected to contribute to the university's mission via teaching, scholarship, and service. When a faculty member's contributions decrease in one of these three areas, additional activity in one or both of the other areas is expected.

i Teaching

All tenure-track faculty are expected to contribute to the institute's teaching, as defined by Faculty Rule [3335-6](#). The following variables will be used to determine instructional assignments.

- **Autumn and Spring Semester Teaching Assignment** - Under normal circumstances, the maximum semester instructional load will be 3 classes/10 credit hours/14 contact hours per week for a faculty member on a 100% teaching appointment. Adjustments are made for other distributions of appointment and class size.
- **Annual Teaching Assignment** - The standard teaching assignment for full-time tenure-track faculty members is four courses (or equivalent teaching load) per 9-month academic year (50% time allocation to total workload), with the remainder of their time allocated to research and service. Under normal circumstances the annual maximum instructional load will be:
 - 6 classes/20 credit hours/28 contact hours for a faculty member on a 100% teaching appointment. Adjustments are made for other distributions of appointment.
 - faculty with 12-month appointments may have additional classes/credit hours/contact hours during the summer semester due to internship courses.
- The following criteria will be considered in adjusting teaching assignments for an individual in each semester:
 - Probationary status
 - Course taught for the first time
 - Number of sections taught of the same course
 - Course enrollment
 - Extent to which writing is required of students
 - Laboratory component associated with the course
 - Laboratory set up support
 - Technician support for instruction
 - Involvement in practicum, internship, and individual studies
 - Involvement in workforce (non-credit) classes, seminars, and/or workshops
 - Travel required to teach the course
 - Development and/or use of innovative teaching approaches/materials

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

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

ii Scholarship

All tenure-track faculty members are expected to be engaged in scholarship as defined in the institute's [Appointments, Promotion, and Tenure Document](#). Over a four-year rolling period a faculty member who is actively engaged in scholarship will be expected to publish regularly in high quality peer-reviewed journals related to pedagogy or their discipline. Other scholarly documents could include edited book chapters, presentation at professional and/or industry meetings, authorship and publication of educational media materials and software, editorship of journals, and other methods. Faculty engaged in basic or applied research are expected to attract extramural funding. Faculty members are also expected to seek appropriate opportunities to obtain patents and engage in other commercial activities stemming from their research as appropriate.

iii Service

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

All faculty members are expected to attend and participate in faculty meetings and other institute events, including campus/student events such as Welcome Days, Open Houses, Family Day, and others.

Examples of acceptable service activities include institute, college and university committees; advising student organizations; active participation in professional and/or industry and/or community organizations; and administrative service to the university. Examples of administrative service include coordinating an academic program or discipline area and conducting prospective student interviews and other recruitment activities.

Service loads should be discussed and agreed to during annual performance and merit reviews. When heavy service obligations are primarily volunteer in nature, the director is not obligated to modify the service load of the faculty member (reduce teaching and/or scholarly obligations). If, however, a heavy service load is due to the faculty member's unique expertise, perspective, or voice, this should be noted in the annual performance review letter, considered when distributing the faculty member's other duties, and taken into account for the AMC Process. The director should also consider this additional service burden in managing equity of service loads among faculty.

B Professional Practice Faculty

All professional practice faculty are expected to contribute to the institute's teaching, as defined by Faculty Rule [3335-6](#), in the undergraduate curriculum. Service expectations are similar to those for the tenure-track. The standard teaching assignment for full-time professional practice faculty members is seven courses/21 credit hours/30 contact hours per academic year.

C Associated Faculty

All associated faculty are expected to contribute to the institute's teaching, as defined by Faculty Rule [3335-6](#), in the undergraduate curriculum. The standard teaching assignment for full-time lecturers is eight courses/24 credit hours/34 contact hours per academic year. Expectations for compensated visiting faculty members will be based on the terms of their appointment. Associated faculty who are area coordinators or program coordinators may have a modification of their teaching assignment. Full-time associated faculty are encouraged to contribute through service to the institute.

D Modification of Duties

Ohio State ATI strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty members. To this end, the institute is committed to adhering to CFAES's guidelines on modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption/fostering, or care for an immediate family member who has a serious health condition, or a qualifying exigency arising out of the fact that the employee's immediate family member is on covered active duty in a foreign country or call to covered active duty status. See the [college pattern of administration](#) for details. See also the OHR [Parental Care Guidebook](#) and the Parental Leave Policy in Section XII.

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

X Course Offerings, Teaching Schedule, and Grade Assignments

The associate director in consultation with the director and division chairs will annually develop a schedule of course offerings and teaching schedules. While every effort will be made to accommodate the individual preferences of faculty, the institute's first obligation is to offer the courses needed by students at times and in formats, including on-line instruction, most likely to meet student needs. To assure classroom availability, reasonable efforts must be made to distribute course offerings across the day and week. To meet student needs, reasonable efforts must be made to assure course offerings match student demand and timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by Faculty Rule [3335-8-16](#) will normally be cancelled and the faculty member scheduled to teach the course will be assigned to another course for that or a subsequent semester.

If an instructor of record is unable to assign grades due to an unexpected situation (i.e. health or travel), or if they have not submitted grades before the university deadline and are unreachable by all available modes of communication, then the director may determine an appropriate course of action, including assigning a faculty member to evaluate student materials and assign grades for that class. The University Registrar will be made aware of this issue as soon as it is known and will be provided a timeline for grade submission.

XI Allocation of Institute Resources

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

The director will discuss the institute budget at least annually with the faculty and attempt to achieve

consensus regarding the use of funds across general categories. However, final decisions on budgetary matters rest with the director.

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

Recommendations for allocation of the professional development funds will be made by the administrative leadership committee to the director, and the director will make the final decision on allocation from these accounts.

XII Leaves and Absences

In general, there are four types of leaves and absences taken by faculty (in addition to parental leave, which is detailed in the [Parental Care Guidebook](#)). The university's policies and procedures with respect to leaves and absences are set forth in the Office of Academic Affairs [Policies and Procedures Handbook](#) and Office of Human Resources [Policies and Forms website](#). The information provided below supplements these policies.

A Discretionary Absence

Faculty are expected to complete a travel request or a [request for absence 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 director retains the authority to disapprove a proposed absence when it will interfere with instructional or other duties. Such an occurrence is most likely when the number of absences in a particular semester is substantial. [Rules of the University Faculty](#) require that the Office of Academic Affairs approve any discretionary absence longer than 10 consecutive business days (see Faculty Rule [3335-5-08](#)).

B Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty members are expected to complete a [request for absence 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](#).

D Faculty Professional Leave

Information on faculty professional leaves is presented in the OAA [Policy on Faculty Professional Leave](#). The director's recommendation to the dean regarding an FPL proposal will be based on the quality of the proposal and its potential benefit to the institute and to the faculty member as well as the ability of the institute to accommodate the leave at the time requested. The proposal for leave should include how the faculty member's duties will be covered while absent and must be turned in

one year in advance of the proposed leave.

E Parental Leave

The university, the college, and the institute recognize the importance of parental leave to faculty members. Details are provided in the OHR [Parental Care Guidebook](#), Paid Time Off Program [Policy 6.27](#), and the [Family and Medical Leave Policy 6.05](#).

XIII Additional Compensation and Outside Activities

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 Outside Activities and Conflicts](#). The information provided below supplements these policies.

This institute adheres to these policies in every respect. In particular, this institute 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 director regardless of the source of compensation. External consulting must also be approved. Approval will be contingent on the extent to which a faculty member is 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 institute. 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.

Faculty with an administrative position (for example, director, associate director, division chairs) remain subject to the Policy on Outside Activities and Conflicts and with appropriate approval, are permitted to engage in paid external work activities. However, faculty members with administrative positions are not permitted to accept compensation/honoraria for services that relate to or are the result of their administrative duties and responsibilities.

Should an institute faculty member wish to use a textbook or other material that is authored by the faculty member and the sale of which results in a royalty being paid to them, such textbook or material may be required for a course by the faculty member only if (1) the director and dean or designee have approved the use of the textbook or material for the course taught by the faculty member, or (2) an appropriate committee of the institute or college reviews and approves the use of the textbook or material for use in the course taught by the faculty member.

XIV Financial Conflicts of Interest

Information on faculty financial conflicts of interest is presented in the university's [Policy on Outside Activities and Conflicts](#). A conflict of interest exists if financial interests or other opportunities for tangible personal benefit may exert a substantial and improper influence upon a faculty member or administrator's professional judgment in exercising any university duty or responsibility, including designing, conducting, or reporting research.

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

action.

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

XV Grievance Procedures

Members of the institute with grievances should discuss them with the director who will review the matter as appropriate and either seek resolution or explain why resolution is not possible. 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 their salary is inappropriately low should discuss the matter with the director. The faculty or staff member should provide documentation to support the complaint.

Faculty members who are not satisfied with the outcome of the discussion with the director and wish to pursue the matter may be eligible to file an appeal with the college's Faculty Salary Appeals Committee. A formal salary appeal can also be filed with the Office of Faculty Affairs (see Volume 1, Chapter 3 of the Office of Academic Affairs [*Policies and Procedures Handbook*](#)).

Staff members who are not satisfied with the outcome of the discussion with the director and wish to pursue the matter should contact [Employee and Labor Relations](#) in the Office of Human Resources.

B Faculty and Staff Misconduct

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule [3335-5-04](#).

Any student, faculty, or staff member may report complaints against staff to the director. The [Office of Employee and Labor Relations](#) in the Office of Human Resources can provide assistance with questions, conflicts, and issues that arise in the workplace.

C Faculty Promotion and Tenure Appeals

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

D Harassment, Discrimination, and Sexual Misconduct

The [Civil Rights Compliance Office](#) exists to help the Ohio State community prevent and respond to all forms of harassment, discrimination, and sexual misconduct.

- 1 Ohio State's [policy and procedures](#) related to equal employment opportunity are set forth in the university's [policy on equal employment opportunity](#).
- 2 Ohio State's [policy and procedures](#) related to nondiscrimination, harassment, and sexual misconduct are set forth in the university's [policy on nondiscrimination, harassment, and sexual misconduct](#).

E Violations of Laws, Rules, Regulations, or Policies

Concerns about violations of laws, rules, regulations, or policies affecting the university community should be referred to the [Office of University Compliance and Integrity](#). Concerns may also be registered anonymously through the [Anonymous Reporting Line](#).

F Complaints by and about Students

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 a student brings complaints about courses and instructors to the division chair, the chair will first ascertain whether or not the student requires 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 student and any affected faculty. If the student or faculty member is not satisfied with the resolution from the chair, the complaint can be escalated to the associate director and then the director. 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 on options to pursue without prejudice as to whether the complaint is valid or not. See Faculty Rule [3335-8-23](#).

Faculty complaints regarding students must always be handled strictly in accordance with university rules and policies. Faculty should seek the advice and assistance of the director and others with appropriate knowledge of policies and procedures when problematic situations arise.

G Academic Misconduct

In accordance with the [Code of Student Conduct](#), faculty members will report any instances of academic misconduct to the [Committee on Academic Misconduct](#). See also [Board of Trustees Rule 3335-23-05](#).

APPENDIX
CONSTITUTION OF
THE OHIO STATE UNIVERSITY
AGRICULTURAL TECHNICAL INSTITUTE'S
FACULTY ASSEMBLY

PREAMBLE

The faculty of The Ohio State University Agricultural Technical Institute (Ohio State ATI), acknowledging its responsibilities to communicate its views on matters concerning the educational program and the well-being of the students, the faculty, and the institution in general, and further recognizing the necessity for developing and implementing policy directed to the achievement of its goals, hereby adopts the following document as its constitution.

PURPOSE AND DUTIES OF THE FACULTY ASSEMBLY

The Faculty Assembly (FA) is the official forum for the full and free discussion of all matters affecting Ohio State ATI. The duties of the FA include, but are not limited to, providing a forum for the expression of faculty opinion; expressing collective faculty judgment, as appropriate, on such matters as it deems significant to the director of ATI; and reviewing and acting on matters referred to it by the director.

Purpose and duties of the Executive Council

The FA is led by the Executive Council (EC) to promote the welfare of the FA, lead meetings of the FA, and represent the interests of the FA to the ATI, Wooster campus, and college administration.

ARTICLE I.

Membership and Meetings of the Faculty Assembly

Section 1. Membership

A. Membership

1. The FA will include tenure-track and professional practice faculty with compensated FTEs of at least 50% in the institute and nine-month associated faculty on three-year contracts with compensated FTEs in the institute of at least 75%.
2. To avoid real or perceived impropriety of positional power, the division chairs, assistant directors, and director will not be members of the faculty assembly.
3. Any question about a faculty member's status will be decided by the Executive Council (EC).

Section 2. Executive Council

- A. The EC will consist of two members from each division. At least one of the two members representing each division must be tenured. The EC members will organize themselves with officers that consist of President, Vice President, and Secretary, and the remaining members will be considered Regular Members. The President of the EC must be a tenured faculty member.

- B. During Summer term, the EC will conduct the business of the FA. In the absence of a quorum of the EC, the President will fill the temporary vacancies to allow the EC to function. Any actions taken by the EC will be reported within ten business days to the members of the FA. Such actions will be subject to the review and final approval of the FA at the first Autumn semester meeting.
- C. The Regular Members will have no specific duties but serve as liaisons to the general membership.

Section 3. Meetings of the Assembly

- A. Regular meetings of the FA will be held at least once each Autumn and Spring semester. The regular autumn meeting will be held in October and the regular spring meeting will be held in March. Elections of ATI representatives will be held in April.
- B. Special meetings of the FA may be called by the President, the EC, or by written request of at least 10% of the Faculty Assembly members. Such requests will be directed to the President, and the requested meeting will take place within ten business days after the date of the request.
- C. The EC will prepare an agenda for all meetings of the FA. Members wishing to place items on the agenda will submit them to the President no later than four business days before the meeting. The agenda will be sent by the President to the faculty via campus email at least three business days before that meeting.
- D. The President of the FA, or in their absence the Vice President, will serve as presiding officer at the meetings of the Assembly. In the absence of both, the President will appoint a member of the EC as temporary presiding officer at that meeting only.
- E. Normally meetings will be conducted with no more formality than is needed to attain the goals of full and free discussion and the orderly conduct of business. However, Robert's Rules of Order will be invoked when more formality is needed to serve these goals.
- F. Speaking privileges before the FA will be granted to anyone recognized by the President of the body, or whose right to speak is supported by a majority vote of the body.
- G. Actions of the FA will be taken by majority vote within three business days of meeting where a proposal was moved to vote with the exception of amendments to the FA Constitution. Minutes of all meetings of the FA will be distributed to all members, the director, assistant directors, and division chairs.

ARTICLE II.

Faculty Assembly Executive Council Officers

Section 1. Faculty Assembly Executive Council Officers

- A. Officers of the EC will be President, Vice President, and Secretary.
- B. Each officer will be a member of both the FA and EC.
- C. Duties of Officers:

1. The President will call and preside at meetings of the FA and of the EC and represent the FA in regular meetings with the Director. They will carry out such business as the FA has requested. Other responsibilities of the President include: 1) keeping a cumulative record of all changes approved by the FA both to the Constitution and to the Standing Committee Charges/Membership as well as submitting the final draft, by the end of their term, to the EC; 2) reviewing important documents with the Director; 3) gathering reports from the Chairs of the Standing Committees and inviting them to present at FA meetings.
2. The Vice President will act in the absence of the President and carry out such duties as the President assigns them. They will also serve as a representative to any regional campus governing body and report to EC and/or FA.
3. The Secretary will keep a record of the meetings, actions, and correspondence of the FA and of the EC and electronically distribute the minutes of the meetings to all members of the faculty assembly.

Section 2. Term of Office for the Executive Council

- A. Members of the EC will serve two-year terms, staggered within the division membership to provide overlap. The officer team of President, Vice President, and Secretary will serve in their role in a one-year term with new EC officer appointments completed after the spring semester meeting.
- B. The term of office begins June 1st.

Section 3. Recall

- A. Any member of the EC may be relieved of their office on the presentation to the FA of a petition signed by two-thirds of the regular members.
- B. All FA members will be notified at least ten business days prior to the circulation of such a petition.

Section 4. Special Elections

- A. If at any time a vacancy occurs on the EC during Autumn or Spring semester, then a special election within the division of the vacated member must be conducted to fill the vacancy within 30 calendar days.

ARTICLE III.

Nominations and Elections of ATI Representatives

Section 1. Nominations for ATI representatives to CFAES Faculty Advisory Council

- A. At the March meeting, the EC will inform the FA of the positions to be elected in April.
- B. FA members will submit written nominations to the EC by April 15th.
- C. The EC will review the submitted nominations and make additional nominations where desirable. All individuals who accept their nomination will be included on the ballot.

- D. The EC will publicize the list of nominees at least one week before the election.

Section 2. Elections

- A. Election of the CFAES Faculty Advisory Council representatives will be electronic and completed by April 30th.
- B. A majority vote will be necessary to elect. If a second ballot is required for any vacancy, it will be restricted to the two candidates who have received the most votes on the first ballot.
- C. Up to one week following the election, any member of the FA may challenge an election result. If inspection does not resolve the dispute, the EC will decide the outcome of the election.

Section 3. Ohio State ATI representative on the CFAES Faculty Advisory Council

- A. The representative to the CFAES Faculty Advisory Council will be a regular member of the FA.
- B. They will not be a member of the EC but will consult with the President or EC for advice prior to Faculty Advisory Council meetings.
- C. They will report to the FA all actions taken by the Faculty Advisory Council.
- D. They will serve on CFAES Faculty Advisory Council for a three-year term.

ARTICLE IV.

Amendments

Section 1. Proposals

- A. Any FA member may submit a proposed amendment by filing a written copy with the President.
- B. The FA must act upon the request no later than the third regular meeting following such filing

Section 2. Publication

Every proposed amendment will be distributed by the President to every FA member at least ten business days before the next regular meeting.

Section 3. Discussion

Opportunity for debate at a regular or special meeting will be provided for every proposed amendment.

Section 4. Ratification

Amendments will be ratified by a two-third vote of the whole FA membership.

ARTICLE V.

Adoption

This constitution shall be adopted by the assent of two-thirds of those who are defined as eligible voting members under the current constitution of Ohio State ATI FA.

Approved by the Faculty Assembly on XXX
Document maintained by the Faculty President.