

Pattern of Administration for The Ohio State University Department of Food Science and Technology

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Pattern of Administration

Department of Food Science and Technology

I. Introduction

This document provides a brief description of the Department of Food Science and Technology (FST) as well as a description of its guidelines and procedures. It supplements the Rules of the University Faculty 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 subject to continuing revision. It must be reviewed and either revised or reaffirmed on appointment or reappointment of the department chair. However, revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the FST faculty, college office and the Office of Academic Affairs.

II. Department Vision and Mission Vision:

To be a global leader in food science and technology learning, discovery, outreach, and teamwork.

Mission:

We inspire minds to improve food and impact the world with food science & technology.

Strategies:

- Recruit and train future leaders.
- Create and disseminate knowledge that solves the most important food problems to improve the world.
- Develop or continue science-based extension programs that promote food safety, quality, and innovation.
- Foster an ethical, diverse, and collegial environment for faculty, staff, students, and stakeholders.
- Provide a physical and administrative environment that facilitates productivity
- Increase visibility of subject matter expertise and thought leadership

III. Academic Rights and Responsibilities

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

IV. Faculty

Faculty Rule [3335-5-19](#) defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For

purposes of governance, the faculty of this department includes tenure-track faculty with compensated FTEs of at least 50% with their tenure home in the department.

The Department of Food Science and Technology makes clinical appointments. Clinical faculty titles are assistant professor of clinical Food Science and Technology, associate professor of clinical Food Science and Technology, and professor of clinical Food Science and Technology. The appointment cap on clinical faculty in relation to the total of tenure-track, clinical and research faculty is established in the [college patterns of administration](#).

Department of Food Science and Technology makes research appointments. Research faculty titles are research assistant professor of Food Science and Technology, research associate professor of Food Science and Technology, and research professor of Food Science and Technology. Research faculty can comprise no more than 20% of the tenure-track faculty.

Clinical, research, emeritus, and associated faculty, including lecturers and faculty with FTEs less than 50% in this department, are 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 this department is provided in the [Appointments, Promotion, and Tenure](#) document.

V. Organization of Department Services and Staff

Supporting staff includes positions deemed necessary by the Chair to provide services essential to the mission of the Department of Food Science and Technology, which may include the following: a human resources director, fiscal officer, industry liaison and academic program coordinator. The human resources director, fiscal officer, and industry liaison report to the Chair directly, with a dotted line to the appropriate directors in the College of Food Agricultural and Environmental Sciences and through the Chair to the faculty.

VI. Overview of Department Administration and Decision Making

Policy and program decisions are made in a number of ways: by the department faculty as a whole, by standing or special committees of the department, or by the chair. The nature and importance of any individual matter determine how it is addressed. Department governance process 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. Appropriate issues will be assigned to a committee. The committee will discuss the issue with all affected parties and develop a recommendation. The recommendation will be shared by email inviting

optional discussion at the next department meeting. Members will provide feedback during the meeting or by email. The committee may then withdraw, revise, sustain or

reconsider their recommendation. The members may choose to vote on the issue. The department chair will make a final decision on the recommendation.

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 appointments, reappointments, promotion and tenure.

Other responsibilities of the chair, not specifically noted elsewhere in this Pattern of Administration, are 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, outreach, and education.
- To evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by encouraging 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.
- To recommend appointments, reappointments, promotions, dismissals, and matters affecting the tenure of members of the department faculty to the dean of the college, in accordance with procedures set forth in Faculty Rule [3335-6](#) and this 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 benefit by such assistance.

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 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 education 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.

B. Other Administrators

ASSOCIATE CHAIR

The associate chair shall be appointed by the department chair, in consultation with the faculty, and with the approval of the vice president and dean of the college or their designee. The duties of the associate chair will be defined and delegated by the department chair, and include, but are not limited to: 1) assume authority for administrative activities when requested by the chair, or when the chair is not available; 2) assist the chair with program and facility planning, budgeting, and with annual evaluations of faculty and staff members; 3) represent the department at meetings at the request of the chair; and 4) works with the chair to oversee undergraduate academic programs. The associate chair(s) is appointed for a one to two-year term and may be terminated either by resignation or by action of the chair. The associate chair may be eligible for reappointment at the discretion of the chair.

GRADUATE STUDIES COMMITTEE CHAIR

The Graduate Studies Committee Chair (GSCC) is elected for a three-year term (starting July 1, ending June 30th) by the Graduate Faculty and is eligible for re-election. The GSCC represents graduate education to the graduate students and Graduate Faculty members in the department.

The Graduate Studies Committee Chair, in conjunction with the graduate studies committee, is responsible for a wide variety of activities, including recruiting and admitting new graduate students, monitoring graduate student academic progress, recommending graduate assistant appointments to the chair, overseeing the degree certification and graduation process, assisting faculty in becoming members of the Graduate Faculty and serving as a resource for Graduate Faculty in the program. The GSCC will represent the department at the College meetings of the Graduate Studies Committee Chairs.

UNDERGRADUATE PROGRAM COORDINATING ADVISER

The undergraduate program coordinating adviser is appointed for a three-year term (starting July 1, ending June 30th) by the chair and may be reappointed. The Coordinating Adviser

coordinates the advising program for the department and is the primary undergraduate advising contact with the college. Duties include:

- 1) Maintaining records of undergraduate majors
- 2) Coordinating undergraduate advising assignments in consultation with the chair
- 3) Serving as a resource for faculty advisers

C. Committees

Much of the development and implementation of the department's policies and programs is carried out by standing and ad hoc committees. The chair is an ex officio member of all department committees and may vote as a member on all committees except the Promotion and Tenure Committee.

Standing Committees

Standing committees consist of a minimum of four faculty and staff (as warranted) appointed by the department chair for a three-year term (starting July 1, ending June 30th, unless otherwise noted). Staggered appointments are made as practical. Committee chairs are appointed by the department chair with the exception of the elected Graduate Studies Committee Chair and elected Promotion and Tenure Committee Chair. Both appointed and elected committee chairs are typically appointed to three-year terms, except for the Seminar and Harris Award committees.

In those committees, the longest serving faculty member is chair for one year, then rotates off the committee. Concerns about the functioning of a committee should be addressed to the committee chair, and if this does not resolve the issue, to the department chair. Standing committees meet as often as needed to complete the work of the committee but should normally meet and report to the faculty at least once a year. Committees report to the department chair and present substantive issues to the faculty at department meetings for discussion. Appointed chairs serve at the discretion of the department chair and may be asked to serve a term greater than two consecutive terms if appropriate, otherwise all appointed chairs have a maximum of two terms.

Academic Affairs Committee. This committee is charged with programmatic initiatives and changes that influence the instructional program, except those specifically delegated to the Graduate Studies Committee. The committee recommends changes to the undergraduate and graduate level classes to the department faculty for a vote, and assigns and coordinates peer review of the faculty, including the lecturers.

Assessment Committee. This committee promotes and leads assessment of courses within the department, and ensures the department meets all assessment requirements for IFT, the college and the university.

Awards Committee. The charge of this committee is to increase the stature of our department through awareness of internal and external award opportunities and deadlines, and coordination of nominations of faculty, staff, alumni, and students for awards. It also runs the department graduate student teaching award and the department graduate student research award.

Building and Facilities Committee. This committee recommends permanent and temporary

assignments of research laboratories and staff, faculty, post-doc and visiting scholar offices to the chair. This committee recommends space renovations, as needed. This committee reviews, coordinates and implements safety procedures and policies as required by university, local, state, or federal regulations to maintain a safe and secure working environment.

Executive Committee. This committee provides recommendations to the chair on issues affecting the future of the department.

FoodSURE Committee. This committee selects the graduate student directors for the program and works with the directors and students to promote and guide the program within the department, assist the students to find advisors, approve their proposals for funding, complete their research and present their results.

Graduate Studies Committee. This committee is charged with the responsibility of conducting the department graduate program within the context and the policies and rules established by the Graduate Council. Committee responsibilities are described in the OSU Graduate School Handbook. The committee also updates and maintains the Food Science & Technology Graduate Handbook and assigns desk space to graduate students.

Hall of Distinction Committee. This committee is responsible for publicizing the recognition, soliciting nominations, evaluation of nominees and selection of annual inductees to the Food Science and Technology Hall of Distinction. The committee makes arrangements for engraving and hanging of the plaques, inviting the inductees to the recognition ceremony, hosting the ceremony, and hosting a recognition dinner.

Harris Award Committee. This committee is responsible for publicizing the award, soliciting applications, and presenting candidates for selection by the voting faculty. The committee makes the arrangements necessary to bring the awardee to campus for a seminar and awards ceremony, and hosts these events.

Laboratory Instruction Committee. This committee provides oversight of teaching labs and graduate student teaching assignments after input from relevant faculty.

Pilot Plant Committee. This committee recommends temporary assignment of space in the pilot plants, and related spaces, to the chair. This committee will recommend operational policies and fee schedules for research and teaching use of the pilot plants. The chair of the committee is normally the FIC director.

Promotion and Tenure Committee. (December 1 – November 30) This committee of all eligible faculty members evaluates the qualifications of probationary tenure-track faculty members annually, and associate professors upon request. It provides an independent recommendation to the department chair as outlined in the OAA [Policies and Procedures Handbook](#). Committee composition, responsibilities and procedures for determining its chair and POD are outlined in the departmental Appointments, Promotion and Tenure document.

Recruitment and Scholarship Committee. This committee identifies and coordinates recruiting efforts to attract qualified students into department programs. The committee also establishes procedures for departmental scholarship applications and oversees the scholarship selection process. One non-voting student, typically a rising senior, is appointed to this

committee by the department chair, and serves a one-year term.

Seminar Committee. This committee coordinates seminar speakers for the autumn and spring seminar series. The chair of the committee is the instructor for the seminar class and is responsible for grading the students in the class. One to two non-voting students are chosen to serve on this committee by the committee or committee chair and serve a one-year term.

Ad hoc Committees

Ad hoc committees are appointed by the chair as needed and dissolved by the chair upon completion of their work or acceptance of their report to the voting faculty. This includes individuals and groups assigned as mentors to new faculty hires.

Individual Assignments

Individuals are appointed by the chair to perform specific, long-term duties. Some of these may include the following:

Building Coordinator. The building coordinator works with the university to fix, maintain, and upgrade the buildings occupied by this department.

Master Schedule Coordinator. The master schedule coordinator reviews the instructor, time, and location of classes on the proposed master schedule for each semester. This review occurs with the faculty and then the chair before they submit the approved schedule to the college. They also periodically review the balance of classes offered by year and semester, and work with the faculty to make changes as needed.

Product Development Team Advisor. The advisor(s) provide students information about product development (PD) competition opportunities, encourage student participation, and assist the student teams with the process: developing their ideas, identifying resources, and entering the competitions. Advisors also review PD proposals and presentations.

Safety Coordinator. The safety coordinator promotes safety throughout the department, by serving as a liaison between the CFAES Safety and Health Coordinator and the department's faculty, staff, and students.

Undergraduate advisor. The advisors assist students with designing course plans, choosing classes, understanding career options, developing personal goals, and resolving course conflicts. Advisors may divide up the students so that each focuses on one category of students.

Other Service Activities

Individuals volunteer to assist the students with a variety of activities. These positions are chosen by student members of the club. Some of these may include the following:

Citation Needed Advisor. The advisor advises, provides leadership and historical context to assist the club with their activities. They also serve as a liaison to the donor.

College Bowl Coach. The coach works with on the team to prepare them for the regional and

National IFT competitions. They make travel arrangements for the regional competition, and cheer on the team at competitions.

FST Club Advisor. The advisor advises, provides leadership and historical context to assist the club with their activities.

VIII. Department Meetings

The chair will provide to the faculty and staff a schedule of department meetings at the beginning of each academic term. The schedule will provide for at least one meeting per autumn and spring semester and normally will provide for monthly meetings. A call for agenda items and completed agenda will be delivered to faculty by e-mail before a scheduled meeting. Reasonable efforts will be made to call for agenda items at least seven days before the meeting, and to distribute the agenda by e-mail at least three business days before the meeting. A meeting of the department 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 chair will have minutes of department meetings distributed to faculty and staff by e-mail within seven days of the meeting if possible. These minutes may be amended at the next department meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes.

Special policies pertain to voting on personnel matters, and these are set forth in the department's Appointments, Promotion and Tenure Document. Personnel matters will be discussed in a closed session comprised only of the eligible voting faculty. The staff member in charge of departmental human resource matters may be invited by the chair to attend the meeting to provide policy guidance or to take minutes.

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

Either the chair or one-third of all faculty members 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, the vote will be considered positive when a particular position is supported by at least a majority of all faculty members eligible to vote. Balloting will be conducted by mail or e-mail when necessary to assure maximum participation in voting. When conducting a ballot by mail or email, faculty members will typically be given one week to respond.

When a matter must be decided and a simple majority of all faculty members eligible to vote cannot be achieved on behalf of any position, the chair will necessarily make the final decision.

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

IX. Distribution of Faculty Duties and Responsibilities

The Office of Academic Affairs requires departments to have guidelines on the distribution of faculty duties and responsibilities (See the OAA Policies and Procedures Handbook, Volume 1 Chapter 2, Section 1.4.3). During on-duty periods, faculty members are expected to be available for interaction with students, research, and departmental meetings and events even if they have no formal course assignment. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave (see section XII) or on approved travel.

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 and expectations for the upcoming year are addressed as part of the annual review by the department chair.

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

A. Tenure-track Faculty

Tenure-track faculty members are expected to contribute to the university's mission via teaching, scholarship, and outreach and service. When a faculty member's contributions decrease in one of these three areas, additional activity in one or both of the other areas is expected. These three responsibilities are not determined by the general fund, OARDC and OSUE budget appointment. These line-item budget responsibilities are met by total faculty effort in the department. Individual faculty members are responsible for performing in all three areas, regardless of their specific budgetary percentage appointment.

Teaching

All tenure-track faculty are expected to contribute to the department's teaching, including large enrollment and specialized courses in both the undergraduate and graduate curriculums. The standard teaching assignment for full-time tenure-track faculty members is 6 credits per academic year, excluding individual studies, thesis and dissertations credits, internship, etc. Faculty members are also expected to advise undergraduate and graduate students and supervise independent studies and thesis and dissertation work.

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

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

status that includes an increased teaching assignment. Faculty members who are engaged in extraordinary service activities (to the department, college, university, and in special circumstances professional organizations within the discipline) can be assigned an enhanced service assignment that includes a reduced teaching assignment.

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

Scholarship

All tenure-track faculty members are expected to be engaged in scholarship as defined in the department's Appointments, Promotion and Tenure Document and expectations defined by the College of Food Agricultural and Environmental Sciences. Over a four-year rolling period 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 as articles. Faculty are expected to attract extramural funding and support graduate students. Faculty members are also expected to seek appropriate opportunities to obtain patents and engage in other commercial activities stemming from their research. Each faculty member with an OARDC appointment must be a principal or co-principal investigator on an approved Hatch project and must report their research activities annually through the Research, Extension, and Education Project Online Reporting Tool (REEport), or current system. Endowed chairs are expected to provide leadership in their research area, establish and maintain an active research program, leverage the endowment funding to raise significant additional funding from other sources, initiate and build collaborative relationships with representatives from the food industry, and advance the goals of the departments apart from their research program.

Service and Outreach

Faculty members are expected to be engaged in service to the department, university, and profession. Typically, this will mean that 10-30% of their time is spent on service, though less service is expected of an Assistant Professor. Specific involvement in organizations related to the profession are encouraged and should be considered an important component of service. These expectations can be adjusted depending on the nature of the assignment (e.g., service as committee chair, service on a particularly time-intensive committee, organizing a professional conference, leadership in an educational outreach activity, service in an administrative position within the department, college, or university). All faculty members are also expected to be engaged in outreach to the food industry, academy, government, and community. These activities may include offering short courses, webinars, workshops, tours, and demonstrations, creating fact sheets, responding to media requests, social media, answering scientific questions or performing plant visits.

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

i. Special Assignments

Information on special assignments (SAs) is presented in the Office of Academic Affairs Special Assignment. The information provided below supplements these policies. Reasonable efforts will be made to award SA opportunities to all faculty members subject to the quality of faculty proposals, including their potential benefit to the department or university, and the need to assure that sufficient faculty are always present to carry out department work. The chair's recommendation to the dean regarding an SA proposal will be based on the quality of the proposal and its potential benefit to the department or university and to the faculty member as well as the ability of the department to accommodate the SA at the time requested.

Faculty members who desire an SA should discuss the matter with the department chair during their annual evaluation or as soon thereafter as possible. The department chair will indicate whether submission of a full proposal articulating the purpose and nature of the SA is appropriate. The chair will normally announce decisions regarding SAs for the next academic year no later than June 30 of the previous academic year but retains the option of making decisions regarding proposals at other times when circumstances warrant such flexibility.

B. Clinical Faculty

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

All clinical faculty are expected to contribute to the department's teaching in courses or instructional situations involving students, courses or instructional situations involving stimulation of students, or courses or instructional situations involving professional skills.

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 their 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 similar to those for the tenure-track, albeit proportionally greater since 100% of effort for research faculty members is devoted to research. Specific expectations are written in the letter of offer.

i Clinical and Research Faculty Appointment Cap and Governance Rights

In accordance with Rules of the University Faculty ([Faculty Rule 3335-7-03](#)), clinical faculty can comprise no more than 20% of the combined tenure-track, clinical and research faculty membership of the college. Clinical and research faculty are invited to

participate in discussions on personnel matters, but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

D. Associated Faculty

Associated faculty members are expected to contribute to the university's mission via teaching, outreach, or research depending on the terms of their individual appointments. Faculty members with tenure-track titles and appointments <50% FTE will have reduced expectations based on their appointment level. Expectations for compensated visiting faculty members will be based on the terms of their appointment and are comparable to that of tenure-track faculty members except that service is not required.

E. Parental Modification of Duties

The Department of Food Science and Technology strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty members. To this end, the department is committed to adhering to the College of Food, Agricultural, and Environmental Sciences' guidelines on parental modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption. See the patterned for details.

The faculty member requesting the modification of duties for childbirth/adoption 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 written in an MOU that is approved by the dean.

X. Course Offerings and Teaching Schedule

The department chair 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 on-line instruction, most likely to meet student needs. To assure classroom availability, reasonable efforts must be made to distribute course offerings across the day and week. To meet student needs, reasonable efforts will 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. As scheduled course that does not attract the minimum number of students required by Faculty Rule [3335-8-16](#) will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester. Finally, to the extent possible, courses required in any curriculum or courses with routinely high demand will be taught by at least two faculty members across semesters of offering to assure that instructional expertise is always available for such courses.

XI. Allocation of Department Resources

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

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

Research space shall be allocated by the chair, in consultation with the Building and Facilities Committee, on the basis of research productivity, including external funding, and will be reallocated periodically as these faculty-specific variables change.

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

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

XII. Leaves and 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 an Application for Leave form well in advance of a planned absence (for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right, and the chair retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular semester is substantial. Faculty require that the Office of Academic Affairs approve any discretionary absence longer than 10 consecutive business days (see Faculty Rule [3335-5-08](#)) and must be requested on the Application for Leave form.

B. Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty members are expected to complete an Application for Leave form as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the chair know promptly so that instructional and other commitments can be managed. Faculty members 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](#). The information provided below supplements these policies.

A faculty member desiring an unpaid leave of absence should submit a written request for the leave as far in advance as possible of the time for which the leave is desired. Approval will be based on, but not limited to, the nature of the request, the extent to which the faculty member's responsibilities can be covered during the proposed absence and the positive or negative impact on the department of the proposed absence.

D. Faculty Professional Leave

Information on faculty professional leaves is presented in the OAA Policy on Faculty Professional Leave. The information provided below supplements these policies. Faculty members who desire a FPL should discuss the matter with the department chair. The department chair will indicate whether submission of a full proposal articulating the purpose and nature of the FPL is appropriate. Classes that would normally be taught by the faculty member during the period of their leave should be moved to the semester before or after their leave, to allow students the maximum opportunity to take the classes. If there are more requests for FPL than OAA will allow from that department, the chair will normally announce decisions regarding FPLs for the next academic year no later than June 30 of the previous academic year but retains the option of making decisions regarding proposals at other times when circumstances warrant such flexibility.

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

XIII. Supplemental Compensation and Paid External Consulting

Information on faculty supplemental compensation is presented in the OAA [Policy on Faculty Compensation](#). Information on paid external consulting is presented in the university's on Faculty The information provided below supplements these policies. This department adheres to these policies in every respect. In particular, this department expert 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 supplemental 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 these activities are clearly related to the mission of the university and the expertise of the faculty member, provide direct or indirect benefits to the university, and the extent to which the extra income activity appears likely to interfere with regular duties. 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 who fail to adhere to the university's policies on these matters, including seeking approval for external consulting, will be subject to disciplinary action.

OAA also requires a faculty member to obtain permission to use a textbook or other material

that results in personal income.

XIV. Financial Conflicts of Interest

Information on faculty financial conflicts of interest is presented in the university's [Policy on Faculty Financial Conflict of Interest](#). 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. Content below describes procedures for the review of specific types of complaints and grievances.

A. Salary Grievances

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

Faculty members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter may be eligible to file a more formal salary appeal (see 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 Misconduct

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

C. Faculty Promotion and Tenure Appeals

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

D. Sexual Misconduct

The university's policy and procedures related to sexual misconduct are set forth in OHR [Policy 1.15](#).

E. Student Complaints

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 or not the students require confidentiality. If confidentiality is not required, the chair will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty. If confidentiality is required, the chair will explain that it is not possible to fully investigate a complaint in such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid or not.

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. In particular, evidence of academic misconduct must be brought to the attention of the Committee on Academic Misconduct (see also <https://senate.osu.edu/committees/academic-misconduct>).

F. Code of Student Conduct

In accordance with the [Code of Student Conduct](#), faculty members will report any instances of academic misconduct to the Committee on Academic Misconduct.