

Pattern of Administration for The Ohio State University Department of Statistics

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I Introduction

This document provides a brief description of the Department of Statistics as well as a description of its guidelines and procedures. It supplements the [Rules of the University Faculty](#), and other policies and procedures of the university to which 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 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 where revised documents are made available to faculty and reviewed at a faculty meeting. 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 college office and the Office of Academic Affairs.

II Department Mission

The mission of the Department of Statistics is to produce research in statistical and data science at the level of the best universities in the country and to provide teaching and service at equally high levels of excellence.

Excellence in research involves advancing the state of knowledge in statistical and data science and its application. We place a high value on research in methodology, theoretical statistics, applied statistics and probability, computational science in the presence of uncertainty, and interdisciplinary research. The attainment of excellence necessitates hiring, and then promoting, outstanding new faculty to preserve and enhance our department's strengths in research.

Excellence in teaching involves (1) presenting the most complete and engaging educational product possible in our courses, (2) continuously updating our courses to present accurate, state-of-the-art information to our students, (3) introducing innovation in teaching statistical ideas, including new and effective ways to communicate our knowledge, (4) producing outstanding scholars who are capable of serving on the faculty of the very best departments, or as leaders in the industrial, governmental, or non-profit sectors, and (5) ongoing evaluation of teaching quality, by both peers and students, to continually improve our educational products. At the graduate level, these educational goals can be achieved only in conjunction with excellence in research. For the department, excellence in teaching requires that we keep our educational programs current.

Excellence in service involves demonstrating leadership and carrying out duties responsibly and in a collegial manner. It involves ongoing evaluation to ensure that duties are carried out professionally and that the audiences we serve are satisfied. Duties for the individual faculty member will include service on committees within the Department and may include service on committees at the College and University levels. They may also entail serving on professional committees at the local, state, national, and international levels; evaluating other programs as they strive for excellence; and evaluating colleagues at other universities involved in the promotion and tenure process. They will entail providing peer review of manuscripts or editing for journals, conferences, and funding agencies. Finally, many faculty members will share their educational and research endeavors with the community outside of the University through statistical consulting.

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 a welcoming environment, to fostering an ethic of care and mutual respect, and to promoting justice.

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 purposes of governance, the faculty of this department includes tenure-track, teaching/professional practice and associated faculty with compensated FTEs of at least 50% in the department.

Definitions and Conventions

The word department will mean Department of Statistics, unless specified otherwise.

The Department of Statistics makes tenure-track appointments with titles of instructor, assistant professor, associate professor, or professor. Tenure-track faculty who are not on unpaid leave of absence may vote in all matters of department governance.

The Department of Statistics makes Teaching and Professional Practice appointments. Teaching and Professional Practice faculty titles are assistant teaching professor and professional practice assistant professor; associate teaching professor and professional practice associate professor; and teaching professor and professional practice professor. Teaching and Professional Practice faculty members are encouraged to attend faculty meetings and are encouraged to participate in recruitment activities and department events. They are not allowed to participate in deliberations or votes on personnel matters for tenure-track faculty, including the appointment, tenure or promotion of tenure-track faculty. Teaching and Professional Practice faculty may vote on Teaching and Professional Practice faculty personnel matters including appointment, reappointment, and promotion reviews. They are not allowed to vote on other issues that come before the faculty. The chair may consult Teaching and Professional Practice faculty about any matters that the chair deems appropriate.

A Teaching and Professional Practice Faculty Appointment Cap

The number of Teaching and Professional Practice faculty will not normally exceed one fifth of the total of tenure track faculty in the department. For the purposes of this count, faculty will be counted in terms of FTEs in the department. For example, a faculty member with a 50% appointment in the Department of Statistics will be counted as 0.5 faculty members.

The number of tenure track faculty in the department will fluctuate due to retirements and other departures and the possible lag in subsequent hiring of new faculty. Such short-term fluctuations are a natural part of academics and do impact the number of tenure track FTEs. They are not a justification for termination of a Teaching or Professional Practice faculty member's contract, they will not be considered justification for non-renewal of a contract, nor will they be considered justification for reducing the FTE of a Teaching or Professional Practice faculty member's appointment.

The Department of Statistics makes associated faculty appointments. Associated faculty titles include the tenure-track titles of assistant professor, associate professor and professor on less than a 50% appointment; adjunct assistant professor, adjunct associate professor and adjunct professor; lecturer and senior lecturer; and visiting instructor, visiting assistant professor, visiting associate professor and visiting professor. Associated faculty members are welcome to attend faculty meetings and are encouraged to participate in recruitment activities and department events. They are not allowed to participate in deliberations or votes on personnel matters for tenure-track faculty, including appointments, promotion and tenure or in the appointment, reappointment, or promotion reviews of teaching/professional practice faculty. Nor are they allowed to vote on other issues that come before the faculty. The chair may consult associated faculty about any matters that the chair deems appropriate.

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

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

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

Unless otherwise provided for (noting promotion and tenure issues in particular), there is a presumption favoring majority rule on all matters covered by the Pattern of Administration (POA). The majority vote shall be more than half of all votes cast, including proxy, email and electronic balloting. Abstentions do not count towards vote totals. Unless otherwise provided for in the department [Appointments, Promotion and Tenure](#) (APT) document, one half of eligible voters in any case will constitute a quorum.

V Organization of Department Services and Staff

Staff are an integral part of the department. The main reporting line for department staff is to the department manager.

The department manager reports to the chair of the department.

The chair's assistant reports to the chair of the department.

Information technology staff are formally employed by the College of Arts and Sciences. These staff report on departmental matters to the chair of the Computer Advisory Committee or his/her/their designee.

Staff dedicated to teaching report to the vice chair.

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 tenured and tenure-track faculty, and teaching and professional practice faculty as a whole, by standing or special committees of the department, or by the department chair. The nature and importance of any individual matter determine how it is addressed. Department governance proceeds on the general principle that the more important the matter to be decided, the more inclusive participation in decision

making needs to be. Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance.

VII Department Administration

A Department Chair

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

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

- To 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.
- To have general administrative responsibility for department programs, subject to the approval of the dean of the college, and to conduct the business of the department efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.
- To plan with the members of the faculty and the dean of the college a progressive program; to encourage scholarship and educational investigations.
- To assign workload according to the department's workload guidelines (see Section IX) and faculty appointment type (and rank).
- To evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty.
- To evaluate faculty members annually in accordance with both university and department established criteria; to inform faculty members when they receive their annual performance and merit review of their right to review their primary personnel file maintained by 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, to make recommendations to the dean of the college regarding appointments, reappointments, promotions, dismissals, and matters affecting the tenure

of members of the department faculty, in accordance with procedures set forth in Faculty Rules [3335-6](#) and [3335-7](#) and this department's Appointments, Promotion and Tenure Document.

- To see that all faculty members, regardless of their assigned location, are offered the privileges and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of morale.
- To retain a curriculum vitae for all personnel teaching a course offered by the department in the department's curriculum.
- To see that adequate supervision and training are given to those members of the faculty and staff who may benefit from such assistance.
- To prepare, after consultation with the tenured and tenure-track faculty, and teaching and professional practice faculty, annual budget recommendations for the consideration of the dean of the college.
- To facilitate and participate in prescribed [academic program review](#) processes, in collaboration with the dean of the college and the Office of Academic Affairs.

Day-to-day responsibility for specific matters may be delegated to others, but the department 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 department chair exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of department academic goals, however, are most successful when all tenured and tenure-track faculty, and teaching and professional practice faculty members participate in discussing and deciding matters of importance. The department chair will therefore consult with the appropriate voting body of 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 department chair will explain to the relevant voting body of faculty the reasons for the departure, ideally before action is taken.

The chair is appointed by the dean and the Divisional Dean of Natural and Mathematical Sciences in the College of Arts and Sciences, in consultation with the department faculty, for a term of four years.

The chair shall organize the search process for new faculty appointments, appoint faculty search committees, meet with the candidates, and develop letters of offer to new faculty in cooperation with the dean. The chair will work with the vice chairs to set the teaching schedule and to resolve faculty or graduate student instructional problems. At the start of each academic semester, the chair shall provide to all tenured and tenure-track faculty, and teaching and professional practice faculty members a schedule of all regular faculty meetings for that semester. The chair (or designee) is responsible for maintaining minutes of all faculty meetings and for maintaining records of all other actions covered by the APT document. The chair appoints faculty mentors to junior tenured and tenure-track faculty, and teaching and professional practice faculty members.

The chair will approve or reject requests by the faculty for absences from campus during on-duty periods (Faculty Rule [3335-5-08](#)).

The chair has final approval power over all financial matters in the department. In consultation with the Executive Advisory Committee (see below) and the college, the chair will determine the salaries of graduate associates and associated faculty (including rehired emeritus and visiting faculty) employed in the teaching program (see also Section V.G, Salary Recommendations, in the department's [Appointments, Promotion and Tenure document](#)), subject to guidelines and policies of the college, and determine the maximum number of offers that can be made to foreign and domestic applicants to the graduate program. Additional funds to support research may be allocated to faculty engaged in extra teaching. The chair will delegate portions of the department budget appropriately. The chair will report annually to the faculty on the state of the department's finances.

As vacancies develop in the staff, the chair will decide whether to fill the vacated position or to hire a new staff member with different skills and responsibilities. This decision will be made in consultation with the Executive Advisory Committee (see below) and interested faculty members and is subject to the approval of the divisional dean.

B Other Administrators

1. The vice chair for undergraduate studies and administration will be a faculty member appointed by the chair. Appointments are renewable. Duties of the vice chair for undergraduate studies and administration include assigning teaching duties to faculty and graduate students. The vice chair solicits teaching preferences from faculty and honors those preferences when practical, though the department's first obligation is to offer the courses needed by students at times and in formats, including on-line instruction, most likely to meet student needs. Graduate teaching associate (GTA) duties are assigned depending on department needs and abilities of the students. Assignments are also made in a fashion that contributes to the professional training of the students. The vice chair supervises the department's lecturers and visiting faculty members. The vice chair's duties also include coordinating the evaluation of all departmental teaching, updating course catalog descriptions, and delegating responsibilities, in consultation with the chair. The vice chair also serves as acting chair in the chair's absence.
2. The vice chair for graduate studies will be a faculty member appointed by the chair for a mutually agreeable term. The vice chair for graduate studies chairs the Statistics Graduate Studies Committee, which is appointed annually by the department chair in consultation with the graduate studies committee chair. This committee is composed of an admissions subcommittee and other subcommittees at the discretion of the vice chair for graduate studies. It administers the graduate programs and works closely with the graduate studies committee for the Interdisciplinary PhD Program in Biostatistics. The vice chair for graduate studies advises the chair of the Department of Statistics and the chair of the Division of Biostatistics within the College of Public Health in the appointment of the chair of the graduate studies committee for the Interdisciplinary PhD Program in Biostatistics. Much of the responsibility for enforcement of policy is borne by the vice chair for graduate studies. Other responsibilities of the vice chair for graduate studies include: (1) recruiting graduate students; (2) serving as liaison with the Graduate School for current students; (3) nominating faculty for membership in the Statistics Graduate Faculty (the chair of the graduate studies committee for the Interdisciplinary PhD Program in Biostatistics nominates faculty for membership of the graduate faculty for that program); (4) in consultation with the chair and vice chair, appointing all graduate teaching associates, both new and continuing. The vice chair for graduate studies serves as acting chair in the chair's and vice chair's absence.

C Committees

Much of the development and implementation of the department's policies and programs is carried out by standing and ad hoc committees. The department chair is an ex officio member of all department committees and may vote as a member of all committees except (1) the Committee of Eligible Faculty and the Promotion and Tenure Committee and (2) tenure-track faculty search committees. The department has several standing committees. Except for the Executive Advisory Committee, the department chair appoints all other committee chairs. Committee member terms are ordinarily one year and are renewable.

The Executive Advisory Committee of the department consists of the chair (who chairs the committee), the vice chair for undergraduate studies and administration, the vice chair for graduate studies, and two other at-large members of the tenure-track faculty whose Tenure Initiating Unit (TIU) is this department. Each year, one of the at-large members will be elected by the tenure track faculty for a term of two years. If an at-large member is unable to finish their term, a new at-large member will be elected to finish out the remainder of the two-year term. The at-large members serve in overlapping terms. An at-large member whose term is ending is not eligible for re-election. The Executive Advisory Committee will be available to advise and assist the chair in administrative and policy matters. Duties of the Executive Advisory Committee shall include the coordination of the search, review, and selection of candidates for associated faculty positions in this department.

The Culture Committee facilitates the department's efforts to enhance the culture in the department by promoting enhanced positive interactions and relationships between and among staff, students and faculty. The number of members and composition of the committee will vary at the discretion of the chair, but will include at least one representative of the faculty, staff, and graduate students. The chair appoints members to the committee.

The Computer Advisory Committee sets departmental policy with regard to computational issues, determining such issues as choice(s) of computational platform, allocation and reallocation of computers to faculty, and the necessity of software packages. The number of members on the committee varies at the discretion of the chair of the department. The chair appoints members to the committee.

The Curriculum Committee oversees the development of new course offerings, vetting proposals for new courses and preparing proposals to present to the college and university curriculum committees. The committee also monitors the health of the department's programs and GE course offerings at the undergraduate level and service courses at the graduate level through a variety of assessment mechanisms. The number of members of the committee will vary at the discretion of the chair. The chair appoints members to the committee.

The Qualifying Examination Committees oversee writing and grading of the department's written qualifying and masters' exams for the PhD, MS and MAS degrees. All tenure-track faculty members with 100% FTE appointment in the department are expected to serve on at least one of these exam committees each year. Those with less than 100% FTE appointment are expected to serve at a rate commensurate with their appointment. The Vice Chair for Graduate Studies appoints members to these committees and selects the chair of each exam committee.

The department often engages in searches for tenure-track faculty. If a search is to be conducted with the expectation that the department will be the tenure initiating unit, a Search Committee is constituted. The Search Committee consists of at least three tenure-track faculty members, appointed by the chair of the department. The Search Committee is tasked with reviewing applicant files,

determining which candidates should be invited to campus for interviews, and coordinating the interviews. The department's [Appointment, Promotion and Tenure document](#) contains more information on the duties of this committee.

The chair may appoint any ad hoc committees and respective chairs as the chair deems beneficial to departmental administration.

VIII Faculty Meetings

The department chair will provide to the tenured and tenure-track faculty, and teaching and professional practice 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. Reasonable efforts will be made to call for agenda items at least seven days before the meeting, and to distribute the agenda by e-mail at least three business days before the meeting. A meeting of the department tenured and tenure-track faculty and/or teaching and professional practice faculty will also be scheduled on written request of 25% of the tenured and tenure-track faculty and/or teaching and professional practice faculty. The department chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. Minutes of the faculty meeting will typically be taken by a department staff member. The department chair will distribute minutes of faculty meetings to tenured and tenure-track faculty, and teaching and professional practice faculty 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. Exceptions may be made if, in the judgment of the chair, discussion will be more open if minutes are not taken.

Special policies pertain to deliberation and voting on personnel matters, and these are set forth in the department's [Appointments, Promotion and Tenure Document](#). To reflect the potentially sensitive nature of these discussions and to acknowledge the need for confidentiality of discussion and anonymity of votes, minutes will generally not be kept for meetings devoted to personnel matters or for portions of regular faculty meetings in which personnel matters are discussed.

For purposes of discussing department business other than personnel matters, and for making decisions where consensus is possible and a reasonable basis for action, a quorum will be defined as a simple majority of all faculty members eligible to vote.

Either the department chair or one-third of all faculty members eligible to vote may determine that a formal vote conducted by written ballot or secret, secure online 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 who cast a vote in favor of or opposed to the issue. Balloting may be conducted by e-mail or on an electronic platform to assure maximum participation in voting. When conducting a ballot by email or in electronic form, faculty members will be given an adequate amount of time to respond, often one full business day.

When a matter must be decided and a simple majority of all faculty members casting a vote is not achieved on behalf of any position, the department chair will make the final decision.

The department accepts the fundamental importance of full and free discussion but also recognizes that such discussion can only be achieved in an atmosphere of mutual respect and civility. Normally department meetings will be conducted with no more formality than is needed to attain the goals of full and free discussion and the orderly conduct of business. However, Robert's Rules of Order will be

invoked when more formality is needed to serve these goals. The chair may, at his or her discretion, bring discussion on a topic to a close if discussion becomes uncivil.

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 performance and merit review by the department chair based on department needs as well as faculty productivity and career development.

During on-duty periods, faculty members are expected to be available for interaction with students, scholarship, and department 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 department 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, responsibilities, and workload 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.

A Tenure-track Faculty

Tenure-track faculty members are expected to contribute to the university's mission via teaching, scholarship, and service. Each faculty member is expected to have non-zero contributions in all three of these areas. 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. The field of Statistics and Data Science has many career paths. Successful faculty with records of comparable strength may have very different patterns of scholarship. Faculty members with tenure-track appointments of less than 100% FTE will have reduced expectations based on their appointment level.

Teaching

All tenure-track faculty are expected to contribute to the department's teaching. For faculty whose TIU is this department, contributions to teaching will include courses at the graduate level and will typically include courses at the undergraduate level, and perhaps include large enrollment courses. The standard workload expectation for full-time tenure-track faculty members is 40-50% time allocation to total workload according to the university [workload guideline](#). Faculty may have reductions in this respect as part of their offers. Other adjustments to the standard teaching assignment may be made to account for the size of the class, whether the class is taught on-line or with high-impact practices, and other factors that may affect the time and energy involved in teaching the class may be approved by the chair in consultation with the vice chair and the Executive Advisory Committee. Externally funded release time is administered according to policies laid out by the College of Arts and Sciences. Faculty members are encouraged to request to buy out of a portion of their standard or adjusted teaching assignment in accord with these policies.

Faculty members who maintain an active program of scholarship are eventually expected to advise graduate students, offer reading courses, and supervise thesis and dissertation work. Early career faculty members are not expected to advise graduate students, but they may choose to do so.

The standard teaching assignment may vary for individual faculty members based on their scholarship and/or service activity. Faculty members who are especially active in scholarship can be assigned an enhanced research status that includes a reduced teaching assignment. Likewise, faculty members who are relatively inactive in scholarship 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.

The department chair is responsible for making 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 or the college. All faculty members who are not on year-long leave must do some formal instruction and advising over the course of the academic year.

Scholarship

All tenure-track faculty members are expected to be engaged in scholarship as defined in the department's [Appointments, Promotion, and Tenure Document](#). 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](#). Over a five-year rolling period a faculty member who is actively engaged in scholarship will be expected to publish regularly in high quality peer-reviewed journals as well as in other appropriate venues, such as edited books with chapters of similar quality and length as articles and proceedings of prominent refereed conferences. All tenure-track faculty members whose TIU is in this department are expected to direct a portion of their scholarly output to journals or similar venues that the faculty recognizes as journals or similar venues in statistics, probability or data science. All tenure-track faculty members are expected to seek extramural funding. Faculty members are also encouraged to seek appropriate opportunities to obtain patents and engage in other commercial activities stemming from their research.

Service

Tenure-track faculty members are expected to be engaged in service to the department, university, profession, and, when appropriate, to engage with the 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](#). Departmental service is mandatory, not optional. All tenure-track faculty members are expected to attend and participate in faculty meetings, recruitment activities, and other department events.

Service loads should be discussed and agreed to during annual performance and merit reviews. When heavy service obligations are primarily volunteer 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.

i 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 department rarely awards SA research opportunities to faculty members. Having noted this, reasonable efforts will be made to award SA opportunities to tenure-track faculty members 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 department's Executive Advisory Committee will evaluate SA proposals in the context of prior SAs, Faculty Professional Leaves (FPLs), and contributions to the department and make recommendations to the department chair. The department 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 and Professional Practice Faculty

Teaching and Professional Practice faculty members are expected to contribute to the university's mission via teaching, service, and/or scholarship, depending on the terms of their individual appointment. The details of teaching, service and scholarship will vary with the appointment. For example, teaching assignments for these faculty members may be exclusively at the undergraduate level; service may focus on pedagogy, community engagement, and scholarship may differ in volume and kind from tenure-track faculty scholarship. Scholarship for individuals with these appointments is more difficult to define as the details of their appointments will vary. See the department's [Appointments, Promotion, and Tenure \(APT\) document](#).

The standard workload expectation for full-time teaching and professional practice faculty members is 65-100% teaching, 0-30% scholarship, and 0-30% service. The number of courses assigned will vary in light of service and scholarship or to account for the size of a class, whether the class is taught on-line or with high-impact practices, and other factors that may affect the time and energy involved in teaching the class, including additional duties required to coordinate large-enrollment classes.

C Associated Faculty

Compensated associated faculty members are expected to contribute to the department and university's mission via teaching, service, and/or scholarship depending on the terms of their individual appointments. 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. The expectations for teaching, service and scholarship will vary with the appointment. For example, teaching assignments for these faculty members may be exclusively at the undergraduate level; service may focus on pedagogy or community engagement, and scholarship may differ in volume and kind from tenure-track faculty scholarship. Scholarship for individuals with these appointments is more difficult to define as the details of their appointments will vary. See this department's [Appointments, Promotion, and Tenure \(APT\) document](#).

Expectations for compensated visiting faculty members will be based on the terms of their appointment. 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.

Visiting appointments may be similar to tenure-track appointments or they may be similar to teaching or professional practice appointments except that service is not required.

The department recognizes that the development, coordination of and instruction for large enrollment courses as well as courses that differ in other ways from a typical, smaller enrollment course requires more time and energy than for such a typical course. Distinguishing features may also include instruction with high-impact practices, courses aimed at special audiences or those with large credit hours. Such duties will be recognized and may result in a reduction in the standard number of courses that an associated faculty member is assigned to teach. Similarly, service and scholarship may result in adjustments to the faculty member's teaching assignment.

D Modification of Duties

The Department of Statistics 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' and the university's guidelines on parental 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 of who has a serious health condition, or a qualifying exigency arising out of the fact that the employee's immediate family member is on covered active duty in a foreign country or call to covered active duty status. See the [college pattern of administration](#) and OAA for details. See also the OHR [Parental Care Guidebook](#) and the Parental Leave Policy in Section XII.

A faculty member requesting a 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 should be spelled out in an MOU that is approved by the dean.

X Course Offerings, Teaching Schedule, and Grade Assignments

Each spring, the Vice Chair, in consultation with the Chair, will determine a tentative plan for the Department's course offerings during the next year. Department faculty will be surveyed for their teaching preferences. While every effort will be made to accommodate the individual preferences of faculty, the department's first obligation is to offer the courses needed by students at times and in formats, including on-line instruction, most likely to meet student needs. To assure classroom availability, reasonable efforts must be made to distribute course offerings across the day and week. To meet student

needs, reasonable efforts must be made to assure that course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by Faculty Rule [3335-8-16](#) will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester. Finally, to the extent possible, courses required in any curriculum or courses with routinely high demand will be taught by at least two faculty members across semesters of offering to assure that instructional expertise is always available for such courses.

The Vice Chair, in consultation with the Chair, will make course assignments. The course offerings and teaching assignments are subject to change, based on course enrollment and other factors. The dean and divisional deans are ultimately responsible for approving course offerings and teaching schedules.

The times at which courses are offered will generally remain the same from one year to the next. This is to allow students to better plan their schedules and progress toward graduation.

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

XI Allocation of Department Resources

The department 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 concert with department goals.

The department 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 department chair.

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

Budget permitting, each tenure-track and teaching/professional practice faculty member is provided with the same fixed budget to use for professional travel during the fiscal year. Funds not spent by the end of the fiscal year do not carry over to future fiscal years.

XII Leaves and Absences

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

A Discretionary Absence

Faculty are expected to complete a travel request or a [request for absence form](#) well in advance of a planned absence (e.g., for attendance at a professional meeting, to present a seminar at another university, 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 department chair retains the authority to disapprove a proposed absence when it will

interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular semester is substantial. [Rules of the University Faculty](#) require that the Office of Academic Affairs approve any discretionary absence longer than 10 consecutive business days (see Faculty Rule [3335-5-08](#)).

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 department chair know promptly so that instructional and other commitments can be managed. Faculty members are always expected to use sick leave for any absence covered by sick leave (personal illness, illness of family members, medical appointments). Sick leave is a benefit to be used—not banked. For additional details see OHR [Policy 6.27](#).

C Unpaid Leaves of Absence

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

D Faculty Professional Leave (FPL)

Information on faculty professional leaves is presented in the OAA [Policy on Faculty Professional Leave](#).

The department chair reviews all requests for faculty professional leave and makes a recommendation to the dean.

The department chair's recommendation to the dean regarding an FPL proposal will be based on the quality of the proposal and its potential benefit to the department and to the faculty member as well as the ability of the department to accommodate the leave at the time requested. The frequency and timing of previous FPLs and other leaves may be considered when evaluating the proposal.

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](#).

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. All activities providing additional compensation must be approved by the department chair regardless of the source of compensation. External consulting, even if pro-bono, 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 activity appears likely to interfere with regular duties, and the value of the proposed consulting activity to the department. In addition, it is university policy that faculty may not spend more than one business day per week on supplementally compensated activities and external consulting combined.

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

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

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

XIV Financial Conflicts of Interest

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

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

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

XV Grievance Procedures

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

A Salary Grievances

A faculty or staff member who believes that their salary is inappropriately low should discuss the matter with the 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 department chair and wish to pursue the matter may be eligible to file a more formal salary appeal (see Appendix C of the [College of Arts and Sciences Pattern of Administration](#), and Chapter 4, Section 2 of the Office of Academic Affairs [Policies and Procedures Handbook](#)).

Staff members who are not satisfied with the outcome of the discussion with the department 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 [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 Violations of Laws, Rules, Regulations, or Policies

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

F Complaints by and about Students

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring complaints about courses and instructors to the department chair, the department chair will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the department chair or department chair's faculty designee(s) 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 department chair will explain that it is not possible to fully investigate

a complaint in such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid or not. See Faculty Rule [3335-8-23](#).

Faculty complaints regarding students must always be handled strictly in accordance with university rules and policies. Faculty should seek the advice and assistance of the department 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](#).