



COLLEGE OF
EDUCATION AND
HUMAN ECOLOGY

PATTERN OF ADMINISTRATION

2013

Submitted by
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Approved by the Faculty
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**THE OHIO STATE UNIVERSITY
COLLEGE OF EDUCATION AND HUMAN ECOLOGY
2013 PATTERN OF ADMINISTRATION**

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COLLEGE OF EDUCATION AND HUMAN ECOLOGY 2013 PATTERN OF ADMINISTRATION

I. Preamble

This document provides a brief description of the structure of the College of Education and Human Ecology, as well as a description of its policies and procedures. Its purpose is to facilitate the orderly conduct of the business of the faculty of the College of Education and Human Ecology. College policies will be consistent with university policies; this document supplements the “Rules of the University Faculty,” (www.trustees.osu.edu/ChapIndex/index.php), the Office of Academic Affairs policies and procedures, (<http://oaa.osu.edu/policiesprocedureshandbook.html>), and any additional policies and procedures established by the university to which the college, schools/departments and faculty are subject. In turn, departmental policies and procedures will be consistent with those of the college as described in this document.

This pattern of administration (POA) is subject to continuing revision and structured to meet the goals and mission of the university as a whole and the interests of the college as outlined in its mission, vision, and strategic goals. The POA must be reviewed and either revised or reaffirmed on appointment or reappointment of the college dean. However, revisions may be made at any other time with a written or electronic ballot.

A secondary purpose of the POA is to communicate to faculty, staff and students what the college offices do and how they function. As such, it is but one piece in overall college communication. That is, the dean also holds an open college meeting at least once a year with faculty and staff, department chairs and center directors to communicate major research and teaching initiatives, along with numerous other channels of communication. Simultaneously, it is the responsibility of faculty and staff to communicate awards, patents, leaves, consults, and all other major initiatives and accomplishments to their department chairs, center directors or supervisors and the Advancement Office. Further description of college office roles are described herein.

INTRODUCTION

The college is composed of three academic departments. These departments, or tenure initiating units (TIU), are –

- The Department of Educational Studies (ES),
- The Department of Human Sciences (HS), and
- The Department of Teaching and Learning (T&L).

The academic leaders of departments are department chairs, who report directly to the dean, and all are expected to work together as One College.

Each department is required to have a pattern of administration. The college POA clarifies the academic responsibilities and decision-making authority of the dean as the administrative head of the college. It also clarifies the relationship of the dean’s office to the departments and their leadership. The POA documents of the departments and College of Education and Human Ecology are intended to align, complement, and support each other, i.e., they should be

consistent with the mission, values, vision, and strategic plan of the CEHE and the university at large.

The college recognizes the concept of shared governance with the presumption favoring faculty leadership on those matters in which faculty have primary responsibility, including curriculum, subject matter and methods of instruction, faculty status (type of appointment, promotion and tenure of faculty), and those aspects of student life related to the educational process, e.g., living and learning. This includes annual departmental oversight of curriculum and learning outcomes.

Consistent with the concept of shared governance, the dean consults with faculty about strategic planning and major college initiatives. Similarly, the faculty consults with the dean on matters related to degrees and programs.

COLLEGE MISSION, VISION, AND CORE VALUES

The Ohio State University is among the world's truly great universities—advancing the well-being of the people of Ohio and the global community through the creation and dissemination of knowledge. Four core elements are seen as critical components in terms of achieving the university's goals:

- *Becoming a national leader in the quality of our academic programs;*
- *Becoming universally recognized for the quality of the learning experience we offer our students;*
- *Creating an environment that truly values and is enriched by diversity;*
- *Expanding the land-grant mission to address our society's most compelling needs.*

The College of Education and Human Ecology defines its mission within those guidelines and with the intent of continuing its position nationally and internationally as one of the premiere colleges of its kind.

Mission

The mission of the College of Education and Human Ecology is consistent with the land-grant mission to build upon a tradition of excellence in promoting outstanding teaching, research, and service/engagement that significantly and positively impacts individuals, families, schools, and consumers within our global communities. The foundation of the college's mission is a holistic ecosystems approach coupled with research and scholarship. Research informs our teaching and service/community engagement activities linking discovery, creativity, and practice, and is itself a specialized form of teaching that guides students and faculty in their search for new knowledge. Outstanding teaching is expected and highly valued in this college. The undergraduate mission, centered on education and other applied human sciences, focuses on building and maintaining high-quality undergraduate majors that prepare students for their selected professions. The graduate mission is focused upon achieving national and international distinction in research and training for each of the specialty areas offered by the college. The service/community engagement and extension mission is informed by our own and other peer-reviewed research.

Vision

Our vision is to lead institutional efforts to extend and improve lifelong learning and lifespan development toward a better quality of life across our diverse society. We are a center

of excellence in research and scholarly programs focusing on the complex, contemporary issues affecting individuals, families, schools, and consumers in our global communities.

Core Values

The college derives its mission, vision, core values, and practices from “The Rules of Engagement” as proffered by President E. Gordon Gee October 29, 2007. The college further derives its mission and vision from a set of eight core values. These values influence college relationships and decisions as they relate to faculty, staff, and student appointments and reviews, policy formation and implementation, and overall decision making.

- 1) *Research*: The college is committed to the production and critical interpretation of high quality peer-reviewed research and to the notion that this high level of inquiry supports all of our activities. Research is interrelated with theory development, practice, pedagogy, community relations, preparation, and all aspects of professional development.
- 2) *Educating Professionals*: The college is committed to the highest-quality preparation of professional educators, academic researchers, scientists, clinical and other wellness practitioners, and leaders to assume positions in schools, universities, communities, business and industry, government, and private/public organizations whose primary purposes are consistent with the mission of the college.
- 3) *Diversity and Equity*: The college is committed to celebrating and learning from our diversity, broadly defined, as reflected in local, national, and global demographics and to promoting equity in terms of gender, race, age, ethnicity, physical ability, sexual identity and sexual orientation.
- 4) *Collaboration*: The college is committed to building relationships with and for professional and community-based constituencies and fostering integrated and interdisciplinary activities among and between faculty, staff and professionals.
- 5) *Professional Development*: The College is deeply committed to ongoing professional development of its faculty and staff to promote the highest level of professional practice.
- 6) *Policy Formulation*: The College is committed to participating in policy formation to improve quality of life and to guide professional practice.
- 7) *Technology*: The College is committed to the innovative integration of e-learning and other technology into our programs and to developing, promoting, and monitoring policies about technology and technology use to further ensure excellence in achieving our mission.
- 8) *Land-Grant Mission*: The College is committed to serving the citizens of the State of Ohio, the U.S., and the world through the land-grant mission of teaching, research, and service as demonstrated through community engagement and extension.

Philosophy of Practice

Taken together, the College of EHE shall implement the mission, vision and core values through the practice of collaborative and interdisciplinary work across perspectives and areas of expertise through a holistic ecosystems framework. Our focus shall be on the problems that plague so many children, families, schools and communities. We shall bring to bear the promises of education sciences and the human sciences for creating a better life for all. Our aim is to foster excellence in all areas of effort and to move this outstanding college to greater national eminence.

COLLEGE APPOINTMENTS

Criteria and Procedures for Faculty Appointments

Faculty Appointments

The faculty of the College of Education and Human Ecology is composed of tenure-track faculty members, clinical faculty members and associated faculty members as defined by the *Rules of the University Faculty*.

A. Tenure-track Faculty

The tenure-track faculty within the College of Education and Human Ecology is comprised of all persons with the title of Professor, Associate Professor, Assistant Professor, and Instructor who have appointments involving at least 50 percent salaried appointment in the College of Education and Human Ecology. *These are the tenured or probationary tenure-track faculty.* Tenure track faculty members are expected to contribute to the university's mission by teaching, research, scholarship, and service. When a faculty member's contributions decrease in one of these three areas, additional activity in one or both of the other areas is expected. Details concerning tenured and probationary tenure-track faculty can be found in the EHE APT document.

B. Clinical Faculty

The clinical faculty within the College of Education and Human Ecology is comprised of all persons with the title of Professor of Clinical XX, Associate Professor of Clinical XX, Assistant Professor of Clinical XX, and Instructor of Clinical XX who have appointments involving at least a 50 percent salaried appointment in the College of Education and Human Ecology. Clinical faculty serve under fixed term, multi-year contracts and are not eligible for tenure. Details concerning the appointment and review process for clinical faculty can be found in the APT document. Clinical faculty appointments are capped at a maximum 20% of the tenure-track faculty lines in the College¹. Clinical faculty appointments at Regional campuses are determined by the Deans of those campuses following each Regional campus's APT document.

The purpose of clinical faculty is to support the teaching mission of a department. Clinical faculty are expected to have expertise and experiences that enhance the teaching mission of the department not otherwise available through the appointment of Tenure Track faculty. Although clinical faculty may devote all or nearly all of their efforts in support of the teaching mission of the department, the rationale for the hiring of a RCT faculty member is primarily based on the distinct and current expertise and experiences that she/he can bring to the teaching mission of the department. Although the mission of clinical faculty is to support the teaching mission of the department, departments may generate policies that encourage and reward clinical faculty scholarship that is directly related to their roles in supporting the teaching mission of the department. It is expected that requests for appointment of RCT Faculty are part of a clear, systematic overall plan for accomplishing the work of the department.

Each department is to develop policies related to clinical faculty that are consistent to the mission and framing as stated above and with OAA guidelines; these policies are to be submitted to the Dean for approval at the college level. These policies should include the areas of appointment, responsibilities and duties, promotion, and nature and limitations on participation in governance.

Departments should frame policies related to clinical faculty that clearly articulate:

¹ For the purpose of calculating percentage, regional faculty are not included in the calculation.

1. that the purpose of clinical faculty is to support and enhance the teaching mission of the Department;
2. that the nature, contributions, duties, and responsibilities of clinical faculty are such that they do not substantially overlap those of Tenure Track faculty, lecturers or senior lecturers;
3. that appointment, review, and promotion are all based on the criteria of excellence in teaching (as per OAA policy);
4. that there is a clear, fair, transparent, pertinent, and systematic system of annual review, and
5. that procedures for seeking promotion are consistent with OAA guidelines and that they are clear, fair, transparent, pertinent, and systematic.

In addition, each department should generate for approval by the dean policies about the longevity of clinical faculty appointments, with a rationale. It is anticipated that initial clinical faculty appointments will be no longer than three years with the possibility of a one-time renewal of another three-five years. In cases where a unit proposes for the potential longevity of a clinical faculty appointment beyond two appointments, a rationale is required that includes provisions for maintaining currency in the clinical faculty member's expertise and experiences.

C. Associated Faculty

The associated faculty is comprised of all persons with adjunct titles, visiting titles, Lecturer, and part-time (less than 50 percent service to the college and university) Professors, Associate Professors, Assistant Professors, and Instructors. Members of the associated faculty provide vital contributions to the university. Their responsibilities to the academic units are determined by the Department Chair in consultation with the dean. Associated faculty do not accrue or hold tenure in the college.

1. *Compensated associated appointments* may be appropriate in some circumstances.
 - a. *Lecturers* – When personnel other than graduate teaching associates are needed for classroom or other teaching only (usually on a part-time basis), Lecturer or Senior Lecturer will be the appropriate appointment. Ideally, all Lecturer positions should be posted to ensure fair and open access; timing issues may mitigate the practices in some cases. Appointments are generally for one or two semesters in length, but may be multi-year per university OAA policy. <http://oaa.osu.edu/assets/files/documents/facultyappointments.pdf>
 - b. *Visiting faculty* – Fiscal or programmatic circumstances may sometimes make it appropriate to hire fully qualified faculty into temporary positions. Such appointments may be renewed annually up to a maximum of three years, and carry a “visiting” faculty title of Assistant, Associate or Professor rank. Visiting faculty should have or have had faculty appointments at another university. These appointments are benefits eligible.
 - c. *Adjunct Faculty* - Adjunct appointments are ordinarily used to confer faculty status on individuals who have credentials comparable to faculty of equivalent rank and who provide significant, uncompensated or compensated service to the instructional and/or research programs of the department. Significant service would involve teaching the equivalent of one or more seminars or courses and/or a significant service in graduate advising. Such individuals may either be non-university employees or university employees. Procedures for the promotion in rank of adjunct faculty shall correspond to the promotion of tenure-track faculty (though adjunct faculty members are not eligible for tenure). Adjunct faculty

status may be renewed on at least a biennial basis.

D. Emeriti faculty appointments are for individuals who have served the university with distinction, are tenure-track or clinical faculty at the time of their retirement, and are recommended by the chair of the departmental P & T committee, the chair of the department, the dean, the vice provost for Academic Affairs and Faculty Resources, and by the Board of Trustees for emeriti status. Office space is provided at the discretion of the department or college as appropriate and reviewed on an annual basis. Requests for faculty emeriti status originate with the faculty member requesting this status, and should be directed to the department chair. The chair will bring the request forward to the dean for support before submission to OAA. The written request should include a copy of the faculty member's retirement letter and a short statement of justification, including effective date of emeriti status.

E. Courtesy Faculty

Non-salaried, courtesy joint appointments can be extended to tenure-track or clinical faculty from other tenure-initiating units at The Ohio State University to one or more departments outside his/her TIU. This type of appointment should be reserved for those faculty who make a substantive contribution to the academic unit. The appointment is made with the rank and title the faculty member has in the his/her TIU. Although courtesy joint appointments do not require annual renewal, continuing contribution to the department is assumed for those holding such appointments. Reappointment decisions must be made at least every three years.

F. Joint Faculty Appointments

A joint faculty appointment is defined as one in which a faculty member has a compensated FTE appointment in two or more tenure initiating units. In this case, a memorandum of understanding (MOU) between the colleges and their department is developed using the template created by OAA. The department chair, with the approval of the dean, will establish memorandums of understanding for appointments in cases where a non-TIU, such as an academic center, provides part of the funding for a faculty appointment. Such MOUs do not require OAA approval. (Refer to <http://oaa.osu.edu/policiesprocedureshandbook.html> for specific guidance on this process.)

G. Education and Human Ecology Distinguished Professor

The Dean may appoint a tenured faculty member to the position of Education and Human Ecology Distinguished Professor for a period of five (5) years. Distinguished faculty may be reappointed to subsequent terms by the Dean every five years. There may be up to nine (9) Education and Human Ecology Distinguished Professors in the college. The appointment as Education and Human Ecology Professor comes with a one-time award of \$10,000.00 (ten thousand dollars) The criteria for appointment to the position of Education and Human Ecology Distinguished Professor is based on a record of scholarship through which the faculty member has become nationally and internationally recognized as among the premier intellectual leaders in the faculty member's field; and, the faculty member must also have a strong record in teaching and

service. The dean may request external letters of support and other materials for evidence of a national/international reputation.

Responsibilities for Faculty Appointments

Voting privileges on college or departmental matters, including promotion and tenure, are extended only to members of the tenure-track departmental faculty. As indicated by rule 3335-7-11 and as specified in individual unit Pattern of Administration documents, Clinical Faculty may be permitted to vote at the college or department level except on personnel matters involving tenure-track faculty, including appointment of additional Clinical Faculty, and where appropriate, on the promotion and retention of Clinical Faculty. Associated, visiting, and courtesy faculty do not have voting privileges. Emeritus faculty do not have voting privileges.

The budgetary line (i.e., salary and benefits Permanent Budget Allocation or PBA and cash) for a faculty position reverts to the college following a faculty resignation, retirement, termination at four years on a tenure- line, or for any other cause for termination. Tenure-track and clinical faculty position requests are presented to the dean annually by department chairs following input from their faculty as per the department's pattern of administration. Decisions to open or close searches on these faculty positions are the purview of the dean following consultation with the appropriate department chairs. Program quality, research productivity, student enrollments, resources, centrality of program to college and department priorities and match to the college strategic plan will influence these decisions.

Faculty hiring appointments for the Columbus campus are recommended by department chairs to the dean along with information about the search and faculty support for the appointment. The dean's recommendation for appointment is submitted to OAA and the Board of Trustees (see the Faculty Search Policies for details on this process). The dean signs all letters of offer. When hiring faculty from other AAU institutions, letters should be extended after April 30th.

Letters of offer for regional campus faculty are signed by the regional campus dean and appropriate department chair. Candidates should be interviewed by the regional campus dean, appropriate department chair, dean and/or associate deans for faculty affairs and research, the search committee, and other faculty at both the regional and Columbus campuses.

COLLEGE ADMINISTRATION AND DECISION MAKING

Dean

The dean serves as the executive and chief academic officer of the college. The dean is responsible for the exercise of the powers and responsibilities vested in the office by The Ohio State University Board of Trustees, the president of the university, and by the executive vice president and provost as per University Faculty Rule 3335-3-29. The dean develops a vision and strategic plan for the college in consultation with faculty and staff and is responsible for developing an office administrative structure to assist in carrying out the programs of the college. The dean is furthermore responsible for the fiscal and academic health of the college and for assuring that all resources—human, fiscal, and physical—are allocated in a manner that will contribute to the achievement of college goals. The dean may develop advisory bodies to make recommendations on any issue requiring a decision; however, the dean must retain authority and

responsibility for the final decision or recommendation to a higher level of administration. Final decisions on budgetary matters rest with the dean. The dean may also delegate operational decisions impacting resources to department chairs, but does so with the understanding that accountability to the university remains with the dean.

The dean also has the primary responsibility for leading and coordinating all activities pertaining to fund raising in the college including the identification of fund-raising priorities and potential donors as well as cultivation and stewardship of donors in concert with the college's advancement office and the university's central office for development. The dean shall consult with department chairs as appropriate in all the aforementioned activities and may also delegate responsibility to these individuals in specific instances.

The dean shall be a voting member of the faculty of each department per University Rule 3335-3-29-4c. As per University Faculty Rule 3335-3-29 B1-4 (quoted in italics):

The dean is appointed and re-appointed by the Board of Trustees upon nomination of the President. Before making this nomination or recommendation for reappointment, the President shall confer with members of the College of Education and Human Ecology faculty and shall give substantial weight to faculty recommendations in reaching a decision. The President shall also consider the recommendations of the Chairs of departments.

The major responsibility of the dean is to provide active leadership in the promotion, direction and support of educational and research activities of the university, in the maintenance of a high level of morale among faculty, and in the encouragement of a spirit of learning among students (Refer to University Rule 3335-329). In addition the dean shall have general administrative responsibility for the programs of the college, subject to the approval of the President and the Board of Trustees. These administrative responsibilities include the duty:

- (1) To preside at meetings of the college faculty and appoint all college committees unless their membership has been designated by faculty rule or by the college faculty.*
- (2) To approve courses of study for students in the college, to warn students who are delinquent in their studies and to recommend appropriate student disciplinary action to the appropriate university disciplinary body or official.*
- (3) To present candidates for degrees to the President on behalf of the college faculty and to serve as a member of the Council of Deans (see rule 3335-3-22 of the Administrative Code).*
- (4) To make recommendations to the executive vice president and provost concerning the college budget, and appointments to and promotions within the staff and the membership of the college faculty following consultation with Chairs of Departments and faculty within the college.*

The dean shall discuss the college budget and the use of funds across general categories with the department chairs and directors at least annually. The budget (i.e., salary and benefits) of open positions reverts to the college for reallocation.

The dean of the College will also meet with the general faculty at least twice per year presenting the State of the College that shall include a financial report as well as a summary of accomplishments and plans for the future.

Associate Deans

The number of associate deans (or FTE) is determined by the dean as needed to carry out the functions of the college. These persons are appointed pursuant to the procedures outlined in University Faculty Rule 3335-5-02 of the Administrative Code, serve a four-year term subject to reappointment, and report to the dean. Each has responsibilities and authorities as delegated to him or her by the dean to include faculty affairs, academic affairs, and research. Other associate dean responsibilities might include international programs, diversity, and information

technology. The duties distributed among these areas, and the number of individuals carrying appointments may be configured differently, as long as all responsibilities are covered effectively. All associate deans are expected to help carry out the vision and strategic plan of the college. These appointments are subject to continuing satisfactory performance and funding availability. During the last year of each associate dean's term, a formal review is conducted in consultation with faculty and staff.

All associate deans serve as members of the Leadership Team and report to the dean. In addition, they work with appropriate unit leaders and faculty committees, fostering collaboration among different units internal and external to the university. Finally, they perform other duties as assigned.

Senior Associate Dean

The dean may select one of the associate deans to serve as senior associate dean. The senior associate dean assists with projects of strategic importance to the college, coordination of administrative activities in the college, and represents the dean in his/her absence.

Associate Dean for Faculty Affairs

The associate dean for faculty affairs is responsible to ensure that college and unit level structures are in place to support all college faculty members through the promotion and tenure process, and he/she also provides leadership for their related career advancement. The position assists the dean and department chairs in faculty hiring, promotion and tenure processes, and in all other faculty affairs, including faculty grievances. The associate dean shall also work closely with faculty search committees to enhance the diversity of applicant pools, consult with the dean about issues related to diversity when interviewing and hiring, attend College Council and serve as ex-officio on the Personnel or Investigation committee.

The associate dean for faculty affairs convenes and chairs the College P&T committee but does not vote. The Associate Dean for Faculty Affairs insures that committee members are informed of pertinent college-level and university-level policies, as needed, ensures communication and coordination between the College P&T Committee and departments, college offices, and university offices. (Additional details regarding the College P&T Committee are found in the section on College Committees.)

Complaints and grievances initiated by faculty should be settled at the local level. The first attempt to resolve concerns should be with the faculty member and other faculty or staff directly involved, followed by the department chair. If the issue is not resolved, then it should be brought to the associate dean for faculty affairs for resolution. If the issue is still unresolved, then the associate dean for faculty affairs shall consult with the dean and/or human resources, and refer the case as necessary to the appropriate offices authorized to address them. Faculty may also consult with the University Ombudsman. Allegations of sexual misconduct or other violations of law shall be reported immediately per university policy and state or federal law. Faculty at regional campuses should follow procedures described in each regional campus's pattern of administration and other appropriate documents.

Associate Dean for Academic Affairs

The associate dean for academic affairs is the chief curricular officer of the college and provides leadership to all academic programs and undergraduate student activities of the college, including advising and undergraduate student grievances. This position has responsibility for coordinating academic programs, curriculum development and implementation, e-learning and distance education, instructional quality, accreditation, the College Honors Program, and academic support services for faculty and students. The associate dean for academic affairs supports the College Curriculum Committee for course approval and curricular alterations. The

associate dean for academic affairs and his/her staff work with department chairs to recruit undergraduate students, including students from under-represented groups, follow up on student graduation outcomes, and enhance student leadership. In addition, the associate dean for academic affairs works with appropriate faculty, staff, and committees to ensure that the college goals and values associated with information technology and e-learning are achieved.

The associate dean for academic affairs works with department chairs to ensure the high-quality provision of undergraduate academic advising and assistance to prospective students and their families, the availability of career and placement services for students and alumni, the Student Council, and college programming to support student needs and achievements, including programs to support diversity, defined broadly.

The associate dean for academic affairs works with the deans of the Regional campuses to ensure appropriate policies are established and effective communications occur with regard to all academic affairs issues and procedures (as noted in the paragraphs above).

Associate Dean for Research and Graduate Education

The associate dean for research provides leadership to the college's research programs and serves as a liaison to campus research administration/activities. This individual creates and supports a research culture and environment to enable faculty, research personnel, centers, staff, and graduate students to expand their research, scholarship, and grant success. The position is responsible for increasing external funding, supporting and improving research productivity, enhancing the college's research rankings and visibility, and promoting communication and dialogue concerning research. The associate dean for research has the responsibility to maintain a full service support system for internal and external grants and contracts to support the college mission with specific emphasis on proposal development and submission as well as human/animal subjects Institutional Review Board (IRB) approvals. The associate dean for research and graduate education serves as liaison with the university's Office of Research, Office of Sponsored Programs, and the OSU Research Foundation (OSURF).

The associate dean for research and graduate education manages college-funded graduate assistant/associate assignments, implements college GRE requirements, and assists academic units in recruiting and retaining graduate students, including those with diverse backgrounds.

Relative to complaints and grievances initiated by graduate students, it is generally preferable for grievances initiated by graduate students to be settled at the local level. In all areas, graduate students should first attempt to resolve their concerns with the faculty member, fellow student or staff member involved, followed by the Department Chair. Grievances that have not been resolved at these levels may then proceed as follows:

1. The Graduate School is authorized to review two specific kinds of grievances: those related to graduate examinations and to graduate associate appointments. Grievances in these areas may proceed to the Graduate Studies Committee, who may consult with the associate dean for research and graduate education, and eventually to the Graduate School. Graduate associates should also consult their appointment documents.
2. Grievances that are not academic in nature, including but not limited to complaints of harassment or allegations of scholarly misconduct may proceed to the associate dean for research and graduate studies and then, as necessary, to the appropriate offices authorized to address them. Allegations of sexual misconduct or other violations of law shall be reported immediately per university policy and state or federal law.

In addition, the associate dean for research and graduate education may provide oversight to all interactions with the Ohio Agricultural Research and Development Center (OARDC) and the OSU Extension Family and Consumer Sciences program, representing the college in OSU

Extension leadership activities and supporting a culture of engagement consistent with the philosophy of a contemporary land-grant institution. The dean will remain involved as indicated in the charters and bylaws of specific centers, as well as in interactions with OSU Extension and OARDC. The associate dean for research and graduate education works with the Graduate School and each department's graduate studies chair to ensure high-quality graduate education.

Department Chairs

As stated at the beginning of the Pattern of Administration, the college has three departments led by department chairs. These individuals are appointed by the dean, with input from the TIU faculty and the Dean's Leadership Team, and they are subject to the formal approval of the provost, president, and the Board of Trustees.

The chair of a department is the major administrative position of the academic unit. The administrative appointment is full-time; chairs may also teach and/or conduct research. The department chair may appoint vice chairs or associate chairs (subject to the dean's approval), as well as advisory bodies to make recommendations on any issue requiring a decision, from course assignments to salary recommendations. Vice chair and associate chair appointments may be part-time appointments of full-time, tenured faculty, and assigned specific tasks; however, only full-time tenured faculty appointees may represent the chair in the chair's absence. However, the departmental chair must retain responsibility for final decisions and recommendations to a higher level of administration. Moreover, the departmental chair has ultimate responsibility for allocating the unit's resources in a way that makes the most fiscal and programmatic sense, consistent with the unit and college strategic plan, and cannot delegate that authority. Subject to the dean's approval, the department chair may appoint a staff member with an academic title to the position of assistant chair. The duties of department chairs (as per University Faculty Rule 3335-3-35C) include (quote from Rule in italics):

- (1) *To have general administrative responsibility for its program, subject to the approval of the dean of the college.*
- (2) *To develop in consultation with the faculty a pattern of administration. This pattern of administration shall be made available to all present and prospective members of the faculty of the department or school, and a copy shall be deposited in the office of the dean of the college and in the office of the executive vice president and provost. For purposes of defining minimum content, the following shall be included in the pattern of administration:*
 - (a) *A statement requiring the chair to provide a schedule of all regular faculty meetings (see rule 3335-5-18 of the Administrative Code) to all faculty members before the start of each semester, summer term, or session.*
 - (b) *A statement requiring the chair to maintain minutes of all faculty meetings and to maintain records of all other actions covered by the pattern of administration.*
 - (c) *A statement that the chair will consult with the faculty as a whole on all policy matters, and that such consideration will, whenever practicable, be undertaken at a meeting of the faculty as a whole.*
 - (d) *A statement recognizing in principle the presumption favoring majority faculty rule on all matters covered by the pattern of administration. This statement shall further provide that whenever majority faculty rule is not followed, the department or faculty chair, or school director, or dean and director of a regional campus, whichever is the case, shall explain the reasons for the departure to enhance communication and to facilitate understanding within the department. Where possible, this statement of reasons shall be provided before the departure occurs. This explanation shall outline the decision of the majority of the faculty, the decision of the department or faculty chair, or school director, or dean and director of the regional campus, whichever is the case, and the reasons the*

decisions differ. The explanation shall be communicated to the faculty in writing, where possible, or at a faculty meeting, with an opportunity provided for faculty to comment.

(e) A statement affirming that the faculty shall be consulted in the initiation and in the review and selection of new faculty members for appointment.

(f) A statement explaining how faculty duties and responsibilities in instruction, scholarship, and service are to be assigned and distributed equitably.

- (3) To prepare, after consultation with the faculty and in accordance with the pattern of departmental administration, a statement setting forth the criteria and procedures according to which recommendations are made concerning appointments and/or dismissals, salary adjustments, promotions in rank, and matters affecting the tenure of the faculty. This statement shall be made available to all present and prospective members of the department or school, and a copy shall be deposited in the office of the dean of the college and in the office of the executive vice president and provost. At the beginning of each four-year term of the chair of a department or the director of a school, the members of the department or school, the office of the dean of the college, and the office of the executive vice president and provost shall receive either a revision or reaffirmation of the original statement.*
- (4) To operate the business of the department or school with efficiency and dispatch.*
- (5) To plan with the members of the faculty and the dean of the college a progressive program.*
- (6) To evaluate continuously the instructional and administrative processes and lead in the study of methods of improving them.*
- (7) To evaluate faculty members periodically in accordance with criteria approved by the board of trustees and subject to instructions from the executive vice president and provost, and also according to such supplemental criteria as may be set up by the department or school.*
- (8) To inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their tenure initiating unit and to place in that file a response to any evaluation, comment or other material contained in the file.*
- (9) To recommend to the dean of the college, after consultation with the faculty in accordance with paragraph (C)(3) of this rule, appointments, promotions, dismissals, and matters affecting the tenure of members of the department or school faculty.*
- (10) To encourage research and educational investigations.*
- (11) To see that all faculty, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of morale.*
- (12) To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.*
- (13) To prepare (after consultation with the professors, associate professors, and assistant professors with tenure) annual budget recommendations for the consideration of the dean of the college.*
- (14) 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.*

The dean appoints search committees for department chairs. Interim appointments may be made by the dean in consultation with associate deans. The dean determines the terms of appointment in light of the needs of the department, circumstances of the person to be appointed, and any other relevant considerations including Office of Academic Affairs compensation policies (refer to <http://oaa.osu.edu/policiesprocedureshandbook.html> for details). The department chair serves at the pleasure of the dean.

Department chairs report to the dean and serve on the dean's Leadership Team. Department chairs typically serve four-year terms. Reappointment of chairs will follow a review in the final year of the contract that will include input from faculty and staff and the dean's Leadership Team.

College Administrative Offices

College offices support the mission of the college with first, a service-oriented focus and second, a responsibility to ensure compliance. These offices are organized to facilitate the professional and personal successes of faculty, staff, students, and external constituents. The organization and leadership of central support is determined by the dean in consultation with the Leadership Team.

Associate deans may also label their operations as “offices.” The associate deans each will have authority over the structure of their offices and operations in consultation with the dean.

Office of Advancement

The Office of Advancement oversees all initiatives, as coordinated by the dean, that are related to external fundraising or development including all gifts and donations as well as the cultivation, presentation to, and stewardship of donors. The chief advancement officer will consult with each of the academic unit leaders at least annually about priorities, proposals and prospective ideas; however, all gift prospects, donors and donations shall be identified and prioritized by the college. The College Office of Advancement also supports and works closely with the University Office of Advancement. The chief advancement officer reports to the dean and the vice president for advancement and is a member of the Leadership Team.

The Office of Advancement also leads all initiatives pertaining to internal and external communications, alumni relations, and special events. This office works closely with central administration and college units to support their external relations goals with a primary focus on press releases and other forms of publicity, but also in any event planning that targets or includes audiences external to the college.

Office of Diversity and Equity

The College Office of Diversity and Equity is a support unit to assist administrative offices and departments within the college to fulfill their goals in recruiting underrepresented students and to provide support for diversity-themed programs. It will be subsumed under the Center for Inclusion, Diversity and Academic Success (IDEAS). The director of this office shall report to the dean or dean assignee with close interaction with each of the associate deans in the college. The office will also collaborate with other offices in the dean’s administration to plan and publicize events. This office may be restructured further after an external review in Spring 2013.

Office of Outreach and Engagement

The College Office of Outreach and Engagement is a support unit to assist the dean’s office and academic departments within the college to fulfill their goals in extending service, professional development, or grant obligations. The director of this office shall consult with the relevant department chairs, faculty and the dean’s office. In addition, the director of this office is responsible for coordinating outreach and engagement projects with Extension and the P-12 director, within CEHE and across campus.

Office of Educator Preparation

The College Office of Educator Preparation is a support unit to assist the dean’s office and academic departments within the college to fulfill teacher and other accreditation requirements, and to assist our students with education licensure, certification and endorsements. The assistant dean for educator preparation will oversee this office and work in consultation with relevant department chairs, faculty, and the dean’s office, including the associate dean of academic

affairs, to promote excellence and accomplish mutual goals.

Office of Finance and Business Services

The Office of Finance and Business Services provides fiscal and business administrative services and support for the college, its departments, centers, and outreach operations. Its primary purpose is to facilitate the work of college, department, center, and outreach administrators. The office also supports stewardship of college funds, and compliance with university internal controls and the State of Ohio legal provisions. Policies and procedures related to the use of fiscal resources secured are administered, but not determined by, this office.

The Office of Finance and Business Services also supports college and department administrators and staff in the development of service centers and business plans for program changes, earnings operations and planning. The office oversees the collection, analysis, and reporting of institutional fiscal data that specifically supports the strategic planning efforts of the college and its units. The chief financial officer for the college reports to the dean, but also has a dotted line relationship with the Senior Vice President for Business and Finance just as the financial officers in the departments have a dotted reporting line to the director of the college Office of Finance and Business Services.

Office of Human Resources

The Office of Human Resources provides quality human resource services and support to faculty, staff, and students of the college, departments, and college center operations. This office supports the college by providing effective approaches to human resources planning; working with strategic partners on learning and development that enable staff to apply agreed 'best practice' HR; providing faculty and staff with innovative solutions to workplace challenges that enable them to improve their ability to work effectively and achieve success; and ensuring compliance with university policies/procedures, state, and federal laws and regulations. The director of the Office of Human Resources reports to the dean, but also has a dotted reporting line to the Vice President for Human Resources.

COLLEGE COMMITTEES

The college has six standing committees, the College Council, and two advisory councils. In addition, the college jointly administers the University Teacher Education Council with The Ohio State University Office of Academic Affairs.

The Six Standing Committees of the College

1) Leadership Team

Per Faculty Rule 3335-5-15, the college leadership team or committee is chaired by the dean. The Leadership Team advises the dean on administrative matters, assists with coordination of activities in the college, and serves as the primary liaison between the dean and the departments. Membership includes the associate deans, department chairs, assistant deans, lead college advancement officer, senior fiscal officer, senior human resources officer, and the chair of the College Council (i.e., Secretary of the Faculty). Others may be invited to join the committee at the dean's discretion.

2) College Promotion and Tenure Committee

The College Promotion and Tenure Committee, with its constitution, procedures, and

policies, is described fully in the College Appointments, Promotion and Tenure document, section III B Promotion and Tenure Committees.

3) Curriculum Committee

EHE Faculty have the primary privilege of and responsibility for implementing and maintaining the college's curriculum. Voting faculty members of College Curriculum Committee oversee the adoption, alteration, or abolishment of courses and curricula subject to the approval of the Council on Academic Affairs, the President, and the Board of Trustees. The College Curriculum Committee is a standing committee working with the associate dean for academic affairs (ex officio member). The associate dean for academic affairs acts in an advisory capacity to the committee and oversees efforts to seek concurrence for curriculum changes within and across colleges. Two voting faculty from each department shall serve on the committee with selection per departmental policy. Each department may also appoint an associate/assistant/vice chair to serve in an ex officio capacity on the College Curriculum Committee. A report of College Curriculum Committee activity will be given by the chair or representative of said committee at each College Council meeting.

4) Faculty Salary Appeals Committee

Per OAA Policies and Procedures Handbook, the College Investigation Committee shall serve as the Faculty Salary and Appeals Committee and will be called into action as needed. For specific procedures, refer to the OAA web page (<http://oaa.osu.edu/policiesprocedureshandbook.html>).

5) Investigation Committee

The purpose of the College Investigation Committee (as per University Faculty Rule 3335-5-04) (E) is to review formal complaints against faculty. Formal complaints are hard-copy documents signed by the complainant that include a statement of the problem, describe the redress that is sought, and outline the steps the complainant has taken to this point. The dean shall appoint, after consultation with the Leadership Team, two tenured faculty members from each of the departments, one as a committee member and the other as alternate, to the Investigation Committee. Each of these members shall serve three years, appointed on staggered terms. No member shall serve more than two consecutive terms. Another member of the committee and an alternate shall be appointed from a sister professional college for a term of one year. Appointees must be at the rank of associate or full professor. The committee conducts its investigations according to university policies. See www.trustees.osu.edu/ChapIndex/index.php. At the conclusion of an investigation, the committee reports its findings to the dean, including a recommendation concerning the merits of the complaint and, if the complaint is judged meritorious, a proposed action or sanction consistent with university policy. When subcommittee members disagree on findings, recommendations, or proposed sanctions, the subcommittee report with its multiple perspectives shall be given to the dean for a decision.

[Note: Formal complaints against faculty as described above do not include academic grievances.]

6) The Finance Committee

The Finance Committee is advisory to the dean and shall consist of one faculty member from each department, the director of the college Office of Finance and Business Services, and the senior associate dean. Faculty members shall serve 3-year staggered terms. The committee shall

review the annual budget, expenses, revenues and budget projections for strategic planning. The committee shall select a chair annually and the chair shall give a report to College Council once per semester.

College Centers

The college has numerous centers such as the Ohio Resource Center (ORC), the Schoenbaum Family Center (SFC), the Crane Center for Early Childhood Research and Policy (CCEC), the Center for Evaluation and Training Excellence (CETE) and the Center for Inclusion, Diversity and Academic Success (IDEAS). The centers promote interdisciplinary research and outreach across the college and beyond. Each center is devoted to a particular focus engaging both faculty and staff; the focus of each should support the academic mission and strategic plan for the college. Each center is also expected to generate significant externally funded support for operational expenses. Center directors report to the dean or dean's designee.

College Council

The College Council members are chosen in the manner detailed in the College Council By-Laws. The council advises the dean on issues in the college related to a supportive environment for conducting teaching, research/scholarship and outreach/professional service and to develop an academic community to address the mission of the college. The College Curriculum Committee is expected to provide a report to the College Council at every meeting. The College Council may appoint other standing committees or ad hoc committees as deemed appropriate.

A Faculty Cabinet serves as the coordinating committee for the College Council and the initial advisor to the dean on issues that may ultimately be addressed by the entire college council. The Faculty Cabinet establishes the agenda for College Council meetings and helps manage ad hoc committee assignments and timelines. The Faculty Cabinet is composed of the College Council chair, the dean, and up to six at-large members elected by the Council. The college council chair guides the work of the council. The chair is part of the dean's Leadership Team representing the voice of the Council.

Staff and Student Advisory Committees

Staff Advisory Committee (SAC)

The purpose of the Staff Advisory Committee is to act as a liaison between the staff and college administration, to present concerns of the staff to college administration, and to participate as a partner in broad college functions such as providing campus campaign representatives, operation feed representatives, etc. Additionally, it keeps staff informed of current issues and decisions; provides opportunities for professional development; and encourages staff to participate in professional development activities. The dean shall appoint a chief of staff within the dean's administrative staff to work as a liaison with this committee and also to oversee staff development efforts on behalf of the college.

Student Council (SC)

The SC is recognized by the college as the primary organization representing all undergraduate and graduate students enrolled in the College of Education and Human Ecology. The Student Council is composed of elected representatives from the different programs within

the college and the leadership of student organizations within the college.

The SC builds community as it promotes communication between the college administration and students as well as with the university community. Through the SC, students provide feedback to the faculty and administration of the college, and initiate, organize, and promote activities and events that enrich the experiences of all students in the college.

Ad Hoc and Other Committees and Subcommittees

Ad hoc committees and subcommittees may be constructed by the dean, associate deans, assistant deans, department chairs, the College Council, standing committee chairs, or advisory committee chairs. These committees may function to advise, implement, or evaluate activities consistent with the college mission and vision.

COLLEGE FACULTY MEETINGS

Per University Faculty Rule 3335-5-16, the college faculty shall meet upon call of the dean or the College Council. The dean schedules faculty meetings at least once every academic year. Any votes taken at these meetings will be determined by a simple majority of those present. Votes on policy matters are usually completed by electronic or paper ballot by all members of the faculty with voting rights.

FACULTY SEARCH GUIDELINES

The dean and faculty of the college are committed to attracting a world class and diverse faculty to the college. The dean approves the initiation of all faculty searches and the academic rank for a faculty position. Prior to making these decisions, department chairs review the status of their programs and confer with their faculty to determine their needs and priorities (based on strategic plans, enrollments, benchmarking of competitive programs and research opportunities), for faculty positions. New faculty positions should provide support for and assistance with the goals of the college and university academic plans; searches must deliberately seek a diverse pool of applicants.

Fiduciary responsibility for faculty searches will be shared between departments and the dean's office. New hire salary and benefits come from the dean's office. The cost of start-up packages will be negotiated between participating units and the dean's office, but departments should generally share in at least 1/3 of the costs.

Typically, a search committee makes written recommendations to the chair regarding all candidates found to be acceptable. Similarly, candidates found to be unacceptable should be identified and listed. Candidates are not to be ranked. The chair provides a recommendation to the dean. The dean approves a candidate. The dean's office and chair will work together to hire the candidate. In cases of appointments at the rank of associate professor or professor, OAA must first approve a letter of offer. Refer to the following web site for more information:

(<http://oaa.osu.edu/policiesprocedureshandbook.html>)

Letters of offer after April 30 must follow the procedure outlined by OAA at:

(<http://oaa.osu.edu/policiesprocedureshandbook.html>)

Targeted searches for senior faculty may be initiated with approval from the dean and OAA in situations offering unique opportunities. In such cases, a traditional search committee may or may not be used, at the discretion of the dean. However, faculty within the future TIU of the targeted candidate must be supportive of the candidate, and best practices and policies related to enhancing diversity must be utilized in the targeted search.

Nondiscrimination policy www.hr.osu.edu/policy/index.aspx

FACULTY TEACHING WORKLOAD GUIDELINES

It is the responsibility of the dean, in consultation with the provost and department chairs, to determine the appropriate division of workload expectations for each department's faculty according to their level of activity in the degree programs offered. Departments will follow college workload guidelines. See <http://oaa.osu.edu/policiesprocedureshandbook.html>.

PATTERNS OF ADMINISTRATION FOR DEPARTMENTS

Each chair should have a pattern of administration (POA) approved by the dean within the first year of appointment or reappointment. Departmental POAs need to align with the college POA. These department documents may also be revised at any time. The departmental POA is then submitted to the OSU Office of Academic Affairs for approval. It is recommended that the POA follow the outline from the Office of Academic Affairs for such a document. In general, all faculty are expected to contribute to all parts of the University mission (teaching, research, and service) though the percent time dedicated to each may vary. (Refer to: <http://oaa.osu.edu/policiesprocedureshandbook.html>). Given differences in the missions of the regional campuses and Columbus campus, department POA documents should account for these mission differences in all appropriate sections of the POA. The guiding principles should be those specified at the beginning of this document in the section "College Mission, Vision, and Core Values." Further, in consultation with regional campus deans and the college's associate deans, each department's POA should specify Columbus and regional faculty rights and responsibilities for service on departmental committees, for voting in departmental meetings, and for cross campus engagement in research, teaching, and service activities².

PROMOTION AND TENURE PROCEDURES

Each department chair, in consultation with faculty, must develop an Appointments, Re-appointment, Promotion, and Tenure (APT) document. The content required for this document is specified in the OAA handbook (refer to <http://oaa.osu.edu/policiesprocedureshandbook.html>). The document must be in agreement with the College of Education and Human Ecology's policies, procedures, and the college APT document. Upon approval of the dean and provost of the TIUs' faculty Appointments, Re-appointments, Promotion and Tenure (APT) documents, the college delegates to the TIU the responsibility to apply high standards in evaluating teaching, research/scholarship, and engagement/service for faculty applying for promotion and/or tenure. With regard to the review of faculty on regional campuses, criteria and procedures need to be consistent with the college's mandate to apply high standards in evaluating research/scholarship, teaching, and engagement/service within the context of the policies and procedures specified in the OAA handbook (refer to <http://oaa.osu.edu/policiesprocedureshandbook.html>).

The College Promotion and Tenure Committee is charged with conducting promotion and tenure reviews at the college level to determine:

- a) Whether the department has conducted its review and reached a recommendation consistent with university, college, and department standards, criteria, policies, and rules (see Appointments, Reappointments, Promotion, and Tenure [APT] documents for each department);
- b) Where the weight of evidence lies in cases in which there is not a clear recommendation from the department chair;
- c) Where the weight of evidence lies in cases in which there is not a clear recommendation from the faculty of the TIU.

² Cross-campus engagement in research, teaching and service activities refers to a faculty member on one campus officially engaging in a research, teaching or service activity in support of the responsibilities for research, teaching, and service of another campus (e.g., a regional faculty member teaching a course on the Columbus campus or a regional faculty member advising a doctoral student.)

COLLEGE COMPENSATION PRINCIPLES

The university and the college pursue merit-based compensation strategies to maximize the recruitment, performance, and retention of high-quality, world-class faculty and staff while adhering to the letter and spirit of applicable regulations.

The achievement of excellence in teaching, research, and service with impact is the primary measure of success in the compensation strategy of the college. The concept of excellence includes attracting and retaining quality faculty and staff, investing in performance, and achieving an equitable environment while adjusting to market forces.

COUNTEROFFER GUIDELINES FOR FACULTY

Highly productive faculty members in the College of Education and Human Ecology are attractive colleagues to other institutions. These faculty members are susceptible to being recruited away. Regular reviews by academic unit leaders with the dean about the competitiveness of our compensation packages will be conducted to minimize the need to make counteroffers. Pre-emptive salary increases may be used to retain targeted faculty. A counteroffer may be appropriate when a department chair wishes to retain a faculty member who receives an offer from another institution. The college is not obligated to provide a counteroffer, and a letter from another institution does not entitle faculty to a counteroffer. All salary counteroffer proposals require prior approval by the dean and the OSU Office of Academic Affairs.

LEAVES AND ABSENCES

The college abides by the university's leave policies (refer to <http://oaa.osu.edu/policiesprocedureshandbook.html>) and www.hr.osu.edu/policy/policyhome.htm) and policies that apply to other absences from campus, such as Faculty Professional Leave (FPL) and Special Research Assignments (SRA).

SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY

The college adheres to university policies with respect to the circumstances under which supplemental compensation for university work is considered and external professional service activities are approved.

University policies represent upper limits on what is possible, and individual departments are encouraged to consider whether amendments to these are appropriate to their circumstances (refer to <http://oaa.osu.edu/policiesprocedureshandbook.html>). The department chair recommends approval of these requests and forwards them to the associate dean for faculty affairs, or in the case of supplemental compensation for research, to the associate dean for research, for review and approval prior to the beginning of service. All supplemental compensation and paid external consulting requires a final sign-off from the dean.

REHIRING RETIRED FACULTY

It is acceptable for departments in the college, in consultation with the dean, to negotiate some post-retirement work generally for not more than 12 months. However, long-term agreements are inappropriate, and even short-term agreements are subject to availability of funds, programmatic needs, and performance and guidance on practice and expectations from OAA. Re-employment of retired faculty is not an entitlement and cannot be guaranteed. Faculty members who are rehired will be subject to the rules and policies of the university Office of Human Resources. Hires are made by approval of the dean and OAA.

FINANCIAL CONFLICTS OF INTEREST

Information on faculty financial conflicts of interest are presented in the University's Policy on Financial Conflict of Interest (Refer to: <http://orc.osu.edu/files/2013/02/Policy-on-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 cooperate with university officials in the avoidance of management of potential conflicts will be subject to disciplinary action.

GRIEVANCE PROCEDURES

Members of the department with grievances should discuss them with department chairs, who will review the matter as appropriate and either seek resolution or explain why resolution is not possible. Procedures for review of specific types of grievances and complaints are below.

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 (as per the Office of Academic Affairs Policy and Procedures Handbook (refer to: <http://oaa.osu.edu/assets/files/documents/Handbook13.pdf>).

Staff members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter should contact Consulting Services in the Office of Human Resources.

FACULTY MISCONDUCT

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04. Complaints by undergraduate students alleging faculty misconduct or incompetence should first be discussed with the department chair and if unresolved with the associate dean for academic affairs. Complaints by graduate students alleging faculty misconduct or incompetence should first be discussed with the department chair and if unresolved with the associate dean for research and graduate affairs. Complaints by faculty alleging faculty misconduct or incompetence should first be discussed with the department chair and if unresolved with the associate dean for faculty affairs.

Anonymous reporting line

https://secureethicspoint.com/domain/en/report_custom.asp?clientid=7689

Code of Student Conduct <http://trustees.osu.edu/rules/code-of-student-conduct/>

SEXUAL HARASSMENT

The university's policy and procedures related to sexual harassment are set forth in OHR Policy 1.15. www.hr.osu.edu/policy/index.aspx

