

PATTERN OF ADMINISTRATION

**DEPARTMENT OF ANIMAL SCIENCES
THE OHIO STATE UNIVERSITY**

Approved by the Office of Academic Affairs

Initial: August 29, 2009

Revised: Autumn Semester, 2023

Approved by Department: January 10, 2024

OAA Approved: July 17, 2024

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I. Introduction

This document provides a brief description of the Department of Animal Sciences as well as a description of its policies and procedures. It supplements the [Rules of the University Faculty](#), the Office of Academic Affairs [Policies and Procedures Handbook](#), and other policies and procedures of the [College of Food, Agricultural and Environmental Sciences \(requires login\)](#) and the university to which the department and its faculty members are subject. The latter rules, policies and procedures, and changes in them take precedence over statements in this document.

This *Pattern of Administration* is subject to continuing revision. It must be reviewed and either revised or reaffirmed on appointment or reappointment of the department chair. However, revisions may be made at any time. Changes will be made in consultation with and approval of the department faculty members. The Pattern of Administration will be posted on the department's web page and on the Office of Academic Affairs governance [documents web page](#). When changes are made the document will be updated accordingly. All revisions, as well as periodic reaffirmation, are subject to approval by the college office and the Office of Academic Affairs.

II. Department Mission and Vision

The **mission** of the Department of Animal Sciences is to discover and communicate knowledge about animals (including microbes) and their products. The delivery of this mission is directed to the students of The Ohio State University (OSU), the citizens of Ohio and other parts of the world, the scientific community, stakeholders in the department and others who are interested in animals used for food production, fiber, recreation, companion purposes, and in conversion of biomass to energy.

The **vision** of the department follows four axes of excellence: (1) to be recognized as the premier provider in Ohio, and one of the top academic units in the nation, for an undergraduate education in animal sciences; (2) to be identified nationally and internationally as one of the most outstanding academic units for a graduate education in animal sciences; (3) to have a reputation in the State, nationally, and internationally for being a leader in developing new knowledge in the biological sciences for food producing animals, horses, and microbes related to anaerobic fermentation, animal health and food safety, and dissemination of this knowledge to the scientific community and the public; and (4) to facilitate the development of students who will be prepared to become leaders and effective citizens, and be knowledgeable about our world and the production of animals for food, fiber, recreation, companion purposes, and energy through conversion of biomass to energy.

The priority areas that guide the department to distinction in its extension, research, and teaching programs; direct faculty and staff employment decisions; and determine resource needs for the future of the department include: 1) Nutrition and the Microbiome, 2) Growth and Development, 3) Health and Disease, and 4) Welfare and Human-Animal Interactions.

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

In accordance with Faculty Rule [3335-5-19](#), the Department may appoint persons to faculty positions defined as tenure-track, professional practice, research, and associated on full or part-time appointments, with or without salary. Details on departmental guidelines and procedures regarding appointment, promotion, and tenure of faculty are found in the [Appointments, Promotion and Tenure Criteria and Procedures document](#).

- A. **Tenure-track faculty** members of the Department of Animal Sciences shall include all tenure-track faculty members with the titles of professor, associate professor, assistant professor, and instructor who serve on appointments totaling 50 percent or more of service to the department. Members of the tenure-track faculty generally have a full range of responsibilities to the department, including teaching, research, outreach engagement, and other creative professional work; service to the department, college, and university; and public service to their academic expertise. Tenure-track faculty may vote in all matters of department governance.

- B. **Professional practice faculty** members of the Department of Animal Sciences have the titles of professional practice professors, professional practice associate professors, or professional practice assistant professors who serve on appointments totaling 50% or more of service to the department. Professional practice faculty appointments are fixed term contract appointments that do not entail tenure. Professional practice faculty in the Department are primarily teachers but may be engaged in other professional programs related to the mission and goals of the academic unit. Additional information concerning the appointment of professional practice faculty can be found in Rules of the University Faculty, rule [3335-7](#). Professional practice faculty may vote in all matters of department governance except tenure-track faculty promotion and tenure decisions and research faculty promotion decisions. Professional practice faculty may participate in discussions of professional practice faculty matters including promotion reviews. Any professional practice faculty member appointed by the department may stand for election to serve as a representative in the University Senate subject to representation restrictions noted in Faculty Rule [3335-7-11\(C\)\(2\)](#).
 - 1. **Professional Practice Faculty Appointment Cap** This department's appointment cap on professional practice faculty in relation to the total of tenure-track, professional practice and research faculty is established in the [college pattern of administration](#).

- C. **Research faculty** members of the Department of Animal Sciences have the titles of research professors, research associate professors, or research assistant professors who serve on appointments totaling 50% or more of service to the department. Research faculty appointments are fixed term contract appointments that do not entail tenure. Research faculty are researchers and shall be engaged in research related to the mission and goals of the academic unit. Research faculty salary support is generally expected to be recovered from sources external to the department. Under no circumstances can research

faculty salaries be paid from funds generated from tuition and general fund subsidy. Although limited teaching is permitted by research faculty, these faculty members will be without significant teaching expectation. Additional information concerning the appointment of research faculty can be found in Rules of the University Faculty, rule [3335-7](#). Research faculty may vote in all matters of department governance except tenure-track faculty promotion and tenure decisions and professional practice faculty promotion decisions. Research faculty may participate in discussions of research faculty matters including promotion reviews.

1. **Research Faculty Appointment Cap** In accordance with Faculty Rule [3335-7-32](#), unless otherwise authorized a majority vote of the tenure-track faculty, research faculty must comprise no more than 20% of the number of tenure-track faculty in the department. In all cases, however, the number of research faculty positions must constitute a minority with respect to the number of tenure-track faculty in the unit.

Tenure-track, research, and professional practice faculty members in the department are eligible for graduate associateships (GA) and endowment funding awarded by the Department of Animal Sciences at the discretion of the department chair.

- D. **Associated faculty** members of the Department of Animal Sciences consist of those persons who are not tenure-track, professional practice, or research faculty members as defined by rule [3335-5-19](#) (a) (b) (c) (d) of the Rules of the University Faculty but who have appointments with visiting, adjunct or lecturer titles, respectively; also tenure-track professors, associate professors, assistant professors, and instructors who serve on appointments totaling less than 50% service to the university. Persons with tenure-track, professional practice, or research faculty titles may not hold associated faculty titles. Persons holding associated titles are not eligible for tenure. Associated faculty members are not accorded voting privileges in the Department of Animal Sciences.

1. **Visiting faculty** titles shall be used to confer faculty status on individuals who have credentials comparable to tenure-track, professional practice or research faculty of equivalent rank who spend a limited period of time on formal appointment and in residence at this institution for purposes of participating in the instructional and research programs of the university. A visiting appointment cannot exceed three continuous academic years of service.
2. **Adjunct faculty** titles shall be used to confer faculty status on individuals who have credentials comparable to tenure-track, professional practice, or research faculty of equivalent rank, who provide significant service to the instructional and/or research programs of the university and who need a faculty title to perform that service. Significant service would include teaching the equivalent of one or more courses, advising graduate students or serving on graduate committees, and serving as a co-investigator on a research project. Such individuals may be either non-university employees or university employees compensated on a noninstructional budget. Adjunct appointments are made for

the period in which the service is provided. Renewal of adjunct appointments is contingent upon continued significant contributions.

3. **Lecturer** and **senior lecturer** faculty titles shall be used for all compensated instructional appointments where other titles are not appropriate. Lecturers' responsibilities are limited to teaching as defined in Chapter [3335-6-02](#) of the Rules of the University Faculty.
4. **Courtesy faculty** titles shall be used for non-salary appointments of tenure-track, research, and professional practice faculty members who hold a 50% or more faculty appointment in other units of the university. Faculty of either tenure initiating units or nontenure initiating units are eligible to be appointed to and hold courtesy appointments in the department. When a faculty member is provided an appointment in a department outside her or his tenure-initiating unit, that appointment is made with the faculty member's current title. Courtesy faculty may be invited to participate in discussions on non-personnel matters, but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter. Courtesy appointments are contingent upon continued significant contributions.
5. **Emeritus faculty** members are those who have retired after serving as tenure-track, professional practice, or research faculty members in the department and who, upon retirement, have requested and were recommended for emeritus status by the chair, the dean, and the executive vice president and provost. They hold non-salary appointments. Emeritus status is a university rather than a departmental title. Emeritus faculty may not vote at any level of governance and may not participate in promotion and tenure matters but may have such other privileges as the department or the office of human resources may provide.

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 Departmental Services and Staff

Faculty, staff, and students in the Department of Animal Sciences are based on the Columbus and Wooster campuses, and the department maintains offices on each campus. Associate chair(s) may reside on one or both campuses. The department receives administrative, fiscal, human resource, clerical, research, teaching, and extension staff support. Office administrative associates are located on each campus and report to the chair and provide general office administrative services to the department, as well as administrative support for personnel in their respective location. Animal operations unit managers are assigned to specific animal centers and report to the Director of Animal Operations.

VI. Overview of Departmental Decision Making

Policy and program decisions are made in three ways: by the department voting faculty members as a whole, by standing or special committees, or by the chair. The nature and importance of any individual matter determines how it is addressed. Departmental governance operates based on the general principle that the more important the matter to be decided, the more widespread the faculty involvement on a decision needs to be. Open discussions, both formal and informal, constitute the primary means of reaching consensus on decisions of central importance.

In general, the voting faculty as a whole should be involved (via discussion at a meeting of the faculty or vote) in policy or program decisions about the following areas: 1) for policy or program areas addressed in the department's document *Pattern of Administration* or in the document *Appointments, Promotion, and Tenure Criteria and Procedures for the Department of Animal Sciences*; 2) academic programming; 3) instructional program issues; 4) faculty hiring and appointment; 5) program initiation, or major redirection; 6) major facility planning or re-direction; 7) or other policy matters or actions that would have a substantial impact on the image of the department as a whole, or would substantially shift or impact the balance of intellectual or physical resources.

Similarly, policy or program decisions about other matters not specifically identified above or included in the formal department policy and procedures documents (*Pattern of Administration* and *Appointments, Promotion, and Tenure Criteria and Procedures for the Department of Animal Sciences*) but which have the potential for broad impact across multiple areas of the department would also warrant involvement of the faculty as a whole at a faculty meeting.

VII. Department Administration

A. Chair of Department The primary responsibilities of the chair are set forth in Faculty Rule [3335-3-35](#). This rule requires the chair to develop, in consultation with the faculty, a *Pattern of Administration* with specified minimum content. The rule, along with Faculty Rule [3335-6](#), also requires the chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to promotion and tenure (the *Appointments, Promotion and Tenure* document). Department chairs report to the deans of their college.

Other responsibilities of the Chair of the Department of Animal Sciences shall be as follows:

- To have general administrative responsibility for its program, subject to the approval of the dean of the college. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.
- To operate the business of the department with efficiency and dispatch.
- To plan with the members of the faculty and the dean of the college a progressive program.
- To assign workload according to the department's workload guidelines (see Section IX) and faculty appointment type (and rank).

- To evaluate continuously the instructional and administrative processes and lead in the study of methods of improving them.
- To evaluate faculty members annually in accordance with criteria approved by the Board of Trustees and subject to instructions from the executive vice president and provost, and also according to such supplemental criteria as may be set up by the department.
- To inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their tenure initiating unit and to place in that file a response to any evaluation, comment or other material contained in the file.
- To recommend to the dean of the college, after consultation with the faculty in accordance with paragraph (C)(3) of Rules of the University Faculty, [3335-6](#) and [3335-7](#) and this department's Appointments, Promotion and Tenure Document, appointments, reappointments, promotions, dismissals, and matters affecting the reappointment and tenure of members of the department faculty.
- To encourage research and educational investigations.
- To see that all faculty, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank; and in general, to lead in maintaining a high level of morale.
- To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.
- To prepare annual budget recommendations for the consideration of the dean of the college, after consultation with departmental faculty.
- 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 maintain a curriculum vitae for all personnel teaching a course in the department's curriculum.
- 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 departmental academic goals, however, are most successful when all faculty members participate in discussing and deciding matters of importance. The department chair will therefore consult with the faculty on all educational and academic policy issues and will respect the principle of majority rule. When a departure from majority rule is judged to be necessary, the chair will explain to the faculty the reasons for the departure, ideally before action is taken.

B. Other administrative positions

1. **Associate Chair(s)** Associate chairs assist the chair in furthering the department's mission. The associate chair(s) shall be appointed by the chair, in consultation with the faculty, and with the approval of the vice president and dean of the college or designee. Up to two associate chairs may be appointed, one with residence on the Wooster campus and one on the Columbus campus.

Duties of the associate chair(s) are described in their offer and may include:

- In conjunction with the chair, the associate chair(s) is responsible for the day-to-day oversight and functioning of personnel and facilities on the respective campuses.
- Authority to act on behalf of the chair for day-to-day operations on the respective campus.
- Assume authority for administrative activities when requested by the chair, particularly when the chair is away from the university.
- Assist chair with program and facility planning, budgeting and with annual evaluations of faculty and staff members for salary adjustments. Represents department at meetings at the request of the chair.

The associate chair(s) serves at the pleasure of and concurrently with the term of the chair and may be terminated either by resignation or by action of the chair. At intervals, i.e., two years but not to exceed four years, the chair shall conduct a review to determine the desirability of continuing the appointment of the associate chair; the associate chair shall be consulted regarding her or his willingness to continue in the role.

2. **Director or Animal Operations** The director of animal operations reports to the chair and provides administrative oversight of the animal unit facilities to support the research, teaching, and extension programs of the department. Appropriate use of animals is decided by unit managers and the director of animal operations, in conjunction with input by faculty working with the respective species, and in accordance with Institutional Animal Care and Use Committee (IACUC) and Association for Assessment and Accreditation of Laboratory Animal Care (AALAC)

standards. If animal use decisions cannot be resolved in this fashion, the department chair will necessarily make the final decision.

- C. **Standing Committees** Election or appointment of faculty members to one of the standing committees will occur in spring semester of each year at a department faculty meeting, with voting by written or electronic ballot. Excluding the Promotion and Tenure Committee, committee membership following either election or appointment will take effect August 1 of the year in which the election or appointment occurred. Promotion and Tenure Committee membership will take effect March 1 of the year in which the election or appointment occurred. A simple majority vote of faculty members present is required for election to a standing committee. In the case of a committee vacancy, the chair will appoint a faculty member to fill the vacancy for the remainder of the departing faculty member's tenure on the committee. The department chair is an ex-officio member of all Departmental Standing Committees and may vote as a member on all committees, except the Committee of Eligible Faculty and the Promotion and Tenure Committee.

1. **Chair's Advisory Committee (CAC)** The CAC serves as an advisory group to the chair regarding any and all matters of departmental business and departmental affairs. The CAC will ordinarily meet monthly with the chair, or at least prior to the upcoming faculty meeting. The chair will set the meeting dates and times and provide an agenda in advance of the meeting. The department chair also chairs the meetings of the CAC.

The CAC will be composed of the associate chair(s) and three elected faculty members in the department. The three elected faculty members will serve three-year staggered terms with one member replaced each year. The elected faculty members will be chosen in a way that assures that teaching, research, and extension are each represented by at least one member with an appointment in that funding source. The department chair will appoint two faculty for a two-year term. The department chair shall use these appointments to achieve balance among appointment funding sources, faculty location, faculty appointment and rank, and diversity. At least one member of the committee should be a junior faculty member (professional practice, research, or tenure-track faculty). The CAC members are expected to seek input from all personnel, including students, and to represent all facets of the department. Faculty are encouraged to bring to members of the CAC matters of importance for discussion.

The CAC will advise the chair on appropriate uses of funds distributed to the department as its share of royalties and license fees resulting from work of departmental faculty. The departmental policy on royalty distribution is in Section XI.

2. **Academic Affairs Committee (AAC)** The AAC supports the undergraduate and graduate education program. The academic affairs program consists of those activities that relate to the curriculum, to student development and to other activities that support student programs. The AAC is also involved in developing and maintaining the departmental course offerings.

The AAC will be responsible for reviewing the curriculum, monitoring the effectiveness of the undergraduate majors and initiating any academic or curriculum changes. The AAC shall prepare a report annually on the state of the academic affairs program for presentation to the departmental faculty during the autumn quarter. The report should consider the current quality and direction of the program in relation to corresponding programs at peer institutions.

Activities related to the curriculum include reviewing the curriculum and reviewing course proposals. In addition, activities related to student development include recruitment, advisement, scholarships, the honors program, internship experiences, and the support of student organizations.

a. Administrative responsibilities relating to the academic program.

Specific administrative responsibilities of the AAC include timely completion of procedures to maintain and develop the departmental course offerings. The graduate studies committee will, however, be responsible for review of graduate (e.g., U/G or G) courses and such reviews will be forwarded to the AAC.

The AAC will be responsible for proper documentation and necessary communications with other university offices. The AAC will assist the department chair in implementing faculty-approved procedures relating to enhancing the curriculum and courses.

The department chair and associate chair(s) will assign roles to faculty members that are necessary for the successful maintenance and enhancement of the undergraduate program. Assignments may cover advising, recruitment, internships, placement, honors, scholarships, and student organizations. The AAC will assist the department chair and associate chair(s) with administration of these student development activities.

- i. Student scholarships are funded through development funds earmarked for the support of undergraduate students, undergraduate student programs, judging teams, and research within the Department of Animal Sciences.
- ii. Distribution of scholarship funds is made through recommendations of the department's scholarship committee, and in consultation with the chair and associate chair(s).

b. Structure

The AAC will consist of five voting faculty members and one non-voting undergraduate student. The chair of the AAC is appointed by the department chair and will be a voting member of the committee. Annually, the AAC chair shall appoint an undergraduate student to serve on the AAC to provide perspectives on

course and curriculum requests. The student services coordinator will serve as an ex officio member of the AAC.

The department chair shall appoint one faculty member, known as the coordinating adviser (CA), to the AAC annually. The CA shall be primarily responsible for advisement and recruitment. The duties of the CA include maintaining departmental records on undergraduates, assigning each student a faculty advisor and interacting with the college office on undergraduate affairs.

Three other faculty members, each with three-year terms, will be selected by a vote of the faculty members in the department.

c. Documenting the effectiveness of the academic affairs program.

All faculty members have a responsibility to support the goal that the major of Animal Sciences becomes a nationally outstanding program. To this end, the AAC chair, working with the AAC, should provide leadership that develops the strength and the quality of the department's academic program in relation to programs of peer institutions.

To provide direction to the program and to assess the effectiveness of the academic program, evidence on the current activities and the perceptions regarding those activities, as well as evidence on the academic programs at peer institutions, should be summarized and interpreted. All faculty members are expected to cooperate with the AAC in its efforts to enhance the overall academic program.

3. **Graduate Studies Committee (GSC)** See Section I of the [Graduate School Handbook](#) for information on the structure of the Graduate School and the Council on Research and Graduate Studies. Details of the Animal Sciences graduate program are outlined in the [Department of Animal Sciences Graduate Program Handbook](#). The Department of Animal Sciences graduate faculty members have a commitment to maintain an outstanding program of graduate study operated through the GSC.

In addition to other duties mentioned in the *Department of Animal Sciences Graduate Program Handbook*, the GSC will review course proposals and other curriculum issues related to the graduate program. Course proposals and other reviews will be forwarded to the AAC and should include an assessment of how the proposal enhances the Department of Animal Sciences graduate program. The AAC will be responsible for the administrative aspects of the documentation and approval of the graduate courses (e.g., U/G or G courses).

The GSC makes recommendations of fellowship nominees. The department chair determines who should be awarded graduate associateships.

a. Graduate Studies Committee Membership

The GSC chair must be a category P graduate faculty member (see below) elected by the faculty to serve a three-year term. Three additional graduate faculty members are elected by the faculty to serve three-year staggered terms. One member is re-elected or replaced each year. If a member of the GSC is elected as chair, a replacement will be elected to serve out the remainder of his/her term. The department chair or associate chair will serve as a voting member of the graduate committee. If the department chair serves as a voting member, the associate chair may also serve on the committee but as a non-voting member. One graduate student will be elected by the graduate students to serve a one-year term as a non-voting member of the GSC. The graduate student member will be excluded from all deliberations that include the review of application or other sensitive materials. Responsibilities of the GSC are spelled out in Section 13 of the [Graduate School Handbook](#). A staff member will be assigned to coordinate graduate studies activities.

b. Graduate Faculty Membership

The Graduate School at OSU determines requirements for graduate faculty status; category M for MS level and category P for Ph.D. students (see Section 12 of the [Graduate School Handbook](#)). The graduate faculty of the Department of Animal Sciences believes that the desire to counsel students as a mentor is an integral part of graduate faculty membership. All tenure-track, research, and professional practice faculty members with an appointment in the Department of Animal Sciences are eligible to be members of the Animal Sciences graduate faculty. Tenure-track and research faculty are eligible for appointment as Category M or P Graduate Faculty. Professional Practice faculty are eligible for appointment as Category M Graduate Faculty.

4. **Promotion and Tenure Committee** The Promotion and Tenure Committee shall consist of five tenure-track faculty members holding the rank of professor. Three professors, each serving a three-year term, will be elected by the tenure-track, professional practice, and research faculty members in the department. The three positions are staggered such that one position is replaced each year. The department chair will appoint two (2) professors for a two-year term. The department chair shall use these appointments to achieve balance among appointment funding sources, faculty location, and diversity. A faculty member may not be a candidate for election or appointment to the departmental Promotion and Tenure Committee for one year following completion of an appointed or elected term. Members of the Promotion and Tenure Committee shall elect the chair of the committee and the Procedures Oversight Designee (hereafter, POD) each year at the first meeting of the committee. An office associate designated by the department chair will serve as a resource person in meetings of the Promotion and Tenure Committee. This person along with the POD will help ensure that guidelines for the promotion and tenure process are followed and that all actions agreed upon by the committee are performed subsequent to the Promotion and Tenure Committee meetings.

- a. When considering cases involving professional practice faculty the Promotion and Tenure Committee may be augmented by a non-probationary professional practice faculty member at the rank of associate professor or professor, depending on the case under consideration.
- b. When considering cases involving research faculty the Promotion and Tenure Committee may be augmented by a non-probationary research faculty member at the rank of associate professor or professor, depending on the case under consideration.

The responsibilities of the promotion and tenure committee and the review procedures are described in the department's [Appointments, Promotion, and Tenure Criteria and Procedures](#) document.

- D. **Ad hoc Committees** The department chair, on an as needed basis, will establish ad hoc committees. The department chair or associate chair(s) will appoint committee members.

VIII. Faculty Meetings

The chair will provide to the faculty a schedule of department faculty meetings at the beginning of each academic term. The schedule will provide for at least one meeting per academic term (Rules of the University Faculty, rule [3335-5-18](#)) and normally will provide for monthly meetings. A meeting of the department faculty members will also be scheduled on written request of 25% of the faculty. The department chair will make reasonable efforts to have the meeting take place within one week of receipt of the request.

- A quorum for a valid faculty meeting shall be 50% of the voting faculty members in the department.
- Faculty meetings are regularly scheduled, and an agenda is distributed to the faculty members in advance; additional meetings may be called at the discretion of the chair as necessitated by matters of general concern or important reports/actions coming from standing or special committees. The agenda should be distributed one week in advance of the faculty meeting and the agenda should indicate on what items there will be a vote and what items will be for discussion purposes. Tenure-track, professional practice, research, and associated faculty members in full-time (0.75 of greater FTE) lecturer positions in the department are automatically invited to all faculty meetings. Associated faculty are not accorded voting privileges in the Department of Animal Sciences.
- The chair, in consultation with the Chair's Advisory Committee (CAC), prepares meeting agendas. It is encouraged that faculty members supply items to the chair or members of the CAC that they believe should be included on the agenda of faculty meetings.
- The faculty members will be consulted on all department policy matters and voting will occur on all policy matters deemed to be important by the CAC. These consultations with

the chair will take place at a meeting of the chair and faculty members. Items to be discussed that affect departmental policy are required to appear on the agenda.

- Either the department chair or one-third of all faculty members eligible to vote may determine that a formal vote conducted by written or electronic ballot is necessary on matters of special importance. In faculty meetings, a majority vote of faculty members that are present at the faculty meeting will prevail on all matters covered by the departmental Pattern of Administration. When conducting an electronic ballot, 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 department chair will necessarily make the final decision.
- The department accepts the fundamental importance of full and free discussion but also recognizes that such discussion can only be achieved in an atmosphere of mutual respect and civility. Normally departmental 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 will ensure the recording and distribution of minutes of all faculty meetings. Minutes of faculty meetings will be approved at the next faculty meeting and will be maintained for subsequent evaluation by those who desire to do so.

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

IX. Distribution of Faculty Duties, Responsibilities, and Workload Guidelines

The faculty of the department consists of individuals whose appointments and responsibilities vary considerably. Faculty assignments are described in the initial letter of offer. Assignments are addressed as part of the annual performance and merit review by the chair. The department draws on the strengths of each faculty member, and the assignment of specific responsibilities is made in accordance with the department's mission and programmatic activities as well as faculty productivity and career development. The chair of the department is responsible for achieving balance for the department through the assignment of duties to individual faculty.

During on-duty periods, faculty members are expected to be available for interaction with students, research, and departmental meetings and events. Every member of the faculty who is assigned instruction is expected to hold regular office hours in order to be readily available to students. Office hours may be held either in-person or virtually, and office hours may be scheduled or upon student request. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave (see section XII) or on approved travel.

Faculty 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.

Many faculty members voluntarily take on a variety of professional activities. These activities often benefit the department or university and, to the extent possible, will be taken into account in considering a faculty member's total workload. However, in fairness to other faculty and the department's need to meet its programmatic obligations, departmental obligations supersede personal professional interests.

Summary of Department of Animal Sciences teaching workload by appointment

Faculty Type	Teaching	Research	Extension	Service
Tenure track faculty – Columbus campus	30-60%	0-70%	0-80%	10-20%
Tenure track faculty – Wooster campus	10-20%	70-90%	0-80%	10-20%
Clinical/teaching/practice faculty	70-90%	0%	0-30%	10-20%
Associated faculty, compensated	60-100%	0%	0%	0-40%
Research faculty	0%	90-100%	0%	0-10%

1. The teaching workload of tenure track and professional practice faculty will be weighted according to a faculty member’s expectation to curricular advising. The teaching workload for faculty with assigned curricular advising duties is one 3-credit hr course (or equivalent – see Teaching section below) per 15 % appointment in teaching and one 3-credit hr course (or equivalent - see Teaching section below) per 12.5% appointment in teaching for faculty without assigned curricular advising duties.

2. Tenure track faculty are expected to contribute in meaningful ways to the teaching, research, and Extension missions of the Land Grant University regardless of appointment distribution.

The service load expected of associated faculty with administrative service duties related to academic programming and/or undergraduate student services will be assigned in accordance to an individual associated faculty member’s contract.

A. Tenure-track Faculty

Tenure-track faculty members are expected to contribute to the university’s mission via teaching, research, Extension/outreach, and service. When a faculty member’s contributions decrease in one

of these areas, additional activity in the other areas is expected; however, excellent performance in one area does not counterbalance underperformance in other areas. All tenure-track faculty members are expected to engage in scholarship as defined in the department's [Appointments, Promotion, and Tenure Document](#). Scholarship may include teaching, Extension, or research scholarship based on an individual's appointment and distribution of effort.

Teaching

The teaching load expected for each faculty member is based on the distribution of effort assigned to teaching in each individual faculty member's Letter of Offer (LOO) and (or) discussed each year during the annual review process or at other times during the year if needed as determined by the respective faculty member and the chair. Assignments will be made considering the needs of the department, the expertise and strengths of individual faculty members, and specific circumstances surrounding each faculty member's appointment.

All tenure-track faculty are expected to contribute to the department's teaching mission, which may include the teaching of large enrollment and specialized courses in both the undergraduate and graduate curriculums. The department also recognizes a variety of learning activities that extend beyond time in a formal classroom setting and that are important to the teaching efforts of the department and expectations of tenure-track faculty. These activities are not weighed as equal to classroom instruction and may include seminars, individual studies, guest lecturing, co-curricular program supervision, and career counseling of undergraduate and graduate students. These activities may be assigned or voluntary. Voluntary activities may not lead to a reduction in classroom teaching expectations. Tenure-track faculty are expected to mentor graduate students and supervise independent studies and thesis and dissertation work. Faculty may also be expected to provide curricular advising to undergraduate students. Teaching allocation for full-time tenure-track faculty members per 9-month appointment is 30-60% of total workload (as defined in note 1 of workload table above) for faculty of the Columbus campus and 10-20% of total workload for faculty of the Wooster campus, with the remainder of their time allocated to research, Extension/outreach, and service.

The department recognizes that deviations from the prescribed norm are appropriate under various circumstances including other duties assigned. Further, individual situations may require adjustments to the instructional loads described above. The department chair will consider the following criteria in making adjustments in instructional activity expectations of faculty:

- A faculty member who generates greater extramural research funding and who supervises a large research group may have reduced classroom teaching assignments. However, a concomitant increase in individualized graduate research instruction is expected.
- Faculty members with a greater expectation to research may have a reduced teaching load during the first 2 years to facilitate setting up a laboratory and obtaining funding for their research.
- Faculty who are less productive in research will have their instructional responsibilities increased commensurately.

- Faculty assigned to teaching two or more 3-credit hour courses as part of their appointment and receiving extramural funding may buy out up to three credit hours of teaching expectation annually (12.5% of salary and benefits). Credit buyout is to compensate the department for the cost of hiring a lecturer to teach the course and is at the discretion of the chair.
- Large enrollment courses or laboratory intensive courses with high time demands may result in a reduction of teaching course load in the semester in which that course is offered.
- The first time offering of a course may lead to a reduction of teaching course load in the semester in which that course is offered to account for the increased workload associated with course development.
- A faculty member who takes on leadership of academic committee or service assignments as requested by the chair may have reduced teaching duties.

The department chair is responsible for making teaching assignments on an annual basis and may decline to approve requests for adjustments when approval of such requests is not judged to be in the best interests of the department. All faculty members must do some formal instruction and student advising/mentoring over the course of the academic year.

Research

Research in the College of Food, Agricultural and Environmental Sciences is defined independently from scholarship of education (also known as Scholarship of Teaching and Learning – SoTL), and scholarship related to Extension effort. Percent work allocations in formal research will thus depend on the appointment of the faculty member. Faculty members with research appointments are expected to develop and maintain a focused research program that reflects professional interests as well as departmental mission and goals. Faculty members are expected to compete for extramural funds to support their research endeavors. It is also expected that research results will be published in high quality, peer-reviewed journals, and that faculty members will give research presentations at national and international meetings and present scholarly seminars in their area of expertise. Success in extramural grant funding and publication of research findings will be primary considerations in evaluating the quality of research programs. Faculty with a research appointment are expected to be an investigator on at least one Hatch project, and to communicate their research findings to appropriate user groups unless their salary is not supported by such federal/state research-capacity funds. The chair is exempt from this requirement.

Research may constitute 0% to 90% of a tenure-track faculty member's total workload. Research workload expectations are less for faculty with significant educational responsibilities (student instruction and/or Extension education). For faculty with primary Extension responsibilities (i.e., 50 % or greater of total workload), research should align with the scope of the faculty member's Extension program. Research will be defined as output in terms of publications, extramural research funding, research activities with students and other research

personnel (postdocs and/or visiting scholars), and other research activities. Other research activities may include interacting with colleagues and the profession, participating in collaborative research endeavors, obtaining patents and engaging in other commercial activities stemming from research, communicating research results to the public at large, and working with industry and government organizations to apply research findings. Publishing with graduate research students and other research personnel is expected. The minimum output in terms of peer-reviewed publications will vary in accordance with appointment and will vary based on discipline and other responsibilities.

Extension and Outreach Education

Faculty members with a formal Extension appointment are expected to develop appropriate educational programs for their clientele. The extent of involvement in such programs is a function of the percentage Extension appointment and the needs of the clientele at particular points in time. Extension may constitute 0-80% of a tenure-track faculty appointment. In addition, faculty members in the department are involved in outreach education, which refers to planned educational activities that are directed primarily toward students, clientele, or stakeholders outside the campus classroom.

Faculty with significant Extension appointments (50% or greater workload expectation) are expected to develop an Extension program with a clear set of goals, and their Extension products (presentation, consultations, fact sheets, articles, etc.) and scholarship are expected to align with the goals of their program.

Service Activity

Faculty members are expected to be engaged in service to the department, college, university, profession, and community. In general, a faculty member would be expected to devote about 10% to 20% of professional time on service activities. Examples of service activities include advising student organizations, committee service, editorial board service, participation in public service events, and active membership in national and international scientific organizations. The commitment to service may be adjusted depending on the nature of the assignment (e.g. service as committee chair, service on a particularly time-intensive committee, organizing a professional conference, or service in an administrative position within the department, college, or university). The extent to which a faculty member contributes to making the whole of the department greater than the sum of the parts will be valued by the administration of the department. It is expected that the level of service and degree of responsibility will increase with faculty rank and length of appointment.

All faculty members are expected to attend and participate in faculty meetings, recruitment activities, and other departmental 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 also considers this additional service burden in managing equity of service loads among faculty.

a. 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.

Untenured faculty will normally be provided a SA for research for one semester during their probationary period. Reasonable efforts will be made to award SA opportunities to all other faculty members subject to the quality of faculty proposals, including their potential benefit to the department or university, and the need to assure that sufficient faculty are always present to carry out departmental work. The department's CAC committee will evaluate all SA proposals 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 Professional Practice Faculty

The Department of Animal Sciences appoints professional practice faculty. These appointments primarily exist for faculty members who focus principally on 1) the education needs for the department, and 2) the clinical care of animals used in teaching, research, and Extension/outreach. Professional practice faculty members are expected to contribute to the department's education mission as reflected by participation in for credit-teaching. Professional practice faculty members are expected to contribute to the university's mission via teaching and service, and to a lesser extent scholarship. The teaching allocation for full-time professional practice faculty members per 9-month appointment is 70% to 90% of total workload, with the remainder of their time allocated to Extension and/or service.

C Research Faculty

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

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

a research faculty member may, but is not required to, participate in limited educational activities in the area of his or her expertise. However, teaching opportunities for each

research faculty member must be approved by a majority vote of the TIU's tenure-track faculty. Under no circumstances may a member of the research faculty be continuously engaged over an extended period of time in the same instructional activities as tenure-track faculty.

Research faculty expectations for research are similar to those for the tenure-track, albeit proportionally greater since 100% of effort for research faculty members is devoted to research scholarship. Research faculty are expected to mentor graduate students and/or other research scholars as part of their research workload. Specific expectations are spelled out in the letter of offer.

D Associated Faculty

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

Faculty members with tenure-track titles and appointments <50% FTE will have reduced expectations based on their appointment level.

Expectations for compensated visiting faculty members will be based on the terms of their appointment and are comparable to that of tenure-track faculty members except that service is not required.

The standard teaching assignment for full-time, 12-month lecturers with a 100% teaching expectation is six to eight 3-credit courses or equivalent per academic year and considers expectations to undergraduate curricular advising.

E Modification of Duties

The Department of Animal Sciences strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty members. To this end, the department is committed to adhering to the College of Food, Agricultural, and Environmental Science's guidelines on modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption/fostering, or care for an immediate family member who has a serious health condition, or a qualifying exigency arising out of the fact that the employee's immediate family member is on covered active duty in a foreign country or call to covered active duty status. See the [college pattern of administration](#) for details. See also the OHR [Parental Care Guidebook](#) and the Parental Leave Policy in Section XII.

A faculty member requesting a modification of duties is expected to work with the department chair to develop a solution that is fair to both the individual and the unit while addressing the needs of the university. Creativity and flexibility in developing a solution is encouraged and expectations of an agreed upon solution must be spelled out in an MOU that is approved by the dean.

X. Course Offerings, Teaching Schedule, and Grade Assignments

The department chair in consultation with the associate chair(s), GSC chair, and AAC chair is responsible for developing the course offerings and teaching schedule. 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.

Faculty are expected to use the university's learning management system (Carmen Canvas) to record assignment grades. Under circumstances in which the instructor of record is unable to report grades, the chair or associate chair(s) will provide grades in accordance with the grades maintained through the learning management system. 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 Departmental Resources

The chair is responsible for assuring that departmental resources are allocated in a manner that will optimize achievement of department goals. Final decisions on allocation of departmental resources rest with the chair.

A. Support Services and Space

Support services for faculty members will be determined by the department chair in consultation with the associate chair(s). In allocating resources for support services, the department chair will consider requirements for the specific teaching assignment, nature of the faculty member's research program, and service obligations of the faculty member relative to the total resources available. The department chair will make office and workspace assignments.

B. Faculty Member Development

Faculty members are encouraged to participate in university and college faculty development activities, including professional leave, assigned research duty, and teaching enrichment programs. Faculty members are also encouraged to participate in professional associations and societies and to attend seminars, workshops, and other continuing education activities. Faculty members should work with the department chair to procure funds to support specific faculty development activities.

C. Indirect Cost and Royalty Distribution

1. The indirect costs received from extramural grants that are returned to the department are to be placed in a special department account. The CAC of the Department of Animal Sciences will advise the chair regarding how these funds from indirect cost recovery will be allocated, taking into consideration those programs that were responsible for bringing these funds to the university. The chair will determine the allocations from this fund.
2. All receipts allocated for a patent or copyright for which royalties are paid will be allocated to the faculty member who holds the patent for augmentation of scientific work. When the faculty member no longer has a regular faculty member status at The Ohio State University in the Department of Animal Sciences, the funding shall be used

to support research in a manner that is at the discretion of the chair of the Department of Animal Sciences.

XII. Leaves and Absences

The University's policies and procedures with respect to leaves and absences are set forth in the OAA [Policies and Procedures Handbook](#) and the Office of Human Resources [Policies and Forms website](#).

A. Discretionary Absences

Faculty are expected to complete [request for absence form](#) prior to planned absences to attend professional meetings or participate in external consulting. The Chair retains the authority to disapprove a proposed absence if the faculty member has greater priorities for the well-being of the Department in campus-based endeavors as compared with the activities that would be conducted through the requested leave. Faculty unpaid leaves and faculty paid leaves for any discretionary absence that exceed 10 consecutive work days during an academic semester require approval by the Office of Academic Affairs (see Faculty Rule [3335-5-08](#)).

B. Absence for Medical Reasons

Faculty members are expected to complete and submit to the chair a [request for absence form](#) in regard to medical absences. Faculty members should use sick leave for any absence covered by the University sick leave policy (personal illness, illness of family members, medical appointments). For additional details see the OHR [Paid Time Off 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](#). A faculty member may request an unpaid leave of absence for personal or professional reasons. Professional reasons would include an opportunity to accept a visiting appointment at another institution. A faculty member desiring an unpaid leave of absence should submit a written request for the absence as far in advance as possible of the time for which the leave is desired. Approval will be based on, but not limited to, the nature of the request, the extent to which the faculty member's responsibilities can be covered or deferred during the proposed absence, and the positive or negative impact on the Department of the proposed absence. Unpaid leaves of absence require the approval of the college dean, Office of Academic Affairs, and Board of Trustees.

D. Faculty Professional Leave

Faculty members are encouraged to request a leave when eligible. It is the responsibility of the person requesting the leave to present a plan to the chair suggesting how the person's duties will be covered during the proposed absence. The peer review process of faculty programs will provide input to new directions that might be taken. The chair and associate chair(s) in consultation with the faculty member will consider these recommendations in developing a proposal for faculty leave. Those proposals for faculty leave that are judged as meritorious by

the chair will be forwarded to the dean. Information on faculty professional leaves is presented in the OAA [Policy on Faculty Professional Leave](#).

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

Faculty members shall strictly follow the policies of the College of Food, Agricultural, and Environmental Sciences and the university with regard to obtaining additional compensation. Faculty members are encouraged to participate in external professional activities as long as their responsibilities in the department are not influenced to the extent that their Extension, research, and (or) teaching activities are detrimentally impacted to a significant extent. 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](#).

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.

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.

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 or her, such textbook or material may be required for a course by the faculty member only if (1) the 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.

XIV. Financial Conflicts of Interest

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

Faculty members with external funding or otherwise required by university policy are required to file conflict of interest screening forms annually and more often if prospective new activities pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to cooperate

with university officials in the avoidance or management of potential conflicts will be subject to disciplinary action.

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

XV. Salary and Grievance Procedures

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

A. Salary Grievances

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

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

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

B. Faculty Promotion and Tenure Appeals

Promotion and tenure appeals 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 Institutional Equity](#) exists to help the Ohio State community prevent and respond to all forms of harassment, discrimination, and sexual misconduct.

1. Ohio State's policy and procedures related to affirmative action and equal employment opportunity are set forth in the university's [policy on affirmative action and 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 Chair, the Chair will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the Chair will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty. If confidentiality is required, the chair will explain that it is not possible to fully investigate a complaint in such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid or not. See Faculty Rule [3335-8-23](#).

Faculty complaints regarding students must always be handled strictly in accordance with University rules and policies. Faculty should seek the advice and assistance of the Chair and others with appropriate knowledge of policies and procedures when problematic situations arise.

G. Academic Misconduct

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](#).

Departmental rules for graduate students reside in the [Department of Animal Sciences Graduate Program Handbook](#).