

**Pattern of Administration
for
The Ohio State University**

**Department of Engineering
Education**

Approved by the Office of Academic Affairs: December 9, 2025

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I. Introduction

Purpose

This document describes the organizational structure, policies, and procedures as they relate to the governance of the Department of Engineering Education (EED) and the orderly conduct of EED business. It also contains guidelines governing faculty responsibilities and teaching assignments within the EED. It supplements the [Rules of the University Faculty](#) and other policies and procedures of the university to which the department and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document. This document, together with the department's current Appointments, Promotion, and Tenure (APT) document, constitutes the department's governance documents.

Revision

This Pattern of Administration (POA) must be reviewed and either revised or reaffirmed on appointment or reappointment of the Department Chair. In keeping with Faculty [Rule 3335-3-35\(C\)\(2\)](#), within the first year of their appointment or reappointment, the Department Chair shall review the Pattern of Administration in consultation with the faculty. Any revisions shall be made with broad faculty input, obtained in a manner consistent with the Department's established practices and procedures, which include asynchronous review of current content or draft changes, and synchronous discussion to propose changes or provide feedback on draft changes. At other times, revisions may be proposed by the Department Chair or recommended to the Chair by unit committees or members of the faculty. The process for revision follows the same process as noted above for Department Chair appointment or reappointment. All revisions, as well as periodic reaffirmation, are subject to approval by the College, and the Office of Academic Affairs (OAA).

Scope

This POA aligns with the College of Engineering's recognition of the presumption favoring faculty rule on those matters in which faculty have primary responsibility, including: curricula, subject matter and methods of instruction; research, appointments, promotion and tenure of faculty; faculty governance including college and unit faculty meetings; peer mentoring and peer review of teaching; and those aspects of student life related to the educational process.

Interpretation

This POA shall be interpreted consistently with applicable statutes of the State of Ohio, the by-laws of the Board of Trustees, and the Rules of the University Faculty. All references to periods of time in days refer to calendar days; in computing a period of time, the date of the act or event from which the period of time begins to run shall not be included.

II. Department Mission

EED creates and shares foundational, student-centered engineering education practices and scholarship that influence the broader ecosystem and transform the existing knowledge of engineering education. EED faculty prioritize: 1) promoting teaching and learning excellence through evidence-based, pedagogical approaches and training practices; 2) growing as a hub of innovative and vibrant engineering education scholarship; 3) fostering an environment that effectively supports fairness, accessibility, health, well-being, psychological safety, and sense of belonging; and 4) growing existing and establishing new partnerships. This mission is set forth in alignment with the University [Shared Values](#) and the [CoE Strategic Plan](#).

III. Academic Rights and Responsibilities

Academic freedom and intellectual diversity have been hallmarks of the ethics of The Ohio State University since it opened its doors in 1873. In April 2006, the university issued a reaffirmation of academic rights, responsibilities, and processes for addressing concerns. The OAA leads the institutional effort to inform faculty and students about relevant policies and procedures and to promote frank, open, and respectful discussion about the issues of freedom of thought and expression. This statement can be found [here](#).

IV. Faculty Appointments, Advising and Investigator Privileges, and Governance 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 EED includes tenure-track, professional practice, research, and associated faculty with compensated full-time equivalents (FTEs) of at least 50% in the department. This section provides an overview of faculty appointments and the associated privileges and rights given to each type of appointment. Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in the EED can be found in the EED [APT document](#).

Tenure Track Faculty

The EED makes tenure-track appointments with titles of instructor, assistant professor, associate professor, or professor. A tenure-track faculty member's FTE in the department will be used when calculating membership. Any tenure-track faculty holding a 100% FTE administrative role outside of the department as well as regional campus faculty will not count as part of this calculation.

The EED makes tenure-track appointments with titles of Instructor, Assistant Professor, Associate Professor, and Professor. Tenure-track faculty are eligible as Category P Graduate faculty who can advise and supervise graduate students and postdoctoral scholars. Approval to advise and supervise graduate students must be obtained from the Graduate School as set forth in Faculty Rule [3335-5-29](#) and detailed in the [Graduate School Handbook](#). Tenure-track faculty can serve as principal investigator on extramural research grant applications. Tenure-track faculty may vote in all matters of departmental governance. Per [Faculty Rule 335-17-08\(A\)\(1\)](#), any tenure-track faculty member appointed by the unit may stand for election to serve as a representative in the University Senate.

Professional Practice Faculty

The EED makes professional practice faculty appointments. Professional practice faculty titles are Professional Practice Assistant Professor, Professional Practice Associate Professor, and Professional Practice Professor.

Professional practice faculty are eligible as Category M Graduate faculty to advise and supervise students. Category P Graduate faculty status can be obtained as an exception for a specific student. Approval to advise and supervise graduate students must be obtained from the Graduate School as set forth in Faculty Rule [3335-5-29](#) and detailed in the [Graduate School Handbook](#). Professional practice faculty can serve as principal investigator on extramural research grant

applications. Professional practice faculty may vote in all matters of department governance except matters dealing with the appointment, promotion and tenure of tenure-track faculty and the appointment, reappointment, and promotion of research faculty. 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\(C\)\(2\)](#).

Research Faculty

The EED makes research faculty appointments. Research faculty titles are Research Assistant Professor, Research Associate Professor, and Research Professor.

Research faculty are eligible as Category P Graduate faculty to advise and supervise graduate students and postdoctoral scholars. Approval to advise and supervise graduate students must be obtained from the Graduate School as set forth in Faculty Rule [3335-5-29](#) and detailed in the [Graduate School Handbook](#). Research faculty can serve as principal investigator on extramural research grant applications. Research faculty may vote in all matters of department governance except matters dealing with the appointment, promotion and tenure of tenure-track faculty and the appointment, reappointment, and promotion of professional practice faculty.

A Professional Practice Faculty Appointment Cap

In accordance with Rules of the University Faculty (Faculty Rule [3335-7-03](#)) professional practice faculty membership can comprise no more than 20% of the combined tenure-track, professional practice, and research faculty membership in the college. A professional practice faculty member's FTE in the department will be used when calculating membership. Any professional practice faculty holding a 100% FTE administrative role outside of the department as well as regional campus faculty will not count as part of this calculation. The FTE associated with the number of professional practice faculty positions in the EED must be fewer than the FTE associated with the number of tenure-track faculty.

B Research Faculty Appointment Cap

In accordance with Rules of the University Faculty (Faculty Rule [3335-7-32](#)), unless otherwise authorized by a majority vote of the tenure-track faculty in a unit, research faculty must comprise no more than 20% of the total number of tenure-track faculty in the EED.

Associated Faculty

The EED makes associated faculty appointments. Associated faculty titles include compensated tenure-track on less than a 50% appointment, lecturer titles, and visiting titles. Persons with associated faculty titles, with the exception of visiting faculty, are permitted to participate in college and departmental governance. Associated faculty can serve as principal investigator on extramural research grant applications if granted approval by the COE Associate Dean for Research and Senior Associate Vice President for Research Operations. Full-time associated faculty may vote in all matters of department governance except matters dealing with the appointment, promotion and tenure of tenure-track faculty and the appointment, reappointment, and promotion of professional practice and research faculty. Visiting faculty may be invited to participate in discussions on non-personnel matters, but may not participate in personnel matters, including appointment, promotion and tenure reviews, and may not vote on any matter.

Emeritus Faculty

The EED makes emeritus faculty appointments. Emeritus faculty who wish to continue research and graduate student advising can request to retain their Graduate Faculty status. Emeritus faculty in the EED are allowed to participate in discussions on non-personnel matters but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

V. Department Administration and Organization

The EED is organized into five (5) programmatic areas: (a) Engineering Foundations (EF), (b) Engineering Technical Communications (ETC), (c) Multidisciplinary Design Capstone (MDC), (d) Integrated Business and Engineering (IBE), and (e) Graduate Studies and Research (GSR). The Department Chair assigns Senior Directors, Directors, and/or Course Coordinators to manage administrative and curricular content of each programmatic area, depending on the size, academic complexity, and administrative requirements of each area. Additional details about the roles and responsibilities of EED Senior Directors, Directors, and Course Coordinators are presented within the Department Administration section.

The EF area consists of courses and initiatives related to student development with respect to first-year engineering and fundamentals of engineering, including, but not limited to, design, programming, engineering graphics & 3D visualization, and teamwork. The ETC area consists of courses and initiatives related to student development with respect to professional/technical communication and writing strategies, including rhetorical competence, in a variety of professional and academic settings. The MDC area consists of capstone courses and activities, including support of the Engineering Science Minor. The IBE area supports the COE and Fisher College of Business jointly offered multidisciplinary IBE honors program, which consists of courses and initiatives for engineering and business students. The GSR area consists of courses and initiatives supporting the EED doctoral program and the overall research enterprise within the department.

The Department Chair decides where each program falls administratively within the department. Department support services are organized by functions as follows:

- Administrative assistance for Chair, Assistant/Associate Chair(s), faculty, staff, and programs
- Instructional laboratory support
- Makerspace/Lab support
- Communications support
- Graduate education coordination
- Advancement support (currently external to department)
- Grants administration (currently external to department)
- Finance (currently external to department)
- Human resources (currently external to department)

Each EED faculty member and staff member reports administratively to either the Department Chair or one of the Assistant/Associate Chair(s) depending on their EED role or staff appointment. Staff members meet periodically with their immediate supervisor (Department Chair or Assistant/Associate Chair) to coordinate their activities.

VI. Overview of Department Decision-Making

The EED operates on the premise that all faculty members, staff, and students have unique talents and skills that contribute to the pursuit of excellence, and the opinions of all are valued. Guidelines and program decisions are made in a number of ways: by the department faculty and staff as a whole, by standing or special committees of the department, or by the Department Chair. The nature and importance of any individual matter determine how it is addressed. Open forums for discussion, both formal and informal, constitute the primary means of collecting feedback before reaching decisions of central importance.

VII. Department Administration

A. Department Chair

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

Other responsibilities of the Department Chair, not specifically noted elsewhere in this POA, are paraphrased and summarized below.

- To uphold expectations of the Leadership Philosophy:
 - Uphold Ohio State's [Shared Values](#) and engender trust through words and actions.
 - Care for people and create conditions for well-being and productivity.
 - Set clear direction and goals for their teams and align to the mission of the Department.
 - Solve problems and support their teams to adapt to changing contexts.
 - Drive cross-functional collaborations to advance goals of the Department.
 - Demonstrate commitment to continuous growth for themselves and their teams.
- To have general administrative responsibility for department programs, subject to the approval of the Dean of the college, and to conduct the business of the department efficiently. This broad responsibility includes the acquisition and management of funds, the hiring and supervision of faculty and staff, guiding unit and programmatic hierarchies, and overall course sequencing.
- To plan with the members of the faculty and the Dean of the college a progressive program; to encourage research and educational investigations.
- To regularly revisit the department's workload model and guidelines (see Section IX) and assign workload according to the model and faculty appointment type (and rank).
- To evaluate and improve instructional and administrative processes on an ongoing basis, to promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty.
- To evaluate tenure-track, professional practice, research, and associated faculty members annually in accordance with both university and department established criteria; to inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their department; and to place in that file a response to any evaluation, comment, or other material contained in the file. The Chair may delegate evaluation of associated faculty to the Assistant/Associate Chair for Academic Administration (AA).

- To recommend, after consultation with the eligible faculty, appointments, reappointments, promotions, dismissals, and matters affecting the tenure of members of the department faculty to the Dean of the College, in accordance with procedures set forth in Faculty Rules [3335-6](#) and [3335-7](#) and this department's Appointments, Promotion, and Tenure document.
- To see that all faculty members, regardless of their assigned position, are offered the departmental privileges and responsibilities appropriate to their rank and in general to lead in maintaining a positive culture and climate built on a foundation of trust, respect, and transparency.
- To maintain a curriculum vitae for all personnel teaching a course in the department's curriculum.
- To see that adequate supervision, training, and mentorship are given to those members of the faculty and staff who may profit by such assistance.
- To prepare, after consultation with the unit's leadership team, annual budget recommendations for the consideration of the Dean.
- To facilitate and participate in prescribed [academic program review](#) processes, in collaboration with the Dean and the OAA.
- To coordinate departmental committees.

Day-to-day responsibility for specific matters may be delegated to others, but the Department Chair retains final responsibility and authority for all matters covered by this POA subject, when relevant, to the approval of the Dean, OAA, and Board of Trustees.

Operational efficiency requires that the Department Chair exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of department academic goals, however, is most successful when EED faculty and staff participate in discussing and deciding matters of importance. The Department Chair will therefore consult with the faculty on all policy issues and will respect the principle of majority rule. When a departure from majority rule is judged to be necessary, the Department Chair will explain to the faculty the reasons for the departure, ideally before action is taken, and as outlined by Faculty Rule [3335-3-35\(C\)\(2\)\(d\)](#).

B. Assistant/Associate Chair(s)

The Department Chair designates one or more Assistant/Associate Chairs. Only appointees holding the rank of Associate Professor or Professor can hold the title of Associate Chair. All others will be appointed as Assistant Chair. The chair overseeing graduate studies and research infrastructure must be a tenured faculty member and can only be appointed as Associate Chair. The chairs overseeing undergraduate studies and learning infrastructure and academic administration can be appointed in any faculty role.

The Assistant/Associate Chair for Undergraduate Studies and Learning Infrastructure (USLI) assists the Department Chair in overall administration of the department as summarized below.

- To chair the USLI Committee
- To serve as the liaison for undergraduate studies to the college
- To coordinate the hiring and training of lecturers, senior lecturers, GTAs, and UTAs
- To make teaching assignments, in consultation with Senior Directors/Directors, for the undergraduate courses taught by the EED

- To finalize the master schedule of classes including times and locations of course offerings in coordination with the Office of the University Registrar
- To compile student learning outcomes data on behalf of the EED
- To coordinate departmental minor programs in collaboration with appropriate advising staff
- To supervise lab staff
- Other duties as assigned

The Assistant/Associate Chair for Academic Administration (AA) assists the Department Chair in overall administration of the department as summarized below.

- To serve as signatory in situations requiring administrative decision or signature if/when the Department Chair is absent or cannot be reached within a reasonable period of time due to travel or other reasons
- To assist with:
 - Personnel, fiscal, and overall business matters
 - Finalization of faculty contracts
 - Space and facilities allocations
 - Annual reviews for full-time and part-time lecturers and senior lecturers
- To supervise non-Lab staff (excluding the Program Assistant)
- To serve as the Peer Review of Teaching Liaison, who reminds faculty of this requirement and oversees completion of activities
- Other duties as assigned

The Associate Chair for Graduate Studies and Research Infrastructure (GSRI) assists the Department Chair in overall administration of the department as summarized below.

- To serve as Acting Department Chair if/when the Department Chair is required to take an extended leave of absence
- To chair the GSRI Committee
- To work with the Graduate Coordinator to prepare and implement plans for recruiting graduate students
- To work with the GSRI Committee and Graduate Coordinator to establish and administer policy for the graduate program
- To work with the GSRI Committee and Graduate Coordinator to document policy in the graduate student handbook and revise as necessary
- To work with faculty members and the GSRI Committee to make teaching assignments for the graduate courses taught by the EED
- To support the overall research infrastructure within EED
- Other duties as assigned

The Department Chair, in consultation with the Associate Chair for GSRI, can appoint a Vice Chair for Graduate Studies and/or Vice Chair for Research Infrastructure when appropriate. The respective Vice Chairs would support the Associate Chair for GSRI with their responsibilities, either relating to graduate studies or research infrastructure.

C. Program Senior Directors, Directors and Course Coordinators

The Department Chair shall work with the Assistant/Associate Chair(s) to appoint program senior

directors, directors, or course coordinators to provide program and curricular leadership for the EED's undergraduate offerings, including Engineering Foundations, Engineering Technical Communications, Multidisciplinary Design Capstone, and Integrated Business and Engineering. The title "senior director" or "director" is a working title that reflects administrative responsibilities for that faculty member. The Senior Director title is used when overseeing large, complex programs or programs that cross-cut multiple colleges. The program directors and/or course coordinators, in conjunction with the Assistant/Associate Chairs and/or Department Chair, coordinate course reviews and evaluations (e.g., peer or direct observations) of teaching for their respective program. Evaluations of teaching are conducted per the APT document.

Senior Directors appointed to oversee Engineering Foundations and the Integrated Business and Engineering Program and Directors appointed to oversee Engineering Technical Communications and Multidisciplinary Design Capstone:

- Oversee multi-course coordination of courses within a program among faculty, GTAs, and UTAs
- Develop, maintain, and implement program-specific policies and procedures
- Monitor and report resource needs
- Assess and report student learning outcomes
- Identify relevant development and advancement opportunities
- Oversee funds as appropriate
- Meet and advise program directors or course coordinators depending on programmatic structure
- Onboard new instructors with assistance from Program Directors (if applicable) and Course Coordinators
- Communicate program updates and lessons learned to the Department Chair and Assistant/Associate Chair(s)

Program Directors appointed to oversee the branches of Engineering Foundations (Support Programs, Problem Solving & Computing, and Design & Modeling):

- Oversee and manage development of content and curriculum changes
- Onboard new instructors with assistance from the Senior Director and Course Coordinators
- Assist in the evaluation of instructors' and GTAs/UTAs teaching
- Meet and support course coordinators as needed

Course Coordinators assigned to large enrollment, multi-section courses:

- Oversee day-to-day administrative responsibilities and implementation of curriculum for a single course taught by multiple instructors, including regular weekly meetings with instructors of record
- Ensure timely and seamless delivery of deadlines, relevant policies, and other information to instructors, teaching assistants, and students
- Communicate course news and lessons learned to the Senior Director, Director, or Program Director
- Contribute to content and curriculum changes
- Onboard new instructors with assistance from the Senior Director or Director and Program Directors (if applicable)
- Setup and oversee course Carmen sites used for a given course, including presentation slides or other materials

Coordinator for Teaching Assistant Projects and Development:

- Oversees and engages with Engineering Foundation teaching assistants
- Collaborates with Engineering Foundations Directors, Course Coordinators, and Lab Staff
- Supports project efforts across all Engineering Foundations courses

D. Committees

Much of the development and implementation of the department's guidelines and programs is carried out by standing and ad hoc committees. The standing committees' main responsibilities are detailed in the following subsections. All committees, unless otherwise noted, shall develop and maintain a charter using a common template provided in the Appendix. Any revisions to the charters should be approved during a faculty and staff meeting. Revised charters must be available at least two weeks before the faculty and staff meeting at which the revised charter will be voted upon so that everyone has a chance to review and comment on charter revisions before the vote to approve. Ad hoc committees will be established by the Department Chair whenever they are deemed necessary for the continued wellbeing of the department. Such committees can also be reorganized or disestablished by the Department Chair.

Each committee is comprised of a chair, vice chair (if applicable), and members. Chairs, vice chairs, and members can be tenure-track, professional practice, research, and associated faculty or staff members within the department. For certain committees, e.g., the Promotion and Tenure (P&T) Committee, staff members are not eligible to serve. Except as indicated in the following sub-sections, all committee members and chairs shall be appointed by the Department Chair for up to three-year terms, commencing in the Autumn semester, and to be filled on a rolling basis. The Department Chair is an ex officio member of all department committees and may vote as a member on all committees except the Committee of Eligible Faculty (CEF) and the P&T Committee. All committees are advisory to the Chair.

Leadership Committee

The primary purpose of this committee is to serve as an administrative body with oversight over all operations within EED. Membership of the committee shall include the Department Chair and Assistant/Associate Chair(s). The Department Chair serves as the Chair of the Leadership Committee. This committee does not have a charter. The Leadership Committee meets biweekly to discuss ongoing happenings and efforts within the unit. Assistant/Associate Chair(s) provide advisory feedback to the Department Chair regarding high level decisions impacting operations. This includes reviewing off-duty pay (ODP) requests and professional development fund requests.

Executive Committee

The primary purpose of this committee is to serve as an administrative body and to assist with the execution of the strategic vision for EED representing each program. Membership of the committee shall include the Department Chair, Assistant/Associate Chair(s), Senior Director(s), and Directors (only for programs without a Senior Director). Other members may be appointed to the Executive Committee given departmental priorities. The Department Chair serves as Chair of the Executive Committee. This committee does not have a charter. The Executive Committee meets at least once per month to allow program leaders to discuss cross-program collaboration, report on their respective areas, and voice program-level concerns. The committee works collectively to create cohesion across the EED and identify ways to leverage resources,

streamline processes, and advance the EED's strategic plan. Executive Committee discussion points will be used to inform faculty and staff meetings. The committee is responsible for organizing the annual EED Orientation event held at the beginning of the Autumn semester. The committee is also tasked with keeping abreast of college-level, university-level, and external awards for which EED members may be eligible and nominates members for recognition or consideration.

Undergraduate Studies and Learning Infrastructure Committee (USLI)

The primary purpose of this committee is to set standards and guidelines for the undergraduate courses in the EED and maintain the functioning of the undergraduate programs. Membership of this committee shall include the Assistant/Associate Chair for USLI, Senior Director(s) or Director(s) (only for programs without a Senior Director) representing programs within EED, and possibly one (1), non-voting graduate student representative if interest exists. The chair of this committee will be the Assistant/Associate Chair of USLI. This committee is responsible for matters concerning undergraduate courses and programs across the department.

Graduate Studies and Research Infrastructure Committee (GSRI)

The primary purpose of this committee is to set standards and guidelines for the graduate courses in the EED, maintain the functioning of the graduate programs, and support the research enterprise. Membership of this committee shall include the Associate Chair for GSRI, graduate program coordinator and at a minimum, all tenure-track/tenured faculty who are not on leave and possibly one (1), non-voting graduate student representative, if interest exists. The chair of this committee will be the Associate Chair of GSRI. This committee is the liaison between the Graduate School and the graduate faculty members in the graduate program (see the [Graduate School Handbook](#), Section 14.0). The committee is also responsible for communicating research efforts and engaging with the research community through strategic partnerships.

Awards Committee

The primary purpose of this committee is to support the recognition of faculty, staff, and students for outstanding contributions to the EED. Membership of this committee shall consist of a minimum of five (5) faculty and staff across different ranks and roles. One (1) member should represent the GSRI committee to support student awards.

Facilities Committee

The primary purpose of this committee is to manage and use current and future EED infrastructure resources, including physical facilities, technology, and safety protocols, for the optimal functions and needs of the EED. Membership of this committee includes the Department Chair, Assistant/Associate Chair for Academic Administration, the faculty member serving as the College of Engineering Space Liaison, EED Lab Supervisors, and the building manager(s) assigned to EED space. The Assistant/Associate Chair for Academic Administration serves as the Chair. This committee does not have a charter. The committee meets bi-weekly to ensure all EED facility needs are being met.

Faculty Search Committee(s)

In years when faculty searches are being conducted, the primary purpose of committees established for this task is to search for, not to hire, new faculty. In alignment with the [SHIFT Framework](#), committee members develop a position description, proactively advertise the position, conduct application reviews, oversee interviewing, and make a recommendation to the

Department Chair. This committee does not have a charter. The committee's specific responsibilities are described in the [APT document](#). Membership of this committee shall consist of a minimum of three (3) faculty and one (1) staff as appointed by the Department Chair. The assigned committee members should bring expertise related to the given position being filled.

Promotion and Tenure (P&T) Committee

The primary purpose of this committee is to support the promotion and tenure of faculty within the EED. The committee's specific responsibilities are described in the [APT document](#). Membership of this committee shall consist of a minimum of three (3) voting-eligible tenure-track faculty as appointed by the Department Chair, one (1) professional practice faculty representative, one (1) research faculty representative (if available), and one (1) associated faculty representative. The professional practice faculty, research faculty, and associated faculty representatives only participate on cases for which they would be included on the CEF. An ad hoc committee is formed when the committee does not meet the requirements to vote for a promotion case to Professor, Professional Practice Professor, or Research Professor. This can include faculty members from outside of EED when necessary.

Other Groups

EED will assemble an advisory board annually to seek external feedback. The advisory board shall serve as a link between the department, alumni, engineering educators, practicing engineers, policy makers, and educators in informal and formal K-12 and higher education settings. The main purpose of the advisory board is to provide strategic advice about current and future directions of EED, including periodic reviews of EED academic and research programs. Activities may include, but are not limited to, reviewing the EED strategic plan; examining EED structures and programming; reviewing EED practices and offering guidance about engagement with these practices; suggesting and connecting EED to new partnerships inside or outside of the engineering education community; identifying new areas of research funding; marketing EED activities; and providing feedback about EED's current and future research directions.

The entire advisory board meets on-campus or virtually. Members identified by the Department Chair in consultation with Executive Committee Members serve a three-year term with the possibility of renewal based upon EED priorities and resources. Additional duties of members may include responding to email with questions and comments prior to and after each meeting and mutually agreed upon special task force assignments. Coordination is provided by the Department Chair and/or Assistant/Associate Chair(s).

Student Instructional Leadership Team

The Student Instructional Leadership Team (SILT) includes experienced GTAs and UTAs across all programs with the objective to aid undergraduates enrolled in EED courses. The team offers assistance in a wide range of topics, including Engineering Foundations and TA training. SILT strives to enhance the program's learning objectives, support curriculum enhancements, and create consistency. SILT also supports TAs through training to further their teaching, professional, and personal development and foster general improvements across the program. SILT members are selected from current TAs through an application process that occurs each Spring semester. Prospective students must have served in an EED teaching assistant role for at least one year prior to their term. Oversight and coordination are provided by the Director of Support Programs.

VIII. Faculty and Staff Meetings

The Department Chair hosts regular, bi-weekly Faculty & Staff meetings through the Autumn and Spring semesters. A schedule of meetings is provided at the beginning of each academic semester, if not sooner. An agenda for each meeting is delivered to faculty and staff by e-mail before a scheduled meeting. Reasonable efforts are made to call for agenda items at least one (1) week before the meeting and to distribute the agenda at least three (3) business days before the meeting. Slides used to guide the meetings will be posted to the EED Team immediately prior to the meeting. Live notes will be taken by the EED Administrative Assistant and consolidated the following day. The draft notes will be shared during the next unit newsletter (e.g., Weekly REED). An asynchronous opportunity will be provided to ask questions or raise concerns as well as a synchronous opportunity during the next faculty and staff meeting. Possible future discussions will be determined before finalizing the notes and posting on the unit's online repository as a PDF.

Staff are permitted to participate in departmental governance. Full-time staff members may vote in all matters of department governance except matters dealing with the appointment, promotion, and tenure of faculty. In addition, any staff 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 3335-5-7\(A\)\(4\)](#). Staff are also eligible to participate in the University Staff Advisory Committee (USAC) and Engineering Staff Advisory Committee (ESAC).

Faculty & Staff meetings will be primarily used for departmental business, including updates, policy and procedure discussions, and strategic planning activities. For purposes of discussing department business other than personnel matters, and for making decisions where consensus is possible and a reasonable basis for action, a quorum will be defined as two-thirds (2/3) of all faculty and staff members eligible to vote. Special policies pertain to voting on personnel matters, which are set forth in the department's [APT document](#).

Either the Department Chair or one-third (1/3) of all faculty and staff members eligible to vote may determine that a formal vote be conducted on matters of special importance. For purposes of a formal vote, a matter will be considered decided when a particular position is supported by a simple majority of all faculty and staff members eligible to vote. Balloting will typically be conducted using an online surveying tool (e.g., Microsoft Forms or Qualtrics) to assure maximum participation in voting. When time must be given to review materials or if a quorum cannot be obtained in person, a ballot by email is allowed. Faculty and staff members are given one week to respond. Alternatively, eligible voting faculty and staff may request, or the Department Chair may decide to schedule a separate meeting to further discuss and vote upon the matter.

Any vote that is to be decided by a simple majority of all faculty and staff members eligible to vote that cannot achieve such a position will be decided upon by the Department Chair, upon consultation with the Assistant/Associate Chair(s).

The department accepts the fundamental importance of full and free discussion but also recognizes that such discussion can only be achieved by a climate and culture that values trust, transparency, mutual respect, and civility. Normally, department meetings are conducted with no more formality than is needed to attain the goals of full and free discussion and the orderly

conduct of business. When needed, Robert's Rules of Order Revised are invoked for greater formality to serve these goals. This includes: (1) sharing materials to be discussed prior to the meeting, (2) providing an agenda for engagement, (3) introducing the materials to be discussed, (4) engaging in a structured debate, (5) closing the debate, (6) voting, (7) announcing the outcome, and (8) adjourning.

IX. Distribution of Faculty Duties, Responsibilities, and Workload

Faculty roles and responsibilities are described in the initial letter of offer. Workload assignments and expectations for the upcoming year are addressed as part of the annual review by the Department Chair based on departmental needs as well as faculty productivity and career development.

During on-duty periods, all faculty members are expected to be available for interaction with students, research, and departmental meetings and events even if they have no formal course assignment. Every member of the faculty who is assigned instruction is expected to establish and maintain three (3) hours of regular office hours in order to be readily available to students. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave (see section XII) or on approved travel. The definition of on-duty is defined by Faculty Rule [3335-5-07](#). Off-duty time should not impact tasks associated with faculty hiring and recruitment.

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

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 The Ohio State University, and the guidelines below are based on that commitment. Faculty who wish to engage in outside activities during on-duty periods (including teaching at another institution; conducting research for an entity outside of Ohio State; external consulting) must submit an [Outside Activities Approval Form](#) and obtain approval from the Department Chair before engaging in any outside activities. 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 (e.g., COVID-19) or physical dangers (e.g., natural disasters), faculty duties and responsibilities may be adjusted by the Department Chair to take into account the impact over time of the crisis. These adjustments may include modifying research expectations to maintain teaching obligations. These assignment changes will be considered in annual reviews.

In determining faculty workloads, flexibility is important and needed to recognize that there is

variability in the amount of teaching, research and service activities of individual faculty members. A unit-level faculty workload model is used to determine individual workloads for a given semester with an eye toward full-time faculty working 40 hours per week or 12 Workload Credit Equivalents (WCE). This workload model is developed by the Leadership Committee and voted on at a faculty and staff meeting. The model will be reviewed and updated annually at the end of Spring semester. The equivalent standard teaching assignment may vary for individual faculty members based on their research, administrative, and/or service activity. Adjustments to the equivalent standard teaching assignment for all faculty will be made to account for first time teaching, class, course modality, teaching assistant support, and other factors that may affect the preparation and teaching time involved in teaching the course.

A. Tenure-track Faculty

Tenure-track faculty members are expected to contribute to the university's mission via teaching and mentoring (40-50%); scholarship, research, and creative works (40-50%); and service (10-20%). When a faculty member's contributions shift in one of these three areas, activity in one or both of the other areas is expected. Ongoing professional development is encouraged and expected.

Teaching and Mentoring

All tenure-track faculty are expected to contribute to the department's teaching, including large enrollment and specialized courses in both the undergraduate and graduate curriculums. The standard teaching assignment for full-time tenure-track faculty members is three (3) courses per academic year. Tenure-track faculty members are also expected to advise graduate students and supervise graduate and undergraduate students in independent studies, theses, and/or dissertations. Supervising two (2) or more graduate students as the sole supervisor equates to one course for a tenure-track faculty's time allocation. Co-advising is equivalent to half of what is expected of a sole supervisor. Tenure-track faculty are expected to allocate 40-50% of their total workload toward teaching and mentoring (refer to the EED's workload model for variations).

Faculty members who are especially active in research are encouraged to leverage course buy-outs when available (visit the EED Off-Duty Pay, Release Time, and Research Incentives Policy). Faculty members holding administrative roles in the department, college, university, and in special circumstances professional organizations within the discipline will be assigned an enhanced service assignment that includes a reduced teaching assignment. Such circumstances will be captured in a Memorandum of Understanding (MOU) or Letter of Offer (LOO).

The Department Chair, in consultation with the Assistant/Associate Chairs, is responsible for making teaching assignments on an annual basis and may decline to approve requests for adjustments when approval of such requests is not judged to be in the best interests of the department. All tenure-track faculty members must do some formal instruction or advising over the course of the academic year unless otherwise stipulated in an administrative MOU or LOO.

Scholarship, Research, and Creative Works

All tenure-track faculty members are expected to be engaged in scholarship, research, or creative works as defined in the department's [APT document](#). A faculty member who is actively engaged in scholarship, research, and/or creative works will be expected to publish regularly in reputable peer-reviewed journals as well as in other appropriate venues, such as edited book chapters and conference proceedings. Faculty engaged in basic or applied research are expected to attract

external funding to support their research program. Faculty members are also encouraged to seek appropriate opportunities to communicate their work and to engage in other commercial or entrepreneurial activities stemming from their research that can further national or international recognition. Tenure-track faculty are expected to allocate 40-50% of their total workload toward scholarship, research, and creative works (refer to the EED's workload model for variations).

Service

All tenure-track faculty members are expected to be engaged in service to the department, college, university, profession, and community. For tenured faculty, this will typically include service on two committees within the department and one outside the unit. The number of committees on which a faculty member serves varies depending on the nature of the assignment (e.g., service as committee chair, service on a particularly time-intensive committee, leadership in a professional society, organizing a professional conference, leadership in an educational outreach activity, service in an administrative position within the department, college, or university). All tenure-track faculty members are expected to be collegial members of the EED via participation in faculty & staff meetings and other department events as appropriate. Tenure-track faculty are expected to allocate 10-20% of their total workload toward service (refer to the EED's workload model for variations).

Service loads should be discussed and agreed to during annual performance and merit reviews. Changes to department or college assignments should be discussed before enacting. When heavy service obligations are primarily volunteer in nature, the Department Chair 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 annual merit review process. The Department Chair should also consider this additional service burden in managing equity of service loads among faculty.

Special Assignments

Information on special assignments is presented in the OAA [Faculty Special Assignment Policy](#). The information provided below supplements the OAA policy.

Tenure-track faculty can be provided a special assignment for one semester. Reasonable efforts will be made to award special assignment opportunities to tenure-track faculty members based on the quality of faculty proposals, including their potential benefit to the department or university and the need to assure that sufficient faculty are always present to carry out department work. The department's P&T Committee will evaluate all special assignment proposals and make recommendations to the Department Chair. The Department Chair's recommendation to the Dean regarding a special assignment proposal will be based on the quality of the proposal and its potential benefit to the department or university and to the faculty member as well as the ability of the department to accommodate the special assignment at the time requested.

B. Professional Practice Faculty

Professional practice faculty members are expected to contribute to the university's mission via teaching and mentoring (65-75%) and service (5-30%) and, to a lesser extent, scholarship (5-30%). Service expectations are similar to those for the tenure-track. Ongoing professional development is encouraged and expected.

Teaching and Mentoring

All professional practice faculty are expected to contribute to the department's teaching in courses or other instructional situations. The standard teaching assignment for full-time professional practice faculty members is six (6) courses per academic year. Professional Practice faculty may also supervise graduate and undergraduate students in independent studies, theses, and/or dissertations. Professional practice faculty are expected to allocate 65-75% of their total workload toward teaching and mentoring (refer to the EED's workload model for variations).

Scholarship, Research, and Creative Works

All professional practice faculty are expected to be engaged in scholarship, research, or creative works as defined in the department's [APT document](#). A professional practice faculty member who is actively engaged in scholarship, research, or creative work is expected to participate minimally in the scholarship of teaching and learning (SOTL) through collaboration with other faculty and publish regularly in appropriate peer-reviewed conference proceedings. Faculty engaged in basic or applied research should explore, but are not expected to attract, internal and/or external funding to support teaching and learning within the EED. There is no requirement for graduate student support, but professional practice faculty may apply for "M Status" to advise Master's Candidates outside of the department or to serve as a dissertation committee member for PhD students inside or outside of the department. Exceptions to serve as the primary advisor (P Status) for a PhD student is also possible upon approval by the Graduate School. Professional practice faculty are expected to allocate 5-30% of their total workload toward scholarship, research, and creative work (refer to the EED's workload model for variations).

Service

Professional practice faculty members are expected to be engaged in service to the department, college, university, profession, and community. The number of committees on which a faculty member serves varies depending on the nature of the assignment (e.g., service as committee chair, service on a particularly time-intensive committee, leadership in a professional society, organizing a professional conference, leadership in an educational outreach activity, or service in an administrative position within the department, college, or university). All professional practice faculty members are expected to be collegial members of the EED via participation in faculty & staff meetings and other department events as appropriate. Professional practice faculty are expected to allocate 5-30% of their total workload toward service (refer to the EED's workload model for variations).

C. Research Faculty

Research faculty members are expected to contribute to the university's mission primarily via scholarship, research, and creative works (90-100%) with smaller contributions to teaching and mentoring (0-10%) and service (5-10%). Teaching and mentoring should primarily focus on supervising graduate student researchers. In accord with Faculty Rule [3335-7-34](#), a research faculty member may, but is not required to, participate in educational activities in the area of their expertise on a limited basis. Under no circumstances may a member of the research faculty be continuously engaged over an extended period of time in the same instructional activities as other faculty in the department. Scholarly expectations of research faculty are similar to those for tenure-track faculty, albeit proportionally greater since the majority of effort for research faculty members is devoted to research. All research faculty members are expected to contribute to

service and be collegial members of the EED via participation in faculty & staff meetings and other department events as appropriate.

D. Associated Faculty

Compensated associated faculty members are expected to contribute to the university's mission via teaching (80-100%) and service (5-20%), and possibly scholarship, research, and creative works (0-5%) depending on the annual contract assignments. Associated faculty may, with approval from the Department Chair, apply to be an Ohio State Principal Investigator and may engage in the scholarship of teaching and learning (SOTL) for compensation on a case-by-case basis (max 5% allocation). The standard teaching assignment for full-time associated faculty depends on the courses taught across EED programs but should equate to 80-100% of their total workload toward teaching and mentoring (refer to the EED's workload model for variations).

Faculty members with tenure-track and appointments <50% FTE have each dimension of their workload responsibility (teaching, research, service) adjusted proportionally to their appointment level.

Expectations for compensated visiting faculty members are based on the terms of their appointment and are comparable to that of tenure-track members, weighted by the percentage FTE.

Associated faculty are expected to allocate 5-30% of their total workload toward service to the department (refer to the EED's workload model for variations). They are encouraged to explore other service opportunities within the college, across the university, and within their profession and community as appropriate. Associated faculty members are expected to be collegial members of the EED via participation in faculty & staff meetings and other department events as appropriate.

E. Modification of Duties

The EED strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty and staff members. To this end, the department is committed to adhering to its guidelines on modification of duties to provide its faculty and staff flexibility in meeting work responsibilities associated within the first year of the birth/adoption/fostering of a child, 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.

The College of Engineering and the EED are committed to providing a work environment that is healthy, supportive and considerate of employee work and personal life obligations. The College's Policy on Modification of Duties (see COE's most recent [POA](#)) is intended to assist faculty with better integration of their professional and personal lives to help faculty feel more productive, engaged, and satisfied in their work environment.

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

The University provides specific leave benefits under the Paid Time Off [Policy 6.27](#) in conjunction with the Family and Medical Leave (FML) [Policy 6.05](#) for serious health condition of the employee that prevents the employee from performing their job, birth or adoption of a child, 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.

The College of Engineering Policy on Modification of Duties (see COE [POA](#)) provides further assistance to faculty to manage their workload and is not subject to the twelve-month minimum employment period indicated in Policy 6.05.

See also the OHR [Parental Care Guidebook](#) and the Parental Leave Policy in Section XII.

X. Course Offerings, Teaching Schedule, and Grade Assignments

The Assistant/Associate Chair for USLI will annually develop a schedule of course offerings and teaching schedules in consultation with the Department Chair, other Assistant/Associate Chairs, and faculty, both collectively and individually. While every effort is made to accommodate the individual preferences of faculty, the department's first obligation is to offer the required courses for students at times and in formats (e.g., in-person or online) most likely to meet student needs. To assure classroom availability, reasonable efforts must be made to distribute course offerings across all days of the week, excluding weekends. To meet student needs, reasonable efforts must be made to assure that course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by Faculty Rule [3335-8-16](#) will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester. Finally, to the extent possible, courses required in any curriculum or courses with routinely high demand will be taught by at least two faculty members across semesters of offering to assure that instructional expertise is always available for such courses.

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, the Department Chair 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 Department Resources

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

The Department Chair will discuss the department budget at least annually with the faculty and staff. Final decisions on budgetary matters rest with the Department Chair in consultation with the Leadership Committee.

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 faculty and staff office space considers rank and role, achieving proximity within sub-disciplines, time spent in the unit, administrative roles, and productivity and grouping staff functions to maximize efficiency.

The allocation of salary funds is discussed in the [APT document](#).

XII. Leaves and Absences

The university's policies and procedures with respect to leaves and absences are set forth on the Office of Human Resources Policies and Forms [website](#). The information provided below supplements these policies.

A. Discretionary Absence

Faculty and staff are expected to complete a [request for absence form](#) well in advance (preferably no less than 2 weeks) of a planned absence (e.g., 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 absences from duty is not a right, and the Department Chair retains the authority to deny a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular semester is substantial. Rules of the University Faculty require that the OAA approve any discretionary absence longer than ten consecutive business days (see Faculty Rule [3335-5-08](#)).

B. Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty and staff members are expected to complete a [request for absence form](#) as early as possible. When such absences are unexpected, the faculty member, or someone representing the faculty member, should let the Department Chair and their immediate programmatic supervisor 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 (e.g., personal illness, illness of family members, and 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 (FPL)

Information on faculty professional leaves, i.e., sabbaticals, is presented in the OAA [Policy on Faculty Professional Leave](#). The information provided below supplements this policy.

Tenured faculty with at least seven (7) years of service in a tenure-track position at Ohio state are eligible for FPL. Requests for FPL should be submitted directly to the Department Chair for an initial TIU-level review. The Department Chair will review the applications themselves placing highest priority toward applicants who have a positive record of achievement, service, and commitment to the University and can show the benefits of the requested leave to their continuing professional development and to the university. Specifically, the Department Chair will assess applications based on:

- 1) The degree to which the proposed activity meets the stated objectives of the Professional Leave Program, which are:
 - a) To enhance their teaching effectiveness, scholarly interests, and overall performance
 - b) To strengthen and develop the University's academic programs
- 2) The degree to which the applicant's goals can realistically be achieved during the period requested.

The Department Chair will submit a recommendation letter to the Dean for all approved requests. The Chair's recommendation letter to the Dean regarding a Faculty Professional Leave proposal will be based on the quality of the proposal and its potential benefit to the department and to the faculty member as well as the ability of the department to accommodate the leave at the time requested. The college-level FPL Committee will evaluate the merit of the experience and the scheduling of such absences before making recommendations to the Dean. Consideration is given to the importance of the assignment and the likelihood of suitable arrangements for handling the faculty member's duties and assignments during any absence. The Dean's recommendations are then submitted to OAA for final review.

E. Parental Leave

The university, college, and department recognize the importance of parental leave to faculty members. Details are provided in the OHR [Parental Care Guidebook](#), Paid Time Off [Policy 6.27](#), and the [Family and Medical Leave Policy 6.05](#). Modifications to duties prior to and/or following a parental leave will be determined by the Department Chair in consultation with the Assistant/Associate Chairs and the immediate programmatic supervisor.

XIII. Additional Compensation and Outside Activities

Information on faculty additional 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.

EED adheres to these policies in every respect. In particular, this department expects faculty and staff 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 additional compensation must be approved by the Department Chair, in consultation with the Assistant/Associate Chairs and appropriate

programmatic supervisors, regardless of the source of compensation. External consulting must also be approved. Approval will be contingent on the extent to which a faculty member is carrying out regular duties at an acceptable level, the extent to which the extra income activity appears likely to interfere with regular duties, and the academic value of the proposed consulting activity to the department. In addition, it is university policy that faculty may not spend more than one business day per week on additionally compensated activities and external consulting combined.

Faculty with an administrative position (e.g., Department Chair, Associate/Assistant Dean, or Center Director) 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.

Expectations for staff engaged in external consulting should be discussed with HR prior to entering into a consulting agreement with an external entity.

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 determined by the Leadership Committee. Faculty or staff in violation should contact the Department Chair to report the failed adherence.

Should a faculty member wish to use a textbook or other material that they have authored and the sale of which results in a royalty being received by said faculty member, such textbook or material may be required for a course by the faculty member only if: (1) the Department Chair 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 standing committee (e.g., USLI or GSRI) 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 (COI) is presented in the university's [policy on outside activities and conflicts](#). A COI 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 other sources required by university policy are required to file COI screening forms annually and more often if prospective new activities pose the possibility of financial COI. 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 COI, faculty must disclose any conflicts of commitment that arise in relation to consulting or other work done for external entities.

XV. Grievance Procedures

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

A. Salary Grievances

A faculty or staff member who believes that their salary is inappropriately low should discuss the concern with the Department Chair who will review the matter as appropriate and either seek resolution or explain why resolution is not possible. The faculty or staff member should provide documentation to support the complaint.

Faculty or staff members who are not satisfied with the outcome of the discussion with the Department Chair, and wish to pursue the matter further, 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 Chapter 4, Section 2 of the OAA [Policies and Procedures Handbook](#)).

Staff members who are not satisfied with the outcome of the discussion with the Department Chair and wish to pursue the matter further 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 Department Chair. 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) The university'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

Student complaints about courses, grades, and related matters should be 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 considerate response. When a student(s) brings a complaint about courses and/or instructors to the Department Chair, Assistant/Associate Chair, or programmatic Senior Director/Director, they will first ascertain whether the students require confidentiality. If confidentiality is not required, the complaint should be forwarded to the Department Chair who will investigate the matter as fully and as fairly as possible and provide a response to both the student(s) and any affected faculty. If confidentiality is required, the contacted leader 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. 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 Department Chair and other unit leaders with appropriate knowledge of policies and procedures when problematic situations arise.

G. Academic Misconduct

Evidence of academic misconduct must be brought to the attention of an Assistant/Associate Chair or designee before being brought to the [Committee on Academic Misconduct \(COAM\)](#). In addition, in accordance with the [Code of Student Conduct](#), faculty members will report any instances of academic misconduct to COAM. [See also Board of Trustees Rule 3335-23-05](#).

APPENDIX (Committee Charters Template)

Charter for the Department of Engineering Education [COMMITTEE NAME]

Purpose:

The primary purpose of the [COMMITTEE NAME] is to:

Role:

The activities of the committee include:

- [FILL IN ACTIVITIES. PLEASE KEEP THE FINAL BULLET POINT ABOUT COMMUNICATION]
- Communicating with other EED committees based on need and overlap.

This committee serves executive functions on the above activities, except where noted that other committees are involved. The Department Chair may provide input into all activities of the committee.

Membership:

The committee chair will be appointed by the Department Chair. The committee will generally have between XX to XX members in addition to the committee chair. Membership is reviewed and updated annually by the Department Chair, and should include [ADD SPECIAL MEMBERSHIP CRITERIA OR CATEGORIES]

Ex officio members: Department Chair

Non-EED Members: If applicable

Non-voting EED Student Members: If applicable

Objectives:

The [COMMITTEE NAME] will:

Meetings:

The [COMMITTEE NAME] meets at least [MEETING CADANCE]. Meeting frequency should ensure that the committee can handle its responsibilities. Some issues may be handled electronically to expedite the process.

Reports:

The [COMMITTEE NAME] reports to faculty & staff annually during a regular faculty & staff meeting.

Rules:

All meetings shall be conducted under Robert's Rules of Order Revised, unless waived by a vote of a simple majority of those present. At least two-thirds (2/3) of the voting members of the [COMMITTEE NAME] shall constitute a quorum. Voting by proxy shall not be permitted.

The [COMMITTEE NAME] may recommend additional rules and bylaws as it deems necessary to conduct its affairs.

Amendments:

The Charter, rules, and bylaws may be amended at any regular EED faculty & staff meeting. If seven (7) days previous notice has been given in writing to all members stating the nature of the amendment, the Charter, rules and bylaws may be amended by a two-thirds (2/3) vote of those voting; a quorum must be present. Amendments will become effective immediately after approval by the Department Chair.

Charter Version: Draft – DD Month YYYY

Charter approved on: TBD