

The Ohio State University

DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING

PATTERN OF ADMINISTRATION

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I. INTRODUCTION

This document provides a brief description of the Department of Electrical and Computer Engineering (ECE) as well as a description of its policies and procedures. It supplements the [Rules of the University Faculty](#) and other policies and procedures of the University to which the department and its faculty are subject. The latter rules, policies, and procedures, and changes in them, take precedence over statements in this document.

This Pattern of Administration is a living document. It must be reviewed and either revised or reaffirmed on appointment or reappointment of the Department Chair. Revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the faculty of ECE, the College of Engineering and the Office of Academic Affairs.

II. DEPARTMENT MISSION

The Department of Electrical and Computer Engineering (ECE) will lead the nation through innovative curricula, teaching and impactful research that emphasize the central role that electrical and computer engineering plays in modern society and the role that it will play in its evolution. Through teaching and research, we will demonstrate its cross disciplinary impact, from health engineering to frontiers of space. Through active engagement of faculty and staff, we will develop the next generation of problem solvers who will actualize the cross-disciplinary impact. Our faculty and staff will be drawn from diverse backgrounds, and we will build a culture wherein we will be a collective rather than a collection, and respect for differences and trust in others is the norm. We will enable the University to fulfil its land grant mission and meet the needs of the state of Ohio and the nation. We will work with academic partners within and outside OSU, and partners with industry and other external stakeholders, in pursuit of our research and educational endeavors.

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 eligible to vote are the tenure track, professional practice, and research faculty with compensated FTEs of at least 50% in the department.

The Department of Electrical and Computer Engineering makes tenure track appointment of the ranks of assistant professor, associate professor, and professor. Tenure track appointees, with the caveats specified earlier in this section, are eligible to vote on all matters.

The Department of Electrical and Computer Engineering makes professional practice appointments. Professional practice faculty titles are professional practice assistant professor, professional practice associate professor, and professional practice professor. Professional practice faculty may vote in all matters of department governance except tenure track promotion and tenure decisions, and research promotion decisions.

The Department of Electrical and Computer Engineering makes research appointments. Research faculty titles are research assistant professor, research associate professor, and research professor. Research faculty may vote in all matters of department governance except tenure track promotion and tenure decisions and professional practice promotion decisions.

A. Professional Practice Faculty Appointment Cap

The number of professional practice faculty with compensated FTEs of at least 50% in the department cannot exceed 20% of the number of tenure track, professional practice, and research faculty in the department.

B. Research Faculty Appointment Cap

The number of research faculty with compensated FTEs of at least 50% in the department cannot exceed 20% of the number of tenure track faculty. 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 department.

The Department of Electrical and Computer Engineering makes associated faculty appointments. Associated faculty titles include tenure-track faculty on less than a 50% appointment, adjunct titles, lecturer titles, and visiting titles. Associated faculty 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.

Emeritus faculty and faculty joint appointees with FTEs below 50% in this department 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.

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

V. ORGANIZATION OF DEPARTMENT SERVICES AND STAFF

Department offices reporting to the department chair are organized as follows. Academic Services provides administrative and advising support for the graduate and undergraduate academic programs and affairs. Business Services provides administrative support for finances and budget planning, purchasing, travel, and human resources. Laboratory and Facility Services provides support for departmental user facilities, laboratory-based education, and departmental physical facilities. Engineering Technology Services provides support for computer laboratory

user facilities, networking and connectivity, and information systems security. Engineering Research Centers have staff with responsibilities specific to their individual missions.

VI. OVERVIEW OF DEPARTMENT DECISION-MAKING

Policy and program decisions are made in several ways: by the department faculty, by standing or special committees of the department, or by the 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. Chair

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

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

- 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 research 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 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 recommend appointments, promotions, dismissals, and matters affecting the tenure of members of the department faculty to the Dean of the College, in accordance with procedures set forth in Faculty Rules [3335-6](#) and [3335-7](#) and the department's Appointments, Promotion, and Tenure document.
- To see that all faculty members, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank, and in general to lead in maintaining a high level of morale.
- To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.
- To maintain a curriculum vitae for all personnel teaching a course in the Department's curriculum.
- To prepare, after consultation with the faculty, annual budget recommendations for the consideration of the Dean of the College.
- To facilitate and participate in prescribed [academic program review](#) processes, in collaboration with the Dean of the College and the Office of Academic Affairs.

Day to day responsibility for specific matters may be delegated to others, but the Chair retains final responsibility and authority for all matters covered by this Pattern of Administration, subject when relevant to the approval of the Dean, Office of Academic Affairs, and Board of Trustees.

Operational efficiency requires that the Chair exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of department academic goals, however, is most successful when all faculty members participate in discussing and deciding matters of importance. The Chair will therefore consult with the faculty on all educational and academic policy issues and will respect the principle of majority rule. When a departure from majority rule is judged to be necessary, the Chair will explain to the faculty the reasons for the departure, ideally before action is taken.

B. Other Administrators

Associate Chair for Instruction

The Associate Chair for Instruction position is a half-time appointment. The primary duties of the Associate Chair for Instruction are to assist the Chair in:

- Determining faculty course assignments

- Managing and selecting graduate teaching assistants
- Planning the curriculum for both the graduate and undergraduate programs
- Overseeing the undergraduate program in consultation with the curriculum committee

The Associate Chair for Instruction is appointed by the Chair and serves on a year-to-year basis and they must hold the rank of Professor.

Associate Chair for Faculty Affairs

The Associate Chair for Faculty Affairs position is a half-time appointment. The primary duties of the Associate Chair for Faculty Affairs are to support the Chair in:

- Coordinating faculty recruitment, promotion and tenure policies and processes;
- Providing leadership for establishing and maintaining a collaborative, diverse and forward-thinking faculty culture;
- Providing support for faculty development, including processes, procedure and activities related to mentoring of junior faculty;
- Drafting and reviewing governance documents, helping identifying changes needed.

The Associate Chair for Faculty Affairs is appointed by the Chair and serves on a year-to-year basis. They must hold the rank of Professor.

Graduate Studies Chair

The Graduate Studies Chair is a quarter-time appointment. He or she is appointed by the Chair for a 3-year term, must hold the rank of Professor and is responsible all matters relating to graduate education.

Secretary of Faculty

This is a zero percent appointment. The Secretary's role is to maintain the minutes of faculty meetings and a repository of materials presented at these meetings.

C. Standing Committees of the Department

Much of the development and implementation of the department's policies and programs is carried out by standing and ad hoc committees. The following rubrics will be followed:

1. All faculty members are expected to serve and actively contribute on committees.
2. Other than the Area Committees (see below), the Chair will appoint members (and, unless otherwise specified below, the chairs) of committees in consultation with the Advisory committee.
3. The Department Chair is an ex officio member of all department committees and may vote as a member on all committees except the Committee of Eligible Faculty and the Promotion and Tenure Committee.

4. The Chair of each committee (a) works with the Department Chair and the committee members to set the agenda for the upcoming year and (b) stewards the discussion and assign tasks to committee members in order to meet the goals for the year.
5. The Chair of each committee reports to the faculty on committee activities at least twice a year. These could include information only items, items that need faculty input for more deliberation or items that need faculty vote.
6. The standard length of service as a chair on each committee is 3 years.
7. Search committee members are appointed for a minimum term of 1 year and a maximum of 3 years. They can be re-appointed to the committee.

The department standing committees are as follows:

- **Advisory Committee:** The purpose of the advisory committee is to provide an efficient source of advice and consultation to the Chair on a broad array of matters. The committee is composed of the Department Chair and a minimum of seven other faculty members. It should contain at least one member who is not a Professor.
- **Personnel Committee:** The personnel committee is composed of 5 standing members. The committee is responsible for the following: (a) evaluating application for adjunct, courtesy and emeritus faculty appointments; (b) being an ad-hoc search committee if no search committee exists, (c) evaluating faculty candidates for joint appointments when the TIU is not ECE and (d) collecting and coordinating input from faculty for such searches and making recommendations to the chair in keeping with the SHIFT framework. Only tenure track faculty may be standing members of the personnel committee, and the Chair of the committee must hold the rank of Professor. The committee may be augmented by discipline specific faculty and professional practice faculty, as dictated by the task being discharged. Additional duties for the personnel committee are described in the department's Appointments, Promotion, and Tenure document.
- **Promotion and Tenure Committee:** The promotion and tenure committee is composed of 7 tenured faculty members who hold the rank of Professor (committee Chair, oversight designee, and two members on each subcommittee associated with research, and teaching, and one member for service). In addition, the committee chair may choose to add more committee members if necessary to provide sufficient representation of the Department's technical areas. If necessary, the committee may be augmented when considering professional practice or research faculty promotions by adding a non-probationary Professional Practice Professor or a Research Professor, respectively, to the committee. Even though a member may have primary responsibility for one aspect of a candidate's package, it is expected that all members of the committee should review and evaluate all aspects of the candidate's package. The duties of the committee are described further in the department's Appointments, Promotion, and Tenure document, available at [this link](#).
- **Curriculum Committee:** The curriculum committee is responsible for approving new courses, recommending curriculum changes, and curriculum modernizations. It is also involved in long-term planning for both the undergraduate and graduate program in coordination with the graduate studies committee. The committee is the main point of

contact for day-to-day issues associated with the curriculum. The committee should have broad representation from all the curricular areas in the department. A typical number for the committee is eight. The Associate Chair for Instruction is the chair of this committee.

- **Graduate Studies Committee:** The graduate studies committee is responsible for all aspects of the graduate program. It is expected that there will be subcommittees formed to handle specific features of the graduate program such as admissions and financial aid. In matters of curriculum, this committee will coordinate with the curriculum committee. The committee should follow the rules in the [Graduate School Handbook](#). All members of the committee must hold P status in the graduate school. The graduate studies committee typically has five members. Responsibility for routine signature activities rotates on a two-month basis among the five committee members and the Graduate Studies Chair.
- **Awards Committee:** The awards committee is responsible for evaluating faculty and staff for awards both internal and external to OSU. In addition, the committee is expected to initiate nominations of faculty and staff for national-level award and fellow designations. Non-faculty staff may serve on this committee. The chair of the committee should hold the rank of Professor. This committee typically has four members.
- **Accreditation Board for Engineering and Technology (ABET) Committee:** The ABET committee is responsible for establishing and implementing an internal ABET review process for accreditation purposes. It collects data from stakeholders at appropriate intervals and oversees data collection for assessments. Its members can be tenure-track faculty, professional practice faculty, lecturers, or staff. The Committee is comprised of the chairs of the Area Committees (see below), a representative from the staff, and a representative from the lecturers. The committee is chaired by the Associate Chair for Instruction.
- **Admission Committee:** The admissions committee is responsible for defining and implementing the admission-to-major process in the department. Its eight members can be tenure-track faculty, professional practice faculty, lecturers, or undergraduate advising staff. The committee is chaired by the Associate Chair for Instruction.
- **Area Committees:** The area committees represent instructional and research areas within the department. Membership on these committees is decided by the faculty members themselves. A faculty member can choose a primary area committee based on alignment with their teaching and research interest. They can choose to be listed on other secondary areas. The area committees are: *Signal Processing and Control, Communications/ Networks/Computer, Circuits, Solid State Electronics and Photonics, Power Systems, and Electromagnetics*. These area committees provide a forum to discuss changes in the curriculum, and area-specific curricular changes are initiated by the areas. Each area committee will have a chair who will work with the ABET committee to collect the necessary information for ABET reviews. The area chairs will provide input to the Associate Chair for Instruction for determining faculty teaching assignments and will work with the advisors to maximize the engagement of the faculty in each area with our undergraduate and graduate students. Other duties may be assigned to the area chairs by the

department chairs. The sizes of the area committees vary based on the disciplinary interests of the faculty.

VIII. FACULTY MEETINGS

The chair will hold at least one faculty meeting per academic term. A meeting will be held at the beginning of every Autumn semester in which the “State of the Department” will be provided by the Department Chair. A call for agenda items and the complete agenda will be delivered to faculty by e-mail before a scheduled meeting. Reasonable efforts will be made to call for agenda items at least seven days before the meeting, and to distribute the agenda by e-mail at least three business days before the meeting. A meeting of the department faculty will also be scheduled on written request of 25% of the department faculty. The chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. The minutes of a meeting shall be prepared by the Secretary of the Department Faculty and shall be distributed promptly to the Department Faculty. The Department Chair shall maintain records of all Faculty meetings.

Special policies pertain to voting on personnel matters, as set forth in the department's Appointments, Promotion, and Tenure document.

For purposes of discussing department business other than personnel matters, and for making decisions where consensus is possible and provides a reasonable basis for action, a quorum will be defined as a simple majority of all faculty members eligible to vote. A positive vote will be defined as a simple majority voting yes out of all those voting yes and no.

Either the chair or one-third of all faculty eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance. For purposes of a formal vote, a matter will be considered decided when a position is supported by at least a majority of all faculty eligible to vote. Balloting will be conducted by electronically to ensure maximum participation. The deadline for the vote will be one week after the ballot is distributed.

When a matter must be decided and a simple majority of all faculty eligible to vote cannot be achieved on behalf of any position, the 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. Department meetings will normally 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 achieve these goals.

In the event the Department Chair finds it necessary to depart from the majority opinion in any action taken at a Faculty meeting, the Chair must so inform the faculty in a faculty meeting. The Chair should give reasons and invite comments.

IX. DISTRIBUTION OF FACULTY DUTIES, RESPONSIBILITIES, AND WORKLOAD

The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the demands and resources of the department and the individual circumstances of faculty members may warrant temporary deviations from these guidelines.

Assignments for new faculty are described in the initial letter of offer. Assignments and expectations for the upcoming year for all other faculty are addressed as part of the annual performance and merit review by the Department Chair based on Departmental needs as well as faculty productivity and career development.

During on-duty periods, faculty members are expected to be available for interaction with students, service responsibilities, and other responsibilities even if they have no formal course assignment that semester. 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 of this document) 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 allowed 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.

A full-time faculty member's primary professional commitment is to The Ohio State University and the guidelines below are based on that commitment. Faculty 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 these commitments [here](#) and discuss these with the chair in order to ensure that no conflict exists. Information on faculty conflicts of commitment is presented in the university's [Policy on Outside Activities and Conflicts](#) and in Sections XIII and XIV below.

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.

Departmental faculty membership carries with it duties and responsibilities. These duties and responsibilities should be assigned in accordance with the following guidelines.

A. Tenure-track Faculty

- Instructional Activities

All tenure-track faculty members are expected to teach both undergraduate and graduate courses and advise students. The standard teaching assignment for full-time tenure-track faculty members is four courses (or equivalent teaching load) per 9-month academic year (50% time allocation to total workload), with the remainder of their time allocated to research and service. However, the course assignment per year depends on the level of scholarly and service activity of an individual faculty member. The nominal teaching capacity (without contributing release time) for faculty members with a significant funded research program is 3 courses per year. The minimum and maximum teaching capacities are 1 and 8 courses per year, respectively, except the Department Chair whose minimum capacity is 0 courses per year.

- Scholarly Activity

All tenure-track Faculty members shall conduct scholarly activities. Faculty are expected to seek and obtain sufficient external funding to make scholarly and graduate student mentoring/supervision activities largely self-supporting. Faculty with substantial research program are expected to draw a portion of their base salaries from grants and contracts, with commensurate reduction of classroom responsibilities. Details of this policy can be found [here](#) (requires log-in).

Faculty members are expected to publish results of their scholarly activities as books, in archival journals, and in proceedings of national and international conferences. In addition, faculty members and their students are expected to present their research at leading international conferences in their discipline.

- Service Activity

All tenure-track Faculty members are required to participate in department governance in one or more departmental committees. Faculty members are encouraged and expected to participate in College and University governance, professional organizations, and other service activities. For Faculty members who are heavily involved in professional organizations (such as serving as Editor-in-Chief of a major journal), the workload may be adjusted at the discretion of the chair. All faculty members are expected to attend and participate in faculty meetings, recruitment activities, and other department events. Faculty members shall make efforts to balance their efforts in instructional, scholarly, and service activities.

The Department recognizes that some of its faculty members bear an inherent additional service burden. That burden accrues when faculty members, often women and/or underrepresented colleagues, are recognized as uniquely positioned to assist with work at the Department, College, or University levels. Such individuals may be expected to provide more service than normal because their particular expertise, perspective, or voice can help working groups, for example, or task forces or students (through their mentorship of them) understand context, options, and opportunities in new ways. This additional service burden does not derive from volunteerism. Rather, it is an unwarranted and inequitable expectation. Service loads should be discussed and agreed to during annual performance and merit reviews. When heavy service obligations are primarily volunteer in nature, the Department Chair is not obligated to modify the service load of the faculty member (reduce teaching and/or scholarly obligations). If, however, a heavy service

load is due to the faculty member's unique expertise, perspective, or voice, this should be noted in the annual performance review letter, considered when distributing the faculty member's other duties, and taken into account for the AMC Process. The Department Chair should also consider this additional service burden in managing equity of service loads among faculty.

Special Assignments

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

Faculty members who desire a SA should discuss the matter with the Department Chair before March 31 for a SA the following year. The Department Chair will indicate whether submission of a full proposal articulating the purpose and nature of the SA is appropriate.

Reasonable efforts will be made to award SA opportunities to all productive faculty members on a rotating basis subject to the quality of faculty proposals, including their potential benefit to the department or university, and the need to assure that sufficient faculty are always present to carry out department activities. The advisory committee will evaluate all SA proposals and make recommendations to the chair. The chair's recommendation to the Dean regarding an SA proposal will be based on the quality of the proposal and its potential benefit to the department, university and the faculty member as well as the ability of the department to accommodate the SA at the time requested.

B. Professional Practice Faculty

Professional Practice faculty members are expected to contribute to the university's mission via teaching and service only. While research is not an expectation, it can be undertaken provided it does not interfere with primary duties. Service expectations are like those for tenure-track faculty.

All professional practice faculty are expected to contribute to the department's teaching in courses or instructional situations with an emphasis on the undergraduate capstone design or the M.S. project programs.

The standard teaching assignment for full-time professional practice faculty members is seven courses per academic year.

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 expectations are like those for the tenure-track, *albeit* proportionally greater since 100% of effort for faculty members on the research track is devoted to research. Specific expectations are spelled out in the letter of offer.

There is no expectation of service.

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. The MOU associated with the offer letter specifies the expectation with regard to the Department's mission.

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

The standard teaching assignment for full-time lecturers is eight courses per academic year.

E. Modification of Duties

The Department 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 Engineering'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.

The faculty member requesting the modification of duties and the department chair should be creative and flexible in developing a solution that is fair to both the individual and the unit while addressing the needs of the university. Expectations must be spelled out in a form that is approved by the dean.

X. COURSE OFFERINGS, TEACHING SCHEDULES, AND GRADE ASSIGNMENTS

The Department Chair, in consultation with the Associate Chair for Instruction and the Curriculum Committee, will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty, both collectively and individually. While every effort will be made to accommodate the individual preferences of faculty, the department's first obligation is to offer the courses needed by students at times and in formats, including online 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 subsequent semesters. Finally, to the extent possible, courses required in the curriculum or courses with routine high demand will be taught by at least two faculty members across semesters of offering to assure that instructional expertise is always available for such courses.

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

XI. ALLOCATION OF DEPARTMENT RESOURCES

The Chair is responsible for the fiscal and academic health of the department and for assuring that all resources—fiscal, human, and physical—are allocated in a manner that will best achieve departmental goals.

The Chair will discuss the department budget at least annually with the faculty and attempt to achieve consensus regarding the use of funds across general categories. However, final decisions on budgetary matters rest with the chair.

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

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

The allocation of salary funds is discussed in the Appointments, Promotion, and Tenure document.

XII. LEAVES & ABSENCES

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

A. Discretionary Absence

Faculty are expected to complete a travel request or a [request for absence form](#) well in advance of a planned absence (for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right, and the 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](#).

Because FPL proposals must be approved by the Dean, Office of Academic Affairs, and Board of Trustees before they may be implemented, faculty should submit FPL proposals to the Chair for a particular year no later than the end of the autumn semester of the preceding year, except when the development of an unexpected opportunity precludes such timing. The ECE advisory committee will review the FPL proposals and provide a recommendation to the Chair. If a committee member is submitting a proposal as well, he or she is excluded from the review process.

The Chair's recommendation to the Dean regarding an FPL proposal will be based on the quality of the proposal, input from the ECE advisory committee, and its potential benefit to the department and to the faculty member as well as the ability of the department to accommodate the leave at the time requested.

E. Parental Leave

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

XIII. ADDITIONAL COMPENSATION AND OUTSIDE ACTIVITIES

Information on additional compensation is presented in the OAA [Policy on Faculty Compensation](#). Information on paid external consulting is presented in the university's [Policy on Outside Activities and Conflicts](#). The information provided below supplements these policies.

This Department adheres to these policies in every respect. 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 must also be approved. Approval will be contingent on the extent to which a faculty member is carrying out regular duties at an acceptable level, the extent to which the extra income activity appears likely to interfere with regular duties, and the academic value of the proposed consulting activity to the Department. In addition, it is university policy that faculty may not spend more than one business day per week on 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 Department faculty member wish to use a textbook or other material that is authored by the faculty member and the sale of which results in a royalty being paid to him/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 research.

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

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

XV. GRIEVANCE PROCEDURES

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

A. Salary Grievances

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

Faculty members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter may be eligible to file an appeal with the College's Faculty Salary Appeals 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 Office of Human Resources.

B. Faculty and Staff Misconduct

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

Any student, faculty, or staff member may report complaints against 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.

C. Faculty Promotion and Tenure Appeals

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

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 Department Chair, the Chair will first ascertain whether 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](#).