

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

5
6 Approved by the College Faculty: January 25, 2017

7
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1 **I Introduction**

2
3 **Purpose**

4 This document describes the organizational structure, policies and procedures as they relate to
5 the governance of the College of Engineering and Knowlton School of Architecture and the
6 orderly conduct of College Faculty business. It supplements the Rules of the University Faculty,
7 and other policies and procedures of the university to which the College and its Faculty are
8 subject. The latter rules, policies and procedures, and changes in them, take precedence over
9 statements in this document.

10
11 **Revision**

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

16
17 **Scope**

18 All College matters in which the Faculty has power to act are governed by this POA. Powers of
19 the Faculty are delegated to committees or otherwise only by this POA. The College recognizes
20 the presumption favoring faculty rule on those matters in which faculty have primary
21 responsibility, including: curricula, subject matter and methods of instruction, research,
22 appointments, promotion and tenure of faculty, faculty governance including college and unit
23 faculty meetings, peer mentoring and peer evaluation of teaching, and those aspects of student
24 life related to the educational process.

25
26 **Interpretation**

27 This POA shall be interpreted consistently with applicable statutes of the State of Ohio, the
28 By-Laws of the Board of Trustees, and the Rules of the University Faculty. All references to
29 periods of time in days refer to calendar days; in computing a period of time, the date of the act
30 or event from which the period of time begins to run shall not be included.

31
32 **Meetings**

33 The College accepts the fundamental importance of full and free discussion but also recognizes
34 that such discussion can only be achieved in an atmosphere of mutual respect and civility.
35 Normally, Faculty meetings will be conducted with no more formality than is needed to attain
36 the goals of full and free discussion and the orderly conduct of business. However, Robert's
37 Rules of Order will be invoked when more formality is needed to serve these goals. Meetings
38 shall be open to all persons except where compelling reasons require otherwise.

39
40 **II College Mission**

41
42 The College of Engineering and the Knowlton School of Architecture will create, transfer and
43 preserve knowledge in the disciplines of engineering, design and planning to enhance economic
44 competitiveness and promote societal well-being.

1 **III Academic Rights and Responsibilities**

2
3 Academic freedom and intellectual diversity have been hallmarks of the ethic of The Ohio State
4 University since it opened its doors in 1873. The Office of Academic Affairs leads the
5 institutional effort to inform faculty and students about relevant policies and procedures and to
6 promote frank, open, and respectful discussion about the issues of freedom of thought and
7 expression. This statement can be found here.

8
9 **IV Faculty**

10
11 [Faculty Rule 3335-5-19](#) defines the types of faculty appointments possible at The Ohio State
12 University and the rights and restrictions associated with each type of appointment. For purposes
13 of governance, the College faculty includes tenure-track, clinical, and research faculty members
14 with compensated FTEs of at least 50%, and associated faculty. Detailed information about the
15 appointment criteria and procedures for the various types of faculty appointments is provided in
16 the College Appointments, Promotion and Tenure Document.

17
18 **Clinical Faculty Appointment Cap and Governance Rights**

19 In accordance with Rules of the University Faculty ([Faculty Rule 3335-7-03](#)), clinical faculty can
20 comprise no more than 20% of the combined tenure-track, clinical and research faculty
21 membership. Clinical faculty may vote in all matters of college governance except tenure-track
22 and research appointment, reappointment, promotion and tenure decisions. TIUs that appoint
23 clinical faculty determine the level of participation within TIU governance and administrative
24 structures in accordance with the Rules of the University Faculty ([Faculty Rule 3335-7-11](#)). Any
25 clinical faculty member appointed by the college unit may stand for election to serve as a
26 representative in the University Senate subject to representation restrictions noted in the
27 University Faculty Rules ([Faculty Rule 3335-7-11\(C\)\(2\)](#)).

28
29 **Research Faculty Appointment Cap and Governance Rights**

30 In accordance with Rules of the University Faculty ([Faculty Rule 3335-7-32](#)), research faculty
31 membership can comprise no more than 20% of the tenure-track faculty membership. Research
32 faculty may vote in all matters of college governance except tenure-track appointment,
33 promotion and tenure decisions and clinical appointment, reappointment, and promotion
34 decisions.

35
36 **Associated Faculty Governance Rights**

37 Persons with associated titles are permitted to participate in college and academic unit
38 governance unless restricted by a vote of at least a majority of its tenure-track, clinical and
39 research faculty in the unit where their primary appointment resides. Under no circumstances
40 may persons with associated faculty titles vote in matters pertaining to tenure-track appointment
41 and tenure decisions, or clinical and research appointment, reappointment, and promotion
42 decisions.

1 **Emeritus Faculty Governance Rights**

2 Emeritus faculty in the college are invited to participate in discussions on non-personnel matters,
3 but may not participate in personnel matters, including promotion and tenure reviews, and may
4 not vote on any matter.
5

6 **Special Circumstances**

7 Because it is an adjunct TIU in the College of Engineering, college faculty members from the
8 Department of Food, Agricultural and Biological Engineering shall have voting rights on all
9 matters before the College except those concerned with the organization of the College, for
10 example, its departmental structure.
11

12 Only faculty members of the Austin E. Knowlton School of Architecture shall vote on
13 recommendations of recipients of tagged degrees and supporting course and curricular proposals.
14

15 **Distinguished Professor**

16 Distinguished faculty members within the College of Engineering and Knowlton School of
17 Architecture may be awarded the title College of Engineering Distinguished Professor or
18 Knowlton School of Architecture Distinguished Professor as appropriate in recognition of
19 excellence in teaching, scholarship, and service. Appointment as a Distinguished Professor is
20 based upon rank at the professor level, a minimum of five years of service in the College,
21 national and international recognition of the highest level of intellectual leadership, excellence
22 and performance in research, teaching and professional service. This appointment includes
23 annual discretionary funding. This honorific is limited to no more than 10% of the full professors
24 in the College. The Dean will solicit nominations from department chairs who may submit a
25 nomination letter outlining the key achievements of the faculty member, along with a copy of the
26 faculty member's vita. The Dean will review the nominations and select a candidate to receive
27 the honorific. Reappointment is possible based successful performance and the recommendation
28 of the Dean.
29

30 **Distinguished Professor of Engineering Inclusive Excellence**

31 Distinguished tenure track assistant professor faculty within the College of Engineering and
32 Knowlton School of Architecture may be awarded the title College of Engineering Distinguished
33 Inclusive Excellence Assistant Professor or Knowlton School of Architecture Distinguished
34 Inclusive Excellence Assistant Professor as appropriate in recognition of potential excellence in
35 fostering inclusive excellence in teaching, scholarship, and service. Appointment as a
36 Distinguished Inclusive Excellence Assistant Professor is based upon expectation of continued
37 engagement in scholarship focused on inclusive excellence in engineering and allied fields
38 within the Knowlton School and is aimed at the retention or recruitment of tenure track assistant
39 professors in key areas of strategic importance to the college. This honorific is limited to no
40 more than 5 assistant professors in the College. The Dean will select awardees who are being
41 recruited or being retained in the College Engineering or the Knowlton School based upon a
42 nomination from TIU Heads who may submit a nomination letter outlining the key achievements
43 of the faculty member, along with a copy of the faculty member's vita. The Dean will review the
44 nominations and select a candidate to receive the honorific. The term of appointment is 5 years
45 or until tenure, whichever is shorter. Reappointment is not allowed.
46

1 **Distinguished Professor of Inclusive Excellence (TIU level)**

2 TIUs within the College of Engineering may include in their POAs guidelines for the creation of
3 honorific professorships aimed at the retention or recruitment of tenure track assistant professors
4 as appropriate in recognition of potential excellence in fostering inclusive excellence in teaching,
5 scholarship, and service. TIU's may award the title of "TIU NAME" Distinguished Inclusive
6 Excellence Assistant Professor. Appointment as a "TIU NAME" Distinguished Inclusive
7 Excellence Assistant Professor is based upon expectation of continued engagement in
8 scholarship focused on inclusive excellence in within each TIU and is aimed at the retention or
9 recruitment of tenure track assistant professors in key areas of strategic importance to the TIU.
10 The designation is limited to a minimum of 2 or up to a maximum 5% of the total number of
11 faculty in the unit. The term of appointment is 5 years or until tenure, whichever is shorter.
12 Reappointment is not allowed.

13
14 **V Organization of the College**

15
16 **Departments, School**

17 The College shall be organized into the following school and departments, which are Tenure
18 Initiating Units (TIUs): Biomedical Engineering (BME); William G. Lowrie Department of
19 Chemical and Biomolecular Engineering (CBE), Civil, Environmental, and Geodetic
20 Engineering (CEGE); Computer Science and Engineering (CSE); Electrical and Computer
21 Engineering (ECE); Engineering Education (EED); Integrated Systems Engineering (ISE);
22 Materials Science and Engineering (MSE); Mechanical and Aerospace Engineering (MAE); and
23 The Austin E. Knowlton School of Architecture (KSA). The Department of Food, Agricultural
24 and Biological Engineering (FABE) in the College of Food, Agricultural, and Environmental
25 Sciences is an adjunct department in the College of Engineering. Each TIU in the College shall
26 have a Pattern of Administration that describes the organizational structure, policies and
27 procedures as related to the governance of the TIU enabling orderly conduct of business. POA
28 documents are to contain policies governing faculty responsibilities and teaching assignments
29 within that TIU. TIU POA documents, as well as any revisions and affirmations thereto, must be
30 approved by the Dean of the College and the Office of Academic Affairs.

31
32 **Power of the Faculty**

33 The Faculty of the College shall have the power to "create and abolish schools, departments and
34 divisions of instruction within the college, subject to approval of the council on academic affairs,
35 the university senate, the president, and the board of trustees." (See Rules of the [University](#)
36 [Faculty 3335-5-14 \(C\)](#).) "Instruction" shall include on-campus classroom and laboratory
37 education, graduate student research, distance education and continuing education.

38
39 **VI Overview of College Administration and Decision-Making**

40
41 The College operates on the premise that all faculty members, staff and students have unique
42 talents and skills that contribute to the pursuit of excellence, and the opinions of all are valued.
43 While deliberation and decision-making may occur in different ways based on the nature of the
44 issue or action, consensus is the preferred vehicle as often as possible. Decisions are made by the
45 College faculty as a whole, by standing or ad hoc committees of the College, or by the Dean with
46 the nature and importance of any specific matter determining how the issue is to be addressed.

1 College governance proceeds on the general principle that the more important the matter to be
2 decided, the more widespread the agreement on a decision needs to be. Open discussions of
3 formal and informal nature are encouraged and constitute the primary means of reaching
4 consensus on decisions of central importance.

6 **VII College Administration**

8 **Dean of the College**

9 The Dean shall be the administrative head of the College and shall carry out the duties prescribed
10 in [Faculty Rule 3335-3-29](#). The Dean shall appoint, pursuant to University Rules, a Secretary of
11 the College and such Associate and Assistant Deans and other administrative officers as are
12 needed to carry out the programs of the College. In matters of business, finance, human
13 resources and other areas, the Dean shall seek the advice of Executive College Staff members
14 whose expertise pertains to the particular matter at hand. The Dean shall fully consider such
15 advice in advance of any decision or action. To promote efficiency and expediency, college-level
16 decision-making and approval authority may be delegated to the Associate and Assistant Deans,
17 and the College Executive Staff at the discretion of the Dean. At least annually, a roster of the
18 administrative personnel within the Office of the Dean shall be provided to all Faculty. At least
19 annually, the Dean will address the Faculty of the College to present academic and strategic
20 initiatives, budget and budgetary trends, and to recommend new or modified policies for carrying
21 out the mission of the College.

23 **Other Administrators**

24 The College shall have the following Associate Deans, Assistant Deans and Executive Staff. In
25 the execution of their responsibilities, the individuals in these positions are accountable to the
26 Dean of the College of Engineering. Accountability to the Dean does not abrogate, but supports,
27 any responsibility or accountability to other offices or officers of the University as may be
28 designated or apparent for particular duties or functions.

30 Chief of Staff: When delegated by the Dean, is responsible for the administration, operational
31 success and effectiveness of the College. Chief of Staff provides leadership, coordination,
32 development, and execution of strategic initiatives across constituencies in the college and
33 university. This role executes key strategic priorities and initiatives by exploring, identifying,
34 and evaluating comprehensive information and data to provide guidance, advice, and assistance
35 on a range of issues. This position supervises staff in operational roles at the college.
36 Responsible for ensuring compliance with university, state and federal regulations in all financial
37 and human resources activities. Works in partnership with the Senior Associate Dean, Associate
38 Dean for Faculty Affairs, the Associate Dean for Research, the Chief Financial Officer and the
39 Chief Diversity Officer on the allocation of resources for departments, faculty and college
40 operations.

42 Chief Financial Officer: Responsible for budgeting, finance, and procurement in alignment with
43 college strategy. Manages the allocation of financial resources. Works in partnership with the
44 Office of Academic Affairs and Office of Business and Finance on all finance and budget
45 matters. Responsible for ensuring compliance with university, state and federal regulations in all
46 financial activities.

1
2 Senior Associate Dean: Responsible for the coordination and implementation of college strategy.
3 Acts on behalf of and represents the Dean on college and university issues as designated by the
4 Dean. Represents the Dean and the college on selected internal and external committees and
5 organizations. Responsible for implementing selected large scale initiatives in the college
6 strategic plan crossing academic and research areas. Integrates diversity and inclusion in all
7 aspects of areas of responsibility. Collaborates with the Chief of Staff to implement long range
8 financial strategy in support of the college strategic plan.

9
10 Associate Dean for Faculty Affairs: Responsible for strategic recruitment, retention and
11 advancement, and assists with review of faculty conduct. The Associate Dean of Faculty Affairs
12 will serve as the Secretary of the College and is the College's liaison with the Office of
13 Academic Affairs. Integrates diversity and inclusion in all areas of faculty affairs.

14
15 Associate Dean for Research: Responsible for planning, development, and administration of the
16 College research enterprise; promotes externally sponsored research; facilitates establishment of
17 externally funded research centers; oversees the Engineering Research Operations and other
18 auxiliary operations as designated.

19
20 Associate Dean for Undergraduate Education and Student Services: Responsible for curriculum,
21 student recruitment and retention, scholarships/financial aid, enrollment management, graduation
22 certification, undeclared student advising, orientation, Engineering Career Services, Dean's List,
23 student awards, and student organizations.

24
25 Associate Dean for Facilities and Planning: Provides administrative oversight, planning,
26 prioritization and coordination to capital projects, renovation projects and physical space
27 management in the college.

28
29 Chief Information Officer: Responsible for College information technology (IT) infrastructure
30 and works in partnership with other university and external systems to support the teaching,
31 research and administration needs of the College. Determines long-term College IT needs and
32 develops strategy for systems development, acquisition and integration. Represents the College's
33 IT interests to the University Office of the Chief Information Officer and other external
34 organizations.

35
36 Chief Diversity Officer and Assistant Dean for Diversity, Outreach and Inclusion: Responsible
37 for leading college-wide diversity and inclusion initiatives, the Office of Diversity, Outreach and
38 Inclusion and its respective programs. Leads efforts to partner and collaborate with internal and
39 external constituents and stakeholders to advance diversity and inclusion for students, faculty,
40 staff, and alumni in the College, in academic and career preparation programs and in the
41 engineering field, across the university and in the broader community.

42
43 Assistant Dean for Curriculum and Assessment: Responsible for college level activities dealing
44 with curriculum and assessment, academic actions, student projects and organizations,
45 international programs, and advising departments in these areas. Serves as secretary for CCAA.

46

1 Assistant Dean for Teaching and Learning: Responsible for efforts related to teaching, learning,
2 learning outcomes assessment, student advising and faculty development. Collaborates with
3 Associate Dean for Faculty Affairs in faculty development in teaching and learning.

4
5 Associate Dean of Graduate Programs: Responsible for all college-level initiatives supporting
6 graduate programs and graduate students. Partners with the units and the College Diversity and
7 Outreach office to ensure recruitment of a diverse graduate student population. Serves as the
8 liaison to between internal and external entities on matters affecting graduate studies, and as an
9 ex officio member and Chair of the College's Graduate Studies Chair Committee and the
10 Graduate Program Coordinators Committee.

11
12 Director of Professional & Distance Education Programs: Provides administrative oversight,
13 planning, prioritization and coordination of professional programs and short courses, on-line
14 degree programs, and customized education programs in engineering and architecture.

15 16 **Committees**

17 The development and implementation of College policies and programs are carried out by
18 standing and ad hoc committees. The Dean is an ex officio member of all College committees
19 and may vote as a member on all committees except the Committee of Eligible Faculty and the
20 Promotion and Tenure Committee. The existing College Committees and the procedures for
21 establishing and reviewing College Committees are described in Appendix A.

22 23 **Centers**

24 College Centers may be established to support the research and educational mission of the
25 College. The procedures for establishing, reviewing and abolishing College Centers are
26 described in Appendix B.

27 28 **VIII Faculty Meetings**

29 30 **Membership of Faculty**

31 Except as otherwise determined in accordance with the Rules of the University Faculty, the
32 College Faculty shall be constituted as follows: members of the University Faculty, including
33 clinical, research, and tenure-track, holding a salaried regular appointment, or having emeritus
34 status, in the College or in a TIU of the College; University administrators who are members of
35 the University Faculty and hold an appointment in a TIU of the College; members of the Faculty
36 of the Department of Food, Agricultural and Biological Engineering who have been certified by
37 the Chair of the Department to the Secretary of the College as participating in resident
38 instruction for the academic year in programs leading to a degree administered by the College.
39 Modified voting rights for the faculty of Food Agriculture and Biological Engineering and the
40 Knowlton School of Architecture are described in Section IV Faculty under the subsection
41 entitled "[Special Circumstances](#)".

42
43 The Dean may annually appoint other University Faculty members who play active or supportive
44 roles in the programs of the College as Associate Members of the Faculty of the College.
45 Associate Members shall not have voting rights.

1 **Rosters**

2 On or about October 1st of each year, the Secretary of the College shall distribute to each faculty
3 member official lists showing those holding voting rights in each TIU and in the College.

4
5 **Regular Meetings**

6 Regular Meetings: The Faculty shall meet upon the call of the Dean but at least once per year.

7
8 Special Meetings: The Secretary of the College shall promptly schedule a special meeting when
9 requested by the College Committee on Academic Affairs, by a majority of the faculty of any
10 department, or by a minimum of twenty-five faculty members by signed petition.

11
12 Quorum: Thirty members of the Faculty each having power to vote on a matter shall constitute a
13 quorum as to that matter.

14
15 Announcement and Agenda: The Secretary of the College shall give reasonable notice of each
16 meeting to members of the Faculty. The Secretary shall also distribute a proposed agenda for
17 each meeting, at least one week in advance of the meeting when practicable, to members of the
18 Faculty.

19
20 Ballots: Either the Dean or one-third of all faculty members eligible to vote may determine that a
21 formal vote conducted by written ballot is necessary on matters of special importance. For
22 purposes of a formal vote, a matter will be considered decided when a particular motion is
23 supported by at least a majority of all faculty members eligible to vote. Balloting may be
24 conducted by mail or e-mail when necessary to assure maximum participation in voting. When
25 conducting a ballot by mail or email, faculty members will be given one week to respond. If a
26 motion fails to receive a vote due to lack of quorum, then the dean at his or her discretion may
27 act to adopt or reject the motion on behalf of the faculty; for the dean to invoke such action, the
28 meeting must have been scheduled during business hours of a day on which Autumn or Spring
29 semester classes are in session, and the motion must have been distributed to the faculty, together
30 with an agenda and notice of the faculty meeting, at least one week prior to the meeting.
31 Additionally, when a simple majority of all faculty members eligible to vote cannot be achieved
32 on behalf of any motion, the Dean will necessarily make the final decision.

33
34 Appeals: Any vote of the assembled Faculty at a meeting shall be subject to appeal by a ballot of
35 the entire Faculty with voting rights as to that matter either upon request by twenty-five percent
36 of the faculty members present at the meeting at which the vote is taken, or upon written petition
37 addressed to the Secretary of the College by twenty-five faculty members, such petition being
38 received at the administrative offices of the College within seven days of the time the vote is
39 taken. Ballots shall be distributed by the Associate Dean for Faculty Affairs, who is the
40 Secretary of the College with the Committee on Academic Affairs acting as tellers.

41
42 Minutes: Minutes of each meeting of the Faculty shall be prepared and preserved by the
43 Secretary of the College as a record of the proceedings of the College. A copy of the minutes
44 shall be distributed to each faculty member as soon as it is practicable.

45

1 Presiding Officer: Regular and special meetings of the Faculty shall be presided over by the
2 Dean. In the absence of the Dean or at the request of the Dean, the Associate Dean for Faculty
3 Affairs who is the Secretary of the Faculty shall preside.

4 5 **IX Distribution of Faculty Duties and Responsibilities**

6
7 The Office of Academic Affairs requires TIUs to have guidelines on the distribution of faculty
8 duties and responsibilities (See the OAA [Policies and Procedures Handbook](#), Volume 1, Chapter
9 2, Section 1.4.3).

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

15
16 The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the
17 demands and resources of the department and the individual circumstances of faculty members
18 may warrant temporary deviations from these guidelines. Assignments and expectations for the
19 upcoming year are addressed as part of the annual review by the department chair.

20
21 A full-time faculty member's primary professional commitment is to Ohio State University and
22 the guidelines below are based on that commitment. Faculty who have professional
23 commitments outside of Ohio State during on-duty periods (including teaching at another
24 institution, conducting research for an entity outside of Ohio State, or for external consulting)
25 must disclose and discuss these with the chair in order to ensure that no conflict of commitment
26 exists. Information on faculty conflicts of commitment is presented in the [OAA Faculty Conflict
27 of Commitment Policy](#).

28 29 **Tenure-track Faculty**

30 Tenure-track faculty members are expected to contribute to the university's mission via teaching,
31 scholarship, and service. When a faculty member's contributions decrease in one of these three
32 areas, additional activity in one or both of the other areas is expected.

33 34 **Teaching**

35 All tenure-track faculty members are expected to contribute to teaching in the TIU, including
36 large enrollment and specialized courses in both the undergraduate and graduate curricula. The
37 standard teaching assignment for full-time tenure-track faculty members is determined by a
38 faculty member's TIU. Faculty members are also expected to advise undergraduate and graduate
39 students and to supervise independent studies and thesis and dissertation work.

40
41 Adjustments to the standard teaching assignment may be made to account for teaching a new
42 course, the size of the course, whether the course is taught on-line or team-taught, and other
43 factors that may affect the preparation time involved in teaching the assignment.

44
45 The standard teaching assignment may vary for individual faculty members based on their
46 research and/or service activity. Faculty members who are especially active in research may have

1 a reduced teaching assignment. Likewise, faculty members who are relatively inactive in
2 research may have an increased teaching assignment. Faculty members who are engaged in
3 extraordinary service activities (to the department, college, university, and in special
4 circumstances professional organizations within the discipline) may have a reduced teaching
5 assignment.

6
7 TIUs are responsible for making teaching assignments on an annual basis, and may decline to
8 approve requests for adjustments when approval of such requests is not judged to be in the best
9 interests of the TIU and its programs. All faculty members must perform some formal instruction
10 and advising over the course of the academic year.

11 **Scholarship**

12 All tenure-track faculty members are expected to be engaged in discovery, scholarly and creative
13 work, applied research, and/or the scholarship of pedagogy as defined in their [TIU](#)
14 [Appointments, Promotion, and Tenure Document](#). Faculty engaged in basic or applied research
15 are expected to attract extramural funding that supports their efforts. Faculty members are also
16 expected to seek appropriate opportunities to obtain patents and to engage in other commercial or
17 entrepreneurial activities stemming from their research.

18 **Service**

19
20 Faculty members are expected to be engaged in service and outreach to the university, profession
21 and community. Expectations are set by TIUs and can be adjusted depending on the nature of the
22 assignment. All faculty members are expected to attend and to participate in faculty meetings,
23 faculty and student recruitment activities, and other TIU and College events.

24 **Special Assignments**

25
26 Information on special assignments (SAs) is presented in the [OAA Special Assignment Policy](#).
27 Faculty may request an SA, consistent with the TIU's requirements for SA proposals. The TIU
28 head shall make a recommendation to the Dean regarding an SA proposal. Award of the SA will
29 be based on the quality of the proposal and its potential benefit to the department or university
30 and to the faculty member as well as the ability of the department to accommodate the SA at the
31 time requested.

32 **Clinical Faculty**

33
34 Clinical faculty members are expected to contribute to the university's mission through teaching
35 and service, and to a lesser extent through research and scholarship. Service expectations are
36 similar to those for the tenure-track. All clinical faculty are expected to contribute to the teaching
37 of courses in the TIU, or to courses or instructional situations involving professional skills. The
38 standard teaching assignment for full-time clinical faculty members as defined by the university
39 is seven courses per academic year.

40 **Research Faculty**

41
42 Research faculty members are expected to contribute to the university's mission through
43 research. In accord with [Faculty Rule 3335-7-34](#), a research faculty member may, but is not
44 required to, participate in educational activities in the area of his or her expertise on a limited
45 basis. Under no circumstances may a member of the research faculty be continuously engaged
46

1 over an extended period of time in the same instructional activities as tenure-track faculty.
2 Research expectations are similar to those for the tenure-track, albeit proportionally greater since
3 the majority of effort for faculty members on the research track is devoted to research. Specific
4 expectations are spelled out in the letter of offer.
5

6 **Associated Faculty**

7 Compensated associated faculty members are expected to contribute to the university's mission
8 via teaching or research depending on the terms of their individual appointments. Faculty
9 members with tenure-track titles and appointments <50% FTE will have reduced expectations
10 based on their appointment level. Expectations for compensated visiting faculty members will be
11 based on the terms of their appointment and are comparable to that of tenure-track faculty
12 members except that service is not normally required. The standard teaching assignment for full-
13 time lecturers is to be specifically defined in the TIU governance documents and should be
14 prescribed with the understanding that the University standard for a lecturer full-time teaching
15 load is 8 courses per year.
16

17 **Guidelines for Determining FTE Exceptions to Faculty Appointments Policy**

18 The College of Engineering and the Knowlton School of Architecture recognize that lecturers are
19 professionals committed to educating Ohio State students. Lecturers provide a valuable service
20 to their units and must be compensated and treated fairly. There are instances where the
21 workload associated with a course is greater than or less than the university-wide ratio of one (1)
22 3-credit course to 0.25 FTE. In such cases, the unit should request approval for an FTE
23 adjustment. In all cases, units must provide evidence to justify requests to increase or decrease
24 the credit-hour to FTE equivalency beyond the university-wide ratio of one (1) 3-credit course to
25 0.25 FTE.
26

27 **Modification of Duties**

28 The College of Engineering strives to be a family-friendly unit in its efforts to recruit and retain
29 faculty members. To this end, the college is committed to adhering to its guidelines on
30 modification of duties to provide its faculty members flexibility in meeting work responsibilities
31 associated with birth or adoption of a child, or care for an immediate family member who has a
32 serious health condition, or a qualifying exigency arising out of the fact that the employee's
33 immediate family member is on covered active duty in a foreign country or call to covered active
34 duty status. See [Appendix C](#) for details.
35

36 A faculty member requesting a modification of duties for childbirth/adoption/fostering and the
37 TIU head should be creative and flexible in developing a solution that is fair to both the
38 individual and the TIU while addressing the needs of the university. Expectations must be
39 spelled out in an MOU that is approved by the Dean.
40

41 **X Course Offerings and Teaching Schedule**

42
43 Each TIU head will develop annually a schedule of course offerings and teaching schedules in
44 consultation with the faculty, both collectively and individually. While every effort will be made
45 to accommodate the individual preferences of faculty, the department's first obligation is to offer
46 the courses needed by students at times and in formats, including on-line instruction, most likely

1 to meet student needs. To assure classroom availability, reasonable efforts must be made to
2 distribute course offerings across the day and week. To meet student needs, reasonable efforts
3 must be made to assure that course offerings match student demand and that timing conflicts
4 with other courses students are known to take in tandem are avoided. A scheduled course that
5 does not attract the minimum number of students required by [Faculty Rule 3335-8-16](#) will
6 normally be cancelled and the faculty member scheduled to teach that course will be assigned to
7 another course for that or a subsequent semester. Finally, to the extent possible, courses required
8 in any curriculum or courses with routinely high demand will be taught by at least two faculty
9 members across semesters of offering to assure that instructional expertise is always available for
10 such courses.

11 **XI Leaves and Absences**

12
13
14 The university's policies and procedures with respect to leaves and absences are set forth in the
15 Office of Academic Affairs [Policies and Procedures Handbook](#) and Office of Human Resources
16 [Policies and Forms website](#). The information provided below supplements these policies. To
17 supplement these policies, the college has a Policy on Modification of Duties, outlined in
18 Appendix C: Policy on Modification of Duties.

19 **Discretionary Absence**

20
21 Faculty are expected to complete a travel request or a [request for absence](#) well in advance of a
22 planned absence (for attendance at a professional meeting or to engage in consulting) to provide
23 time for its consideration and approval and time to assure that instructional and other
24 commitments are covered. Discretionary absence from duty is not a right and the chair retains the
25 authority to disapprove a proposed absence when it will interfere with instructional or other
26 comparable commitments. Such an occurrence is most likely when the number of absences in a
27 particular semester is substantial. Rules of the University Faculty require that the Office of
28 Academic Affairs approve any discretionary absence longer than 10 consecutive business days
29 (See [Faculty Rule 3335-5-08](#)); such absences must be requested at [Workday](#) prior to the leave.

30 **Absence for Medical Reasons**

31
32 When absences for medical reasons are anticipated, faculty members are expected to complete a
33 [request for absence](#) as early as possible. When such absences are unexpected, the faculty
34 member, or someone speaking for the faculty member, should inform the chair promptly so that
35 instructional and other commitments can be managed. Faculty members are always expected to
36 use sick leave for any absence covered by sick leave (personal illness, illness of family members,
37 medical appointments). Sick leave is a benefit to be used—not banked. For additional details see
38 OHR [Policy 6.27](#).

39 **Unpaid Leaves of Absence**

40
41 The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of
42 absence are set forth in OHR [Policy 6.45](#).

43 **Faculty Professional Leave**

44
45 Information on faculty professional leaves is presented in the [OAA Policy on Faculty](#)
46 [Professional Leaves](#). The information provided below supplements these policies. Requests for

1 professional leave from eligible faculty members will be reviewed at the TIU level according to
2 established procedures. The TIU head will submit the approved requests in rank order with
3 recommendations to the Dean. Requests that reach the Dean will be reviewed by the College
4 Faculty Professional Leave committee, as described in the appendix, that will rank them in
5 priority order and submit them to the Dean with their recommendations for the Dean's
6 submission to the Provost. Highest priority in the review process will be given to those
7 applicants who have a positive record of achievement, service, and commitment to the
8 University and can show the benefits of the requested leave to their continuing professional
9 development and to the University. Specifically, the committee assesses applications based on:
10 (1) the degree to which the proposed activity meets the stated objectives of the Professional
11 Leave Program, which are: a) to enhance their teaching effectiveness, scholarly interests and
12 overall performance. b) the University's academic programs can be strengthened and developed.
13 (2) The degree to which the applicant's goals can realistically be achieved during the period
14 requested. In the event that the number of qualified applicants exceeds the number of leaves
15 available, applicants will be judged on quality of the proposal and elapsed time since any
16 previous leave.

17
18 The application should follow the form provided by the Office of Academic Affairs. The
19 application should provide the committee with (1) a clear indication of the activity to be
20 undertaken during the leave, (2) insight into the motivation for the leave, and (3) the expected
21 outputs and outcomes to be realized from the leave experience, and (4) Letters of invitation or
22 support from sponsors of the planned leave activity.

23 24 **Parental Leave**

25 The university and this college recognize the importance of parental leave to faculty members.
26 Details are provided in the OHR [Parental Care Guidebook](#), Paid Time Off Program [Policy 6.27](#),
27 and the [Family and Medical Leave Policy 6.05](#). To further support new parents, the college promotes
28 the modification of duties as outlined in **Appendix C: Policy on Modification of Duties**.

29 30 **XII Supplemental Compensation and Paid External Consulting**

31
32 The College of Engineering and the Knowlton School of Architecture expect faculty members to
33 carry out the duties associated with their primary appointment with the university at a high level
34 of competence before seeking or engaging in other income-enhancing opportunities. All
35 activities providing supplemental compensation including external consulting must be approved
36 by the TIU head regardless of the source of compensation. Approval will be contingent on the
37 extent to which a faculty member is carrying out regular duties at an acceptable level, the extent
38 to which the extra income activity appears likely to interfere with regular duties, and the
39 academic value of the proposed consulting activity to the department. In addition, it is university
40 policy that faculty may not spend more than one business day per week on supplemental
41 compensation activities and external consulting combined. Faculty who fail to adhere to the
42 university's policies on these matters, including seeking approval for external consulting, will be
43 subject to disciplinary action. Information on faculty supplemental compensation is presented in
44 the [OAA Policy on Faculty Compensation](#). Information on paid external consulting is presented
45 in the university's [Policy on Faculty Paid External Consulting](#).

1 Should a faculty member wish to use a textbook or other material that is authored by the faculty
2 member and the sale of which results in a royalty being paid to him or her, such textbook or
3 material may be required for a course by the faculty member only if (1) the faculty member's
4 TIU head and Dean or designee have approved the use of the textbook or material for the course
5 taught by the faculty member, or (2) an appropriate committee of the TIU or College reviews and
6 approves the use of the textbook or material for use in the course taught by the faculty member.
7

8 **XIII Financial Conflicts of Interest**

9

10 A conflict of interest exists if financial interests or other opportunities for tangible personal
11 benefit may exert a substantial and improper influence upon a faculty member or administrator's
12 professional judgment in exercising any university duty or responsibility, including designing,
13 conducting or reporting research. Faculty members with external funding or otherwise required
14 by university policy are required to file conflict of interest screening forms annually and more
15 often if prospective new activities pose the possibility of financial conflicts of interest. Faculty
16 who fail to file such forms or to cooperate with university officials in the avoidance or
17 management of potential conflicts will be subject to disciplinary action. In addition to financial
18 conflicts of interest, faculty must disclose any conflicts of commitment that arise in relation to
19 consulting or other work done for external entities. Information on faculty financial conflicts of
20 interest is presented in the university's [Policy on Faculty Financial Conflict of Interest](#).
21

22 **XIV Grievance Procedures**

23

24 Members of TIUs with grievances should discuss them with the TIU head who will review the
25 matter as appropriate and either seek resolution or explain why resolution is not possible. The
26 content below describes procedures for the review of specific types of complaints and
27 grievances.
28

29 **Salary Grievances**

30 A faculty or staff member who believes that his or her salary is inappropriately low should
31 discuss the matter with the chair. The faculty or staff member should provide documentation to
32 support the complaint.
33

34 Faculty members who are not satisfied with the outcome of the discussion with the chair and
35 wish to pursue the matter may be eligible to file a more formal salary appeal the Office of
36 Academic Affairs [Policies and Procedures Handbook](#). Volume 1, Chapter 3, Section 2.0.
37

38 Staff members who are not satisfied with the outcome of the discussion with the chair and wish
39 to pursue the matter should contact [Employee and Labor Relations in the Office of Human](#)
40 [Resources](#).
41

42 **Faculty Misconduct**

43 Complaints alleging faculty misconduct or incompetence should follow the procedures set forth
44 in [Faculty Rule 3335-5-04](#).
45
46

1 **Faculty Promotion and Tenure Appeals**

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

3
4 **Harassment, Discrimination, and Sexual Misconduct**

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

7
8 Ohio State’s policy and procedures related to affirmative action, equal employment opportunity,
9 and non-discrimination/harassment are set forth in university [Policy 1.10](#).

10
11 Ohio State’s policy and procedures related to sexual misconduct are set forth in university [Policy](#)
12 [1.15](#).

13
14 **Violations of Laws, Rules, Regulations, or Policies**

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

18
19 **Complaints by and about Students**

20 Normally student complaints about courses, grades, and related matters are brought to the
21 attention of individual faculty members. In receiving such complaints, faculty members should
22 treat students with respect regardless of the apparent merit of the complaint and provide a
23 considered response. When students bring complaints about courses and instructors to the TIU
24 head, the head will first ascertain whether or not the matter requires confidentiality. If
25 confidentiality is not required, the head will investigate the matter as fully and fairly as possible
26 and provide a response to both the student(s) and faculty member affected. If confidentiality is
27 required, the head will explain that it is not possible to fully investigate a complaint in such
28 circumstances and will advise the student(s) on options to pursue without prejudice as to whether
29 the complaint is valid or not. When grade grievances rise to the level of the college, those
30 grievances are addressed in accordance with Faculty Rule [3335-8-23](#).

31
32 Faculty complaints regarding students must always be handled strictly in accordance with
33 university rules and policies. Faculty members should seek the advice and assistance of the chair
34 and others with appropriate knowledge of policies and procedures when problematic situations
35 arise.

36
37 **Academic Misconduct**

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

1 **Appendix A: Overview of College Committees**

2
3 **1. COLLEGE COMMITTEE ON ACADEMIC AFFAIRS (CCAA)**

- 4
5 1.1 Faculty Membership: One member shall represent each undergraduate degree-
6 granting program, including the Department of Food, Agricultural and Biological
7 Engineering, Center for Aviation Studies and the Engineering Physics Program; but
8 excluding the Austin E. Knowlton School of Architecture. The Engineering
9 Education Department, while not granting an undergraduate degree, will have one
10 member. Each College Center offering an approved undergraduate degree program
11 will be permitted to appoint a member. The term of membership shall be three years,
12 such terms beginning at the start of autumn semester.
13
- 14 1.2 Each program through its representative, as defined in paragraph 1.1 of this POA
15 document, shall have one vote on the committee. If a department wants only one
16 vote, even when it has two or more degree granting programs within it, the
17 department must declare as such at the beginning of the academic year. That
18 department shall have one vote until the beginning of the next academic year, at
19 which point the declaration must be made again.
20
- 21 1.3 Appointment of Members: Members shall be appointed by the chair or director of
22 each concerned program as they are defined in paragraph 1.1 of this POA document.
23
- 24 1.4 Representation by Members: Each member is expected to become familiar with and
25 advance before the Committee proposals originating in the program from which the
26 member is selected. Each member also has the responsibility to act for the benefit of
27 the College as a whole.
28
- 29 1.5 Officers: During each Spring semester, the Committee shall elect from its continuing
30 members a Chair for the following year beginning at the start of autumn semester.
31 The Associate Dean for Undergraduate Education and Student Services shall arrange
32 for appointment of a Secretary of the Committee, usually the Assistant Dean for
33 Curriculum and Assessment, with the right to discuss but without the right of vote.
34
- 35 1.6 Powers Delegated: Notwithstanding the separate powers of the Austin E. Knowlton
36 School of Architecture, the Committee shall (a) certify at the end of each semester
37 lists of students who have fulfilled the requirements for a degree or for whom special
38 recommendation is made and recommend candidates for degrees to the Faculty
39 membership of the University Senate and the Board of Trustees. The Committee
40 may delegate this task or any portion of it to the Secretary of the Committee. (b)
41 review and approve or disapprove proposals for new courses and proposals for
42 changes in courses and curricula which are recommended by departments or College
43 Centers approved for such purposes, reporting its decisions directly to the
44 departments or centers concerned and, subject to appeal as described in paragraph
45 1.10 of this document, to the University Council on Academic Affairs. The
46 Committee may delegate to the Secretary of the Committee approval of minor

1 changes to an existing course that do not reduce student access to the course. The
2 Secretary will provide a monthly report of all such requests and approvals to CCAA.
3

- 4 1.7 Responsibility of Academic Policy: The Committee shall be responsible for making
5 recommendations to the Faculty of the College concerning the educational and
6 academic policies of the College. This shall include, but shall not be limited to, the
7 responsibility to make recommendations concerning the establishment, alteration,
8 and abolition of all curricula and courses offered by the College or any division
9 thereof, of all degrees and certificates supervised by the College, of all departments,
10 schools and divisions of the College, and of all College Centers authorized to offer
11 for-credit courses or degree programs. In carrying out its activities under this
12 paragraph, the Committee shall, when appropriate, utilize its counterpart committee
13 in the Austin E. Knowlton School of Architecture.
14
- 15 1.8 Action of the Committee: No actions of the Committee other than degree
16 certifications shall be effective until it appearing in the form of an approved motion
17 in the published minutes of the Committee.
18
- 19 1.9 Minutes: The Secretary of the Committee shall prepare minutes of Committee
20 meetings and shall distribute them to each member of the Committee and to the chair
21 of each department represented on the Committee.
22
- 23 1.10 Appeal: Any action of the Committee may be appealed to the Faculty of the College
24 by twenty-five percent of the members of the Committee present at the meeting at
25 which the vote is taken or upon written petition, addressed to the Secretary of the
26 College, signed by twenty-five faculty members or by the majority of the faculty
27 members of any department, such petitions being received at the administrative
28 offices of the College within ten days after publication of the minutes containing a
29 report of the action. The action being appealed shall be placed on the agenda,
30 referred to in [Section VIII](#) of the College of Engineering's POA, for the next regular
31 or special meeting of the Faculty of the College.
32

33 2. ADDITIONAL COMMITTEES 34

- 35 2.1 Faculty Salary Appeals Committee: In accordance with the [OAA Policies and](#)
36 [Procedures Handbook](#), volume 1, chapter 3, section 2.0, the Dean will convene a
37 faculty salary appeals committee to review faculty salary appeals that cannot be
38 settled at the department level, and to make recommendations to the Dean
39 concerning the disposition of such cases. A faculty salary appeals committee
40 comprises three persons, each of whom is a department chair or school director,
41 selected from among those College units not party to the appeal. The committee
42 may select from among its members a chair.
43
- 44 2.2 Faculty Investigations Committee: In accordance with [Faculty Rule 3335-5-04](#), the
45 Dean will convene a grievance committee to review and recommend to the Dean
46 disposition of an appeal, or referral by department chairs or school directors, of a

1 complaint against tenured/tenure-track or associated faculty members. Each
2 investigations committee comprises three persons, each of whom is a tenured
3 faculty member, selected from among those College units not party to the
4 complaint. The committee may select from among its members a chair.
5

6 2.3 Staff Grievances: Grievances against staff members should be referred to the staff
7 member's supervisor. The Office of the Dean will provide consultative advice and
8 a point of referral for complaints that cannot be handled within the staff member's
9 unit. The Office of the Dean will interact with the parties and the Office of Human
10 Resources, as appropriate, to facilitate resolution of the grievance.
11

12 2.4 Promotion and Tenure Committee: In accordance with [Faculty Rule 3335-6-04\(C\)](#),
13 there shall be a standing College Promotion and Tenure Committee. The purposes
14 of the College Promotion and Tenure Committee are:
15

16 1. To ensure that high standards of excellence are maintained in the college
17 promotion and tenure process.
18

19 2. To serve as an advisory body to the Dean on matters concerning faculty
20 promotion and/or tenure. [ref: Faculty Rule 3335-6-04(C)(2)]
21

22 3. To determine whether TIUs have conducted a rigorous promotion and/or tenure
23 review and reached a recommendation consistent with College and TIU policies,
24 procedures, practices, and standards. [ref: Faculty Rule 3335-6-04(C)(1)(a)]
25

26 4. To determine where the weight of the evidence lies in promotion and/or tenure
27 cases in which there is not a clear or consistent recommendation from the review
28 conducted in the TIU. [ref: Faculty Rule 3335-6-04(C)(1)(b)]
29

30 5. If requested by the Dean or the Dean's designee, to review TIU Appointments,
31 Promotion and Tenure documents and recommend to the Dean that the document
32 submitted to the Dean for approval be: (1) approved and forwarded to the Office
33 of Academic Affairs, or (2) returned to the TIU with changes recommended.
34

35 6. To review proposed changes to the College's Appointments, Promotion and
36 Tenure document, and recommend to the Dean that the proposed changes be (a)
37 approved and forwarded to the Office of Academic Affairs, (b) not approved, or
38 (c) revised.
39

40 2.4.1 Membership 41

42 Membership consists of at least six regular tenure track faculty at the rank of
43 Professor appointed by the Dean, each serving a three-year term. Up to an
44 additional two senior members from the clinical faculty may be appointed by the
45 Dean, each serving a three-year term, to assess clinical faculty candidates only.
46 Up to an additional two senior members from the research faculty may be

1 appointed by the Dean, each serving a three-year term, to assess research faculty
2 candidates only. Clinical or research faculty cannot participate or vote on
3 promotion and tenure matters of regular tenure track faculty [ref: [Faculty Rule](#)
4 [3335-7-04\(A\)](#)]. Membership shall be rotated to ensure fair and balanced
5 participation among the TIUs. For the purpose of establishing committee
6 membership, the Sections in The Knowlton School of Architecture shall be
7 treated as TIUs with the stipulation that no more than two sections be represented
8 on the committee at any time. Committee members from any one section need not
9 automatically recuse themselves from assessment of candidates originating from
10 the other sections. Each year, four tenure track faculty members will remain on
11 the P&T Committee for the following year. One of these shall be appointed by the
12 Dean in spring to serve as P&T Committee Chair the following year. New
13 appointments will be made in spring to commence the following year.
14

15 2.4.2 Recommendations

16
17 Committee recommendations to the Dean shall be in writing and report the vote
18 of the Committee on the particular matter deliberated by the Committee.
19

- 20 2.5 Executive Committee: The Executive Committee is responsible for the
21 administrative leadership of the College, and the execution of its strategic plan and
22 all pertinent policies and procedures. The Executive Committee is chaired by the
23 Dean, and includes all Associate Deans, Knowlton School Director, and Department
24 Chairs within the College. Other members may be added at the discretion of the
25 Dean.
26
- 27 2.6 Engineering Staff Advisory (ESA) Committee: The ESA Committee shall advise the
28 Dean on matters concerning the college staff. It is comprised of 11 members.
29 Members of the committee and its chair are appointed for two-year terms by the
30 Dean, and will include representation from staff throughout the College and the COE
31 Human Resources Director. The Committee will select a rotating chair.
32
- 33 2.7 Faculty Professional Leave (FPL) Committee: The FPL Committee shall advise the
34 Dean on applications for FPL. It is comprised of seven members at the rank of
35 Associate Professor and/or Professor appointed for two-year terms by the Dean. The
36 Associate Dean of Faculty Affairs shall serve as the committee chair.
37
- 38 2.8 Research Committee: The Research Committee shall advise the Dean on matters
39 concerning the College's research strategy, programs, and research centers. The
40 Research Committee is chaired by the Associate Dean for Research, and includes
41 directors of major college research centers and other faculty members, as invited by
42 the Associate Dean for Research, so as to provide representation across the College.
43
- 44 2.9 The Dean, the Faculty of the College, or the College Committee on Academic
45 Affairs may each establish or abolish additional committees and subcommittees.
46 The individual or group that establishes a committee or subcommittee has the

1 primary responsibility to abolish it when it is no longer needed. Ordinarily such
2 committees and subcommittees should be established with a specific charge and for
3 a limited period of existence, but some will be standing committees, or standing
4 subcommittees of the Committee on Academic Affairs. Faculty members of the
5 standing subcommittees of the Committee on Academic Affairs shall be appointed
6 by the Dean. At least one member of each standing subcommittee of the College
7 Committee on Academic Affairs should also be a member of the College Committee
8 on Academic Affairs. Annually, the Secretary of the College shall distribute to each
9 faculty member the membership of each standing committee and of each standing
10 subcommittee of the Committee on Academic Affairs.

11 **3. STUDENT PARTICIPATION**

12 3.1 Policy: It is the policy of the Faculty that students serve on committees of the
13 College except where student input would not substantially enhance the effectiveness
14 of the committee, where the business of the committee has insubstantial effect on
15 student interests, or where compelling reasons require exclusion. Appointments of
16 students to committees should be made only after consultation with representatives
17 of appropriate student organizations. Student committee members are voting
18 members.
19

20 3.2 Lists of Interested Students: The Associate Dean for Undergraduate Education and
21 Student Services shall at least annually make known to the students associated with
22 the College, including students in graduate and advanced professional degree
23 programs, opportunities for participation in the committee work of the College. The
24 Associate Dean shall devise convenient means for students to indicate their interest
25 in such participation and shall, from time-to-time, compile lists of those who have
26 done so. All student appointments to committees shall be made from these lists,
27 each student first having been informed of the nature of the committee and the
28 normal workload associated with membership.
29

30 3.3 Committee on Academic Affairs: The lists referred to in paragraph 3.2 of this POA
31 document shall be made available to the Chair of the Committee on Academic
32 Affairs who shall appoint from the lists one undergraduate student and one graduate
33 student to the Committee for terms of office not to exceed one year. Unless
34 otherwise determined by the Committee, at least one student shall serve on each of
35 its subcommittees. These student members of the subcommittees, who need not be
36 members of the Committee, shall be appointed in the same manner by the Chair of
37 the Committee on Academic Affairs for terms not to exceed one year. Student
38 members of the Committee on Academic Affairs or its subcommittees shall not
39 participate in matters referred to in paragraph 1.6 (a) of this appendix.
40
41
42

1 **Appendix B: Establishment and Review of College Centers**

2
3 [Faculty Rule 3335-3-36](#), “Center Establishment” contains the rules governing establishment,
4 review and abolition of college centers. College of Engineering centers (herein after “College
5 Centers”) will be established and reviewed consistent with this Rule.

6 **1. Purpose**

7 College Centers facilitate impactful, high-quality multidisciplinary research and education by
8 aggregating faculty, students and staff across multiple departments.

9 **2. Definition**

10 A College Center is a unit within the College engaged in research, instruction, and/or outreach
11 and engagement. A center is generally defined as an organized group of faculty and research
12 staff that has come together to address an interdisciplinary research and educational mission. A
13 College Center will typically have a substantial research/scholarship component to its mission,
14 and this research should be interdisciplinary in nature, involving faculty members and graduate
15 students from two or more academic units within the college.

16
17 College Centers will generally not offer for-credit courses or degree programs, but such offering
18 may be allowed in certain cases. If the center proposes to offer for-credit or degree programs,
19 the proposal must also be reviewed by the College Committee on Academic Affairs, and will
20 require approval by both the College faculty and the Council on Academic Affairs (see Faculty
21 Rule 3335-3-36). Prior to review by the College faculty, the College Committee on Academic
22 Affairs shall review and make a recommendation on such courses or degree programs.

23
24 Each Center will have a Director who reports to the Dean of the College of Engineering. The
25 Dean may appoint one or more associate deans to manage the formation, review, and oversight
26 of the Center.

27
28 The College will use the word ‘Center’ for multidisciplinary college centers (those that involve
29 faculty and students from different departments primarily within the College of Engineering).
30 The College prefers that university-level centers (those that involve faculty and students from
31 departments in different colleges and with significant activities across colleges) be termed
32 ‘Institutes.’ Guidelines for establishment and review of college and university centers are found
33 in [Faculty Rule 3335-3-36](#).

34 **3. Procedure for Establishment of a College Center.**

35 Prospective centers wishing to formally establish in the College of Engineering should consult
36 with the Associate Dean for Research for guidance on center establishment. The establishment
37 of the center is formally initiated by submission of a proposal package, prepared by the proposed
38 Director and proposed oversight committee, that includes:

- 39
40 (a) Cover letter, describing the goals of the center, outlining its mission and scope, providing
41 a high-level overview of the research plan and business plan, and recommending an
42 initial Director and initial Faculty Advisory Committee. The cover letter should state
43 whether the proposed center is a college-level or university-level center.

- 1 (b) Draft Pattern of Administration (POA) including details about the goals, mission, scope,
2 history, research plan, affiliated faculty, governance, and organizational structure, staff,
3 5-year budget and financial projections, space and facilities (including major equipment),
4 and, performance metrics.
- 5 (c) Proposed budget and financial projections.
- 6 (d) Supporting document providing detail to back up the POA, including CV's of Center
7 leadership, affiliated faculty and FAC nominees; budget; evaluation criteria; and any
8 history of collaboration.

9
10 Templates of the POA and Supporting Document can be obtained from the Associate Dean for
11 Research. The research plan should describe the goals for conducting impactful, high-quality
12 research and how those research objectives will be achieved. The budget discussion and financial
13 plan should include all expected sources and uses of both internal and external funds for a period
14 of at least the first three years of operation, and should justify the likelihood for success.

15
16 Submit the center proposal documentation to the Associate Dean for Research (ADR). The ADR
17 will, in consultation with the Dean and the College Research Committee, recommend whether
18 the center will be a College Center. The center will be designated a College Center following the
19 completion of and favorable review by the Associate Dean of Research (ADR) or a committee
20 designated by the ADR. The review should take place within three months after the application
21 is submitted. Once approved, the center will be assigned an organization number within the
22 College that will be used to include the center in the College's budget process. The ADR will
23 notify the Office of Academic Affairs of any approved College center.

24 **4. Procedure for Establishment of a University Center or Institute.**

25 If the center wishes to be designated as a *university center*, a proposal to establish an academic
26 center must be submitted to the Council on Academic Affairs (CAA). The Associate Dean for
27 Research in the College of Engineering should be consulted early in the process to ensure time
28 for appropriate evaluation and endorsement by the College. [Faculty Rule 3335-3-36](#) details the
29 process for preparing a university-level center establishment proposal. The completed proposal,
30 including endorsement letters from relevant department chairs and school directors, should be
31 submitted to the Associate Dean for Research. The ADR will evaluate the proposal in
32 consultation with the Dean and the College Research Committee as needed. The review should
33 take place within three months after the application is submitted. Upon favorable review, the
34 Dean will provide a letter of support to be included in the proposal package that is submitted to
35 CAA.

36 **5. Appointment of College Center Directors**

37 The Center Director shall be the administrative head of a College center, and represents the
38 members of the center to the Dean or others in the university administration. The director is
39 responsible for leading the center in developing and maintaining a robust, high-quality program.
40 The Director will have general administrative responsibility for the Center, subject to the
41 approval of the Dean. The director is appointed by the Dean, and appointments are generally for
42 a period of four years. A director shall be eligible for reappointment. The Center Director
43 reports to the Dean, or an Associate Dean if so directed by the Dean.

1 **6. Reporting and Review of College Centers**

2 Each college center shall prepare and submit an annual report on the Center’s activities during
3 the previous year, following the annual report template provided by the Associate Dean for
4 Research. The report should describe the major activities of the Center during the previous year,
5 and shall include a financial analysis and budget for the coming year. The report shall also
6 provide an analysis of the Center’s activities with respect to its performance review criteria.
7

8 Each college center will undergo a formal review three years after initial establishment and at
9 five year intervals thereafter. The review of centers will be conducted by the College Research
10 Committee; if the center offers courses or degree programs, it will be reviewed by a committee
11 formed from members of both the College Research Committee and the College Committee on
12 Academic Affairs, as appointed by the Dean. The evaluating committee may, at its discretion,
13 appoint ad hoc committees (including faculty with expertise in the relevant subject area, and
14 usually also including administrators) to supervise the review process outlined below.
15

16 The center will prepare a self-study document that contains:

- 17 • A summary statement describing the purpose of the center and its scope of activities.
 - 18 • A comprehensive self study that provides information regarding its mission, faculty,
19 administrative structure, budget, and evaluative criteria and benchmarks, as outlined in
20 [Faculty Rule 3335-3-36](#).
- 21

22 Upon receipt of the self-study, the evaluating committee will discuss and assess the self-study
23 with a focus on:

- 24 • relevance of the mission with respect to the College’s strategic priorities
 - 25 • effectiveness of the center’s administration and leadership
 - 26 • performance of the center relative to the center’s stated evaluation criteria
 - 27 • appropriateness of the budget and the continued financial viability
 - 28 • effectiveness of its use of space and facilities.
- 29
30

31 The committee will meet with the director, oversight committee, and administrative staff as
32 appropriate to discuss the self-study. The committee may also consult with stakeholders or
33 external center advisory committee members, as appropriate.
34

35 Based on the review, the evaluating committee will provide a report to the Associate Dean for
36 Research. The report should evaluate the center’s performance with respect to the focus points
37 above, and make recommendations about the center’s mission, operation, financing, and
38 facilities. The report should also make an overall recommendation to either (a) renew the center,
39 (b) conditionally renew the center with a follow-up review in 1-2 years, or (c) dissolve the
40 center.

41 **7. Change of Status of College Centers**

42 Any change of a College center’s status will be reported to the Office of Academic Affairs by the
43 Associate Dean for Research.
44
45

1 **Appendix C: Policy on Modification of Duties**

2
3 The College of Engineering at The Ohio State University is committed to providing a work
4 environment that is healthy, supportive and considerate of employee work and personal life
5 obligations. The Policy on Modification of Duties is intended to assist faculty with better
6 integration of their professional and personal lives to help faculty feel more productive, engaged,
7 and satisfied in their work environment.
8

9 The University provides specific leave benefits under the Paid Leave Programs [Policy 6.27](#) in
10 conjunction with the Family and Medical Leave (FML) [Policy 6.05](#) for serious health condition
11 of the employee, that prevents the employee from performing his or her job, birth or adoption of
12 a child, or care for an immediate family member who has a serious health condition, or a
13 qualifying exigency arising out of the fact that the employee’s immediate family member is
14 on covered active duty in a foreign country or call to covered active duty status.
15

16 The College of Engineering Policy on Modification of Duties provides further assistance to
17 faculty to manage their workload and is not subject to the 12-month minimum employment
18 period indicated in Policy 6.05:
19

- 20 1) Faculty members who experience an event will receive modified duties for the semester
21 nearest to the event, to be used in conjunction with university family or medical leave
22 policies.
- 23 2) The modified duties would release the faculty member from 50 percent of their course
24 teaching assignments for the academic year. Should 50 percent of the course teaching lead to
25 a noninteger number (such as 1.5) then the fractional portion may be banked and taught in a
26 future year or an arrangement can be made to co-teach a course if such an arrangement is
27 reasonable given the TIU’s teaching needs.
- 28 3) The faculty member would be expected to focus their “on-duty” time on advising students,
29 conducting research, and completing service during the modified duties semester.
- 30 4) If the event occurs within a dual career household within the College of Engineering, each
31 partner would be eligible for modified duties which could be taken concurrently or
32 consecutively.
- 33 5) The College will provide funding to the TIU with the event to cover 50% of the cost of
34 reassignment of teaching responsibilities, if costs are explicitly incurred.
- 35 6) The faculty member is responsible for completing modified duties memorandum of
36 understanding prior to the event, using a template provided by the College. The MOU will be
37 reviewed and approved by the Chair/Director and the Dean. The MOU shall be approved in
38 accordance with the TIU and the faculty member’s needs.
- 39 7) The modified duties shall be noted in the annual review letter for that year.
- 40 8) Exceptions will be considered on a case by case basis by the Chair/Director and Dean.