

**PATTERNS OF ADMINISTRATION  
FOR THE DEPARTMENT OF MANAGEMENT SCIENCES  
FISHER COLLEGE OF BUSINESS**

Approved by vote of Faculty

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## INTRODUCTION

This document provides a brief description of the Department of Management Sciences as well as a description of its policies and procedures. It supplements the Rules of the University Faculty, and other policies and procedures of the University to which the department and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document.

This Pattern of Administration is subject to continuing revision. It must be reviewed and either revised or reaffirmed on appointment or reappointment of the department chair. However, revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the college office and the Office of Academic Affairs.

## DEPARTMENT MISSION

The Department of Management Sciences focuses on managerial decision-making that is relevant to service and manufacturing organizations across the globe. This focus is apparent in scholarship, teaching and service, and is most salient in two areas (1) improving both process and systems operational performance across the supply chain, and (2) effective decision making in organizations. Our course offerings in both operations management and decision sciences emphasize management issues using data-driven decision making approaches that influence leadership decisions. Such analytical capability supports both continuous process improvement and systems improvement in service and manufacturing organizations. Our research reflects faculty expertise in the areas of managerial decision making and process and systems performance improvement that is published in highly regarded research journals. Our faculty members are known as leaders in their respective scholarly communities.

## ACADEMIC RIGHTS AND RESPONSIBILITIES

In April 2006, the university issued a reaffirmation of academic rights, responsibilities, and processes for addressing concerns. This statement can be found on the Office of Academic Affairs website, <http://oaa.osu.edu/rightsandresponsibilities.html>.

## FACULTY

Faculty Rule 3335-5-19 <https://trustees.osu.edu/university-faculty-rules/3335-5> defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of this department include (tenure track and clinical) faculty with compensated FTEs of at least 50% in the department. Associated faculty (senior lecturers and lecturers), emeritus faculty, and faculty joint appointees with FTEs below 50% in this department may be invited to participate in

discussions on non-personnel matters, but may not participate in personnel matters, including hiring, promotion and tenure reviews, and may not vote on those matters.

The Department of Management Sciences has clinical faculty. Clinical faculty titles are assistant professor of clinical management sciences, associate professor of clinical management sciences, and professor of clinical management sciences. Clinical faculty may vote on all matters of department governance except hiring, promotion and tenure decisions for tenure track faculty.

Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in this department is provided in the Appointments, Promotion and Tenure Document available at <https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure>.

## **OVERVIEW OF DEPARTMENTAL ADMINISTRATION & DECISION-MAKING**

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

### **DEPARTMENT ADMINISTRATION**

#### **CHAIR**

The Chairperson of Management Sciences shall be the presiding officer of the Department. In the absence of the Chairperson, the duties of the presiding officer shall be assigned by the Chair to a tenured member of the Department.

The Chairperson of Management Sciences is recommended by the Dean of the Fisher College of Business after consultation with the members of the Department. Appointment of the Chair requires the approval of the Board of Trustees. The term of appointment is for a period up to, but not exceeding, four years. Appointments may be renewed.

The primary responsibilities of the chair are set forth in Faculty Rule 3335-3-35, <https://trustees.osu.edu/university-faculty-rules/3335-3>. This rule requires the chair to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content. The rule, along with Faculty Rule 3335-6, <https://trustees.osu.edu/university-faculty-rules/3335-6>, also requires the chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to promotion and tenure.

Other responsibilities of the chair, not specifically noted elsewhere in this Pattern of Administration, are summarized below.

- To have general administrative responsibility for department programs, subject to the approval of the dean of the college, and to conduct the business of the department efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.
- To plan with the members of the faculty and the dean of the college a progressive program; to encourage research and educational investigations.
- To evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty.
- To evaluate faculty members annually in accordance with both university and department established criteria; to inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their department and to place in that file a response to any evaluation, comment, or other material contained in the file.
- To recommend appointments, promotions, tenure, dismissals, and matters affecting members of the department faculty to the dean of the college, in accordance with procedures set forth in Faculty Rule 3335-6 ( <https://trustees.osu.edu/university-faculty-rules/3335-6>) and the college's Appointments, Promotion and Tenure Document.
- To see that all faculty members, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of morale.
- To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.

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

Operational efficiency requires that the chair exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of department academic goals, however, is most successful when all faculty members participate in discussing and deciding matters of importance. The chair will therefore consult with the faculty on all educational and academic policy issues and will respect the principle of majority rule. When a departure from

majority rule is judged to be necessary, the chair will explain to the faculty the reasons for the departure, ideally before action is taken.

## COMMITTEES

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

### 1) Standing Committees

#### a) Decision Sciences Curriculum Committee

##### i) Purpose

The Decision Sciences Curriculum Committee is responsible for curriculum development and evaluation of the graduate and undergraduate course offerings in operations research and statistics. The Committee is also responsible for identifying the needs of the Fisher College of Business and the business world for instruction in Decision Sciences, responding to that need by designing the appropriate curricula, facilitating the coordination between the Department and other faculties on campus regarding instruction in Decision Science, recommending new and improved methods for teaching Decision Science (including computer interaction).

##### ii) Composition

The Committee shall consist of a Chair and all faculty members of the Department teaching Decision Science courses for at least fifty percent of their teaching load, plus any others appointed by the Chair of the Department as deemed necessary and appropriate. The committee will include one faculty member from operations management. The Committee Chair shall be a member of the Department teaching at least fifty percent of his/her teaching load in Decision Science.

##### iii) Appointment

The Chair of the Department shall appoint the Committee Chair and members. The Appointment of the Committee Chair shall be for one year, renewable. Appointment of the members meeting the teaching requirements is automatic. Other appointments, if deemed necessary by the Chair of the Department, shall be for one year.

iv) Meetings

Meetings shall be held as deemed necessary by the Committee Chair, as directed by the Chair of the Department, or as directed by action of the Department when assembled in a meeting.

b) Operations Management Undergraduate Committee

i) Purpose

The Operations Management Undergraduate Committee is responsible for curriculum development and evaluation of the undergraduate major in Operations Management / Purchasing, and other undergraduate courses in Operations Management. The Committee is also responsible for identifying the needs of the Fisher College of Business and the business world for instruction in Operations Management, responding to that need by designing the appropriate curricula, facilitating the coordination between the Department and other faculties on campus regarding instruction of operations management, recommending new and improved methods for teaching operations management (including computer interaction).

ii) Composition

The Committee shall consist of a Chair and all faculty members of the Department teaching Operations Management undergraduate courses plus any others appointed by the Chair of the Department as deemed necessary and appropriate. The committee will include one faculty member from Decision Sciences. The Committee Chair shall be a member of the Department teaching at least fifty percent of his/her teaching load in Operations Management undergraduate courses.

iii) Appointment

The Chair of the Department shall appoint the Committee Chair and members. The appointment of the Committee Chair shall be for one year, renewable. Appointment of the members meeting the teaching requirements each year is automatic. Other appointments, if deemed necessary by the Chair of the Department, shall be for one year.

iv) Meetings

Meetings shall be held as deemed necessary by the Committee Chair, as directed by the Chair of the Department, or as directed by action of the Department when assembled in a meeting.

c) Administrative Committee

i) Purpose

The Administrative Committee is responsible for providing counsel to the Chair of the Department on administrative matters and providing advisory input to the chair on annual reviews of the department's academic program coordinator and program assistant(s).

ii) Composition

The Committee shall consist of two or more faculty appointed by the chair.

iii) Appointment

The appointments of the members are for one year and will rotate annually.

iv) Meetings

Meetings shall be held as deemed necessary by the Chair of the Department or as directed by action of the Department when assembled in a meeting.

d) Management Sciences MBA and Specialized Masters Committee

i) Purpose

This Committee is responsible for curriculum development and evaluation of graduate courses in Management Sciences. The Committee is also responsible for identifying the needs of the Fisher College of Business and the business world for instruction in Management Sciences, responding to that need by designing the appropriate curricula, facilitating the coordination between the Department and the Marketing and Logistics faculty regarding the Operations and Logistics major, and coordination with other faculties on campus regarding instruction of operations management, recommending new and improved methods for teaching operations management.

ii) Composition

The Committee shall consist of a Chair and all faculty members of the Department teaching Management Sciences graduate courses plus any others appointed by the Chair of the Department as deemed necessary and appropriate. The Committee Chair shall be a member of the Department.



iii) Appointment

The Chair of the Department shall appoint the Committee Chair and members. The appointment of the Committee Chair shall be for one year, renewable. Appointment of the members meeting the teaching requirements each year is automatic. Other appointments, if deemed necessary by the Chair of the Department, shall be for one year.

iv) Meetings

Meetings shall be held as deemed necessary by the Committee Chair, as directed by the Chair of the Department, or as directed by action of the Department when assembled in a meeting.

e) Ph.D. Committee

i) Purpose

The Ph.D. Committee is responsible for curriculum development and evaluation of the Ph.D. programs in the department. The Committee oversees and coordinates curriculum, admissions, testing, and other activities for Ph.D. programs.

ii) Composition

The Committee shall consist of a Chair and all tenured or tenure track faculty members of the Department.

iii) Appointment

The Chair of the Department shall appoint the Committee Chair. The appointment of the Committee Chair shall be for one year, renewable. Appointment of the members meeting the faculty criterion each year is automatic. Other appointments, if deemed necessary by the Chair of the Department, shall be for one year.

iv) Meetings

Meetings shall be held as deemed necessary by the Committee Chair, as directed by the Chair of the Department, or as directed by action of the Department when assembled in a meeting. It is expected that most meetings will be in subcommittee.

f) Specialized Masters (MBOE) Committee

i) Purpose

This Committee is responsible for curriculum development and evaluation of graduate courses in the Masters of Business Operational Excellence (MBOE) program. The committee is also responsible for administrative matters regarding this program.

ii) Composition

The Committee shall consist of the Academic Program Chair and two appointed faculty members.

iii) Appointment

The Academic Program Chair is appointed by the dean in consultation with the Chair of the Department for a term of three years. The Chair of the Department shall appoint the other members for a term of one year, renewable. Other appointments, if deemed necessary by the Chair of the Department, shall be for one year.

iv) Meetings

Meetings shall be held as deemed necessary by the Academic Program Chair, as directed by the Chair of the Department, or as directed by action of the Department when assembled in a meeting.

2) Ad Hoc Committees

a) Search Committees

i) Purpose

A Search Committee shall be established whenever the need exists to fill a vacancy occurring in the Department. The Committee will be responsible for facilitating the search for candidates for such a vacancy. The Committee shall act in accordance with University Policy; the Fisher College Appointment, Promotion, and Tenure Review Document; receive and circulate vitae of prospective candidates; recommend a suitable number of candidates for interview; coordinate the on-site visits of candidates; and, based on faculty opinion, rank order the interviewed candidates.

ii) Composition

Each Search Committee will consist of a Chair and two or more members, normally members of the Department.

iii) Appointment

The Chair of the Search Committee shall be appointed by the Chair of the Department. The members shall be appointed by the Chair of the Department in consultation with the Chair of the Search Committee. The appointments shall extend for a period necessary to carry out the charge. At the time of appointment, the Search Committee Chair shall designate one member of the Committee as Affirmative Action Advocate. All search committees will be trained in implicit bias.

iv) Meetings

Meetings shall take place as deemed necessary by the Committee Chair or the Chair of the Department. Appropriate records as deemed necessary by University regulations shall be kept by the Chair of the Committee.

b) Promotion and Tenure Review Committee

i) Purpose

A Promotion and Tenure Review Committee (Committee of Eligible Faculty) shall be established whenever a member of the Department is put forward for possible promotion or must be reviewed as part of the mandatory review process for untenured faculty. The chair of the promotion and tenure review committee shall be appointed by the Chair of the Department.

ii) Composition

Each Promotion and Tenure Review Committee will consist of all faculty eligible to review and vote on a given case as specified in the Fisher College Appointment, Promotion, and Tenure Review Document.

iii) Procedural Oversight

The Department Chair assigns the Procedures Oversight Designee for the purposes of promotion and tenure review.

iv) Meetings

Meetings shall be conducted as needed and in accordance with the Fisher College Appointment, Promotion, and Tenure Review Document.

c) Faculty Professional Leave Committee

i) Purpose

A Faculty Professional Leave Committee shall be established whenever a member of the Department requests a Faculty Professional Leave.

ii) Composition

Each Faculty Professional Leave Committee will consist of three tenured faculty as appointed by the department chair. The department chair will appoint one member as chair of the Faculty Professional Leave Committee.

iii) Procedural Oversight

The Chairperson assigns one member as the Procedures Oversight Designee for the purposes of reviewing the Faculty Professional Leave request.

iv) Meetings

Meetings shall be conducted as needed by the committee and in accordance with the Fisher College Appointment, Promotion, and Tenure Review Document.

3) Other Ad Hoc Committees

Other Ad Hoc Committees may be established as deemed necessary by the Chair of the Department or as directed by action of the Department when assembled in a meeting.

## **FACULTY MEETINGS**

The chair will provide to the faculty a schedule of department faculty meetings at the beginning of each academic term. The schedule will provide for at least one meeting per semester. A call for agenda items and completed agenda will be delivered to faculty by e-mail before a scheduled meeting. Reasonable efforts will be made to call for agenda items at least seven days before the meeting, and to distribute the agenda by e-mail at least three business days before the meeting. A meeting of the department faculty will also be scheduled on written request of 25% of the department faculty. The chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. The chair will distribute minutes of faculty meetings to faculty

by e-mail—within seven days of the meeting if possible. These minutes may be amended at the next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes.

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

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

Either the chair or one-third of all faculty members eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance. For purposes of a formal vote, a matter will be considered decided when a particular position is supported by at least a majority of all faculty members eligible to vote. Balloting will be conducted by mail or email when necessary to assure maximum participation in voting. When conducting a ballot by mail or email, faculty members will be given one week to respond.

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

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

## **DISTRIBUTION OF FACULTY DUTIES AND RESPONSIBILITIES**

The department adheres to the policies set forth in the Fisher College of Business Distribution of Faculty Duties and Responsibility: Workload Policy. All duties and responsibilities including teaching, research and service are outlined in the appendix of the Fisher College of Business POA [https://oaa.osu.edu/sites/default/files/uploads/governance-documents/college-of-business/Business\\_POA\\_2016-11-17.pdf](https://oaa.osu.edu/sites/default/files/uploads/governance-documents/college-of-business/Business_POA_2016-11-17.pdf).

The Office of Academic Affairs requires departments to have guidelines on the distribution of faculty duties and responsibilities (See the OAA [Policies and Procedures Handbook](https://oaa.osu.edu/policies-and-procedures-handbook), <https://oaa.osu.edu/policies-and-procedures-handbook>).

During on-duty periods, faculty members are expected to be available for interaction with students, research, and departmental meetings and events even if they have no formal course assignment. The following policies about office hours apply during fall and spring semesters, and also to faculty teaching classroom courses during other periods. Faculty who are on-duty, but not teaching a

classroom course, are expected to hold office hours by announced schedule or by request, for at least one hour per week. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave or on approved travel.

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

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

### **SPECIAL ASSIGNMENTS**

Information on special assignments (SAs) is presented in the Office of Academic Affairs [Special Assignment Policy](#). The information provided below supplements these policies.

Untenured faculty will normally be provided an SA for research for one semester, during their probationary period. Reasonable efforts will be made to award SA opportunities to all other faculty members subject to the quality of faculty proposals, including their potential benefit to the department or university, and the need to assure that sufficient faculty are always present to carry out department work. The department's administrative committee will evaluate all SA proposals and make recommendations to the chair. The chair's recommendation to the dean regarding an SA proposal will be based on the quality of the proposal and its potential benefit to the department or university and to the faculty member as well as the ability of the department to accommodate the SA at the time requested.

### **PARENTAL MODIFICATION OF DUTIES**

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

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

## **COURSE OFFERINGS & TEACHING SCHEDULES**

The department chair will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty, both collectively and individually. While every effort will be made to accommodate the individual preferences of faculty, the department's first obligation is to offer the courses needed by students at times and in formats, including on-line instruction, most likely to meet student needs. To assure classroom availability, reasonable efforts must be made to distribute course offerings across the day and week. To meet student needs, reasonable efforts must be made to assure that course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by Faculty Rule 3335-8-16 (<https://trustees.osu.edu/university-faculty-rules/3335-8>) will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester. Finally, to the extent possible, courses required in any curriculum or courses with routinely high demand will be taught by at least two faculty members across semesters of offering to assure that instructional expertise is always available for such courses.

## **ALLOCATION OF DEPARTMENT RESOURCES**

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

## **LEAVES & ABSENCES**

The university's policies and procedures with respect to leaves and absences are set forth in the Office of Academic Affairs [Policies and Procedures Handbook](https://oaa.osu.edu/policies-and-procedures-handbook) (<https://oaa.osu.edu/policies-and-procedures-handbook>) and Office of Human Resources Policies and Forms website, <https://hr.osu.edu/policies-forms>. The Department of Management Sciences adheres to policies established by Fisher College of Business with respect to leave of absences.

### **Discretionary Absence**

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

(See Faculty Rule 3335-5-08 at <https://trustees.osu.edu/university-faculty-rules/3335-5>) and must be requested at <https://eleave.osu.edu/>.

### **Absence for Medical Reasons**

When absences for medical reasons are anticipated, faculty members are expected to complete an Application for Leave form as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the chair know promptly so that instructional and other commitments can be managed. Faculty members are always expected to use sick leave for any absence covered by sick leave (personal illness, illness of family members, medical appointments). Sick leave is a benefit to be used—not banked. For additional details see OHR Policy 6.27, <https://hr.osu.edu/wp-content/uploads/policy627.pdf>.

### **Unpaid Leaves of Absence**

The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of absence are set forth in OHR Policy 6.45, <https://hr.osu.edu/wp-content/uploads/policy645.pdf>. The Department of Management Sciences adheres to policies established by Fisher College of Business with respect to unpaid leave of absence.

### **Faculty Professional Leave**

Information on faculty professional leaves is presented in the OAA Policy on Faculty Professional Leaves (<https://oaa.osu.edu/assets/files/documents/facultyprofessionalleave.pdf>). The information provided below supplements these policies.

Request for leave are due to the department chair by March 1 of the preceding academic year. The chair appoints an ad hoc departmental committee consisting of no more than three tenured faculty that will review all requests for faculty professional leave and make a recommendation to the department chair based on the following criteria:

1. The extent to which the leave will be used for professional development of new skills and/or experiences
2. The extent to which the activities pursued on the leave will enhance the reputation of the department, college, and university
3. The length and timing of the leave is one to two semesters and may not bridge academic years.

The ad hoc committee's recommendation will be shared with tenured faculty for approval and comment. That vote and supporting discussion will be advisory to the chair.

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



## **SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY**

Information on faculty supplemental compensation is presented in the OAA Policy on Faculty Compensation (<http://oaa.osu.edu/assets/files/documents/facultycompensation.pdf>). Information on paid external consulting is presented in the university's Policy on Faculty Paid External Consulting (<http://oaa.osu.edu/assets/files/documents/paidexternalconsulting.pdf>). The information provided below supplements these policies.

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

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

Should a faculty member wish to use a textbook or other material that is authored by the faculty member and the sale of which results in a royalty being paid to him or her, such textbook or material may be required for a course by the faculty member only if the department chair and dean or designee have approved the use of the textbook or material for the course taught by the faculty member.

## **FINANCIAL CONFLICTS OF INTEREST**

Information on faculty supplemental compensation is presented in the university's Policy on Faculty Financial Conflict of Interest (<https://oaa.osu.edu/sites/default/files/uploads/policies/Faculty-Financial-Conflict-of-Interest.pdf>). A conflict of interest exists if financial interests or other opportunities for tangible personal benefit may exert a substantial and improper influence upon a faculty member or administrator's professional judgment in exercising any university duty or responsibility, including designing, conducting or reporting research.

Faculty members with external funding or otherwise required by university policy are required to file conflict of interest screening forms annually and more often if prospective new activities pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to cooperate

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

## **GRIEVANCE PROCEDURES**

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

### **Salary Grievances**

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

Faculty members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter may be eligible to file a more formal salary appeal (the Office of Academic Affairs Policies and Procedures Handbook, <https://oaa.osu.edu/policies-and-procedures-handbook>).

Staff members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter should contact Employee and Labor Relations in the Office of Human Resources ( <https://hr.osu.edu/services/elr/>).

### **Faculty Misconduct**

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04, <https://trustees.osu.edu/university-faculty-rules/3335-5>.

### **Faculty Promotion and Tenure Appeals**

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05, <https://trustees.osu.edu/university-faculty-rules/3335-5>.

### **Sexual Misconduct**

The university's policy and procedures related to sexual misconduct are set forth in OHR Policy 1.15, <http://hr.osu.edu/policy/policy115.pdf>.

### **Student complaints**

Normally, student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students

with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring complaints about courses and instructors to the department chair, the chair will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the chair will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty. If confidentiality is required, the chair will explain that it is not possible to fully investigate a complaint in such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid or not.

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

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

### **Code of Student Conduct**

In accordance with the Code of Student Conduct ( <https://trustees.osu.edu/bylaws-and-rules/code>), faculty members will report any instances of academic misconduct to the Committee of Academic Misconduct.