

# **Pattern of Administration (POA) for The Ohio State University College of Engineering**

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1     **I Introduction**

2     This document describes the organizational structure, policies and procedures as they relate to  
3     the governance of the College of Engineering and Knowlton School of Architecture. It  
4     supplements the [Rules of the University Faculty](#), and other policies and procedures of the  
5     university to which the College and its Faculty are subject. The latter rules, policies and  
6     procedures, and changes in them, take precedence over statements in this document.

7  
8     This Pattern of Administration (POA is subject to continuing revision. It must be reviewed and  
9     either revised or reaffirmed on appointment or reappointment of the Dean of the College.  
10    However, revisions may be made at any time as needed. All revisions, as well as periodic  
11    reaffirmation, are subject to approval by the Office of Academic Affairs.

12    **II College Mission and Vision**

13    Mission: We seek to develop solutions to important global problems through our discovery and  
14    innovation and to prepare leaders in engineering and architecture through our education and  
15    outreach programs to enhance economic competitiveness regionally, nationally, and globally.

16  
17    Vision: We aspire to be the leader in discovery, innovation, and education in engineering and  
18    architecture among public land grant universities, recognizing that diversity, equity, and  
19    inclusion are essential components of our excellence.

20    **III Academic Rights and Responsibilities**

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

23    **IV Faculty**

24        **A Faculty Appointments**

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

- 28  
29        1. Tenure-track faculty with titles of instructor, assistant professor, associate professor, or  
30        professor.  
31  
32        2. Practice faculty with titles of professional practice assistant professor, professional  
33        practice associate professor, and professional practice professor. In accordance with  
34        Rules of the University Faculty ([Faculty Rule 3335-7-03](#)), practice faculty can comprise  
35        no more than 20% of the combined tenure-track, practice and research faculty  
36        membership.  
37  
38        3. Research faculty with titles of research assistant professor, research associate professor,  
39        or research professor; research faculty can comprise no more than 20% of the tenure-  
40        track faculty;

- 1  
2 4. Associated Faculty to include:  
3 a. Adjunct titles, lecturer titles, and visiting titles;  
4 b. Those on less than a 50% appointment to the university.  
5  
6 5. Emeritus Faculty: Emeritus faculty status is an honor given in recognition of sustained  
7 academic contributions to the university as described in Faculty Rule [3335-5-36](#). Full-time  
8 tenure track, practice, research, or associated faculty may request emeritus status upon  
9 retirement or resignation at the age of sixty or older with ten or more years of service or at  
10 any age with twenty-five or more years of service. See the college [Appointments,](#)  
11 [Promotion, and Tenure Document](#) for additional detail. Emeritus faculty in the college  
12 are invited to participate in discussions on non-personnel matters, but may not participate  
13 in personnel matters, including promotion and tenure reviews, and may not vote on any  
14 matter.  
15

16 Faculty roles and responsibilities are defined by each TIU in accordance with university rules.  
17 Members of the faculty are expected to contribute to the instructional, funded research,  
18 scholarship, outreach, and administrative missions and roles of the college as appropriate. It is  
19 neither expected nor considered desirable for all faculty members to make equivalent  
20 contributions to each of these missions. Faculty assignments are described in the initial letter of  
21 offer and updated during the annual review process based on TIU needs as well as faculty  
22 productivity and career development.  
23

24 Detailed information about the appointment criteria and procedures for the various types of  
25 faculty appointments made in this college is provided in the [Appointments, Promotion, and](#)  
26 [Tenure Document](#).

## 27 **B Voting Rights**

28 Faculty members with a 50% or more compensated appointment, whose TIU is in the college,  
29 and who hold an appointment as tenure-track faculty, practice faculty, research faculty shall have  
30 a full vote at college faculty meetings and in faculty elections. Persons with associated titles and  
31 with a 50% or more compensated appointment are permitted to participate in college and  
32 academic unit governance unless restricted by a vote of at least a majority of its tenure-track,  
33 practice and research faculty in the unit where their primary appointment resides.  
34

35 Only tenure-track faculty may participate in discussions of tenure-track, practice, and research  
36 faculty matters, including promotion and tenure reviews.  
37

38 Practice faculty may participate in discussions of and votes on practice faculty matters, including  
39 promotion reviews.  
40

41 Research faculty may participate in discussions of and votes on research faculty matters  
42 including promotion reviews.  
43

44 Associated and emeritus faculty may not participate in discussion of or votes on personnel  
45 matters.

1  
2 As defined by Faculty Rule [3335-7-11](#), tenure-track and practice faculty may be nominated and  
3 may serve if elected on the University Senate as a representative of the college.

4 **C Special Circumstances**

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

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

12 **D Distinguished Professor**

13 Distinguished faculty members within the College of Engineering and Knowlton School of  
14 Architecture may be awarded the title College of Engineering Distinguished Professor or  
15 Knowlton School of Architecture Distinguished Professor as appropriate in recognition of  
16 excellence in teaching, scholarship, and service.  
17

18 Criteria for consideration of this honorific include:

- 19
- 20 • Rank of professor
  - 21 • A minimum of five years' service in the college
  - 22 • Excellence in teaching, scholarship, and service

23 This appointment includes annual discretionary funding. This honorific is limited to no more  
24 than 10% of the professors in the College. The Dean will solicit nominations from department  
25 chairs who may submit a nomination letter outlining the key achievements of the faculty  
26 member, along with a copy of the faculty member's vita. The Dean will review the nominations  
27 and select a candidate to receive the honorific. Reappointment is possible based successful  
28 performance and the recommendation of the Dean.  
29

30 **E Innovation Scholar**

31 Tenure track Associate Professors within the College of Engineering and Knowlton School of  
32 Architecture may be awarded the title College of Engineering Innovation Scholar or Knowlton  
33 School of Architecture Innovation Scholar as appropriate in recognition of excellence in  
34 teaching, scholarship, and service. Appointment as an Innovation Scholar is based upon  
35

- 36
- 37 • Rank at the associate professor level
  - 38 • Minimum of five years of service in the College
  - 39 • National and international recognition of the highest level of intellectual leadership,  
40 excellence and performance in research, teaching and professional service.

1 This appointment includes annual discretionary funding. This honorific is limited to no more  
2 than 10% of the associate professors in the College. The Dean will solicit nominations from  
3 department chairs who may submit a nomination letter outlining the key achievements of the  
4 faculty member, along with a copy of the faculty member's vita. The Dean will review the  
5 nominations and select a candidate to receive the honorific. The term of appointment is 5 years.  
6 Reappointment is not allowed.  
7

8 **F Distinguished Assistant Professor of Engineering Inclusive Excellence**

9 Distinguished tenure track assistant professor faculty within the College of Engineering and  
10 Knowlton School of Architecture may be awarded the title College of Engineering Distinguished  
11 Inclusive Excellence Assistant Professor or Knowlton School of Architecture Distinguished  
12 Inclusive Excellence Assistant Professor as appropriate in recognition of potential excellence in  
13 fostering inclusive excellence in teaching, scholarship, and service. Appointment as a  
14 Distinguished Inclusive Excellence Assistant Professor is based upon expectation of continued  
15 engagement in scholarship focused on inclusive excellence in engineering and allied fields  
16 within the COE or Knowlton School and is aimed at the retention or recruitment of tenure track  
17 assistant professors in key areas of strategic importance to the college. This honorific is limited  
18 to no more than 5 assistant professors in the College. The Dean will select awardees who are  
19 being recruited or being retained in the College Engineering or the Knowlton School based upon  
20 a nomination from TIU Heads who may submit a nomination letter outlining the key  
21 achievements of the faculty member, along with a copy of the faculty member's vita. The Dean  
22 will review the nominations and select a candidate to receive the honorific. The term of  
23 appointment is 5 years or until tenure, whichever is shorter. Reappointment is not allowed.

24 **G Innovation Scholar (TIU level)**

25 TIUs within the College of Engineering may include in their POAs an honorific aimed at the  
26 retention of tenure track associate professors as appropriate in recognition of excellence in  
27 teaching, scholarship, and service. TIU's may award the title of "TIU NAME" Innovation  
28 Scholar. Appointment as a "TIU NAME" Innovation Scholar is based upon expectation of  
29 continued engagement in scholarship focused on inclusive excellence in within each TIU and is  
30 aimed at the retention or recruitment of tenure track assistant professors in key areas of strategic  
31 importance to the TIU. The designation is limited to a minimum of 2 or up to a maximum 5% of  
32 the total number of faculty in the unit. The term of appointment is 5 years. Reappointment is not  
33 allowed.

34 **H Distinguished Assistant Professor of Inclusive Excellence (TIU level)**

35 TIUs within the College of Engineering may include in their POAs guidelines for the creation of  
36 honorific professorships aimed at the retention or recruitment of tenure track assistant professors  
37 as appropriate in recognition of potential excellence in fostering inclusive excellence in teaching,  
38 scholarship, and service. TIU's may award the title of "TIU NAME" Distinguished Inclusive  
39 Excellence Assistant Professor. Appointment as a "TIU NAME" Distinguished Inclusive  
40 Excellence Assistant Professor is based upon expectation of continued engagement in  
41 scholarship focused on inclusive excellence in within each TIU and is aimed at the retention or

1 recruitment of tenure track assistant professors in key areas of strategic importance to the TIU.  
2 The designation is limited to a minimum of 2 or up to a maximum 5% of the total number of  
3 faculty in the unit. The term of appointment is 5 years or until tenure, whichever is shorter.  
4 Reappointment is not allowed.

## 5 **V Organization of the College**

6 The College is organized into the following school and departments, which are Tenure Initiating  
7 Units (TIUs):

8  
9 Biomedical Engineering (BME);  
10 William G. Lowrie Department of Chemical and Biomolecular Engineering (CBE);  
11 Civil, Environmental, and Geodetic Engineering (CEGE);  
12 Computer Science and Engineering (CSE);  
13 Electrical and Computer Engineering (ECE);  
14 Engineering Education (EED);  
15 Integrated Systems Engineering (ISE);  
16 Materials Science and Engineering (MSE);  
17 Mechanical and Aerospace Engineering (MAE); and  
18 The Austin E. Knowlton School of Architecture (KSA).

19  
20 The Department of Food, Agricultural and Biological Engineering (FABE) in the College  
21 of Food, Agricultural, and Environmental Sciences is an adjunct department in the  
22 College of Engineering.

## 23 **VI Overview of College Administration and Decision-Making**

24 The College operates on the premise that all faculty members, staff and students have unique  
25 talents and skills that contribute to the pursuit of excellence, and the opinions of all are valued.  
26 While deliberation and decision-making may occur in different ways based on the nature of the  
27 issue or action, consensus is the preferred vehicle as often as possible. Decisions are made by the  
28 College faculty as a whole, by standing or ad hoc committees of the College, or by the Dean with  
29 the nature and importance of any specific matter determining how the issue is to be addressed.  
30 College governance proceeds on the general principle that the more important the matter to be  
31 decided, the more widespread the agreement on a decision needs to be. Open discussions of  
32 formal and informal nature are encouraged and constitute the primary means of reaching  
33 consensus on decisions of central importance.

## 34 **VII College Administration**

### 35 **A Dean**

36 The primary responsibilities of the dean are set forth in Faculty Rule [3335-3-29](#). This rule  
37 requires the dean to develop, in consultation with the faculty, a Pattern of Administration with  
38 specified minimum content. The rule, along with Faculty Rule [3335-6](#), also requires the dean to  
39 prepare, in consultation with the faculty, a document setting forth policies and procedures  
40 pertinent to appointments, reappointments, promotion and tenure.

1  
2 Other responsibilities of the dean, not specifically noted elsewhere in this Pattern of  
3 Administration, are paraphrased and summarized below.  
4

- 5 • To preside at meetings of the college faculty and to appoint all college committees unless  
6 their membership has been designated by faculty rule or by the college faculty.
- 7 • To approve courses of study for students in his or her college, to warn students who are  
8 delinquent in their studies and to recommend appropriate student disciplinary action to the  
9 appropriate university disciplinary body or official.
- 10 • To present candidates for degrees to the president on behalf of the college faculty and to  
11 serve as a member of the Council of Deans (see Rule [3335-3-22](#) of the Administrative  
12 Code).
- 13 • After consultation with the TIU heads within the college, to make recommendations to  
14 the executive vice president and provost concerning the college budget, the appointments  
15 to and promotions within the membership of the college faculty.
- 16 • To review salary appeals and other faculty issues in a professional and timely manner.
- 17 • To facilitate and participate in prescribed [academic program review](#) processes, in  
18 collaboration with the Office of Academic Affairs and TIU heads.
- 19 • To appoint and review TIU heads:
  - 20
  - 21 1) TIU heads shall be selected and appointed by the dean, in consultation with the  
22 faculty of the TIU and subject to approval by the president and the Board of  
23 Trustees. Each TIU head shall be appointed for a term of four years and shall  
24 be eligible for reappointment. TIU heads will be reviewed annually by the  
25 dean.
  - 26
  - 27 2) During the last year of the term of a TIU head, the dean will conduct a  
28 thorough review of the performance of the TIU head during her or his term,  
29 ascertain whether or not the TIU head desires to serve another term, and assess  
30 the level of support in the TIU for the TIU head's continuation. If the TIU head  
31 agrees to serve another term and his or her performance review is satisfactory,  
32 the dean will consider feedback from the unit and then choose whether to  
33 reappoint the TIU head to another term.
  - 34
  - 35 3) If a new TIU head is to be selected, the dean will meet with the faculty of the  
36 TIU to discuss the selection of a new head. After that meeting, the dean, in  
37 consultation with the TIU, will form a search advisory committee. The  
38 committee will include at least one member from a unit outside the TIU. The  
39 dean will appoint a chair from the members of the committee.
  - 40
  - 41 4) The decision to hire an internal or external chair will be made by the dean after  
42 input from the TIU is considered.
  - 43
  - 44 5) The search advisory committee, working with the unit and the College, will  
45 identify candidates for the TIU head position. It is expected that faculty,  
46 students, and staff will be involved in the selection process.

1  
2 6) For external searches for a TIU head, normal faculty search procedures will be  
3 followed.

4  
5 7) After the selection procedure has been conducted, the search advisory  
6 committee will provide the dean with a list of potential TIU head candidates, an  
7 evaluation of the candidates by the search advisory committee, and a sense of  
8 the degree of overall support by the TIU for each candidate. The list of  
9 candidates must be unranked. The dean will appoint a TIU head, taking into  
10 consideration the recommendations made by the search advisory committee and  
11 input received from the TIU.

12  
13 The Dean shall appoint, pursuant to University Rules, a Secretary of the College and such  
14 Associate and Assistant Deans and other administrative officers as are needed to carry out the  
15 programs of the College. In matters of business, finance, human resources and other areas, the  
16 Dean shall seek the advice of Executive College Staff members whose expertise pertains to the  
17 particular matter at hand. The Dean shall fully consider such advice in advance of any decision  
18 or action. To promote efficiency and expediency, college-level, day-to-day decision-making and  
19 approval authority may be delegated to the Associate and Assistant Deans, and the College  
20 Executive Staff at the discretion of the Dean, but the Dean retains final responsibility and  
21 authority for all matters covered by the Pattern, subject when relevant to the approval of the  
22 Office of Academic Affairs and Board of Trustees. At least annually, a roster of the  
23 administrative personnel within the Office of the Dean shall be provided to all Faculty. At least  
24 annually, the Dean will address the Faculty of the College to present academic and strategic  
25 initiatives, budget and budgetary trends, and to recommend new or modified policies for carrying  
26 out the mission of the College.

27  
28 Operational efficiency requires that the dean exercise a degree of autonomy in establishing and  
29 managing administrative processes. The articulation and achievement of college academic goals,  
30 however, is most successful when all faculty members participate in discussing and deciding  
31 matters of importance. The dean will therefore consult with the faculty on all educational and  
32 academic policy issues and will respect the principle of majority rule. When a departure from  
33 majority rule is judged to be necessary, the dean will explain to the faculty the reasons for the  
34 departure, ideally before action is taken.

### 35 **B Other Administrators**

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

41  
42 Chief of Staff: When delegated by the Dean, is responsible for the administration, operational  
43 success and effectiveness of the College. Chief of Staff provides leadership, coordination,  
44 development, and execution of strategic initiatives across constituencies in the college and  
45 university. This role executes key strategic priorities and initiatives by exploring, identifying,

1 and evaluating comprehensive information and data to provide guidance, advice, and assistance  
2 on a range of issues. This position supervises staff in operational roles at the college.  
3 Responsible for ensuring compliance with university, state and federal regulations in all financial  
4 and human resources activities. Works in partnership with the Associate Deans, the Chief  
5 Administrative Officer and the Chief Diversity Officer on the allocation of resources for  
6 departments, faculty and college operations.  
7

8 Chief Administrative Officer: Responsible for and has oversight of budgeting, strategic financial  
9 and resource planning, and shared services procurement operations for the college. Provides  
10 leadership and management for the development and implementation of the annual college  
11 budget and long-term projections and forecasts for college wide strategic initiatives, manages  
12 and directs the allocation of financial resources in the college, ensures the college budget aligns  
13 with and supports the college strategic plan, and directs the allocation of human capital resources  
14 in the college. Responsible for high quality, accurate, timely and insight-driven financial  
15 analyses and reporting. Serves as principal advisor to the Dean and college leadership on all  
16 financial and resource allocation initiatives. Works directly with associate and assistant deans  
17 and academic unit heads to ensure financial stability in all areas. Works in partnership with  
18 University offices including the Office of Academic Affairs (OAA) and the Office of Business  
19 and Finance (B&F) on all finance and budget matters, as well as Internal Audit, Legal Affairs,  
20 Office of Compliance and Integrity, Office of Human Resources, and Office of Research.  
21 Reports to B&F and OAA on the ongoing financial condition of the college. Responsible for  
22 ensuring compliance with university, state and federal regulations in all financial activities.  
23

24 Senior Associate Dean: Responsible for the coordination and implementation of college strategy.  
25 Acts on behalf of and represents the Dean on college and university issues as designated by the  
26 Dean. Represents the Dean and the college on selected internal and external committees and  
27 organizations. Responsible for implementing selected large-scale initiatives in the college  
28 strategic plan crossing academic and research areas. Integrates diversity and inclusion in all  
29 aspects of areas of responsibility. Collaborates with the Chief of Staff and Chief Administrative  
30 Officer to implement long range financial strategy in support of the college strategic plan.  
31

32 Associate Dean for Faculty Affairs: Responsible for strategic recruitment, retention and  
33 advancement of faculty and assists with review of faculty conduct. The Associate Dean of  
34 Faculty Affairs will serve as the Secretary of the College and is the College's liaison with the  
35 Office of Academic Affairs. Integrates diversity and inclusion in all areas of faculty affairs.  
36

37 Associate Dean for Research: Responsible for planning, development, and administration of the  
38 College research enterprise; promotes externally sponsored research; facilitates establishment of  
39 externally funded research centers; oversees the Engineering Research Operations and other  
40 auxiliary operations as designated.  
41

42 Associate Dean for Academic Programs and Student Services: Responsible for undergraduate  
43 curriculum, student recruitment and retention, scholarships/financial aid, enrollment  
44 management, graduation certification, undeclared student advising, orientation, Engineering  
45 Career Services, Dean's List, student awards, and student organizations.  
46

1 Associate Dean for Facilities and Planning: Provides administrative oversight, planning,  
2 prioritization and coordination to capital projects, renovation projects and physical space  
3 management in the college.

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

18  
19 Chief Diversity Officer and Assistant Dean for Diversity, Outreach and Inclusion: Responsible  
20 for leading college-wide diversity and inclusion initiatives, the Office of Diversity, Outreach and  
21 Inclusion and its respective programs. Leads efforts to partner and collaborate with internal and  
22 external constituents and stakeholders to advance diversity and inclusion for students, faculty,  
23 staff, and alumni in the College, in academic and career preparation programs and in the  
24 engineering field, across the university and in the broader community.

25  
26 Assistant Dean for Curriculum and Assessment: Responsible for college level activities dealing  
27 with curriculum and assessment, academic actions, student projects and organizations,  
28 international programs, and advising departments in these areas. Serves as secretary for College  
29 Committee on Academic Affairs (CCAA).

30  
31 Assistant Dean for Teaching and Learning: Responsible for efforts related to teaching, learning,  
32 learning outcomes assessment, student advising and faculty development. Collaborates with  
33 Associate Dean for Faculty Affairs in faculty development in teaching and learning.

34  
35 Assistant Dean for Faculty Affairs and Recruitment: Responsible for efforts related to faculty  
36 recruitment, onboarding, and retention.

37  
38 Director of Professional & Distance Education Programs: Provides administrative oversight,  
39 planning, prioritization and coordination of professional programs and short courses, on-line  
40 degree programs, and customized education programs in engineering and architecture.

## 41 42 **C Committees**

43 The development and implementation of College policies and programs are carried out by  
44 standing and ad hoc committees. The Dean is an ex officio member of all College committees  
45 and may vote as a member on all committees except the Committee of Eligible Faculty and the

1 Promotion and Tenure Committee. The existing College Committees and the procedures for  
2 establishing and reviewing College Committees are described in Appendix A.  
3

#### 4 **D Centers**

5 College Centers may be established to support the research and educational mission of the  
6 College. The procedures for establishing, reviewing and abolishing College Centers are  
7 described in Appendix B.  
8

### 9 **VIII Faculty Meetings**

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

#### 16 **A Membership of Faculty**

17 Except as otherwise determined in accordance with the Rules of the University Faculty, the  
18 College Faculty shall be constituted as follows: members of the University Faculty, including  
19 practice, research, and tenure-track, holding a salaried regular appointment, or having emeritus  
20 status, in the College or in a TIU of the College; University administrators who are members of  
21 the University Faculty and hold an appointment in a TIU of the College; members of the Faculty  
22 of the Department of Food, Agricultural and Biological Engineering who have been certified by  
23 the Chair of the Department to the Secretary of the College as participating in resident  
24 instruction for the academic year in programs leading to a degree administered by the College.  
25 Modified voting rights for the faculty of Food Agriculture and Biological Engineering and the  
26 Knowlton School of Architecture are described in Section IV Faculty under the subsection  
27 entitled "[Special Circumstances](#)".  
28

29 The Dean may annually appoint other University Faculty members who play active or supportive  
30 roles in the programs of the College as Associate Members of the Faculty of the College in non-  
31 salaried joint appointments. Associate Members shall not have voting rights.  
32

#### 33 **B Rosters**

34 On or about October 1st of each year, the Secretary of the College shall distribute to each faculty  
35 member official lists showing those holding voting rights in each TIU and in the College.  
36

#### 37 **C Regular Meetings**

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

1  
2 Special Meetings: The Secretary of the College shall promptly schedule a special meeting when  
3 requested by the College Committee on Academic Affairs, by a majority of the faculty of any  
4 department, or by a minimum of twenty-five faculty members by signed petition.  
5

6 Quorum: Thirty members of the Faculty each having power to vote on a matter shall constitute a  
7 quorum as to that matter.  
8

9 Announcement and Agenda: The Secretary of the College shall give reasonable notice of each  
10 meeting to members of the Faculty. The Secretary shall also distribute a proposed agenda for  
11 each meeting, at least one week in advance of the meeting when practicable, to members of the  
12 Faculty.  
13

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

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

36 Minutes: Minutes of each meeting of the Faculty shall be prepared and preserved by the  
37 Secretary of the College as a record of the proceedings of the College. A copy of the minutes  
38 shall be distributed to each faculty member as soon as it is practicable.  
39

40 Presiding Officer: Regular and special meetings of the Faculty shall be presided over by the  
41 Dean. In the absence of the Dean or at the request of the Dean, the Associate Dean for Faculty  
42 Affairs who is the Secretary of the Faculty shall preside.  
43

44 Special policies pertain to voting on personnel matters, and these are set forth in the college's  
45 Appointments, Promotion and Tenure Document.  
46

1 **IX. Distribution of Faculty Duties and Responsibilities**

2  
3 The faculty of the College of Engineering consists of individuals whose appointments and  
4 responsibilities vary considerably. Depending on their appointment, college faculty members’  
5 responsibilities may include teaching, research, outreach and engagement, and/or service. The  
6 guidelines outlined here do not constitute a contractual obligation. Fluctuations in the demands  
7 and resources of the department and the individual circumstances of faculty members may  
8 warrant temporary deviations from these guidelines. Assignments and expectations for the  
9 upcoming year are addressed and adjusted as part of the annual review by the TIU head based on  
10 TIU needs as well as faculty productivity and career development.

11  
12 A full-time faculty member’s primary professional commitment is to Ohio State University and  
13 the guidelines below are based on that commitment. Faculty who have professional  
14 commitments outside of Ohio State during on-duty periods (including teaching at another  
15 institution, conducting research for an entity outside of Ohio State, or for external consulting)  
16 must disclose and discuss these with the TIU head in order to ensure that no conflict of  
17 commitment exists. Information on faculty conflicts of commitment is presented in the [OAA](#)  
18 [Faculty Conflict of Commitment Policy](#).

19  
20 During on-duty periods, faculty members are expected to be available for interaction with  
21 students, research, and departmental meetings and events even if they have no formal course  
22 assignment. On-duty faculty members should not be away from campus for extended periods of  
23 time unless on an approved leave (see section XII) or on approved travel.

24  
25 In crisis situations, such as life-threatening disease (COVID, for example) or physical dangers  
26 (natural disasters, for example), faculty duties and responsibilities may be adjusted by TIU heads  
27 to take into account the impact over time of the crisis. These adjustments may include modifying  
28 research expectations in order to maintain teaching obligations. These assignment changes must  
29 be considered in annual reviews.

30 **A Duties and Responsibilities by Faculty Appointment**

31 Depending on their appointment, faculty in the college have a role in fulfilling the three-fold  
32 mission of the College and the University: teaching, scholarship and service.

33 1 Tenure-track Faculty

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

37  
38 **Teaching**

39 All tenure-track faculty members are expected to contribute to teaching in the TIU, including  
40 large enrollment and specialized courses in both the undergraduate and graduate curricula.

41 The standard teaching assignment for full-time tenure-track faculty members is determined

1 by a faculty member's TIU. Faculty members are also expected to advise undergraduate and  
2 graduate students and to supervise independent studies and thesis and dissertation work.  
3

4 Adjustments to the standard teaching assignment may be made to account for teaching a new  
5 course, the size of the course, whether the course is taught on-line or team-taught, and other  
6 factors that may affect the preparation time involved in teaching the assignment.  
7

8 The standard teaching assignment may vary for individual faculty members based on their  
9 research and/or service activity. Faculty members who are especially active in research may  
10 have a reduced teaching assignment. Likewise, faculty members who are relatively inactive  
11 in research may have an increased teaching assignment. Faculty members who are engaged  
12 in extraordinary service activities (to the department, college, university, and in special  
13 circumstances professional organizations within the discipline) may have a reduced teaching  
14 assignment.  
15

16 TIUs are responsible for making teaching assignments on an annual basis and may decline to  
17 approve requests for adjustments when approval of such requests is not judged to be in the  
18 best interests of the TIU and its programs. All faculty members must perform some formal  
19 instruction and advising over the course of the academic year.  
20

### 21 **Scholarship**

22 All tenure-track faculty members are expected to be engaged in discovery, scholarly and  
23 creative work, applied research, and/or the scholarship of pedagogy as defined in their [TIU](#)  
24 [Appointments, Promotion, and Tenure Document](#). Faculty engaged in basic or applied  
25 research are expected to attract extramural funding that supports their efforts. Faculty  
26 members are also expected to seek appropriate opportunities to obtain patents and to engage  
27 in other commercial or entrepreneurial activities stemming from their research.  
28

### 29 **Service**

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

## 35 **2 Practice Faculty**

36 Practice faculty members are expected to contribute to the university's mission through  
37 teaching and service, and to a lesser extent through scholarship. Service expectations are  
38 similar to those for the tenure-track. All practice faculty are expected to contribute to the  
39 teaching of courses in the TIU, or to courses or instructional situations involving professional  
40 skills. The standard teaching assignment for full-time practice faculty members is five  
41 courses per academic year.  
42

1           3    Research Faculty

2           Research faculty members are expected to contribute to the university’s mission through  
3           research. In accord with [Faculty Rule 3335-7-34](#), a research faculty member may, but is not  
4           required to, participate in educational activities in the area of his or her expertise on a limited  
5           basis. Under no circumstances may a member of the research faculty be continuously  
6           engaged over an extended period of time in the same instructional activities as tenure-track  
7           faculty. An exception to this rule is the mentoring of graduate students in research. It is  
8           expected that research faculty will oversee and mentor graduate students as appropriate in  
9           their research program. Research expectations are similar to those for the tenure-track, albeit  
10          proportionally greater since the majority of effort for faculty members on the research track  
11          is devoted to research. Specific expectations are spelled out in the letter of offer.  
12

13          4    Associated Faculty

14          Compensated associated faculty members are expected to contribute to the university’s  
15          mission via teaching or research depending on the terms of their individual appointments.  
16          Faculty members with tenure-track titles and appointments <50% FTE will have reduced  
17          expectations based on their appointment level. Expectations for compensated visiting faculty  
18          members will be based on the terms of their appointment and are comparable to that of  
19          tenure-track faculty members except that service is not normally required. The standard  
20          teaching assignment for full-time lecturers is to be specifically defined in the TIU  
21          governance documents and should be prescribed with the understanding that the University  
22          standard for a lecturer full-time teaching load is 8 courses per year.  
23

24                **B    Guidelines on Teaching Assignments**

25          Teaching loads in the college will be determined at the TIU level according to processes  
26          developed and approved by that unit. All tenured, tenure-track, and practice faculty are expected  
27          to contribute to their unit’s teaching, including large enrollment and specialized courses.  
28          Average teaching loads for faculty should be compatible with the appropriate benchmarks in  
29          peer universities. In order to achieve equitable workloads for all faculty, the teaching load for an  
30          individual faculty member will be adjusted appropriately in response to variations in research  
31          and/or service activities. Additional guidelines with respect to faculty teaching load are found in  
32          the Office of Academic Affairs [Policies and Procedures Handbook](#), Volume 1, Chapter 2,  
33          Sections 1.4.3 and 1.4.3.1.

34                **C    Special Assignments**

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

1           **D Guidelines for Determining FTE Exceptions to Faculty Appointments Policy**

2     There are instances where the workload associated with a course is greater than or less than the  
3     university-wide ratio of one (1) 3-credit course to 0.25 FTE. In such cases, the unit should  
4     request approval for an FTE adjustment.  
5

6     At other times there may be unique circumstances surrounding the specific instance the course is  
7     offered that increase the workload. In these cases, the unit should request approval for additional  
8     compensation for the faculty member teaching the course.  
9

10    In all cases, units must provide evidence to justify requests to increase or decrease the credit-  
11    hour to FTE equivalency beyond the university-wide ratio of one (1) 3-credit course to 0.25 FTE.  
12

13           **Activities that may warrant additional compensation include the following:**

- 14
- 15       • Faculty member assigned a course for the first time.
  - 16       • Faculty member requested to simultaneously significantly revise and teach a course
  - 17       • Faculty member requested to teach a class that is larger than usual
- 18

19           **Circumstances that may warrant adjusting FTE**

- 20
- 21       • Three hour-credit courses that exceed an average of two additional hours/week; the  
22       FTE will be determined by assessing the average hours/week required for the  
23       course
  - 24
  - 25       • 3-credit courses where the faculty member provides the lecture and GTAs provide  
26       the recitation
  - 27
  - 28       • 4-credit courses where the faculty member provides the lecture and GTAs provide  
29       the lab supervision and grading
  - 30
  - 31       • Courses involving individual instruction
  - 32
  - 33       • Advising, curriculum development, internship oversight may replace course  
34       teaching
  - 35
  - 36       • Online course development
  - 37
  - 38       • Large enrollment courses
- 39

40       Note these lists are not exhaustive; they serve only as examples.

41           **E Modification of Duties**

42    The College of Engineering strives to be a family-friendly unit in its efforts to recruit and retain  
43    faculty members. To this end, the college is committed to adhering to its guidelines on

1 modification of duties to provide its faculty members flexibility in meeting work responsibilities  
2 associated with birth or adoption of a child, or care for an immediate family member who has a  
3 serious health condition, or a qualifying exigency arising out of the fact that the employee's  
4 immediate family member is on covered active duty in a foreign country or call to covered active  
5 duty status. See [Appendix C](#) for details.

6  
7 A faculty member requesting a modification of duties for childbirth/adoption/fostering and the  
8 TIU head should be creative and flexible in developing a solution that is fair to both the  
9 individual and the TIU while addressing the needs of the university. Expectations must be  
10 spelled out using the College of Engineering form that the faculty member, TIU head, and the  
11 Dean sign to indicate agreement.

12  
13 Faculty may be eligible for additional leave under the [Family Medical Leave Policy](#) and/or the  
14 university's paid parental leave guidelines as described in its [Policy on Paid Leave Programs](#).

15  
16 See also Parental Leave Policy in Section XII.

## 17 **X Course Offerings and Teaching Schedule**

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

## 32 **XI Allocation of College Resources**

33 The dean is responsible for the fiscal and academic health of the college and for assuring that all  
34 resources—fiscal, human, and physical—are allocated in a manner that will optimize  
35 achievement of college goals. The dean will allocate resources in support of the mission of the  
36 college after consultation with the executive committee. However, final decisions on resource  
37 allocation rest with the dean.

38  
39 The allocation of salary funds is discussed in the Appointments, Promotion and Tenure  
40 Document.

## 41 **XII Leaves and Absences**

1 The university's policies and procedures with respect to leaves and absences are set forth in the  
2 Office of Academic Affairs [Policies and Procedures Handbook](#) and Office of Human Resources  
3 [Policies and Forms website](#). In general, there are four types of leaves and absences taken by  
4 faculty (in addition to parental leave, which is detailed in the [Parental Care Guidebook](#)).

5 **A Discretionary Absence**

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

15 **B Absence for Medical Reasons**

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

23 **C Unpaid Leaves of Absence**

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

26 **D Faculty Professional Leave (FPL)**

27 Information on faculty professional leaves is presented in the [OAA Policy on Faculty](#)  
28 [Professional Leaves](#) and supplemented in XIX Appendix D College of Engineering  
29 Faculty Professional Leave Policy. The information provided below supplements these policies.  
30 Requests for professional leave from eligible faculty members will be reviewed at the TIU level  
31 according to established procedures. The TIU head will submit the approved requests in rank  
32 order with recommendations to the Dean. Requests that reach the Dean will be reviewed by the  
33 College Faculty Professional Leave committee, as described in the appendix, that will rank them  
34 in priority order and submit them to the Dean with their recommendations for the Dean's  
35 submission to the Executive Vice President and Provost. Highest priority in the review process  
36 will be given to those applicants who have a positive record of achievement, service, and  
37 commitment to the University and can show the benefits of the requested leave to their  
38 continuing professional development and to the University. Specifically, the committee assesses  
39 applications based on: (1) the degree to which the proposed activity meets the stated objectives of  
40 the Professional Leave Program, which are: a) to enhance their teaching effectiveness, scholarly

1 interests and overall performance. b) the University's academic programs can be strengthened  
2 and developed. (2) The degree to which the applicant's goals can realistically be achieved during  
3 the period requested. In the event that the number of qualified applicants exceeds the number of  
4 leaves available, applicants will be judged on quality of the proposal and elapsed time since any  
5 previous leave.

6  
7 The application should follow the form provided by the Office of Academic Affairs. The  
8 application should provide the committee with (1) a clear indication of the activity to be  
9 undertaken during the leave, (2) insight into the motivation for the leave, and (3) the expected  
10 outputs and outcomes to be realized from the leave experience, and (4) Letters of invitation or  
11 support from sponsors of the planned leave activity.

## 12 **E Parental Leave**

13 The university and this college recognize the importance of parental leave to faculty members.  
14 Details are provided in the OHR [Parental Care Guidebook](#), Paid Time Off Program [Policy 6.27](#),  
15 and the [Family and Medical Leave Policy 6.05](#). To further support new parents, the college  
16 promotes the modification of duties as outlined in 0.

## 17 **XIII Supplemental Compensation and Paid External Consulting**

18 Information on faculty supplemental compensation is presented in the OAA [Policy on Faculty](#)  
19 [Compensation](#). Information on paid external consulting is presented in the university's [Policy on](#)  
20 [Faculty Paid External Consulting](#). The information provided below supplements these policies.

21  
22 This college adheres to these policies in every respect. In particular, the College of Engineering  
23 and the Knowlton School of Architecture expect faculty members to carry out the duties  
24 associated with their primary appointment with the university at a high level of competence  
25 before seeking or engaging in other income-enhancing opportunities. All activities providing  
26 supplemental compensation must be approved by the TIU head regardless of the source of  
27 compensation. External consulting must also be approved. Approval will be contingent on the  
28 extent to which a faculty member is carrying out regular duties at an acceptable level, the extent  
29 to which the extra income activity appears likely to interfere with regular duties, and the  
30 academic value of the proposed consulting activity to the department. In addition, it is university  
31 policy that faculty may not spend more than one business day per week on supplemental  
32 compensation activities and external consulting combined.

33  
34 Faculty with an administrative position (for example, chair, associate/assistant dean, center  
35 director) remain subject to the Policy on Faculty Paid External Consulting and with appropriate  
36 approval, are permitted to engage in paid external work activities. However, faculty members  
37 with administrative positions are not permitted to accept compensation/honoraria for services  
38 that relate to or are the result of their administrative duties and responsibilities.

39  
40 Should a faculty member wish to use a textbook or other material that is authored by the faculty  
41 member and the sale of which results in a royalty being paid to him or her, such textbook or  
42 material may be required for a course by the faculty member only if (1) the faculty member's  
43 TIU head and Dean or designee have approved the use of the textbook or material for the course

1 taught by the faculty member, or (2) an appropriate committee of the TIU or College reviews and  
2 approves the use of the textbook or material for use in the course taught by the faculty member.

3  
4 Faculty who fail to adhere to the university's policies on these matters, including seeking  
5 approval for external consulting, will be subject to disciplinary action.

#### 6 **XIV Financial Conflicts of Interest**

7 Information on faculty financial conflicts of interest is presented in the university's [Policy on](#)  
8 [Faculty Financial Conflict of Interest](#). A conflict of interest exists if financial interests or other  
9 opportunities for tangible personal benefit may exert a substantial and improper influence upon a  
10 faculty member or administrator's professional judgment in exercising any university duty or  
11 responsibility, including designing, conducting or reporting research.

12  
13 Faculty members with external funding or otherwise required by university policy are required to  
14 file conflict of interest screening forms annually and more often if prospective new activities  
15 pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to  
16 cooperate with university officials in the avoidance or management of potential conflicts will be  
17 subject to disciplinary action.

18  
19 In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment  
20 that arise in relation to consulting or other work done for external entities. . Further information  
21 about conflicts of commitment is included in section 0 above.

#### 22 **XV Grievance Procedures**

23 Faculty or staff members who have a grievance with the college and its individual units should  
24 first discuss the matter with their TIU head, who will review the matter as appropriate and  
25 either seek resolution or explain why resolution is not possible. This section deals with  
26 grievances that have proceeded from the TIU level to the college level. If the grievance  
27 involves the TIU head or the TIU head is not the appropriate contact for some other reason, the  
28 faculty or staff member should bring the matter to the attention of the Associate Dean of  
29 Faculty Affairs or the College of Engineering Human Resources Business Partner  
30 respectively. Complaints concerning those parties should be brought to the attention of the  
31 dean.

##### 32 **A Salary Grievances**

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

36  
37 In cases that cannot be resolved at the TIU level, a faculty member may file a salary grievance  
38 with the dean. The Salary Appeals Committee (see section 0) handles salary appeals according to  
39 procedures outlined in the OAA [Policies and Procedures Handbook](#).

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

#### 4 **B Faculty Promotion and Tenure Appeals**

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

#### 6 **C Faculty Misconduct**

7 Complaints alleging faculty misconduct or incompetence should follow the procedures set forth  
8 in Faculty Rule [3335-5-04](#). The Investigation Committee (see section 0) handles cases of faculty  
9 misconduct according to procedures outlined in the OAA [Policies and Procedures Handbook](#).

#### 10 **D Harassment, Discrimination, and Sexual Misconduct**

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

13  
14 Ohio State's policy and procedures related to affirmative action and equal employment  
15 opportunity are set forth in the university's [policy on affirmative action and equal employment](#)  
16 [opportunity](#).

17  
18 Ohio State's policy and procedures related to nondiscrimination, harassment, and sexual  
19 misconduct are set forth in the university's policy on nondiscrimination, harassment, and sexual  
20 misconduct.

#### 21 **E Violations of Laws, Rules, Regulations, or Policies**

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

#### 25 **F Complaints by and about Students**

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

37

1 Faculty complaints regarding students must always be handled strictly in accordance with  
2 university rules and policies. Faculty members should seek the advice and assistance of the TIU  
3 head and others with appropriate knowledge of policies and procedures when problematic  
4 situations arise.

5 **G Academic Misconduct**

6 Faculty members will report any instances of academic misconduct to the [Committee on](#)  
7 [Academic Misconduct](#) in accordance with the [Code of Student Conduct](#). See also [Board of](#)  
8 [Trustees Rule 3335-23-05](#).  
9

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

2 **A College Committee on Academic Affairs (CCAA)**

- 3 1. Faculty Membership: One member shall represent each undergraduate degree-granting  
4 program, including the Department of Food, Agricultural and Biological Engineering,  
5 Center for Aviation Studies and the Engineering Physics Program; but excluding the  
6 Austin E. Knowlton School of Architecture. The Engineering Education Department,  
7 while not granting an undergraduate degree, will have one member. Each College Center  
8 offering an approved undergraduate degree program will be permitted to appoint a  
9 member. The term of membership shall be three years, such terms beginning at the start  
10 of autumn semester.
- 11 2. Each program through its representative, as defined in paragraph 1 above, shall have one  
12 vote on the committee. If a department wants only one vote, even when it has two or  
13 more degree granting programs within it, the department must declare as such at the  
14 beginning of the academic year. That department shall have one vote until the beginning  
15 of the next academic year, at which point the declaration must be made again.
- 16 3. Appointment of Members: Members shall be appointed by the chair or director of each  
17 concerned program as they are defined in paragraph 1 above.
- 18 4. Representation by Members: Each member is expected to become familiar with and  
19 advance before the Committee proposals originating in the program from which the  
20 member is selected. Each member also has the responsibility to act for the benefit of the  
21 College as a whole.
- 22 5. Officers: During each Spring semester, the Committee shall elect from its continuing  
23 members a Chair for the following year beginning at the start of autumn semester. The  
24 Associate Dean for Undergraduate Education and Student Services shall arrange for  
25 appointment of a Secretary of the Committee, usually the Assistant Dean for Curriculum  
26 and Assessment, with the right to discuss but without the right of vote.
- 27 6. Powers Delegated: Notwithstanding the separate powers of the Austin E. Knowlton  
28 School of Architecture, the Committee shall (a) certify at the end of each semester lists of  
29 students who have fulfilled the requirements for a degree or for whom special  
30 recommendation is made and recommend candidates for degrees to the Faculty  
31 membership of the University Senate and the Board of Trustees. The Committee may  
32 delegate this task or any portion of it to the Secretary of the Committee. (b) Review and  
33 approve or disapprove proposals for new courses and proposals for changes in courses  
34 and curricula which are recommended by departments or College Centers approved for  
35 such purposes, reporting its decisions directly to the departments or centers concerned  
36 and, subject to appeal as described in paragraph 10 below, to the University Council on  
37 Academic Affairs. The Committee may delegate to the Secretary of the Committee  
38 approval of minor changes to an existing course that do not reduce student access to the  
39 course. The Secretary will provide a monthly report of all such requests and approvals to  
40 CCAA.

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

26 **B Promotion and Tenure Committee**

- 27 1 In accordance with [Faculty Rule 3335-6-04\(C\)](#), the College of Engineering shall have a  
28 Promotion and Tenure Committee. The purposes of the College Promotion and Tenure  
29 Committee are:
- 30
- 31 a. To ensure that high standards of excellence are maintained in the college promotion and  
32 tenure process.
- 33 b. To serve as an advisory body to the Dean on matters concerning faculty promotion and/or  
34 tenure.
- 35 c. To determine whether TIUs have conducted a rigorous promotion and/or tenure review and  
36 reached a recommendation consistent with College and TIU policies, procedures, practices,  
37 and standards.

- 1 d. To determine where the weight of the evidence lies in promotion and/or tenure cases in  
2 which there is not a clear or consistent recommendation from the review conducted in the  
3 TIU
- 4 e. If requested by the Dean or the Dean's designee, to review TIU Appointments, Promotion  
5 and Tenure documents and recommend to the Dean that the document submitted to the  
6 Dean for approval be: (1) approved and forwarded to the Office of Academic Affairs, or  
7 (2) returned to the TIU with changes recommended.
- 8 f. To review proposed changes to the College's Appointments, Promotion and Tenure  
9 document, and recommend to the Dean that the proposed changes be (a) approved and  
10 forwarded to the Office of Academic Affairs, (b) not approved, or (c) revised.

## 11 2 Membership

12 Membership consists of at least twelve tenure track faculty at the rank of Professor appointed  
13 by the Dean, each serving a three-year term. Up to an additional two senior members from  
14 the practice faculty may be appointed by the Dean, each serving a three-year term, to assess  
15 practice faculty candidates only. Up to an additional two senior members from the research  
16 faculty may be appointed by the Dean, each serving a three-year term, to assess research  
17 faculty candidates only. Practice or research faculty cannot participate or vote on promotion  
18 and tenure matters of tenure track faculty. Membership shall be rotated to ensure fair and  
19 balanced participation among the TIUs. For the purpose of establishing committee  
20 membership, the Sections in The Knowlton School of Architecture shall be treated as TIUs  
21 so that the Knowlton School may nominate a member each year and an alternate to facilitate  
22 equitable assessment of the School's unique disciplines. Committee members from any one  
23 section need not automatically recuse themselves from assessment of candidates originating  
24 from the other sections. Each year, eight tenure track faculty members will remain on the  
25 P&T Committee for the following year. One of these shall be appointed by the Dean in  
26 spring to serve as P&T Committee Chair the following year. New appointments will be  
27 made in spring to commence the following year.

## 28 3 Recommendations

29 Committee recommendations to the Dean shall be in writing and report the vote of the  
30 Committee on the particular matter deliberated by the Committee.  
31  
32

## 33 C Investigations Committee

34 In accordance with [Faculty Rule 3335-5-04](#), the Dean will convene a grievance committee to  
35 review and recommend to the Dean disposition of an appeal, or referral by department chairs or  
36 school directors, of a complaint against tenured/tenure-track, professional practice, research or  
37 associated faculty members. Each investigations committee comprises three persons, each of  
38 whom is a tenured faculty member, selected by the Dean from among those College units not  
39 party to the complaint. The committee may select from among its members a chair.  
40

41 The Investigations Committee follows the investigations process established in Faculty Rule  
42 [3335-5-04](#).

1           **D Faculty Salary Appeals Committee**

2   In accordance with Office of Academic Affairs requirements, the College of Engineering shall  
3   have a Faculty Salary Appeals Committee. The Faculty Salary Appeals Committee is an ad-hoc  
4   committee. The Dean will convene a Faculty Salary Appeals committee to review faculty salary  
5   appeals that cannot be settled at the department level, and to make recommendations to the Dean  
6   concerning the disposition of such cases. A Faculty Salary Appeals committee comprises three  
7   persons, each of whom is a TIU Head, selected by the Dean from among those College units not  
8   party to the appeal. A TIU head whose salary decision is being appealed does not serve on the  
9   committee. The committee may select from among its members a chair when the committee is  
10  convened to hear an appeal.

11           **E Executive Committee**

12   The Executive Committee is responsible for the administrative leadership of the College, and the  
13   execution of its strategic plan and all pertinent policies and procedures. The Executive  
14   Committee is chaired by the Dean, and includes all Associate Deans, Knowlton School Director,  
15   and Department Chairs within the College. Other members may be added at the discretion of the  
16   Dean.

17           **F Engineering Staff Advisory (ESA) Committee**

18   The ESA Committee shall advise the Dean on matters concerning the college staff. It is  
19   comprised of 11 members. Members of the committee and its chair are appointed for two-year  
20   terms by the Dean, and will include representation from staff throughout the College and the  
21   COE Human Resources Director. The Committee will select a rotating chair.

22           **G Faculty Professional Leave (FPL) Committee**

23   The FPL Committee shall advise the Dean on applications for FPL. It is comprised of seven  
24   members at the rank of Associate Professor and/or Professor appointed for two-year terms by the  
25   Dean. The Associate Dean of Faculty Affairs shall serve as the committee chair.

26           **H Research Committee**

27   The Research Committee shall advise the Dean on matters concerning the College's research  
28   strategy, programs, and research centers. The Research Committee is chaired by the Associate  
29   Dean for Research, and includes directors of major college research centers and other faculty  
30   members, as invited by the Associate Dean for Research, so as to provide representation across  
31   the College.

32           **I Other Committees**

33   The Dean, the Faculty of the College, or the College Committee on Academic Affairs may each  
34   establish or abolish additional committees and subcommittees. The individual or group that  
35   establishes a committee or subcommittee has the primary responsibility to abolish it when it is no  
36   longer needed. Ordinarily such committees and subcommittees should be established with a  
37   specific charge and for a limited period of existence, but some will be standing committees, or

1 standing subcommittees of the Committee on Academic Affairs. Faculty members of the  
2 standing subcommittees of the Committee on Academic Affairs shall be appointed by the Dean.  
3 At least one member of each standing subcommittee of the College Committee on Academic  
4 Affairs should also be a member of the College Committee on Academic Affairs. Annually, the  
5 Secretary of the College shall distribute to each faculty member the membership of each standing  
6 committee and of each standing subcommittee of the Committee on Academic Affairs.  
7

## 8 **J Student Participation on College of Engineering Committees**

- 9 1 Policy: It is the policy of the Faculty that students serve on committees of the College  
10 except where student input would not substantially enhance the effectiveness of the  
11 committee, where the business of the committee has insubstantial effect on student  
12 interests, or where compelling reasons require exclusion. Appointments of students to  
13 committees should be made only after consultation with representatives of appropriate  
14 student organizations. Student committee members are voting members.  
15
- 16 2 Lists of Interested Students: The Associate Dean for Academic Programs and Student  
17 Services shall at least annually make known to the students associated with the College,  
18 including students in graduate and advanced professional degree programs, opportunities  
19 for participation in the committee work of the College. The Associate Dean shall devise  
20 convenient means for students to indicate their interest in such participation and shall,  
21 from time-to-time, compile lists of those who have done so. All student appointments to  
22 committees shall be made from these lists, each student first having been informed of the  
23 nature of the committee and the normal workload associated with membership.  
24
- 25 3 Committee on Academic Affairs: The lists referred to in paragraph [XVI.A.6](#) of this POA  
26 document shall be made available to the Chair of the Committee on Academic Affairs  
27 who shall appoint from the lists one undergraduate student and one graduate student to  
28 the Committee for terms of office not to exceed one year. Unless otherwise determined  
29 by the Committee, at least one student shall serve on each of its subcommittees. These  
30 student members of the subcommittees, who need not be members of the Committee,  
31 shall be appointed in the same manner by the Chair of the Committee on Academic  
32 Affairs for terms not to exceed one year. Student members of the Committee on  
33 Academic Affairs or its subcommittees shall not participate in matters referred to in  
34 paragraph XVI.A.6 of this appendix.

1           **XVII           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           **A Purpose**

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

9           **B 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           **C 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

1 a high-level overview of the research plan and business plan, and recommending an  
2 initial Director and initial Faculty Advisory Committee. The cover letter should state  
3 whether the proposed center is a college-level or university-level center.

4 (b) Draft Pattern of Administration (POA) including details about the goals, mission, scope,  
5 history, research plan, affiliated faculty, governance, and organizational structure, staff,  
6 5-year budget and financial projections, space and facilities (including major equipment),  
7 and, performance metrics.

8 (c) Proposed budget and financial projections.

9 (d) Supporting document providing detail to back up the POA, including CV's of Center  
10 leadership, affiliated faculty and FAC nominees; budget; evaluation criteria; and any  
11 history of collaboration.

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

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

#### 27 **D Procedure for Establishment of a University Center or Institute.**

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

#### 39 **E Appointment of College Center Directors**

40 The Center Director shall be the administrative head of a College center and represents the  
41 members of the center to the Dean or others in the university administration. The director is  
42 responsible for leading the center in developing and maintaining a robust, high-quality program.  
43 The Director will have general administrative responsibility for the Center, subject to the

1 approval of the Dean. The director is appointed by the Dean, and appointments are generally for  
2 a period of four years. A director shall be eligible for reappointment. The Center Director  
3 reports to the Dean, or an Associate Dean if so directed by the Dean.

#### 4 **F Reporting and Review of College Centers**

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

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

18  
19 The center will prepare a self-study document that contains:

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

24  
25 Upon receipt of the self-study, the evaluating committee will discuss and assess the self-study  
26 with a focus on:

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

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

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

1           **G Change of Status of College Centers**

2   Any change of a College center's status will be reported to the Office of Academic Affairs by the  
3   Associate Dean for Research.

4

1           **XVIII           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 Time Off [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 TIU Head 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 TIU Head and Dean.  
41

1           **XIX     Appendix D College of Engineering Faculty Professional Leave Policy**

2           The following statement is intended to provide the procedures and criteria under which  
3           the college of Engineering may implement the Faculty Professional Leave Program  
4           established by the September 9, 1977 resolution of the Board of Trustees of The Ohio  
5           State University.

6           **A Objectives**

7           The goal of professional leave is to increase the scholarly competence of our faculty.  
8           Such leave, available after seven years of employment, permits tenured faculty to utilize  
9           up to a year to revitalize existing scholarly capabilities, to explore new avenues of  
10          scholarship, or to formalize a significant body of scholarship.

11          **B Established By**

12          BOT Resolution No. 78-21 "Faculty Professional Leave Program" based on Statute  
13          3345.28 of the Ohio Revised Code.

14          **C Procedures**

15          Requests for professional leave from eligible faculty members will be reviewed at the  
16          departmental or school level according to established departmental procedures. The  
17          department chairperson or school director will submit the approved requests (in rank  
18          order) with his/her recommendations to the Dean. Requests that reach the Dean will be  
19          reviewed by a college faculty review committee that will rank them in priority order and  
20          submit them to the Dean with their recommendations for the Dean's submission to the  
21          provost.

22          **D Criteria**

23          The eligibility and conditions for professional leaves are specified in the Board of Trustees  
24          resolution governing the Faculty Professional Leave Program. Highest priority in the  
25          review process will be given to those applicants who have a positive record of  
26          achievement, service, and commitment to the University and can show the benefits of the  
27          requested leave to their continuing professional development and to the University.

28  
29          Specifically, the committee assesses applications based on:

30                 (1) the degree to which the proposed activity meets the stated objectives of the  
31                 Professional Leave Program, which are:

32                         a) faculty can enhance their teaching effectiveness, scholarly interests  
33                         and overall performance.

34                         b) the University's academic programs can be strengthened and developed.

35                 (2) The degree to which the applicant's goals can realistically be achieved during the  
36                 period requested.

37          In the event that the number of qualified applicants exceeds the number of leaves

1 available, applicants will be judged on quality of the proposal and elapsed time since their  
2 last leave.

3 **E Contents**

4 The application should follow the form provided by the Office of Academic Affairs. The  
5 application should provide the committee with (1) a clear indication of the activity to be  
6 undertaken during the leave, (2) insight into the motivation for the leave, and (3) the expected  
7 outputs and outcomes to be realized from the leave experience. Specific items of information  
8 required include:

9  
10 Application should be as specific as possible about planned activity. Other things  
11 being equal, relocation, travel or a significant change in responsibilities is most highly  
12 regarded. Although there are many advantages to spending the Professional Leave at  
13 other institutions, it is acceptable to remain in Columbus if the plan for the leave can  
14 be carried out satisfactorily.

15  
16 Leaves to "write a proposal, complete a paper, or re-organize course material" are not  
17 generally acceptable since these activities are part of the normal duties of a regular  
18 faculty member in Engineering. However, if, for example, the completion of anyone of  
19 these activities could not be accomplished without extensive visits to or residency at a  
20 sister institution, time away from campus, etc. a Professional Leave could be  
21 appropriate.

22  
23 Letter of invitation or support from sponsors of the planned leave activity is particularly  
24 effective in clarifying the intended experience. Where preparation of a book manuscript  
25 is the objective, some indication of the expected outcomes is highly desirable.

26 Industrial experience of a significant nature can be particularly appropriate use of  
27 Professional Leave.

28 **F Report**

29 Following the leave, a written report is expected to the Office of the Associate Dean for  
30 Academic Affairs in the College of Engineering, summarizing the accomplishments during the  
31 leave period. See the OAA handbook for additional guidance concerning the expected content  
32 of the report.

33  
34 Revised 10/18/2021

1           **XX           Policy on Appointment of Associate Chairs/Directors**

- 2   1. The size and/or the nature of the business of an academic unit may indicate that the  
3    appointment of an associate chair/director is appropriate.  
4
- 5   2. The chair/director of an academic unit desiring the appointment of an associate chair/director  
6    must submit a written request of the Dean explaining the rationale for the appointment.  
7
- 8   3. The Dean possesses the authority to approve or deny the request for the appointment of an  
9    associate chair/director.  
10
- 11   4. Associate chairs/directors must hold the minimum faculty rank of associate professor, and be  
12    a regular 1.00 FTE nine month faculty person.  
13
- 14   5. The position of associate chair/director must be described in the unit’s *Pattern of*  
15    *Administration*, including the procedure by which the associate chair/director is selected.  
16
- 17   6. The appointment of an associate chair/director must be to the University classification of  
18    “Associate Chair/Director,” at the appropriate FTE. The unit is responsible for funding the  
19    appointment.  
20
- 21   7. During the regular academic year, August 15 through May 15, an associate chair/director is  
22    to be appointed for not less than 0.25 FTE and not more than 0.75 FTE.  
23
- 24   8. During the summer, an associate chair/director appointment cannot exceed a cumulative total  
25    of two months at 1.00 FTE.  
26
- 27   9. The ending date of an associate chair/director appointment cannot extend beyond that of the  
28    appointment of the incumbent chair/director of the unit.  
29
- 30   10. The associate chair/director of the unit serves at the pleasure of the unit’s chair/director.  
31
- 32   11. Associate chairs/directors may receive a 10% administrative supplement for their service as  
33    an associate chair/director (the supplement will be added to the FTE associated with the  
34    associate chair/director appointment only, including any summer stipend).  
35
- 36   12. The duties and responsibilities of an associate chair/director are to be adjusted by the  
37    chair/director to accommodate the administrative nature of the associate chair’s/director’s  
38    appointment.  
39