



## Pattern of Administration

# Department of Materials Science and Engineering

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# I. Introduction

This document provides a brief description of the Department of Materials Science and Engineering as well as a description of its guidelines and procedures. It supplements the [Faculty Rules](#), 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 (POA) 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 college office and the Office of Academic Affairs (OAA).

# II. Department mission and vision

Our mission is to: create, transfer, and preserve knowledge through impactful research, dynamic teaching, and the effective training of future colleagues in materials science and engineering. We believe that learning, discovery, and innovation are fostered through the interaction of persons, regardless of background, and are dedicated to creating an environment that welcomes and values all.

Our vision is the creation of an environment that brings together people and ideas and advances materials science and engineering and welding engineering through a process of discovery and learning. We seek to create impact that is tangible and significant with excellence that is obvious.

# III. Academic Rights and Responsibilities

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

# IV. Faculty

University 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 faculty with compensated FTEs of at least 50% in the department.

Associated faculty, emeritus faculty, and faculty joint appointees with FTEs below 50% in this department are invited to participate in discussions on nonpersonnel matters, but they may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

The Department of Materials Science and Engineering serves both the Materials Science and Engineering degree programs and Welding Engineering degree programs. Tenure track faculty titles are:

- Assistant Professor of Materials Science and Engineering
- Associate Professor of Materials Science and Engineering
- Professor of Materials Science and Engineering.

In accordance with the College of Engineering's POA, the Department of Materials Science and Engineering may award the title of "MSE Distinguished Professor." Appointment as a "MSE Distinguished Professor" is for the purpose of retention or recruitment of tenure track professors in key areas of strategic importance to MSE. This title can be awarded in recognition of excellence in teaching, scholarship, and service with the expectation of continued exemplary scholarship focused on excellence within MSE. In the event of a critical retention, the chair will solicit nominations from faculty who may submit a nomination letter outlining the key achievements of the faculty member, along with a copy of the faculty member's vita. The chair will review the nominations and select a candidate to receive the honorific. Awarding of the title of "MSE Distinguished Professor" does not affect the tenure status of the individual. The designation is limited to a maximum 5% of the total number of faculty in the department. The term of appointment is 5 years.

The Department of Materials Science and Engineering makes Professional Practice Faculty appointments. Professional Practice faculty titles are:

- Professional Practice Assistant Professor in Materials Science and Engineering
- Professional Practice Associate Professor in Materials Science and Engineering
- Professional Practice Professor in Materials Science and Engineering.

The number of professional practice faculty members must not exceed twenty percent (20%) of the number of tenure-track, professional practice, and research faculty in the MSE department (University Faculty Rule [3335-7-03](#)). Professional Practice faculty are expected to participate with voting rights in matters of governance and committee service except that they cannot participate or vote on appointment, promotion and tenure matters of tenure track faculty. Additionally,

while they cannot participate or vote on promotion matters of research faculty, they can participate or vote on initial appointments of research faculty (University Faculty Rule [3335-7-04\(A\)](#)). Any professional practice faculty member appointed in the department may stand for election to serve as a representative in the University Senate subject to representation restrictions noted in University Faculty Rule [3335-7-11\(C\)\(2\)](#).

The Department of Materials Science and Engineering makes research faculty appointments. Research faculty titles are:

- Research Assistant Professor of Materials Science and Engineering
- Research Associate Professor of Materials Science and Engineering
- Research Professor of Materials Science and Engineering.

In accordance with University Faculty Rule [3335-7-32](#), research faculty can comprise no more than 20% of the tenure-track faculty. Research faculty are expected to participate in all matters of department governance and committee service except that they cannot participate or vote on appointment, promotion and tenure matters of tenure-track faculty, and they cannot participate or vote on appointment and promotion matters of professional practice faculty. Research faculty are eligible to advise and supervise graduate students and postdoctoral scholars and serve as principal investigator on external research grant applications. Approval to advise and supervise graduate students must be obtained from the graduate school as set forth in University Faculty Rule [3335-5-29](#) and detailed in the Graduate School Handbook, [Section 12](#).

Emeritus faculty in this department are invited to participate in discussions on nonpersonnel matters, but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

As noted above, persons with associated titles are not permitted to participate in matters of governance although they are invited to participate in discussions on nonpersonnel matters; they 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 this department is provided in the Department of Materials Science and Engineering [Appointments, Promotion and Tenure Document](#).

## V. Organization of Department Services and Staff

Department offices reporting to the department chair are organized as follows. *Academic Services* provides administrative and advising support for the graduate and undergraduate academic programs and affairs in the Materials Science and Engineering Program and Welding Engineering Program. *Business Services* has administrative support for finances and budget planning, purchasing, travel and human resources. *Laboratory Services* provides support for departmental user facilities, laboratory-based education and departmental physical facilities. *Engineering Technology Services* reports to the College of Engineering Chief Information Officer and provides support for computer laboratory user facilities, networking and connectivity, and information systems security. *Intradepartmental research centers* have responsibilities specific to their individual missions.

## VI. Overview of Department and Decision-Making

The main governance principle of the Department of Materials Science and Engineering is that it adheres to the principle of faculty governance via majority vote regarding all departmental policies. Open discussions, both formal and informal, constitute the primary means of reaching consensus decisions of central importance. Department governance proceeds on the general principle that the more important the matter to be decided, the more inclusive the participation in decision making.

## 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 (POA) with specified minimum content. The rule, along with Faculty Rule [3335-6](#), also requires the chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to promotion and tenure.

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

- Have general administrative responsibility for department programs, subject to the approval of the dean of the college, and to conduct the business of the department efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.

- Plan with the members of the faculty and the dean of the college a progressive program; to encourage research and educational investigations.
- Evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty.
- 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.
- Recommend, after consultation with the tenured faculty, appointments, reappointments, promotions, dismissals, and matters affecting the tenure of members of the department faculty to the dean of the college, in accordance with procedures set forth in Faculty Rule [3335-6](#) and the department [Appointments, Promotion and Tenure Document](#).
- See that all faculty members, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of morale.
- See that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.
- 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 chair retains final responsibility and authority for all matters covered by this Pattern, subject when relevant to the approval of the dean, Office of Academic Affairs, and Board of Trustees.

Operational efficiency requires that the chair exercises a degree of 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 all educational and academic policy issues and will respect the principle of majority rule. When a departure from majority rule is judged to be necessary, the chair will explain to the faculty the reasons for the departure, ideally before action is taken.

## B. Associate Chair

The Chair will select and appoint one associate chair. The duties of the Associate Chair position are to work with MSE Leadership Council (Section VII.D) to advance academic affairs and research and development for the department. The duties related to academic affairs are to help develop teaching assignments consistent with the faculty workload statement (Section XVI), help create and implement a process to satisfy ABET requirements, and work closely with the graduate and undergraduate studies committees to support the overall educational mission. The duties related to research and development are to assess research opportunities, foster research networks within and outside the department, identify institutional support for major research proposal development, and work with the COE Development team to help implement building and other campaigns. The associate chair can be designated annually to serve during the chair's absence in situations requiring administrative decision or signature when the chair cannot be reached within a reasonable period of time. The associate chair may also be assigned administrative duties to assist the chair.

## **C. Faculty Secretary**

The elected faculty secretary(s) will assure that minutes are maintained and approved by majority vote of the faculty, for all faculty meetings and records for actions covered by the Pattern of Administration.

## **D. Committees**

Principal committees with duties and responsibilities indicated by their title are, in alphabetical order, the

- Advancement and Outreach (AO)
- Climate and Culture (CC)
- Faculty Secretary (FS)\*
- Graduate Studies-Materials Science and Engineering (GM)
- Graduate Studies-Welding Engineering (GW)
- Honor and Awards (HA)
- Lab Facilities (LF)
- Online Education and Technology (OE)
- Peer Mentorship (PM)\*\*\*
- Promotion and Tenure (PT)
- Strategic Planning (SP)
- Teaching and Service (TS)\*\*

- Undergraduate Studies-Materials Science and Engineering (UM)
- Undergraduate Studies-Welding Engineering (UW)

\* DMSE Program Assistant can serve in the role of taking notes and preparing meeting minutes in faculty meetings in lieu of Faculty Secretary.

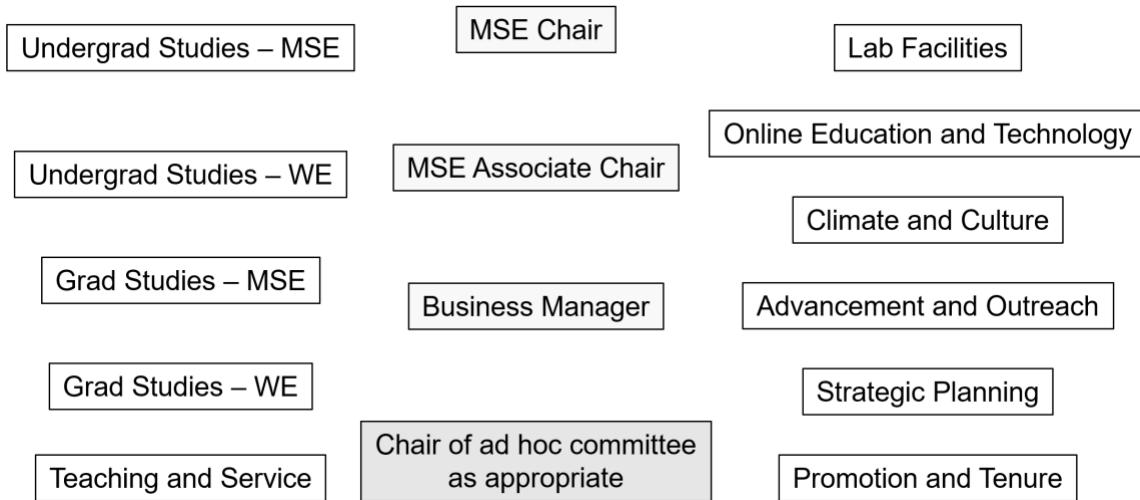
\*\*Appointed by the chair. Additionally, the MSE chair may establish ad hoc committee(s) as appropriate for example the Chair Advisory Committee and the BMEC Project Planning Committee to consult on specific matters.

\*\*\* Also see Section IX.B of DMSE's APT document.

The length of term for these committees is typically one year. Each committee is generally composed of three to five faculty members with representation from both the Materials Science and Engineering and Welding Engineering Programs wherever appropriate. The faculty will elect annually committee chairs and members from a committee slate that is prepared by the Teaching and Service Committee in consultation with the Chair. Rules for Promotion and Tenure committee (PT) are slightly different from those mentioned above, as explained in Section III.B of DMSE's APT document. The chair is an ex-officio member of every departmental committee and is a non-voting member on the committee of the eligible faculty. The Chair appoints the members of the Teaching and Service Committee on an annual basis, with one faculty member from each rank, when possible. The Committee Slate will be presented to and voted on by the faculty prior to the service period for the committees (September 1 through August 31). A faculty meeting will be held in which further nominations will be solicited followed by a discussion and vote by secret ballot. The slate will be approved by a simple majority vote of the eligible faculty.

Student representatives are invited to serve in GM, GW, UM, UW, CI and OE committees. Specifically, GM and GW committees include a graduate student(s), UM and UW committees include an undergraduate student(s), and CI and OE include both an undergraduate student and a graduate student. The committee chair, in consultation with the committee members, the academic advisors, and/or the faculty advisors for student professional organizations (e.g., Material Advantage Club and AWS Student Chapter) will seek nomination of the student representative in their respective committee. The student representatives are non-voting members and may not participate in discussions on personnel matters. The length of term for these student representatives is typically one year and their membership can be renewed.

In consultation with the faculty, the MSE Leadership Council will share the governance of the department. The Council is made of the MSE department chair, associate chair, business manager together with the chairs (and co-chairs as applicable) of the following committees shown in the figure below.



## VIII. Faculty Meetings

The department chair will provide to the faculty a schedule of department 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. A meeting of the department faculty will also be scheduled on written request of 25% of the department faculty. The chair will make reasonable efforts to convene the meeting within one week of receipt of the request. The 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.

All tenure-track, professional practice, and research faculty members with 50% or greater salaried appointments whose tenure-initiating unit is the Department of Materials Science and Engineering may vote and participate in departmental faculty meetings. Other faculty and staff members may be invited to attend faculty meetings in a non-voting capacity. Table VIII.1 below shows the participation and voting rights of different categories of the faculty.

A quorum is defined by attendance by 1/2 of the faculty eligible to vote, except for personnel issues, for which a quorum is defined by attendance by 2/3 of the eligible faculty. A majority of the eligible faculty voting (i.e., those who vote either yes or no; abstentions are not counted as a vote) in such meetings carries the vote. Excluding appointment, promotion, and tenure actions, in cases where written motions are available for review and discussion before a faculty meeting at which the vote is held, absentee votes submitted to the Chair in advance of the meeting will be counted in determining the majority position. For appointment, promotion, and

tenure actions, eligible faculty are counted in the quorum and are permitted to vote if they participate in person or in a two-way conference mode. Either the chair or 1/3 of all faculty members eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance.

On matters of hiring, it is normally expected that the search committee will present a recommendation on hiring. On matters of rank, it is normally expected that the Promotion and Tenure Committee will present a recommendation on both rank and tenure. The department chair will not vote and will not be counted in the calculation for a quorum. Detailed Procedures for Appointment, Promotion, and Tenure are provided in DMSE's APT document.

Table VIII.1: Participation and Voting Rights of Faculty (\*H = Hiring, P = Promotion, T = Tenure)

Faculty Category	>=50% appointment in MSE req'd	Faculty Meeting Participation	Voting Rights in Governance	Voting Rights in H, P, &T* matters of Tenure Track Faculty	Voting Rights in H & P* matters of Professional Practice Faculty	Voting Rights in H & P* matters of Research Faculty
Tenure Track	Yes	Yes	Yes	Yes	Yes	Yes
Professional Practice	Yes	Yes	Yes	No	Yes	No
Research	Yes	Yes	Yes	No	No	Yes

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 department 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 and Responsibilities**

The Office of Academic Affairs requires departments 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). The information provided below supplements these guidelines.

During on-duty semesters, faculty members are expected to be available for interaction with students, service responsibilities and other responsibilities even if they have no formal course assignment that semester. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave or on approved travel (See section XII).

The guidelines 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.

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

The nominal workload for tenure-track, professional practice, and research faculty members in the department is described in the Faculty Workload Statements in Section XVI of this document. The information provided below supplements these guidelines.

## **A. Tenure-Track Faculty**

Tenure-track faculty members are expected to contribute to the university mission via teaching, scholarship, and 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.

### **1. Teaching**

All tenure-track faculty are expected to contribute to teaching in the department, including large enrollment and specialized courses in both the undergraduate and

graduate curricula. Tenure-track faculty members are also expected to advise undergraduate and graduate students and supervise independent studies, senior capstone projects, and thesis and dissertation work.

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. 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 within the discipline) can be assigned an enhanced service assignment that includes a reduced teaching assignment.

Procedure to develop a schedule of course offerings and teaching schedules is described in Section X. The chair is responsible for making the final decision on 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 course of the academic year.

## **2. Scholarship**

All tenure-track faculty members are expected to engage in scholarship as defined in the department [Appointments, Promotion and Tenure Document](#). 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 of similar quality and length as articles. Faculty members engaged in basic or applied research are expected to attract extramural funding that supports graduate students. Faculty members are also expected to seek appropriate opportunities to obtain patents and engage in other commercial activities stemming from their research.

## **3. Service**

Faculty members are expected to engage in service and outreach to the department, university, profession and community. Typically, this will include service on committees within the department and outside of the department. This pattern can be adjusted depending on the nature of the assignment (e.g. service as a 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 the department, college, or university).

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

#### **4. Special Assignments**

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

Reasonable efforts will be made to award SA opportunities to productive faculty members on a rotating basis subject to the quality of faculty proposals, including their potential benefit to the department or university, and the need to assure that sufficient faculty are always present to carry out department work. The chair or the chair's designee will evaluate SA proposals and make recommendations to the dean on whether or not to accommodate the SA, based on the quality of the proposal, the potential benefit to the department or university and to the faculty member, and the ability of the department to accommodate the SA at the time requested.

### **B. Professional Practice Faculty**

Professional Practice faculty in the DMSE are referred to as Professional Practice Assistant, Associate, or Professor. Professional Practice faculty members are expected to contribute to the university mission via teaching and service and, to a lesser extent, scholarship. Service expectations are similar to those for tenure-track faculty.

All professional practice faculty members are expected to contribute to department teaching in courses or instructional situations involving professional skills and the practice of engineering.

### **C. Research Faculty**

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

In accord with University 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 TIU'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.

## **D. Associated Faculty**

Compensated associated faculty members are expected to contribute to the university mission via teaching or research, depending on the terms of the individual appointments.

Faculty members with reduced FTE appointments will have reduced expectations based on their appointment level.

Expectations for compensated visiting faculty members will be based on the terms of the appointment and typically will not require service.

## **E. Parental Modification of Duties**

The Department of Materials Science and Engineering 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 supporting the College of Engineering 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 OHR [Parental Care Guidebook](#) and the [college pattern of administration](#) for details. The faculty member requesting the modification of duties for childbirth/adoption and the department chair should be creative and flexible in developing a solution that is fair to both the individual and the unit while addressing the needs of the university. Expectations must be spelled out in an MOU that is approved by the dean.

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

The department chair working with Teaching and Service committee 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 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.

From individual faculty teaching plans, the Teaching and Service committee with representation at all faculty ranks for Materials Science and Engineering and Welding Engineering Programs, will compile an initial draft list of teaching assignment for each degree program. The Chair then prepares a preliminary list of teaching assignments based on balanced faculty workload considerations (see Faculty Workload Statements, Section XVI of this document) and programmatic needs. The preliminary teaching assignment for the coming academic year will be distributed to the faculty as soon as possible in the **Spring semester**, and discussion will be solicited. Subsequent drafts may be prepared for discussion, leading to final teaching assignments by the Chair.

A scheduled course that does not attract the minimum number of students required by Faculty Rule [3335-8-17](#) may be cancelled, but only after consultation among the instructor, the appropriate academic oversight committee and the chair. In disputed cases, the chair will make the final determination on whether the course will be offered or cancelled. If the course is cancelled, the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester by the chair.

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

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

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

The allocation of salary funds is discussed in the [Appointments, Promotion and Tenure Document](#).

## XII. Leaves and Absences

The department follows the university and College of Engineering policies on leaves and absences. These are set forth, respectively, in the Office of Academic Affairs [Policies and Procedures Handbook](#) and Office of Human Resources [Policies and Forms website](#). The College of Engineering policy is outlined in Section XI of the [College of Engineering Pattern of Administration](#). The information below supplements these policies.

### A. Discretionary Absence

Faculty shall complete a travel request for regular OSU business travels (such as attendance at a professional meeting or a project meeting) well in advance to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the chair retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular semester is substantial. Additionally, University Faculty Rules require that the Office of Academic Affairs approve any discretionary absence longer than 10 continuous business days (See Faculty Rule [3335-5-08](#)). Therefore, for either OSU or non-OSU travels longer than 10 continuous business days during on-duty period (e.g., an academic year for faculty with nine-month appointment excluding university holidays and breaks), the faculty need to complete a [request for absence form](#), which is used to facilitate CoE and OAA approval.

### B. Absence for Medical Reasons

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

### C. Unpaid Leaves of Absence

The university policies with respect to unpaid leaves of absence and entrepreneurial leaves of absence are set forth in Office of Human Resources [Policy 6.45](#).

## **D. Faculty Professional Leave**

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

The MSE leadership council will review all faculty professional leave (FPL) proposals and make recommendations to the chair. The council will also see that the approved purpose of the leave is strictly fulfilled. 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 the department and to the faculty member as well as the ability of the department to accommodate the leave at the time requested.

## **XIII. Supplemental Compensation and Paid External Consulting**

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

The department adheres to these policies in every respect. In particular, this department expects faculty members to carry out the duties associated with their primary appointment with the university at a high level of competence before seeking other income-enhancing opportunities. All activities that provide supplemental compensation must be approved by the department chair, regardless of the source of compensation. External consulting must also be approved.

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

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

Faculty members who wish to assign a required textbook or reading material in their course that is authored by the faculty member and the sale of which results in royalty being paid to the faculty member must request permission from the department chair. The chair will refer the matter to the appropriate undergraduate studies committee to help assess the financial burden to students, the extent to

which the book is used in the course, and whether it is reasonable to make the textbook required for the course. The department chair will make the final decision.

## **XIV. Financial Conflicts of Interest**

Information on faculty financial conflicts of interest is presented in the university [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 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.

## **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. The 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 department chair. The faculty or staff member should provide documentation to support the complaint.

Faculty members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter may be eligible to file a more formal salary appeal. See the 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 Misconduct**

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

## **C. Faculty Promotion and Tenure Appeals**

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

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

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

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

## **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 department chair, the chair will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the chair will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty members. 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.

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. 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.

## **G. Professional Student Honor Code**

The department statement on academic integrity and misconduct is:

Academic misconduct may be found in any action that tends to distort the accurate assessment of any student's individual accomplishments that are evaluated for the purpose of grading or conferring academic credit. A student may be guilty of academic misconduct, by cheating, collaborating, plagiarizing, or by allowing another student to cheat, collaborate, or plagiarize. Distortion applies to exams, homework assignments, laboratory work and any other graded assignment. To the extent that any class activity, such as attendance or participation, is used for evaluation for the purpose of grading or conferring academic credit, falsifying or distorting such activity, or permitting another student to falsify or distort such activity, represents academic misconduct.

Instructors are required to include this statement on their course syllabi. However, omission, intentional or unintentional, does not relieve students of their obligations with respect to the principles of academic integrity implied in this statement.

# **XVI. Faculty Workload Statements**

## **A. Tenure-Track Faculty**

### **1. Expected level of instruction, scholarly and service activity**

Instruction: 2 courses per year (6 credit hour equivalents)

Research: 4 to 5 supported and advised Graduate Research Associates. Sponsored research (approximately \$300K per year plus 22% released time). Commensurate publication in peer-reviewed journals.

Service: Two standing or ad hoc committee assignments or one committee Chair assignment (Dept. level). Participatory support of departmental governance, activities and initiatives. Proactive involvement in College, University or professional society committees. Active participation in undergraduate student advising and mentoring, including advising senior capstone projects. Peer mentoring as assigned through membership on the Peer Mentoring Committee.

## **2. Departures from nominal expectations**

- Faculty without significant research and service duties may be expected to teach up to 4 courses per year.
- Faculty with more than 33% released time and 8 supported and advised graduate research associates or significant administrative duties will normally have reduced teaching loads (e.g., one full course per year and partial teaching of lecture and lab courses or partial teaching assignments only.)
- Teaching loads will be adjusted in consideration of overall load, quality and duties requiring major time commitments (e.g., committee assignments, major proposals, conference organization lead, etc.) and the need to offer high quality undergraduate and graduate degree programs.

## **3. Minimum and maximum number of courses taught per year**

- Less than one and no more than four.

## **4. Nature of workload statement**

This workload statement does not constitute a contractual obligation. Fluctuation in instructional demands and individual circumstances of faculty members may warrant deviation from these statements.

# **B. Professional Practice Faculty**

## **1. Expected level of instruction, scholarly and service activity**

Instruction: 4 courses per year (12 credit hour equivalents)

Research: Occasional publication in peer-reviewed journals on engineering pedagogy or research. Occasional supervision of student research groups.

Service: Two standing or ad hoc committee assignments or one committee Chair assignment (Dept. level). Participatory support of departmental governance, activities and initiatives. Proactive involvement in College, University or professional society committees. Active participation in undergraduate student advising and mentoring, including advising senior capstone projects.

## **2. Departures from nominal expectations**

- Depending on the nature of the courses taught and demands on the educational programs, faculty members may be expected to teach up to 6 courses per year.

- Teaching assignments may comprise one full course per year and partial teaching assignments of lecture and lab courses. Alternatively, such faculty members may have a teaching assignment comprising partial teaching assignments only.
- Teaching loads will be adjusted considering overall loading, quality and duties requiring major time commitments (e.g., committee assignments, major proposals, conference organization lead, etc.) and the need to offer high quality undergraduate and graduate degree programs.

### **3. Nature of workload statement**

This workload statement does not constitute a contractual obligation. Fluctuation in instructional demands and individual circumstances of faculty members may warrant deviation from these statements.

## **C. Research Faculty**

### **1. Expected level of instruction, scholarly and service activity**

Instruction: Occasional support of instruction in research specialty.

Research: 5 to 6 supported and advised Graduate Research Associates.

Sponsored research (approximately \$500K per year plus salary support).

Commensurate publication in peer-reviewed journals.

Service: One standing or ad hoc committee assignment (Department or College level). Participatory support of departmental governance, activities and initiatives. Proactive involvement professional society committees.

### **2. Departures from nominal expectations**

- Workload will scale with fractional appointments between 50 and 100%.

### **3. Nature of workload statement**

This workload statement does not constitute a contractual obligation. Fluctuation in research funding and individual circumstances of faculty members may warrant deviation from these statements.

## **XVII. Summary Table for Departmental Activities**

Table XVIII: Summary Table for Department Activities

Note: For the schedule for annual review, appointments, promotions, and tenure activities, refer to the [Appointments, Promotion and Tenure Document.](#)

DATE	ACTIVITY
March 1	Faculty provide teaching and committee preferences
April 1	Teaching and Service Committee issues preliminary teaching assignments and discussion is solicited from Faculty. Subsequent drafts may be prepared
July 1	Department chair issues final teaching assignments
Annually	Discussion of department resources
As needed	Research space allocation
As needed	Office space allocation
January	Faculty Professional Leave Proposals – Review by MSE leadership council