

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

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## I. Introduction

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

## II. Department Mission

**Mission Statement:** The Department of Entomology develops and implements research, teaching, Extension, and outreach programs focused on the role and significance of insects in managed and natural ecosystems, including their negative impacts as pests and positive impacts as providers of ecosystem services.

The Department of Entomology provides instruction in insect biology, ecology, and management at both the undergraduate and graduate levels. Through its graduate program, the faculty in the Department train the next generation of scholars both in Entomology and in several interdisciplinary programs. Faculty engage in a continuum of applied and basic research in entomology and related areas, consistent with the mission of a major research-intensive, Land Grant university. Our emphasis in teaching and research is on arthropods. However, we use entomological knowledge to participate in the broader missions of the University. The service activities of Departmental faculty allow interactions with partners in academia, government agencies, non-governmental organizations, and industry to promote the advancement of science in society. Departmental faculty members contribute to outreach and engagement activities both inside and outside the University. The Extension program of the Department provides information to stakeholders within the university, in Ohio, nationally, and internationally. In all areas of activity, the Department continually seeks to increase the quality of its

endeavors. The Department of Entomology, thus, contributes to the University's Land Grant mission of attaining international distinction in research, classroom and extension teaching, and service.

### **III. Academic Rights and Responsibilities**

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

### **IV. Faculty and Voting Rights**

In accordance with Faculty Rule [3335-5-19](#), the Department may appoint persons to faculty positions defined as tenure-track, clinical (professional practice), research, and associated on full or part-time appointments, with or without salary. Details on departmental guidelines and procedures regarding appointment, promotion, and tenure of faculty are found in the Department's [APT document](#).

**A. Tenure track faculty.** Tenure track faculty include those persons with titles of Professor, Associate Professor, Assistant Professor, or Instructor who serve on appointments totaling 50% or more service to the University. Rules applying to tenure-track faculty are described in [3335-6](#) of the Rules of the University Faculty. A tenure-track faculty member may hold a non-salary courtesy appointment or joint appointments in another TIU. Tenure track faculty may vote in all matters of departmental governance.

**B. Professional practice faculty.** Professional practice faculty serve under fixed term contracts and are not eligible for tenure. Professional practice faculty are teacher/practitioners and shall be engaged primarily in teaching activities related to courses or instructional situations involving professional skills. Professional practice faculty titles in CFAES are Professional Practice Assistant Professor, Professional Practice Associate Professor, and Professional Practice Professor. Rules applying to clinical faculty are described in [3335-7](#) of the Rules of the University Faculty. Professional practice faculty may vote in all matters of departmental governance except tenure-track promotion and tenure decisions, or the promotion of research faculty, as indicated by Faculty Rule [3335-7-11\(D\)](#).

**C. Research faculty.** Research faculty appointments are fixed term contract appointments that do not entail tenure. Research faculty are researchers and shall be engaged in research related to the mission of the Department. Titles will be Research Assistant Professor, Research Associate Professor, and Research Professor. Rules applying to research faculty are described in [3335-7](#) of the Rules of the University Faculty. As indicated by rule [3335-7-37](#), research faculty will not be eligible to vote on the promotion or tenure of tenure track faculty or the promotion of professional practice faculty, though they may vote in all other matters of departmental governance.

#### **a. Clinical/Teaching/Professional Practice Faculty Appointment Cap**

This department's appointment cap on professional practice faculty in relation to the total of tenure-track, professional practice and research faculty is established in the [college pattern of administration](#).

**b. Research Faculty Appointment Cap**

In accordance with Faculty Rule [3335-7-32](#), unless otherwise authorized by a majority vote of the tenure-track faculty, research faculty must comprise no more than 20% of the number of tenure-track faculty in the department. In all cases, however, the number of research faculty positions must constitute a minority with respect to the number of tenure-track faculty in the unit.

**D. Associated faculty.** Associated faculty include compensated and non-salary faculty who serve the Department in some significant capacity but are not in tenure-track, research, or professional practice positions at the University. In the Department, compensated associated faculty who are hired to perform a specific service may include adjunct faculty, visiting faculty on leave from other academic institutions, lecturers, senior lecturers, or tenure track faculty on less than a 50% appointment. Non-salary associated faculty may include visiting faculty on leave from other academic institutions and adjunct faculty. Associated faculty may not participate in discussion of or votes on personnel matters. However, associated faculty are encouraged to attend faculty meetings, participate in discussions and are able to vote on non-personnel matters.

**a. Adjunct faculty** include scientists and other allied professionals who contribute in a significant way to the academic work of the Department. Adjunct faculty will hold titles of Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor. Adjunct faculty are non-voting members of the faculty. Adjunct faculty will be expected to have substantial involvement in the academic work of the Department, including such activities as participation or substantial collaboration in departmental research programs, student advising, seminar or guest lecture presentation, departmental committee service, and/or appropriate outreach and engagement activities. Criteria for the promotion of adjunct faculty members are the same as for promotion of tenure-track faculty.

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

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

**E. Emeritus faculty.** Emeritus faculty are those who have retired after serving as tenure-track, professional practice, or research faculty members in the Department and who, upon retirement, have requested and were recommended for emeritus status by the Chair, the Dean, and the Provost. They hold non-salary appointments. Emeritus faculty are invited to participate in departmental activities and programs. Members of the emeritus faculty who continue to be active professionally will be provided Departmental facilities and services where available. The Department will provide space and services in proportion to the assistance and services rendered. However, in all cases, the provision of office space, lab space, administrative support, office supplies, computer use, and other departmental resources is strictly at the discretion of the Department Chair. Emeritus faculty in this department are invited to participate in discussions on nonpersonnel matters, but may not participate in personnel matters, including appointment, promotion and tenure reviews, and may not vote on any matter.

**F. Courtesy faculty.** Faculty members from other TIUs may be given appointments as courtesy faculty in the Department if they are substantially involved in the academic work of the Department. Courtesy faculty are encouraged to participate in other departmental activities and programs. Courtesy faculty may be invited to participate in discussions on non-personnel matters, but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

## **V. Organization of Department Services and Staff**

The Departmental mission is supported by resources provided through the College of Food, Agricultural and Environmental Sciences (CFAES), including the CFAES Wooster Campus and Ohio State University Extension (OSUE). The Department is administered by a Chair and an Associate Chair.

Faculty, staff, and students in the Department of Entomology are based on the Columbus and Wooster campuses, and the Department maintains offices on each campus. Historically, the Chair has been located on one campus and the Associate Chair on the other, where they provide local administration, respectively. The departmental fiscal officer reports to the Chair. An office associate located on each campus also reports to the Chair and provides general office administrative services to the Department as a whole, as well as administrative support for personnel in their respective location.

## **VI. Department Administration**

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

## A. Chair

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

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

- To have general administrative responsibility for Department programs, subject to the approval of the Dean of the College, and to conduct the business of the Department efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.
- To plan with the members of the faculty and the Dean of the College a progressive program; to encourage programs of research, Extension, outreach, and teaching.
- To evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty.
- To evaluate faculty and staff members annually in accordance with both University and Department established criteria; to inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their Department and to place in that file a response to any evaluation, comment, or other material contained in the file.
- Following the review from the Promotion and Tenure Committee, prepare a separate written assessment of cases and recommend appointments, promotions, dismissals, and matters affecting the tenure of members of the Department faculty to the appropriate Dean(s), in accordance with procedures set forth in Faculty Rules [3335-6](#) and [3335-7](#) and this Department's Appointments, Promotion and Tenure document.
- To see that all faculty members, regardless of their assigned location, are offered the Departmental privileges and responsibilities appropriate to their rank; and in general, to lead in maintaining a high level of morale.
- To maintain a curriculum vitae for all personnel teaching a course in the department's curriculum.



- To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.
- To prepare, after consultation with the faculty, annual budget recommendations for the consideration of the dean of the college.
- To facilitate and participate in prescribed [academic program review](#) processes, in collaboration with the dean of the college and the Office of Academic Affairs.

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

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

## **B. Other administrative positions**

The Associate Chair assists the Chair in overall Departmental administration and provides direct, daily supervision of activities in their respective location (Wooster or Columbus). Generally, when the Chair is located in Columbus, the Associate Chair is located in Wooster, and vice versa. The Chair also appoints a faculty member with a significant Extension appointment to assist in the coordination of OSUE activities. Both serve on a year-to-year basis and are appointed by the Chair via Section VI.C.5. of the [CFAES POA document](#).

## **C. Committees**

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

Several Departmental committees assist the Chair in formulating and implementing administrative policies. All faculty members are eligible for service on these committees except the Promotion and Tenure Committee, whose membership is limited to tenured Associate Professors, Professors, and under conditions specified in the departmental Appointments, Promotion, and Tenure document, non-probationary Professional Practice and/or Research faculty. The nine standing committees and their duties are:

- Administrative Advisory and Planning: provide advice and consultation to the Chair on Departmental administration and strategies for the future. This committee consists of six members including the Chair, Associate Chair, Department Fiscal Officer, one full professor and at least one administrative staff member and one additional member appointed depending on committee needs. Committee members are appointed by the Chair.
- Promotion and Tenure: administrative services for promotion and tenure reviews. This committee consists of the eligible members of the faculty as defined in the departmental AP&T document.
- Awards: identification and sponsorship of appropriate faculty, staff and students for local, national and international recognition. This committee is composed of at least three faculty and one staff member appointed by the Chair. A graduate student member is selected by the members of the Entomology Graduate Student Association, annually.
- Curriculum: teaching program and related issues. This committee is composed of at least five members appointed by the Chair. A graduate student member is selected by the members of the Entomology Graduate Student Association, annually.
- Graduate Studies: admissions and training of graduate students and related issues. This committee consists of at least five faculty members, a staff member, and a graduate student who serves in a consultative manner. Faculty include the Graduate Studies Chair. The Graduate Studies Coordinator is the staff representative and one graduate student is selected by the members of the Entomology Graduate Student Association, annually. Faculty committee members are appointed by the Chair. The graduate student representative is expected to recuse themselves from discussions that involve other graduate students in the program, from evaluating admissions applications, annual reviews of graduate student performance, or other personnel matters that may be considered sensitive.
- Seminar: development and administration of a regular program of intramural and extramural speakers on current research and teaching issues in entomology. This committee is composed of at least three faculty and one staff member appointed by the Chair. A graduate student member is selected by the members of the Entomology Graduate Student Association, annually.
- Undergraduate Academic Affairs: oversight of the undergraduate program, including recruitment, retention, student life, academic opportunities, undergraduate scholarships, and other issues related to the undergraduate program that are not explicitly related to curriculum and teaching program. This committee is composed of at least three faculty and one staff member appointed by the Chair.

- Outreach: plans and implements activities involving insect education This committee is composed of at least five members. The member ship must have at least one faculty and one staff member appointed by the Chair. A graduate student member is selected by the members of the Entomology Graduate Student Association, annually.
- Social: coordinate departmental gatherings, receptions and celebrations This committee is composed of at least four members. The member ship must have at least on faculty and one staff member appointed by the Chair. A graduate student member is selected by the members of the Entomology Graduate Student Association, annually.

The Chair, in consultation with the Associate Chair, appoints faculty, and, where appropriate, staff, and students to the committees annually, and selects the chair of each committee. One-year terms commence at the start of each Autumn semester, with eligibility for reappointment, with the exception the Promotion and Tenure Committee which elects their own chair for a three-year term and Graduate Studies Committee which has a chair appointed for a three-year term. *Ad hoc* committees are created to carry out specific, irregularly occurring tasks such as faculty searches. Deliberations and recommendations of these committees are brought before the faculty at regularly scheduled or special meetings.

Committee business is subject to Robert's Rules of Order. With the exception of the Promotion and Tenure Committee, for which absentee votes are prohibited by University rule, each committee will set their policy regarding the acceptability of absentee, email, and virtual votes. Committees are encouraged to develop a committee Standard Operating Procedures document that defines the scope of committee work, specifies the roles of committee members, and details committee activities and accomplishment. These documents should be reviewed annually.

Research and professional practice faculty are eligible to serve on the Promotion and Tenure Committee only when a candidate is a member of the professional practice or research faculty. However, research and professional practice faculty are eligible for appointment and expected to serve on other standing committees of the Department and have voting privileges on standing committees and in faculty meetings except as indicated above. Also, professional practice faculty may serve on the Faculty Council, University Senate and CFAES Faculty Advisory Council and CFAES committees as representatives of the Department. Research and professional practice faculty are eligible to serve on University committees and task forces and University governance committees (as set forth in Rule [3335-7-11](#)).

## **VII. Department Meetings**

The Chair will provide to the faculty a schedule of Department meetings at the beginning of each academic term. The schedule will provide for at least one meeting per academic term and normally will provide for monthly meetings. A call for agenda items and

completed agenda will be delivered to faculty by e-mail before a scheduled meeting. Reasonable efforts will be made to call for agenda items at least seven days before the meeting, and to distribute the agenda by e-mail at least 24 hours before the meeting. A meeting of the Department faculty will also be scheduled on written request of 25% of the Department faculty. The Chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. The Chair will make available minutes of faculty meetings to faculty by e-mail or in an online shared drive within seven days of the meeting if possible. These minutes may be amended at the next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes.

Special policies pertain to voting on personnel matters, and these are set forth in the Department's Appointments, Promotion and Tenure document.

For purposes of discussing Department business other than personnel matters, and for making decisions where consensus is possible and a reasonable basis for action, a quorum will be defined as a simple majority of all faculty eligible to vote, including the Chair. Matters brought to the faculty for a vote on all issues other than Promotion and Tenure will be decided by a simple majority vote of the voting faculty present, provided a quorum is in attendance. A member of the voting faculty on Special Assignment may be excluded from the count for the purposes of determining quorum only if the Chair has approved an off-campus assignment; however, these faculty are expected to attend meetings remotely if possible.

All Tenure-track, Research, and Professional Practice Faculty are eligible to vote on non-personnel Departmental issues except those pertaining directly to the graduate program, whereupon voting is limited to members of the [Graduate Faculty](#). A Graduate Student representative and administrative staff are encouraged to attend Departmental meetings. The Graduate Student Representative may vote on non-personnel matters. Other Entomology personnel may attend Departmental meetings upon approval of request or by invitation of the Chair.

Either the Chair or one-third of all faculty eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance. For purposes of a formal vote, a matter will be considered decided when a particular position is supported by at least 51% of all faculty eligible to vote. Balloting may be conducted electronically through email, survey, or other means when necessary to assure maximum participation in voting.

When a matter must be decided and a simple majority of all faculty eligible to vote cannot be achieved on behalf of any position, the Chair will necessarily make the final decision.

The Department accepts the fundamental importance of full and free discussion but also recognizes that such discussion can only be achieved in an atmosphere of mutual respect and civility. Normally, Department meetings will be conducted with no more formality

than is needed to attain the goals of full and free discussion and the orderly conduct of business. However, Robert's Rules of Order will be invoked when more formality is needed to serve these goals. The Chair and Associate Chair, as appropriate, consult individual faculty privately on sensitive matters such as personnel and salary decisions.

## **VIII. Distribution of Faculty Duties and Responsibilities**

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

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

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

Many faculty members voluntarily take on a variety of professional activities that fall outside the department's policy on faculty duties and responsibilities. These activities often benefit the Department or University and, to the extent possible, will be taken into account in considering a faculty member's total workload. However, fairness to other faculty and the Department's need to meet its programmatic obligations may become issues when a faculty member seeks relief from departmental obligations in order to devote considerable time to personal professional interests that may not contribute to departmental goals. The Chair may decline to approve such requests when approval is not judged to be in the best interests of the Department.

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

Telework exception: Faculty members with responsibilities requiring in-person interaction are to work at a university worksite to perform those responsibilities. Telework and the use of remote, virtual meetings are allowed at the discretion of the Chair if such work can be performed effectively and faculty members are able to fulfill their responsibilities. Telework will be encouraged under certain circumstances

if it serves the needs of the department, college, university, and/or community. The Chair has the discretion to require faculty to work on campus if there are concerns that responsibilities are not being fulfilled through telework.

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

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

All faculty members in Entomology are expected to contribute to classroom and individualized teaching, including graduate advising. Faculty members in Entomology teach courses in Entomology and in other Departments at the undergraduate and graduate levels. Formal research courses, as well as research advising, are offered on an individual basis to both undergraduates and graduates. In addition, Entomology faculty members advise graduate students and may participate in formal courses in Interdisciplinary Graduate Programs. Finally, Entomology faculty members serve on examination and thesis/dissertation committees of graduate students, assist with students' manuscript reviews and grant applications, and mentor Graduate Teaching Associates, all of which contribute to our instructional effort.

## **B. Department Teaching Load**

The expected normal level of effort in instruction will be determined by the Chair in conjunction with the Associate Dean and Director of Faculty and Staff Affairs in the College of FAES. The expectation will vary according to the percent teaching appointment assigned to the faculty member. The standard teaching assignment defined by OSU for full-time tenure-track faculty members is four courses per academic year. The standard teaching assignment for full-time professional practice faculty members is seven courses per academic year. Full time lecturer positions are defined as teaching eight 3-4 credit courses an academic year. Further guidance within CFAES recognizes that deviations from the prescribed norm are appropriate under various circumstances including other duties assigned. The teaching load expected for each faculty member is based on the distribution of effort assigned to teaching in each individual faculty member's Letter of Offer (LOO). For example, a tenure-track faculty member with a distribution of effort specifying 50% Teaching, 40% Research, and 10% Extension in the Letter of Offer would be expected to teach six credit hours per semester. A 25% Teaching appointment specified in the LOO would equate to teaching three credit hours per semester. Thus teaching appointments specified in the LOO for tenure track faculty

should be limited to no more than 50% Teaching or six credit hours instruction per semester. Professional practice faculty are expected to teach seven 3-credit courses per academic year, or 21 credit hours of instruction. As with tenure track faculty, this expected load can be modified downward when other curricular activities are being performed. A full time (1.0 FTE) lecturer is expected to teach eight 3-credit courses per academic year, or 24 credit hours of instruction per year. In addition, the Chair may adjust teaching loads as follows:

- Large enrollment courses with high time demands may result in a reduction of teaching course load in the semester in which that course is offered.
- Team taught courses and labs in which a senior teaching assistant leads the laboratory instruction may be counted toward the teaching load based on the proportional instruction provided by the faculty member (e.g., equally co-teaching a three-credit class may only fulfill 1.5 credit hours of expected teaching load).
- A faculty member who takes on a committee or other service assignments, especially those related to curriculum, academic affairs, or undergraduate academic advising, will be exempted from some teaching duties when such a trade-off of duties is discussed and agreed upon by the Chair prior to committing to the service.
- A faculty member who generates extraordinary levels of extramural research funding and who supervises a large research group which includes undergraduate and/or graduate students may have reduced classroom-teaching assignments. However, an increase in individualized instruction of undergraduate and graduate students and research credit hours will not be weighed as equal to classroom credit hours. Further, because the choice to mentor students in Undergraduate Research in Entomology and Graduate Research in Entomology is voluntary and may not lead to a reduction in classroom teaching expectations, faculty are advised to discuss planned increases in research mentoring with the Chair before committing to mentoring students.
- Faculty receiving extramural funding may buyout up to three credit hours of teaching expectation annually (12.5% of DOE). Credit buyout is to compensate the department for the cost of hiring a lecturer to teach the course and is at the discretion of the Chair.
- Probationary faculty may have a reduced teaching load during their first few years to facilitate setting up a lab, obtaining funding for their research, or for new course development.
- A faculty member who is granted a Special Assignment (SA) may have a reduced teaching load.

### **C. Tenure track faculty**

Every tenure track faculty member of the Department is expected to contribute in the areas of instruction (classroom/online/hybrid), Extension, research, and service. The tenure-track faculty of the Department consists of a mix of individuals holding 9- and 12-month appointments with varying proportion of teaching, outreach, and research responsibilities. Details of each faculty member's contribution to teaching, outreach,

research, and service are negotiated annually and duties are assigned as appropriate to each individual's appointment.

All tenure track faculty members are expected to maintain a focused research program consistent with Departmental mission and goals. It is expected that each faculty member will regularly publish research results in high quality, peer-reviewed journals, give presentations at regional, national, and international meetings, and present scholarly seminars in their area of expertise. All faculty members are expected to seek and obtain extramural funds to support their research effort. Funds from agencies that subject proposals to peer review are especially valued. Faculty with a research appointment are expected to be an investigator on at least one Hatch or McIntire-Stennis project, and to communicate their research findings to appropriate user groups unless their salary is not supported by such federal/state research-capacity funds. The Chair is exempt from this requirement.

Tenure track faculty members are expected to participate on Departmental, College and University committees and to have significant involvement in professional societies and or agencies. In addition, serving as an *ad hoc* reviewer for journals or granting agencies as well as serving as an editor, editorial board member, or on a review panel is a valued service activity. It is expected that the level of service and degree of responsibility will increase with the seniority of the faculty member. Entomology faculty members are expected to be responsive to and interact with the public.

Tenure track faculty members with a formal OSUE appointment are expected to develop appropriate educational programs and materials for their clientele. The level of involvement in such programs is a function of the percentage Extension appointment.

The section on Faculty Duties and Responsibilities does not constitute a contractual obligation. Fluctuations in instructional demands and the individual circumstances of a faculty member may warrant deviations.

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

#### **D. Professional practice faculty**

Professional practice faculty members are expected to contribute to the University's mission via teaching and service. Service expectations are similar to those for the tenure-track faculty and will result in reductions to classroom teaching expectations in



proportion to the service provided. Professional practice faculty are expected to contribute to the Department's teaching in courses or instructional situations involving live clients, courses or instructional situations involving the simulation of live clients, or courses or instructional situations involving professional skills. As noted above, the standard teaching assignment for full-time professional practice faculty members is seven courses per academic year; however, teaching is broadly defined to include formal classroom teaching, instructional design and course development, undergraduate and graduate student advising, and extension outreach activities. The amount of time devoted to each of these activities depends on the needs of the Department as determined by the Chair. Specific expectations for each Professional practice faculty member will be written in the letter of offer and revisited at the faculty member's annual review meeting with the Chair. Any changes involving instructional or service expectations will be discussed and included in the annual review letter for the faculty member.

### **E. Research faculty**

Research faculty members are expected to contribute to the university's mission via research and service. Service expectations are similar to those for the tenure-track faculty. Research expectations are similar to those for the tenure-track faculty, albeit proportionally greater because 100% of effort is to be devoted to research. Specific expectations will be spelled out in the letter of offer. In accord with Faculty Rule [3335-7-34](#), research faculty members may participate in educational activities in their areas of expertise following approval by a majority vote of the tenure-track faculty; however, research faculty may not engage in the same instructional activities as tenure-track faculty over an extended period of time.

### **F. Associated faculty**

Compensated associated faculty members are expected to contribute to the university's mission via teaching or research depending on the terms of their individual appointments. Faculty members with tenure-track titles and appointments <50% FTE will have reduced expectations based on their appointment level. Expectations for compensated visiting faculty members will be based on the terms of their appointment and are comparable to that of tenure-track faculty members except that service is not required.

The standard teaching assignment for full-time lecturers is twelve credits per academic semester. Teaching assignments deviating from this may be modified by the Chair based on other assigned activities.

### **G. Terms of duty**

According to Faculty Rule [3335-5-07](#), full-time faculty members are expected to be on duty for an average of 19 working days a month, excluding University holidays and semester breaks. Faculty on 12-month appointments accrue vacation days and are on duty on all working days except for the days designate as vacation days. Faculty members on

9-month appointments do not accrue vacation days and are on duty for 19 working days a month averaged over a 9-month period, typically from August 15 to May 14.

## **H. Modification of Duties**

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

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

## **IX. Course Offerings and Teaching Schedules**

The Department Chair will annually develop a schedule of course offerings and teaching schedules in consultation with the Curriculum Committee Chair and faculty, both collectively and individually. While every effort will be made to accommodate the individual preferences of faculty, the Department's first obligation is to offer the courses needed by students at times most likely to meet student needs. To assure classroom availability reasonable efforts must be made to distribute course offerings across the day and week. To meet student needs reasonable efforts must be made to assure that course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by Faculty Rule [3335-8-17](#) will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester.

## **X. Allocation of Department Resources**

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

The Chair will discuss the Department budget at least annually with the faculty and attempt to achieve consensus regarding the use of funds across general categories. However, final decisions on allocation of Departmental resources rest with the Chair.

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

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

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

## **XI. Leaves and Absences**

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

### **A. Discretionary absence**

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

### **B. Absence for medical reasons**

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

### **C. Unpaid leaves of absence**

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

### **D. Faculty professional leave**

Information on faculty professional leaves (FPL) for the purpose of professional development of tenure-track faculty is presented in the OAA [Policy on Faculty Professional Leave](#). Proposals for FPL should be presented in writing to the Chair at least three months before the start of the proposed leave to allow time for required approvals. Approval will be based on the following criteria: 1) the FPL will enhance the research or pedagogical skills and knowledge, or the administrative skills and knowledge, of the faculty member; 2) the goals and outcomes of the FPL are aligned with the mission of the Department; and 3) the faculty member agrees to submit a detailed report of her/his/their accomplishments during the FPL to the Chair by the time of the annual program review. The Chair's recommendation to the Dean regarding an FPL proposal will be based on the quality of the proposal and its potential benefit to the Department and to the faculty member as well as the ability of the Department to accommodate the leave at the time requested.

#### **E. Parental Leave**

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

### **XII. Additional Compensation and Outside Activities**

Information on additional compensation is presented in the [OAA Policy on Faculty Compensation](#). Information on paid external consulting is presented in the University's Policy on [Outside Activities and Conflicts](#). The information provided below supplements these policies.

This Department adheres to these policies in every respect. In particular, this Department expects faculty members to carry out the duties associated with their primary appointment with the University at a high level of competence before seeking other income-enhancing opportunities. All activities providing additional compensation must be approved by the Department Chair regardless of the source of compensation. External consulting must also be approved. Approval will be contingent on the extent to which a faculty member is carrying out regular duties at an acceptable level, the extent to which the extra income activity appears likely to interfere with regular duties or present any conflict of interest, and the academic value of the proposed consulting activity to the Department. In addition, it is University policy that faculty may not spend more than one business day per week on supplementally-compensated activities and external consulting combined.

Faculty with an administrative position (for example, chair, associate/assistant dean, center director) remain subject to the Policy on Outside Activities and Conflicts and with appropriate approval, are permitted to engage in paid external work activities. However, faculty members with administrative positions are not permitted to accept

compensation/honoraria for services that relate to or are the result of their administrative duties and responsibilities.

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

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

### **XIII. Financial Conflicts of Interest**

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

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

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

### **XIV. Professional Conduct**

The Department acknowledges and affirms [Ohio State's Shared Values](#) and the [CFAES Principles of Community](#). These values, principles, and behaviors cut across teaching, research, outreach, and service and are essential to the effective performance of these activities in a productive and collaborative environment. In evaluating teaching, research, and service, the faculty and Chair will consider that the mission of the Department and productive professional interactions and contributions within its community of scholars cannot be achieved without citizenship and collegiality. Therefore, each faculty member is expected to carry his/her/their load with respect to academic service, contribute to and participate in his/her/their professional organization(s), and contribute to and participate in the academic life of the college. Furthermore, each faculty member is expected to demonstrate respect and professional

behavior toward peers, staff, and students. While one can and must hold to his/her/their beliefs, values, and opinions, regardless of whether they coincide with the majority or administration's position, all faculty members have the responsibility to articulate their positions and opinions responsibly and tactfully with professional demeanor so as not to be disruptive to the functioning of the college and/or irresponsible within the expected norms of civility. The Chair is responsible to address issues of professionalism, both positive and negative, as issues arrive and/or through the annual review process. Ultimately, the Chair may address issues through disciplinary action if warranted.

## **XV. Grievance Procedures**

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

### **A. Salary grievances**

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

Faculty members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter may be eligible to file a more formal salary appeal (see the [OAA Policies and Procedures Handbook](#)).

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

### **B. Faculty and staff misconduct**

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

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

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

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

### **D. Harassment, Discrimination, and Sexual Misconduct**

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

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

#### **E. Violations of laws, rules, regulations, or policies**

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

#### **F. Complaints by and about students**

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring complaints about courses and instructors to the Department Chair or the Graduate Studies Chair, the Chair will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the Chair will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty. If confidentiality is required, the Chair will explain that it is not possible to fully investigate a complaint in such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid or not. See Faculty Rule [3335-8-23](#).

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

#### **G. Academic Misconduct**

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