



**THE OHIO STATE UNIVERSITY**

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COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

Department of Food Science and  
Technology

**Pattern of Administration**

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## TABLE OF CONTENTS

I. INTRODUCTION .....	4
II. DEPARTMENT VISION, MISSION, AND STRATEGIES .....	4
A. Vision.....	4
B. Mission .....	4
C. Strategies.....	4
III. ACADEMIC RIGHTS AND RESPONSIBILITIES.....	4
IV. FACULTY AND VOTING RIGHTS .....	4
V. ORGANIZATION OF DEPARTMENT SERVICES AND STAFF .....	6
VI. OVERVIEW OF DEPARTMENT DECISION MAKING.....	6
VII. DEPARTMENT ADMINISTRATION .....	6
A. Chair .....	6
B. Other Administrators .....	8
C. Committees.....	9
VIII. DEPARTMENT MEETINGS.....	11
IX. DISTRIBUTION OF FACULTY DUTIES, RESPONSIBILITIES, AND WORKLOAD .....	12
A. Tenure-track Faculty .....	13
B. Special Assignments.....	15
C. Professional Practice Faculty.....	15
D. Research Faculty .....	15
E. Associated Faculty.....	16
F. Modification of Duties .....	16
X. COURSE OFFERINGS, TEACHING SCHEDULE, AND GRADE ASSIGNMENTS .....	16
XI. ALLOCATION OF DEPARTMENT RESOURCES.....	17
XII. LEAVES AND ABSENCES.....	17
A. Discretionary Absence.....	17
B. Absence for Medical Reasons .....	18
C. Unpaid Leaves of Absence .....	18
D. Faculty Professional Leave .....	18
E. Parental Leave.....	18
XIII. ADDITIONAL COMPENSATION AND OUTSIDE ACTIVITIES.....	18
XIV. FINANCIAL CONFLICTS OF INTEREST.....	19
XV. GRIEVANCE PROCEDURES .....	19
A. Salary Grievances .....	20
B. Faculty and Staff Misconduct.....	20
C. Faculty Promotion and Tenure Appeals.....	20
D. Harassment, Discrimination, and Sexual Misconduct.....	20

E. Violations of Laws, Rules, Regulations, or Policies.....20

F. Complaints by and about Students.....20

G. Academic Misconduct .....21

APPENDIX I: FIVE-YEAR REVIEW OF ENDOWED AND NAMED PROFESSORS.....22

APPENDIX II: INDIVIDUAL ASSIGNMENTS .....23

## **PATTERN OF ADMINISTRATION**

### **DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES THE OHIO STATE UNIVERSITY**

#### **I. INTRODUCTION**

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

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

#### **II. DEPARTMENT VISION, MISSION, AND STRATEGIES**

##### **A. VISION**

To be a global leader in food science and technology learning, discovery, outreach, and teamwork.

##### **B. MISSION**

We inspire minds to improve food and impact the world with food science & technology.

##### **C. STRATEGIES**

- Recruit and train future leaders.
- Create and disseminate knowledge that solves the most important food problems to improve the world.
- Develop or continue science-based extension programs that promote food safety, quality, and innovation.
- Foster an ethical and collegial environment for faculty, staff, students, and stakeholders.
- Provide a physical and administrative environment that facilitates productivity
- Increase visibility of subject matter expertise and thought leadership

#### **III. ACADEMIC RIGHTS AND RESPONSIBILITIES**

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

#### **IV. FACULTY AND VOTING RIGHTS**

Faculty Rule [3335-5-19](#) defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of this department includes tenure-track faculty with compensated FTEs of at least 50% with

their tenure home in the department. Professional practice faculty may vote on some issues of the department.

The Department of Food Science and Technology makes tenure-track appointments with titles assistant professor, associate professor, or professor. Tenure-track faculty may vote in all matters of departmental governance.

The Department of Food Science and Technology makes professional practice faculty appointments. Professional practice faculty titles are professional practice assistant professor, professional practice associate professor, and professional practice professor. Professional practice faculty are invited to participate in discussions on personnel matters and may vote on matters pertaining to professional practice faculty, including appointment, reappointment, and promotion reviews, if they hold at least 50% appointment in the department. They may not participate in personnel matters pertaining to appointment, promotion and tenure reviews of tenure track faculty or , or promotion decisions. Professional practice faculty may vote on matters related to curricula for academic programs.

20% is an appointment cap for professional practice faculty. In accordance with Rules of the University Faculty ([Faculty Rule 3335-7-03](#)), professional practice faculty can comprise no more than 20% of the combined tenure-track, professional practice, and research faculty membership of the college, and the number of professional practice faculty members must be fewer than the number of tenure-track faculty members in the department.

The Department of Food Science and Technology makes research faculty appointments. Research faculty titles are research assistant professor, research associate professor, and research professor. Research faculty are invited to participate in discussions and voting regarding appointment, reappointment, and promotion of research faculty. Research faculty may not vote on tenure-track faculty promotion and tenure decisions or professional practice faculty reappointment or promotion decisions.

There is an appointment cap for research faculty. 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.

The Department of Food Science and Technology makes associated faculty appointments. Associated faculty titles include tenure-track faculty on less than a 50% appointment, adjunct titles, lecturer titles, and visiting titles. Associated faculty, including lecturers and faculty with FTEs less than 50% in this department, may be invited to participate in discussions of non-personnel matters but may not participate in discussions of personnel matters of promotion and tenure reviews for tenure track faculty, and may not vote on any matter.

Emeritus faculty may be invited to participate in discussions on non-personnel matters, but may not participate in discussions of personnel matters, including promotion and tenure reviews, and may not vote on any matter.

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

## **V. ORGANIZATION OF DEPARTMENT SERVICES AND STAFF**

Supporting staff includes positions deemed necessary by the Chair to provide services essential to the mission of the Department of Food Science and Technology, which may include the following: executive assistant to the chair, fiscal officer, director of industry partners and communications, scientific editor, and academic program manager/coordinator(s). The executive assistant to the chair (EAC), fiscal officer (FO), director of industry partners and communications (DIPC), scientific editor (SE) report to the Chair directly, with a dotted line to the appropriate directors in the College of Food Agricultural and Environmental Sciences and through the Chair to the faculty, if applicable. The academic program manager (APM) reports to the executive assistant to the chair with a dotted line to the chair.

## **VI. OVERVIEW OF DEPARTMENT DECISION MAKING**

Policy and program decisions are made in many ways: by the department faculty, by standing or special committees of the department, or by the chair. The nature, urgency and importance of any individual matter determine how it is addressed. Department governance process on the general principle that the more important the matter is 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. Appropriate issues will be assigned to a committee. The committee will discuss the issue with all affected parties and develop a recommendation. The recommendation will be shared by email inviting optional discussion at the next department meeting. Members will provide feedback during the meeting or by email. The committee may then withdraw, revise, sustain or reconsider their recommendation. The members may choose to vote on the issue. The department chair will make a final decision on the recommendation.

## **VII. DEPARTMENT ADMINISTRATION**

### **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 appointments, reappointments, promotion and tenure.

Other responsibilities of the chair, not specifically noted elsewhere in this Pattern of Administration, are summarized below:

- a. To have general administrative responsibility for department programs, subject to the dean of the college's approval, and to conduct the department's business efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.
- b. To plan with the members of the faculty and the dean of the college a progressive program; to

encourage research, outreach, and education.

- c. To assign workload according to the Department's workload guidelines (see Section IX) and faculty appointment type (and rank).
- d. To evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by encouraging the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty.
- e. To evaluate faculty members annually in accordance with both university and department established criteria; to inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their department and to place in that file a response to any evaluation, comment, or other material contained in the file.
- f. After consultation with the eligible faculty, to recommend appointments, reappointments, promotions, dismissals, and matters affecting the tenure of members of the department faculty to the dean of the college, in accordance with procedures set forth in Faculty Rule [3335-6](#) and this department's Appointments, Promotion and Tenure Document.
- g. To see that all faculty members, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their appointment type and rank; and in general, to lead in maintaining a high level of morale.
- h. To maintain a curriculum vitae for all personnel teaching a course in the Department's curriculum.
- i. To see that adequate supervision and training are given to those members of the faculty and staff who may benefit from such assistance.
- j. To prepare, after consulting with the faculty, annual budget recommendations for the dean of the college.
- k. To facilitate and participate in prescribed [academic program review](#) processes, in collaboration with the dean of the college and the Office of Academic Affairs.
- l. 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 the chair to exercise autonomy in establishing and managing administrative processes. The articulation and achievement of department academic goals, however, is most successful when all faculty members participate in discussing and deciding matters of importance. The chair will therefore consult with the faculty on education 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 ADMINISTRATORS**

### **1. Associate Chair**

The associate chair shall be appointed by the department chair, in consultation with the faculty, and with the approval of the vice president and dean of the college or their designee. The duties of the associate chair will be defined and delegated by the department chair, and include, but are not limited to: 1) assume authority for administrative activities when requested by the chair, or when the chair is not available; 2) assist the chair with program and facility planning, budgeting, and with annual evaluations of faculty (including tenure track, professional practice track and lecturers) and staff members; 3) represent the department at meetings at the request of the chair; 4) work with the chair to oversee undergraduate academic programs; and 5) assist with conducting annual review assessments of lecturers and professional practice faculty. The associate chair(s) is appointed for a one to two-year term and may be terminated either by resignation or by action of the chair. The associate chair may be eligible for reappointment at the chair's discretion.

### **2. Graduate Studies Committee Chair**

The Graduate Studies Committee Chair (GSCC) is elected for a three-year term (starting July 1, ending June 30th) by the Graduate Faculty and is eligible for re-election. The GSCC may receive an adjustment of teaching assignments or other form of remuneration to compensate them for duties. The GSCC represents graduate education to the graduate students and Graduate Faculty members in the department.

The GSCC, in conjunction with the graduate studies committee, is responsible for a wide variety of activities, including recruiting and admitting new graduate students, monitoring graduate student academic progress, recommending graduate assistant appointments to the chair, overseeing the degree certification and graduation process, assisting faculty in becoming members of the Graduate Faculty and serving as a resource for Graduate Faculty in the program. The GSCC will represent the department at the College meetings of the Graduate Studies Committee Chairs. The Academic Program Manager is responsible for staff support for the GSCC.

### **3. Undergraduate Program Coordinating Advisor**

The undergraduate program coordinating adviser is appointed for a three-year term (starting July 1, ending June 30th) by the chair and may be reappointed. The Coordinating Adviser coordinates the advising program for the department and is the primary undergraduate advising contact with the college. The Coordinating Adviser may receive an adjustment of teaching assignments or other form of remuneration to compensate them for duties. Duties include:

- 1) Maintaining records of undergraduate majors
- 2) Coordinating undergraduate advising assignments in consultation with the chair
- 3) Serving as a resource for faculty advisers

A staff member is responsible for support for the undergraduate program coordinating advisor.

## 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. Staff members serving on committees are non-voting members.

### 1. Standing Committees

Most standing committees consist of a minimum of three tenure track faculty and staff (as warranted) appointed by the department chair for a three-year term (starting July 1, ending June 30th, unless otherwise noted). Professional practice faculty may also serve on committees. Staggered appointments are made as practical. Committee chairs are appointed by the department chair except the elected Graduate Studies Committee Chair and the elected Promotion and Tenure Committee Chair. Both appointed and elected committee chairs are typically appointed to three-year terms, except for the Seminar and Harris Award committees.

In most committees, the longest serving faculty member is usually best suited as chair. Concerns about the functioning of a committee should be addressed to the committee chair, and if this does not resolve the issue, to the department chair. Standing committees meet as often as needed to complete the work of the committee but should normally meet and report to the faculty at least once a year. Committees report to the department chair and present substantive issues to the faculty at department meetings for discussion and/or vote if applicable. Appointed chairs serve at the discretion of the department chair and may be asked to serve a term greater than two consecutive terms if appropriate, otherwise all appointed chairs have a maximum of two terms.

- a. **Academic Affairs Committee.** This committee is charged with programmatic initiatives and changes that influence the instructional program, except those specifically delegated to the Graduate Studies Committee. The committee recommends changes concerning the undergraduate and graduate level classes to the department faculty for a vote. In addition to the committee chair, there shall be 3 tenure track faculty, and 2 staff members (APM/SE) on the committee. The Associate Chair is a non-voting member of this committee.
- b. **Assessment Committee.** This committee promotes and leads assessment of courses within the department, and ensures the department meets all assessment requirements for Institute of Food Technologists (IFT), the college and the university. In addition to the committee chair, there shall be 1 or 2 tenure track faculty, 1 non-tenure track and 2 staff members (EAC/SE). The Associate Chair is a member of this committee.
- c. **Awards Committee.** This committee's charge is to increase our department's stature through awareness of internal and external award opportunities and deadlines, and coordination of nominations of faculty, staff, alumni, and students for awards. It also awards the department graduate student teaching award, department graduate student research award and The Pam Gartin and Tom Parker Graduate Scholarship award. In addition to the committee chair, there shall be 4 tenure track faculty, and 1 staff member (SE).
- d. **Building and Research Facilities Committee.** This committee recommends permanent and temporary assignments of research laboratories and office space for staff, faculty, post-docs and

visiting scholars to the chair. This committee recommends space renovations, as needed. This committee reviews, coordinates and implements safety procedures and policies as required by university, local, state, or federal regulations to maintain a safe and secure working environment. In addition to the committee chair, there shall be 3 tenure track faculty, and 2 staff members (APM/Dairy Pilot Plant Mgr.-DPPM).

- e. **Executive Committee (EC).** This committee provides recommendations to the chair on issues affecting the future of the department. There shall be 4 tenure track faculty, and 1 staff member (EAC).
- f. **FoodS.U.R.E. Committee.** This committee selects the graduate student directors for the program and works with the directors and students to promote and guide the program within the department, assist the students to find advisors, approve their proposals for funding, complete their research and present their results. The Associate Chair is a member of this committee. There shall be 3 tenure track members.
- g. **Graduate Studies Committee.** This committee is charged with conducting the department graduate program within the context and the policies and rules established by the Graduate Council. Committee responsibilities are described in the OSU Graduate School Handbook. The committee also updates and maintains the Food Science & Technology Graduate Handbook and assigns desk space to graduate students. Along with the Graduate Studies Committee Chair, there shall be 5 tenure track faculty, and 1 staff member (APM).
- h. **Hall of Distinction Committee.** This committee is responsible for publicizing the recognition, soliciting nominations, evaluation of nominees and selection of annual inductees to the Food Science and Technology Hall of Distinction. This committee arranges for engraving and hanging the plaques, inviting the inductees to the recognition ceremony, hosting it, and hosting a recognition dinner. Along with the committee chair, there shall be 3 tenure track faculty, 1 staff member (DIPC) and 1 voting graduate student.
- i. **Harris Award Committee.** This committee is responsible for publicizing the award, soliciting applications, and presenting candidates for selection by the voting faculty. The committee makes the arrangements necessary to bring the awardee to campus for a seminar and awards ceremony and hosts these events. Along with the committee chair, there shall be 3 tenure track faculty, 1 external stakeholder and 1 staff member (DIPC). The longest serving faculty member is chair for one year, then rotates off the committee.
- j. **Instruction Committee.** This committee provides oversight of teaching labs, assigns and coordinates peer review of faculty for instruction quality and assigns graduate student teaching assignments after receiving input from relevant faculty. The Associate Chair is this committee's chair. Along with the committee chair, there shall be 4 tenure track faculty, and 2 staff members [APM/Lab Supervisor (LS)].
- k. **Pilot Plant Committee.** This committee recommends temporary assignment of space in the pilot plants, and related spaces, to the chair. This committee will recommend operational policies and fee schedules for research and teaching use of the pilot plants. Along with the committee chair, there shall be 3 tenured faculty, and 2 staff members (DPPM/Gould Pilot Plant Manager GPPM).

- l. **Promotion and Tenure Committee.** (December 1 – November 30) This committee is composed of eligible faculty members to evaluate the qualifications of probationary tenure-track faculty members annually, and associate professors upon request. It provides an independent recommendation to the department chair as outlined in the OAA [Policies and Procedures Handbook](#). Committee composition, responsibilities, and procedures for determining its chair and POD are outlined in the departmental [Appointments, Promotion and Tenure document](#).
- m. **Recruitment Committee.** The committee identifies and coordinates recruiting efforts to attract qualified students into department programs during admittance to OSU. The committee is chaired by the Associate Chair along with one–two faculty members and support from one staff member.
- n. **Scholarship Committee.** The committee establishes procedures for departmental undergraduate scholarship applications and oversees the scholarship selection process. The Associate Chair serves as chair of this committee. Along with the committee chair, there shall be 2 tenured faculty, 1 non tenured faculty, 2 staff members (EAC/DIPC) 1 non-voting student, a rising senior, who is appointed to this committee by the department chair and serves a one-year term.
- o. **Seminar Committee.** This committee coordinates seminar speakers for the autumn and spring seminar series. The chair of the committee is the instructor for the seminar class and is responsible for grading the students in the class. Along with the committee chair, there shall be 4 tenure track faculty, 1 or 2 TAs (with voting privileges) assigned each semester and 1 staff member (DIPC). The longest serving faculty member is chair for one year, then rotates off the committee.

## 2. Ad hoc Committees

Ad hoc committees are appointed by the chair as needed and dissolved by the chair upon completion of their work or acceptance of their report to the voting faculty. This includes individuals and groups assigned as mentors to new faculty hires.

## VIII. DEPARTMENT MEETINGS

The chair will provide the faculty and staff with a schedule of department meetings at the beginning of each academic term. The schedule will provide for at least one meeting per autumn and spring 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 department faculty will also be scheduled at the 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 have minutes of department meetings distributed to faculty and staff by e-mail within seven days of the meeting if possible. These minutes may be amended at the next department meeting by a majority vote of the faculty present at the meeting covered by them.

Special policies pertain to voting on personnel matters, and these are set forth in the department's [Appointments, Promotion and Tenure Document](#). Personnel matters will be discussed in a closed session comprised only of the eligible voting faculty. The staff member who assists the department chair may be invited by the APT committee chair to attend the meeting to provide policy guidance and/or to take minutes.

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 members eligible to vote.

Either the 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, the vote will be considered positive 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 typically 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 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.

## **IX. DISTRIBUTION OF FACULTY DUTIES, RESPONSIBILITIES, AND WORKLOAD**

Depending on their appointment type, faculty members are expected to contribute to the instructional, funded research, scholarship, professional practice, extension, outreach and administrative missions and roles of CFAES. It is neither expected nor considered desirable for all faculty members to make equivalent contributions to each mission. Faculty assignments are described in the initial letter of offer and updated during the annual review process based on the department's needs, faculty productivity and career development.

During on-duty periods, faculty members are expected to be available for interaction with students, research, departmental meetings, and events even if they have no formal course assignment. Every faculty member assigned instruction must establish and maintain regular office hours to be available to students. On-duty faculty members should not be away from campus for extended periods of time, e.g., more than 10 consecutive business days, without communicating with the chair in writing and without an approved leave (see section XII) or an approved travel request.

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 Department 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 Department Chair has the discretion to require faculty to work on campus if there are concerns that responsibilities are not being fulfilled through telework.

The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the demands and resources of the department and the individual circumstances of faculty members may warrant temporary deviations from these guidelines. Assignments and expectations for the upcoming year are addressed as part of the annual review by the department chair. Faculty may not cancel or shorten scheduled course sessions. Faculty will notify the Chair if a class session or a course is cancelled for any reason and report the reason for cancellation.

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 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, responsibilities, and workload may be adjusted by the Department Chair to consider the impact over time of the crisis. These adjustments may include modifying research expectations to maintain teaching obligations. These assignment changes must be considered in annual reviews.

## **A. TENURE-TRACK FACULTY**

Tenure-track faculty members are expected to contribute to the university's mission of teaching, scholarship, and outreach / service. When a faculty member's contributions decrease in one of these three areas, additional activity in one or both of the other areas is expected. These three responsibilities are not determined by the general fund, OARDC and OSUE budget appointment. These line-item budget responsibilities are met by total faculty effort in the department. Individual faculty members are responsible for performing in all three areas, regardless of their specific budgetary percentage appointment.

### **1. Teaching**

All tenure-track faculty are expected to contribute to the department's teaching, including large enrollment and specialized courses in both the undergraduate and graduate curriculums. Teaching assignments for full-time tenure-track faculty members will be established by the department chair to meet the needs of students and by using university guidelines for workloads. Because tenure track faculty in the department are required to balance teaching, research, and outreach/service, these three components of tenure track faculty responsibilities will be used in determining workload whenever possible. Faculty members are expected to advise undergraduate and graduate students and supervise independent studies and thesis and dissertation work. Advising and teaching independent study classes may be counted toward the standard teaching assignment.

Adjustments to the standard teaching assignment may be made to account for teaching a new class, 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 such as lab class, internship/experiential classes, etc. Courses may be cancelled if minimum enrollments are not achieved (generally 18 students for an undergraduate class and 10 students for graduate class.)

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 the department, college, university, and in special circumstances professional organizations with national and international visibility within the discipline) can be assigned an enhanced service assignment that includes a reduced teaching assignment.

The 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 the department. All faculty members must do some formal instruction and advising over the academic year.

## 2. Scholarship

All tenure-track faculty members are expected to be engaged in scholarship as defined in the department's [Appointments, Promotion and Tenure Document](#) and expectations defined by the College of Food Agricultural and Environmental Sciences. Over a four-year rolling period 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 of similar quality as articles. In addition, faculty are expected to attract extramural funding and support graduate students for the majority or all each four-year period. Faculty members are also expected to seek appropriate opportunities to obtain patents and engage in other commercial activities stemming from their research as is appropriate. Each faculty member with an OARDC appointment must be a principal or co-principal investigator on an approved Hatch project and must report their research activities annually through the Research, Extension, and Education Project Online Reporting Tool (REReport), or current system. Endowed professors and chairs are expected to provide leadership in their research area, establish and maintain an active research program, leverage the endowment funding to raise significant additional funding from other sources, initiate and build collaborative relationships with representatives from the food industry, and advance the goals of the department.

### a. Evidence of Scholarship Impact

Along with impact of publications and evidence for sustainability of research through extramural grants, evidence for impact of scholarship and recognition for the faculty member may include invited service on extramural grant panels, invitations for oral presentations and book chapters, election to national and international scientific societies, and outreach with government and policy agencies.

## 3. Service and Outreach

Faculty members are expected to be engaged in service to the department, university, and profession. Typically, this could mean that 10-30% of their time is spent on service, though less service is expected of an Assistant Professor. Specific involvement in organizations related to the profession is encouraged and should be considered a vital component of service. These expectations can be

adjusted depending on the nature of the assignment (e.g., service as committee chair, service as a peer-reviewers on grant panels, service on a particularly time-intensive committee, organizing a professional conference, leadership in an educational outreach activity, service in an administrative position within the department, college, or university). All faculty members are also expected to be engaged in outreach to the food industry, academy, government, and community. These activities may include offering short courses, webinars, workshops, tours, and demonstrations, creating fact sheets, responding to media requests, social media, answering scientific questions or performing plant visits.

All faculty members are expected to attend and participate in department meetings, recruitment activities, and other department events.

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

## **B. SPECIAL ASSIGNMENTS**

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

Faculty members who desire an SA should discuss the matter with the department chair during their annual evaluation or as soon thereafter as possible. The department chair will indicate whether submission of a full proposal articulating the purpose and nature of the SA is appropriate. The chair will normally announce decisions regarding SAs for the next academic year no later than June 30 of the previous academic year but retains the option of making decisions regarding proposals at other times when circumstances warrant such flexibility.

## **C. PROFESSIONAL PRACTICE FACULTY**

Professional practice are expected to contribute to the university's mission via teaching and service, and to a lesser extent scholarship. Service expectations are like those for the tenure-track faculty.

All professional practice faculty are expected to contribute to the department's teaching in courses or instructional situations involving students, courses or instructional situations involving stimulation of students, or courses or instructional situations involving professional skills.

The standard teaching assignment for full-time professional practice faculty members is six courses per academic year (nine month) appointments and 9 courses per year for 12-month appointments. Teaching assignments may be adjusted to balance with service or scholarship responsibilities.

## **D. RESEARCH FACULTY**

Research faculty members are expected to contribute to the university's mission via research. In accordance 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 their expertise. However, teaching opportunities for each research faculty member must be approved by a majority vote of the department's tenure-track faculty. Under no circumstances may a member of the research faculty be continuously engaged over an extended period in the same instructional activities as tenure-track faculty.

Research expectations 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 written in the letter of offer.

#### **E. ASSOCIATED FACULTY**

Associated faculty members are expected to contribute to the university's mission via teaching, outreach, 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 eight courses per academic year.

#### **F. MODIFICATION OF DUTIES**

The Department of Food Science and Technology 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 XII.

The faculty member requesting the modification of duties and the department chair should be creative and flexible in developing a solution fair to the individual and the unit while addressing the university's needs. Expectations must be written in an MOU that is approved by the dean.

#### **X. COURSE OFFERINGS, TEACHING SCHEDULE, AND GRADE ASSIGNMENTS**

The department chair 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, the department'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 will be made to ensure that course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by Faculty Rule [3335-8-16](#) will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester. Finally, to the extent possible, courses required in any curriculum or courses with routinely high

demand will be taught by at least two faculty members across semesters of offering to assure that instructional expertise is always available for such courses.

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

## **XI. ALLOCATION OF DEPARTMENT RESOURCES**

The 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 consult with faculty for recommendations of allocations when appropriate. However, final decisions on budgetary matters rest with the chair.

Research space shall be allocated by the chair, in consultation with the Building and Research Facilities Committee, based on 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 sub disciplines and to research space, and productivity and grouping staff functions to maximize efficiency and seniority.

## **XII. LEAVES AND ABSENCES**

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**

After communicating with the department chair, faculty are expected to complete a Spend Authorization for travel or an [absence request](#) well in advance of a planned absence (for attendance at a professional meeting, engagement in consulting, etc.) 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 interferes with instructional or other comparable commitments. Such an occurrence is most likely when the number and/or lengths of absences in a particular semester is/are 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 and staff members are expected to complete an absence request in [WorkDay](#) as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the chair know promptly so that instructional and other commitments can be managed. Faculty members are always expected to use sick leave for any absence covered by sick leave (personal illness, illness of family members, medical appointments). Sick leave is a benefit to be used—not banked. For additional details see OHR [Policy 6.27](#).

## **C. UNPAID LEAVES OF ABSENCE**

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

A faculty member desiring an unpaid leave of absence should submit a written request for the leave as far in advance as possible of the time for which the leave is desired. Approval will be based on, but not limited to, the nature of the request, the extent to which the faculty member's responsibilities can be covered during the proposed absence and the positive or negative impact on the department of the proposed absence.

## **D. FACULTY PROFESSIONAL LEAVE**

Information on faculty professional leaves is presented in the OAA [Policy on Faculty Professional Leave](#) (FPL). The information provided below supplements this policy. Faculty members who desire an FPL should discuss the matter with the department chair. The department chair will indicate whether submission of a full proposal articulating the purpose and nature of the FPL is appropriate. Classes normally taught by the faculty member during their leave period should be moved to the semester before or after their leave, to allow students the maximum opportunity to take the classes. If there are more requests for FPL than OAA will allow from that department, the chair will normally announce decisions regarding FPLs for the next academic year no later than June 30 of the previous academic year but retains the option of making decisions regarding proposals at other times when circumstances warrant such flexibility.

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 [Policy 6.27](#), and the [Family and Medical Leave Policy 6.05](#).

## **XIII. 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. 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 these activities are clearly related to the mission of the university and the expertise of the faculty member, provide direct or indirect benefits to the university, and the extent to which the extra income activity appears likely to interfere with regular duties. 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.

Should a departmental 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 Department 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, prolonged discretionary leave of absence, etc., will be subject to disciplinary action.

#### **XIV. FINANCIAL CONFLICTS OF INTEREST**

Information on faculty financial conflicts of interest is presented in the university's [Policy on Outside Activities and Conflicts](#). A conflict of interest exists if financial interests or other opportunities for tangible personal benefit may exert a substantial and improper influence upon a faculty member or administrator's professional judgment in exercising any university duty or responsibility, including designing, conducting, or reporting research. Faculty members with external funding or otherwise required by university policy are required to file conflict of interest screening forms annually and more often if prospective new activities pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to cooperate with university officials in the avoidance or management of potential conflicts will be subject to disciplinary action. In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment that arise in relation to consulting or other work done for external entities. Further information about conflicts of commitment is included in section IX above.

#### **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 their 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 not satisfied with the discussion outcome with the chair and wishing to pursue the matter may be eligible to file an appeal with the college's Investigation Committee. A more formal salary appeal can also be filed with the Office of Faculty Affairs (see Volume 1, Chapter 3 of the Office of Academic Affairs [Policies and Procedures Handbook](#)).

Staff members who are not satisfied with the outcome of the discussion with the 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 Faculty Rule [3335-5-04](#).

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

## **C. FACULTY PROMOTION AND TENURE APPEALS**

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

## **E. VIOLATIONS OF LAWS, RULES, REGULATIONS, OR POLICIES**

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

## **F. COMPLAINTS BY AND ABOUT STUDENTS**

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring course complaints and instructors to the department chair, they will ascertain if they 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 the Board of Trustees Rule 3335-23-05](#).

## APPENDIX I.

### FIVE-YEAR REVIEW OF ENDOWED AND NAMED PROFESSORS

Appointments to endowed chairs and named professorships are for terms not to exceed 5 years, with reappointment subject to review. These appointments are made by the Dean with required approval from the Board of Trustees according to OAA. Typically, these individuals will be tenured faculty members; the appointment of an endowed position does not affect their tenure status or academic rank. Procedures to be followed in department review of endowed chair holders and named professors are as follows:

#### A. TIMING

The review should be conducted in the semester prior to the reappointment decision. The endowed faculty person shall prepare a self-report that includes the following documents: In addition to an updated CV, the candidate for reappointment (to an endowed chair or named professorship) will prepare and submit a self-report indicating key accomplishments since the previous (re) appointment, the impacts(s) of the endowed program under the candidate's direction, challenges for future programming, and plans for the future.

The self-report should include:

1. A brief report on the endowed program, including:
  - a) The structure of the endowed program, including organization and role of advisory council (if any).
  - b) A summary of the candidate's accomplishments in teaching, research, outreach teaching, and service, since the previous (re)appointment.
  - c) A description of program-supported activities
  - d) Impacts of the program on the university community, stakeholders, and the general public.
2. Plans and investments in future programs.
  - a) External evaluations: The Department Chair or ECEC may solicit letters of evaluation from the program Advisory Committee, stakeholders, or recognized authorities in the candidate's area of specialization if deemed necessary or appropriate. Preference for reviewers shall be for faculty ranked at an endowed level in a peer department at OSU or from a peer institution. The candidate for reappointment may submit external letters of support if he/she so chooses.
3. Department Review:
  - a) The EC will review the self-report and the candidate's CV. Copies of the document chartering the endowment will be made available to the EC upon request.
  - b) The EC will conduct a meeting of FST faculty to provide input into the review. Copies of the document chartering the endowment (as amended), the self-report, and any external review letters will be made available to faculty prior to this meeting. The EC may choose to meet with the candidate for an interview if the EC deems it appropriate or necessary.
  - c) The EC will provide a brief written and oral report of findings and recommendations to the department chair.
  - d) The department chair will draft a written recommendation to the Vice President for Agricultural Administration and Dean of the College, concerning reappointment.
  - e) The EC and department chair's written recommendations will be made available to the candidate. The candidate will have an opportunity to respond in writing to the EC and Department Chair's recommendation.
  - f) The Department Chair's recommendation and the response (if any) will be forwarded to the VP and Dean.

## APPENDIX II.

### INDIVIDUAL ASSIGNMENTS

Individuals are appointed by the chair to perform specific, long-term duties. Some of these may include the following:

#### **Building Coordinator**

The building coordinator is the designated liaison to Facilities Operations and Development, on behalf of the academic, administrative or research building. They serve as a primary resource for facilities services.

#### **Master Schedule Coordinator**

The master schedule coordinator reviews the instructor, time, and location of classes on the proposed master schedule for each semester. This review occurs with the faculty and then the chair before they submit the approved schedule to the college. They also periodically review the balance of classes offered by year and semester, and work with the faculty to make changes as needed. 1 staff support (SE)

#### **Product Development Team Advisor/s**

The advisor(s) provide students information about product development (PD) competition opportunities, encourage student participation, and assist the student teams with the process: developing their ideas, identifying resources, and entering the competitions. Advisors also review PD proposals and presentations.

#### **Safety Coordinator**

The safety coordinator promotes safety throughout the department, by serving as a liaison between the CFAES Safety and Health Coordinator and the department's faculty, staff, and students.

#### **Other Service Activities**

Individuals volunteer to assist the students with various activities. These positions are chosen by student members of the club. Some of these may include the following:

**Citation Needed Advisor.** The advisor advises, provides leadership and historical context to assist the club with their activities. They also serve as a liaison to the donor.

**College Bowl Coach.** The coach works with the team to prepare them for the regional and National IFT competitions. They make travel arrangements for the regional competition, and cheer on the team at competitions.

**FST Club Advisor.** The advisor advises, provides leadership and historical context to assist the club with their activities.