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**Pattern of Administration  
for  
The Ohio State University  
Department of Chemical and  
Biomolecular Engineering**

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1 Department of Chemical and Biomolecular Engineering  
2 Pattern of Administration  
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1    **1.    INTRODUCTION**

- 2    1.1 **Purpose:** The purpose of this Pattern of Administration (POA) is to describe the guidelines and  
3    structure concerning the governance of the Department of **Chemical and Biomolecular**  
4    **Engineering.** The goal of the guidelines and structure is to facilitate the orderly conduct of the  
5    business of the Faculty of the Department of Chemical and Biomolecular Engineering. The  
6    guidelines and structure supplement the Rules of the University Faculty  
7    (<https://trustees.osu.edu/bylaws-and-rules/university-faculty-rules>), Academic Affairs policies  
8    and procedures and those included in the College of Engineering POA  
9    (<https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure> )and any additional  
10   policies established by the University or College of Engineering. The latter rules, policies and  
11   procedures, and changes in them, take precedence over statements in this document. Should these  
12   policies and rules change, the Department shall follow those new rules and policies until such  
13   time as it can update this document to reflect the changes. In addition, this document must be  
14   reviewed during the first year of appointment, or reappointment of the Chair of the Department.  
15   1.2 **Scope:** All Department matters concerning which the Faculty has power to act are governed by  
16   this POA and by the department’s Appointment, Promotion and tenure (APT) document.  
17   Powers of the faculty are either outlined in this document, are delegated to committees, or  
18   delegated to the Chair of the Department.  
19   1.3 **Interpretation:** This POA shall be interpreted consistently with applicable statutes, the By-  
20   Laws of the Board of Trustees, and the Rules of the University Faculty.  
21   1.4 **Meetings.** Meetings of the Faculty of the Department and its committees and any  
22   subcommittees shall be governed by Roberts Rules of Order, newly revised (2011) and shall be  
23   open to all persons except where a compelling reason requires otherwise.

24  
25   **2.    DEPARTMENT MISSION**

- 26   The Mission of the Department of Chemical and Biomolecular Engineering is:  
27  
28       To educate undergraduate and graduate students in Chemical and Biomolecular Engineering  
29       and foster cross-fertilization with other disciplines.  
30  
31       To advance state-of-the-art knowledge of Chemical and Biomolecular Engineering and allied  
32       fields through novel and sustained research.  
33  
34       To serve the public, academic and industrial communities through consultation, collaborative  
35       efforts, dissemination of research results, entrepreneurship and participation in conferences and  
36       professional societies.  
37  
38       To value diversity as defined broadly in scholarship, approaches to teaching and in student,  
39       faculty and staff composition.  
40  
41  
42  
43

1 **3. ACADEMIC RIGHTS AND RESPONSIBILITIES**

2  
3 The department of Chemical and Biomolecular Engineering adheres to the university’s reaffirmation  
4 of academic rights and responsibilities found online at:  
5 <http://oaa.osu.edu/rightsandresponsibilities.html>

6  
7 **4. FACULTY**

8  
9 Faculty Rule 3335-5-19 (<https://trustees.osu.edu/bylaws-and-rules/3335-5>) defines the types of faculty  
10 appointments possible at The Ohio State University and the rights and restrictions associated with each  
11 type of appointment. For purposes of governance, the faculty of this department eligible to vote are  
12 faculty (comprised of tenure track, practice, and research) with compensated FTEs of at least 50% in this  
13 department. Associated faculty, emeritus faculty, and faculty joint appointees with FTEs below 50% in  
14 this department may be invited to participate in discussions on non-personnel matters, but may not  
15 participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

16  
17 The Department of Chemical and Biomolecular Engineering makes practice and research  
18 appointments. Practice faculty titles are assistant professor, associate professor, and professor of  
19 practice of Chemical and Biomolecular Engineering. Research faculty titles are research assistant  
20 professor, research associate professor, and research professor. Practice faculty may vote in all  
21 matters of department governance except tenure-track appointment, promotion and tenure decisions  
22 and research faculty appointment and promotion decisions. Research faculty may vote in all matters  
23 of department governance except tenure-track appointment, promotion and tenure decisions and  
24 practice appointment and promotion decisions.

25  
26 Detailed information about the appointment criteria and procedures for the various types of faculty  
27 appointments made in the Department of Chemical and Biomolecular Engineering is provided in the  
28 [Appointments, Promotion and Tenure Document](#).

29  
30 **5. OVERVIEW OF DEPARTMENTAL ADMINISTRATION AND DECISION-MAKING**

31  
32 Policy and program decisions are made in a number of ways: by the Department faculty as a whole,  
33 by standing or special committees of the Department, or by the Chair. The nature and importance of  
34 any individual matter determines how it is addressed. Department governance proceeds on the  
35 general principle that the more important the matter to be decided, the more inclusive participation in  
36 decision making needs to be. Open discussions, both formal and informal, constitute the primary  
37 means of reaching decisions of central importance.

38  
39 **6. DEPARTMENT ADMINISTRATION**

40  
41 **6.1 CHAIR**

42  
43 The primary responsibilities of the Chair are set forth in Faculty Rule 3335-3-35  
44 <https://trustees.osu.edu/bylaws-and-rules/3335-3>. This rule requires the chair to develop, in  
45 consultation with the faculty, a Pattern of Administration with specified minimum content. The  
46 rule, along with Faculty Rule 3335-6 (<https://trustees.osu.edu/university-faculty-rules/3335-6>),

1 also requires the chair to prepare, in consultation with the faculty, a document setting forth  
2 policies and procedures pertinent to promotion and tenure.

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

- 6  
7 • To have general administrative responsibility for Department programs, subject to the  
8 approval of the Dean of the College, and to conduct the business of the Department  
9 efficiently. This broad responsibility includes the acquisition and management of  
10 funds and the hiring and supervision of faculty and staff.
- 11 • To plan with the members of the faculty and the Dean of the College a progressive  
12 program; to encourage research and educational endeavors.
- 13 • To evaluate and improve instructional and administrative processes on an ongoing  
14 basis; to promote improvement of instruction by providing for the evaluation of each  
15 course when offered, including written evaluation by students of the course and  
16 instructors, and periodic course review by the faculty.
- 17 • To evaluate faculty members annually in accordance with both University and  
18 Department established criteria; to inform faculty members when they receive their  
19 annual review of their right to review their primary personnel file maintained by the  
20 department and to place in that file a response to any evaluation, comment, or other  
21 material contained in the file.
- 22 • To recommend appointments, promotions, dismissals, and matters affecting the tenure  
23 of members of the Department faculty to the Dean of the College, in accordance with  
24 procedures set forth in Faculty Rule 3335-6 [https://trustees.osu.edu/university-faculty-](https://trustees.osu.edu/university-faculty-rules/3335-6)  
25 [rules/3335-6](https://trustees.osu.edu/university-faculty-rules/3335-6) and this department's Appointments, Promotion and Tenure document.
- 26 • To ensure that all faculty members, are offered departmental privileges and  
27 responsibilities appropriate to their rank; and in general, to lead in maintaining a high  
28 level of morale.
- 29 • To maintain a curriculum vitae for all personnel teaching a course in the department's  
30 curriculum.
- 31 • To prepare, after consultation with the faculty, annual budget recommendations for the  
32 consideration of the dean of the college.
- 33 • To ensure that adequate supervision and training are given to those members of the  
34 faculty and staff who may profit by such assistance.
- 35 • To represent the Department to alumni and other groups outside the University.

36  
37 Day to day responsibility for specific matters may be delegated to others, but the Chair retains  
38 final responsibility and authority for all matters covered by this POA, subject when relevant to  
39 approval of the Dean, Office of Academic Affairs, and Board of Trustees.

40  
41 Operational efficiency requires that the Chair exercise a degree of autonomy in establishing  
42 and managing administrative processes. The articulation and achievement of Department  
43 academic goals, however, is most successful when all faculty participate in discussing and  
44 deciding matters of importance. The Chair will therefore consult with the faculty on all  
45 educational and academic policy issues and will respect the principle of majority rule. When a

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

## 3 4 **6.2 ASSOCIATE CHAIR**

5  
6 In the absence of the chair, the associate chair has signature authority. The associate chair will  
7 attend meetings as requested by the chair. He/she will provide counsel and feedback to the  
8 chair as needed. He/she will also chair the Fiscal Committee.

## 9 10 **6.3 COMMITTEES**

11  
12 Much of the development and implementation of the Department's guidelines and programs is  
13 carried out by standing and ad hoc committees. The Chair is an *ex officio* member of all  
14 Department committees and may vote as a member on all committees except the Promotion  
15 and Tenure Committee, which consists of the eligible faculty. Unless otherwise indicated, the  
16 chairs and members of the committees will be appointed by the Department Chair on an  
17 annual basis.

18 A list of current standing committees in the Department are:

19  
20 • **Fiscal**

21 This committee reviews all financial documents with the business manager and develops  
22 budget projections for the department. The committee will consist of the Department Chair,  
23 associate chair, and 1-2 other faculty.

24  
25 • **Diversity & Inclusion**

26 This committee will be responsible for ensuring that diversity and inclusion are part of the  
27 culture of the department. The committee will also ensure coordination of diversity-related  
28 activities with the college and university. It will consist of 2-3 faculty members.

29  
30 • **Promotion and Tenure**

31 This committee deliberates on all promotion and tenure actions. It consists of 1 committee  
32 chair and the eligible faculty as defined in the department's Appointments, Promotion and  
33 Tenure document, available at [https://oaa.osu.edu/appointments-reappointments-promotion-](https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure)  
34 [and-tenure](https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure).

35  
36 • **Curriculum**

37 This committee deliberates on all undergraduate curriculum issues. It consists of a committee  
38 chair and 3-6 additional committee members, including at least one undergraduate advisor,  
39 who is a staff member.

40  
41 • **Special Events**

42 This committee is responsible for planning Department events. It consists of 1 committee  
43 chair and 2-3 staff members, and one faculty.

44  
45 • **Graduate Studies**

1 This committee deliberates on all issues related to the graduate program. It consists of one  
2 committee chair and 4-5 additional committee members, including the Graduate Program  
3 Coordinator, who is a staff member.  
4

- 5 • **Faculty Recruitment**

6 This committee deliberates on all issues related to faculty recruitment. It consists of one  
7 committee chair and 2-4 additional committee members. Additional members can be  
8 appointed, and subcommittees can be formed as needed.  
9

- 10 • **Faculty, Staff and Alumni Honors and Awards**

11  
12 This committee deliberates on candidates for awards and prepares nomination packages. It  
13 consists of one committee chair and 2-4 additional committee members.  
14

- 15 • **Student and Post-doc Awards**

16 This committee deliberates on candidates for departmental graduate and undergraduate  
17 student awards and postdoc awards. It consists of one committee chair and 2-4 additional  
18 committee members.  
19

- 20 • **Safety**

21 This committee seeks to create a safe working environment for all Department personnel,  
22 through adoption of proper safety protocols and laboratory inspections. It consists of one  
23 committee chair and 3-6 additional committee members, including at least one staff member,  
24 who is the Building Coordinator.  
25

- 26 • **Wellness**

27 This committee develops activities to improve student wellness in our undergraduate  
28 program. The committee consists of 1 committee chair, 2-3 additional faculty members and  
29 one undergraduate advisor.  
30

- 31 • **Space & Facilities**

32 This committee oversees office and lab space and upkeep of the facilities. The committee  
33 consists of the Department chair, a committee chair along with 2-3 faculty and staff members.  
34

- 35 • **Seminar**

36 This committee selects seminar speakers for the Department Seminar Series. It consists of 1  
37 committee chair and 2-3 additional faculty or staff committee members.  
38

- 39 • **Engagement**

40 This committee is involved in reaching out to and engaging in alumni relations. It consists of  
41 a chair, and 1-2 additional faculty or staff members.  
42

43 In addition to the above committees, the Department Chair will assign faculty advisors/co-  
44 advisors for the undergraduate student chapters of the American Institute of Chemical  
45 Engineers and Society of Petroleum Engineers. All of these are undergraduate student groups  
46 related to chemical engineering.

1  
2 **General committee practices.** Faculty time is a limited commodity and should not be  
3 consumed with administrative tasks that could reasonably be accomplished in other ways. It  
4 is understood that, as much as possible, the committees will operate to achieve a consensus  
5 when specific courses of action are required. In the case in which a consensus is not  
6 achievable with respect to a specific action needed, a majority and minority report will be  
7 presented.  
8

9 **Committee mechanics.** Voting membership of the committee consists of all faculty  
10 members of the committee. Attempts will be made to include assistant professors, associate  
11 professors, and professors. The general concept is that no committee should be larger than 20  
12 percent of the faculty, and at a minimum the committee should meet once a semester.  
13

14 **6.4 Staff.** The Chair is responsible for appointing, supervising, and evaluating the staff of  
15 the unit.  
16

## 17 18 **7. FACULTY MEETINGS** 19

20 **7.1 General.** The Chair will provide to the faculty a schedule of Department faculty meetings  
21 at the beginning of each academic term. The schedule will provide for at least one meeting per  
22 academic term and normally will provide for bimonthly meetings. A call for agenda items and  
23 completed agenda will be delivered to faculty by e-mail before a scheduled meeting.  
24 Reasonable efforts will be made to call for agenda items at least four days before the meeting,  
25 and to distribute the agenda by e-mail at least one business day before the meeting. A meeting  
26 of the Department faculty will also be scheduled on written request of 25% of the Department  
27 faculty. The Chair will make reasonable efforts to have the meeting take place within one  
28 week of receipt of the request. The Chair will distribute minutes of faculty meetings to  
29 faculty by e-mail—within seven days of the meeting if possible. These minutes may be  
30 amended at the next faculty meeting by a simple majority vote of the faculty who were  
31 present at the meeting covered by the minutes.  
32

33 The Department accepts the fundamental importance of full and free discussion but also  
34 recognizes that such discussion can only be achieved in an atmosphere of mutual respect and  
35 civility. Normally Department meetings will be conducted with no more formality than is  
36 needed to attain the goals of full and free discussion and the orderly conduct of business.  
37 However, Robert's Rules of Order will be invoked when more formality is needed to serve  
38 these goals.  
39

40 **7.2 Voting.** For purposes of discussing Department business other than personnel matters,  
41 and for making decisions where consensus is possible and a reasonable basis for action, a  
42 quorum will be defined as a simple majority of all faculty eligible to vote. Either the Chair or  
43 one-third of all faculty eligible to vote may determine that a formal vote conducted by written  
44 ballot is necessary on matters of special importance. For purposes of a formal vote, a matter  
45 will be considered decided when a particular position is supported by at least 51% of all  
46 faculty eligible to vote. Balloting will be conducted by mail or e-mail when necessary to



1 assure maximum participation in voting. Special policies pertain to voting on personnel  
2 matters, and these are set forth in the department's Appointments, Promotion and Tenure  
3 (AP&T) document. When a matter must be decided and a simple majority of all faculty  
4 eligible to vote cannot be achieved on behalf of any position, the Chair will necessarily make  
5 the final decision.  
6

## 7 **8. DISTRIBUTION OF FACULTY DUTIES AND RESPONSIBILITIES**

8

9 It is the policy of the Department that all tenure-track faculty and practice faculty will participate in  
10 the instruction of both undergraduate and graduate students. For tenure-track faculty, it is assumed  
11 that when a balanced contribution in teaching, research and service is provided by a faculty member,  
12 the normal teaching load is typically 3 courses per year on a semester basis, with the assumption that  
13 over a given year these courses will range from standard core undergraduate courses to graduate  
14 courses and electives. A normal research load is defined as consistent progress in scholarship as  
15 indicated by a number of metrics including: external financial support for the specific scholarship,  
16 publications in peer reviewed journals, books in the specific area of scholarship, patents,  
17 commercialization efforts, and the research and educational aspects of training graduate students. A  
18 reduction in teaching load can be made for a number of reasons: 1) new, untenured faculty member,  
19 2) university administrative duties (i.e. associate dean position, center director, etc.), and 3) other  
20 significant activities that may warrant such reduction. Conversely, an increase in teaching and service  
21 loads can occur when it is determined that insufficient progress in scholarship is achieved. A typical  
22 service load is defined serving on one or more department, college or university committees, and  
23 holding leadership positions in professional organizations.  
24

25 For faculty of practice on 100% appointment, the normal teaching load is typically 5 semester  
26 courses per year, but this can be modified based on the nature of the courses by the Department  
27 Chair. They are also expected to participate in service activities for the department, college or the  
28 university.  
29

30 Research Faculty are expected to have an externally-funded research program, supervise graduate  
31 students, publish and present research results and participate in service activities for the department,  
32 college or the university.

33 Departmental expectations regarding office hours are that faculty post weekly meeting times for each  
34 course being taught. Further, within reason, faculty are expected to be flexible in meeting the needs  
35 of their students in terms of handling conflicts in scheduling meeting times.  
36

37 The Chair is responsible to make judgments with respect to balancing these various duties such that  
38 duties and responsibilities are commensurate with respect to individual faculty member's  
39 appointments as well as maintaining as much equitability among faculty as possible.  
40

41 The guidelines above do not constitute a contractual obligation. Fluctuations in the demands and  
42 resources of the department and the individual circumstances of faculty members may warrant  
43 temporary deviations from these guidelines. Assignments and expectations for the upcoming year are  
44 addressed as part of the annual review by the Department Chair.  
45

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

### 7 8 **i Practice and Research Faculty Appointment Cap**

9  
10 In accordance with [Faculty Rule 3335-7-03](#), unless an exception is approved by the  
11 University Senate and the Board of Trustees, practice faculty may comprise no more than  
12 20% of the tenure-track, practice, and research faculty. The number of practice track faculty  
13 members must be fewer than the number of tenure-track faculty members.

14  
15 Practice faculty members may stand for election to serve as a representative in the University  
16 Senate subject to representation restrictions noted in [Faculty Rule 3335-7-11\(C\)\(2\)](#).

17  
18 Unless otherwise authorized by a majority vote of the tenure-track faculty, research faculty  
19 must comprise no more than 20% of the number of tenure-track faculty in the department. In  
20 all cases, however, the number of research faculty positions must constitute a minority with  
21 respect to the number of tenure-track faculty.

22  
23 **Associated Faculty.** Compensated associated faculty members are expected to contribute to the  
24 University's mission via teaching or research depending on the terms of their individual  
25 appointments. Faculty members with appointments <50% FTE will have reduced expectations based  
26 on their appointment level. Expectations for full-time visiting faculty members will be based on the  
27 terms of their appointment and are comparable to that of tenure-track faculty members except they  
28 will have no service expectations. In accord with Faculty Rule 3335-5-19 (  
29 <https://trustees.osu.edu/bylaws-and-rules/3335-5>), lecturers' and senior lecturers' responsibilities are  
30 limited to formal course instruction.

### 31 32 **8.1 SPECIAL ASSIGNMENTS**

33  
34 Information on special assignments (SAs) is presented in the Office of Academic Affairs Special  
35 Assignment Policy (<http://oaa.osu.edu/assets/files/documents/specialassignment.pdf>). The  
36 information provided below supplements these policies.

37  
38 Untenured faculty will normally be provided a SA for research for two semesters distributed over the  
39 initial 2 years of appointment, during their probationary period. Reasonable efforts will be made to  
40 award SA opportunities to all other faculty members subject to the quality of faculty proposals,  
41 including their potential benefit to the Department or University, and the need to assure that sufficient  
42 faculty are always present to carry out Department work.

43  
44 Faculty members who desire a SA should discuss the matter with the Department Chair during their  
45 annual evaluation or as soon thereafter as possible. The Department Chair will indicate whether  
46 submission of a full proposal articulating the purpose and nature of the SA is appropriate. The Chair

1 will normally announce decisions regarding SAs for the next academic year no later than June 30 of  
2 the previous academic year, but retains the option of making decisions regarding proposals at other  
3 times when circumstances warrant such flexibility.  
4

## 5 **8.2 PARENTAL MODIFICATION OF DUTIES**

6

7 The Department of Chemical and Biomolecular Engineering strives to be a family-friendly unit in its  
8 efforts to recruit and retain high quality faculty members. To this end, the Department is committed  
9 to adhering to the College of Engineering's guidelines on parental modification of duties to provide  
10 its faculty members flexibility in meeting work responsibilities within the first year after  
11 childbirth/adoption. See the College Pattern of Administration at ([https://oaa.osu.edu/appointments-  
12 reappointments-promotion-and-tenure](https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure)) for details.  
13

14 The faculty member requesting the modification of duties for childbirth/adoption should inform the  
15 Department Chair as early as possible to provide enough time to arrange re-distribution of  
16 responsibilities as needed. The faculty member making the request and the Department Chair should  
17 be creative and flexible in developing a solution that is fair to both the individual and the unit while  
18 addressing the needs of the university. Details on the college policies and forms related to parental  
19 modification of duties can be found on the College intranet web page under the Faculty Resources  
20 Links (<https://intranet.engineering.osu.edu/about/faculty-and-staff/faculty>).  
21

## 22 **9. COURSE OFFERINGS AND TEACHING ASSIGNMENTS**

23

24 A designated member of the curriculum committee along with the Department Chair will annually  
25 develop a schedule of course offerings and teaching schedules in consultation with the faculty, both  
26 collectively and individually. While every effort will be made to accommodate the individual  
27 preferences of faculty, the Department's first obligation is to offer the courses needed by students at  
28 times most likely to meet student needs. To assure classroom availability reasonable efforts must be  
29 made to distribute course offerings across the day and week. To meet student needs reasonable efforts  
30 must be made to assure that course offerings match student demand and that timing conflicts with  
31 other courses students are known to take in tandem are avoided.  
32

33 A scheduled course that does not attract the minimum number of students required by Faculty Rule  
34 3335-8-17 <https://trustees.osu.edu/bylaws-and-rules/3335-8> will normally be cancelled and the  
35 faculty member scheduled to teach that course will be assigned to another course for that or a  
36 subsequent semester.  
37

38 Additional information can be obtained in the Office of Academic Affairs Handbook found online at:  
39 <https://oaa.osu.edu/policies-and-procedures-handbook>.  
40

## 41 **10. ALLOCATION OF DEPARTMENT RESOURCES**

42

43 The Chair is responsible for the fiscal and academic health of the Department and for assuring that all  
44 resources—fiscal, human, and physical—are allocated in a manner that will optimize achievement of  
45 Department goals. The Chair will discuss the Department budget at least annually with the faculty

1 and attempt to achieve consensus regarding the use of funds across general categories. However, final  
2 decisions on budgetary matters rest with the Chair.

3  
4 Research space shall be allocated based on research productivity including external funding and will  
5 be reallocated periodically as these faculty-specific variables change. The allocation of office space  
6 will include considerations such as achieving proximity of faculty in subdisciplines and productivity  
7 and grouping staff functions to maximize efficiency.

8  
9 The allocation of salary funds is discussed in the Appointments, Promotion and Tenure document.

## 10 11 **11. LEAVES & ABSENCES**

12  
13 The University’s policies with respect to leaves and absences are set forth in the Office of Academic  
14 Affairs Policies and Procedures Handbook ( <https://oaa.osu.edu/policies-and-procedures-handbook>)  
15 and Office of Human Resources Policies and Forms website (<https://hr.osu.edu/policies-forms>). The  
16 information provided below supplements these policies.

### 17 18 **11.1 DISCRETIONARY ABSENCE**

19  
20 Faculty are expected to inform the Department Chair well in advance of a planned absence  
21 (e.g. as for attendance at a professional meeting or to engage in consulting or to seek  
22 collaboration at another institution) to provide time for its consideration and approval and  
23 time to assure that instructional and other commitments are covered. Discretionary absence  
24 from duty is not a right and the Chair retains the authority to disapprove a proposed absence  
25 when it will interfere with instructional or other comparable commitments. Such an  
26 occurrence is most likely when the number of absences in a particular semester is substantial.  
27 Faculty Rules require that the Office of Academic Affairs approve any discretionary absence  
28 of ten or more consecutive business days (see Faculty Rule 3335-5-08,  
29 <https://trustees.osu.edu/bylaws-and-rules/3335-5>) and must be requested on the [Application](#)  
30 [for Leave form](#).

### 31 32 **11.2 ABSENCE FOR MEDICAL REASONS**

33  
34 When absences for medical reasons are anticipated, faculty members are expected to complete  
35 an Application for Leave form as early as possible. When such absences are unexpected, the  
36 faculty member, or someone speaking for the faculty member, should let the Chair know  
37 promptly so that instructional and other commitments can be managed. Faculty members are  
38 always expected to use sick leave for any absence covered by sick leave (personal illness,  
39 illness of family members, medical appointments). Sick leave is a benefit to be used—not  
40 banked. See OHR Policy 6.27 for details  
41 (<https://hr.osu.edu/public/documents/policy/policy627.pdf>).

### 42 43 **11.3 UNPAID LEAVES OF ABSENCE**

44  
45 The University’s policies with respect to unpaid leaves of absence and entrepreneurial leaves  
46 of absence are set forth in OHR Policy 6.45

1 (<https://hr.osu.edu/public/documents/policy/policy645.pdf>). A faculty member may request an  
2 unpaid leave of absence for personal or professional reasons. Professional reasons would  
3 include an opportunity to accept a visiting appointment at another institution. A faculty  
4 member desiring an unpaid leave of absence should submit a written request for the absence  
5 as far in advance as possible of the time for which the leave is desired. Approval will be based  
6 on, but not limited to, the nature of the request, the extent to which the faculty member's  
7 responsibilities can be covered or deferred during the proposed absence, and the positive or  
8 negative impact on the Department of the proposed absence. Unpaid leaves of absence require  
9 the approval of the Dean, Office of Academic Affairs, and Board of Trustees.

#### 10 11 **11.4 FACULTY PROFESSIONAL LEAVE**

12  
13 Information on faculty professional leaves is presented in the OAA Policy on Faculty  
14 Professional Leave (<https://oaa.osu.edu/assets/files/documents/facultyprofessionalleave.pdf>).

15  
16 A Faculty Professional Leave (FPL) constitutes a more formal departure from regular  
17 academic duties than a Special Assignment and may be one or two semesters in length for 9-  
18 month faculty and up to a full year for 12-month faculty. FPLs involve salary reductions and  
19 other considerations established by the Ohio legislature and University Board of Trustees and  
20 faculty considering an FPL should fully acquaint themselves with these policies before  
21 applying for leave (<https://oaa.osu.edu/assets/files/documents/facultyprofessionalleave.pdf>).

22  
23 Faculty members who desire FPL should inform the Department chair in writing a year and a  
24 half before the start of their professional leave and prepare a proposal. (e.g., for a  
25 professional leave that will start Autumn of 2022, the chair should be informed by the end of  
26 May 2021) and present a proposal. It is suggested that the proposal address the following  
27 issues:

- 28 1) Ohio Law requires completion of 7 academic years of service to be eligible for FPL.
- 29 2) A plan for professional development and possible collaboration to be developed should be  
30 provided. Suggested topics in the plan include:
  - 31 a) present the opportunity for new international or national collaborations
  - 32 b) propose the completion of a body of scholarly work such as a book or a unique series  
33 of publication
  - 34 c) propose developing new collaborations at Ohio State
  - 35 d) propose developing new courses or improvements in teaching pedagogy
  - 36 e) propose exploration of unique opportunities with colleagues from industry
  - 37 f) propose participation in technology transfer from OSU to corporate entities, particular  
38 to help start-up companies get off the ground

39 (Note: In the case of limited availability of leave positions the proposals will be evaluated on their  
40 quality content with a bias in descending order from a-f)

- 41 3) The Department should have adequate faculty members to maintain its teaching  
42 obligations during the leave period.
  - 43 4) The Chair must support the request by letter to the Dean.
  - 44 5) A report on professional progress made during the leave should be filed with the Chair no  
45 later than 1 month following the faculty member's return to the department.
- 46

1 The Department Chair will indicate whether submission of a full proposal articulating the  
2 purpose and nature of the FPL is appropriate. Because FPL proposals must be approved by  
3 the Dean, Office of Academic Affairs, and Board of Trustees before they may be  
4 implemented, faculty should submit FPL proposals to the College for a particular year no later  
5 than the end of Autumn Semester of the preceding year, except when the development of an  
6 unexpected opportunity precludes such timing.  
7

## 8 **12. SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING** 9 **ACTIVITY**

10  
11 The University's policies with respect to supplemental compensation and external consulting are set  
12 forth in the Office of Academic Affairs Policies and Procedures Handbook.

- 13 • Faculty Compensation Policy  
14 (<http://oaa.osu.edu/assets/files/documents/facultycompensation.pdf>) and the
- 15 • Faculty Paid External Consulting Policy  
16 (<http://oaa.osu.edu/assets/files/documents/paidexternalconsulting.pdf>)  
17

18 This Department adheres to these policies in every respect. In particular, this Department expects  
19 faculty members to carry out the duties associated with their primary appointment with the University  
20 at a high level of competence before seeking other income-enhancing opportunities. All activities  
21 providing supplemental compensation must be approved by the Department Chair regardless of the  
22 source of compensation. External consulting must also be approved. Approval will be contingent on  
23 the extent to which a faculty member is carrying out regular duties at an acceptable level, the extent  
24 to which the extra income activity appears likely to interfere with regular duties, and the academic  
25 value of the proposed consulting activity to the Department. In addition, it is University policy that  
26 faculty may not spend, on average, more than one business day per week on supplemental,  
27 compensated activities and external consulting, combined.  
28

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

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

37 Should a department faculty member wish to use a textbook or other material that is authored by the  
38 faculty member and the sale of which results in a royalty being paid to him or her, such textbook or  
39 material may be required for a course by the faculty member only if (1) the department chair and  
40 dean or designee have approved the use of the textbook or material for the course taught by the  
41 faculty member, or (2) an appropriate committee of the department or college reviews and approves  
42 the use of the textbook or material for use in the course taught by the faculty member.  
43

## 44 **13. FINANCIAL CONFLICTS OF INTEREST** 45

1 The University's policy with respect to financial conflicts of interest is set forth in the university's  
2 Faculty Financial Conflict of Interest Policy  
3 (<http://oaa.osu.edu/assets/files/documents/FinConfInt.pdf>).  
4

5 A conflict of interest exists if financial interests or other opportunities for tangible personal benefit  
6 may exert a substantial and improper influence upon a faculty member or administrator's professional  
7 judgment in exercising any University duty or responsibility, including designing, conducting or  
8 reporting research.  
9

10 Faculty members are required to file conflict of interest screening forms annually, and more often if  
11 prospective new activities pose the possibility of financial conflicts of interest. Faculty who fail to  
12 file such forms or to cooperate with University officials in the avoidance or management of potential  
13 conflicts will be subject to disciplinary action.  
14

15 In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment that  
16 arise in relation to consulting or other work done for external entities. See Section 8 above.  
17

## 18 **14. GRIEVANCE PROCEDURES**

19

20 Members of the Department with grievances should discuss them with the Chair who will review the  
21 matter as appropriate and either seek resolution or explain why resolution is not possible. The content  
22 below describes procedures for the review of specific types of complaints and grievances.

- 23 • OHR Policy 1.10, Nondiscrimination policy  
24 ([https://policies.osu.edu/assets/docs/policy\\_pdfs/AffirmativeActionEqualEmploymentOpportunityandNon-Discrimination-Harassment\\_FINAL.pdf](https://policies.osu.edu/assets/docs/policy_pdfs/AffirmativeActionEqualEmploymentOpportunityandNon-Discrimination-Harassment_FINAL.pdf))
  - 25 • OHR Policy 1.15, Sexual misconduct policy  
26 ([https://policies.osu.edu/assets/docs/policy\\_pdfs/SexualMisconduct\\_FINAL.pdf](https://policies.osu.edu/assets/docs/policy_pdfs/SexualMisconduct_FINAL.pdf))
  - 27 • Anonymous Reporting Line (<https://compliance.osu.edu/concern-reporting.html>)
  - 28 • Hearing procedures for complaints against faculty, Faculty Rule 3335-5-04  
29 (<https://trustees.osu.edu/bylaws-and-rules/3335-5>)
  - 30 • Code of Student Conduct (<https://trustees.osu.edu/bylaws-and-rules/code>)  
31
- 32

### 33 **14.1 SALARY GRIEVANCES**

34

35 A faculty or staff member who believes that his or her salary is inappropriately low should  
36 discuss the matter with the Chair. The faculty or staff member should provide documentation  
37 to support the complaint.  
38

39 Faculty members who are not satisfied with the outcome of the discussion with the chair and  
40 wish to pursue the matter may follow the College of Engineering POA policy on the appeals  
41 process.  
42

43 Staff members who are not satisfied with the outcome of the discussion with the chair and  
44 wish to pursue the matter should contact Employee and Labor Relations in the Office of  
45 Human Resources, <https://hr.osu.edu/services/elr/>.  
46



1           **14.2    FACULTY MISCONDUCT**

2  
3           Faculty misconduct/incompetence: Complaints alleging faculty misconduct or incompetence  
4           should follow the procedures set forth in Faculty Rule 3335-5-04  
5           (<https://trustees.osu.edu/bylaws-and-rules/3335-5>).

6  
7           **14.3    FACULTY PROMOTION AND TENURE APPEALS**

8  
9           Promotion and tenure appeal procedures are set forth in Faculty Rule 3335-5-05  
10          (<https://trustees.osu.edu/bylaws-and-rules/3335-5>).

11  
12          **14.4    SEXUAL MISCONDUCT**

13  
14          The University's policy and procedures related to sexual misconduct are set forth in OHR  
15          Policy 1.15 ([https://policies.osu.edu/assets/docs/policy\\_pdfs/SexualMisconduct\\_FINAL.pdf](https://policies.osu.edu/assets/docs/policy_pdfs/SexualMisconduct_FINAL.pdf)).

16  
17          **14.5    STUDENT COMPLAINTS**

18  
19          Normally student complaints about courses, grades, and related matters are brought to the  
20          attention of individual faculty members. In receiving such complaints, faculty should treat  
21          students with respect regardless of the apparent merit of the complaint and provide a  
22          considered response. When students bring complaints about courses and instructors to the  
23          Department Chair, the Chair will first ascertain whether the students require confidentiality.  
24          If confidentiality is not required, the Chair will investigate the matter as fully and fairly as  
25          possible and provide a response to both the students and any affected faculty. If  
26          confidentiality is required, the Chair will explain that it is not possible to fully investigate a  
27          complaint in such circumstances and will advise the student(s) on options to pursue without  
28          prejudice as to whether the complaint is valid or not. See Faculty Rule [3335-8-23](#).

29  
30          Faculty complaints regarding students must always be handled strictly in accordance with  
31          University rules and policies. Faculty should seek the advice and assistance of the chair and  
32          others with appropriate knowledge of policies and procedures when problematic situations  
33          arise. In particular, evidence of academic misconduct must be brought to the attention of the  
34          [Committee on Academic Misconduct](#) (see also Faculty Rule [3335-23-05](#)).

35  
36          **14.6    CODE OF STUDENT CONDUCT**

37  
38          The code of student conduct (<https://trustees.osu.edu/bylaws-and-rules/code>) is established to  
39          foster and protect the core missions of the University; to foster the scholarly and civic  
40          development of the University’s students in a safe and secure learning environment, and to  
41          protect the people, properties and processes that support the University and its missions.  
42  
43