

1                   **Pattern of Administration**  
2                                   **for**  
3                   **The Ohio State University**

4  
5                   **Department of Engineering**  
6                                   **Education**

7                                   Approved by the Faculty: March 5, 2021

8                   Approved by the Office of Academic Affairs: February 17, 2022  
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11 **Pattern of Administration (POA)**  
12 **Department of Engineering Education**  
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56

57 **Pattern of Administration (POA)**  
58 **Department of Engineering Education**

59  
60 **I Introduction**

61  
62 *Purpose*

63 This document describes the organizational structure, policies, and procedures as they relate to  
64 the governance of the Department of Engineering Education (EED) and the orderly conduct of  
65 EED business. It also contains guidelines governing faculty responsibilities and teaching  
66 assignments within the EED. It supplements the [Rules of the University Faculty](#) and other  
67 policies and procedures of the university to which the department and its faculty are subject.  
68 The latter rules, policies and procedures, and changes in them, take precedence over  
69 statements in this document. This document, together with the department's current  
70 Appointments, Promotion, and Tenure (APT) document, constitutes the department's  
71 governance documents.

72  
73 *Revision*

74 This POA is subject to continuing revision. It must be reviewed and either revised or  
75 reaffirmed on appointment or reappointment of the Department Chair. However, revisions  
76 may be made at any time as needed. All revisions, as well as periodic reaffirmation, are  
77 subject to approval by the College, and the Office of Academic Affairs (OAA).

78  
79 *Scope*

80 This POA aligns with the College of Engineering's recognition of the presumption favoring  
81 faculty rule on those matters in which faculty have primary responsibility, including:  
82 curricula, subject matter and methods of instruction; research, appointments, promotion and  
83 tenure of faculty; faculty governance including college and unit faculty meetings; peer  
84 mentoring and peer evaluation of teaching; and those aspects of student life related to the  
85 educational process.

86  
87 *Interpretation*

88 This POA shall be interpreted consistently with applicable statutes of the State of Ohio,  
89 the by-laws of the Board of Trustees, and the Rules of the University Faculty. All  
90 references to periods of time in days refer to calendar days; in computing a period of  
91 time, the date of the act or event from which the period of time begins to run shall not be  
92 included.

93  
94 **II Department Mission**

95  
96 The EED advances the engineering profession and enables student success by developing and  
97 delivering state-of-the-art, innovative, multidisciplinary undergraduate-and graduate-level  
98 engineering and engineering education courses and programs; by modeling and advocating  
99 scholarly, evidence-based teaching within the College of Engineering; and by conducting and  
100 disseminating world-class engineering education research. We strive to create and  
101 communicate approaches to engineering education that transform knowledge and enhance the  
102 technological workforce and society.

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**III Academic Rights and Responsibilities**

Academic freedom and intellectual diversity have been hallmarks of the ethics of The Ohio State University since it opened its doors in 1873. In April 2006, the university issued a reaffirmation of academic rights, responsibilities, and processes for addressing concerns. The OAA leads the institutional effort to inform faculty and students about relevant policies and procedures and to promote frank, open, and respectful discussion about the issues of freedom of thought and expression. This statement can be found on the OAA [website](#).

**IV Organization of Department Services and Staff**

Initiatives across the EED are organized into six programmatic areas: (i) First-Year Engineering Programs – Traditional (FE), (ii) First-Year Engineering – Honors (FEH), (iii) Engineering Technical Communications (ETC), (iv) Multidisciplinary Capstone (MDC), (v) Diversity, Equity, and Inclusion (DEI), and (vi) Graduate Studies and Research (GSR). The Chair assigns directors and/or coordinators to manage administrative and curricular content of each programmatic area or of sets of programmatic areas, depending on the size, academic complexity, and administrative requirements of each area. Additional details about the roles and responsibilities of EED directors and coordinators are presented under Department Administration.

The FE area consists of courses and initiatives related to student development with respect to fundamentals of engineering, including, but not limited to, programming, engineering graphics and 3D visualization, and teamwork. The Chair assigns directors and/or coordinators to manage administrative and curricular content of the programmatic area, depending on the size, academic complexity, and administrative requirements of the area. When assigned, the directors and/or course coordinators will report to the Associate Chair for Undergraduate Studies and Learning Infrastructure.

The FEH area consists of courses and initiatives related to student development with respect to fundamentals of engineering, including, but not limited to, programming, engineering graphics and 3D visualization, and teamwork that are offered to honors students. The Chair will assign directors and/or coordinators to manage administrative and curricular content of the programmatic area, depending on the size, academic complexity, and administrative requirements of the area. When assigned, the directors and/or course coordinators will report to the Associate Chair for Undergraduate Studies and Learning Infrastructure.

The ETC area consists of courses and initiatives related to student and development with respect to professional/technical communication and writing strategies, including rhetorical competence, in a variety of professional and academic settings. The ETC area engages with EED faculty across the programmatic areas to develop, deliver, and evaluate curricula and resources that support student and faculty development. Following the guidelines noted above, the Chair assigns a director and/or course coordinator(s) to oversee administration of the ETC area, its courses, and initiatives.

149 The MDC area consists of all capstone-related courses and activities in the EED. In addition,  
150 the MDC area includes the Integrated Business and Engineering (IBE) program. The IBE  
151 program is currently offered to a small cohort of students who each year take courses from  
152 either engineering or business and take a two-semester capstone course. The Chair assigns a  
153 director and/or course coordinator for the multidisciplinary capstone course sequence offered  
154 by the EED and a director and/or course coordinator for the IBE program to oversee all  
155 administrative activities and curricular content in MDC and its courses. The director and/or  
156 course coordinator(s) are expected to engage EED faculty across ranks and tracks in the  
157 operation of the program.

158  
159 The DEI area consists of courses and initiatives intended to support ongoing development  
160 with respect to diversity, equity, and inclusion so that the EED provides a welcoming  
161 supportive environment for everyone. The DEI area supports the development of several  
162 groups that include: students taking EED courses, Undergraduate Teaching Assistants  
163 (UTAs) in the EED, Graduate Teaching Associates (GTAs), faculty members, and staff.

164  
165 The GSR area consists of courses and initiatives supporting research and graduate students.  
166 Faculty members and staff involved in the area lead recruitment of graduate students,  
167 monitors graduate student progress, oversee graduate-level curriculum matters, and  
168 implements Graduate School policies in the EED. The GSR area is led by the Associate  
169 Chair for Graduate Studies and Research Infrastructure (see section VI.B). All faculty  
170 members in the department with graduate faculty status can participate in the GSR area. A  
171 Graduate Coordinator assists with the daily administrative responsibilities of the Graduate  
172 Program and reports to the Associate Chair for Graduate Studies and Research Infrastructure.

173  
174 Since some EED courses or other initiatives may cross multiple areas, the Chair decides the  
175 appropriate pillar under which they fall administratively.

176  
177 Department support services are organized by functions as follows:

- 178 • Administrative assistance for Chair, Associate Chair(s), faculty, staff, and programs
- 179 • Instructional laboratory (mechanical and electronics) support
- 180 • Communications and advancement support
- 181 • Graduate education coordination
- 182 • Grants administration
- 183 • Finance (currently external to department)
- 184 • Human resources (currently external to department)

185  
186 Each EED faculty member and staff member reports administratively to either the Chair or  
187 Associate Chair(s) depending on their EED role and staff appointments. Staff members meet  
188 periodically with the Chair and Associate Chair(s) to coordinate their activities. Staff are  
189 included in faculty and staff meetings that occur at least once per month.

## 191 **V Overview of Department Administration and Decision-Making**

192  
193 The EED operates on the premise that all faculty members, staff, and students have unique  
194 talents and skills that contribute to the pursuit of excellence, and the opinions of all are

195 valued. Guideline and program decisions are made in a number of ways: by the department  
196 faculty and staff as a whole, by standing or special committees of the department, or by the  
197 Chair. The nature and importance of any individual matter determine how it is addressed.  
198 Open discussions, both formal and informal, constitute the primary means of reaching  
199 decisions of central importance.

200

## 201 **VI Department Administration**

202

### 203 **A Chair**

204 The primary responsibilities of the Chair are set forth in Faculty Rule [3335-3-35](#). This rule  
205 requires the Chair to develop, in consultation with the faculty, a POA with specified minimum  
206 content. The rule, along with Faculty Rule [3335-6](#), also requires the Chair to prepare, in  
207 consultation with the faculty, a document setting forth policies and procedures pertinent to  
208 promotion and tenure.

209

210 Other responsibilities of the Chair, not specifically noted elsewhere in this POA, are  
211 paraphrased and summarized below.

212

- 213 • To have general administrative responsibility for department programs, subject to  
214 the approval of the Dean of the college, and to conduct the business of the  
215 department efficiently. This broad responsibility includes the acquisition and  
216 management of funds and the hiring and supervision of faculty and staff.  
217
- 218 • To plan with the members of the faculty and the Dean of the college a  
219 progressive program; to encourage research and educational investigations  
220
- 221 • To evaluate and improve instructional and administrative processes on an ongoing  
222 basis, to promote improvement of instruction by providing for the evaluation of each  
223 course when offered, including written evaluation by students of the course and  
224 instructors, and periodic course review by the faculty  
225
- 226 • To evaluate tenure-track, practice, and research faculty members annually in  
227 accordance with both university and department established criteria; to inform faculty  
228 members when they receive their annual review of their right to review their primary  
229 personnel file maintained by their department; and to place in that file a response to  
230 any evaluation, comment, or other material contained in the file. The Chair may  
231 delegate evaluation of associated faculty to Associate Chair(s).  
232
- 233 • To recommend, after consultation with the eligible faculty, appointments,  
234 reappointments, promotions, dismissals, and matters affecting the tenure of members  
235 of the department faculty to the Dean of the College, in accordance with procedures  
236 set forth in Faculty Rules [3335-6](#) and [3335-7](#) and this department's Appointments,  
237 Promotion, and Tenure document  
238

- 239 • To see that all faculty members, regardless of their assigned location, are offered  
240 the departmental privileges and responsibilities appropriate to their rank and in  
241 general to lead in maintaining a high level of morale  
242
- 243 • To maintain a curriculum vitae for all personnel teaching a course in the  
244 department's curriculum  
245
- 246 • To see that adequate supervision and training are given to those members of the  
247 faculty and staff who may profit by such assistance  
248
- 249 • To prepare, after consultation with the faculty, annual budget recommendations  
250 for the consideration of the Dean of the college  
251
- 252 • To facilitate and participate in prescribed [academic program review](#) processes,  
253 in collaboration with the dean of the college and the Office of Academic Affairs  
254
- 255 • To coordinate departmental committees  
256

257 Day-to-day responsibility for specific matters may be delegated to others, but the Chair  
258 retains final responsibility and authority for all matters covered by this POA subject, when  
259 relevant, to the approval of the Dean, Office of Academic Affairs, and Board of Trustees.  
260

261 Operational efficiency requires that the Chair exercise a degree of autonomy in establishing  
262 and managing administrative processes. The articulation and achievement of department  
263 academic goals, however, is most successful when EED faculty and staff participate in  
264 discussing and deciding matters of importance. The Chair will therefore consult with the  
265 faculty on all policy issues and will respect the principle of majority rule. When a departure  
266 from majority rule is judged to be necessary, the Chair will explain to the faculty the reasons  
267 for the departure, ideally before action is taken. And, as outlined by Faculty Rule [3335-3-](#)  
268 [35\(C\)\(2\)\(d\)](#).  
269

## 270 **B Associate Chair(s)** 271

272 The Chair designates one or more Associate Chairs.  
273

274 The Associate Chair for Undergraduate Studies and Learning Infrastructure (USLI) assists  
275 the Chair in overall administration of the department as summarized below.  
276

- 277 • To work with the Chair of the USLI Committee; the Chair of the  
278 committee will be appointed by the Department Chair in consultation with  
279 the Associate Chair for USLI  
280
- 281 • To coordinate the hiring and training of lecturers, senior lecturers, GTAs,  
282 and UTAs  
283
- 284 • To conduct annual reviews for full-time and part-time lecturers and senior lecturers



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- To make teaching assignments for the undergraduate courses taught by the EED
  - To finalize the master schedule of classes including times and locations of course offerings in coordination with the Office of the University Registrar
  - To serve during the Chair’s absence in situations requiring administrative decision or signature when the Chair cannot be reached within a reasonable period of time
  - To compile student learning outcomes data on behalf of the EED
  - To coordinate departmental minor programs in collaboration with appropriate advising staff
  - To assist with:
    - Personnel, fiscal, and overall business matters
    - Finalization of faculty teaching assignments
    - Space and facilities allocations
  - Other duties as assigned

308 The Associate Chair for Graduate Studies and Research Infrastructure (GSRI) assists the  
309 Chair in overall administration of the department as summarized below.  
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- To chair the GSRI Committee
  - To work with the Graduate Coordinator to prepare and implement plans for recruiting graduate students
  - To work with the GSRI Committee and Graduate Coordinator to establish and administer policy for the graduate program
  - To work with the GSRI Committee and Graduate Coordinator to document policy in the graduate student handbook and revise as necessary
  - To work with faculty members and the GSRI Committee to make teaching assignments for the graduate courses taught by the EED
  - Other duties as assigned

327 **C Program Directors and Course Coordinators**  
328

329 The Department Chair shall work with the Associate Chair(s) to designate one or more  
330 program directors or course coordinators to provide curricular leadership for the EED’s

331 undergraduate offerings, including First-year Engineering Programs, Engineering Technical  
332 Communications, and Multidisciplinary Capstone. All directors and coordinators are  
333 generally faculty members and must teach in their respective program at least once during  
334 each academic year. Directors and coordinators who hold staff appointments may not take  
335 on more than a 33% teaching load. For faculty, the title “director” is a working title that  
336 reflects administrative responsibilities for that faculty member. The program directors and/or  
337 course coordinators, in conjunction with the Associate Chair and/or Chair, coordinate annual  
338 course reviews and evaluations (e.g., peer or direct observations) of teaching for their  
339 respective program. Evaluations of teaching are conducted per the APT document.

340

#### 341 Directors

- 342 • Oversee multi-course coordination among faculty, GTAs, and UTAs, including
- 343 onboarding for new instructors
- 344 • Monitor and report resource needs
- 345 • Assist in the evaluation and interpretation of instructors' and GTAs/UTAs teaching
- 346 • Assess and report student learning outcomes
- 347 • Document and disseminate faculty and student accomplishments
- 348 • Identify relevant development and advancement opportunities
- 349 • Oversee funds as appropriate
- 350 • Meet and advise course coordinators as needed
- 351 • Communicate lessons learned annually to Chair and Associate Chair(s)

352

#### 353 Course Coordinators

- 354 • Oversee day-to-day administrative responsibilities for a single course taught by one or
- 355 more instructors
- 356 • Monitor and report resource needs
- 357 • Ensure timely and seamless delivery of deadlines, relevant policies, and other
- 358 information to instructors and students
- 359 • Communicate lessons learned annually to directors, Chair, and Associate Chair(s)
- 360 • Document and disseminate faculty and student accomplishments
- 361 • Oversee funds as appropriate
- 362 • Oversee and manage implementation of curriculum changes
- 363 • Oversee Course Carmen Master pages

364

### 365 **D Committees (Charter template found in Appendix)**

366

367 Much of the development and implementation of the department’s guidelines and programs is  
368 carried out by standing and ad hoc committees. The standing committees’ main  
369 responsibilities are each detailed below. All committees shall develop and maintain a charter  
370 using a common template as provided in the appendix. Any revisions to the charters are  
371 approved during a faculty and staff meeting. Revised charters must be available at least two  
372 weeks before the faculty and staff meeting at which the revised charter will be voted upon so  
373 that everyone has a chance to review and comment on charter revisions before the vote to  
374 approve. Ad hoc committees will be established by the Chair whenever the Chair deems it  
375 necessary for the continued wellbeing of the department.

376

377 Each committee is comprised of a chair, vice chair, and members. Chairs, vice chairs, and  
378 members can be tenure-track, practice, research, and associated faculty or staff members who  
379 have been with the department for at least one full year. For certain committees, e.g., the  
380 Promotion and Tenure Committee, staff members are not eligible to serve. Except as indicated  
381 below, all committee members and chairs shall be appointed by the Department Chair for up  
382 to three-year terms commencing in the autumn semester to be filled on a rolling basis. The  
383 Chair is an ex officio member of all department committees and may vote as a member on all  
384 committees except the Committee of Eligible Faculty and the Promotion and Tenure  
385 Committee. All committees are advisory to the Chair, the department faculty, and staff.  
386

#### 387 Undergraduate Studies and Learning Infrastructure Committee

388 The primary purpose of this committee is to set standards and guidelines for the undergraduate  
389 courses in the EED and maintain the functioning of the undergraduate programs. The chair of  
390 this committee will be appointed by the Chair in consultation with the Associate Chair of  
391 Undergraduate Studies and Learning Infrastructure. While this committee focuses on the FE  
392 and FEH areas, it is also responsible for matters concerning undergraduate courses and  
393 programs beyond them. Membership of this committee shall consist of a minimum of seven  
394 faculty and staff and at least one graduate student representative.  
395

#### 396 Graduate Studies and Research Infrastructure Committee

397 The primary purpose of this committee is to set standards and guidelines for the graduate  
398 courses in the EED and maintain the functioning of the graduate programs and research  
399 enterprise. The chair of this committee will be the Associate Chair of Graduate Studies and  
400 Research Infrastructure. This committee is the liaison between the Graduate School and the  
401 graduate faculty members in the graduate program (see the [Graduate School Handbook](#),  
402 Section 14.0). The graduate program manager serves as a member of this committee.  
403 Regarding research, this committee communicates research efforts and engages with the  
404 research community through strategic partnerships. Membership of this committee shall  
405 include the graduate program manager and a minimum of nine faculty and staff and at least  
406 one graduate student representative.  
407

#### 408 Professional Development and Recognitions Committee

409 The primary purpose of this committee is to promote professional development among  
410 employees and recognize employees for outstanding contributions to engineering education.  
411 This committee keeps abreast of awards and other promotional events and citations for which  
412 EED members may be eligible and nominates members for recognition and professional  
413 development opportunities as appropriate. Membership of this committee shall consist of a  
414 minimum of eight faculty and staff and at least one graduate student representative.  
415

#### 416 Inclusion, Culture, and Diversity Committee

417 The primary purpose of this committee is to evaluate and foster diversity and inclusivity of  
418 the EED climate. This may include but is not limited to exploring, designing, and executing  
419 activities, events, initiatives, and programs to facilitate professional engagement, community-  
420 building, and equity. Membership of this committee shall consist of a minimum of eight  
421 faculty and staff and at least one graduate student representative.  
422

423 Capital Resources and Employee Welfare Committee

424 The primary purpose of this committee is to manage and use current and future EED  
425 infrastructure resources including physical facilities, technology, and safety protocols for the  
426 optimal functions and needs of the EED. This committee works closely with other committees  
427 to ensure all EED needs are being met. Membership of this committee shall consist of a  
428 minimum of eight faculty and staff and at least one graduate student representative.  
429

430 Peer Review of Teaching Committee

431 The primary purpose of this committee is to establish, implement, evaluate, and revise  
432 processes through which each faculty member in the EED can learn and receive feedback  
433 from their colleagues. The committee's specific responsibilities are described in the APT  
434 document. Membership of this committee shall consist of a minimum of six faculty and staff  
435 and at least one graduate student representative.  
436

437 Faculty Search Committee

438 In years when faculty searches are being conducted, the primary purpose of this committee is  
439 to search, not to hire. It requires development of the position descriptions, proactive placement  
440 of advertisements, contacts with other institutions, attendance at professional conferences,  
441 maintaining contact with potential future candidates and networking with colleagues in order  
442 to net the broadest possible pool of job applicants. This committee does not have a charter.  
443 The committee's specific responsibilities are described in the APT document. Membership of  
444 this committee shall consist of a minimum of four faculty and staff as appointed by the Chair.  
445

446 Promotion and Tenure Committee

447 The primary purpose of this committee is to support the promotion and tenure of faculty  
448 within the EED. The committee's specific responsibilities are described in the APT  
449 document. Membership of this committee shall consist of a minimum of three voting-eligible  
450 faculty as appointed by the Chair.  
451

452 Executive Committee

453 The primary purpose of this committee is to serve as an administrative body and to assist with  
454 the execution of the strategic vision for the EED representing the six programmatic areas and  
455 the standing committees. The Chair, Associate Chair(s), and at least one representative from  
456 each area and standing committee will comprise the executive committee. Other members  
457 may be appointed to the executive committee given departmental priorities. The Department  
458 Chair serves as Chair of the executive committee.  
459

460 In meetings, members report on their respective areas and voice concerns of the EED  
461 members they represent. They work collectively to create cohesion across the EED and  
462 identify ways to leverage resources, streamline processes, and advance the EED's strategic  
463 plan. Executive committee members are expected to communicate information from meetings  
464 to the EED stakeholders they represent. Executive committee reports and minutes are made  
465 available to the EED and may be commented upon at faculty and staff meetings. The EED  
466 executive committee meets at least once per academic semester.  
467

468 **E Advisory Groups**

469  
470 ***Advisory Board***

471 The EED’s advisory board shall serve as a link between the department, alumni, engineering  
472 educators, practicing engineers, policy makers, and educators in informal and formal K-12 and  
473 higher education settings. The main purpose of the advisory board is to provide strategic  
474 advice about current and future directions of the EED including periodic reviews of EED  
475 academic and research programs. Activities may include, but are not limited to, reviewing  
476 EED best practices and offering guidance about engagement with these practices in the EED;  
477 suggesting and connecting the EED to new partnerships outside of the engineering education  
478 community; identifying new areas of research funding; marketing EED activities; and  
479 providing feedback about the EED’s current and future research directions.

480  
481 Segments of the Board focused on one of the six programmatic areas meets virtually with a  
482 subset of the faculty and staff members in the department several times a year. In addition, the  
483 entire Board meets annually on-campus or virtually. Members serve a three-year term with the  
484 possibility of renewal based upon EED priorities and resources. The chair and vice-chair are  
485 elected by the Board. Additional duties of members may include responding to email with  
486 questions and comments prior to and after each meeting and mutually agreed upon special task  
487 force assignments. Coordination is provided by the Chair and/or Associate Chair(s) of the  
488 department.

489  
490 ***Student Instructional Leadership Team***

491 The Student Instructional Leadership Team (SILT) is a committee of experienced GTAs and  
492 UTAs with the objective to aid undergraduates enrolled in EED courses. The team offers  
493 assistance in a wide range of topics, including all first-year courses, TA training, and computer  
494 programming. The SILT leadership team strives to enhance the program’s learning objectives,  
495 support curriculum enhancements, and create consistency. SILT also supports TAs through  
496 training to further their teaching, professional, and personal development and foster general  
497 improvements across the program. SILT members are selected from current TAs through an  
498 application process that occurs each spring semester. To be eligible for any instructional  
499 leadership position within FE or FEH, prospective students must have served in a teaching role  
500 for at least one year prior to their term. Oversight and coordination is provided by an Associate  
501 Chair and/or designated faculty member of the department.

502  
503 **VII Faculty and Staff**

504  
505 Faculty Rule [3335-5-19](#) defines the types of faculty appointments possible at The Ohio State  
506 University and the rights and restrictions associated with each type of appointment. For  
507 purposes of governance, the faculty of this department includes tenure-track, practice,  
508 research, and associated faculty with compensated full-time equivalents (FTEs) of at least  
509 50% in the department. Detailed information about the appointment criteria and procedures  
510 for the various types of faculty appointments made in this department is provided in the EED  
511 [APT document](#). For the purpose of governance, the staff of this department includes classified  
512 civil service and unclassified and senior administrative and professional staff with  
513 compensated fulltime equivalents of 50% or greater.

514

515 ***Tenure Track Faculty and Governance Rights***

516 The EED makes tenure-track appointments with titles of instructor, assistant professor, associate  
517 professor, or professor. Tenure-track faculty may vote in all matters of departmental  
518 governance.

519

520 ***Practice Faculty Appointment Cap and Governance Rights***

521 The EED makes practice faculty appointments. Practice faculty titles are Assistant Professor  
522 of Practice in Engineering Education, Associate Professor of Practice in Engineering  
523 Education, and Professor of Practice in Engineering Education. In accordance with Rules of  
524 the University Faculty (Faculty Rule [3335-7-03](#)) practice faculty membership can comprise  
525 no more than 20% of the combined tenure-track, practice and research faculty membership  
526 in the college. The number of practice faculty positions in the EED must be fewer than the  
527 number of tenure-track faculty. Practice faculty may vote in all matters of department  
528 governance except matters dealing with the appointment, promotion and tenure of tenure-  
529 track faculty and the appointment and promotion of research faculty. Any practice faculty  
530 member appointed by the unit may stand for election to serve as a representative in the  
531 University Senate subject to representation restrictions noted in [Faculty Rule 3335-7-  
532 11\(C\)\(2\)](#).

533

534 ***Research Faculty Appointment Cap and Governance Rights***

535 The EED makes research appointments. Research faculty titles are Research Assistant  
536 Professor of Engineering Education, Research Associate Professor of Engineering Education,  
537 and Research Professor of Engineering Education. In accordance with Rules of the University  
538 Faculty (Faculty Rule [3335-7-32](#)), unless otherwise authorized by a majority vote of the  
539 tenure-track faculty in a unit, research faculty must comprise no more than 20% of the number  
540 of tenure-track faculty in the EED. The number of research faculty positions in EED must be  
541 fewer than the number of tenure-track faculty in the unit. Research faculty are eligible to  
542 advise and supervise graduate and postdoctoral students and to be a principal investigator on  
543 extramural research grant applications. Approval to advise and supervise graduate students  
544 must be obtained from the Graduate School as set forth in Faculty Rule [3335-5-29](#) and  
545 detailed in the [Graduate School Handbook](#). Research faculty may vote in all matters of  
546 department governance except matters dealing with the appointment, promotion and tenure of  
547 tenure-track faculty and the appointment and promotion of practice faculty.

548

549 ***Associated Faculty Governance Rights***

550 The EED makes associated faculty appointments. Associated faculty titles include  
551 compensated tenure-track and practice faculty on less than a 50% appointment, lecturer  
552 titles, and visiting titles. Persons with associated faculty titles, with the exception of visiting  
553 faculty, are permitted to participate in college and departmental governance. Full-time  
554 associated faculty may vote in all matters of department governance except matters dealing  
555 with the appointment, promotion and tenure of tenure-track faculty and the appointment and  
556 promotion of practice and research faculty. Visiting faculty may be invited to participate in  
557 discussions on non-personnel matters, but may not participate in personnel matters,  
558 including appointment, promotion and tenure reviews, and may not vote on any matter.

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***Staff Governance Rights***

Staff are permitted to participate in departmental governance. Full-time staff members may vote in all matters of department governance except matters dealing with the appointment, promotion, and tenure of faculty.

***Emeritus Faculty Governance Rights***

Emeritus faculty in the EED 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.

**VIII Faculty and Staff Meetings**

The Chair provides to the faculty and staff a schedule of department faculty and staff meetings at the beginning of each academic semester. The schedule provides for at least one meeting per semester and normally provides for monthly meetings. A call for agenda items and completed agenda is delivered to faculty and staff by e-mail before a scheduled meeting. Reasonable efforts are 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 and staff will also be scheduled on written request of 25% of the department faculty and staff. The Chair makes reasonable efforts to have the meeting take place within one week of receipt of the request. The Chair distributes minutes of faculty and staff meetings to faculty and staff by e-mail—within seven days of the meeting if possible. These minutes may be amended at the next faculty and staff meeting by a simple majority vote of the faculty and staff who were present at the meeting.

Special policies pertain to voting on personnel matters, and these are set forth in the department’s APT document.

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 and staff members eligible to vote.

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

When a matter must be decided and a simple majority of all faculty and staff members eligible to vote cannot be achieved on behalf of any position, the Chair, upon consultation with the Associate Chair(s), makes the final decision.

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

608  
609 **IX General Meetings**

610  
611 The Chair provides to the faculty, staff, GTAs, and UTAs a schedule of department general  
612 meetings at the beginning of each academic semester. The schedule provides for at least one  
613 meeting per semester and includes a multiple-day teaching orientation prior to the start of  
614 autumn semester. These meetings are used for professional development, community  
615 building, and brainstorming departmental policy options. A call for agenda items and  
616 completed agenda is delivered via e-mail before a scheduled general meeting.

617  
618 **X Distribution of Faculty Duties and Responsibilities**

619  
620 The Office of Academic Affairs requires departments to have guidelines on the distribution of  
621 faculty duties and responsibilities (see the [OAA Policies and Procedures Handbook](#), Volume  
622 1, Chapter 2, Section 1.4.3).

623  
624 Faculty assignments are described in the initial letter of offer. Assignments and expectations for  
625 the upcoming year are addressed as part of the annual review by the department chair based on  
626 departmental needs as well as faculty productivity and career development.

627  
628 During on-duty periods, faculty members are expected to be available for interaction with  
629 students, research, and departmental meetings and events even if they have no formal course  
630 assignment. On-duty faculty members should not be away from campus for extended periods of  
631 time unless on an approved leave (see section XIII) or on approved travel. The definition of on-  
632 duty is defined by Faculty Rule [3335-5-07](#).

633  
634 **Telework exception:** Faculty members with responsibilities requiring in-person interaction are  
635 to work at a university worksite to perform those responsibilities. Telework and the use of  
636 remote, virtual meetings are allowed at the discretion of the department chair if such work can  
637 be performed effectively, and faculty members are able to fulfill their responsibilities. Telework  
638 will be encouraged under certain circumstances if it serves the needs of the department, college,  
639 university, and/or community. The department chair has the discretion to require faculty to work  
640 on campus if there are concerns that responsibilities are not being fulfilled through telework.

641  
642 The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the  
643 demands and resources of the department and the individual circumstances of faculty members  
644 may warrant temporary deviations from these guidelines.

645  
646 A full-time faculty member’s primary professional commitment is to The Ohio State  
647 University and the guidelines below are based on that commitment. Faculty who have  
648 professional commitments outside of Ohio State during on-duty periods (including teaching  
649 at another institution; conducting research for an entity outside of Ohio State; external



650 consulting; etc.) must disclose and discuss these with the Chair in order to ensure that no  
651 conflict of commitment exists. Information on faculty conflicts of commitment is presented  
652 in the OAA [Faculty Conflict of Commitment policy](#).

653  
654 In crisis situations, such as life-threatening disease (COVID, for example) or physical dangers  
655 (natural disasters, for example), faculty duties and responsibilities may be adjusted by the  
656 department chair to take into account the impact over time of the crisis. These adjustments may  
657 include modifying research expectations in order to maintain teaching obligations. These  
658 assignment changes must be considered in annual reviews.

659  
660 In determining faculty workloads, flexibility is important and needed to recognize that there  
661 is variability in the amount of teaching, research and service activities of individual faculty  
662 members. With regard to teaching, university guidelines usually specify a number of  
663 "standard" courses to be taught by tenure-track, practice, and associated faculty where  
664 "standard" is a three-credit hour course (with 160 to 165 contact minutes per week). Because  
665 many of the courses taught in the EED are non-standard, either because of the number of  
666 credit hours, contact time, or instructional mode/style, a conversion table representing the  
667 "standard" course equivalent of the various non-standard EED courses is used. This  
668 equivalency table used in the assignment of teaching load is developed with the Associate  
669 Chair(s) and voted on at a departmental meeting. This table will be reviewed and updated  
670 annually at the end of spring semester. The equivalent standard teaching assignment may  
671 vary for individual faculty members based on their research, administrative, and/or service  
672 activity. Adjustments to the equivalent standard teaching assignment for all faculty may be  
673 made to account for teaching a new class, the size of the class, whether the class is taught on-  
674 line or team-taught, studio nature of the class, and other factors that may affect the  
675 preparation and teaching time involved in teaching the course.

676

## 677 **A Tenure-track Faculty**

678

679 Tenure-track faculty members are expected to contribute to the university's mission via  
680 teaching, scholarship, and service. When a faculty member's contributions decrease in one of  
681 these three areas, additional activity in one or both of the other areas is expected. In addition,  
682 ongoing professional development is encouraged and expected.

683

### 684 ***Teaching***

685 All tenure-track faculty are expected to contribute to the department's teaching, including  
686 large enrollment and specialized courses in both the undergraduate and graduate  
687 curriculums. The standard teaching assignment for full-time tenure-track faculty members is  
688 three (3) courses per academic year (refer to the EED's internal conversion table for  
689 variations). Faculty members are also expected to advise graduate students and supervise  
690 graduate and undergraduate students in independent studies, theses, and/or dissertations.

691

692 Faculty members who are especially active in research can be assigned an enhanced research  
693 status that includes a reduced teaching assignment. Likewise, faculty members who are  
694 relatively inactive in research can be assigned an enhanced teaching status that includes an  
695 increased teaching assignment. Faculty members who are engaged in extraordinary service

696 activities (to the department, college, university, and in special circumstances professional  
697 organizations within the discipline) can be assigned an enhanced service assignment that  
698 includes a reduced teaching assignment.  
699

700 The Chair is responsible for making teaching assignments on an annual basis and may  
701 decline to approve requests for adjustments when approval of such requests is not judged to  
702 be in the best interests of the department. All faculty members must do some formal  
703 instruction and advising over the course of the academic year.  
704

### 705 ***Scholarship***

706 All tenure-track faculty members are expected to be engaged in scholarship as defined in the  
707 department's [APT document](#). A faculty member who is actively engaged in scholarship will  
708 be expected to publish regularly in reputable peer-reviewed journals as well as in other  
709 appropriate venues, such as edited book chapters of similar quality and length as articles.  
710 Faculty engaged in basic or applied research are expected to attract funding to support their  
711 research program. Faculty members are also encouraged to seek appropriate opportunities to  
712 communicate their work and to engage in other commercial or entrepreneurial activities  
713 stemming from their research.  
714

### 715 ***Service***

716 Tenure-track faculty members are expected to be engaged in service and outreach to the  
717 department, university, profession, and community. The number of committees on which a  
718 faculty serves varies depending on the nature of the assignment (e.g., service as committee  
719 chair, service on a particularly time-intensive committee, leadership in a professional society,  
720 organizing a professional conference, leadership in an educational outreach activity, service in  
721 an administrative position within the department, college, or university). Tenure-track faculty  
722 members are expected to be collegial members of the EED via participation in faculty  
723 meetings and other department events as appropriate.  
724

### 725 ***Special Assignments***

726 Information on special assignments (SAs) is presented in the OAA [Faculty Special](#)  
727 [Assignment Policy](#). The information provided below supplements these policies.  
728

729 Tenure-track faculty will normally be provided a SA for research for one semester, during  
730 their probationary period. Reasonable efforts will be made to award SA opportunities to  
731 faculty members based on the quality of faculty proposals, including their potential benefit to  
732 the department or university and the need to assure that sufficient faculty are always present  
733 to carry out department work. The department's Promotion and Tenure Committee will  
734 evaluate all SA proposals and make recommendations to the Chair. The Chair's  
735 recommendation to the Dean regarding an SA proposal will be based on the quality of the  
736 proposal and its potential benefit to the department or university and to the faculty member as  
737 well as the ability of the department to accommodate the SA at the time requested.  
738

739 **B Practice Faculty**

740

741 Practice faculty members are expected to contribute to the university’s mission via teaching  
742 and service and, to a lesser extent, scholarship. Service expectations are similar to those for  
743 the tenure-track. Ongoing professional development is encouraged and expected.

744

745 ***Teaching***

746 All practice faculty are expected to contribute to the department’s teaching in courses or  
747 instructional situations involving professional skills. The standard teaching assignment for  
748 full-time practice faculty members is six (6) courses per academic year. (Refer to the EED’s  
749 internal conversion table for variations.)

750

751 ***Scholarship***

752 All practice faculty members are expected to be engaged in scholarship as defined in the  
753 department’s [APT document](#). A practice faculty member who is actively engaged in  
754 scholarship is expected to participate in research through collaboration with tenure-track  
755 faculty and publish regularly in high quality peer-reviewed conference proceedings. Faculty  
756 engaged in basic or applied research are expected to attract internal and/or external funding to  
757 support teaching and learning within the EED. There is no requirement for graduate student  
758 support but practice faculty may apply for “M Status” to advise Master’s Candidates.

759

760 ***Service***

761 Practice faculty members are expected to be engaged in service and outreach to the  
762 department, university, profession, and community. The number of committees on which a  
763 faculty member serves varies depending on the nature of the assignment (e.g., service as  
764 committee chair, service on a particularly time-intensive committee, leadership in a  
765 professional society, organizing a professional conference, leadership in an educational  
766 outreach activity, service in an administrative position within the department, college, or  
767 university). Practice faculty members are expected to be collegial members of the EED via  
768 participation in faculty meetings and other department events as appropriate.

769

770 **C Research Faculty**

771

772 Research faculty members are expected to contribute to the university’s mission via research.  
773 In accord with Faculty Rule [3335-7-34](#), a research faculty member may, but is not required to,  
774 participate in educational activities in the area of his or her expertise on a limited basis. Under  
775 no circumstances may a member of the research faculty be continuously engaged over an  
776 extended period of time in the same instructional activities as tenure-track faculty. Scholarly  
777 expectations of research faculty are similar to those for tenure-track faculty, albeit  
778 proportionally greater since the majority of effort for research faculty members is devoted to  
779 research. Specific expectations are spelled out in the letter of offer.

780

781 Research faculty members are expected to be collegial members of the EED via participation  
782 in faculty meetings and other department events as appropriate.

783

784 **D Associated Faculty**

785

786 Compensated associated faculty members are expected to contribute to the university's  
787 mission via teaching or research depending on the terms of their individual appointments.  
788 Associated faculty may, with approval from the Chair and Associate Chair(s), apply as an  
789 Ohio State Principal Investigator and may engage in research and/or in the scholarship of  
790 teaching and learning (SoTL) for compensation on a case-by-case basis. The standard  
791 teaching assignment for full-time associated faculty is eight (8) courses per academic  
792 year. (Refer to the EED's internal conversion table for variations.)

793

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

796

797 Expectations for compensated visiting faculty members are based on the terms of their  
798 appointment and are comparable to that of tenure-track or practice faculty members, weighted  
799 by the percentage FTE.

800

801 Associated faculty are encouraged to engage in service and outreach to the department as  
802 outlined in their contracts. They are encouraged to explore other service opportunities across  
803 the university and within their profession and community as appropriate. Associated faculty  
804 members are expected to be collegial members of the EED via participation in faculty  
805 meetings and other department events as appropriate.

806

807 **E Professional Development**

808

809 EED faculty and staff are encouraged to engage in professional development activities to  
810 increase their own and the department's effectiveness. Funding of professional development  
811 activities may or may not be provided by the EED and is based on annual availability of  
812 funds. For this reason, it is recommended that faculty and staff proactively identify no- and  
813 low-cost activities as well as paid professional development activities that align with their  
814 current and future career trajectories and improve one's capabilities in teaching, research,  
815 service, or professional self-management.

816

817 **F Courtesy Appointments for Faculty**

818

819 Faculty with appointments in other units of the university are eligible for no-salary  
820 appointments (0% FTE courtesy) in the EED. The rights and responsibilities of such faculty  
821 are determined by EED as set forth in this document. A no-salary faculty affiliation with  
822 EED carries the expectation of significant contribution to EED, equivalent to the teaching of  
823 one three credit course each year, or equivalent service in research and other scholarly  
824 activities, outreach education, and international programs. In general, no-salary faculty  
825 privileges can include, but are not limited to the following:

826

- 827 • Advising graduate students in accordance with their graduate faculty status
- 828 • Teaching at the undergraduate and, if approved by the Graduate School, the  
829 graduate level

- 830 • Attending and participating in faculty meetings, but without voting privileges
- 831 • Serving on departmental committees
- 832 • Serving on search committees

833

## 834 **G Modification of Duties**

835

836 The EED strives to be a family-friendly unit in its efforts to recruit and retain high quality  
837 faculty and staff members. To this end, the department is committed to adhering to its  
838 guidelines on modification of duties to provide its faculty and staff flexibility in meeting  
839 work responsibilities associated with birth or adoption of a child, or care for an immediate  
840 family member who has a serious health condition, or a qualifying exigency arising out of the  
841 fact that the employee's immediate family member is on covered active duty in a foreign  
842 country or call to covered active duty status.

843

844 The College of Engineering and the EED are committed to providing a work environment that  
845 is healthy, supportive and considerate of employee work and personal life obligations. The  
846 College's Policy on Modification of Duties (see COE's most recent [POA](#)) is intended to assist  
847 faculty with better integration of their professional and personal lives to help faculty feel more  
848 productive, engaged, and satisfied in their work environment.

849

850 The faculty and staff member requesting the modification of duties and the Department Chair  
851 should be creative and flexible in developing a solution that is fair to both the individual and  
852 the unit while addressing the needs of the university. Expectations must be spelled out in a  
853 memorandum of understanding (MOU) approved by the Dean.

854

855 The University provides specific leave benefits under the Paid Time Off [Policy 6.27](#) in  
856 conjunction with the Family and Medical Leave (FML) [Policy 6.05](#) for serious health  
857 condition of the employee that prevents the employee from performing his or her job, birth or  
858 adoption of a child, or care for an immediate family member who has a serious health  
859 condition, or a qualifying exigency arising out of the fact that the employee's immediate  
860 family member is on covered active duty in a foreign country or call to covered active duty  
861 status.

862

863 The College of Engineering [Policy on Modification of Duties](#) provides further assistance  
864 to faculty to manage their workload and is not subject to the twelve-month minimum  
865 employment period indicated in Policy 6.05.

866

## 867 **XI Course Offerings and Teaching Schedule**

868

869 The Department Chair and/or Associate Chair(s) will annually develop a schedule of course  
870 offerings and teaching schedules in consultation with the faculty, both collectively and  
871 individually. While every effort is made to accommodate the individual preferences of  
872 faculty, the department's first obligation is to offer the courses needed by students at times  
873 and in formats, including online instruction, most likely to meet student needs. To assure  
874 classroom availability, reasonable efforts must be made to distribute course offerings across  
875 the day and week. To meet student needs, reasonable efforts must be made to assure that

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

884

## 885 **XII Allocation of Department Resources**

886

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

890

891 The Chair will discuss the department budget at least annually with the faculty and staff.  
892 Final decisions on budgetary matters rest with the Chair.

893

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

896

897 The allocation of office space considers such things as achieving proximity of faculty in sub-  
898 disciplines and productivity and grouping staff functions to maximize efficiency.

899

900 The allocation of salary funds is discussed in the APT document.

901

## 902 **XIII Leaves and Absences**

903

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

907

### 908 **A Discretionary Absence**

909

910 Faculty and staff are expected to complete a travel or leave request well in advance of a  
911 planned absence (for attendance at a professional meeting or to engage in consulting) to  
912 provide time for its consideration and approval and time to assure that instructional and other  
913 commitments are covered. Discretionary absence from duty is not a right, and the Chair  
914 retains the authority to disapprove a proposed absence when it will interfere with instructional  
915 or other comparable commitments. Such an occurrence is most likely when the number of  
916 absences in a particular semester is substantial. Rules of the University Faculty require that  
917 the OAA approve any discretionary absence longer than ten consecutive business days (see  
918 Faculty Rule [3335-5-08](#)) and must be requested via [Workday](#).

919

### 920 **B Absence for Medical Reasons**

921

922 When absences for medical reasons are anticipated, faculty and staff members are expected to  
923 complete a [leave request](#) as early as possible. When such absences are unexpected, the faculty  
924 member, or someone speaking for the faculty member, should let the Chair know promptly so  
925 that instructional and other commitments can be managed. Faculty members are always  
926 expected to use sick leave for any absence covered by sick leave (personal illness, illness of  
927 family members, medical appointments). Sick leave is a benefit to be used—not banked. For  
928 additional details see OHR [Policy 6.27](#).  
929

### 930 **C Unpaid Leaves of Absence**

931  
932 The university’s policies with respect to unpaid leaves of absence and entrepreneurial leaves  
933 of absence are set forth in OHR [Policy 6.45](#).  
934

### 935 **D Faculty Professional Leave**

936  
937 Information on faculty professional leaves is presented in the OAA [Policy on Faculty](#)  
938 [Professional Leave](#). The information provided below supplements these policies.  
939

940 The department’s Promotion and Tenure Committee will review all requests for faculty  
941 professional leave and make a recommendation to the Department Chair. Aligned with the  
942 review process, highest priority in the review process will be given to those applicants who  
943 have a positive record of achievement, service, and commitment to the University and can  
944 show the benefits of the requested leave to their continuing professional development and to  
945 the university. Specifically, the committee assesses applications based on:

- 946
- 947 1. The degree to which the proposed activity meets the stated objectives of the  
948 Professional Leave Program, which are:
    - 949 a. To enhance their teaching effectiveness, scholarly interests and overall  
950 performance
    - 951 b. The University’s academic programs can be strengthened and developed
  - 952 2. The degree to which the applicant’s goals can realistically be achieved during the  
953 period requested. The committee will evaluate the merit of the off-campus experience  
954 and the scheduling of such absences. Consideration should be given to the importance  
955 of the assignment and the likelihood of suitable arrangements for handling the faculty  
956 member’s duties and assignments during any absence.

957  
958 The Chair’s recommendation to the Dean regarding a Faculty Professional Leave proposal will  
959 be based on the quality of the proposal and its potential benefit to the department and to the  
960 faculty member as well as the ability of the department to accommodate the leave at the time  
961 requested.  
962

### 963 **E Parental Leave**

964  
965 The university, the college, and this department recognize the importance of parental leave to  
966 faculty members. Details are provided in the OHR [Parental Care Guidebook](#), Paid Time Off  
967 Program [Policy 6.27](#), and the [Family and Medical Leave Policy 6.05](#).

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**XIV 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 [Policy on Faculty Paid External Consulting](#). The information provided below supplements these policies.

This department adheres to these policies in every respect. In particular, this department expects faculty and staff 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 or Associate Chair(s) regardless of the source of compensation. External consulting must also be approved. Approval will be contingent on the extent to which a faculty member is carrying out regular duties at an acceptable level, the extent to which the extra income activity appears likely to interfere with regular duties, and the academic value of the proposed consulting activity to the department. In addition, it is university policy that faculty may not spend more than one business day per week on supplementary compensated activities and external consulting combined.

Expectations for staff engaged in external consulting should be discussed with human resources prior to entering into a consulting agreement with an external entity.

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

Should a faculty member wish to use a textbook or other material that is authored by the faculty member and the sale of which results in a royalty being paid to him or her, such textbook or material may be required for a course by the faculty member only if (1) the Chair and dean or designee have approved the use of the textbook or material for the course taught by the faculty member, or (2) an appropriate standing committee (e.g., Undergraduate Studies and Learning Infrastructure or Graduate Studies and Research Infrastructure) reviews and approves the use of the textbook or material for use in the course taught by the faculty member.

**XV 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



1014 forms or to cooperate with university officials in the avoidance or management of potential  
1015 conflicts will be subject to disciplinary action.

1016  
1017 In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment  
1018 that arise in relation to consulting or other work done for external entities.

1019  
1020 **XVI Grievance Procedures**

1021  
1022 Members of the department with grievances should discuss them with the Chair who will  
1023 review the matter as appropriate and either seek resolution or explain why resolution is not  
1024 possible. Content below describes procedures for the review of specific types of complaints  
1025 and grievances.

1026  
1027 **A Salary Grievances**

1028  
1029 A faculty or staff member who believes that his or her salary is inappropriately low should  
1030 discuss the matter with the Chair. The faculty or staff member should provide documentation  
1031 to support the complaint.

1032  
1033 Faculty or staff members who are not satisfied with the outcome of the discussion with the  
1034 Chair and wish to pursue the matter may be eligible to file a more formal salary appeal (see  
1035 the OAA [Policies and Procedures Handbook](#)).

1036  
1037 Staff members who are not satisfied with the outcome of the discussion with the Chair and  
1038 wish to pursue the matter should contact [Employee and Labor Relations in the Office of](#)  
1039 [Human Resources](#).

1040  
1041 **B Faculty Misconduct**

1042  
1043 Complaints alleging faculty misconduct or incompetence should follow the procedures set  
1044 forth in Faculty Rule [3335-5-04](#).

1045  
1046 **C Faculty Promotion and Tenure Appeals**

1047  
1048 Promotion and tenure appeals procedures are set forth in Faculty Rule [3335-5-05](#).

1049  
1050 **D Harassment, Discrimination, and Sexual Misconduct**

1051  
1052 The [Office of Institutional Equity](#) exists to help the Ohio State community prevent and respond  
1053 to all forms of harassment, discrimination, and sexual misconduct.

- 1054  
1055 1 Ohio State's policy and procedures related to affirmative action, equal employment  
1056 opportunity, and non-discrimination/harassment are set forth in university [Policy](#)  
1057 [1.10](#).

1058

1059 2 The university's policy and procedures related to sexual misconduct are set forth in  
1060 OHR [Policy 1.15](#).

1061

1062 **E Violations of Laws, Rules, Regulations, or Policies**

1063

1064 Concerns about violations of laws, rules, regulations, or policies affecting the university  
1065 community should be referred to the [Office of University Compliance and Integrity](#). Concerns  
1066 may also be registered anonymously through the [Anonymous Reporting Line](#).

1067

1068 **F Complaints by and about Students**

1069

1070 Normally student complaints about courses, grades, and related matters are brought to the  
1071 attention of individual faculty members. In receiving such complaints, faculty should treat  
1072 students with respect regardless of the apparent merit of the complaint and provide a  
1073 considered response. When students bring complaints about courses and instructors to the  
1074 Department Chair, the Chair will first ascertain whether or not the students require  
1075 confidentiality. If confidentiality is not required, the Chair will investigate the matter as fully  
1076 and fairly as possible and provide a response to both the students and any affected faculty. If  
1077 confidentiality is required, the Chair will explain that it is not possible to fully investigate a  
1078 complaint in such circumstances and will advise the student(s) on options to pursue without  
1079 prejudice as to whether the complaint is valid or not. See Faculty Rule [3335-8-23](#).

1080

1081 Faculty complaints regarding students must always be handled strictly in accordance with  
1082 university rules and policies. Faculty should seek the advice and assistance of the Chair and  
1083 others with appropriate knowledge of policies and procedures when problematic situations  
1084 arise.

1085

1086 **G Academic Misconduct**

1087

1088 Evidence of academic misconduct must be brought to the attention of a departmental  
1089 Associate Chair or designee before being brought to the [Committee on Academic Misconduct](#).  
1090 In addition, in accordance with the [Code of Student Conduct](#), faculty members will report any  
1091 instances of academic misconduct to the Committee on Academic Misconduct. [See also Board  
1092 of Trustees Rule 3335-23-05](#).

1093

1094 **XVII APPENDIX (Committee Charters Template)**

1095

1096 Charter for the Department of Engineering Education

1097

**COMMITTEE NAME**

1098

1099 **Purpose:**

1100 The primary purpose of the Committee Name is to ...

1101

1102 **Role:**

1103 The activities of the committee include:

1104 ● Fill in activities. Please keep final bullet point about communication.

1105

1106

1107

1108

1109 ● Communicating with other EED committees based on need and overlap. For  
1110 example, communicating facility and technology needs to the Capital Resources and  
1111 Employee Welfare Committee.

1112

1113 This committee serves executive functions on the above activities, except where noted that  
1114 other committees are involved. The Department Chair may provide input into all activities of the  
1115 committee.

1116

1117 **Membership:**

1118 The committee chair will be appointed by the Department Chair. The committee will  
1119 generally have between XX to XX members in addition to the committee chair. Membership is  
1120 reviewed and updated annually by the Department Chair, and should include (Any special  
1121 membership criteria or categories).

1122

1123 *Ex officio* members: Department Chair

1124 Non-EED Members: If applicable

1125

1126 **Objectives:**

1127 The Committee Name will ...

1128

1129 **Meetings:**

1130 The Committee Name meets at least once per month, more frequently if needed to handle its  
1131 responsibilities. Some issues may be handled electronically to expedite the process.

1132

1133 **Reports:**

1134 The Committee Name reports to the faculty with a written and oral report a summary of  
1135 actions taken that modify the undergraduate courses offered by EED and any issues that require  
1136 broader discussion and/or faculty participation.

1137

1138 **Rules:**

1139 All meetings shall be conducted under Robert's Rules of Order Revised, unless waived by a  
1140 vote of a simple majority of those present. At least 50% of the voting members of the Committee  
1141 Name shall constitute a quorum. Voting by proxy shall not be permitted.

1142

1143 The Committee Name may recommend additional rules and bylaws as it deems necessary to  
1144 conduct its affairs.

1145

1146 **Amendments:**

1147 The Charter, rules, and bylaws may be amended at any regular EED faculty meeting. If 7  
1148 days previous notice has been given in writing to all members stating the nature of the amendment,  
1149 the Charter, rules and bylaws may be amended by a two-thirds vote of those voting, a quorum  
1150 being present. Amendments will become effective immediately after approval by the Chair of the  
1151 department.

1152

1153 Charter Version: Draft – DD Month YYYY

1154 Charter approved on: TBD