

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

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Table of Contents

I	Introduction	4
II	Department Mission	4
III	Academic Rights and Responsibilities	5
IV	Faculty and Voting Rights	5
	A Teaching Faculty Appointment Cap.....	6
	B Research Faculty Appointment Cap.....	6
V	Organization of Department Services and Staff.....	6
VI	Overview of Department Decision-Making	7
VII	Department Administration	7
	A Chair	7
	B Vice Chairs	9
	• Vice Chair for Administration (VCA)	9
	• Vice Chair for Graduate Studies and Postdoctoral Affairs (VCGSP)	10
	• Vice Chair for Undergraduate Studies (VCUS).....	10
	C Senior Department Manager.....	11
	D Facilities Operation Manager	11
	E Other A&P Staff.....	11
	F Departmental Committees	12
VIII	Faculty Meetings	15
IX	Distribution of Faculty Duties, Responsibilities, and Workload.....	16
	A Tenure Track Faculty	17
	• Special Assignments	20
	B Teaching Faculty	20
	C Research Faculty	20
	C Associated Faculty	21
	D Modifications of Duties	21
X	Course Offerings, Teaching Schedule, and Grade Assignments.....	21
XI	Allocation of Department Resources.....	22
XII	Leaves and Absences.....	23
	A Discretionary Absence.....	24
	B Absence for Medical Reasons	24

C	Unpaid Leaves of Absence.....	24
D	Faculty Professional Leave	24
E	Parental Leave	24
XIII	Additional Compensation and Outside Activities	25
XIV	Financial Conflict of Interest and Conflict of Commitment	25
XV	Grievance Procedures	26
A	Salary Grievances.....	26
B	Faculty Promotion and Tenure Appeals	26
C	Faculty and Staff Misconduct.....	27
D	Harassment, Discrimination, and Sexual Misconduct.....	27
E	Violations of Laws, Rules, Regulations, or Policies	27
F	Complaints by and about Students	27
G	Academic Misconduct	28
	Appendix I: Bridging Support for Research Faculty Salary	29

I Introduction

This document provides a brief description of the Department of Physics as well as a description of its guidelines and procedures. It supplements the [Rules of the University Faculty](#), the College of Arts and Sciences [Patterns of Administration](#) and other policies and procedures of the university to which the department and its faculty are subject, such as the Office of Academic Affairs [Policies and Procedures Handbook](#). The latter rules, policies and procedures, and changes in them, and the contents of the Physics Department Appointments, Promotion, and Tenure Criteria and Procedures document, take precedence over statements in this document.

This Pattern of Administration must be reviewed and either revised or reaffirmed on appointment or reappointment of the department Chair. In keeping with Faculty Rule [3335-3-35\(C\)\(2\)](#), within the first year of their appointment or reappointment, the department chair shall review the Pattern of Administration in consultation with the faculty. Any revisions shall be made with broad faculty input, obtained in a manner consistent with the department's established practices and procedures with the chair soliciting feedback on key issues in faculty meetings or from individual committees and the overall document being made available to the entire faculty electronically before submission. At other times, revisions may be proposed by the department chair or recommended to the chair by unit committees or members of the faculty. The process for revision is the same as above. All revisions, as well as periodic reaffirmation, are subject to approval by the Arts and Sciences College office and the Office of Academic Affairs.

II Department Mission

The Ohio State Department of Physics seeks to develop an innovative and transformative understanding of the physical universe through a research program whose excellence is recognized internationally; to educate a large, diverse group of students to obtain a mastery of the subject and critical skills necessary for solving 21st-century challenges; and to disseminate our knowledge, for the betterment of society and the field, through impactful publications, education, and service & outreach.

The department embraces and seeks to implement the university's shared values initiative. We are committed to academic freedom, to ensuring responsible research practices, to building diverse and inclusive cultures, to fostering an ethic of care and mutual respect, and to promoting justice.

Excellence in research involves advancing our understanding of the physical world and making those advances known through scholarly publications and presentations, stimulating the research work of graduate students and colleagues both at Ohio State and elsewhere, and establishing a reputation for independent work at the forefront of physics research. It requires continuously evaluating and updating our research efforts. It necessitates hiring, and then promoting, only outstanding new faculty to preserve and enhance the department's and college's strength in research.

Excellence in teaching involves (1) providing instruction in Physics undergraduate service courses that fully engages all our students; (2) introducing innovative approaches to improve learning courses designed primarily for our majors; (3) continuous updating of our upper level

undergraduate and graduate courses to provide stimulating and exciting learning opportunities for these students; (4) integration of evidence-based instructional strategies in our courses at all levels; (5) helping to develop excellent research and workplace skills for all our students through high quality mentoring and professional development opportunities; and (6) regularly evaluating teaching quality and outcomes, both by peers and students, to improve our education product to the highest possible level.

Excellence in service involves (1) helping improve the department by participating in the decision-making process, engaging colleagues to seek creative solutions to problems and mentoring other faculty in research, teaching and service; (2) contributing to a positive workplace culture in the department; (3) serving responsibly on committees within the Physics Department, the College of Arts and Sciences, and the university; (4) serving on professional committees at state, national, and international levels; (5) providing professional service through editorial and reviewing activities, and evaluating colleagues at other universities involved in the promotion and tenure process; (6) sharing the fruits of our educational and research endeavors with the community beyond the university; and (7) visible leadership activities promoting diversity, equity and inclusion.

III Academic Rights and Responsibilities

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

IV Faculty and Voting Rights

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 the purpose of governance, the faculty of this department includes tenure-track, teaching and research faculty having at least a one-percent compensated FTE appointment in this department. Only faculty with 50% FTE or greater may vote on appointments, reappointments, promotion and tenure.

The Department of Physics can make tenure-track appointments. Tenure track titles are instructor, assistant professor, associate professor, or professor. Tenure-track faculty may vote in all matters of departmental governance.

The Department of Physics can make teaching faculty appointments. Teaching faculty titles are Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor. Teaching faculty may vote in all matters of Department governance except the following personnel matters: decisions related to requests to hire tenure-track faculty; tenure-track faculty appointments, promotion, and tenure decisions; decisions related to requests to hire research faculty; and research faculty appointment, reappointment, and promotion decisions. Teaching faculty members may vote on teaching faculty matters including teaching faculty appointment, reappointment, and promotion reviews.

The Department of Physics can make research faculty appointments. Research faculty titles are research assistant professor of physics, research associate professor of physics, and research professor of physics. Research faculty may vote in all matters of department governance except requests to hire tenure-track faculty, tenure track appointment, promotion, and tenure decisions; and requests to hire teaching faculty, teaching faculty appointment, reappointment, and promotion decisions.

A Teaching Faculty Appointment Cap

There can be no more than 3 teaching faculty in the Department.

B Research Faculty Appointment Cap

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

The Department of Physics can make 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 may be invited to participate in discussions on non-personnel matters but may not participate in personnel matters, including appointments and promotion and tenure reviews, and may not vote on any matter.

Emeritus faculty in this department may be invited to participate in discussions on non-personnel matters, but may not participate in personnel matters, including appointments and 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 Criteria and Procedures document](#).

V Organization of Department Services and Staff

The department provides support to faculty, postdocs, and students who perform the missions of teaching, research, and service. This support includes:

1. Technical Support. The department staff provides direct technical support to faculty, staff, and students in the conduct of research. These services are provided to the entire department, regardless of research area.
2. Teaching Support. Academic program and instructional aid specialists provide expertise in the conduct of service and physics major courses. These include the administration of the large introductory courses, the design, construction, and maintenance of physics demonstrations, and the operation of lower division and upper division laboratories.
3. Administrative, Clerical and Facilities Support. The department provides a broad list of services that ensure safe, efficient, and productive day-to-day operation. These include

full-time payroll actions; purchasing of supplies, services and equipment; fiscal accounting; administrative support; and maintenance and operation of the buildings that house the department. Faculty in research groups “share” the services of an administrative associate who is tasked with providing day-to-day administrative support, including travel scheduling, purchasing of supplies and equipment, fiscal account and grant reconciliations, and other routine office duties. The Chair and Vice Chairs typically have dedicated administrative support.

4. Professional development. The department is committed to providing appropriate training, mentorship and professional development for all faculty, staff, and students. The department’s plan for providing formal mentorship to probationary tenure-track faculty is described in the Appointments, Promotion, and Tenure document.

VI Overview of Department Decision-Making

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

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. This rule, along with Faculty Rule [3335-6-02](#), also requires the Chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to appointments, promotion, and tenure.

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

- Uphold expectations of the Leadership Philosophy:
 - Uphold Ohio State’s [Shared Values](#) and engender trust through words and actions.
 - Care for people and create conditions for well-being and productivity.
 - Set clear direction and goals for their teams and align to the mission of the department.
 - Solve problems and support their teams to adapt to changing contexts.
 - Drive cross-functional collaborations to advance goals of the department.
 - Demonstrate commitment to continuous growth for themselves and their teams.
- Have general administrative responsibility for department programs, subject to the approval of the Dean of the College of Arts and Sciences, 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; encourage research and educational investigations.
- Assign workload according to the department's workload guidelines (see Section IX) and faculty appointment type (and rank).
- Evaluate and improve instructional and administrative processes on an ongoing basis; 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 university, college, and department established criteria; 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.
- After consultation with the eligible faculty, recommend appointments, 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 [3335-7](#) and this department's Appointments, Promotion, and Tenure Criteria and Procedures document.
- See that all department members, regardless of their assigned campus location, are offered the departmental privileges and responsibilities appropriate to their position; and in general lead in maintaining a high level of morale.
- Maintain a curriculum vitae for all personnel teaching a course in the department's curriculum.
- See that adequate supervision and training are given to those members of the faculty and staff who may profit from such assistance.
- Prepare, after consultation with the faculty, annual budget recommendations for the consideration of the dean of the college.
- To facilitate and participate in prescribed [academic program review](#) processes, in collaboration with the dean of the college and the Office of Academic Affairs
- Consult with the faculty on all important policy matters, including initiating the review and selection of new faculty members for appointment. Such consultation will, whenever practicable and/or as mandated in the case of selection of new faculty members for appointment, be undertaken at a meeting of the faculty as a whole. The articulation and achievement of department academic goals is most successful when all faculty members participate in discussing and deciding matters of importance. However, operational efficiency requires that the Chair exercise a degree of autonomy in establishing and managing administrative processes. The Chair will generally solicit the advice of the Budget Committee (BC), the Personnel Resources Committee (PRC), the Vice Chairs, or other relevant faculty committees before submitting an issue for consensus at a meeting

of the faculty. There shall be a presumption favoring majority rule (see Section VIII) by the eligible faculty on all matters covered by the Pattern of Administration. Whenever majority faculty rule is not followed, the department Chair shall explain the reasons for the departure to enhance communication and to facilitate understanding within the department. Where possible, this statement of reasons shall be provided before the departure occurs. This explanation shall outline the decision of the majority of the faculty, the decision of the department Chair, and the reasons the decisions differ. The explanation shall be communicated to the faculty in writing, where possible, or at a faculty meeting, with an opportunity provided for faculty to comment.

- Provide a schedule of all regular faculty meetings to all faculty members before the start of each semester. Additional meetings may be called or convened by the Chair at his or her discretion or at the written request of at least ten (10) faculty members. Except in cases of urgency, such meetings will be announced to the faculty at least one week in advance. A quorum, consisting of a simple majority of the faculty eligible to vote (excluding those teaching or absent from OSU on official leave or business), is required in order for a vote to be taken. Reasonable accommodations for participation by faculty assigned to other than the Columbus campus will be made.
- Arrange to maintain and post an electronic summary of all faculty meetings and maintain records of other actions covered by this Pattern of Administration. These records should be accessible to the faculty through a password-protected electronic archive.
- Serve as an ex-officio member of every department committee, and as a non-voting member of the committee of the eligible faculty and the Promotion and Tenure Subcommittee.

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 of Administration, subject when relevant to the approval of the Dean of the College of Arts and Sciences, Office of Academic Affairs, and Board of Trustees.

B Vice Chairs

Vice Chair for Administration (VCA)

The VCA has overall responsibility for introductory courses for non-majors, in addition to a variety of specific administrative duties as follows:

1. Help ensure an inclusive learning environment for all students in the introductory courses, including service and major courses. The VCA will coordinate with the Climate & Diversity Committee as needed.
2. Scheduling all physics classes and making teaching assignments.
3. Overseeing Lecturer and Graduate Teaching Associate staffing needs, training, and performance, and supervising the staff who support the introductory courses.
4. Overseeing evaluation of teaching performance, including its incorporation into promotion and tenure documentation.

5. Facilitating SA, FPL (Faculty Professional Leave) and Visiting Scholars programs.
6. Administering possible academic misconduct cases.
7. Overseeing curriculum in large introductory courses, including forming ad hoc committees as needed for course management of all 1000-level courses with the exception of the 1250H and 1251H honors sequence.
8. Electronically posting each semester the teaching and department service duties for each faculty member in a location accessible to all faculty.
9. Other duties as assigned by the Chair.

Vice Chair for Graduate Studies and Postdoctoral Affairs (VCGSP)

The VCGSP has overall responsibility for the Graduate Program and related activities and serves as the liaison for all postdoctoral researchers. These responsibilities include:

1. Ensure that an inclusive learning environment is maintained for all graduate students in the department by providing and highlighting appropriate training and encouraging respectful and open dialogue. The VCGSP will coordinate with the Climate & Diversity committee as needed.
2. Recruiting, admissions, annual reviews, student records, advising grievances of graduate students; Co-chairing the Graduate Studies Committee; Chairing the Graduate Admissions Committee, Leading the 6780 seminar; with VCA coordinating both Grad Curriculum and corresponding faculty teaching assignments.
3. With VCA, coordinating and monitoring GTA appointments; with Business Manager, coordinating pay and tuition/fee waivers.
4. Approving Candidacy and Ph.D. Committees; Acting as nominator for University and Presidential Fellowships; overseeing nominations for Graduate Faculty status.
5. Electronically posting each semester a list of students associated with each faculty member as thesis student, committee member, or summer advisor, and if available, the number of exams for which faculty serve as regular or external members in a location accessible to all faculty.
6. Regularly communicating with the postdoctoral researchers in the department and supporting their integration into the department community.
7. Other duties as assigned by the Chair.

Vice Chair for Undergraduate Studies (VCUS)

The VCUS has overall responsibility for the undergraduate physics and engineering physics programs. These responsibilities include:

1. Overseeing the undergraduate major curriculum.

2. Ensure that an inclusive learning environment is maintained for students in all physics courses, to promote learning outcomes and retention of students from underrepresented groups in Physics.
3. Coordinating undergraduate major advising.
4. Organizing undergraduate major recruiting efforts, with a specific focus on improving numbers from underrepresented groups.
5. Supervising undergraduate awards and scholarships.
6. Electronically posting each semester a list of students who work with each faculty member on undergraduate research in a location accessible to all faculty.
7. Other duties as assigned by the Chair.

C Senior Department Manager

There shall be a Senior Department Manager to oversee the non-academic operation of the department. He or she reports directly to the Chair and is the first/second level supervisor for Classified Civil Service (CCS) and Administrative and Professional (A&P) staff members. Responsibilities include:

1. Directing payroll, purchasing, and accounting activities
2. Coordinating research funding actions.
3. Other duties as assigned by the Chair.

D Facilities Operation Manager

There shall be a Facilities Operation Manager to oversee the facility planning, maintenance, and operations of the Physics Research Building comprising research group laboratory space, class 1000 and class 100 clean rooms, a computer data center, offices, conference rooms, and administrative and operational support infrastructure, and the Shops and other space assigned to the department in Smith Laboratory. Responsibilities include:

1. Supervising departmental technical staff members.
2. Working with university FOD teams to accomplish equipment maintenance, construction services, access, and building repairs and renovations.
3. Other duties as assigned by the Chair.

E Other A&P Staff

The department has need of a variety of services in order to fulfill its mission. Over time the specifics may change. It will be the responsibility of the Chair, in consultation with the Divisional Dean, Vice Chairs, and faculty, to organize and staff the department appropriately. Development of job descriptions for these various positions will be the responsibility of the Chair in consultation with the Business Manager, Facilities Operation Manager, the Vice Chairs, and others as their expertise would be appropriate. These assignments will be reviewed on an annual basis to ensure duties are distributed equitably and with open discussion.

F Departmental 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 Committee of Eligible Faculty and the Promotion and Tenure Sub-Committee (see [Appointment, Promotion and Tenure Criteria and Procedures Document](#) for information on both of these bodies). A committee may be convened with a subset of members from the committee if the committee chair, in consultation with the department Chair, deems there is a potential conflict of interest or the necessity of confidentiality. All committee members, including student members, are eligible to vote on committee business unless there is deemed a conflict of interest by the committee chair and the committee member in question. If determination of a conflict of interest cannot be agreed upon, the department chair will be consulted for a final decision.

The department shall have a Budget Committee, a Personnel Resources Committee (PRC), a Climate and Diversity Committee, a Graduate Studies Committee (GSC), a Graduate Admissions Committee (GAC), a Colloquium Committee, an Undergraduate Studies Committee, a Service Courses Committee, a Faculty Awards Committee, a Safety and Infrastructure Committee, and any such other committees that the Chair deems necessary for the continued well-being of the department. All committees are advisory to the Chair of the department and/or, through the Chair, to the department faculty. Each summer, all members and chairs of each committee shall be appointed by the department Chair for two-year terms, unless otherwise noted below. In cases of graduate student representation, the Chair shall request recommendations from the VCGSP and graduate students in the program. The VCUS shall make recommendations regarding undergraduate student representation. Early in Autumn semester, the Chair shall provide a written charge for each committee. Each semester the Chair shall convene a meeting of all committee chairs to discuss general progress and consider issues that may cut across committee boundaries.

1. Budget Committee

The Budget Committee shall have at least six (6) tenure track faculty members including the department Business Manager as an *ex officio* member. Members shall be appointed for two-year terms with two or three members being replaced each year. The faculty will be asked to supply nominations to this committee to the Chair. The composition of the committee should be broadly representative of research groups in the department.

The Budget Committee will advise the Chair of the department on budgetary and professional activity matters, such as proposals for equipment funds, development of resource allocation policies and such other matters as the Chair brings before it.

2. Personnel Resources Committee (PRC)

The PRC shall have at least eleven tenure track faculty members appointed for two-year terms, with five or six members being replaced each year. The faculty will be asked to

supply nominations to this committee to the Chair. The composition of the committee should be broadly representative of research groups in the department.

The PRC shall advise the faculty and the Chair of the department on matters of new faculty hiring. It may be asked to prepare long-range hiring plans that will satisfy the needs for departmental growth and replacement of faculty vacancies. The PRC will act as the search committee for special hiring opportunities such as dual career requests. The PRC shall be charged with advising the Chair concerning updating of the “[Appointments, Promotion and Tenure Criteria and Procedures](#)” document for the Department of Physics. The PRC will evaluate faculty requests for department visitor funds, Faculty Professional Leaves, Special Assignments, and other requests brought by the Chair.

3. Climate and Diversity Committee (C&D)

The Climate and Diversity Committee is a committee that advises the Chair and the Physics Department on matters related to issues of climate and diversity. The committee consists of representatives of all constituent groups of the department: undergraduates (1), graduate students (2), postdocs (1), staff (2), lecturers (1) and tenure-track, teaching, or research faculty (6)). The committee will evaluate and offer feedback on issues of climate and diversity, help develop strategies for fostering a welcoming and inclusive learning, research, and work environment, and report on new campus initiatives and national developments in the STEM disciplines. As part of its assessment the committee should regularly survey the Physics community on issues of climate and diversity. The C&D committee will coordinate w/ the Vice Chairs as needed to help ensure a diverse, equitable and inclusive environment for all students, staff and faculty in the Department.

4. Graduate Studies Committee (GSC)

The VCGSP shall serve as co-chair of the committee with a second co-chair that the department chair assigns. The committee shall be composed of at least six physics graduate faculty including the two co-chairs and three physics graduate students. The graduate student members have the right to participate in all discussions of the committee, but will be recused for discussions of issues concerning other individual graduate students. When such discussions take place, a faculty member, such as the student’s advisor or a member of the committee, will act as the student’s advocate.

The committee’s responsibilities shall include, but not be limited to, those outlined in the [Graduate School Handbook](#), except for the responsibilities of the Graduate Admissions Committee. In addition, the GSC will recommend the award of fellowships and graduate associateships that are not connected to the admissions process, conduct an annual review of all graduate students, and carry out whatever other charges may be requested by the Chair or the VCGSP. The GSC reviews all grievances and petitions from graduate students, and it is responsible for all aspects of the graduate curriculum and for all other issues pertaining to graduate study in physics. The GSC will coordinate with C&D as needed to promote a diverse, equitable and inclusive learning environment for all graduate students.

5. Graduate Admissions Committee (GAC)

The VCGSP shall serve as chair of the committee. The committee shall be composed of at least 11 physics graduate faculty and selected to provide a diverse representation of the different research fields in the department. The committee's responsibilities are to carry out graduate student admissions, recruiting process, and to recommend the award of fellowships and graduate associateships connected to the admissions process. The committee's responsibilities shall include, but not be limited to, the admissions process as outlined in the [Graduate School Handbook](#). The admissions process must include current best practices for wholistic admissions as outlined by the American Physical Society.

6. Colloquium Committee

The Colloquium Committee shall consist of at least seven members of the tenure-track, teaching, or research faculty and one graduate student. The committee is responsible for arranging the weekly physics colloquium, including soliciting names of speakers, arranging travel, and providing advertising within the department and the university. This committee also is responsible for the arrangements for the Annual Alpheus Smith Lecture, including inviting the speaker and working with the Chair's assistant in coordinating all of the necessary preparations for the talk, reception and other related activities. The Colloquium Committee will consider input from C&D committee to promote speakers from all areas of physics and physics education.

7. Undergraduate Studies Committee (USC)

The Undergraduate Studies Committee shall consist of at least eight tenure-track or teaching faculty members, one lecturer, and two undergraduate physics or engineering physics majors, plus the VCUS who shall serve as chair. The committee oversees the undergraduate major program, including the physics major and engineering physics major curricula, and all other issues pertaining to undergraduate physics majors. The committee is also charged with ensuring that undergraduate students are nominated for international, national, state, university, and college awards, prizes and other recognitions that improve the stature of the students and department. The USC will coordinate with C&D as needed to promote a diverse, equitable and inclusive learning environment for all undergraduate students.

8. Service Courses Committee

The Service Courses Committee shall consist of at least six tenure-track or teaching faculty members, one of which is a regional campus faculty member, a graduate student, a lecturer, and the VCA who shall serve as chair. The committee oversees the service courses offered by the department. It shall consider topics such as course content, textbooks, laboratory instruction, staffing levels, lecture demonstrations and other issues pertaining to service course delivery. The SCC will coordinate with C&D as needed to promote a learning environment for all undergraduate students in service courses.

9. Faculty Awards Committee

The committee is established to facilitate the nominations of department faculty for prestigious awards, which raise the visibility and reputation of the department. The committee consists of five tenure-track faculty members appointed for two-year terms. The committee shall establish and maintain a database for external and internal faculty awards. The database should include information regarding deadlines for nominations, basic criteria, required letters, etc. The committee shall review the available awards and recommend faculty for nomination. The committee shall coordinate the nominations for University Distinguished Scholar, Distinguished University Professor, University Distinguished Teaching Award, and the College of Arts and Sciences Awards. The committee should establish a set of best practices for the nomination process and shall assist in the nomination process by engaging other faculty, coordinating with the Chair and when appropriate seeking the recommendation of the Personnel Resources Committee and other committees within the department. A robust portfolio of nominations for international, national, university and college awards is anticipated annually.

10. Safety and Infrastructure Committee

The Safety and Infrastructure Committee shall consist of at least seven tenure-track or research faculty members, two graduate students plus the department Facilities Operation Manager and an EHS representative as *ex officio* members. The committee shall oversee the department Safety Program, with technical and administrative support from the Facilities Operation Manager and the Building Coordinator. The committee will review the safety program annually, or more frequently if required. The committee shall oversee the infrastructure of the department, including operation of shops, information technology services, computing and associated infrastructure. The committee shall consider space requests from the faculty and advise the Chair of the department on matters involving space allocation and planning, including periodic space audits. The committee will have the central responsibility in planning and overseeing any new facilities projects.

11. Annual Review Subcommittees/Promotion and Tenure Subcommittees

The department also has an Annual Review Subcommittee for each tenure-track, teaching, and research assistant and associate professor, a separate subcommittee of the Committee of the Eligible Faculty (fully described in the APT) that reviews the annual performance of assistant and associate professors in all appointment types. Each subcommittee consists of four members of the eligible faculty for reviewing a candidate's case: two from the candidate's discipline and two members from outside the candidate's discipline, with one of the faculty from outside the discipline appointed by the department chair to serve as subcommittee chair. The Annual Review Subcommittee is designated as the department's Promotion and Tenure Subcommittee when an assistant or associate professor is considered for promotion and/or tenure.

VIII Faculty Meetings

As noted in Section VI, the Chair shall provide a schedule of all regular faculty meetings to all faculty members at the beginning of each academic term. The schedule will provide for at least one meeting per semester and normally will provide for monthly meetings. A call for agenda items and completed agenda will be delivered to faculty by e-mail before a scheduled meeting. Reasonable efforts will be made to call for agenda items at least seven days before the meeting, and to distribute the agenda by e-mail at least three business days before the meeting. Additional meetings may be called or convened at the Chair's discretion or at the written request of at least ten (10) faculty members. The Chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. Except in cases of urgency, such meetings will be announced to the faculty at least one week in advance.

A quorum, consisting of a simple majority of the faculty eligible to vote (excluding those teaching, absent from OSU on official leave or business, and those who have a conflict of interest on a particular matter), is required in order for a vote on a non-personnel matter to be taken. For online and hybrid faculty meetings, faculty attending by video conferencing software are considered in attendance. Reasonable accommodations for participation by faculty assigned to regional campuses will be made.

Special policies pertain to voting on personnel matters, and these are set forth in the department's [Appointment, Promotion and Tenure Criteria and Procedures Document](#).

Either the Chair or one-third of all faculty members eligible to vote may determine that a formal vote conducted by written or anonymous electronic ballot is necessary on matters of special importance. For purposes of a formal vote, a matter will be considered decided when a particular position is supported by at least a majority of all faculty members eligible to vote. In case of written ballots, faculty in attendance by video conferencing software submit their votes through the videoconferencing software. Balloting will be conducted electronically when necessary to assure maximum participation in voting. When conducting an electronic ballot on non-personnel matters, faculty members will be given one week to respond.

When a matter must be decided and a simple majority of all faculty members eligible to vote cannot be achieved on behalf of any position, the 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

Faculty roles and responsibilities are described in the initial letter of offer. Workload assignments and expectations for the upcoming year are addressed as part of the annual review by the department chair based on departmental needs as well as faculty productivity and career development.

During on-duty periods, faculty members are expected to be available for interaction with students, research, and departmental meetings and events even if they have no formal course assignment. Every member of the faculty who is assigned instruction is expected to establish and maintain regular office hours in order to be readily available to students. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave (see section XII) or on approved travel.

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.

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

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

The following is a statement of the current operating procedures that have allowed the Department of Physics to develop into a successful department. The formal teaching responsibility is an important part of the total teaching effort and of the expected activities of all faculty members in the department except research faculty, who are not required to teach.

A Tenure Track Faculty

Tenure track faculty members are expected to contribute to the university's 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.

Teaching

The faculty of the Department of Physics teach students in a variety of modes: (1) formal instruction of undergraduates and graduate students in lectures and laboratory courses; (2) extensive individual instruction, primarily of graduate students, under standard course numbers for research; (3) a vigorous program of research seminars in all research areas by external and internal scientists; (4) the teaching and supervision of postdoctoral-level scientists and (5) the involvement of undergraduates in research. Faculty are expected to maintain and promote an equitable and inclusive learning environment in all of their teaching activities. This inseparable program of teaching and research at research universities is the primary way in which fundamental new knowledge is generated in this country.

All tenure track faculty are expected to contribute to the department's teaching. The standard teaching workload expectation for full-time tenure-track faculty members is 40% time allocation to total workload according to the university [workload guideline](#). In keeping with comparable institutions, ordinarily, no faculty member without release time will teach fewer than two or more than four formal courses in a 9-month academic year. In addition, each faculty member has non-formal teaching responsibilities together with the research and service expectations described below. It is expected that faculty will teach all types of courses: large-enrollment freshman and sophomore courses and smaller-enrollment advanced undergraduate and graduate courses. These policies are the norm for physics departments at universities with major graduate programs. All faculty members are expected to participate in advising graduate students. The advising of undergraduate students is the responsibility of the Vice Chair for Undergraduate Studies, together with the members of the Undergraduate Studies Committee. Faculty members are expected to participate in undergraduate and graduate curriculum development, which can be sufficiently complex so as to substitute for the teaching of a formal course.

The Chair, in consultation with the Vice Chairs and the separate faculty members, is responsible for assuring that assigned responsibilities are equitably distributed. 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 and/or contact 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 increased teaching responsibilities. 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 given an enhanced service assignment that includes a reduced teaching responsibility.

The Chair is responsible for making adjustments to standard teaching assignments on an annual basis in consultation with the divisional dean, 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 and the college. Except for those on formal approved leave, all tenure-track faculty members must perform some formal and/or informal instruction and advising over the course of the academic year.

Scholarship

The standard scholarship workload expectation for full-time tenure-track faculty members is 40-50% time allocation to total workload according to the university [workload guideline](#).

Recognizing that research is the basic component of physics graduate programs, all tenure-track faculty members are expected to establish and to maintain vigorous research programs involving graduate students. Whenever possible these programs should involve undergraduate students. In some cases postdoctoral-level scientists may be involved. In addition to their formal course responsibilities, faculty members will normally supervise the education of graduate students doing thesis research. Faculty are expected to maintain a supportive research environment for all the members of their research group. Since physics research is primarily funded from external sources, all faculty members are expected to seek such funding to support their research programs. Completed research projects should generally result in publication in major peer reviewed professional journals or peer reviewed proceedings.

Service

All faculty members are expected to be engaged in service and outreach to the department, university, profession and community. The standard service workload expectation for full-time tenure-track faculty members is 10-20% time allocation to total workload according to the university [workload guideline](#). Examples are (i) serving on examination committees both inside and outside the department, (ii) serving on advisory and evaluation committees for this university and for other universities, government agencies and professional societies, (iii) organizing and participating in outreach activities, (iv) serving on department, college and university governance bodies, (v) reviewing papers for professional journals and research proposals for funding agencies, and (vi) significant activities promoting diversity, equity and inclusion. Tenured faculty members are expected to perform *significant* service.

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

The department recognizes that some of its faculty members bear an inherent additional service burden. That burden accrues when faculty members, often women and/or underrepresented colleagues, are recognized as uniquely positioned to assist with work at the department, college, or university levels. Such individuals may be expected to provide more service than normal because their particular expertise, perspective, or voice can help working groups, for example, or task forces or students (through their mentorship of them) understand context, options, and opportunities in new ways. This additional service burden does not derive from volunteerism. Rather, it is an unwarranted and inequitable expectation.

Service loads should be discussed and agreed to during annual performance and merit reviews. When heavy service obligations are primarily volunteer in nature, the department chair is not obligated to modify the service load of the faculty member (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 taken into account for the AMC Process. The department chair should also consider this additional service burden in managing equity of service loads among faculty.

- **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.

The Personnel Resources Committee may be asked to evaluate SA proposals and make recommendations to the Chair. Faculty proposals for SAs may include proposals for curricular development and other activities directly benefiting the department. The Chair's recommendation to the Dean regarding an SA proposal will be based on the quality of the proposal and its potential benefit to the department or university and to the faculty member, as well as the ability of the department to accommodate the SA at the time requested.

B Teaching Faculty

Teaching faculty appointments exist for faculty members who focus principally on the educational needs of the Department of Physics.

Teaching faculty members are expected to contribute to the University's mission via teaching and service and to a lesser extent scholarship. Teaching faculty are expected to contribute to the Department's Scholarship of Teaching and Learning as defined in Section IV.A.2 of the [Appointment, Promotion, and Tenure document](#), and the education mission, as reflected by participation in undergraduate and graduate program development and teaching. The standard workload expectations for full-time teaching faculty members are 70-90% teaching, 5-20% scholarship, and 5-20% service. Teaching and service assignments are determined at the time of appointment or reappointment and specified in the letter of offer to the individual faculty member.

C Research Faculty

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

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

A research faculty member may, but is not required to, participate in limited educational activities in the area of his or her expertise. However, teaching opportunities for each research track 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 track faculty be continuously engaged over an extended period of time in the same instructional activities as tenure-track faculty.

Standard workload expectations for full-time research faculty members are 0-10% teaching (student mentoring), 90-100% research, and 0-10% service, depending on specific expectations as spelled out in the letter of offer.

C Associated Faculty

Standard workload expectations for compensated associated faculty members are 80-100% teaching, 0-20% scholarship, and 0-20% service, depending on the terms of their individual appointments.

Faculty members with tenure-track titles and appointments <50% FTE will have each dimension of their workload responsibility (teaching, research, service) adjusted proportionally to 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.

D Modifications of Duties

The Department of Physics 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 Arts and 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 of Arts and Sciences [Pattern of Administration](#) for details. See also the OHR [Parental Care Guidebook](#) and the [Paid Time Off policy](#) in Section IV. The Department will also help faculty (and staff) members take advantage of university Leave policies as discussed further below.

The faculty member requesting the modification of duties 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, 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. However, the dean and divisional deans are ultimately responsible for approving course offerings and teaching schedules. While consideration will be given to the teaching specialties and preferences of faculty, the primary consideration in scheduling classes is to provide for the needs of students, both the department's own students and those from other departments who need specific courses to meet their degree requirements. Every effort will be made to ensure the regular availability of required courses and the sensible timing of high demand offerings so that all students have a fair chance of fitting such courses into their schedules. To the extent possible, required courses 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. In

addition, to ensure classroom availability, reasonable efforts will be made to distribute course offerings throughout the day and week.

Patterns of enrollment in all course offerings, especially elective offerings, will be reviewed annually. Offerings that may represent a less than optimal use of instructional resources should be identified. By Faculty Rule [3335-8-16](#), a scheduled course that does not attract the minimum number of students required 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, although courses enrolling less than the minimum number may be offered if sufficient resources and program justifications exist. Courses with enrollments that are frequently below minimum should be discontinued or at least not offered again until there is reason to expect adequate enrollment. Faculty may not cancel courses on their own. The Chair is responsible for determining whether a scheduled course is to be cancelled, after consultation with the divisional dean.

By the end of the Fall Semester, all members of the Physics faculty are asked to list their teaching preferences semester by semester for the upcoming academic year. The Vice Chair for Administration then matches the requests, within reason and guided by department needs, to the course demands for the upcoming semesters. Before the end of the Spring semester, faculty members will receive preliminary teaching assignments for the upcoming year. This is a dynamic process and for some the actual course(s) taught may differ from the preliminary assignments due to unanticipated opportunities and teaching and/or research.

The courses offered by the department are scheduled to meet the demands of both undergraduate and graduate students. Introductory courses are typically scheduled with multiple sections to match anticipated enrollment. In setting the class meeting times care is taken to avoid time conflicts with other courses that may be required of students the same semester.

In order to achieve equitable workloads for all faculty, the teaching responsibilities for an individual faculty member may be adjusted in response to variations in research, service, and other activities.

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, 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 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 members in sub-disciplines, and productivity and grouping staff functions to maximize efficiency. Floor sub-committees will semi-annually audit office space within their assigned regions, updating the department spreadsheet. Requests for office space for students and postdocs will be made by the sub-committees, with coordination among committees and with the Chair as needed. The sub-committees will also ensure office space remains ADA compliant with occupation, and that a professional office environment is maintained.

A department goal is to ensure that all space is actively utilized. Thus, under-utilized space may be reassigned, and space that is utilized may have to be exchanged with other space in order to optimize the total space usage.

Departmental space must never be used for long-term storage of apparatus or personal effects.

When assignments or reassignments of space are contemplated, the faculty member or other persons who will be affected by the proposed changes will be consulted prior to the final decision.

When decisions are made that involve instructional space, they should be made in consultation with the Vice Chairs and such faculty members as may have specific interests in the matter.

Where possible, office and lab space will be assigned to emeritus faculty based on their needs and reported level of professional activity.

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

XII Leaves and Absences

The university's policies and procedures with respect to leaves and absences are set forth on the Office of Human Resources [Policies and Forms website](#). The information provided below supplements these policies.

Many faculty members voluntarily take on a variety of professional activities that fall outside the department's policy on faculty duties and responsibilities. (Travel to conferences, workshops and in some cases extended stays at facilities vital to the research mission of the department can and do lead to a redistribution of the various components of a faculty member's total workload.) These activities often benefit the department or university and, to the extent possible, should be taken into account in considering a faculty member's total workload.

However, fairness to other faculty and the department's need to meet its programmatic obligations may become issues when a faculty member seeks relief from departmental obligations in order to devote considerable time to personal professional interests that may not

contribute to departmental goals. The Chair may decline to approve such requests when approval is not judged to be in the best interests of the department.

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

A Discretionary Absence

Faculty members are expected to complete a [request for absence form](#) well in advance of a planned absence (for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the Chair retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular semester is substantial. Faculty Rule [3335-5-08](#) requires that discretionary absence longer than ten consecutive business days be approved by the Chair, Dean, and Executive Vice President and Provost.

B Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty members are expected to complete [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 should use sick leave for any absence covered by sick leave (personal illness, illness of family members, medical appointments). 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](#).

D Faculty Professional Leave

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

The PRC will review all requests for faculty professional leave and make a recommendation to the Chair 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. The Chair will then make a recommendation to the Dean regarding all FPL proposals, based on the criteria above and the recommendation of the PRC.

E Parental Leave

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

In some circumstances, a modified workload for a period of time may offer a better solution than the use of leave. The College of Arts and Sciences has developed a modified duty practice for faculty that exists within the framework of the university's leave policies. See Section IX.D. of this document and Appendix A in the College of Arts and Sciences' [Pattern of Administration](#) for more details.

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. 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 (see XIV below). All activities providing additional compensation must be approved by the department Chair regardless of the source of compensation. External consulting must also be approved. Approval will be contingent on the extent to which a faculty member is carrying out his or her 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 additionally compensated activities and external consulting combined.

Faculty with an administrative position (for example, chair, associate/assistant dean, center director) remain subject to the [Policy on Outside Activities and Conflicts](#) and with appropriate approval, are permitted to engage in paid external work activities. However, faculty members with administrative positions are not permitted to accept compensation/honoraria for services that relate to or are the result of their administrative duties and responsibilities.

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

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

XIV Financial Conflict of Interest and Conflict of Commitment

Faculty members at The Ohio State University accept an obligation to avoid financial conflicts of interest in carrying out their institutional responsibilities. The university's [Policy on Outside Activities and Conflicts](#) governs. A financial 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 as 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.

A related issue is the need to avoid conflict of commitment. A conflict of commitment exists when external or other activities are so substantial or demanding as to interfere with the individual's teaching, research, scholarship or service responsibilities to the university or its students. The department supports faculty members as they perform scholarly work and service outside their regular scope of duties, but also fully adheres to the university [policy](#) to ensure that the needs of the department, college and university are being fully met as a priority. Additional information about conflicts of commitment is included in Section IX of this document.

XV Grievance Procedures

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

A Salary Grievances

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

Faculty members who are not satisfied with the outcome of the discussion with the Chair and wish to pursue the matter may be eligible to file a more formal salary appeal as described in the College of Arts and Sciences [pattern of administration](#). A formal salary appeal can also be filed with the Office of Faculty Affairs (see the Office of Academic Affairs [Policies and Procedures Handbook](#), Chapter 4, Section 2).

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 Promotion and Tenure Appeals

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

C 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 staff to the department chair. The [Office of Employee and Labor Relations](#) in the Office of Human Resources can provide assistance with questions, conflicts, and issues that arise in the workplace.

D Harassment, Discrimination, and Sexual Misconduct

The [Office of Civil Rights Compliance](#) 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 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. If the complaints are not able to be resolved, students are encouraged to seek additional assistance from the office of Student Affairs. When students bring complaints about courses and instructors to the department Chair, the Chair will first forward these complaints to the Vice Chair for Administration if the grievance is associated with introductory level courses. The Vice Chair for Administration and the Chair will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the Vice 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](#).

The Vice Chair for Undergraduate Studies handles all grievances by undergraduate physics majors and grievances arising in all undergraduate physics majors' courses, as well as the first-year honors courses.

Graduate student grievances are addressed to the Vice Chair for Graduate Studies and Postdoctoral Affairs for initial consideration. They may be referred to the Graduate Studies Committee and are encouraged to reach out to the [Graduate Ombudsperson](#) for further consideration.

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

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

Appendix I: Bridging Support for Research Faculty Salary

Bridging support addresses the need for salary and fringe benefit support for research faculty who experience a temporary gap in external funding due to factors beyond their control.

Application for bridging support shall be made through the Chair. Evaluation criteria for judging applications for bridging support include:

- Quality and significance of researcher's work
- Researcher's past experience in obtaining external support
- Researcher's potential for obtaining such support in the future
- Evidence the applicant has a grant application expected to be funded in the near future (1-6 months)
- Evidence the researcher's work is in keeping with departmental and university priorities
- Support of the department as to the applicant's continuing employment

The level of bridging support eligibility is outlined below according to rank and service. No university general funds may be used for this purpose, or for start-up funding. Bridging support depends on the availability of funds, and there is no presumption of support.

Rank/Years in Service Funding Eligibility

Research Assistant Professor

3-5 years of service, up to 2 months

5-6 years of service, up to 3 months

Research Associate Professor

less than 3 years of service in rank, up to 6 months

3 or more years of service in rank, up to 12 months

Research Professor

less than 3 years of total service as departmental research faculty, up to 6 months

3 or more years of total service as departmental research faculty, up to 12 months.