

1 **Pattern of Administration**
2 **for**
3 **The Ohio State University**
4 **Department of Evolution, Ecology,**
5 **and Organismal Biology**

6
7 Approved by the Faculty: May 11th, 2023

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1
2 **I Introduction**
3

4 This document provides a brief description of the Department of Evolution, Ecology, and Organismal
5 Biology as well as a description of its guidelines and procedures. It supplements the [Rules of the](#)
6 [University Faculty](#), and other policies and procedures of the university to which the department and its
7 faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over
8 statements in this document.
9

10 This Pattern of Administration is subject to continuing revision. It must be reviewed and either revised or
11 reaffirmed on appointment or reappointment of the department chair. However, revisions may be made at
12 any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the college
13 office and the Office of Academic Affairs.
14

15 **II Department Mission**
16

17 The mission of the Department of Evolution, Ecology, and Organismal Biology (henceforth, EEOB or the
18 Department) is to discover, derive, and disseminate an understanding of biodiversity. This includes
19 understanding how evolutionary and ecological processes create variation and pattern in organisms,
20 populations, species, communities, and ecosystems as well as the effects of interactions among that
21 diversity. We fulfill this mission through research and teaching; through collaborations across disciplines;
22 in the context of laboratory, museum, field, and modeling studies; and from molecular to global scales.
23 We are dedicated to the application of our basic research to solving applied local and global problems and
24 to promoting understanding of the natural world; we have a rich tradition of blending basic and applied
25 research. Our faculty and staff strive to produce the highest quality research and to prepare a diverse
26 population of excellent scientists, leaders, and well-informed citizens through undergraduate, graduate,
27 and postdoctoral education and public outreach. We strive for leadership in our scholarly disciplines
28 combined with excellence in the classroom. To those ends, our service to the university and the
29 community is built on the strength of a diverse, collegial workplace and the free flow of ideas.
30

31 As necessary components of this mission, the Department is committed to continuous improvement
32 through regular scrutiny of the undergraduate and graduate curricula; the hiring of tenure-track faculty
33 and other personnel who enhance or have the strong potential to enhance the Department's quality in the
34 areas of teaching, research, and service; the recruitment and retention of a diverse workforce and student
35 body; the creation of a welcoming climate in regard to diversity; and the development and maintenance of
36 a physical and intellectual environment that fosters those activities.
37

38 **III Academic Rights and Responsibilities**
39

40 In April 2006, the university issued a [reaffirmation](#) of academic rights, responsibilities, and processes for
41 addressing concerns.
42

43 **IV Faculty and Voting Rights**
44

45 Faculty Rule [3335-5-19](#) defines the types of faculty appointments possible at The Ohio State University
46 and the rights and restrictions associated with each type of appointment. For purposes of governance, the
47 faculty of this department includes tenure-track, teaching, associated faculty, and research faculty with
48 compensated FTEs of at least 20% in the department.
49

50 The department makes tenure-track appointments with titles of Instructor, Assistant Professor, Associate
51 Professor, or Professor. Tenure-track faculty may vote in all matters of departmental governance. Tenure

1 track faculty joint appointees whose TIU is in another department may participate and vote on all
2 governance matters except hiring and promotion and tenure reviews.

3
4 The department makes teaching appointments. Teaching faculty titles are Assistant Teaching Professor,
5 Associate Teaching Professor, and Teaching Professor. On May 11th, 2023, EEOB faculty voted to extend
6 governance rights to teaching faculty. Teaching faculty may vote in all matters of departmental
7 governance except tenure-track faculty promotion and tenure decisions and research faculty promotion
8 decisions. Teaching faculty may participate in discussions of teaching faculty matters including
9 promotion reviews. Any teaching faculty member appointed by the unit may stand for election to serve as
10 a representative in the University Senate subject to representation restrictions noted in [Faculty Rule 3335-](#)
11 [7-11\(C\)\(2\)](#).

12
13 The department may also appoint research faculty. Research faculty titles are Research Assistant
14 Professor of EEOB, Research Associate Professor of EEOB, and Research Professor of EEOB. Research
15 faculty may comprise no more than 20% of the tenure-track faculty. Research faculty may vote in all
16 matters of Department governance except tenure-track promotion and tenure decisions and teaching
17 faculty promotion decisions.

18 19 **A Teaching Faculty Appointment Cap**

20
21 This department's appointment cap on teaching faculty in relation to the total of tenure-track,
22 clinical/teaching/professional practice and research faculty is established in the [college pattern of](#)
23 [administration](#). Teaching faculty may comprise no more than 20% of the total faculty in the
24 department.

25 26 **B Research Faculty Appointment Cap**

27
28 In accordance with Faculty Rule [3335-7-32](#), unless otherwise authorized by a majority vote of the
29 tenure-track faculty in the department, research faculty must comprise no more than 20% of the
30 number of tenure-track faculty in the department. In all cases, however, the number of research
31 faculty positions must constitute a minority with respect to the number of tenure-track faculty in the
32 unit.

33
34 The department makes associated faculty appointments. Associated faculty titles include tenure-track
35 faculty on less than a 50% appointment, adjunct titles, lecturer titles, and visiting titles. In general,
36 associated faculty may not vote on any matter unless they are appointed members of a committee or have
37 been invited to vote by agreement of a majority of the faculty.

38
39 Emeritus faculty in the department are invited to participate in discussions on non-personnel matters, but
40 may not participate in personnel matters, including appointment, promotion and tenure reviews, and may
41 not vote on any matter.

42
43 Detailed information about the appointment criteria and procedures for the various types of faculty
44 appointments made in this department is provided in the [Appointments, Promotion and Tenure](#)
45 [Document](#).

46 47 **V Organization of EEOB Services and Staff**

48 49 **A Administrative and Clerical Support**

50
51 The Department provides a number of services that assure prompt, efficient, and productive day- to-

1 day operation. These services include: human resources and payroll actions; purchasing of supplies,
2 services, and equipment; reimbursements; travel arrangements for faculty, guests, staff, and students;
3 managerial and financial accounting; scheduling of offerings and scheduling of course-related events;
4 compilation and management of enrollment and teaching statistics; coordination of the graduate
5 program admissions; compilation and management of graduate student statistics; coordination of the
6 promotion and tenure (P&T) process; and secretarial/administrative support of departmental
7 activities. Day-to-day clerical support for individual faculty is also provided as required (e.g., visa
8 processing for faculty or staff; shipping and receiving).
9

10 **B Teaching Support**

11
12 The Department provides technical staff support for the preparation and maintenance of the
13 laboratory component of several core courses for our undergraduate majors and clerical support for
14 faculty and TA instructional activities. The Department also works closely with the Center for Life
15 Sciences Education and the University Center for the Advancement of Teaching to provide
16 instructional training for our faculty and graduate students.
17

18 **C Special Unit**

19
20 The Department has one special unit – the Museum of Biological Diversity. This unit maintains and
21 develops archival biodiversity collections of vouchered specimens and related data in support of
22 research, teaching and service. It has a faculty director who provides leadership to museum-wide
23 efforts related to outreach, development, and facilities improvement. It also has at least one curator
24 appointed to maintain each of its collections: Acarology, Borror Lab of Bioacoustics, C. A.
25 Triplehorn Insect Collection, Crustacea, Fishes, Herbarium, Mollusks, and Tetrapods.
26

27 **VI Overview of EEOB Decision-Making**

28
29 Policy and program decisions are made in a number of ways: by the department faculty as a whole, by
30 standing or special committees of the department, or by the department chair. The nature and importance
31 of any individual matter determine how it is addressed. Department governance proceeds on the general
32 principle that the more important the matter to be decided, the more inclusive the participation in
33 decision-making needs to be. Open discussions, both formal and informal, constitute the primary means
34 of reaching decisions of central importance.
35

36 The administration of EEOB consists of a department chair, two vice-chairs, standing committees, and
37 such special committees as may become necessary. Consultation by the chair and/or vice-chairs, in the
38 form of formal or informal conferences and discussions with individuals or groups of faculty members on
39 matters of departmental policy, is encouraged. For purposes of consultation, the following topics may be
40 considered as policy matters: curriculum; recruitment of new faculty; definition of new or replacement
41 faculty positions; budgetary matters; cooperative endeavors with other university units; major space
42 assignments or alterations; shared departmental equipment; assignment of supporting staff; operation of
43 support facilities; and development of teaching and research potentials of faculty and graduate students.
44 For purposes of consultation, certain matters may be discussed more appropriately on an individual basis.
45 Such matters include, but may not be limited to, recommendations for promotion and tenure, salary
46 increases, dismissals, teaching assignments, and leave assignments.
47

48 Regardless of the issue(s) involved or individual(s) consulted, communication between the chair and the
49 faculty should occur freely. Policy issues should be vetted with the Advisory Committee to determine
50 whether the issue will be brought to the faculty at a faculty meeting for formal discussion and a vote. In
51 addition, the opinions of interested and involved parties should be solicited. For policy decisions that

1 require quick action, the Advisory Committee will be charged with soliciting the faculty to determine
2 whether any dissenting opinion exists. If no dissent is brought forward, the decision may be implemented.
3 If dissent is raised, the issue should be brought to a faculty for resolution as soon as a meeting of the
4 faculty can be scheduled. In general, any policy matter of import should become an agenda item for the
5 next faculty meeting and should be put to a vote of the faculty.
6

7 **VII Department Administration**

8 9 **A EEOB Chair**

10
11 The primary responsibilities of the chair are set forth in Faculty Rule [3335-3-35](#). This rule requires
12 the chair to develop, in consultation with the faculty, a Pattern of Administration with specified
13 minimum content. The rule, along with Faculty Rule [3335-6](#), also requires the department chair to
14 prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent
15 to appointments, reappointments, promotion and tenure.
16

17 Other responsibilities of the chair, not specifically noted elsewhere in this Pattern of
18 Administration, are paraphrased and summarized below.
19

- 20 • To have general administrative responsibility for EEOB programs, subject to the approval
21 of the dean of the college, and to conduct the business of the department efficiently. This
22 broad responsibility includes the acquisition and management of funds and the hiring and
23 supervision of faculty and staff.
24
- 25 • To plan with the members of the faculty and the dean of the college a progressive
26 program; to encourage research and educational investigations.
27
- 28 • To assign workload according to the department's workload guidelines (see Section IX)
29 and faculty appointment type (and rank).
30
- 31 • To evaluate and improve instructional and administrative processes on an ongoing basis;
32 to promote improvement of instruction by providing for the evaluation of each course
33 when offered, including written evaluation by students of the course and instructors, and
34 periodic course review by the faculty.
35
- 36 • To evaluate faculty members annually in accordance with both university and department
37 established criteria; to inform faculty members when they receive their annual
38 performance and merit review of their right to review their primary personnel file
39 maintained by EEOB and to place in that file a response to any evaluation, comment, or
40 other material contained in the file.
41
- 42 • After consultation with the eligible faculty, to make recommendations to the dean of the
43 college regarding appointments, reappointments, promotions, dismissals, and matters
44 affecting the tenure of members of the EEOB faculty, in accordance with procedures set
45 forth in Faculty Rules [3335-6](#) and [3335-7](#) and this department's Appointments, Promotion
46 and Tenure Document.
47
- 48 • To see that all faculty members, regardless of their assigned location, are offered the
49 privileges and responsibilities appropriate to their rank; and in general to lead in
50 maintaining a high level of morale.

- To maintain a curriculum vitae for all personnel teaching a course in the department's curriculum.
- 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, 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, 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 EEOB academic goals, however, are 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 EEOB Vice-chairs

The vice-chairs assist the chair in furthering the department's mission. EEOB has two vice-chairs, the *Vice-chair for Graduate Studies (VCGS)* and the *Vice-chair for Undergraduate Studies (VCUS)*.

The specific duties of the vice-chairs are spelled out in their appointment letters but typically include the following:

The VCGS oversees all aspects of the departmental graduate student program. The VCGS serves as chair of the Graduate Studies Committee. He/She works closely with the Graduate Admissions Committee to recruit and prioritize prospective students, organize and evaluate annual activity reports from graduate students, works with other graduate faculty to develop effective strategies for the mentoring of graduate students, solicits GTA assignment preferences from the graduate students and assigns GTAs to courses, and coordinates the nomination of graduate students for college and university fellowships.

The VCUS maintains curricular oversight and strategic planning, evaluates curricular proposals, and represents the department at development, outreach, recruitment, or other special events related to curriculum. The VCUS works with the departmental chair to identify course offering priorities and to make teaching assignments. The VCUS serves as chair of the Curriculum Committee.

C Committees

1 Much of the development and implementation of EEOB policies and programs are carried out by
2 standing and *ad hoc* committees. The chair is an *ex officio* member of all EEOB committees and may
3 vote as a member on all committees except the Committee of Eligible Faculty.
4

5 The standing committees are the Advisory Committee, the Committee of the Eligible Faculty, the
6 Curriculum Committee, the Diversity Committee, the Graduate Studies Committee, the Graduate
7 Admissions Committee, the Awards Committee, the Seminar Committee, the Social Events
8 Committee, the Communications Committee, the Peer Review of Teaching Committee and the Junior
9 Faculty Committee.

10
11 By the end of Summer Semester, the EEOB chair will draft a listing of standing committee
12 assignments. With the exception of the Advisory Committee, the EEOB chair will also designate the
13 chairs of each committee. Faculty and the chairs designate will be given an opportunity to supply
14 input on the draft assignments before the assignments are finalized. The chair, in consultation with the
15 chairs-designate, will make final committee assignments. The EEOB chair will nominate individuals
16 for membership on college committees. For faculty with less than 100% full time equivalent
17 appointments in the department, eligibility for appointment to standing committees will be the same
18 as for those with 100% FTE appointments unless stated otherwise in the memorandum of
19 understanding for that appointment.
20

21 Graduate students have a vested interest in the operation and future of the department. In that spirit,
22 there will be graduate student representation on all standing committees except the CEF. Only in
23 circumstances involving personnel decisions or disciplinary hearings should the graduate student
24 representative be excused. Undergraduate student representation is provided on the Diversity and
25 Curriculum committees. Voting privileges of student committee members are granted at the
26 discretion of the committee chair.
27

28 **1 Advisory Committee**

29
30 To facilitate continuing discussion and input into decisions and actions that affect the faculty,
31 graduate students, and staff of EEOB, the chair will consult with the Advisory Committee on
32 issues of budgeting, staffing, departmental administration, faculty professional leave requests, or
33 other issues that either the chair or the members of the Committee deem sufficient to warrant a
34 meeting. Recommendations of the Advisory Committee are advisory to the chair. Formal votes
35 on recommendations to the chair are not mandatory. However, any member of the Advisory
36 Committee may move to submit a recommendation for approval by a majority vote of the
37 Advisory Committee. If actions by the chair are in contradiction to motions approved by the
38 Advisory Committee by majority vote, the chair must explain that action in writing and this
39 document shall be entered into the minutes of the next faculty meeting.
40

41 Each June, the tenure-track faculty will elect three members, one per faculty rank, from among
42 the tenure-track faculty members. Teaching faculty will also elect one member. In addition, the
43 EEOB Graduate Student Organization (abbreviated 'GEES') will choose two representatives, and
44 the department staff will elect one representative. The term of service will be one year. Faculty
45 and graduate student members may serve no more than two consecutive terms, after which they
46 will be ineligible to serve for one year.
47

48 In addition to its consultative role, the Advisory Committee will serve a first-level function for
49 appeals, investigations, or grievances. In cases where a member of the Advisory Committee has a
50 conflict of interest, the committee will meet in the absence of this individual.
51

1 **2 Committee of Eligible Faculty (CEF)**
2

3 Membership in the CEF is defined in section III-A of the EEOB APT document. The Department
4 chair’s role in CEF meetings will be limited to observation and to responding to requests from
5 committee members for clarifications of procedures, policies, and rules and such other requests
6 for information deemed appropriate by the chair of the CEF.
7

8 The chair of the CEF is appointed for a three-year term by the department chair. The CEF selects
9 one of its members to be the Procedures Oversight Designee (POD) to monitor the promotion and
10 tenure process and to act in accordance with the university's guidelines relative to Procedures
11 Oversight Designees. The responsibilities of the CEF are detailed in the department’s
12 Appointments, Promotion, and Tenure document, Section VII, B, 2-3.
13

14 **3 Curriculum Committee**
15

16 The Curriculum Committee is composed of a chair, who is the Vice-chair for Undergraduate
17 Studies; two other tenure-track faculty members; two Teaching faculty members; a graduate
18 student representative; and an undergraduate student representative. The graduate student
19 representative is selected annually by GEES, and the undergraduate member is selected by the
20 Curriculum Committee.
21

22 The duties of the Curriculum Committee are to:

- 23
- 24 • Oversee all matters related to development of, and changes to, the undergraduate and
25 graduate curricula (working with the GSC on the latter).
- 26 • Oversee the undergraduate major programs, including monitoring and appraising the
27 quality of the undergraduate curriculum and undergraduate degree requirements so as to
28 determine what changes might be necessary and report recommendations concerning
29 such changes to the EEOB chair and the faculty at least biennially.
- 30 • Ensuring that our undergraduate majors have access to career exploration and education
31 opportunities.
- 32 • Monitoring post-graduation outcomes of our undergraduate majors.
- 33 • Provide current information regarding course offerings and curricula to the broader
34 university community through the EEOB web site and other media.
- 35 • Offer assistance to faculty in curriculum development and course design.
- 36 • Review new course or course change proposals submitted to the Department for
37 concurrence and recommend action.
- 38 • Monitor changes in enrollments in undergraduate courses and majors and make
39 appropriate recommendations.
40

41 **4 Diversity, Equity, and Inclusion Committee**
42

43 The Diversity, Equity, and Inclusion Committee is composed of a chair, two additional tenure-
44 track, teaching, or research faculty members, one staff member, one graduate student, and one
45 undergraduate student. The term of the chair is two years, and those of the remaining faculty
46 members one year. The faculty and staff members are appointed annually by the department
47 chair. The graduate students are selected by GEES and the undergraduate member is selected by
48 the Diversity Committee chair following recommendations from the faculty.
49

50 The duties of the Diversity, Equity, and Inclusion Committee are to:

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- Review annually department, college, and university missions with regard to diversity;
 - Make recommendations for modifying departmental policies when necessary;
 - In collaboration with the Office of Human Resources, the university's Office of Institutional Research, and the college's diversity officer, periodically assess whether the department culture is inclusive, recommend practices designed to improve that culture, and assess the effectiveness of such practices.
 - Promote inclusion-related programs and opportunities to members of the department.
 - Work with the Graduate Admissions Committee to ensure effective recruitment practices for building and maintaining a diverse graduate program.

12
13

5 Graduate Studies Committee (GSC)

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The GSC is composed of the Chair, who is the Vice-chair for Graduate Studies, of three EEOB faculty who are members of the Graduate Faculty, and of two graduate students. The graduate student representatives are elected annually by GEES.

18

The duties of the GSC include:

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- Convene the EEOB Graduate Faculty on an annual basis and present to them motions for approval. Typically, Graduate Faculty meetings will be held in concert with the Department Faculty meetings; however, Graduate Faculty meetings may be called at any time;
 - Coordinate the nomination and appointment of faculty to the EEOB Graduate Faculty;
 - Coordinate EEOB 8894, the new-student graduate seminar each Autumn Semester;
 - Develop, periodically revise, and enforce the rules and regulations set forth in the EEOB Graduate Program Handbook;
 - Enforce the rules and regulations set forth in the Graduate School Handbook;
 - Serve as a conduit of information from the Graduate School to the graduate students and graduate faculty;
 - Nominate graduate students for university-sponsored fellowships;
 - Conduct annual review of progress and performance for each graduate student;
 - Collect and administer data, including but not limited to graduate student progress, GTA performance reviews, GTA course workloads, and graduate placement;
 - Monitor and suggest changes to the graduate curriculum; and
 - Complete periodic reviews of the contributions of each member of the Graduate Faculty to the EEOB Graduate Program. Those members of the Graduate Faculty who are not actively involved in the Graduate Program will be subject to removal from the Graduate Faculty.

40
41

6 Graduate Admissions Committee (GAC)

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43
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The GAC is composed of five members of the EEOB Graduate Faculty and one graduate student. The chair and faculty membership of the GAC are selected by the department chair. The chair of the GSC serves as one of the five regular members of the GAC, but not as chair. The term of the chair is three years. The graduate student representative is elected annually by GEES. The committee is assisted in its work by the Graduate Program Coordinator.

48

The duties of the GAC include:

- 49
50
- Dissemination of current information on the Graduate Program to prospective students, including resources, admission requirements, and application procedures. This is

1 accomplished through maintenance of an updated Graduate Program website and direct
2 communication with prospective students. The Graduate Program Coordinator has a
3 primary role in these activities.

- 4 • Coordination of graduate admission - principally the review and ranking of applications,
5 but also nomination of applicants for fellowships, and notification of applicants of the
6 Committee's decisions. This is accomplished between mid-December and mid-March of
7 each year.
- 8 • Leadership in recruitment of graduate students, including communication with the
9 graduate faculty regarding their recruitment plans and organization of the Graduate
10 Recruitment Event.
- 11 • Working with the Diversity Committee to ensure effective recruitment practices for
12 building and maintaining a diverse graduate program.

13 14 **7 Seminar Committee**

15
16 The Seminar Committee is composed of four tenure-track or research faculty, chosen by the
17 department chair, and two graduate students selected by GEES. There are two faculty co-chairs.
18 The term of each of the co-chairs is two years; a new co-chair is appointed to begin each Autumn
19 Semester. A co-chair's term as lead co-chair runs from their first Spring Semester through the end
20 of Autumn Semester. The second co-chair then takes over as lead co-chair in Spring Semester.
21 This alternation ensures continuity of scheduling through summer.

22
23 The duties of the Seminar Committee are to:

- 24 • Oversee and develop the departmental seminar program.
- 25 • Solicit recommendations for speakers from the faculty, staff, and graduate students.
- 26 • Craft a seminar schedule each term.
- 27 • Promote the seminar series through posters, email notices, and other appropriate means.
- 28 • Work with seminar speaker hosts to contact possible speakers and determine their
29 availability.

30
31 Speaker hosts are responsible for local arrangements for their invitees and should work with
32 department administrative staff to coordinate their travel and accommodations.

33 34 **8 Awards Committee**

35
36 The Awards Committee is composed of a chair, two faculty chosen by the department chair, one
37 teaching faculty or research scientist, one graduate student selected by GEES, and one staff
38 member. The term of the chair is two years.

39
40 The duties of the Awards Committee are to:

- 41 • Solicit nominations and supporting documentation for graduate student candidates for
42 department, college, or university awards;
- 43 • Solicit nominations and supporting documentation for staff candidates for college or
44 university awards;
- 45 • Solicit nominations and develop supporting documentation for faculty candidates for
46 college, university, and external awards, including AAAS Fellow and more discipline-
47 specific awards; and
- 48 • Work with donors and others to establish new awards and the selection criteria for them.

49 50 **9 Social Events Committee**

1
2 The Social Events Committee is composed of three faculty (one serving as chair), one staff
3 member, and one graduate student selected by GEES. The term of the chair is two years.
4

5 The duties of the Social Events Committee are to:

- 6 • Coordinate a welcome reception for new graduate students, staff, and faculty at the
7 beginning of each Autumn Semester;
- 8 • Coordinate a holiday party to be held near the end of Autumn Semester;
- 9 • Coordinate a spring picnic to be held near the end of Spring Semester;
- 10 • Develop other social events as the Committee and Department see fit.

11 12 **10 Communications Committee**

13
14 The Communications Committee is composed of three faculty members (one serving as chair),
15 one staff member, and one graduate student. The staff member also will serve as the
16 Departmental Web Master. The term of the chair is two years and that of the Web Master is an
17 open-ended appointment.
18

19 The duties of the Communications Committee are to:

- 20 • Work with the Web Master to continually upgrade and revise the departmental web site;
- 21 • Work with the College Development Officer and the department chair to develop and
22 implement an aggressive development effort for the department;
- 23 • Develop and implement a coordinated effort designed to increase the visibility of the
24 department, its faculty, its graduate and undergraduate students and programs, and its
25 accomplishments both within the university and in the broader life sciences community.
26

27 **11 Peer Review of Teaching Committee**

28
29 The Peer Review of Teaching committee consists of four faculty members (one serving as chair) .
30 The committee functions to ensure that all requirements pertaining to the review of teaching as
31 stipulated in Section IX.B of the EEOB Appointments, Promotion, and Tenure document are
32 carried out in a timely manner.
33

34 **12 Junior Faculty Committee**

35
36 The Junior Faculty Committee is composed of all probationary tenure track faculty, with the most
37 senior of these faculty appointed as chair.
38

39 The duties of this committee are to:

- 40 • Meet once each semester to discuss common challenges associated with tenure-track
41 positions;
- 42 • Compare notes on mentoring committee activities;
- 43 • Provide near-peer mentoring to other junior faculty; and
- 44 • Meet annually with the EEOB Chairperson, VCGS, and VCUS to discuss topics that are
45 important to the junior faculty.
46

47 **D Special Committees**

48
49 Special committees will be formed as necessary. Members and chairs of such committees will be
50 appointed by the department chair in consultation with the Advisory Committee. Assignments to

1 these committees will be based on interests of individual faculty members and needs of the
2 department.

3 4 **1 Faculty Search Committees**

5
6 When a faculty position becomes available in the Department, the EEOB chair will identify a
7 faculty member to chair an *ad hoc* search committee. The chair and the search committee chair
8 will name up to four additional faculty members to the committee. A fifth faculty member may be
9 appointed from another academic unit when that person can bring particular expertise to the
10 committee or when the position represents a possibility for collaboration between the department
11 and the second unit. The committee also will include one graduate student elected by GEES. The
12 committee will select one of its members to monitor diversity issues, ensuring adherence to
13 university rules and policies, particularly regarding issues of diversity and equal opportunity. The
14 duties of the search committee are detailed in the Department's *Appointments, Promotion and*
15 *Tenure* document, section IV, B, 1.

16 17 **VIII Faculty Meetings**

18
19 The chair will provide to the faculty a schedule of EEOB faculty meetings at the beginning of each
20 academic term. The schedule will provide for at least one meeting per semester and normally will provide
21 for monthly meetings. A call for agenda items and completed agenda will be delivered to faculty by e-
22 mail before a scheduled meeting. Reasonable efforts will be made to call for agenda items at least seven
23 days before the meeting, and to distribute the agenda by e-mail at least three business days before the
24 meeting. A meeting of the EEOB faculty will also be scheduled on the written request of 25% of the
25 faculty. The chair will make reasonable efforts to have the meeting take place within one week of receipt
26 of the request. The chair will distribute minutes of faculty meetings to faculty by e-mail—within seven
27 days of the meeting if possible. These minutes may be amended at the next faculty meeting by a simple
28 majority vote of the faculty who were present at the meeting covered by the minutes.

29
30 Special policies pertain to voting on personnel matters, and these are set forth in the EEOB's
31 *Appointments, Promotion and Tenure Document*.

32
33 For purposes of discussing departmental business other than personnel matters, and for making decisions
34 where consensus is possible and a reasonable basis for action, a quorum will be defined as a simple
35 majority of all faculty members eligible to vote.

36
37 Either the chair or one-third of all faculty members eligible to vote may determine that a formal vote
38 conducted by written ballot is necessary on matters of special importance. For purposes of a formal vote,
39 a matter will be considered decided when a particular position is supported by at least a majority of all
40 faculty members eligible to vote. Balloting will be conducted by mail or e-mail when necessary to assure
41 maximum participation in voting. When conducting a ballot by mail or email, faculty members will be
42 given one week to respond. When a matter must be decided and a simple majority of all faculty members
43 eligible to vote cannot be achieved on behalf of any position, the chair will necessarily make the final
44 decision.

45
46 The department accepts the fundamental importance of full and free discussion but also recognizes that
47 such discussion can only be achieved in an atmosphere of mutual respect and civility. Normally EEOB
48 meetings will be conducted with no more formality than is needed to attain the goals of full and free
49 discussion and the orderly conduct of business. However, Robert's Rules of Order will be invoked when
50 more formality is needed to serve these goals.

51

1 **IX Distribution of Faculty Duties, Responsibilities, and Workload**

2
3 The university's policy with respect to faculty duties, responsibilities, and workload is set forth in the
4 Office of Academic Affairs' [Policies and Procedures Handbook](#) Volume 1, Chapter 2, Section 1.4.3. The
5 information provided below supplements these policies.

6
7 Faculty assignments are described in the initial letter of offer. Assignments and expectations for the
8 upcoming year are addressed as part of the annual performance and merit review by the chair based on
9 EEOB needs as well as faculty productivity and career development.

10
11 During on-duty periods, faculty members are expected to be available for interaction with students,
12 research, and EEOB meetings and events even if they have no formal course assignment. Faculty are
13 expected to schedule office hours for all courses. On-duty faculty members should not be away from
14 campus for extended periods of time unless on an approved leave (see section XII) or on approved travel.

15
16 *Telework exception:* Faculty members with responsibilities requiring in-person interaction are to work
17 at a university worksite to perform those responsibilities. Telework and the use of remote, virtual
18 meetings are allowed at the discretion of the chair if such work can be performed effectively and
19 faculty members are able to fulfill their responsibilities. Telework will be encouraged under certain
20 circumstances if it serves the needs of the department, college, university, and/or community. The
21 chair has the discretion to require faculty to work on campus if there are concerns that responsibilities
22 are not being fulfilled through telework.

23
24 The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the demands and
25 resources of the department and the individual circumstances of faculty members may warrant temporary
26 deviations from these guidelines.

27
28 A full-time faculty member's primary professional commitment is to Ohio State University and the
29 guidelines below are based on that commitment. Faculty who have professional commitments outside of
30 Ohio State during on-duty periods (including teaching at another institution; conducting research for an
31 entity outside of Ohio State; external consulting) must disclose and discuss these with the department
32 chair in order to ensure that no conflict of commitment exists. Information on faculty conflicts of
33 commitment is presented in the university's [Policy on Outside Activities and Conflicts](#).

34
35 In crisis situations, such as life-threatening disease (COVID, for example) or physical dangers (natural
36 disasters, for example), faculty duties and responsibilities may be adjusted by the chair to take into
37 account the impact over time of the crisis. These adjustments may include modifying research
38 expectations in order to maintain teaching obligations. These assignment changes must be considered in
39 annual reviews.

40
41 **A Tenure-track Faculty**

42
43 Tenure-track faculty duties and responsibilities reflect the mission and goals of the department, which
44 include support of high quality, comprehensive programs in undergraduate and graduate instruction,
45 generation and dissemination of knowledge, and service to the university and professional and public
46 sectors. Each faculty member will maintain an active program in each of these areas, although the
47 relative contributions to specific areas may vary among faculty members and over time. Instruction
48 must be of high quality as judged by peer review and by evaluation of students. Likewise, research
49 must be of high quality as judged by peer review, particularly through dissemination of knowledge by
50 publication in respected journals and presentations at professional meetings, and by the generation of
51 external funding. Faculty members should serve the university, the public, and their profession. The

1 following guidelines do not constitute a contractual obligation; fluctuations in demands and resources
2 in the department and college, and special circumstances of individual faculty members, may warrant
3 temporary deviations from the guidelines.
4

5 **Teaching**

6
7 The Department teaches undergraduate and graduate students from throughout the university. Formal
8 lecture-based courses (with or without laboratory experiences) and research-oriented seminars are
9 offered to serve the needs of undergraduate and graduate students. Formal research courses and
10 research advising and mentoring are offered on an individual basis to undergraduate and graduate
11 students. In addition, tenure-track faculty are responsible for informal teaching and advising of
12 undergraduates whenever appropriate. Tenure-track faculty serve on examination and
13 thesis/dissertation committees of graduate students, both within the Department and within the
14 university at large; assist with manuscript review and development of grant applications by students;
15 and mentor Graduate Teaching and Research Associates.
16

17 The normal level of teaching effort for tenure-track faculty on the Columbus campus with 100% full-
18 time equivalent appointments is two courses per year in EEOB or the Center for Life Sciences
19 Education and participation annually in the EEOB 8894 seminar. This number is anticipated to vary
20 between one and four, however, depending on the faculty member's other activities. Teaching of
21 courses in interdisciplinary programs may substitute for the teaching of EEOB courses, with the
22 agreement of the Department chair.
23

24 Adjustments to the standard teaching assignment may be made to account for teaching a new class,
25 the size of the class, whether the class is taught on-line or team-taught, and other factors that may
26 affect the preparation time involved in teaching the course.
27

28 The standard teaching assignment may also vary for individual faculty members based on their
29 research and/or service activity. Faculty members who are especially active in research can be
30 assigned an enhanced research status that includes a reduced teaching assignment. Likewise, faculty
31 members who are relatively inactive in research can be assigned an enhanced teaching status that
32 includes an increased teaching assignment. Faculty members who are engaged in extraordinary
33 service activities (to the department, college, university, and in special circumstances professional
34 organizations within the discipline) can be assigned an enhanced service assignment that includes a
35 reduced teaching assignment.
36

37 The department chair is responsible for making teaching assignments on an annual basis, and may
38 decline to approve requests for adjustments when approval of such requests is not judged to be in the
39 best interests of the department. All tenure-track faculty members must do some formal instruction
40 and advising over the course of the academic year.
41

42 Other instructional activities in which tenure-track faculty will participate include:

- 43 • Mentoring of graduate students in EEOB or other graduate programs;
- 44 • Mentoring of graduate students through service on research advisory/exam committees,
45 supervising students doing laboratory rotations, and/or training students from other laboratories in
46 techniques;
- 47 • Supervision and mentoring of undergraduate students; advising Honors students; counseling
48 applicants to graduate and professional school; preparation of letters of recommendation;
- 49 • Preparation, development, and revision of materials for use in course offering(s), including new
50 research results;

- Supervision and mentoring of Graduate Teaching Associates;
- Recruitment of graduate students into EEOB or other graduate programs; and
- Participation in peer evaluations of teaching.

Research

All tenure-track faculty members are expected to be engaged in scholarship as defined in the department's [Appointments, Promotion, and Tenure Document](#). Over a four-year rolling period a faculty member who is actively engaged in scholarship will be expected to publish regularly in high quality peer-reviewed journals as well as in other appropriate venues, such as edited book chapters of similar quality and length as articles. Faculty engaged in basic or applied research on the Columbus campus are expected to attract extramural funding that supports at least 15% AY release time and that supports at least two graduate students per year. Faculty members are also expected to seek appropriate opportunities to obtain patents and engage in other commercial activities stemming from their research.

Scholarly research activities are essential to the continued development of all areas of the biological sciences, and they form an essential part of the department's mission. All tenure-track faculty members are expected to develop and pursue an active, high-quality program of research scholarship that will result in the following:

- Publication of papers, reporting on the results of original research, in high quality peer-reviewed journals;
- Publication of review papers, invited chapters in books, or books; and
- Presentation of original research at national and international meetings, and invited seminars at colleges, universities, and research institutions.

Annual publication rate may vary for a number of reasons, but sustained productivity of high impact scholarship is an important measure of a faculty member's contribution to the department's overall record of research excellence.

Tenure-track faculty also will engage in:

- Preparation and submission of proposals to extramural granting agencies;
- Maintenance of extramural funding sufficient to support the research activities of the laboratory; and
- Mentoring of undergraduate, graduate, and post-doctoral researchers carries with it the responsibility of securing such extramural funds.

Grants obtained from major agencies that rely on peer review demonstrate the ability to attract funding and are one indication of the quality of the research. While pursuit of any source of extramural support is encouraged, those that carry full indirect costs are particularly useful in supporting the development of departmental programs.

Because of the higher teaching loads and substantial reduction in research laboratory space and mentoring opportunities on regional campuses, regional campus faculty have a reduced responsibility in both the quantity of scholarly activity and the need to secure extramural research funds. Nonetheless, maintaining scholarly activity sufficient for advancement in rank on the regional campuses will typically require regular research publications and some extramural support.

1 **Service**
2

3 Faculty members are expected to be engaged in service and outreach to the department, university,
4 profession, and community. For tenured faculty, this will typically include service on two committees
5 within EEOB and one outside the unit. This pattern can be adjusted depending on the nature of the
6 assignment (e.g., service as committee chair, service on a particularly time-intensive committee,
7 organizing a professional conference, leadership in an educational outreach activity, service in an
8 administrative position within the department, college, or university).
9

10 All faculty members are expected to attend and participate in faculty meetings, recruitment activities,
11 and other department events.
12

13 The department recognizes that some of its faculty members bear an inherent additional service
14 burden. That burden accrues when faculty members, often women and/or underrepresented
15 colleagues, are recognized as uniquely positioned to assist with work at the department, college, or
16 university levels. Such individuals may be expected to provide more service than normal because
17 their particular expertise, perspective, or voice can help working groups, for example, or task forces
18 or students (through their mentorship of them) understand context, options, and opportunities in new
19 ways. This additional service burden does not derive from volunteerism. Rather, it is an unwarranted
20 and inequitable expectation.
21

22 Service loads should be discussed and agreed to during annual performance and merit reviews. When
23 heavy service obligations are primarily volunteer in nature, the TIU head is not obligated to modify
24 the service load of the faculty member (reduce teaching and/or scholarly obligations). If, however,
25 when a heavy service load is due to the faculty member's unique expertise, perspective, or voice, this
26 should be noted in the annual performance review letter, considered when distributing the faculty
27 member's other duties, and considered for the AMC Process. The TIU head should also consider this
28 additional service burden in managing equity of service loads among faculty.
29

30 The service component of each faculty member's duties and responsibilities reflects the need for
31 university scholars to contribute to university governance, professional organizations, and society as a
32 whole, and to share in the intellectual and scholarly life of the university. All tenure-track faculty are
33 expected to participate in the following types of service:
34

- 35 • Membership on committees and governance bodies at the level of department, college, or
36 university, serving as chair when appropriate; and
- 37 • Significant involvement in professional societies and/or agencies, with the level of service
38 increasing from Assistant Professor (e.g., *ad hoc* reviewer for professional journals and/or
39 granting agencies, symposium organizer, society committee member) to Professor (e.g., editorial
40 board member, agency panel member, elected officer of professional societies).
41

42 **i Special Assignments**
43

44 Information on special assignments (SAs) is presented in the Office of Academic Affairs [Special](#)
45 [Assignment Policy](#). The information provided below supplements this policy.
46

47 Untenured faculty will normally be provided a teaching release for one semester during their
48 probationary period. Reasonable efforts will be made to award SA opportunities to all other
49 faculty members subject to the quality of faculty proposals, including their potential benefit to the
50 department or university, and the need to assure that sufficient faculty are always present to carry
51 out departmental work. The Advisory Committee will evaluate all SA proposals and make

1 recommendations to the chair. The chair's recommendation to the dean regarding an SA proposal
2 will be based on the quality of the proposal and its potential benefit to the department or
3 university and to the faculty member as well as the ability of the department to accommodate the
4 SA at the time requested.

5 6 **B Teaching Faculty**

7
8 The Department of EEOB appoints teaching faculty. These appointments exist for faculty members
9 who focus principally on the education needs for EEOB and/or CLSE courses. Teaching faculty
10 members are expected to contribute to EEOB's research and education missions, as reflected by
11 participation in graduate program development and teaching.

12
13 Teaching faculty members are expected to contribute to the university's mission via teaching and
14 service, and to a lesser extent scholarship. Service expectations are similar to those for the tenure-
15 track.

16
17 The standard teaching assignment for full-time teaching faculty members is seven courses per
18 academic year.

19 20 **C Research Faculty**

21
22 Research faculty members are expected to contribute to the university's mission via research.

23
24 In accord with Faculty Rule [3335-7-34](#),

25
26 *a research faculty member may, but is not required to, participate in limited educational*
27 *activities in the area of his or her expertise. However, teaching opportunities for each*
28 *research faculty member must be approved by a majority vote of the TIU's tenure-track*
29 *faculty. Under no circumstances may a member of the research faculty be continuously*
30 *engaged over an extended period of time in the same instructional activities as tenure-track*
31 *faculty.*

32
33 Research faculty expectations for research are similar to those for the tenure-track, albeit
34 proportionally greater since 100% of effort for research faculty members is devoted to research.
35 Specific expectations are spelled out in the letter of offer.

36 37 **D Associated Faculty**

38
39 Compensated associated faculty members are expected to contribute to the university's mission via
40 teaching or research depending on the terms of their individual appointments.

41
42 Faculty members with tenure-track titles and appointments <50% FTE will have reduced expectations
43 based on their appointment level.

44
45 Expectations for compensated visiting faculty members will be based on the terms of their
46 appointment and are comparable to that of tenure-track faculty members except that service is not
47 required.

48
49 The standard teaching assignment for full-time lecturers is eight courses per academic year.

50 51 **E Modification of Duties**

1
2 The department of EEOB strives to be a family-friendly unit in its efforts to recruit and retain high
3 quality faculty members. To this end, the department is committed to adhering to the College of Arts
4 & Sciences guidelines on modification of duties to provide its faculty members flexibility in meeting
5 work responsibilities within the first year of childbirth/adoption/fostering, or care for an immediate
6 family member who has a serious health condition, or a qualifying exigency arising out of the fact
7 that the employee's immediate family member is on covered active duty in a foreign country or call to
8 covered active duty status. See the [college pattern of administration](#) for details. See also the OHR
9 [Parental Care Guidebook](#) and the Parental Leave Policy in Section XII.

10
11 A faculty member requesting a modification of duties and the department chair should be creative and
12 flexible in developing a solution that is fair to both the individual and the unit while addressing the
13 needs of the university. Expectations must be spelled out in an MOU that is approved by the dean.

14 15 **X Course Offerings, Teaching Schedule, and Grade Assignments**

16
17 The department chair will annually develop a schedule of course offerings and teaching schedules in
18 consultation with the faculty, both collectively and individually. While every effort will be made to
19 accommodate the individual preferences of faculty, EEOB's first obligation is to offer the courses needed
20 by students at times and in formats, including on-line instruction, most likely to meet student needs. To
21 assure classroom availability, reasonable efforts must be made to distribute course offerings across the
22 day and week. To meet student needs, reasonable efforts must be made to assure that course offerings
23 match student demand and that timing conflicts with other courses students are known to take in tandem
24 are avoided. A scheduled course that does not attract the minimum number of students required by
25 Faculty Rule [3335-8-16](#) will normally be cancelled and the faculty member scheduled to teach that course
26 will be assigned to another course for that or a subsequent semester. Finally, to the extent possible,
27 courses required in any curriculum or courses with routinely high demand will be taught by at least two
28 faculty members across semesters of offering to assure that instructional expertise is always available for
29 such courses.

30
31 In addition to formally scheduled courses, tenured faculty on the Columbus campus are expected to offer
32 at least two graduate student seminars every three years. Probational faculty on the Columbus campus and
33 tenured faculty on the regional campuses are expected to offer at least one seminar every three years.
34 Probational faculty on the regional campuses are not required to teach graduate seminars but are strongly
35 encouraged to do so if they have graduate students. When a faculty member does not plan to recruit
36 graduate students, they are not expected to teach a graduate seminar. These offerings should be tracked on
37 the faculty Annual Report (FAR) and on a table that can be viewed by graduate students and faculty. This
38 will allow graduate students to see what has been offered in the past and to plan for future semesters.
39 Special circumstances that prevent a faculty member from meeting these expectations should be discussed
40 with the department chair as part of the annual review process. Faculty who do not meet these
41 expectations will not be prioritized by the chair in offering admission to new graduate students.

42
43 If an instructor of record is unable to assign grades due to an unexpected situation (i.e. health or travel), or
44 if they have not submitted grades before the university deadline and are unreachable by all available
45 modes of communication, the department chair may determine an appropriate course of action, including
46 assigning a faculty member to evaluate student materials and assign grades for that class. The University
47 Registrar will be made aware of this issue as soon as it is known and will be provided a timeline for grade
48 submission.

49 50 **XI Allocation of Department Resources**

51

1 The chair is responsible for the fiscal and academic health of the department and for assuring that all
2 resources—fiscal, human, and physical—are allocated in a manner that will optimize achievement of unit
3 goals.

4
5 The chair will discuss the department’s budget at least annually with the faculty and attempt to achieve
6 consensus regarding the use of funds across general categories. However, final decisions on budgetary
7 matters rest with the chair.

8
9 Research space shall be allocated on the basis of research productivity, including external funding, and
10 will be reallocated periodically as these faculty-specific variables change.

11
12 The allocation of office space will include considerations such as achieving proximity of faculty in
13 subdisciplines and productivity and grouping staff functions to maximize efficiency.

14
15 The allocation of salary funds is discussed in the Appointments, Promotion and Tenure Document.

16
17 Discretionary funds may become available to the department through a variety of means, including
18 marginal change in teaching or grant activity, release time funds, and development accounts.
19 Responsibility for allocation of these funds resides with the chair. Disbursement of such discretionary
20 funds in excess of \$10,000 should be made only following consultation with the Advisory Committee.
21 Allocation of these funds should be guided by the general principle that they are meant to enhance the
22 department’s mission generally, rather than being earmarked to individual faculty. Criteria for graduate
23 student access to department travel awards are detailed in the EEOB Graduate Program Handbook.
24 Faculty requests for travel awards are evaluated by the chair based on financial need, the nature of the
25 scholarly goals of the meeting, and the availability of funds.

26
27 Grant funds awarded to individual investigators will not be micromanaged by the department office. The
28 Department Fiscal Manager will monitor the monthly Project Financial Summaries for OSP accounts and
29 the monthly General Ledger statements for other types of grants. It is the responsibility of the Principal
30 Investigators to work with OSP to manage their funds. The department will become directly involved
31 with a Principal Investigator’s grant only if it appears to be in danger of running a deficit or in cases of
32 academic misconduct.

33 34 **XII Leaves and Absences**

35
36 In general, there are four types of leaves and absences taken by faculty (in addition to parental leave,
37 which is detailed in the [Parental Care Guidebook](#)). The university's policies and procedures with respect to
38 leaves and absences are set forth in the Office of Academic Affairs [Policies and Procedures Handbook](#)
39 and Office of Human Resources [Policies and Forms website](#). The information provided below
40 supplements these policies.

41 42 **A Discretionary Absence**

43
44 Faculty are expected to complete a travel request or a [request for absence form](#) well in advance of a
45 planned absence (for attendance at a professional meeting or to engage in consulting) to provide time
46 for its consideration and approval and time to assure that instructional and other commitments are
47 covered. Discretionary absence from duty is not a right, and the department chair retains the authority
48 to disapprove a proposed absence when it will interfere with instructional or other comparable
49 commitments. Such an occurrence is most likely when the number of absences in a particular
50 semester is substantial. [Rules of the University Faculty](#) require that the Office of Academic Affairs

1 approve any discretionary absence longer than 10 consecutive business days (see Faculty Rule [3335-](#)
2 [5-08](#)).

3 4 **B Absence for Medical Reasons**

5
6 When absences for medical reasons are anticipated, faculty members are expected to complete a
7 [request for absence form](#) as early as possible. When such absences are unexpected, the faculty
8 member, or someone speaking for the faculty member, should let the department chair know
9 promptly so that instructional and other commitments can be managed. Faculty members are always
10 expected to use sick leave for any absence covered by sick leave (personal illness, illness of family
11 members, medical appointments). Sick leave is a benefit to be used—not banked. For additional
12 details see OHR [Policy 6.27](#).

13 14 **C Unpaid Leaves of Absence**

15
16 The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of
17 absence are set forth in OHR [Policy 6.45](#).

18 19 **D Faculty Professional Leave (FPL)**

20
21 Information on faculty professional leaves is presented in the OAA [Policy on Faculty Professional](#)
22 [Leave](#).

23
24 The Advisory Committee will review all requests for faculty professional leave and make a
25 recommendation to the department chair based on the following criteria:

26
27 FPL proposals submitted by EEOB faculty are first reviewed by the Advisory Committee to evaluate
28 their adherence to university rules and their scholarly merit. Of particular importance is the quality of
29 the proposal and its potential benefit to the department and to the faculty member, as well as the
30 ability of the Department to accommodate the leave at the time requested. The Advisory Committee
31 forwards its review and recommendation to the chair. The chair will conduct a separate review and
32 forward an overall recommendation to the divisional dean.

33
34 The chair's recommendation to the dean regarding an FPL proposal will be based on the quality of the
35 proposal and its potential benefit to EEOB and to the faculty member as well as the ability of the
36 department to accommodate the leave at the time requested.

37 38 **E Parental Leave**

39
40 The university, the college, and this TIU recognize the importance of parental leave to faculty
41 members. Details are provided in the OHR [Parental Care Guidebook](#), Paid Time Off Program [Policy](#)
42 [6.27](#), and the [Family and Medical Leave Policy 6.05](#).

43
44 EEOB strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty
45 members. To this end, the department is committed to adhering to the College of Arts and Science's
46 guidelines on modification of duties to provide its faculty members flexibility in meeting work
47 responsibilities. Eligible faculty will be allowed to take up to one academic semester with modified
48 duties in conjunction with the university's family leave options, which include paid parental, sick, and
49 unpaid leave. If the modification of duties is combined with the university's leave options, this period
50 of leave and modified duties shall not exceed one academic semester. See the [ASC Pattern of](#)
51 [Administration](#) for details.

1
2 A faculty member requesting modification of duties and the department chair should be creative and
3 flexible in developing a solution that is fair to both the individual and the unit while addressing the
4 needs of the university. Expectations must be spelled out in an MOU that is approved by the
5 divisional dean.
6

7 **XIII Additional Compensation and Outside Activities**

8

9 Information on additional compensation is presented in the OAA [Policy on Faculty Compensation](#).
10 Information on paid external consulting is presented in the university's [Policy on Outside Activities and](#)
11 [Conflicts](#). The information provided below supplements these policies.
12

13 This department adheres to these policies in every respect. In particular, this department expects faculty
14 members to carry out the duties associated with their primary appointment with the university at a high
15 level of competence before seeking other income-enhancing opportunities. All activities providing
16 additional compensation must be approved by the department chair regardless of the source of
17 compensation. External consulting must also be approved. Approval will be contingent on the extent to
18 which a faculty member is carrying out regular duties at an acceptable level, the extent to which the extra
19 income activity appears likely to interfere with regular duties, and the academic value of the proposed
20 consulting activity to the department. In addition, it is university policy that faculty may not spend more
21 than one business day per week on supplementally compensated activities and external consulting
22 combined.
23

24 Faculty with an administrative position (for example, chair, associate/assistant dean, center director)
25 remain subject to the Policy on Outside Activities and Conflicts and with appropriate approval, are
26 permitted to engage in paid external work activities. However, faculty members with administrative
27 positions are not permitted to accept compensation/honoraria for services that relate to or are the result of
28 their administrative duties and responsibilities.
29

30 Should an EEOB faculty member wish to use a textbook or other material that is authored by the faculty
31 member and the sale of which results in a royalty being paid to him/her/them, such textbook or material
32 may be required for a course by the faculty member only if (1) the faculty member's department chair
33 and/or dean or designee have approved the use of the textbook or material for the course taught by the
34 faculty member, or (2) an appropriate committee of the department or college reviews and approves the
35 use of the textbook or material for use in the course taught by the faculty member.
36

37 Faculty who fail to adhere to the university's policies on these matters, including seeking approval for
38 external consulting, will be subject to disciplinary action.
39

40 **XIV Financial Conflicts of Interest**

41

42 Information on faculty financial conflicts of interest is presented in the university's [Policy on Outside](#)
43 [Activities and Conflicts](#). A conflict of interest exists if financial interests or other opportunities for
44 tangible personal benefit may exert a substantial and improper influence upon a faculty member or
45 administrator's professional judgment in exercising any university duty or responsibility, including
46 designing, conducting or reporting research.
47

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

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

3
4 In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment that arise
5 in relation to consulting or other work done for external entities. Further information about conflicts of
6 commitment is included in section IX above.

7 8 **XV Grievance Procedures**

9
10 Members of the department with grievances should discuss them with the department chair who will
11 review the matter as appropriate and either seek resolution or explain why resolution is not possible.
12 Content below describes procedures for the review of specific types of complaints and grievances.

13 14 **A Salary Grievances**

15
16 A faculty or staff member who believes that his/her/their salary is inappropriately low should discuss
17 the matter with the chair. The faculty or staff member should provide documentation to support the
18 complaint.

19
20 Faculty members who are not satisfied with the outcome of the discussion with the chair and wish to
21 pursue the matter may be eligible to file an appeal with the college's Salary Appeals Committee. A
22 formal salary appeal can also be filed with the Office of Faculty Affairs (see Volume 1, Chapter 3 of
23 the Office of Academic Affairs [Policies and Procedures Handbook](#)).

24
25 Staff members who are not satisfied with the outcome of the discussion with the chair and wish to
26 pursue the matter should contact [Employee and Labor Relations](#) in the Office of Human Resources.

27 28 **B Faculty Promotion and Tenure Appeals**

29
30 Promotion and tenure appeals procedures are set forth in Faculty Rule [3335-5-05](#).

31 32 **C Faculty and Staff Misconduct**

33
34 Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in
35 Faculty Rule [3335-5-04](#).

36
37 Any student, faculty, or staff member may report complaints against staff to the chair. The [Office of](#)
38 [Employee and Labor Relations](#) in the Office of Human Resources can provide assistance with
39 questions, conflicts, and issues that arise in the workplace.

40 41 **D Harassment, Discrimination, and Sexual Misconduct**

42
43 The [Office of Institutional Equity](#) exists to help the Ohio State community prevent and respond to all
44 forms of harassment, discrimination, and sexual misconduct.

- 45
46 1 Ohio State's policy and procedures related to affirmative action and equal employment
47 opportunity are set forth in the university's [policy on affirmative action and equal](#)
48 [employment opportunity](#).

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

4
5 **E Violations of Laws, Rules, Regulations, or Policies**

6
7 Concerns about violations of laws, rules, regulations, or policies affecting the university community
8 should be referred to the [Office of University Compliance and Integrity](#). Concerns may also be
9 registered anonymously through the [Anonymous Reporting Line](#).

10
11 **F Complaints by and about Students**

12
13 Normally student complaints about courses, grades, and related matters are brought to the attention of
14 individual faculty members. In receiving such complaints, faculty should treat students with respect
15 regardless of the apparent merit of the complaint and provide a considered response. When students
16 bring complaints about courses and instructors to the department chair, the department chair will first
17 ascertain whether or not the students require confidentiality. If confidentiality is not required, the
18 department chair will investigate the matter as fully and fairly as possible and provide a response to
19 both the students and any affected faculty. If confidentiality is required, the department chair will
20 explain that it is not possible to fully investigate a complaint in such circumstances and will advise
21 the student(s) on options to pursue without prejudice as to whether the complaint is valid or not. See
22 Faculty Rule [3335-8-23](#).

23
24 Faculty complaints regarding students must always be handled strictly in accordance with university
25 rules and policies. Faculty should seek the advice and assistance of the department chair and others
26 with appropriate knowledge of policies and procedures when problematic situations arise.

27
28 **G Academic Misconduct**

29
30 Faculty members will report any instances of academic misconduct to the [Committee on Academic](#)
31 [Misconduct](#) in accordance with the [Code of Student Conduct](#). See also [Board of Trustees Rule 3335-](#)
32 [23-05](#).