

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

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1	Contents	
2	I Introduction	3
3	II College Mission and Vision	3
4	III Academic Rights and Responsibilities	3
5	IV Faculty	3
6	A Faculty Appointments	3
7	B Voting Rights	4
8	C Special Circumstances	5
9	D Distinguished Professor	5
10	E Innovation Scholar	5
11	F Distinguished Assistant Professor of Engineering Inclusive Excellence	6
12	G Distinguished Professor (TIU level)	6
13	H Innovation Scholar (TIU level).....	7
14	I Distinguished Assistant Professor of Inclusive Excellence (TIU level).....	7
15	J Organization of the College	7
16	VI Overview of College Administration and Decision-Making	8
17	VII College Administration	8
18	A Dean	8
19	B Other Administrators	10
20	C Committees	12
21	D Centers	12
22	VIII Faculty Meetings	12
23	A Membership of Faculty	12
24	B Rosters.....	13
25	C Regular Meetings	13
26	IX. Distribution of Faculty Duties and Responsibilities	14
27	A Duties and Responsibilities by Faculty Appointment.....	15
28	1 Tenure-track Faculty	20
29	2 Professional Practice Faculty	21
30	3 Research Faculty	22
31	4 Associated Faculty	22
32	B Guidelines on Teaching Assignments.....	22
33	C Special Assignments	23
34	D Guidelines for Determining FTE Exceptions to Faculty Appointments Policy ...	23
35	E Modification of Duties	24
36	X Course Offerings and Teaching Schedule	24
37	XI Allocation of College Resources	25
38	XII Leaves and Absences	25
39	A Discretionary Absence	25
40	B Absence for Medical Reasons.....	25
41	C Unpaid Leaves of Absence	26
42	D Faculty Professional Leave (FPL)	26
43	E Parental Leave.....	26
44	XIII Supplemental Compensation and Paid External Consulting	26
45	XIV Financial Conflicts of Interest	27
46	XV Grievance Procedures	28

1	A	Salary Grievances	28
2	B	Faculty Promotion and Tenure Appeals	28
3	C	Faculty Misconduct.....	28
4	D	Harassment, Discrimination, and Sexual Misconduct	28
5	E	Violations of Laws, Rules, Regulations, or Policies.....	29
6	F	Complaints by and about Students.....	29
7	G	Academic Misconduct	29
8		Appendix A: Overview of College Committees.....	30
9	A	College Committee on Academic Affairs (CCAA)	30
10	B	Promotion and Tenure Committee.....	31
11	C	Investigations Committee	33
12	D	Faculty Salary Appeals Committee	33
13	E	Executive Committee.....	33
14	F	Engineering Staff Advisory (ESA) Committee	33
15	G	Faculty Professional Leave (FPL) Committee.....	33
16	H	Research Committee	34
17	I	Other Committees	34
18	J	Student Participation on College of Engineering Committees	34
19		Appendix B: Establishment and Review of College Centers	36
20	A	Purpose.....	36
21	B	Definition	36
22	C	Procedure for Establishment of a College Center.....	36
23	D	Procedure for Establishment of a University Center or Institute.....	37
24	E	Appointment of College Center Directors	37
25	F	Reporting and Review of College Centers.....	38
26	G	Change of Status of College Centers	39
27		Appendix C: Policy on Modification of Duties.....	40
28		Appendix D: College of Engineering Faculty Professional Leave Policy	41
29	A	Objectives.....	41
30	B	Established By	41
31	C	Procedures	41
32	D	Criteria.....	41
33	E	Contents	42
34	F	Report.....	42
35		Appendix E: Policy on Appointment of Associate Chairs/Directors.....	43
36		Appendix F: Endowed Chair/Professor Guidelines.....	44
37			
38			

1 **I Introduction**

2 This document describes the organizational structure, policies and procedures as they relate to
3 the governance of the College of Engineering and Knowlton School of Architecture. It
4 supplements the [Rules of the University Faculty](#), and other policies and procedures of the
5 university to which the College and its Faculty are subject. The latter rules, policies and
6 procedures, and changes in them, take precedence over statements in this document.
7

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

12 **II College Mission and Vision**

13 Mission: We seek to develop solutions to important global problems through our discovery and
14 innovation and to prepare leaders in engineering and architecture through our education and
15 outreach programs to enhance economic competitiveness regionally, nationally, and globally.
16

17 Vision: We aspire to be the leader in discovery, innovation, and education in engineering and
18 architecture among public land grant universities, recognizing that diversity, equity, and
19 inclusion are essential components of our excellence.

20 **III Academic Rights and Responsibilities**

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

23 **IV Faculty**

24 **A Faculty Appointments**

25 [Faculty Rule 3335-5-19](#) defines the types of faculty appointments possible at The Ohio
26 State University and the rights and restrictions associated with each type of appointment.
27 The college faculty comprises:

- 28 1. Tenure-track faculty with titles of instructor, assistant professor, associate professor, or
29 professor.
30
- 31 2. Professional practice faculty with titles of professional practice assistant professor,
32 professional practice associate professor, and professional practice professor. In
33 accordance with Rules of the University Faculty ([Faculty Rule 3335-7-03](#)), professional
34 practice faculty can comprise no more than 20% of the combined tenure-track,
35 professional practice and research faculty membership in the college.
36
- 37 3. Research faculty with titles of research assistant professor, research associate professor,
38 or research professor; research faculty can comprise no more than 20% of the tenure-
39 track faculty in the college;
40

- 1
2 4. Associated Faculty to include:
3 a. Adjunct titles, lecturer titles, and visiting titles;
4 b. Those on less than a 50% appointment to the university.
5
6 5. Emeritus Faculty: Emeritus faculty status is an honor given in recognition of sustained
7 academic contributions to the university as described in Faculty Rule [3335-5-36](#). Full-time
8 tenure track, professional practice, research, or associated faculty may request emeritus
9 status upon retirement or resignation at the age of sixty or older with ten or more years of
10 service or at any age with twenty-five or more years of service. See the college
11 [Appointments, Promotion, and Tenure Document](#) for additional detail. Emeritus faculty
12 in the college are invited to participate in discussions on non-personnel matters, but may
13 not participate in personnel matters, including promotion and tenure reviews, and may
14 not vote on any matter.
15

16 Faculty roles and responsibilities are defined by each TIU in accordance with university rules.
17 Members of the faculty are expected to contribute to the instructional, funded research,
18 scholarship, outreach, and administrative missions and roles of the college as appropriate. It is
19 neither expected nor considered desirable for all faculty members to make equivalent
20 contributions to each of these missions. Faculty assignments are described in the initial letter of
21 offer and updated during the annual review process based on TIU needs as well as faculty
22 productivity and career development.
23

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

27 **B Voting Rights**

28 Faculty members with a 50% or more compensated appointment, whose TIU is in the college,
29 and who hold an appointment as tenure-track faculty, professional practice faculty, research
30 faculty shall have a full vote at college faculty meetings and in faculty elections. Persons with
31 associated titles and with a 50% or more compensated appointment are permitted to participate in
32 college and academic unit governance unless restricted by a vote of at least a majority of its
33 tenure-track, professional practice and research faculty in the unit where their primary
34 appointment resides.
35

36 Only tenure-track faculty may participate in discussions of tenure-track, professional practice,
37 and research faculty matters, including promotion and tenure reviews.
38

39 Professional practice faculty may participate in discussions of and votes on professional practice
40 faculty matters, including promotion reviews.
41

42 Research faculty may participate in discussions of and votes on research faculty matters
43 including promotion reviews.
44

1 Associated and emeritus faculty may not participate in discussion of or votes on personnel
2 matters.

3
4 As defined by Faculty Rule [3335-7-11](#), tenure-track and professional practice faculty may be
5 nominated and may serve if elected on the University Senate as a representative of the college.

6 **C Special Circumstances**

7 Because it is an adjunct TIU in the College of Engineering, college faculty members from the
8 Department of Food, Agricultural and Biological Engineering shall have voting rights on all
9 matters before the College except those concerned with the organization of the College, for
10 example, its departmental structure.

11
12 Only faculty members of the Austin E. Knowlton School of Architecture shall vote on
13 recommendations of recipients of tagged degrees and supporting course and curricular proposals.

14 **D Distinguished Professor**

15 Distinguished faculty members within the College of Engineering and Knowlton School of
16 Architecture may be awarded the title College of Engineering Distinguished Professor or
17 Knowlton School of Architecture Distinguished Professor as appropriate in recognition of
18 excellence in teaching, scholarship, and service, aligned with the purpose of an endowed
19 position, as outlined in Appendix F.

20
21 Criteria for consideration of this honorific include:

- 22 • Rank of professor
- 23 • A minimum of five years' service in the college
- 24 • Excellence in teaching, scholarship, and service aligned with criteria for an endowed
25 position as outlined in Appendix F.

26
27 This appointment includes annual discretionary funding and holders will submit annual reports
28 as outlined for endowed positions in Appendix F. This honorific is limited to no more than 10%
29 of the professors in the College. The Dean will solicit nominations from department chairs who
30 may submit a nomination letter outlining the key achievements of the faculty member, along
31 with a copy of the faculty member's vita. The Dean will review the nominations and select a
32 candidate to receive the honorific. Reappointment is possible based on successful performance
33 and the recommendation of the Dean.

34
35 **E Innovation Scholar**

36 Tenure track Associate Professors within the College of Engineering and Knowlton School of
37 Architecture may be awarded the title College of Engineering Innovation Scholar or Knowlton
38 School of Architecture Innovation Scholar as appropriate in recognition of excellence in
39 teaching, scholarship, and service and is aimed at the retention or recruitment of tenure track
40 associate professors in key areas of strategic importance to the college.

41

1 Appointment as an Innovation Scholar is based upon:
2

- 3 • Rank at the associate professor level
- 4 • National and international recognition of the highest level of intellectual leadership,
5 excellence and performance in research, teaching and professional service.
6

7 This appointment includes annual discretionary funding and holders will submit annual reports
8 as outlined for endowed positions in Appendix F. This honorific is limited to no more than 10%
9 of the associate professors in the College. The Dean will solicit nominations from department
10 chairs who may submit a nomination letter outlining the key achievements of the faculty
11 member, along with a copy of the faculty member's vita. The Dean will review the nominations
12 and select a candidate to receive the honorific. The term of appointment is 5 years.
13 Reappointment is not allowed.
14

15 **F Distinguished Assistant Professor of Engineering Inclusive Excellence**

16 Distinguished tenure track assistant professor faculty within the College of Engineering and
17 Knowlton School of Architecture may be awarded the title College of Engineering Distinguished
18 Inclusive Excellence Assistant Professor or Knowlton School of Architecture Distinguished
19 Inclusive Excellence Assistant Professor as appropriate in recognition of potential excellence in
20 fostering inclusive excellence in teaching, scholarship, and service.
21

22 Appointment as a Distinguished Inclusive Excellence Assistant Professor is based upon
23 expectation of continued engagement in scholarship focused on inclusive excellence in
24 engineering and allied fields within the COE or Knowlton School and is aimed at the retention or
25 recruitment of tenure track assistant professors in key areas of strategic importance to the
26 college.
27

28 This appointment includes annual discretionary funding and holders will submit annual reports
29 as outlined for endowed positions in Appendix F. This honorific is limited to no more than 5
30 assistant professors in the College. The Dean will select awardees who are being recruited or
31 being retained in the College Engineering or the Knowlton School based upon a nomination from
32 TIU Heads who may submit a nomination letter outlining the key achievements of the faculty
33 member, along with a copy of the faculty member's vita. The Dean will review the nominations
34 and select a candidate to receive the honorific. The term of appointment is 5 years or until tenure,
35 whichever is shorter. Reappointment is not allowed.
36

37 **G Distinguished Professor (TIU level)**

38 TIUs within the College of Engineering may include in their POAs an honorific aimed at the
39 recruitment or retention of tenure track professors, as appropriate, in recognition of excellence in
40 teaching, scholarship, and service. TIU's may award the title of "TIU NAME" Distinguished
41 Professor. Appointment as a "TIU NAME" Distinguished Professor is based upon expectation
42 of continued engagement in scholarship focused on inclusive excellence within each TIU and is
43 aimed at the retention or recruitment of tenure track professors in key areas of strategic

1 importance to the TIU. The designation is limited to a minimum of 2 or up to a maximum 5% of
2 the total number of faculty in the unit. The term of appointment is 5 years. Reappointment is not
3 allowed.

4 **H Innovation Scholar (TIU level)**

5 TIUs within the College of Engineering may include in their POAs an honorific aimed at the
6 retention of tenure track associate professors as appropriate in recognition of excellence in
7 teaching, scholarship, and service. TIU's may award the title of "TIU NAME" Innovation
8 Scholar. Appointment as a "TIU NAME" Innovation Scholar is based upon expectation of
9 continued engagement in scholarship focused on inclusive excellence in within each TIU and is
10 aimed at the retention or recruitment of tenure track assistant professors in key areas of strategic
11 importance to the TIU. The designation is limited to a minimum of 2 or up to a maximum 5% of
12 the total number of faculty in the unit. The term of appointment is 5 years. Reappointment is not
13 allowed.

14 **I Distinguished Assistant Professor of Inclusive Excellence (TIU level)**

15 TIUs within the College of Engineering may include in their POAs guidelines for the creation of
16 honorific professorships aimed at the retention or recruitment of tenure track assistant professors
17 as appropriate in recognition of potential excellence in fostering inclusive excellence in teaching,
18 scholarship, and service. TIU's may award the title of "TIU NAME" Distinguished Inclusive
19 Excellence Assistant Professor. Appointment as a "TIU NAME" Distinguished Inclusive
20 Excellence Assistant Professor is based upon expectation of continued engagement in
21 scholarship focused on inclusive excellence in within each TIU and is aimed at the retention or
22 recruitment of tenure track assistant professors in key areas of strategic importance to the TIU.
23 The designation is limited to a minimum of 2 or up to a maximum 5% of the total number of
24 faculty in the unit. The term of appointment is 5 years or until tenure, whichever is shorter.
25 Reappointment is not allowed.

26 **J Organization of the College**

27 The College is organized into the following school and departments, which are Tenure Initiating
28 Units (TIUs):

- 29
- 30 Biomedical Engineering (BME);
- 31 William G. Lowrie Department of Chemical and Biomolecular Engineering (CBE);
- 32 Civil, Environmental, and Geodetic Engineering (CEGE);
- 33 Computer Science and Engineering (CSE);
- 34 Electrical and Computer Engineering (ECE);
- 35 Engineering Education (EED);
- 36 Integrated Systems Engineering (ISE);
- 37 Materials Science and Engineering (MSE);
- 38 Mechanical and Aerospace Engineering (MAE); and
- 39 The Austin E. Knowlton School of Architecture (KSA).
- 40

1 The Department of Food, Agricultural and Biological Engineering (FABE) in the College
2 of Food, Agricultural, and Environmental Sciences is an adjunct department in the
3 College of Engineering.

4 **VI Overview of College Administration and Decision-Making**

5 The College operates on the premise that all faculty members, staff and students have unique
6 talents and skills that contribute to the pursuit of excellence, and the opinions of all are valued.
7 While deliberation and decision-making may occur in different ways based on the nature of the
8 issue or action, consensus is the preferred vehicle as often as possible. Decisions are made by the
9 College faculty as a whole, by standing or ad hoc committees of the College, or by the Dean with
10 the nature and importance of any specific matter determining how the issue is to be addressed.
11 College governance proceeds on the general principle that the more important the matter to be
12 decided, the more widespread the agreement on a decision needs to be. Open discussions of
13 formal and informal nature are encouraged and constitute the primary means of reaching
14 consensus on decisions of central importance.

15 **VII College Administration**

16 **A Dean**

17 The primary responsibilities of the dean are set forth in Faculty Rule [3335-3-29](#). This rule
18 requires the dean to develop, in consultation with the faculty, a Pattern of Administration with
19 specified minimum content. The rule, along with Faculty Rule [3335-6](#), also requires the dean to
20 prepare, in consultation with the faculty, a document setting forth policies and procedures
21 pertinent to appointments, reappointments, promotion and tenure.

22
23 Other responsibilities of the dean, not specifically noted elsewhere in this Pattern of
24 Administration, are paraphrased and summarized below.

- 25
- 26 • To preside at meetings of the college faculty and to appoint all college committees unless
27 their membership has been designated by faculty rule or by the college faculty.
- 28 • To approve courses of study for students in his or her college, to warn students who are
29 delinquent in their studies and to recommend appropriate student disciplinary action to the
30 appropriate university disciplinary body or official.
- 31 • To present candidates for degrees to the president on behalf of the college faculty and to
32 serve as a member of the Council of Deans (see Rule [3335-3-22](#) of the Administrative
33 Code).
- 34 • After consultation with the TIU heads within the college, to make recommendations to
35 the executive vice president and provost concerning the college budget, the appointments
36 to and promotions within the membership of the college faculty.
- 37 • To review salary appeals and other faculty issues in a professional and timely manner.
- 38 • To facilitate and participate in prescribed [academic program review](#) processes, in
39 collaboration with the Office of Academic Affairs and TIU heads.
- 40 • To appoint and review TIU heads:

- 41
- 42 1) TIU heads shall be selected and appointed by the dean, in consultation with the

1 faculty of the TIU and subject to approval by the president and the Board of
2 Trustees. Each TIU head shall be appointed for a term of four years and shall
3 be eligible for reappointment. TIU heads will be reviewed annually by the
4 dean.
5

- 6 2) During the last year of the term of a TIU head, the dean will conduct a
7 thorough review of the performance of the TIU head during her or his term,
8 ascertain whether or not the TIU head desires to serve another term, and assess
9 the level of support in the TIU for the TIU head's continuation. If the TIU head
10 agrees to serve another term and his or her performance review is satisfactory,
11 the dean will consider feedback from the unit and then choose whether to
12 reappoint the TIU head to another term.
13
- 14 3) If a new TIU head is to be selected, the dean will meet with the faculty of the
15 TIU to discuss the selection of a new head. After that meeting, the dean, in
16 consultation with the TIU, will form a search advisory committee. The
17 committee will include at least one member from a unit outside the TIU. The
18 dean will appoint a chair from the members of the committee.
19
- 20 4) The decision to hire an internal or external chair will be made by the dean after
21 input from the TIU is considered.
22
- 23 5) The search advisory committee, working with the unit and the College, will
24 identify candidates for the TIU head position. It is expected that faculty,
25 students, and staff will be involved in the selection process.
26
- 27 6) For external searches for a TIU head, normal faculty search procedures will be
28 followed.
29
- 30 7) After the selection procedure has been conducted, the search advisory
31 committee will provide the dean with a list of potential TIU head candidates, an
32 evaluation of the candidates by the search advisory committee, and a sense of
33 the degree of overall support by the TIU for each candidate. The list of
34 candidates must be unranked. The dean will appoint a TIU head, taking into
35 consideration the recommendations made by the search advisory committee and
36 input received from the TIU.
37

38 The Dean shall appoint, pursuant to University Rules, a Secretary of the College and such
39 Associate and Assistant Deans and other administrative officers as are needed to carry out the
40 programs of the College. In matters of business, finance, human resources and other areas, the
41 Dean shall seek the advice of Executive College Staff members whose expertise pertains to the
42 particular matter at hand. The Dean shall fully consider such advice in advance of any decision
43 or action. To promote efficiency and expediency, college-level, day-to-day decision-making and
44 approval authority may be delegated to the Associate and Assistant Deans, and the College
45 Executive Staff at the discretion of the Dean, but the Dean retains final responsibility and
46 authority for all matters covered by the Pattern, subject when relevant to the approval of the

1 Office of Academic Affairs and Board of Trustees. At least annually, a roster of the
2 administrative personnel within the Office of the Dean shall be provided to all Faculty. At least
3 annually, the Dean will address the Faculty of the College to present academic and strategic
4 initiatives, budget and budgetary trends, and to recommend new or modified policies for carrying
5 out the mission of the College.
6

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

14 **B Other Administrators**

15 The College shall have the following Associate Deans, Assistant Deans and Executive Staff. In
16 the execution of their responsibilities, the individuals in these positions are accountable to the
17 Dean of the College of Engineering. Accountability to the Dean does not abrogate, but supports,
18 any responsibility or accountability to other offices or officers of the University as may be
19 designated or apparent for particular duties or functions.
20

21 Chief of Staff: When delegated by the Dean, is responsible for the administration, operational
22 success and effectiveness of the College. Chief of Staff provides leadership, coordination,
23 development, and execution of strategic initiatives across constituencies in the college and
24 university. This role executes key strategic priorities and initiatives by exploring, identifying,
25 and evaluating comprehensive information and data to provide guidance, advice, and assistance
26 on a range of issues. This position supervises staff in operational roles at the college.
27 Responsible for ensuring compliance with university, state and federal regulations in all financial
28 and human resources activities. Works in partnership with the Associate Deans, the Chief
29 Administrative Officer and the Chief Diversity Officer on the allocation of resources for
30 departments, faculty and college operations.
31

32 Chief Administrative Officer: Responsible for and has oversight of budgeting, strategic financial
33 and resource planning, and shared services procurement operations for the college. Provides
34 leadership and management for the development and implementation of the annual college
35 budget and long-term projections and forecasts for college wide strategic initiatives, manages
36 and directs the allocation of financial resources in the college, ensures the college budget aligns
37 with and supports the college strategic plan, and directs the allocation of human capital resources
38 in the college. Responsible for high quality, accurate, timely and insight-driven financial
39 analyses and reporting. Serves as principal advisor to the Dean and college leadership on all
40 financial and resource allocation initiatives. Works directly with associate and assistant deans
41 and academic unit heads to ensure financial stability in all areas. Works in partnership with
42 University offices including the Office of Academic Affairs (OAA) and the Office of Business
43 and Finance (B&F) on all finance and budget matters, as well as Internal Audit, Legal Affairs,
44 Office of Compliance and Integrity, Office of Human Resources, and Office of Research.

1 Reports to B&F and OAA on the ongoing financial condition of the college. Responsible for
2 ensuring compliance with university, state and federal regulations in all financial activities.
3

4 Associate Dean for Faculty Affairs: Responsible for strategic recruitment, retention and
5 advancement of faculty and assists with review of faculty conduct. The Associate Dean of
6 Faculty Affairs will serve as the Secretary of the College and is the College's liaison with the
7 Office of Academic Affairs. Integrates diversity and inclusion in all areas of faculty affairs.
8

9 Associate Dean for Research: Responsible for planning, development, and administration of the
10 College research enterprise; promotes externally sponsored research; facilitates establishment of
11 externally funded research centers; oversees the Engineering Research Operations and other
12 auxiliary operations as designated.
13

14 Associate Dean for Academic Programs and Student Services: Responsible for undergraduate
15 curriculum, student recruitment and retention, scholarships/financial aid, enrollment
16 management, graduation certification, undeclared student advising, orientation, Engineering
17 Career Services, Dean's List, student awards, and student organizations.
18

19 Associate Dean for Facilities and Planning: Provides administrative oversight, planning,
20 prioritization and coordination to capital projects, renovation projects and physical space
21 management in the college.
22

23 Associate Dean of Graduate Programs: Responsible for all college-level initiatives supporting
24 graduate programs and graduate students. Partners with the units and the College Diversity and
25 Outreach office to ensure recruitment of a diverse graduate student population. Serves as the
26 liaison to between internal and external entities on matters affecting graduate studies, and as an
27 ex officio member and Chair of the College's Graduate Studies Chair Committee and the
28 Graduate Program Coordinators Committee.
29

30 Chief Information Officer: Responsible for College information technology (IT) infrastructure
31 and works in partnership with other university and external systems to support the teaching,
32 research and administration needs of the College. Determines long-term College IT needs and
33 develops strategy for systems development, acquisition and integration. Represents the College's
34 IT interests to the University Office of the Chief Information Officer and other external
35 organizations.
36

37 Assistant Dean for Enrollment and Community Engagement: Responsible for leading college-
38 wide inclusive excellence initiatives, the Community, Access, Retention, and Empowerment
39 (CARE) Office and its respective programs. Leads efforts to partner and collaborate with
40 internal and external constituents and stakeholders to advance diversity and inclusion for
41 students, faculty, staff, and alumni in the College, in academic and career preparation programs
42 and in the engineering field, across the university and in the broader community.
43

44 Assistant Dean for Curriculum and Assessment: Responsible for college level activities dealing
45 with curriculum and assessment, academic actions, student projects and organizations,

1 international programs, and advising departments in these areas. Serves as secretary for College
2 Committee on Academic Affairs (CCAA).

3
4 Assistant Dean for Teaching and Learning: Responsible for efforts related to teaching, learning,
5 learning outcomes assessment, student advising and faculty development. Collaborates with
6 Associate Dean for Faculty Affairs in faculty development in teaching and learning.

7
8 Assistant Dean for Faculty Affairs and Recruitment: Responsible for efforts related to faculty
9 recruitment, onboarding, and retention.

10
11 Director of Professional & Distance Education Programs: Provides administrative oversight,
12 planning, prioritization and coordination of professional programs and short courses, on-line
13 degree programs, and customized education programs in engineering and architecture.

14 15 **C Committees**

16 The development and implementation of College policies and programs are carried out by
17 standing and ad hoc committees. The Dean is an ex officio member of all College committees
18 and may vote as a member on all committees except the Committee of Eligible Faculty and the
19 Promotion and Tenure Committee. The existing College Committees and the procedures for
20 establishing and reviewing College Committees are described in Appendix A.

21 22 **D Centers**

23 College Centers may be established to support the research and educational mission of the
24 College. The procedures for establishing, reviewing and abolishing College Centers are
25 described in Appendix B.

26 27 **VIII Faculty Meetings**

28 The College accepts the fundamental importance of full and free discussion but also recognizes
29 that such discussion can only be achieved in an atmosphere of mutual respect and civility.
30 Normally, Faculty meetings will be conducted with no more formality than is needed to attain
31 the goals of full and free discussion and the orderly conduct of business. However, Robert's
32 Rules of Order will be invoked when more formality is needed to serve these goals. Meetings
33 shall be open to all persons except where compelling reasons require otherwise.

34 **A Membership of Faculty**

35 Except as otherwise determined in accordance with the Rules of the University Faculty, the
36 College Faculty shall be constituted as follows: members of the University Faculty, including
37 professional practice, research, and tenure-track, holding a salaried regular appointment, or
38 having emeritus status, in the College or in a TIU of the College; University administrators who
39 are members of the University Faculty and hold an appointment in a TIU of the College;
40 members of the Faculty of the Department of Food, Agricultural and Biological Engineering who

1 have been certified by the Chair of the Department to the Secretary of the College as
2 participating in resident instruction for the academic year in programs leading to a degree
3 administered by the College. Modified voting rights for the faculty of Food Agriculture and
4 Biological Engineering and the Knowlton School of Architecture are described in Section IV
5 Faculty under the subsection entitled “[Special Circumstances](#)”.

6
7 The Dean may annually appoint other University Faculty members who play active or supportive
8 roles in the programs of the College as Associate Members of the Faculty of the College in non-
9 salaried joint appointments. Associate Members shall not have voting rights.

11 **B Rosters**

12 On or about October 1st of each year, the Secretary of the College shall distribute to each faculty
13 member official lists showing those holding voting rights in each TIU and in the College.

15 **C Regular Meetings**

16 Regular Meetings: The Faculty shall meet upon the call of the Dean but at least once per year.

17
18 Special Meetings: The Secretary of the College shall promptly schedule a special meeting when
19 requested by the College Committee on Academic Affairs, by a majority of the faculty of any
20 department, or by a minimum of twenty-five faculty members by signed petition.

21
22 Quorum: Thirty members of the Faculty each having power to vote on a matter shall constitute a
23 quorum as to that matter.

24
25 Announcement and Agenda: The Secretary of the College shall give reasonable notice of each
26 meeting to members of the Faculty. The Secretary shall also distribute a proposed agenda for
27 each meeting, at least one week in advance of the meeting when practicable, to members of the
28 Faculty.

29
30 Ballots: Either the Dean or one-third of all faculty members eligible to vote may determine that a
31 formal vote conducted by written ballot is necessary on matters of special importance. For
32 purposes of a formal vote, a matter will be considered decided when a particular motion is
33 supported by at least a majority of all faculty members eligible to vote. Balloting may be
34 conducted by mail or e-mail when necessary to assure maximum participation in voting. When
35 conducting a ballot by mail or email, faculty members will be given one week to respond. If a
36 motion fails to receive a vote due to lack of quorum, then the dean at his or her discretion may
37 act to adopt or reject the motion on behalf of the faculty; for the dean to invoke such action, the
38 meeting must have been scheduled during business hours of a day on which Autumn or Spring
39 semester classes are in session, and the motion must have been distributed to the faculty, together
40 with an agenda and notice of the faculty meeting, at least one week prior to the meeting.
41 Additionally, when a simple majority of all faculty members eligible to vote cannot be achieved
42 on behalf of any motion, the Dean will necessarily make the final decision.

1 Appeals: Any vote of the assembled Faculty at a meeting shall be subject to appeal by a ballot of
2 the entire Faculty with voting rights as to that matter either upon request by twenty-five percent
3 of the faculty members present at the meeting at which the vote is taken, or upon written petition
4 addressed to the Secretary of the College by twenty-five faculty members, such petition being
5 received at the administrative offices of the College within seven days of the time the vote is
6 taken. Ballots shall be distributed by the Associate Dean for Faculty Affairs, who is the
7 Secretary of the College with the Committee on Academic Affairs acting as tellers.

8
9 Minutes: Minutes of each meeting of the Faculty shall be prepared and preserved by the
10 Secretary of the College as a record of the proceedings of the College. A copy of the minutes
11 shall be distributed to each faculty member as soon as it is practicable.

12
13 Presiding Officer: Regular and special meetings of the Faculty shall be presided over by the
14 Dean. In the absence of the Dean or at the request of the Dean, the Associate Dean for Faculty
15 Affairs who is the Secretary of the Faculty shall preside.

16
17 Special policies pertain to voting on personnel matters, and these are set forth in the college's
18 Appointments, Promotion and Tenure Document.

19 20 **IX. Distribution of Faculty Duties and Responsibilities**


21
22 The faculty of the College of Engineering consists of individuals whose appointments and
23 responsibilities vary considerably; the variations in appointments and responsibilities allow for
24 the College to achieve its mission. Depending on their appointment, college faculty members'
25 responsibilities may include teaching, research, outreach and engagement, and/or service. The
26 guidelines outlined here do not constitute a contractual obligation. Fluctuations in the demands
27 and resources of the department and the individual circumstances of faculty members may
28 warrant temporary deviations from these guidelines. Assignments and expectations for the
29 upcoming year are addressed and adjusted as part of the annual review by the TIU head based on
30 TIU needs as well as faculty productivity and career development.

31
32 A full-time faculty member's primary professional commitment is to Ohio State University and
33 the guidelines below are based on that commitment. Faculty who have professional
34 commitments outside of Ohio State during on-duty periods (including teaching at another
35 institution, conducting research for an entity outside of Ohio State, or for external consulting)
36 must disclose and discuss these with the TIU head in order to ensure that no conflict of
37 commitment exists. Information on faculty conflicts of commitment is presented in the
38 University Policy on [Outside Activities and Conflicts](#).

39
40 During on-duty periods, faculty members are expected to be available for interaction with
41 students, research, and departmental meetings and events even if they have no formal course
42 assignment. On-duty faculty members should not be away from campus for extended periods of
43 time unless on an approved leave (see section XII) or on approved travel.

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

6 **A Duties and Responsibilities by Faculty Appointment**

7 Depending on their appointment, faculty in the college have a role in fulfilling the three-fold
8 mission of the College and the University: teaching, scholarship and service. Charts 1-3 outline
9 the expected activities of Tenure Track, Professional Practice, and Research Faculty as well as
10 Lecturers. In addition, these table includes 2 paths for professional practice faculty, one
11 (practice path) focused on bringing industry experience into the classroom and the other
12 (teaching path) on best practices in pedagogy. Boxes that are shaded yellow reflect activities that
13 are essential to that faculty path's contribution to the mission of the university. Cells marked 
14 are activities in which faculty may or may not engage, depending on assignments and negotiated
15 workload. ✓ in a cell means that the faculty member is expected to do that work as a matter of
16 course in their role, according to discipline, while ☒ means that there is no expectation for the
17 faculty member to undertake that activity.
18

1

Chart 1. Teaching Activities of Tenure Track, Professional Practice, and Research Faculty and Lecturers*

ACTIVITIES	TENURE TRACK	PROFESSIONAL PRACTICE		RESEARCH	LECTURERS
		Practice Path	Teaching Path		
A. Undergraduate, graduate, and professional courses taught in curricular and co-curricular settings;	✓ Can teach high-level courses due to their significant research experience in some research area(s)	✓ Teach across Bachelor's & Master's curricula. Teach courses that require some specific skills related to their work experience or connection with a professional or industry context.	✓ Teach across Bachelor's & Master's curricula.	○ Rarely, only under special circumstances.	✓
B. Involvement in graduate exams, theses, and dissertations	✓ major advisor	○	○	✓ major advisor	⊗
C. promoting, coaching and mentoring undergraduate researchers;	○	○	○	○	⊗
D. involvement in extension and continuing education	○	○	○	⊗	○
E. curriculum development	✓	✓ Translating practice into the classroom. Making a significant instructional or curricular impact in the department, college, campus and/or broader discipline.	✓ Making a significant instructional or curricular impact in the department, college, campus and/or broader discipline.	⊗	○
F. faculty and instructor professional development	✓	✓	✓	⊗	○
G. Evaluation and direction of student scholarship	✓	○	○	✓	⊗
H. academic advising	✓	○	○	○	⊗

* Shaded boxes reflect activities that contribute to that faculty path's major engagement in the mission of the university. Cells containing ○ denote activities in which faculty may or may not engage, depending on assignments and negotiated workload. ✓ in a cell means that the faculty member is expected to do that work as a matter of course in their role, dependent on discipline, while ⊗ means that there is no expectation at all that the faculty member would undertake that activity.

ACTIVITIES	TENURE TRACK	PROFESSIONAL PRACTICE		RESEARCH	LECTURERS
		Practice Path	Teaching Path		
I. writing textbooks, monographs and other compilations of essential education resources, including online teaching resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
J. advising of student groups and organizations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K. participation in student affairs programs and student services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. engaging in the Scholarship of Teaching (SoTL), including non-traditional forms of dissemination, and promulgating best practices in teaching.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

1
2

1

Chart 2. Scholarship Activities of Tenure Track, Professional Practice, and Research Faculty and Lecturers*

Activities	TENURE TRACK	PROFESSIONAL PRACTICE		RESEARCH	LECTURERS
		Practice Path	Teaching Path		
A. publishing scholarly works such as books and monographs, chapters in edited books, bulletins and technical reports, peer reviewed journal articles, editor reviewed journal articles, reviews and abstracts, papers in proceeding producing creative works disseminated through exhibitions, publications, and juried competitions	✓	●	●	✓	☒
B. presenting lectures at universities, symposia, and conferences	✓	●	●	✓	☒
C. submitting proposals	✓	●	●	✓	☒
D. conducting and directing original research or other creative activities	✓	●	●	✓	☒
E. editing books, and collections of research works	●	●	●	●	☒
F. developing software	●	●	●	●	☒
G. designing and/or supervising students in the construction of creative products (e.g., new building, alloy, machine, device, or software);	●	●	●	●	☒
H. developing and securing intellectual property such as patents, patent disclosures and licensing of university-developed intellectual property;	●	●	●	●	☒
I. commercializing intellectual property through innovation and entrepreneurial activities such as entity creation	●	●	●	●	☒
J. leadership and contribution to systems related best practices in industry and government;	●	●	●	●	☒
K. engaging in reciprocal partnership with the community, involving mutually beneficial exchanges of knowledge and the creation, delivery and assessment of timely, unbiased, educational materials and programs that address relevant, critical and emerging issues.	●	●	●	●	☒

* Shaded boxes reflect activities that contribute to that faculty path's major engagement in the mission of the university. Cells containing ● denote activities in which faculty may or may not engage, depending on assignments and negotiated workload. ✓ in a cell means that the faculty member is expected to do that work as a matter of course in their role, dependent on discipline, while ☒ means that there is no expectation at all that the faculty member would undertake that activity.

1

Chart 3. Service Activities of Tenure Track, Professional Practice, and Research Faculty and Lecturers*

Activities	TENURE TRACK	PROFESSIONAL PRACTICE		RESEARCH	LECTURERS
		Practice Path	Teaching Path		
<p>A. Administrative service to the University can include:</p> <ul style="list-style-type: none"> • appointment or election to TIU, College, and/or University committees; • administrative positions held and superior organizational leadership; • inclusion and mentoring activities. 	✓	✓	✓	●	☒
<p>B. Professional service to the faculty member's discipline can include:</p> <ul style="list-style-type: none"> • editorships or service as a reviewer for journals or other learned publications; • offices held and other service to professional societies; • development of mechanisms to help bring people into the profession; • organization of and service to conferences, workshops and symposia. • participation in design juries or reviews. 	✓	●	●	✓	☒
<p>C. Provision of expertise to public and private entities beyond the University includes:</p> <ul style="list-style-type: none"> • reviewer of proposals; • external examiner; • service on panels and commissions; 	●	●	●	●	☒
<p>D. Professional consultation, engagement, or outreach to industry, government, education, and communities.</p>	●	✓	●	●	☒
<p>E. Make contributions to the governance and advancement of the department/school in a collegial manner that facilitates positive contributions by others, and</p> <p>F. Make useful contributions to the College, the University, industry, and/or civic community,</p> <p>G. Make useful contributions to the profession.</p>	✓	✓	✓	●	●

2

* Shaded boxes reflect activities that contribute to that faculty path's major engagement in the mission of the university. Cells containing ● denote activities in which faculty may or may not engage, depending on assignments and negotiated workload. ✓ in a cell means that the faculty member is expected to do that work as a matter of course in their role, dependent on discipline, while ☒ means that there is no expectation at all that the faculty member would undertake that activity.

1 Tenure-track Faculty

2 Tenure-track faculty members are expected to contribute to the university's mission via
3 teaching, scholarship, and service. Based on the university [workload guideline](#), the standard
4 workload expectations for a tenure track faculty member are between 40%-50% teaching,
5 between 40%-50% research, and 0-20% service. When a faculty member's contributions
6 decrease in one of these three areas, additional activity in one or both of the other areas is
7 expected.

8 9 **Teaching**

10 All tenure-track faculty members are expected to contribute to teaching in the TIU (Chart 1),
11 including large enrollment and specialized courses in both the undergraduate and graduate
12 curricula. The standard teaching assignment for full-time tenure-track faculty members is
13 determined by a faculty member's TIU. Faculty members are also expected to advise
14 undergraduate and graduate students and to supervise independent studies and thesis and
15 dissertation work.

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

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

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

33 34 **Scholarship**

35 All tenure-track faculty members are expected to be engaged in discovery, scholarly and
36 creative work, applied research, and/or the scholarship of pedagogy as defined in their [TIU
37 Appointments, Promotion, and Tenure Document](#). Faculty engaged in basic or applied
38 research are expected to attract extramural funding that supports their efforts. Faculty
39 members are also expected to seek appropriate opportunities to obtain patents and to engage
40 in other commercial or entrepreneurial activities stemming from their research.

41 42 **Service**

43 Tenure-track faculty members are expected to be engaged in service and outreach to the
44 university, profession and community (Chart 3). Expectations are set by TIUs and can be
45 adjusted depending on the nature of the assignment. All faculty members are expected to

1 attend and to participate in faculty meetings, faculty and student recruitment activities, and
2 other TIU and College events.

3 2 Professional Practice Faculty

4 Professional practice faculty are expected to contribute to the university's mission through
5 teaching and some combination of scholarship and service. Based on the university [workload](#)
6 [guideline](#), the standard workload expectations for professional practice faculty are between
7 65-75% teaching, between 25-35 % scholarship and service, with no more than 10% time
8 spent on scholarship.

9 All professional practice faculty are expected to contribute to the teaching of courses in the
10 TIU. In teaching, the expectation is that those on the Practice Path will be engaged with
11 bridging the classroom and professional practice and contributing to courses or instructional
12 situations involving professional skills. Those on the Teaching Path will engage in
13 promulgating state of the art teaching in engineering classrooms. The expectation for those
14 on the Teaching Path is usually that they be involved in the scholarship of teaching and
15 learning (Chart 1, Line L).

16 Teaching assignments for full-time professional practice faculty members will be adjusted in
17 consideration of the balance of activities in which professional practice faculty engage,
18 including, for example, an extraordinary quantity of advising or a larger number of student
19 credit hours as aligned with Section D below. Faculty members who are especially active in
20 service may have a reduced teaching assignment. Likewise, faculty members who are
21 relatively inactive in service may have an increased teaching assignment. Faculty members
22 who are engaged in extraordinary service activities (to the department, college, university,
23 and in special circumstances professional organizations within the discipline) (eg: major
24 curriculum initiative, accreditation lead, special university projects, program or center
25 directorship, or other administrative leadership) may have a reduced teaching assignment.

26 There are no expectations of scholarship for professional practice faculty; scholarship
27 activities may be undertaken with explicit negotiations about the use of their time with their
28 supervisors and is not required for promotion. Specific expectations of scholarship are set by
29 the TIU, including what methods of dissemination are appropriate for the field. TIUs may
30 choose to consider dissemination avenues that are wider than expectations for tenure-track
31 faculty. In setting scholarship expectations, TIUs should recognize that the predominant
32 responsibility of professional practice faculty is to teach.

33 Service expectations are similar to those for the tenure-track (Chart 3), with the exception
34 that faculty on the Practice Path are expected to foster engagement in professional practice,
35 maintain ties with industry, or engage in creative endeavors furthering the practice of the
36 field (Chart 3, Line D). Generally, professional practice faculty members are expected to be
37 engaged in service and outreach to the university, profession, and community. Expectations
38 are set by TIUs and can be adjusted depending on the nature of the assignment. All faculty
39 members are expected to attend and to participate in faculty meetings, faculty and student
40 recruitment activities, and other TIU and College events.

1 Within the college, some Professional Practice faculty have 9-month appointments and others
2 have 12-month appointments. Work beyond individual course preparation should be
3 compensated; continuous individual course improvement does not merit extra compensation.
4 Some examples of work that would warrant compensation over the summer months or a 12-
5 month position:

- 6 • Major restructuring of a course sequence or curriculum design to bring back to
7 faculty for comment and vote.
 - 8 • Teaching over the summer.
 - 9 • Meetings with students over the summer to support summer projects.
 - 10 • Advising large numbers of students over the summer.
 - 11 • Industry outreach to develop projects for capstone (15-18+ projects).
 - 12 • Ad hoc program development.
 - 13 • Overseeing or directing a program within a unit.
- 14

15 3 Research Faculty

16 Research faculty members are expected to contribute to the university's mission through
17 research. In accord with [Faculty Rule 3335-7-34](#), a research faculty member may, but is not
18 required to, participate in educational activities in the area of his or her expertise on a limited
19 basis. Under no circumstances may a member of the research faculty be continuously
20 engaged over an extended period of time in the same instructional activities as tenure-track
21 faculty. An exception to this rule is the mentoring of graduate students in research. It is
22 expected that research faculty will oversee and mentor graduate students as appropriate in
23 their research program. A normal workload for research faculty members is 90-100%
24 research and 0-10% service or teaching. Research expectations are similar to those for the
25 tenure-track, albeit proportionally greater since the majority of effort for faculty members on
26 the research track is devoted to research. Specific expectations are spelled out in the letter of
27 offer.

28 4 Associated Faculty

29 Compensated associated faculty members are expected to contribute to the university's
30 mission via teaching or research depending on the terms of their individual appointments.
31 Faculty members with tenure-track titles and appointments <50% FTE will have reduced
32 expectations based on their appointment level. Expectations for compensated visiting faculty
33 members will be based on the terms of their appointment and are comparable to that of
34 tenure-track faculty members except that service is not normally required. The standard
35 teaching assignment for full-time lecturers is to be specifically defined in the TIU
36 governance documents and should be prescribed with the understanding that the University
37 standard for a lecturer full-time teaching load is 8 courses per year. Charts 1-3 outline the
38 activities expected of Lecturers.

39

40 **B Guidelines on Teaching Assignments**

41 Teaching loads in the college will be determined at the TIU level according to processes

1 developed and approved by that unit. All tenured, tenure-track, and professional practice faculty
2 are expected to contribute to their unit's teaching, including large enrollment and specialized
3 courses. Average teaching loads for faculty should be compatible with the appropriate
4 benchmarks in peer universities. In order to achieve equitable workloads for all faculty, the
5 teaching load for an individual faculty member will be adjusted appropriately in response to
6 variations in research and/or service activities. Additional guidelines with respect to faculty
7 teaching load are found in the Office of Academic Affairs [Policies and Procedures Handbook](#),
8 Volume 1, Chapter 2, Sections 1.4.3 and 1.4.3.1.

9 **C Special Assignments**

10 Information on special assignments (SAs) is presented in the [OAA Special Assignment Policy](#).
11 Faculty may request an SA, consistent with the TIU's requirements for SA proposals. The TIU
12 head shall make a recommendation to the Dean regarding an SA proposal. Award of the SA will
13 be based on the quality of the proposal and its potential benefit to the department or university
14 and to the faculty member as well as the ability of the department to accommodate the SA at the
15 time requested.

16 **D Guidelines for Determining FTE Exceptions to Faculty Appointments Policy**

17 There are instances where the workload associated with a course is greater than or less than the
18 university-wide ratio of one (1) 3-credit course to 0.25 FTE. In such cases, the unit should
19 request approval for an FTE adjustment.
20

21 At other times there may be unique circumstances surrounding the specific instance the course is
22 offered that increase the workload. In these cases, the unit should request approval for additional
23 compensation for the faculty member teaching the course or reduce other responsibilities.
24

25 In all cases, units must provide evidence to justify requests to increase or decrease the credit-
26 hour to FTE equivalency beyond the university-wide ratio of one (1) 3-credit course to 0.25 FTE.
27

28 **Activities that may warrant additional compensation include the following:**

- 29
- 30 • Faculty member assigned a course for the first time.
- 31 • Faculty member requested to simultaneously significantly revise and teach a course
- 32 • Faculty member requested to teach a class that is larger than usual
33

34 **Circumstances that may warrant adjusting FTE**

- 35
- 36 • Three hour-credit courses that exceed an average of two additional hours/week; the
37 FTE will be determined by assessing the average hours/week required for the
38 course
39
- 40 • 3-credit courses where the faculty member provides the lecture and GTAs provide
41 the recitation
42

- 1 • 4-credit courses where the faculty member provides the lecture and GTAs provide
2 the lab supervision and grading
- 3
- 4 • Courses involving individual instruction
- 5
- 6 • Advising, curriculum development, internship oversight may replace course
7 teaching
- 8
- 9 • Online course development
- 10
- 11 • Large enrollment courses
- 12

13 Note these lists are not exhaustive; they serve only as examples.

14 **E Modification of Duties**

15 The College of Engineering strives to be a family-friendly unit in its efforts to recruit and retain
16 faculty members. To this end, the college is committed to adhering to its guidelines on
17 modification of duties to provide its faculty members flexibility in meeting work responsibilities
18 associated with birth or adoption of a child, or care for an immediate family member who has a
19 serious health condition, or a qualifying exigency arising out of the fact that the employee's
20 immediate family member is on covered active duty in a foreign country or call to covered active
21 duty status. See [Appendix C](#) for details.

22
23 A faculty member requesting a modification of duties for childbirth/adoption/fostering and the
24 TIU head should be creative and flexible in developing a solution that is fair to both the
25 individual and the TIU while addressing the needs of the university. Expectations must be
26 spelled out using the College of Engineering form that the faculty member, TIU head, and the
27 Dean sign to indicate agreement.

28
29 Faculty may be eligible for additional leave under the [Family Medical Leave Policy](#) and/or the
30 university's paid parental leave guidelines as described in its [Policy on Paid Leave Programs](#).

31
32 See also Parental Leave Policy in Section XII.

33 **X Course Offerings and Teaching Schedule**

34 Each TIU head will develop annually a schedule of course offerings and teaching schedules in
35 consultation with the faculty, both collectively and individually. While every effort will be made
36 to accommodate the individual preferences of faculty, the department's first obligation is to offer
37 the courses needed by students at times and in formats, including on-line instruction, most likely
38 to meet student needs. To assure classroom availability, reasonable efforts must be made to
39 distribute course offerings across the day and week. To meet student needs, reasonable efforts
40 must be made to assure that course offerings match student demand and that timing conflicts
41 with other courses students are known to take in tandem are avoided. A scheduled course that
42 does not attract the minimum number of students required by [Faculty Rule 3335-8-16](#) will
43 normally be cancelled and the faculty member scheduled to teach that course will be assigned to

1 another course for that or a subsequent semester. Finally, to the extent possible, courses required
2 in any curriculum or courses with routinely high demand will be taught by at least two faculty
3 members across semesters of offering to assure that instructional expertise is always available for
4 such courses.

5 **XI Allocation of College Resources**

6 The dean is responsible for the fiscal and academic health of the college and for assuring that all
7 resources—fiscal, human, and physical—are allocated in a manner that will optimize
8 achievement of college goals. The dean will allocate resources in support of the mission of the
9 college after consultation with the executive committee. However, final decisions on resource
10 allocation rest with the dean.

11
12 The allocation of salary funds is discussed in the Appointments, Promotion and Tenure
13 Document.

14 **XII Leaves and Absences**

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

19 **A Discretionary Absence**

20 Faculty are expected to complete a travel request or a [request for absence](#) well in advance of a
21 planned absence (for attendance at a professional meeting or to engage in consulting) to provide
22 time for its consideration and approval and time to assure that instructional and other
23 commitments are covered. Discretionary absence from duty is not a right and the chair retains the
24 authority to disapprove a proposed absence when it will interfere with instructional or other
25 comparable commitments. Such an occurrence is most likely when the number of absences in a
26 particular semester is substantial. Rules of the University Faculty require that the Office of
27 Academic Affairs approve any discretionary absence longer than 10 consecutive business days
28 (See [Faculty Rule 3335-5-08](#)); such absences must be requested at [Workday](#) prior to the leave.

29 **B Absence for Medical Reasons**

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

1 **C Unpaid Leaves of Absence**

2 The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of
3 absence are set forth in OHR [Policy 6.45](#).

4 **D Faculty Professional Leave (FPL)**

5 Information on faculty professional leaves is presented in the [OAA Policy on Faculty](#)
6 [Professional Leaves](#) and supplemented in Appendix D, College of Engineering Faculty
7 Professional Leave Policy. The information provided below supplements these policies. Requests
8 for professional leave from eligible faculty members will be reviewed at the TIU level according
9 to established procedures. The TIU head will submit the approved requests in rank order with
10 recommendations to the Dean. Requests that reach the Dean will be reviewed by the College
11 Faculty Professional Leave committee, as described in the appendix, that will rank them in
12 priority order and submit them to the Dean with their recommendations for the Dean's
13 submission to the Executive Vice President and Provost. Highest priority in the review process
14 will be given to those applicants who have a positive record of achievement, service, and
15 commitment to the University and can show the benefits of the requested leave to their
16 continuing professional development and to the University. Specifically, the committee assesses
17 applications based on: (1) the degree to which the proposed activity meets the stated objectives of
18 the Professional Leave Program, which are: a) to enhance their teaching effectiveness, scholarly
19 interests and overall performance. b) the University's academic programs can be strengthened
20 and developed. (2) The degree to which the applicant's goals can realistically be achieved during
21 the period requested. In the event that the number of qualified applicants exceeds the number of
22 leaves available, applicants will be judged on quality of the proposal and elapsed time since any
23 previous leave.

24
25 The application should follow the form provided by the Office of Academic Affairs. The
26 application should provide the committee with (1) a clear indication of the activity to be
27 undertaken during the leave, (2) insight into the motivation for the leave, and (3) the expected
28 outputs and outcomes to be realized from the leave experience, and (4) Letters of invitation or
29 support from sponsors of the planned leave activity.

30 **E Parental Leave**

31 The university and this college recognize the importance of parental leave to faculty members.
32 Details are provided in the OHR [Parental Care Guidebook](#), Paid Time Off Program [Policy 6.27](#),
33 and the [Family and Medical Leave Policy 6.05](#). To further support new parents, the college
34 promotes the modification of duties as outlined in Appendix C: Policy on Modification of
35 Duties.

36 **XIII Supplemental Compensation and Paid External Consulting**

37 Information on faculty supplemental compensation is presented in the OAA [Policy on Faculty](#)
38 [Compensation](#). Information on paid external consulting is presented in the university's [Policy on](#)
39 [Faculty Paid External Consulting](#). The information provided below supplements these policies.

40

1 This college adheres to these policies in every respect. In particular, the College of Engineering
2 and the Knowlton School of Architecture expect faculty members to carry out the duties
3 associated with their primary appointment with the university at a high level of competence
4 before seeking or engaging in other income-enhancing opportunities. All activities providing
5 supplemental compensation must be approved by the TIU head regardless of the source of
6 compensation. External consulting must also be approved. Approval will be contingent on the
7 extent to which a faculty member is carrying out regular duties at an acceptable level, the extent
8 to which the extra income activity appears likely to interfere with regular duties, and the
9 academic value of the proposed consulting activity to the department. In addition, it is university
10 policy that faculty may not spend more than one business day per week on supplemental
11 compensation activities and external consulting combined.

12
13 Faculty with an administrative position (for example, chair, associate/assistant dean, center
14 director) remain subject to the Policy on Faculty Paid External Consulting and with appropriate
15 approval, are permitted to engage in paid external work activities. However, faculty members
16 with administrative positions are not permitted to accept compensation/honoraria for services
17 that relate to or are the result of their administrative duties and responsibilities.

18
19 Should a faculty member wish to use a textbook or other material that is authored by the faculty
20 member and the sale of which results in a royalty being paid to him or her, such textbook or
21 material may be required for a course by the faculty member only if (1) the faculty member's
22 TIU head and Dean or designee have approved the use of the textbook or material for the course
23 taught by the faculty member, or (2) an appropriate committee of the TIU or College reviews and
24 approves the use of the textbook or material for use in the course taught by the faculty member.

25
26 Faculty who fail to adhere to the university's policies on these matters, including seeking
27 approval for external consulting, will be subject to disciplinary action.

28 **XIV Financial Conflicts of Interest**

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

34
35 Faculty members with external funding or otherwise required by university policy are required to
36 file conflict of interest screening forms annually and more often if prospective new activities
37 pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to
38 cooperate with university officials in the avoidance or management of potential conflicts will be
39 subject to disciplinary action.

40
41 In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment
42 that arise in relation to consulting or other work done for external entities. . Further information
43 about conflicts of commitment is included in section IX above.

1 **XV Grievance Procedures**

2 Faculty or staff members who have a grievance with the college and its individual units should
3 first discuss the matter with their TIU head, who will review the matter as appropriate and
4 either seek resolution or explain why resolution is not possible. This section deals with
5 grievances that have proceeded from the TIU level to the college level. If the grievance
6 involves the TIU head or the TIU head is not the appropriate contact for some other reason, the
7 faculty or staff member should bring the matter to the attention of the Associate Dean of
8 Faculty Affairs or the College of Engineering Human Resources Business Partner
9 respectively. Complaints concerning those parties should be brought to the attention of the
10 dean.

11 **A Salary Grievances**

12 A faculty or staff member who believes that his or her salary is inappropriately low should
13 discuss the matter with the chair. The faculty or staff member should provide documentation to
14 support the complaint.

15
16 In cases that cannot be resolved at the TIU level, a faculty member may file a salary grievance
17 with the dean. The Salary Appeals Committee (see Appendix A, section D) handles salary
18 appeals according to procedures outlined in the OAA [Policies and Procedures Handbook](#).
19 Staff members who are not satisfied with the outcome of the discussion with the chair and wish
20 to pursue the matter should contact [Employee and Labor Relations in the Office of Human](#)
21 [Resources](#).

22 **B Faculty Promotion and Tenure Appeals**

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

24 **C Faculty Misconduct**

25 Complaints alleging faculty misconduct or incompetence should follow the procedures set forth
26 in Faculty Rule [3335-5-04](#). The Investigation Committee (see Appendix A, section C) handles
27 cases of faculty misconduct according to procedures outlined in the OAA [Policies and](#)
28 [Procedures Handbook](#).

29 **D Harassment, Discrimination, and Sexual Misconduct**

30 The [Office of Institutional Equity](#) exists to help the Ohio State community prevent and respond
31 to all forms of harassment, discrimination, and sexual misconduct.

32
33 Ohio State's policy and procedures related to affirmative action and equal employment
34 opportunity are set forth in the university's [policy on affirmative action and equal employment](#)
35 [opportunity](#).

36
37 Ohio State's policy and procedures related to nondiscrimination, harassment, and sexual
38 misconduct are set forth in the university's policy on [nondiscrimination, harassment, and sexual](#)
39 [misconduct](#).

1 **E Violations of Laws, Rules, Regulations, or Policies**

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

5 **F Complaints by and about Students**

6 Normally student complaints about courses, grades, and related matters are brought to the
7 attention of individual faculty members. In receiving such complaints, faculty members should
8 treat students with respect regardless of the apparent merit of the complaint and provide a
9 considered response. When students bring complaints about courses and instructors to the TIU
10 head, the head will first ascertain whether or not the matter requires confidentiality. If
11 confidentiality is not required, the head will investigate the matter as fully and fairly as possible
12 and provide a response to both the student(s) and faculty member affected. If confidentiality is
13 required, the head will explain that it is not possible to fully investigate a complaint in such
14 circumstances and will advise the student(s) on options to pursue without prejudice as to whether
15 the complaint is valid or not. When grade grievances rise to the level of the college, those
16 grievances are addressed in accordance with Faculty Rule [3335-8-23](#).

17
18 Faculty complaints regarding students must always be handled strictly in accordance with
19 university rules and policies. Faculty members should seek the advice and assistance of the TIU
20 head and others with appropriate knowledge of policies and procedures when problematic
21 situations arise.

22 **G Academic Misconduct**

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

26

1 **Appendix A: Overview of College Committees**

2 **A College Committee on Academic Affairs (CCAA)**

- 3 1. Faculty Membership: One member shall represent each undergraduate degree-granting
4 program, including the Department of Food, Agricultural and Biological Engineering,
5 Center for Aviation Studies, and the Engineering Physics Program; but excluding the
6 Austin E. Knowlton School of Architecture. The Department of Engineering Education,
7 while not granting an undergraduate degree, shall have one member. Each college center
8 offering an approved undergraduate degree program shall be permitted to appoint a
9 member. The term of membership shall be three years, such terms beginning at the start
10 of autumn semester.
- 11 2. Each program through its representative, as defined in paragraph 1 above, shall have one
12 vote on the committee. If a department wants only one vote, even when it has two or
13 more degree granting programs within it, the department must declare as such at the
14 beginning of the academic year. That department shall have one vote until the beginning
15 of the next academic year, at which point the declaration must be made again.
- 16 3. Other Membership: Other members shall include the following: the director or designee
17 of the office of Professional and Distance Education Programs, one undergraduate
18 engineering student, one graduate engineering student, one undergraduate academic
19 advisor and one graduate program coordinator (or equivalent). The term of membership
20 shall be one year. Each of these members shall have one vote.
- 21
22 4. Appointment of Members: The chair or director of each concerned program shall appoint
23 members as they are defined in paragraph 1 above. As defined in paragraph 3 above, the
24 assistant dean for Curriculum and Assessment shall appoint student members, and the
25 director for the Office for Engineering Academic Success and Engagement shall appoint
26 the advisor member.
- 27 5. Ex officio Members: Ex officio members shall include the following: the associate dean
28 for Academic Programs and Student Services, the associate dean of Graduate Programs,
29 the assistant dean for Curriculum and Assessment, the director for Engineering Academic
30 Success and Engagement, a faculty member (or curricular representative) from The
31 Austin E. Knowlton School of Architecture, and one member from the Office of
32 Community, Access, Retention and Empowerment. Ex officio members do not have
33 voting privileges.
- 34
35 6. Representation by Members: Each member is expected to become familiar with and
36 advance before the committee proposals originating in the program from which the
37 member is selected. Each member also has the responsibility to act for the benefit of the
38 college as a whole.
- 39 7. Officers: During each spring semester, the committee shall elect from its continuing
40 members a chair for the following year beginning at the start of autumn semester. The
41 Associate Dean for Academic Programs and Student Services shall arrange for

1 appointment of a secretary of the committee, usually the Assistant Dean for Curriculum
2 and Assessment, with the right to discuss but without the right of vote.

3 8. Powers Delegated: Notwithstanding the separate powers of the Austin E. Knowlton
4 School of Architecture, the committee shall: (a) Certify at the end of each semester lists
5 of students who have fulfilled the requirements for a degree, or for whom special
6 recommendation is made, and recommend candidates for degrees to the faculty
7 membership of the University Senate and the Board of Trustees. The committee may
8 delegate this task or any portion of it to the secretary of the committee. (b) Review and
9 approve all new curriculum and curriculum change proposals. This includes proposals
10 for multi-disciplinary programs where the college is a partner. (c) Review and approve or
11 disapprove all course and course change proposals. (d) Establish and review as needed
12 conditions under which the chair or officers may act upon its behalf for other curricular
13 related matters.

14 9. Responsibility of Academic Policy: The committee shall be responsible for making
15 recommendations to the faculty of the college concerning the educational and academic
16 policies of the college. This shall include, but shall not be limited to, the responsibility to
17 make recommendations concerning the establishment, alteration, and abolition of all
18 curricula and courses offered by the college or any division thereof, of all degrees and
19 certificates supervised by the college, of all departments and schools of the college
20 authorized to offer for-credit courses or degree programs. In carrying out its activities
21 under this paragraph, the committee shall, when appropriate, utilize its counterpart
22 committee in the Austin E. Knowlton School of Architecture.

23 10. Action of the Committee: No actions of the committee shall be effective until relevant
24 parties are notified by the Assistant Dean for Curriculum and Assessment.

25 11. Minutes: The secretary of the committee shall prepare minutes of committee meetings
26 and shall distribute them to each member of the committee.

27 12. Appeal: Any action of the committee may be appealed to the faculty of the college by
28 twenty-five percent of the members of the committee present at the meeting at which the
29 vote is taken or upon written petition, addressed to the Associate Dean for Academic
30 Programs and Student Services, signed by twenty-five faculty members or by the
31 majority of the faculty members of any department, such petitions being received at the
32 administrative offices of the college within ten days after publication of the minutes
33 containing a report of the action. The action being appealed shall be placed on the
34 agenda, referred to in [Section VIII](#) of the College of Engineering's POA, for the next
35 regular or special meeting of the faculty of the college.

36 **B Promotion and Tenure Committee**

37 1 In accordance with [Faculty Rule 3335-6-04\(C\)](#), the College of Engineering shall have a
38 Promotion and Tenure Committee. The purposes of the College Promotion and Tenure
39 Committee are:
40

- 1 a. To ensure that high standards of excellence are maintained in the college promotion and
2 tenure process.
- 3 b. To serve as an advisory body to the Dean on matters concerning faculty promotion and/or
4 tenure.
- 5 c. To determine whether TIUs have conducted a rigorous promotion and/or tenure review
6 and reached a recommendation consistent with College and TIU policies, procedures,
7 practices, and standards.
- 8 d. To determine where the weight of the evidence lies in promotion and/or tenure cases in
9 which there is not a clear or consistent recommendation from the review conducted in the
10 TIU.
- 11 e. If requested by the Dean or the Dean's designee, to review TIU Appointments, Promotion
12 and Tenure documents and recommend to the Dean that the document submitted to the
13 Dean for approval be: (1) approved and forwarded to the Office of Academic Affairs, or
14 (2) returned to the TIU with changes recommended.
- 15 f. To review proposed changes to the College's Appointments, Promotion and Tenure
16 document, and recommend to the Dean that the proposed changes be (a) approved and
17 forwarded to the Office of Academic Affairs, (b) not approved, or (c) revised.

18 2 Membership

19 Membership consists of at least twelve tenure track faculty at the rank of Professor appointed
20 by the Dean, each serving a three-year term. Up to an additional two senior members from
21 the professional practice faculty may be appointed by the Dean, each serving a three-year
22 term, to assess professional practice faculty candidates only. Up to an additional two senior
23 members from the research faculty may be appointed by the Dean, each serving a three-year
24 term, to assess research faculty candidates only. Professional practice or research faculty
25 cannot participate or vote on promotion and tenure matters of tenure track faculty.
26 Membership shall be rotated to ensure fair and balanced participation among the TIUs. For
27 the purpose of establishing committee membership, the Sections in The Knowlton School of
28 Architecture shall be treated as TIUs so that the Knowlton School may nominate a member
29 each year and an alternate to facilitate equitable assessment of the School's unique
30 disciplines. Committee members from any one section need not automatically recuse
31 themselves from assessment of candidates originating from the other sections. Each year,
32 eight tenure track faculty members will remain on the P&T Committee for the following
33 year. One of these shall be appointed by the Dean in spring to serve as P&T Committee Chair
34 the following year. New appointments will be made in spring to commence the following
35 year.

36 3 Recommendations

37 Committee recommendations to the Dean shall be in writing and report the vote of the
38 Committee on the particular matter deliberated by the Committee.
39
40

1 **C Investigations Committee**

2 In accordance with [Faculty Rule 3335-5-04](#), the Dean will convene a grievance committee to
3 review and recommend to the Dean disposition of an appeal, or referral by department chairs or
4 school directors, of a complaint against tenured/tenure-track, professional practice, research or
5 associated faculty members. Each investigations committee comprises three persons, each of
6 whom is a tenured faculty member, selected by the Dean from among those College units not
7 party to the complaint. The committee may select from among its members a chair.

8
9 The Investigations Committee follows the investigations process established in Faculty Rule
10 [3335-5-04](#).

11 **D Faculty Salary Appeals Committee**

12 In accordance with Office of Academic Affairs requirements, the College of Engineering shall
13 have a Faculty Salary Appeals Committee. The Faculty Salary Appeals Committee is an ad-hoc
14 committee. The Dean will convene a Faculty Salary Appeals committee to review faculty salary
15 appeals that cannot be settled at the department level, and to make recommendations to the Dean
16 concerning the disposition of such cases. A Faculty Salary Appeals committee comprises three
17 persons, each of whom is a TIU Head, selected by the Dean from among those College units not
18 party to the appeal. A TIU head whose salary decision is being appealed does not serve on the
19 committee. The committee may select from among its members a chair when the committee is
20 convened to hear an appeal.

21 **E Executive Committee**

22 The Executive Committee is responsible for the administrative leadership of the College, and the
23 execution of its strategic plan and all pertinent policies and procedures. The Executive
24 Committee is chaired by the Dean, and includes all Associate Deans, Knowlton School Director,
25 and Department Chairs within the College. Other members may be added at the discretion of the
26 Dean.

27 **F Engineering Staff Advisory (ESA) Committee**

28 The ESA Committee shall advise the Dean on matters concerning the college staff. It is
29 comprised of 11 members. Members of the committee and its chair are appointed for two-year
30 terms by the Dean, and will include representation from staff throughout the College and the
31 COE Human Resources Director. The Committee will select a rotating chair.

32 **G Faculty Professional Leave (FPL) Committee**

33 The FPL Committee shall advise the Dean on applications for FPL. It is comprised of seven
34 members at the rank of Associate Professor and/or Professor appointed for two-year terms by the
35 Dean. The Associate Dean of Faculty Affairs shall serve as the committee chair.

1 **H Research Committee**

2 The Research Committee shall advise the Dean on matters concerning the College’s research
3 strategy, programs, and research centers. The Research Committee is chaired by the Associate
4 Dean for Research, and includes directors of major college research centers and other faculty
5 members, as invited by the Associate Dean for Research, so as to provide representation across
6 the College.

7 **I Other Committees**

8 The Dean, the Faculty of the College, or the College Committee on Academic Affairs may each
9 establish or abolish additional committees and subcommittees. The individual or group that
10 establishes a committee or subcommittee has the primary responsibility to abolish it when it is no
11 longer needed. Ordinarily such committees and subcommittees should be established with a
12 specific charge and for a limited period of existence, but some will be standing committees, or
13 standing subcommittees of the Committee on Academic Affairs. Faculty members of the
14 standing subcommittees of the Committee on Academic Affairs shall be appointed by the Dean.
15 At least one member of each standing subcommittee of the College Committee on Academic
16 Affairs should also be a member of the College Committee on Academic Affairs. Annually, the
17 Secretary of the College shall distribute to each faculty member the membership of each standing
18 committee and of each standing subcommittee of the Committee on Academic Affairs.
19

20 **J Student Participation on College of Engineering Committees**

- 21 1 Policy: It is the policy of the Faculty that students serve on committees of the College
22 except where student input would not substantially enhance the effectiveness of the
23 committee, where the business of the committee has insubstantial effect on student
24 interests, or where compelling reasons require exclusion. Appointments of students to
25 committees should be made only after consultation with representatives of appropriate
26 student organizations. Student committee members are voting members.
27
- 28 2 Lists of Interested Students: The Associate Dean for Academic Programs and Student
29 Services shall at least annually make known to the students associated with the College,
30 including students in graduate and advanced professional degree programs, opportunities
31 for participation in the committee work of the College. The Associate Dean shall devise
32 convenient means for students to indicate their interest in such participation and shall,
33 from time-to-time, compile lists of those who have done so. All student appointments to
34 committees shall be made from these lists, each student first having been informed of the
35 nature of the committee and the normal workload associated with membership.
36
- 37 3 Committee on Academic Affairs: The lists referred to in this Appendix, section A.8
38 above, shall be made available to the Chair of the Committee on Academic Affairs who
39 shall appoint from the lists one undergraduate student and one graduate student to the
40 Committee for terms of office not to exceed one year. Unless otherwise determined by
41 the Committee, at least one student shall serve on each of its subcommittees. These
42 student members of the subcommittees, who need not be members of the Committee,

1 shall be appointed in the same manner by the Chair of the Committee on Academic
2 Affairs for terms not to exceed one year. Student members of the Committee on
3 Academic Affairs or its subcommittees shall not participate in matters referred to in this
4 Appendix, section A.8.

1 **Appendix B: Establishment and Review of College Centers**

2
3 [Faculty Rule 3335-3-36](#), “Center Establishment” contains the rules governing establishment,
4 review and abolition of college centers. College of Engineering centers (herein after “College
5 Centers”) will be established and reviewed consistent with this Rule.

6 **A Purpose**

7 College Centers facilitate impactful, high-quality multidisciplinary research and education by
8 aggregating faculty, students and staff across multiple departments.

9 **B Definition**

10 A College Center is a unit within the College engaged in research, instruction, and/or outreach
11 and engagement. A center is generally defined as an organized group of faculty and research
12 staff that has come together to address an interdisciplinary research and educational mission. A
13 College Center will typically have a substantial research/scholarship component to its mission,
14 and this research should be interdisciplinary in nature, involving faculty members and graduate
15 students from two or more academic units within the college.

16
17 College Centers will generally not offer for-credit courses or degree programs, but such offering
18 may be allowed in certain cases. If the center proposes to offer for-credit or degree programs,
19 the proposal must also be reviewed by the College Committee on Academic Affairs, and will
20 require approval by both the College faculty and the Council on Academic Affairs (see Faculty
21 Rule [3335-3-36](#)). Prior to review by the College faculty, the College Committee on Academic
22 Affairs shall review and make a recommendation on such courses or degree programs.

23
24 Each Center will have a Director who reports to the Dean of the College of Engineering. The
25 Dean may appoint one or more associate deans to manage the formation, review, and oversight
26 of the Center.

27
28 The College will use the word ‘Center’ for multidisciplinary college centers (those that involve
29 faculty and students from different departments primarily within the College of Engineering).
30 The College prefers that university-level centers (those that involve faculty and students from
31 departments in different colleges and with significant activities across colleges) be termed
32 ‘Institutes.’ Guidelines for establishment and review of college and university centers are found
33 in [Faculty Rule 3335-3-36](#).

34 **C Procedure for Establishment of a College Center.**

35 Prospective centers wishing to formally establish in the College of Engineering should consult
36 with the Associate Dean for Research for guidance on center establishment. The establishment
37 of the center is formally initiated by submission of a proposal package, prepared by the proposed
38 Director and proposed oversight committee, that includes:

39
40 (a) Cover letter, describing the goals of the center, outlining its mission and scope, providing

1 a high-level overview of the research plan and business plan, and recommending an
2 initial Director and initial Faculty Advisory Committee. The cover letter should state
3 whether the proposed center is a college-level or university-level center.

4 (b) Draft Pattern of Administration (POA) including details about the goals, mission, scope,
5 history, research plan, affiliated faculty, governance, and organizational structure, staff,
6 5-year budget and financial projections, space and facilities (including major equipment),
7 and, performance metrics.

8 (c) Proposed budget and financial projections.

9 (d) Supporting document providing detail to back up the POA, including CV's of Center
10 leadership, affiliated faculty and FAC nominees; budget; evaluation criteria; and any
11 history of collaboration.

12
13 Templates of the POA and Supporting Document can be obtained from the Associate Dean for
14 Research. The research plan should describe the goals for conducting impactful, high-quality
15 research and how those research objectives will be achieved. The budget discussion and financial
16 plan should include all expected sources and uses of both internal and external funds for a period
17 of at least the first three years of operation, and should justify the likelihood for success.

18
19 Submit the center proposal documentation to the Associate Dean for Research (ADR). The ADR
20 will, in consultation with the Dean and the College Research Committee, recommend whether
21 the center will be a College Center. The center will be designated a College Center following the
22 completion of and favorable review by the Associate Dean of Research (ADR) or a committee
23 designated by the ADR. The review should take place within three months after the application
24 is submitted. Once approved, the center will be assigned an organization number within the
25 College that will be used to include the center in the College's budget process. The ADR will
26 notify the Office of Academic Affairs of any approved College center.

27 **D Procedure for Establishment of a University Center or Institute.**

28 If the center wishes to be designated as a *university center*, a proposal to establish an academic
29 center must be submitted to the Council on Academic Affairs (CAA). The Associate Dean for
30 Research in the College of Engineering should be consulted early in the process to ensure time
31 for appropriate evaluation and endorsement by the College. [Faculty Rule 3335-3-36](#) details the
32 process for preparing a university-level center establishment proposal. The completed proposal,
33 including endorsement letters from relevant department chairs and school directors, should be
34 submitted to the Associate Dean for Research. The ADR will evaluate the proposal in
35 consultation with the Dean and the College Research Committee as needed. The review should
36 take place within three months after the application is submitted. Upon favorable review, the
37 Dean will provide a letter of support to be included in the proposal package that is submitted to
38 CAA.

39 **E Appointment of College Center Directors**

40 The Center Director shall be the administrative head of a College center and represents the
41 members of the center to the Dean or others in the university administration. The director is
42 responsible for leading the center in developing and maintaining a robust, high-quality program.
43 The Director will have general administrative responsibility for the Center, subject to the

1 approval of the Dean. The director is appointed by the Dean, and appointments are generally for
2 a period of four years. A director shall be eligible for reappointment. The Center Director
3 reports to the Dean, or an Associate Dean if so directed by the Dean.

4 **F Reporting and Review of College Centers**

5 Each college center shall prepare and submit an annual report on the Center's activities during
6 the previous year, following the annual report template provided by the Associate Dean for
7 Research. The report should describe the major activities of the Center during the previous year,
8 and shall include a financial analysis and budget for the coming year. The report shall also
9 provide an analysis of the Center's activities with respect to its performance review criteria.

10
11 Each college center will undergo a formal review three years after initial establishment and at
12 five year intervals thereafter. The review of centers will be conducted by the College Research
13 Committee; if the center offers courses or degree programs, it will be reviewed by a committee
14 formed from members of both the College Research Committee and the College Committee on
15 Academic Affairs, as appointed by the Dean. The evaluating committee may, at its discretion,
16 appoint ad hoc committees (including faculty with expertise in the relevant subject area, and
17 usually also including administrators) to supervise the review process outlined below.

18
19 The center will prepare a self-study document that contains:

- 20 • A summary statement describing the purpose of the center and its scope of activities.
- 21 • A comprehensive self study that provides information regarding its mission, faculty,
22 administrative structure, budget, and evaluative criteria and benchmarks, as outlined in
23 [Faculty Rule 3335-3-36](#).

24
25 Upon receipt of the self-study, the evaluating committee will discuss and assess the self-study
26 with a focus on:

- 27
28 • relevance of the mission with respect to the College's strategic priorities
- 29 • effectiveness of the center's administration and leadership
- 30 • performance of the center relative to the center's stated evaluation criteria
- 31 • appropriateness of the budget and the continued financial viability
- 32 • effectiveness of its use of space and facilities.

33
34 The committee will meet with the director, oversight committee, and administrative staff as
35 appropriate to discuss the self-study. The committee may also consult with stakeholders or
36 external center advisory committee members, as appropriate.

37
38 Based on the review, the evaluating committee will provide a report to the Associate Dean for
39 Research. The report should evaluate the center's performance with respect to the focus points
40 above, and make recommendations about the center's mission, operation, financing, and
41 facilities. The report should also make an overall recommendation to either (a) renew the center,
42 (b) conditionally renew the center with a follow-up review in 1-2 years, or (c) dissolve the
43 center.

1 **G Change of Status of College Centers**

2 Any change of a College center's status will be reported to the Office of Academic Affairs by the
3 Associate Dean for Research.

4

1 **Appendix D: College of Engineering Faculty Professional Leave Policy**

2 The following statement is intended to provide the procedures and criteria under which
3 the college of Engineering may implement the Faculty Professional Leave Program
4 established by the September 9, 1977 resolution of the Board of Trustees of The Ohio
5 State University.

6 **A Objectives**

7 The goal of professional leave is to increase the scholarly competence of our faculty.
8 Such leave, available after seven years of employment, permits tenured faculty to utilize
9 up to a year to revitalize existing scholarly capabilities, to explore new avenues of
10 scholarship, or to formalize a significant body of scholarship.

11 **B Established By**

12 BOT Resolution No. 78-21 "Faculty Professional Leave Program" based on Statute
13 3345.28 of the Ohio Revised Code.

14 **C Procedures**

15 Requests for professional leave from eligible faculty members will be reviewed at the
16 departmental or school level according to established departmental procedures. The
17 department chairperson or school director will submit the approved requests (in rank
18 order) with his/her recommendations to the Dean. Requests that reach the Dean will be
19 reviewed by a college faculty review committee that will rank them in priority order and
20 submit them to the Dean with their recommendations for the Dean's submission to the
21 provost.

22 **D Criteria**

23 The eligibility and conditions for professional leaves are specified in the Board of Trustees
24 resolution governing the Faculty Professional Leave Program. Highest priority in the
25 review process will be given to those applicants who have a positive record of
26 achievement, service, and commitment to the University and can show the benefits of the
27 requested leave to their continuing professional development and to the University.

28
29 Specifically, the committee assesses applications based on:

- 30 (1) the degree to which the proposed activity meets the stated objectives of the
31 Professional Leave Program, which are:
32 a) faculty can enhance their teaching effectiveness, scholarly interests
33 and overall performance.
34 b) the University's academic programs can be strengthened and developed.
35 (2) The degree to which the applicant's goals can realistically be achieved during the
36 period requested.

37 In the event that the number of qualified applicants exceeds the number of leaves
38 available, applicants will be judged on quality of the proposal and elapsed time since their

1 last leave.

2 **E Contents**

3 The application should follow the form provided by the Office of Academic Affairs. The
4 application should provide the committee with (1) a clear indication of the activity to be
5 undertaken during the leave, (2) insight into the motivation for the leave, and (3) the expected
6 outputs and outcomes to be realized from the leave experience. Specific items of information
7 required include:

8
9 Application should be as specific as possible about planned activity. Other things
10 being equal, relocation, travel or a significant change in responsibilities is most highly
11 regarded. Although there are many advantages to spending the Professional Leave at
12 other institutions, it is acceptable to remain in Columbus if the plan for the leave can
13 be carried out satisfactorily.

14
15 Leaves to "write a proposal, complete a paper, or re-organize course material" are not
16 generally acceptable since these activities are part of the normal duties of a regular
17 faculty member in Engineering. However, if, for example, the completion of any one of
18 these activities could not be accomplished without extensive visits to or residency at a
19 sister institution, time away from campus, etc. a Professional Leave could be
20 appropriate.

21
22 Letter of invitation or support from sponsors of the planned leave activity is particularly
23 effective in clarifying the intended experience. Where preparation of a book manuscript
24 is the objective, some indication of the expected outcomes is highly desirable.
25 Industrial experience of a significant nature can be particularly appropriate use of
26 Professional Leave.

27 **F Report**

28 Following the leave, a written report is expected to the Office of the Associate Dean for
29 Academic Affairs in the College of Engineering, summarizing the accomplishments during the
30 leave period. See the OAA handbook for additional guidance concerning the expected content
31 of the report.

32
33

1 **Appendix E: Policy on Appointment of Associate Chairs/Directors**

- 2 1. The size and/or the nature of the business of an academic unit may indicate that the
3 appointment of an associate chair/director is appropriate.
4
- 5 2. The chair/director of an academic unit desiring the appointment of an associate chair/director
6 must submit a written request of the Dean explaining the rationale for the appointment.
7
- 8 3. The Dean possesses the authority to approve or deny the request for the appointment of an
9 associate chair/director.
10
- 11 4. Associate chairs/directors must hold the minimum faculty rank of associate professor, and be
12 a regular 1.00 FTE nine month faculty person.
13
- 14 5. The position of associate chair/director must be described in the unit's *Pattern of*
15 *Administration*, including the procedure by which the associate chair/director is selected.
16
- 17 6. The appointment of an associate chair/director must be to the University classification of
18 "Associate Chair/Director," at the appropriate FTE. The unit is responsible for funding the
19 appointment.
20
- 21 7. During the regular academic year, August 15 through May 15, an associate chair/director is
22 to be appointed for not less than 0.25 FTE and not more than 0.75 FTE.
23
- 24 8. During the summer, an associate chair/director appointment cannot exceed a cumulative total
25 of two months at 1.00 FTE.
26
- 27 9. The ending date of an associate chair/director appointment cannot extend beyond that of the
28 appointment of the incumbent chair/director of the unit.
29
- 30 10. The associate chair/director of the unit serves at the pleasure of the unit's chair/director.
31
- 32 11. Associate chairs/directors may receive a 10% administrative supplement for their service as
33 an associate chair/director (the supplement will be added to the FTE associated with the
34 associate chair/director appointment only, including any summer stipend).
35
- 36 12. The duties and responsibilities of an associate chair/director are to be adjusted by the
37 chair/director to accommodate the administrative nature of the associate chair's/director's
38 appointment.
39

1 **Appendix F: Endowed Chair/Professor Guidelines**

2 The ability to provide Excellence at Scale is among the College of Engineering’s most
3 significant competitive advantages and a key ingredient to the strategic growth of the college in
4 the years to come.

5
6 We excel when we leverage our scale and integrate our breadth in the context of critical
7 challenges to generate high-impact innovation, discovery and education. To advance the College
8 of Engineering and the Knowlton School, we seek to combine our diverse assets into new,
9 innovative and stronger partnerships across all disciplines.

10
11 As a college, one of our foundations is our seeking to build and nurture a community and culture
12 of humanity that reflects our university values. Within this foundation, our goal for faculty
13 includes advancing and implementing equitable recruitment and retention in a way that promotes
14 social equity, addresses racial disparities, and increases access and success, while fortifying our
15 growth. We seek to use our endowed positions to achieve this goal.

16
17 These guidelines align with the University Policy on Faculty Appointments and serve to define
18 the expectations for the appointment and review of endowed chairs and professorships.

19
20 **A. Description of the impact of endowed positions for the academic unit**

21 Appointment to an endowed faculty position, including endowed chairs and endowed
22 professorships, is one of the highest honors an academic institution can bestow upon a faculty
23 member. At the Ohio State University, endowed faculty are essential to achieving and increasing
24 excellence in our mission.

25
26 Endowed positions illustrate the powerful partnership between faculty and philanthropists in
27 defining areas of discovery and bringing them to life. A specific endowment agreement sets the
28 purposes and terms of appointment of the endowed faculty position. Endowments are subject to
29 review by the dean and approval by the Board of Trustees.

30
31 As aligns with the mission of the College of Engineering, endowed positions are used for the
32 recruitment and retention of faculty. Endowed positions highlight faculty talent and lend
33 prestige to both the unit and the individual faculty member. National and international
34 recognition of the highest level of intellectual leadership, excellence, and performance are
35 expected in the appointment of a Chair Holder in areas including research and scholarship,
36 teaching/education, and professional service, in keeping with the shared values of the university.

37
38 **B. Criteria for appointment**

39 Appointments to endowed positions are based on an appropriate combination of a track record
40 of:

- 41
42
 - 43 • Recognized scholarly impact;
 - 44 • Successful competitive research funding and collaborative research;
 - Demonstrated strong commitment to cultivating an equitable, diverse, and inclusive

- 1 environment;
- 2 • Quality teaching at the undergraduate and graduate levels and interdisciplinary education;
 - 3 • Service to, and leadership of, the profession and the university;
 - 4 • and compatibility with the specifications established by the donor of the position.

5

6 Situations that may prompt the awarding of an endowed position include having won one of the
7 most prestigious and important awards or initiatives in their field coupled with research
8 preeminence and impact, the recognition of an impactful career, or the retention of a faculty
9 member who may be seeking to leave the unit who meets these criteria.

10

11 **C. Criteria for reappointment**

12 Reappointments to endowed positions are based on continued scholarly activity, including
13 maintaining an outstanding research portfolio as well as leading and catalyzing initiatives beyond
14 their own research programs. Examples of such activities include growing new initiatives within
15 the College, mentoring and raising the profile of junior faculty, and building competitive
16 research collaborative teams

17

18 **D. Process for appointment and reappointment**

19 The dean, or their designee, names endowed chairs. All processes for appointment and
20 reappointment to endowed chairs or professorships follow the procedures outlined in the [Faculty](#)
21 [Appointment Policy](#) (page 9).

22

23 When the endowment benefits a given TIU, the dean, or their designee, will consult with the TIU
24 Head on whether they will nominate an existing faculty member or request a new hire to fill that
25 position. For TIU endowed positions, when nominating an existing faculty member, TIUs must
26 follow their own established protocols, which should include the TIU head evaluating all eligible
27 faculty members and discussing with the dean, or their designee, the faculty member(s) to be
28 considered for an endowed chair.

29

30 When an endowment is for the benefit of the college generally and an internal candidate is
31 sought, the dean, or their designee, will create an ad hoc committee of TIU heads, chaired by the
32 Associate Dean of Faculty Affairs, to evaluate appropriate candidates and advise the dean on
33 selecting new holders of endowed chairs.

34

35 The search and review process for an external candidate must be authorized by the college and
36 will be identical for any position as outlined in the TIU's APT document and following college
37 guidance.

38

39 Per the [Faculty Appointment Policy](#), the dean, or their designee, must conduct a formal review
40 prior to recommending an individual for reappointment to an endowed position. The faculty
41 member must perform per the expectations noted in the Appointment Terms and Conditions for
42 that endowed chair. The reappointment process involves consultation with the TIU head
43 concerning the performance of the faculty and a review of the annual reports that the endowed
44 chair or professor produced during their tenure. The dean, or their designee, will determine if the
45 renewal is approved based on the faculty member's performance.

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E. General expectation for participating in stewardship

Faculty will work in partnership with the Office of Advancement and their college’s advancement team to support annual donor stewardship that includes, but is not limited to, writing an annual report each year that outlines the impact of their work as an endowed chair. That report will be shared with living donors and the faculty member may be called upon to meet with the donors occasionally.

F. Appointment letters

Appointment letters convey the term of appointment, allowable use of funds, expectations for participation in stewardship and criteria, and process related to reappointment.

G. Distribution Amount

Distributions to faculty from endowed positions are as follows, provided the distribution amount does not exceed the annual distribution within the fund:

Endowed or Designated Professorship

- Assistant Professor: \$10,000
- Associate Professor: \$20,000
- Professor: \geq 25,000

Endowed or Designated Chair

- Assistant/Associate Professor: \$30,000,
- Professor: \geq \$50,000

The remaining annual fund distributions will be used in alignment with the goals of the endowments at the discretion of the dean.

H. Use of funds

The Chair or Professorship Holder must use their discretionary funds responsibly to ensure that they are used in an optimal manner that is consistent with the intent of the donor. Endowed funds may generate resources greater than the distribution amount. Excess funds above the distribution amount are held at the college and not available for distribution. Any unspent funds from the distribution amount at the expiration of an appointment will be returned to the main fund account or used by the college in alignment with the intentions of the endowment.

I. Process for annual review of fund balances

The college must ensure the endowment distributions and withdrawals are expended in accordance with the terms of the endowment. Fund balances will be reviewed annually with the Office of Advancement to ensure responsible fund stewardship. The college will review fund balances annually. Should the distribution amount be overspent during the appointment, future distributions will be reduced or paused until the fund is fully balanced. Unspent balances will be

1 used by the college in alignment with the intentions of the endowment or returned to the fund
2 account.

3

4 **J. Scholarly or other expectations**

5 Appointment and subsequent reappointment to this position is contingent on continued faculty
6 eminence to enhance Ohio State's and the college's competitive position. If an endowed position
7 holder fails to submit 3 annual reports during their term, the college may not renew their
8 appointment.

9

10 **K. Specific stewardship expectations**

11 In coordination with the Office of Faculty Affairs within OAA and the Office of Advancement,
12 the college may highlight appointments to endowed chairs and professorships and the
13 accomplishments of these position holders through existing and planned channels (e.g. websites,
14 newsletters and award ceremonies).

15

16 Inaugural endowed chair installations have become a university-wide tradition, starting in 2016.
17 Planned by the Office of Advancement, these celebrations enable us to honor and celebrate the
18 donors whose generous gifts make these positions possible and the faculty members holding
19 inaugural endowed chair positions. These events include the formal presentation of the chair
20 position to the provost or chief executive officer of the Wexner Medical Center, and a
21 presentation of medallions to both the chairholder and donors. For chairs in health sciences, a
22 white coat is presented to the chairholder. Subsequent chairholders are presented with a
23 medallion; recommended in coordination with donor stewardship.

24

25

26 Adopted August 24, 2023

27