

Department of Cancer Biology and Genetics

PATTERN OF ADMINISTRATION

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DEPARTMENT OF CANCER BIOLOGY AND GENETICS

INTRODUCTION

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

This Pattern of Administration is subject to continuing revision. It must be reviewed and either revised or reaffirmed on appointment or reappointment of the department chair. However, revisions may be made at any time subject to approval by the college office and the office of academic affairs. It is a supplement to the current Statutes, Bylaws and Rules of The Ohio State University and to the Rules and Policies of The College of Medicine.

DEPARTMENTAL MISSION

The mission of the Department of Cancer Biology and Genetics is: to conduct research in basic, translational or applied cancer biology and genetics in order to understand mechanisms of disease initiation and progression, as well as the mechanisms involved in the control of disease processes; to train graduate, post-graduate and professional students in the disciplines of cancer biology and genetics; and to provide service for the general benefit of the life science community within the College of Medicine (COM) and The Ohio State University, as well as at the local, state and national levels.

The research mission of the Department is for faculty to engage in basic, translational, or applied research that will generate new knowledge pertinent to their professional discipline. Faculty will be responsible for the funding of their research programs through grant support, patent royalties or other mechanisms, and will disseminate knowledge acquired from their research through timely publication and other scholarly endeavors. An important part of the research mission of the Department is the instruction undergraduate, graduate, post-graduate, and professional students in the conduct and methodology of research.

The educational mission of the Department is to strive for excellence in the didactic teaching of basic and applied aspects of cancer biology and genetics to graduate and professional students. The graduate education mission encompasses research training of Masters and Ph.D. students, i.e., providing experienced mentors, state-of-the-art laboratory facilities and curricula to prepare students for careers in contemporary cancer biology, genetics and other related fields. The Department provides education and training for medical and graduate students in interdisciplinary graduate programs, including Biochemistry Graduate Program (OSBP), the Biomedical Sciences Graduate Program (BSGP), the Medical Scientist Training Program (MSTP), Neuroscience Graduate Program (NGSP), Molecular, Cellular and Developmental Biology Graduate Program (MCDB), and Biophysics Graduate Program.

The service mission of the Department is to provide professional service through dissemination of knowledge or administrative contributions to the biomedical community at

OSU and to the citizens of Ohio. Professional service also involves service rendered to national agencies in the areas of grant reviewing, journal reviewing, and service to professional societies. Administrative service involves active faculty participation in the governance of the Department, College and/or University.

PRESUMPTION FAVORING MAJORITY FACULTY RULE

Policy and program decisions are made in a number of ways: by the department faculty as a whole, by standing or special committees of the department, or by the chair. The nature and importance of any individual matter determines how it is addressed. Department governance proceeds on the general principle that the more important the matter to be decided, the more widespread the agreement on a decision needs to be. Open discussions, both formal and informal, constitute the primary means of reaching consensus on decisions of central importance.

All matters of the Department of Cancer Biology and Genetics involving educational and academic policies require consultation with the faculty as a whole. This consultation, when practicable, shall be undertaken at a meeting of the faculty as a whole. Consultation may also take the form of appointment or election of a committee to bring specific proposals before the faculty.

A vote of the majority of the faculty will be required, in general, to decide matters that are covered by the Pattern of Administration. The faculty may delegate, to a committee and/or the chairperson, its authority to resolve an issue that would normally be decided by majority vote. In these cases, delegation of authority shall be accomplished by majority vote in a properly announced meeting of the faculty.

The departmental chairperson, in carrying out his/her responsibilities, may find it necessary to depart from the decision of the majority of the faculty on a matter covered by the Pattern of Administration. When this occurs, reasons for the departure from the majority decision must be communicated to the faculty. A statement of reasons shall be provided before the departure occurs, when possible. The communication may be in writing, with an opportunity provided for faculty comment, or the communication may take place at a properly announced meeting of the faculty as a whole.

ACADEMIC RIGHTS AND RESPONSIBILITIES

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

THE FACULTY AND VOTING RIGHTS

[Faculty Rule 3335-5-19](#), defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. A voting member of the faculty is defined as any person on a tenure-track or research appointment with an academic rank of Instructor, Assistant Professor, Associate Professor

or Professor having a minimum of a one-half time appointment in the Department of Cancer Biology and Genetics. Also included as members are persons who meet these criteria, but are absent from the department on professional leave or extramural visits. Members of the faculty shall have the academic prerogatives set forth in Rules [3335-1-04-\(B\)](#) and [3335-5-14](#) of Statutes, Bylaws and Rules of The Ohio State University.

Tenure-track faculty may vote in all matters of departmental governance.

Research faculty appointments are defined as fixed-term contract appointments that do not entail tenure. Research faculty members are researchers engaged in research related to the mission and goals of the Department of Cancer Biology and Genetics. Research faculty may vote in all matters of departmental governance except tenure-track appointment, promotion, and tenure decisions. Research faculty may participate in discussions of research faculty matters including promotion reviews. Research faculty shall not be elected to service on the Promotion and Tenure Committee unless research faculty are under review for promotion nor will they be elected to serve on the Teaching Committee of the Department of Cancer Biology and Genetics.

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

In addition, joint appointees and individuals appointed as research scientists, are considered valuable members of the departmental faculty who are encouraged to participate in a non-voting capacity in all departmental meetings and activities.

Associated faculty may take part in discussions of issues important to the department but may not vote on any issue. Associated faculty include tenure-track faculty on less than a 50% appointment, adjunct faculty, and visiting faculty.

Courtesy Appointees are defined by the department as faculty members, with primary appointments in other departments, who have credentials and/or research interests compatible with the disciplines of Cancer Biology and Genetics. Criteria and procedures for Courtesy Appointees are described in Appointments, Promotion, and Tenure Document. In these cases, the primary department will be the tenure-initiating unit and provide the majority of support for the joint appointee.

Emeritus faculty are defined as persons who, upon retirement, were recommended by the chairperson, the dean and the executive vice president and provost for emeritus status. Emeritus faculty 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.

Graduate faculty are defined as faculty with the rank of Assistant Professor or above, that have been appointed as category M or category P graduate. Qualifications and responsibilities of category M and category P faculty are as described in the [graduate school handbook](#).

CHAIRPERSON

The chairperson is a member of the Department of Cancer Biology and Genetics appointed by the Dean of the College of Medicine as the executive officer of the department. The appointment is for a four-year term with the option for reappointment. The duties of the chairperson of the department are defined as follows, in accordance with the Statutes, Bylaws and Rules of The Ohio State University ([3335-3-35](#)):

1. The chairperson shall have administrative responsibility for all of the programs of the Department of Cancer Biology and Genetics, subject to the approval of the Dean of the College of Medicine.
2. Development, in consultation with the departmental faculty as a whole, of a document outlining a Pattern of Administration for the department. This document shall be made available to all present and prospective members of the faculty of the department and a copy shall be deposited in the Office of the Dean of the College of Medicine and in the Office of the Executive Vice President and Provost.
3. Preparation, after consultation with the faculty and in accordance with the pattern of departmental administration, of a statement setting forth the criteria and procedures according to which recommendations are made concerning appointments and/or dismissals, salary adjustments, promotions in rank, and matters affecting the tenure of the faculty. This statement shall be made available to all present and prospective members of the department and a copy shall be deposited in the Office of the Dean of the College of Medicine and in the Office of the Executive Vice President and Provost. At the beginning of each four-year term of the chairperson, the members of the department, the Office of the Dean of the College of Medicine and in the Office of the Executive Vice President and Provost shall receive either a revision or reaffirmation of the original statement.
4. Provision of a schedule of faculty meetings to all faculty members at the start of each academic year.
5. To consult with the faculty as a whole on all policy matters and, whenever feasible, do this at a meeting of the faculty as a whole.
6. To consult with the faculty in the initiation and in the review and selection of new faculty members for appointment.

7. Maintenance of minutes of all faculty meetings and records of all other actions covered by the Pattern of Administration, including timely incorporation of revisions into the Pattern of Administration.
8. Operation of the business of the department with efficiency and dispatch. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.
9. Planning with the members of the faculty and the Dean of the College of Medicine a progressive program.
10. Continuous evaluation of the instructional and administrative processes and lead in the study of methods of improving **them**.
11. To maintain a curriculum vitae for all personnel teaching a course in the TIU's curriculum.
12. Periodic evaluation of faculty members in accordance with the criteria approved by the Board of Trustees and subject to instructions from the dean and Executive Vice President and Provost, and also according to such supplemental criteria as may be set up by the Department of Cancer Biology and Genetics and/or College of Medicine.
13. To inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their tenure initiating unit and to place in that file a response to any evaluation, comment or other material contained in the file.
14. Recommend to the Dean of the College of Medicine, after consultation with the eligible faculty, appointments, promotions, dismissals, and matters affecting the tenure of members of the Department of Cancer Biology and Genetics.
15. Encourage research and educational investigations.
16. See that all faculty, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank and, in general, to lead in maintaining a high level of morale. Duties and responsibilities will be assigned in accordance with the mission statement of the department.
17. See that adequate supervision and training are given to these members of the faculty and staff who may profit by such assistance.
18. Prepare (after consultation with the professors, associate professors, and assistant professors) annual budget recommendations for the consideration of the Dean of the

College of Medicine.

19. Promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty.
20. Facilitate and participate in formal [academic program review](#) processes, in collaboration with the dean of the college and the Office of Academic Affairs.

Day-to-day responsibility for specific matters may be delegated to others, but the chair retains final responsibility and authority for all matters covered by the pattern, subject when relevant to the approval of the dean, Office of Academic Affairs, and the Board of Trustees.

VICE CHAIR

The Chairperson may appoint 1-2 Vice Chair(s) at his/her discretion. Responsibilities and role of Vice Chairs include:

1. Assist the Chair in meeting his/her duties as outlined above.
2. Lead the mentoring program for the department.
3. Enhance the scientific identity of the department, develop its teaching portfolio and improve its technical infrastructure.
4. Assist the chair with administrative affairs such as but not limited to the following; annual budget process, faculty affairs issues, recruitment and selection of new faculty, recruitment of graduate students to the department, and undergraduate and graduate course development.
5. Align the departmental operations with those of the OSU Wexner Medical Center and OSU Comprehensive Cancer Center.

FACULTY MEETINGS

Faculty meetings shall be the basis for the normal business of the department and shall take place at least every 2 months.

1. Roberts Rules of Order shall prevail, unless otherwise specified in the Pattern of Administration.
2. Any change in time, date or place of the scheduled meeting shall only be done with due notification to the faculty and only for compelling reasons.

3. The Chair of the meeting shall normally be the Department Chairperson or his/her designate. The meeting shall not normally be canceled. If need for cancellation is compelling, it shall be explained in writing to the faculty.
4. Minutes will be recorded by the department administrator and stored with department files.
 - a. Minutes will be disseminated to all departmental faculty eligible to attend meetings no more than five business days following the meeting.
 - b. Approved minutes will be kept on file by the department administrator and be made available for perusal on demand.
5. Attendance and participation in discussions (but not voting) at faculty meetings shall be open to all departmental faculty, including associated faculty.
6. Eligibility to vote at faculty meetings shall be limited to tenure-track and research faculty with primary appointments of 50% or more in the department. Special voting policies pertain to voting on personnel matters, and these are set forth in the department's Appointments, Promotion and Tenure Document.
 - a. A quorum shall consist of 60% of the tenure-track and research faculty on duty at the time of the meeting, including the meeting chairperson.
 - b. In the absence of a quorum, discussions, straw votes, recording of minutes, etc. may proceed, but no binding votes shall take place.
 - c. The meeting chairperson shall only vote in case of a tie. When a matter must be decided and a simple majority of all faculty members eligible to vote cannot be achieved on behalf of any position, the chairperson will necessarily make the final decision.
7. An agenda for the meeting shall be determined by the meeting chairperson and the faculty.
 - a. The agenda shall be disseminated to the faculty no less than three (3) working days prior to the meeting.
 - b. The location of the meeting shall be announced with the agenda.
 - c. The agenda shall include any items tabled in the previous meeting and must identify any item scheduled for vote at the meeting in question.
 - d. The agenda must include any item, so requested, in writing to the departmental chairperson by a faculty member.

8. Faculty meetings will be conducted using the Robert's Rules of Order for meetings.
 9. Binding votes shall only take place on issues that have been raised, discussed and tabled at a previous meeting or properly identified on the agenda.
 - a. A simple majority shall constitute a binding vote.
 - b. Voting will utilize a secret ballot.
- B.** Special faculty meetings shall be called by the departmental chairperson for urgent issues that cannot wait or be normally handled at the faculty meeting.
- 1 The agenda shall normally be limited to a specific issue.
 - 2 Attendance may be limited to the voting faculty, including disseminated agenda and minutes.
 - 3 Two working days' notice will suffice.
 - 4 All other meeting requirements (i.e., minutes, quorum, binding votes, etc.) shall apply.
 - 5 If a binding vote is urgent and faculty members need time for consideration, a subsequent Special meeting may be set up after a 24-hr. delay.

DEPARTMENTAL COMMITTEES

The department chair is an ex officio member of all departmental committees and may vote as a member on all committees except the Committee of Eligible Faculty and the Promotion and Tenure Committee.

COMMITTEE OF THE ELIGIBLE FACULTY

A. Duties, procedures, and composition

1. The Committee of the Eligible Faculty serves to provide departmental oversight for appointment, promotion, and tenure processes for the Department of Cancer Biology and Genetics.
2. The duties, procedures, and composition of this committee are described in the department's [Appointment, Promotion, and Tenure Document](#).

SEARCH COMMITTEE

A. Composition

This is a provisional committee that is constituted anew as vacancies occur within the department. Members of each newly formed Search Committee and the chairperson of the committee shall be appointed by the departmental chairperson after announcement of intent and discussion of goals, mission strategies and philosophy in a meeting of the faculty. The Committee will consist of five or more members, one of whom will be designated as the Diversity Advocate by the Chairperson of the Search Committee. The Search Committee may include members from other departments.

B. Duties and Functions

The responsibility of the Search Committee is to identify the best qualified candidates to fill vacancies on the faculty consistent with the goals, mission and philosophy of the department. Its duties and functions are described in detail in the department's [Appointments, Promotion and Tenure document](#).

EDUCATION AND TRAINING COMMITTEE

This Committee deals with all aspects of education and training in the department.

A. Composition:

1. Chair (named by Departmental Chair for a three year term)
2. Minimum of three Faculty members (all ranks) from the Department. Composition should include.
 - Course Instructors
 - BSGP Cancer Biology Area of Emphasis Leaders
 - Directors and Administrators of College of Medicine and/or University Graduate Programs.
3. Appointments to the committee will be made by the chairperson of the department after consultation with the faculty.
4. The term of the office for faculty will be three years and terms are renewable.
5. Ideally appointments to the committee will be staggered to avoid complete turn-over of the committee every 3 years.
6. Outgoing members will function until time of replacement.

B. Meetings

1. Meetings shall be held at least once each semester throughout the calendar year at a definite time and place, unless specifically canceled by vote of the committee.
2. Special meetings may be called by the chairperson at any time and must be called by him/her if requested by two other members of the committee.

B. Duties and Functions:

1. The Education and Training Committee (ETC) serves to provide departmental oversight for graduate education and to coordinate graduate program activities between the Department of Cancer Biology and Genetics and graduate programs of the Ohio State University in the College of Medicine and life sciences interdisciplinary graduate programs.
2. Members of the committee will represent the department on Graduate Studies Committees of the Biomedical Sciences Graduate Program.
3. The committee will promote recruitment of graduate students into faculty laboratories.
4. The committee will report its activities at each faculty meeting.
5. The committee will evaluate current course offerings as to availability, adequacy, sequence and frequency.
6. The committee will recommend new courses and the deletion of old courses as required to maintain the academic program of the department at a modern-robust level.
7. The committee will recommend to the faculty changes in course offerings and programs.
8. The committee will coordinate changes in existing courses as well as additions to or deletions from present course offerings to the College of Medicine Curriculum Committee and the University Office of Academic Affairs.
9. The committee will report periodically to the faculty on the status of the curriculum and regularly contact members of the faculty for suggested changes that might improve the curriculum.
10. The committee will advise the departmental chairperson on yearly assignment of teaching responsibilities to the members of the faculty.
11. The committee will review and coordinate procedures and outcomes of student evaluations of courses and faculty. Provide peer review of instruction upon request. Serve as the primary contact for faculty concerning any teaching issue.
12. The committee will promote excellence in teaching by notifying to the departmental chairperson of faculty that should be nominated for teaching awards at the department, college and university level.

JUNIOR FACULTY ADVISORY COMMITTEES

Each member of the faculty who is appointed at the rank of assistant professor will be assigned a three-person mentoring committee. The Committee will be composed of members of the tenured faculty including at least one member outside of the department. The committee membership will be determined by the departmental chairperson or vice chair in consultation with the advisee. Each Junior Faculty Mentoring Committee will serve until their advisee is either promoted to associate professor or departs from the department. The committee will meet at least twice annually. Responsibility of these committees is to provide overall guidance and support for the junior faculty member in all aspects of adjustment to the university and the pursuit of promotion and tenure. No reports will be generated but the faculty member should inform the chair when the advisory committee is formed. Support from CBG faculty members will be available to research faculty as well as non-Departmental Faculty upon request (pending ability of to secure appropriate mentors).

TENURED FACULTY SUPPORT

Encouraging and supporting mid-career professional development is important. Each member of the faculty who has reached the rank of associate professor shall form a peer advisory committee that includes two or three colleagues from within and/or outside of the department. The purpose of this group is to advise the faculty member in the formulation of a long-range plan for professional development and to provide feedback on immediate and long-range issues. The group should meet at least once a year to discuss progress in professional development, nominate for national awards or committees, and advocate for faculty at a local and national level. No reports will be generated but the faculty member should inform the chair when the advisory committee is formed.

DISTRIBUTION OF FACULTY DUTIES AND RESPONSIBILITIES

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

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

Telework exception: Faculty members with responsibilities requiring in-person interaction are to work at a university worksite to perform those responsibilities. Telework and the use of remote, virtual meetings are allowed at the discretion of the chairperson if such work can be performed effectively and faculty members are able to fulfill their responsibilities. Telework

will be encouraged under certain circumstances if it serves the needs of the department, college, university, and/or community. The chairperson has the discretion to require faculty to work on campus if there are concerns that responsibilities are not being fulfilled through telework.

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

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

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

A Tenure-track Faculty

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

Teaching

All tenure-track faculty are expected to contribute to the department's teaching, including large enrollment and specialized courses in both the undergraduate and graduate curriculums. Faculty members are also expected to advise undergraduate and graduate students and supervise independent studies and thesis and dissertation work.

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

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

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

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

Scholarship

All tenure-track faculty members are expected to be engaged in scholarship as defined in the department's [Appointments, Promotion, and Tenure Document](#). Over a four-year rolling period a faculty member who is actively engaged in scholarship will be expected to publish regularly in high quality peer-reviewed journals as well as in other appropriate venues, such as edited book chapters of similar quality and length as articles.

Service

Faculty members are expected to be engaged in service and outreach to the department, university, profession and community. This pattern can be adjusted depending on the nature of the assignment (e.g. service as committee chair, service on a particularly time-intensive committee, organizing a professional conference, leadership in an educational outreach activity, service in an administrative position within the department, college, or university).

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

B Research Faculty

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

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

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

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

C Associated Faculty

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

Faculty members with tenure-track titles and appointments <50% FTE will have reduced expectations based on their appointment level. Expectations for compensated visiting faculty members will be based on the terms of their appointment and are comparable to that of tenure-track faculty members except that service is not required.

D Parental Modification of Duties

The Department of Cancer Biology and Genetics strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty members. To this end, the department is committed to adhering to the College of Medicine's guidelines on parental modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption. See the OHR [Parental Care Guidebook](#) and the [college pattern of administration](#) for details.

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

See also Parental Leave Policy in LEAVES AND ABSENCES below.

COURSE OFFERINGS AND TEACHING SCHEDULES

The department chairperson will annually develop a schedule of course offerings and teaching schedules in consultation with the Teaching Committee and the faculty, both collectively and individually. Guidelines can be found at in Volume 1, Chapter 2, section 1.5 of the Office of Academic Affairs [Policies and Procedures Handbook](#).

ALLOCATION OF DEPARTMENT RESOURCES

This section describes departmental guidelines with respect to space assignments, travel funds and other resources other than merit salary increases. Merit salary increases are discussed in the department's [Appointments, Promotion and Tenure document](#).

Funds: The major sources of departmental funds are salary recovery monies generated by research grants, and other sources as identified by the departmental Chair. In turn, departmental fund expenditures (beyond administrative salaries) include temporary support for graduate students whose advisors are between grants, temporary bridge funds for faculty research programs between grants, funds for research equipment, travel expenses for individual faculty and graduate

students to present research at professional meetings, and funds for professional development of individual faculty (e.g., workshops).

Allocation: Allocation of departmental funds will be at the discretion of the Chair. At the end of each fiscal year the Chair shall provide information to the faculty regarding the amounts and proportions of departmental funds disbursed for each of the major expense categories (salaries, bridging funds, travel funds, equipment purchases, etc.). Faculty may then make formal recommendations to the Chair regarding fund utilization for the next fiscal year.

LEAVES AND ABSENCES

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

A Discretionary Absence

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

B Absence for Medical Reasons

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

C Unpaid Leaves of Absence

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

D Faculty Professional Leave

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

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

E Parental Leave

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

SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY

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](#).

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

Faculty 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 departmental 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 department 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 committee of the department or college reviews and approves the use of the textbook or material for use in the course taught by the faculty member.

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

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

GRIEVANCE PROCEDURES

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

A Salary Grievances

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

Faculty members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter may be eligible to file a more formal salary appeal (see the Office of Academic Affairs [Policies and Procedures Handbook](#)).

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

B Faculty Misconduct

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

C Faculty Promotion and Tenure Appeals

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

D Harassment, Discrimination and Sexual Misconduct

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

- 1 Ohio State's policy and procedures related to affirmative action, equal employment opportunity, and non-discrimination/harassment are set forth in university [Policy 1.10](#).
- 2 The university's policy and procedures related to sexual misconduct are set forth in OHR [Policy 1.15](#).

E Violations of Laws, Rules, Regulations, or Policies

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

F Complaints by and about Students

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

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

G Academic Misconduct

Board of Trustees Rule [3335-23-15](#) stipulates that the [Committee on Academic Misconduct](#) does not hear cases involving academic misconduct in colleges having a published honor code, although some allegations against graduate students fall under the committee's jurisdiction. Accordingly, faculty members will report any instances of academic misconduct to the Education and Training Committee Chair, who will involve the Committee on Academic Misconduct, if appropriate, or will otherwise follow the department's procedures for addressing allegations of violations of the professional student honor code.