

Pattern of Administration

for

The Ohio State University
Department of Food, Agricultural
and Biological Engineering

Approved by the Faculty: 12/23/2020

Revised and approved by the Faculty: 12/9/2025

Approved by the Office of Academic Affairs: 1/14/2021

Revision Approved by the Office of Academic Affairs: 12/11/2025

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I Introduction

This document provides a brief description of the Department of Food, Agricultural and Biological Engineering (FABE) as well as a description of its guidelines and procedures. It supplements the [Rules of the University Faculty](#), and other policies and procedures of the university to which FABE and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document.

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

II FABE Mission

Purpose

To discover, disseminate, and apply knowledge of engineering and science in the areas of food, agriculture, construction, the environment, and human well-being for the betterment of society through a broad based programmatic effort with a solid knowledge core.

Core Values

Science-based
Creative Problem Solving
Professionalism
Multidisciplinary scope
Community Engagement
Life-long Learning
Continuous Improvement

Goal

To be a world-class academic unit which offers excellent opportunities for the professional development and personal growth of everyone in and associated with the FABE community.

III Academic Rights and Responsibilities

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

IV Faculty

Faculty Rule [3335-5-19](#) defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of FABE includes tenure-track, professional practice, and research faculty with compensated

FTEs of at least 50% in FABE, and associated faculty. Professional practice and research faculty appointments are described in the [college pattern of administration](#).

FABE makes professional practice faculty appointments. Professional practice faculty titles are instructor of professional practice of FABE, assistant professor of professional practice of FABE, associate professor of professional practice of FABE and professor of professional practice of FABE. The appointment cap on professional practice and research faculty is 20% in relation to the total of tenure-track, professional practice and research faculty. On Feb. 6, 2020, the FABE faculty voted to extend governance rights to professional practice faculty. Professional practice faculty may vote in all matters of FABE governance except tenure-track appointment, promotion and tenure decisions; and research faculty appointment and promotion decisions.

FABE makes research faculty appointments. Research faculty titles are research assistant professor of FABE, research associate professor of FABE, and research professor of FABE. On Feb. 6, 2020, the FABE faculty voted to extend governance rights to research faculty. Research faculty may vote in all matters of FABE governance except tenure-track appointment, promotion and tenure decisions; and professional practice appointment and promotion decisions.

Emeritus faculty in FABE are 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.

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

V Organization of FABE Services and Staff

Administrative Support - Administrative support staff are appointed by the chair. While the duties, responsibilities and numbers of these positions will vary with circumstances, the financial manager will be entrusted with the management of FABE offices and administrative staff in Columbus and Wooster; including general office administration, human resources, finance and grant administration in the department; and other such duties as delegated by the chair. The financial manager will be responsible for the annual evaluations of all administrative staff. These duties, except annual evaluations, may be shared with the administrative staff. Coordination is maintained with the associate chair(s). The administrative staff shall periodically review and make recommendations to the FABE chair regarding department administrative policies.

Marketing and Communications – Marketing and communications staff are appointed by the chair. While the duties and responsibilities may vary with circumstances, the marketing and communications manager will be responsible for the management of department communication and marketing channels such as social media, web site, email communications, newsletters and graphic design. The staff will work closely with CFAES advancement, COE communications and representatives from university marketing. The marketing and communications manager will make recommendations to the FABE chair regarding the presence of FABE within the university and beyond, and will periodically report on significant marketing and communications developments in FABE to the faculty.

Student Services – Student services staff are appointed by the chair. While the duties and responsibilities may vary with need and circumstances, the student services staff will be responsible for advising students on program and degree requirements, assisting with orientation, recruitment and teaching survey courses as appropriate. The staff will work closely with the College of Food, Agricultural, and Environmental Sciences (CFAES), the College of Engineering (COE), and Graduate School (GS). The student services

staff will make recommendations to the FAFE chair regarding the department advising, recruitment and other matters of student success.

VI Overview of FAFE Administration and Decision-Making

Policy and program decisions are made in a number of ways: by the FAFE faculty as a whole, by standing or special committees of FAFE, by FAFE associate chairs(s) or by the FAFE chair. The nature and importance of any individual matter determines how it is addressed. FAFE 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 to the department.

VII FAFE Administration

A FAFE Chair

The primary responsibilities of the FAFE chair are set forth in Faculty Rule [3335-3-35](#). This rule requires the FAFE 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 FAFE chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to appointments, reappointments, along with promotion and tenure.

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

- To have general administrative responsibility for FAFE programs, subject to the approval of the dean of the college, and to conduct the business of FAFE efficiently and effectively. 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 and innovative program that encourages research, education and extension or outreach.
- To evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by providing for the evaluation of individual courses when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty.
- To evaluate faculty members annually in accordance with both university and FAFE established criteria; to inform faculty members when they receive their annual performance and merit review of their right to review their primary personnel file maintained by FAFE and to place in that file a response to any evaluation, comment, or other material contained in the file.
- To recommend, after consultation with the tenured faculty, appointments, reappointments, promotions, dismissals, and matters affecting the tenure of members of the FAFE faculty to the dean of the college, in accordance with procedures set forth in Faculty Rule [3335-6](#) and FAFE's Appointments, Promotion and Tenure Document.
- To see that all faculty members, regardless of their assigned location, are offered the privileges and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of morale and professionalism.
- To maintain a curriculum vitae for all personnel teaching a course in FAFE's curriculum.
- To see that adequate supervision and training are provided 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.

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

Operational efficiency requires that the FAFE chair exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of FAFE academic goals, however, is most successful when all faculty members participate in discussing and deciding matters of importance. The FAFE chair will thereby 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 FAFE chair will explain to the faculty the reasons for the departure, ideally before action is taken.

B Other Administrators

FAFE shall have an associate chair for research. While the duties of the associate chair for research will be defined and delegated by the chair, there will normally be three separate and distinct responsibilities: 1) promote on-going improvements of the research program of FAFE and to coordinate it with other programs within and outside FAFE; 2) general administrative coordination of FAFE research program; and 3) budget monitoring; management of Hatch, State, and Regional projects; manuscript reviews; annual reporting; and monitoring and managing, project initiations, revisions, and terminations.

The associate chair for research shall be selected by the chair, in consultation with the faculty, and with the approval of the dean of the college. The associate chair for research is appointed for a four-year term. The person is eligible for term renewals upon satisfactory evaluation. The associate chair for research shall be evaluated annually by the chair and by the faculty at the end of each term. Faculty input to the evaluation process will be solicited in writing via an appropriate instrument submitted by the chair. When a new FAFE chair is appointed, the associate chair for research shall automatically be reviewed, within six months, with a procedure and possible outcomes identical to that used for the four-year term review.

At the option of the chair, FAFE shall have an associate chair for academic and extension programs. While the duties of the associate chair for academic programs will be defined and delegated by the chair, there normally will be six separate and distinct responsibilities: 1) administration of the undergraduate academic programs including oversight of undergraduate course offerings, recommendations to the chair on teaching assignments, management of teaching assistants and budget projections on delivery of course instruction; 2) develop, organize and draft self-study reports in support of undergraduate program accreditation (Accreditation Board for Engineering and Technology - ABET and American Council for Construction Education - ACCE) and annual academic program reviews for OAA; 3) provide oversight of classrooms and teaching laboratories and make recommendation to the chair regarding renovation, IT upgrades, and laboratory equipment (repair, replacement and upgrade) for these spaces; 4) administration and daily oversight of the academic advising staff; 5) coordinate peer evaluations of teaching and outreach education for faculty, lecturers (associate faculty), teaching staff, extension staff and teaching assistants; and 6) conduct annual performance reviews for all lecturers (associated faculty), teaching staff and teaching assistants.

The associate chair for academic and extension programs shall be selected by the chair, in consultation with the faculty, and with the approval of the dean of the college. The associate chair for academic and extension programs is appointed for a four-year term and is eligible for term renewals

upon satisfactory evaluation. The associate chair for academic and extension programs shall be evaluated annually by the chair and by the faculty at the end of each term. Faculty input to the evaluation process will be solicited in writing via an appropriate instrument submitted by the chair. When a new FAFE chair is appointed the associate chair for academic and extension programs shall automatically be reviewed, within six months, with a procedure and possible outcomes identical to that used for the four-year term review.

Associate chair(s) may be members of and vote on all FAFE committees except the Committee of Eligible Faculty and the Promotion and Tenure Committee. They may not serve as faculty representatives on college level committees. An assistant to the chair may be appointed by the chair in lieu of an associate chair for academic and extension programs. While the duties and responsibilities of this position will vary with circumstances, the assistant to the chair is to provide technical supervision of space, equipment, vehicles and technical staff assigned to FAFE. The assistant to the chair will manage repair and maintenance of research, teaching and outreach equipment in addition to sourcing and recommending new equipment purchase and facility upgrades; and will perform other duties as delegated by the chair. The assistant to the chair will be responsible for encouraging and coordinating continuing education programs for technical staff in addition to providing annual performance evaluations.

C Committees

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

1. Academic Affairs Committee (AAC)

Responsibilities - The AAC is responsible for the development, revision, and oversight of FAFE's courses and curriculum and all matters pertaining to academic program, including faculty development in the areas of teaching, academic program support (e.g. equipment and facility requirements, etc.), undergraduate student recruitment, and monitoring teaching loads and course scheduling. This committee shall bring to the faculty matters pertaining to curriculum development and changes which represent substantive changes in curriculum or resource commitments. In this capacity, the committee adheres to departmental, university, ABET and ACCE criterion, assessment and program improvement processes.

The ACC is empowered to act on behalf of the faculty in responding to more routine requests, such as courses change requests of other units and periodic update curriculum and courses. The ACC is also responsible for those activities associated with, and contributing to, FAFE teaching program for the undergraduates. Specific responsibilities include coordination and assistance to student organizations, assistance in planning and carrying out student orientation and career guidance; publicizing and promoting student scholarships and awards; selection of recipients for student scholarships and awards, management of scholarship funds, recommending departmental procedures for student discipline and grievance; interpretation of student responsibilities and rights; undergraduate recruiting; and recommending methods or activities for continually improving faculty-student relationships; sends a list to the chair for peer evaluations for all teaching faculty and staff during Autumn and Spring semesters; and is responsible for preparation and documentation of ABET, ACCE, and OAA reviews.

The AAC shall convene as often as necessary to conduct its business, but not less than once per semester (except Summer Semester). An agenda for each meeting shall be distributed to all committee members at least three days before each meeting. Minutes of the meetings shall be kept and distributed to the core committee within two weeks following each meeting.

Organization - The AAC shall consist of all FABE teaching faculty. The FABE chair shall appoint an ACC chair for a four-year term to lead the AAC. In addition, the FABE chair will appoint committee members, on an annual basis, to include academic program coordinators, academic advising staff, at large lecturers and student representatives. Student members will have voting privileges. The ACC will elect a vice-chair to serve in the absence of the ACC chair. The AAC may form subcommittees as deemed appropriate by the ACC chair to expedite activities such as development of program specific requirements, recruitment, and managements of honors, awards and scholarships. The ACC chair handles routine matters on behalf of the faculty and leads the ACC subcommittees. The associate chair for academic programs, if appointed by the FABE chair, will serve as an ex officio of this committee. A staff member may be appointed by the FABE chair to act as secretary and support staff to the committee. Official minutes of meetings are to be maintained in the office of the FABE chair. A quorum for any AAC meeting shall consist of the chair and at least six committee members as described above.

2. Communications and Marketing Committee (CMC)

Responsibilities - The CMC is responsible for advancing communications between the department and our constituencies through the use of electronic media, print media and physical displays. Responsibilities of this committee will include, but are not limited to, website development and content maintenance; social media development and oversight; marketing campaigns, internal and external; and building displays to include signage (non-safety related), directories, recognition plaques, posters and other similar items. The Committee's oversight will include developing policies and making recommendations to the faculty regarding:

- FABE website design and content to ensure adequate treatment and exposure of administrative, teaching, research, outreach, graduate studies, academic affairs, alumni, recruitment, endowment and other activities of FABE.
- Providing access and support for the development and maintenance of individual faculty and staff for personal web pages.
- Development of policies, oversight and coordination of efforts with the faculty for all social media representing departmental programs.
- Development of electronic and print documents in support of development efforts and advancing program interests when interacting with prospective students, outreach clientele and industry collaborators.
- Development of policies, oversight and coordination of efforts with the faculty for management of display cases, bulletin boards, directories, and other displays and signage for FABE buildings on both campuses.

Organization - The CMC shall be composed of a committee chair, faculty and staff appointed by the FABE chair to include communications and marketing staff, student advising staff, student recruitment staff, Outreach and Education Committee (OEC) chair, the AAC chair and the Graduate Studies Committee (GSC) chair, and an up to an additional three members as needed. The CMC chair will be appointed for a two-year

term. The balance of the committee members will be appointed annually. Working with the appointed committee, the CMC chair is empowered to develop departmental policies and best practices, and conduct routine tasks associated with its responsibilities. The CMC will be advisory to the faculty and Fabe chair on all marketing and communications issues.

3. Graduate Studies Committee (GSC)

Responsibilities - The GSC is responsible for the internal administration of the Fabe graduate program. It shall carry out these responsibilities in accordance with the rules, policies and procedures of the Graduate School as published in the Graduate School Handbook, shall follow its rules and regulations as stated in its Guide to Graduate Students and shall keep written records of its meetings. The responsibilities include, but are not limited to, the following:

- Promote and maintain a challenging intellectual environment for faculty and students conducive to their professional growth, development and maturity.
- Establish appointment/nomination procedures and guidelines for service on the Fabe Graduate Faculty.
- If deemed necessary by a majority vote, recommend to the Graduate School that the category of a member of the Graduate Faculty from Fabe be reduced or removed.
- Elect an advisory committee to advise the GSC chair, at his/her request, on routine graduate program matters. The advisory committee shall consist of two members of the Fabe graduate faculty, elected for four-year terms concurrent with that of the chair. The outgoing chair of the GSC will remain as a member of the advisory committee for one-year after completing his/her term of office to assist the newly elected graduate committee. The GSC chair, vice chair and the advisory committee members shall represent, as nearly as possible, the emphasized areas of research and education in Fabe as well as Fabe graduate faculty in Columbus and Wooster.
- Meet as often as necessary to consider and act on substantive issues related to the graduate program.
- Recommend the top-ranked students to the Fabe chair for possible support. (The principal investigator of a grant or a contract project, with the approval of Fabe chair and consultation with GSC chair, may appoint or offer to appoint graduate associates on the project at any time).
- Approve adviser assignments and coordinate teaching assignments for all graduate students in the program.
- The chair of the GSC shall serve as advisor to the Graduate Student Organization (GSO).
- Define and develop a strong policy and procedure to actively recruit high quality graduate students to the program.
- Review the balance of graduate teaching and graduate research assistantships for optimum professional development and preparation, and make recommendations to the Fabe chair regarding priorities for available departmental funding.

The GSC chair, in consultation with the vice-chair and the advisory committee, shall have the authority to act on the routine responsibilities of the committee, such as:

- Following the GSC guidelines for approving qualified faculty for service in categories M and nominating qualified faculty for service in category P.

- If deemed necessary by the advisory committee, recommend to the GSC that the graduate category of a member be lowered or removed.
- Announce, facilitate, convene and chair the meetings of the GSC to act on substantive matters, such as advisor/committee approval and ranking of fellowship applicants.
- Develop and distribute appropriate recruitment and career guidance materials to attract highly qualified graduate students.
- Check all applications for admission to the FABE graduate program for compliance with the program requirements where they exceed those of the university. When an applicant meets all the requirements, circulate his/her documents to the graduate faculty who work in his/her area of interest to identify potential advisers. Faculty willing to serve as advisers shall each recommend an admission status for the applicant, specify the conditions if conditional admission is recommended, and evaluate the merit of financial support if requested by the applicant. If no potential adviser is found, the applicant may be rejected. The GSC chair shall take the recommendations of the potential advisers into account and recommend to the Graduate School that either the applicant be admitted (specifying the degree program, admission status and conditions, if any, and commitment for financial support, if granted) or shall reject the applicant.
- Assign temporary advisers to new graduate students and coordinate and approve the members of all graduate student committees such as program committees, thesis/dissertation committees, and/or examination committees.
- Approve and monitor the program and progress of all FABE graduate students.
- Review and update records for the graduate students enrolled in FABE (i.e. SIS or Workday) such as the application documents, adviser assignment, transcripts, and research progress reports.
- Coordinate instructors for FABE graduate seminar and make recommendations to the chair for funding outside speakers.
- Coordinate the operation of the FABE graduate program with the Graduate School, Graduate and Professional Admissions, Office of International Affairs (OIA), CFAES and COE.
- Contribute to any effort to improve or obtain recognition or funding for the FABE graduate program and individual students such as preparation of nominations for university fellowships.

Organization - The GSC shall consist of all FABE graduate faculty plus two students enrolled in the graduate program, one from and elected annually by the MS students, and one from and elected annually by the PhD students. Students will have voting privileges. The FABE chair will appoint the GSC a non-probationary tenure-track faculty member as chair for a four-year term to lead the FABE graduate faculty and to handle routine graduate program matters on their behalf. The chair shall be a Category P member of the FABE graduate faculty.

The GSC shall elect a vice chair (four-year term) concurrent with that of the GSC chair to act as GSC chair if the GSC chair is absent, to advise the chair on routine graduate program matters, and to maintain written records of its meetings. The GSC vice-chair shall be a member of the FABE graduate faculty. A staff member may be assigned by the FABE chair to serve as secretary and support staff to the committee. Official minutes of meetings are to be maintained in the office of FABE chair. The graduate advisory

subcommittee of the GSC (four-year term) of the committee shall be elected by the graduate faculty.

4. Industrial Professional Advisory Group (IPAG)

Responsibilities - The IPAG Committee will serve as a link between FABE and FABE alumni as well as other engineers and technologists who associate with FABE programs at OSU. As an advisory council, they will participate regularly in strategic planning with department administrators and regularly review academic, research, and outreach programs of the faculty and staff. They also review FABE's ABET administrative processes and program educational objectives.

Membership - Membership shall consist of 15-20 individuals representing the various technical interests of food, agricultural, and biological engineers in areas such as information systems, machinery systems, soil and water, environmental quality, structures and environment, bioprocessing, bioproduction, food, construction and energy systems. While the majority of members are expected to be engineering graduates, non-engineers who know and represent the discipline are highly encouraged to be members. Normal duties of members would include: attending two meetings per year, with a minimum of three expected in each three year term; responding to email with questions and comments prior to each meeting, especially if not attending; and mutually agreed subcommittee/special task group assignments.

Officers - The officers shall include a chair and vice-chair elected from the membership and a Secretary appointed by the FABE chair. These three officers plus the immediate past chair and the FABE chair shall constitute the executive committee.

Election of Officers - The executive committee shall serve as the nominating committee and present a slate of officer candidates for election at the regular spring meeting every two years. To provide continuity of programs, it is recommended that the vice-chair be placed in nomination for chair and a new vice-chair be elected every two years. The term of office shall begin with Autumn Semester.

Election to Committee Membership - The executive committee shall prepare a slate of membership candidates for an election at the regular spring meeting every two years. Each new member shall be elected to a term of three years beginning Autumn Semester. Continuous membership shall normally be limited to a maximum of six years; a new term may start, however, following at least one year of non-membership. Particular exceptions shall include the following continuing members: FABE chair and associate chair(s), FABE advancement officer, Ohio Section of ASABE chair and two at-large members appointed by the FABE chair.

Meetings - The meeting year will follow the academic year such that there shall be one regular meeting during Autumn Semester (typically the Thursday before Thanksgiving) and one regular meeting during Spring Semester of the following calendar year. Special meetings may be called by the IPAG chair or FABE chair in consultation with the IPAG executive committee. The FABE chair, in consultation with the IPAG executive committee, shall prepare an agenda with supporting material and (email) to each member approximately three weeks in advance of each meeting.

Modification of By-Laws

These by-laws may be changed by a majority of members present at a regular meeting or by a majority responding by e-mail vote following discussion of bylaw changes at a regular meeting.

5. Industrial Advisory Council (IAC)

Responsibilities - The IAC Committee will serve as a link between FABE, CSM alumni and the construction industry as well as with other engineers and technologists who associate with the CSM program at OSU. As an advisory council, they will participate regularly in strategic planning with department administrators and regularly review academic and outreach programs of the faculty and staff in the area of construction management. They also review FABE's ACCE administrative processes, and program educational objectives and outcomes.

Membership - Membership shall consist of up to 45 individuals representing the various technical interests of construction management including schedule, estimating, construction document and project management in support of the construction industry. While the majority of members are expected to be engineering graduates, non-engineers who know and represent the discipline are highly encouraged to be members. Normal duties of members would include: attending two meetings per year, with a minimum of three expected in each three year term; responding to email with questions and comments prior to each meeting, especially if not attending; and mutually agreed subcommittee/special task group assignments.

Officers - The officers shall include a chair and vice-chair elected from the membership and a secretary appointed by the chair. These three officers plus the immediate past chair and the FABE chair shall constitute the executive committee.

Election of Officers - The executive committee shall serve as the nominating committee and present a slate of officer candidates for election at the regular spring meeting every two years. To provide continuity of programs, it is recommended that the vice-chair be placed in nomination for chair and a new vice-chair be elected every year. The term of office shall begin with the Autumn Semester classes.

Election to Committee Membership - The executive committee shall prepare a slate of membership candidates for an election at the regular spring meeting every year. Each new member shall be elected to a term of three years beginning after the start of Autumn Semester. Continuous membership shall normally be limited to a maximum of six years; a new term may start, however, following at least one year of non-membership. Particular exceptions shall include the following continuing members: FABE chair and associate chair(s), FABE advancement officer and two at-large members appointed by the FABE chair.

Meetings - The meeting year will follow the academic year such that there shall be one regular meeting during Autumn Semester and one regular meeting during Spring Semester of the following calendar year. Special meetings may be called by the IAC chair or FABE chair in consultation with the IAC executive committee. The FABE chair, in consultation with the IAC executive committee, shall prepare an agenda with supporting material and (email) to each member approximately three weeks in advance of each meeting.

Modification of By-Laws - These by-laws may be changed by a majority of members present at a regular meeting or by a majority responding by mail vote following discussion of bylaw changes at a regular meeting.

6. Outreach Education Committee (OEC)

Responsibilities - The OEC is to determine, plan, execute and report outreach education activities of FABE. OEC will meet on a routine basis during the school year to discuss FABE extension activities and needs. Within this purpose, they are to be guided by strategic plans (committee, department and college) to establish realistic goals, reflect current programming, and be in alignment with CFAES and university-level priorities and programs. The OEC will support the professional development of FABE extension faculty and staff; organize trainings for new outreach education methods and include opportunities for new teaching technologies; and create learning environments for all FABE faculty, staff and graduate students to utilize innovative strategies and technologies to effectively engage Extension clientele and other target audiences. They will also coordinate stakeholder needs assessments and exchange dialog with external clients/partners to understand the needs within the FABE disciplines. Within this capacity, the OEC will also facilitate the evaluation of outreach offerings and report outreach education activities for annual reports. They will also prepare reports to the FABE chair of those extension faculty that require peer evaluation of their respective extension activities. The OEC will support the development of outreach and extension grants, engage in discussions with the administration regarding training and capacity building grants, and identify other sources of funding to support extension programming. The OEC will identify and coordinate award applications to promote and reward excellences in outreach education. They will also facilitate continuing education opportunities extension faculty on topics to enhance outreach education by faculty and FABE as a whole. The OEC also coordinates actions with the CMC for FABE activities where exhibits and demonstrations are an integral part, coordinates display cases/exhibits on the Columbus and Wooster campuses, and develops appropriate tour, display and print materials when necessary.

Organization - The committee will be composed of all FABE or FABE adjunct faculty with OSUE appointments, all staff with program responsibility, and any other faculty or staff with interest in the committee. A chair (four-year term) and vice-chair (four-year term) of the OEC shall be appointed by the FABE chair. A faculty or staff member may be proposed by the FABE chair to act as secretary and support staff to the committee. Official minutes of meetings are to be maintained in the office of the FABE chair. The OEC chair shall be responsible for the oversight, monitoring, and coordination of OSUE programs and meeting minutes; and making recommendations to the FABE chair for budget allocations and program implementation.

7. Physical Facilities and Safety Committee (PFSC)

Responsibilities - The PFSC is responsible for the development, revision, policy and oversight of FABE's Occupational Safety and Health Program including hazardous communications, laboratory standards, personal protective equipment, signage, inspection of hazardous work area and other relevant safety and health activities directed from or at the Columbus campus. The PFSC shall bring to the FABE chair and faculty matters pertaining to safety and health of the employees of FABE. The PFSC is

empowered to act on behalf of the faculty and staff in responding to routine matters, such as ordering necessary signage and personal protective equipment. The PFSC chair will work with the AAC to address student safety concerns within the context of educational classes and laboratories. The PFSC will advise the Fabe chair on matters of building safety and security issues at the Columbus campus and the associate chair for research on the Wooster campus.

The PFSC will convene as often as necessary to conduct its business, but not less than once per semester. An agenda for each meeting shall be provided. Official minutes of meetings are to be maintained in the departmental office.

Organization - The PFSC will be composed of faculty and staff appointed by the chair and consisting of a core committee of at least: two faculty members; Fabe Columbus building coordinator; Fabe associate chair(s); Fabe assistant to the chair; fiscal manager acting on behalf of the staff; a laboratory technician; a member of an associated unit, such as USDA, that is housed within Fabe; and any other faculty or staff expressing willingness to serve on the PFSC. The OSHA coordinator for CFAES may serve as ex-officio to the committee. A committee chair (two-year term) will be appointed by the Fabe Chair. A staff member may be appointed by the Fabe chair to act as secretary and support staff to the committee. A quorum for any meeting shall consist of the chair or vice chair and half of the core committee, as defined above.

8. Professional Development Committee (PDC)

Responsibilities — The PDC assists the eligible faculty in managing personnel and promotion and tenure issues. PDC major responsibilities including: 1) developing criteria statements for promotion and tenure for approval by the entire department faculty, and 2) the PDC chair shall serve as chair of the Fabe P&T committee. The PDC will coordinate, encourage, and recommend professional development activities for interested faculty members as individuals and assures equal opportunity to all department programs and/or all department employment opportunities. The PDC will act primarily in an advisory capacity relative to promotion and tenure and be bound by the Fabe APT document. It will serve as a peer review committee, when requested by the Fabe chair. The PDC will act as the review panel for renewal of adjunct appointments. The PDC will promote both internal and external mentoring programs in support of faculty development at all levels. The PDC will also identify leadership training opportunities and advocate for the participation of faculty in these programs.

Individual faculty members desiring professional development should initiate requests for sabbatical leaves, absences for maintenance of professional development contacts and other long-term leaves with the PDC chair who will inform the Fabe chair. The committee will evaluate the merit of the off-campus experience and the scheduling of such absences. Consideration should be given to the importance of the assignment and the likelihood of suitable arrangements for handling the faculty member's duties and assignments during any absence.

All probationary faculty will select a mentoring committee of at least three faculty members in consultation with the PDC chair and the Fabe chair. At least one mentor should hold the rank of professor in Fabe. All mentors should at a rank one level higher than the mentee. The Fabe chair will formally approve and appoint the committee with documentation placed in the personnel file. The probationary faculty shall share their

dossier annually with the mentoring committee and meet with them to discuss plans and progress.

All tenured faculty have the option to serve on faculty mentoring committees. Mentors should meet at annually, at a minimum, with mentee to discuss plans and progress. Mentors will review and provide feedback on the mentee's dossier annually. One of the FABE mentors will be expected to summarize the candidate's dossier in promotion and tenure meetings. Serving as a mentor is considered departmental service, so it is appropriate to include a list of mentees in the annual performance review materials submitted to the FABE chair.

Organization - The PDC shall be composed of all the professors in FABE and a total of two tenured faculty elected annually from and by the faculty in the associate professor ranks in FABE. Chair (four-year term) and vice-chair (four-year term) of the committee shall be appointed by the FABE chair. For matters of promotion and tenure, one member of the committee shall be designated by the PDC chair as the POD to assure that commitments to fairness are preserved. A staff member may be appointed by FABE chair to act as secretary to the committee for matters other than promotion and tenure. In the case of promotion and tenure a secretary (four-year term) will be elected by the committee to take minutes. All official minutes of meetings are to be maintained in the FABE front office. When considering cases involving research faculty or professional practice faculty, the PDC may be augmented adding non-probationary research or professional practice faculty members.

9. Promotion and Tenure Committee (PTC)

Responsibilities – The PTC has the primary responsibility of reviewing: initial appointment dossiers for tenure-track faculty with initial appointment at senior rank; promotion and tenure dossiers for tenure track faculty; and promotion dossiers for all other faculty. Specific responsibilities are as follows:

- To review thoroughly and objectively every candidate's dossier in advance of the meeting at which the candidate's case will be discussed.
- To attend all eligible faculty meetings except when circumstances beyond one's control prevent attendance; to participate in discussion of every case; and to vote.

Organization – The PTC will be chaired by the PDC chair. The remaining committee membership will be determined by the nature of the action required (see Responsibilities above) and will include all eligible faculty members. The eligible faculty is defined in the [FABE APT document](#).

10. Research Committee (RC)

Responsibilities - The RC is to determine, plan, execute and report research activities of FABE. Within this purpose, they are to be guided by strategic plans (committee, department and college) to set realistic goals, reflect current programming, and be in alignment with CFAES and university-level priorities and programs. The RC will:

- facilitate communications among FABE research faculty and staff in terms of proposal opportunities, collaboration needs, new tools, connections with key stakeholders/funding agencies, through regular committee meetings, seminars, or invited talk or visits by renowned researchers worldwide;

- coordinate and support the development of large multi-investigator, graduate fellowship and undergraduate research experience proposals;
- serve as an aggregator of internal and external funding sources, and will update this compendium on a recurring basis in support of development of FABE research faculty and staff;
- organize proposal reviews, upon request, to improve the quality of proposals submitted by FABE researchers;
- support the professional development of FABE research faculty and staff, visiting scientists, postdoctoral scholars, research scientists and associates, and graduate students;
- identify and coordinate award applications to promote and reward excellences in research;
- coordinate actions with the CMC for FABE activities where exhibits and demonstrations are an integral part, coordinate display cases/exhibits on the Columbus and Wooster campuses and develop research tours, display and print materials when necessary; and
- prepare an annual report to the FABE chair containing recommendations for FABE research impact, needs; space allocation and renovation; research equipment maintenance, upgrades and purchases; and prioritization of faculty expertise and planned hiring.

Organization - The committee will be composed of all tenure track faculty holding a research appointment and research faculty. A chair (four-year term) and vice-chair (four-year term) of the RC shall be appointed by the FABE chair. A staff member may be appointed by the FABE chair to act as secretary and support staff to the committee. Official minutes of meetings are to be maintained in the office of the FABE chair. The RC chair shall be responsible for the oversight, monitoring, and coordination of research programs; and making recommendations to the FABE chair for budget allocations and program implementation.

VIII Faculty Meetings

The FABE chair will provide to the faculty a schedule of FABE faculty meetings at the beginning of each academic term. The schedule will provide for at least one meeting per semester 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 three business days before the meeting. A meeting of the FABE faculty will also be scheduled on written request of 25% of the faculty. The FABE chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. The FABE chair will distribute minutes of faculty meetings to faculty by e-mail—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.

For purposes of discussing FABE business other than personnel matters, and for making decisions where consensus is possible and a reasonable basis for action, a quorum will be defined as a simple majority of all faculty members eligible to vote. Special policies pertain to voting on personnel matters are set forth in the FABE's APT document.

Either the FABE chair or one-third of all faculty members eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance. For purposes of a formal

vote, a matter will be considered decided when a particular position is supported by at least a majority of all faculty members eligible to vote. Balloting will be conducted by mail or e-mail when necessary to assure maximum participation in voting. When conducting a ballot by mail or email, faculty members will be given one week to respond.

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

IX Distribution of Faculty Duties and Responsibilities

The Office of Academic Affairs requires TIUs to have guidelines on the distribution of faculty duties and responsibilities (See the OAA [Policies and Procedures Handbook](#), Volume 1, Chapter 2, Section 1.4.3).

During on-duty periods, FAFE faculty members are expected to be available for interaction with students, research, and departmental meetings and events even if they have no formal course assignment. FAFE faculty should hold office hours during normal business hours (8:00 AM to 5:00 PM, Monday through Friday). Exceptions will be made for faculty teaching outside of these hours and for special circumstances given travel schedules and other work-related activities. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave (see section XII) or on approved travel.

Faculty time allocation to teaching, extension and research activities are specified in the offer letter at the time of hire and in accordance with available funding. The FAFE chair, in discussion with a faculty member, can adjust time allocation via a signed memorandum of agreement between the affected parties placed in the employee's permanent file and with specification of the adjusted time allocation in annual performance reviews. Consideration of equitably distributed workloads in FAFE and with TIUs sponsoring joint appointments of faculty members will guide the chair in arriving at an arrangement that is consistent with FAFE's mission and available resources.

The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the demands and resources of FAFE and the individual circumstances of faculty members may warrant temporary deviations from these guidelines. Assignments and expectations for the upcoming year are addressed as part of the annual review by the FAFE chair.

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 FAFE chair in order to ensure that no conflict of commitment exists. Information on faculty conflicts of commitment is presented in the OAA [Policy on Faculty Conflict of Commitment](#).

A Tenure-track Faculty

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

Teaching (Instruction and Extension)

All tenure-track faculty, with teaching time allocation, are expected to contribute to FABE's teaching efforts including large enrollment and specialized courses in both the undergraduate and graduate curriculums. The standard teaching assignment for full-time tenure-track faculty members with 9-month appointments (50% time allocation to teaching) is three to four, three-credit courses per academic year. Faculty members are expected to advise undergraduate and graduate students and supervise independent studies. They are also expected to advise thesis and dissertation work in accordance to their assigned research distribution of effort.

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

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

The FABE chair is responsible for making teaching assignments on an annual basis, and may decline to approve requests for adjustments when approval of such requests is not judged to be in the best interests of FABE. Faculty not having a formal teaching appointment are not expected to teach but are encouraged to support FABE instruction. Academic program assignments will balance the needs of FABE and each faculty member's overall program. In FABE, an on-duty faculty member with a 50% time allocation to academic programs will generally be expected to teach three to four, three-credit courses per year exclusive of individual studies, 6999, 8999, internship credits, etc. Teaching expectations for faculty with allocations other than 50% time allocation will be appropriately adjusted. Criteria for adjustments to an individual faculty member's teaching loads are listed below.

When delivering undergraduate engineering courses, faculty are expected to adhere to FABE practices regarding ABET and ACCE criterion assessment and improvement. These include participation in departmental reviews of appropriate undergraduate engineering courses; providing an electronic copy of each course syllabus in ABET or ACCE format on a yearly basis; designating specific course exam questions and assignments as assessment of criterion program outcomes; maintaining a file of student responses to designated assessments and providing a summary of results by course section on a yearly basis; writing a summary of progress, problems and improvements to each course on a yearly basis.

The FABE chair will annually consider the following criteria in making adjustments or academic program assignments for an individual:

- course taught for the first time;
- number of sections of the same course taught by an individual;
- extent of teaching associate support (or other support);
- course enrollment;
- time required for directing graduate students, including 6999's and 8999's;
- faculty member's involvement in other non-classroom based instructional activities;

- nine versus twelve-month appointment;
- course level (lower division, upper division, graduate);
- course with laboratory;
- extent of committee service;
- course taught via innovative electronic, online or other media;
- extent of writing required of students;
- number of students advised;
- extent of involvement with student organizations;
- impact of release time agreements (funded or donated); and/or
- individual studies and classes less than 3.0 credits.

All tenure-track faculty, with extension time allocation, are expected to contribute to FABE's outreach programming. Extension program and project (see definitions in the following paragraph) commitments will be made in consultation with the FABE chair and reviewed annually, faculty with 50% or greater time allocation to extension are expected to lead more than one project in a program area and have a high level of involvement in program or Departmental Extension planning and leadership. An individual with 35% to 50% time allocation should be leading one or more projects in a program area or leading one major project and making significant contributions to others. Faculty with 15% to 35% time allocation would typically make significant commitment to program development and implementation, either as a leader of a project or a substantial contributor to one or more programs. Faculty with less than 15% time allocation generally provide resources to programs and projects. They may act as presenters in workshops and online webinars, give lectures and demonstrations, or develop publications and online materials. The support usually takes the form of an "expert source" in the individual's specific-subject area and often plays a vital role by integrating current research.

FABE extension programs and projects are defined as: 1) program - a planned sequence of learning experiences or curriculum directed toward a target audience, programs typically represents a significant time commitment over an extended period; and 2) project - part of a larger program or stand alone, differs from a program in terms of scale, one might compare an extension project to a course in a program or field of study.

Scholarship

All tenure-track faculty members are expected to be engaged in scholarship as defined in FABE's APT document. Over a four-year rolling period, a faculty member who is actively engaged in scholarship will be expected to publish regularly in high quality peer-reviewed journals as well as in other appropriate venues, such as edited book chapters or proceedings of similar quality and length as articles. Faculty engaged in basic or applied research (i.e. have a FABE research appointment) are expected to attract extramural funding that supports at least 15% academic year (AY) release time and support graduate students pro-rated with their research effort as noted below.. Faculty members are also expected to seek appropriate opportunities to obtain patents and engage in other commercial activities stemming from their research, which are considered high value contributions to the scientific community.

The planning and development of research, scholarly and creative activities should be done in consultation with the chair and associate chair for research, and reviewed annually. In FABE, an on-duty faculty member with a 50% time allocation to research, creative and scholarly activities will generally be expected to meet the following guidelines. Expectations for faculty with allocations other than 50% time will be appropriately adjusted.

- refereed journal publications: 1-2 annually (investigator initiating and reporting on research investigation); 1-2 annually (co-investigator working)
- other scientific publications: 1-2 annually (i.e., conference papers, proceedings, book chapters, intellectual property, computer programs, etc.)
- funding applications/proposals: 2-4 annually
- funding awards: annual support available, even though obtained in previous years
- scientific meeting presentations: 1-2 annually
- graduate training and mentoring: major professor, 1-3 graduate students; graduate committee participation, 1-3 students

Faculty members are expected to seek external funding consistent with their research program. Faculty with research appointments of 20% or greater time allocation are expected to be a principal investigator on an approved HATCH project. Faculty with a research appointment of less than 20% time allocation are expected to be a principal investigator or co-principal investigator on an approved HATCH project. Faculty are expected to annually report their HATCH research activities through the USDA CRIS system.

Service

Faculty members are expected to be engaged in service and outreach to FABE, university, profession, and community. Typically, this will include service on two committees within FABE and one outside of the academic unit. This pattern can be adjusted depending on the nature of the assignment (e.g. service as committee chair, service on a particularly time-intensive committee, organizing a professional conference, leadership in an educational outreach activity, service in an administrative position within FABE, college, or university). All faculty members are expected to attend and participate in faculty meetings, recruitment activities, and other FABE events.

I Special Assignments

Information on special assignments (SAs) is presented in the Office of Academic Affairs [Special Assignment Policy](#). The information provided below supplements these policies.

Untenured faculty will normally be provided a SA for research for one semester during their probationary period. Reasonable efforts will be made to award SA opportunities to all other faculty members subject to the quality of faculty proposals, including their potential benefit to FABE or university, and the need to assure that sufficient faculty are always present to carry out FABE work. FABE's Professional Development Committee will evaluate all SA proposals and make recommendations to the FABE chair. The chair's recommendation to the dean regarding an SA proposal will be based on the quality of the proposal and its potential benefit to FABE or university and to the faculty member as well as the ability of FABE to accommodate the SA at the time requested.

B Professional Practice Faculty

Professional practice appointments exist for faculty members who focus principally on the education needs for FABE. Professional practice faculty members are expected to contribute to FABE's research and education missions, as reflected by participation in graduate program development and teaching. Professional practice faculty members are expected to contribute to the university's mission via teaching and service, and to a lesser extent scholarship. Service expectations are similar to those for the tenure-track.

The standard teaching assignment for full-time professional practice faculty members on 9-month appointments is six to eight, three-credit courses per academic year.

Professional practice faculty expectations for teaching are similar to those for the tenure-track, albeit proportionally greater since 100% of effort for a professional practice faculty member is devoted to teaching. Specific expectations are spelled out in the letter of offer.

i Professional Practice Faculty Appointment Cap and Governance Rights

In accordance with Faculty Rule [3335-7-03](#), unless an exception is approved by the University Senate and the Board of Trustees, professional practice faculty may comprise no more than 20% of the tenure-track, professional practice and research faculty in CFAES.

Professional practice faculty may vote in all matters of FABE governance except tenure-track appointment, promotion and tenure decisions and research faculty appointment and promotion decisions. A professional practice faculty member appointed by FABE may stand for election to serve as a representative in the University Senate subject to representation restrictions noted in Faculty Rule [3335-7-11\(C\)\(2\)](#).

Unless otherwise authorized by a majority vote of the tenure-track faculty in FABE, professional practice faculty must comprise no more than 20% of the combined numbers of tenure-track, professional practice and research faculty in FABE. In addition, the number of FABE professional practice faculty must be fewer than its number of tenure-track faculty.

C Research Faculty

Research faculty members are expected to contribute to the university's mission via research.

In accord with Faculty Rule [3335-7-34](#),

a research faculty member may, but is not required to, participate in limited educational activities in the area of his or her expertise. However, teaching opportunities for each research faculty member must be approved by a majority vote of the FABE's tenure-track faculty. Under no circumstances may a member of the research faculty be continuously engaged over an extended period of time in the same instructional activities as tenure-track faculty.

Research faculty expectations for research are similar to those for the tenure-track, albeit proportionally greater since 100% of effort for research faculty members is devoted to research. Specific expectations are spelled out in the letter of offer.

i Research Faculty Appointment Cap and Governance Rights

Research faculty may vote in all matters of FABE governance except tenure-track appointment, promotion and tenure decisions and professional practice appointment and promotion decisions.

Unless otherwise authorized by a majority vote of the tenure-track faculty in FABE, research faculty must comprise no more than 20% of the number of tenure-track faculty in FABE. 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

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 with 9-month appointments is six to eight, three credit courses per academic year.

E Parental Modification of Duties

FABE strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty members. To this end, FABE is committed to adhering to CFAES's guidelines on parental modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption. See the [college pattern of administration](#) for details.

The faculty member requesting the modification of duties for childbirth/adoption and the FABE 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.

X Course Offerings and Teaching Schedule

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

XI Allocation of FABE Resources

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

The FAFE chair will discuss the FAFE budget at least annually with the faculty and attempt to achieve consensus regarding the use of funds across general categories. However, final decisions on budgetary matters rest with the FAFE chair.

Research space shall be allocated by the FAFE chair 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 by the FAFE chair 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 APT document.

In general, FAFE faculty are expected to generate their own travel funds from grants and contracts and to support travel for graduate students, technicians, postdoctoral scholars and visiting scientists they supervise. FAFE resources will be utilized to support faculty and staff travel to professional meetings that align with programmatic requirements at the departmental level (i.e., ABET and ACCE meetings; professional development for departmental administrative and student support staff; and travel to student competitions for student club/competition team advisors) when other sources of funding are not available or insufficient. Departmental funding may also be used to help defray the cost of travel for undergraduate and graduate students to attend intercollegiate student competitions and professional meetings for presentations of papers and posters.

XII Leaves and Absences

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

A Discretionary Absence

Faculty are expected to complete a travel request or applications for leave well in advance of a planned absence (for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right, and the FAFE 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. [Rules of the University Faculty](#) require that the Office of Academic Affairs approve any discretionary absence longer than 10 consecutive business days (see Faculty Rule [3335-5-08](#)) and must be requested on the [Application for Leave form](#).

B Absence for Medical Reasons

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

C Unpaid Leaves of Absence

The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of absence are set forth in OHR [Policy 6.45](#). The information provided below supplements this policy.

D Faculty Professional Leave

Information on faculty professional leaves (FPL) is presented in the OAA [Policy on Faculty Professional Leave](#). The information provided below supplements these policies.

FABE's Professional Development Committee will review all requests for faculty professional leave and make a recommendation to the FABE chair based on the following criteria:

- elapsed time since previous promotion and/or previous FPL;
- recent performance reviews that demonstrate meaningful contributions to FABE;
- scope and suitability of proposed professional activities during FPL period; and
- overall impact to the career the faculty candidate and programs of FABE.

The chair's recommendation to the dean regarding a FPL proposal will be based on the quality of the proposal and its potential benefit to FABE and to the faculty member as well as the ability of FABE to accommodate the leave at the time requested.

Considerations for determining if FABE can accommodate the proposed FPL include: 1) faculty expertise and willingness to teach courses to ensure timely progress towards graduation for FABE undergraduate and graduate students; 2) interruption and delay of graduate programs for the candidate's student(s); and 3) assigned administrative or committee leadership roles that would unnecessarily delay the progression of FABE programs.

XIII Supplemental Compensation and Paid External Consulting

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

FABE adheres to these policies in every respect. In particular, FABE expects faculty members to carry out the duties associated with their primary appointment with the university at a high level of competence before seeking other income-enhancing opportunities. All activities providing supplemental compensation must be approved by the FABE 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, and the academic value of the proposed consulting activity to FABE. In addition, it is university policy that faculty may not spend more than one business day per week on supplementally compensated activities and external consulting combined.

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

Faculty with an administrative position (for example, chair, associate/assistant dean, center director) remain subject to the Policy on Faculty Paid External Consulting 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 FABE 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 or her, such textbook or material may be required for a course by the faculty member only if (1) the department chair and dean or designee have approved the use of the textbook or material for the course taught by the faculty member, or (2) an appropriate committee of FABE (ACC for undergraduate courses and/or GSC for graduate courses) reviews and approves the use of the textbook or material for use in the course taught by the faculty member.

XIV Financial Conflicts of Interest

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

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

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

XV Grievance Procedures

Members of FABE with grievances should discuss them with the FABE 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 FABE 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 FABE chair and wish to pursue the matter may be eligible to file a more formal salary appeal. Please see the college POA document for specific steps to follow when filing an appeal.

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

B Faculty Misconduct

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

C Faculty Promotion and Tenure Appeals

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

D Sexual Misconduct

The university's policy and procedures related to sexual misconduct are set forth in OHR [Policy 1.15](#).

E Student Complaints

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring complaints about courses and instructors to the FAFE chair, the FAFE chair will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the FAFE 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 FAFE 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 FAFE chair and others with appropriate knowledge of policies and procedures when problematic situations arise. In particular, evidence of academic misconduct must be brought to the attention of the [Committee on Academic Misconduct](#) (see also Faculty Rule [3335-23-05](#)).

F Code of Student Conduct

In accordance with the [Code of Student Conduct](#), faculty members will report any instances of academic misconduct to the Committee on Academic Misconduct.