

1 Department of Chemical and Biomolecular Engineering  
2 Pattern of Administration

3 (Approved by Faculty, July 13, 2017; OAA approved, October 9, 2017)  
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## 1. INTRODUCTION

- 1.1 **Purpose:** The purpose of this Pattern of Administration (POA) is to describe the policies and structure concerning the governance of the Department of **Chemical and Biomolecular Engineering**. The goal of the policies and structure is to facilitate the orderly conduct of the business of the Faculty of the Department of Chemical and Biomolecular Engineering. The policies and structure supplement the Rules of the University Faculty (<http://trustees.osu.edu/university/facultyrules>), Academic Affairs policies and procedures and those included in the College of Engineering POA (<http://engineering.osu.edu/sites/eng.web.engadmin.ohio-state.edu/files/uploads/faculty/poa.pdf>) and any additional policies established by the University or College of Engineering. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document. Should these policies and rules change, the Department shall follow those new rules and policies until such time as it can update this document to reflect the changes. In addition, this document must be reviewed during the first year of appointment, or reappointment of the Chair of the Department.
- 1.2 **Scope:** All Department matters concerning which the Faculty has power to act are governed by this POA. Powers of the faculty are either outlined in this document, are delegated to committees, or delegated to the Chair of the Department.
- 1.3 **Interpretation:** This POA shall be interpreted consistently with applicable statutes, the By-Laws of the Board of Trustees, and the Rules of the University Faculty.
- 1.4 **Meetings.** Meetings of the Faculty of the Department and its committees and any subcommittees shall be governed by Roberts Rules of Order, newly revised (2011) and shall be open to all persons except where a compelling reason requires otherwise.

## 2. DEPARTMENT MISSION

The Mission of the Department of Chemical and Biomolecular Engineering is:

To educate undergraduate and graduate students in Chemical and Biomolecular Engineering and foster cross-fertilization with other disciplines.

To advance state-of-the-art knowledge of Chemical and Biomolecular Engineering and allied fields through novel and sustained research.

To serve the public, academic and industrial communities through consultation, collaborative efforts, dissemination of research results, entrepreneurship and participation in conferences and professional societies.

To value diversity as defined broadly in scholarship, approaches to teaching and in student, faculty and staff composition.

1  
2 **3. ACADEMIC RIGHTS AND RESPONSIBILITIES**  
3

4 The department of Chemical and Biomolecular Engineering adheres to the university's reaffirmation  
5 of academic rights and responsibilities found online at:  
6 <http://oaa.osu.edu/rightsandresponsibilities.html>  
7  
8  
9

10 **4. FACULTY**  
11

12 Faculty Rule 3335-5-19 ([http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-](http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html)  
13 [and-committees.html](http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html)) defines the types of faculty appointments possible at The Ohio State University and  
14 the rights and restrictions associated with each type of appointment. For purposes of governance, the  
15 faculty of this department eligible to vote are faculty (comprised of tenure track, clinical, and research)  
16 with compensated FTEs of at least 50% in this department. Associated faculty, emeritus faculty, and  
17 faculty joint appointees with FTEs below 50% in this department may be invited to participate in  
18 discussions on non-personnel matters, but may not participate in personnel matters, including promotion  
19 and tenure reviews, and may not vote on any matter.  
20

21 The Department of Chemical and Biomolecular Engineering makes clinical and research  
22 appointments. Clinical faculty titles are assistant professor, associate professor, and professor of  
23 practice of Chemical and Biomolecular Engineering. Research faculty titles are research assistant  
24 professor, research associate professor, and research professor. Clinical faculty may vote in all  
25 matters of department governance except tenure-track appointment, promotion and tenure decisions.  
26 Research faculty may vote in all matters of department governance except tenure-track appointment,  
27 promotion and tenure decisions and clinical appointment and promotion decisions.  
28

29 Emeritus faculty Department of Chemical and Biomolecular Engineering are invited to participate in  
30 discussions on non-personnel matters, but may not participate in personnel matters, including  
31 promotion and tenure reviews, and may not vote on any matter.  
32

33 Detailed information about the appointment criteria and procedures for the various types of faculty  
34 appointments made in the Department of Chemical and Biomolecular Engineering is provided in the  
35 [Appointments, Promotion and Tenure Document](#).  
36

37 **5. ORGANIZATION OF DEPARTMENT, SERVICES AND STAFF**  
38

39 The Department of Chemical and Biomolecular Engineering does not have many support personnel,  
40 therefore a description of department offices and staff and their functions is not necessary.  
41  
42

43 **6. OVERVIEW OF DEPARTMENTAL ADMINISTRATION AND DECISION-MAKING**  
44

45 Policy and program decisions are made in a number of ways: by the Department faculty as a whole,  
46 by standing or special committees of the Department, or by the Chair. The nature and importance of  
47 any individual matter determines how it is addressed. Department governance proceeds on the

1 general principle that the more important the matter to be decided, the more inclusive participation in  
2 decision making needs to be. Open discussions, both formal and informal, constitute the primary  
3 means of reaching decisions of central importance.  
4  
5

## 6 **7. DEPARTMENT ADMINISTRATION**

7

### 8 **7.1 CHAIR**

9

10 The primary responsibilities of the Chair are set forth in Faculty Rule 3335-3-35  
11 <http://trustees.osu.edu/rules3/ru3-35.php>. This rule requires the chair to develop, in  
12 consultation with the faculty, a Pattern of Administration with specified minimum content. The  
13 rule, along with Faculty Rule 3335-6 <http://trustees.osu.edu/rules6/ru6index.html>, also requires  
14 the chair to prepare, in consultation with the faculty, a document setting forth policies and  
15 procedures pertinent to promotion and tenure (the Appointments, Promotion and Tenure  
16 document; see <http://oaa.osu.edu/handbook.html>).  
17

18 Other responsibilities of the Chair, not specifically noted elsewhere in this Pattern of  
19 Administration, are paraphrased and summarized below.  
20

- 21 • To have general administrative responsibility for Department programs, subject to the  
22 approval of the Dean of the College, and to conduct the business of the Department  
23 efficiently. This broad responsibility includes the acquisition and management of  
24 funds and the hiring and supervision of faculty and staff.
- 25 • To plan with the members of the faculty and the Dean of the College a progressive  
26 program; to encourage research and educational endeavors.
- 27 • To evaluate and improve instructional and administrative processes on an ongoing  
28 basis; to promote improvement of instruction by providing for the evaluation of each  
29 course when offered, including written evaluation by students of the course and  
30 instructors, and periodic course review by the faculty.
- 31 • To evaluate faculty members annually in accordance with both University and  
32 Department established criteria; to inform faculty members when they receive their  
33 annual review of their right to review their primary personnel file maintained by the  
34 department and to place in that file a response to any evaluation, comment, or other  
35 material contained in the file.
- 36 • To recommend appointments, promotions, dismissals, and matters affecting the tenure  
37 of members of the Department faculty to the Dean of the College, in accordance with  
38 procedures set forth in Faculty Rule 3335-6  
39 <http://trustees.osu.edu/rules6/ru6index.html> and this department's Appointments,  
40 Promotion and Tenure document.
- 41 • To ensure that all faculty members, regardless of their assigned location, are offered  
42 departmental privileges and responsibilities appropriate to their rank; and in general to  
43 lead in maintaining a high level of morale.
- 44 • To ensure that adequate supervision and training are given to those members of the  
45 faculty and staff who may profit by such assistance.
- 46 • To represent the Department to alumni and other groups outside the University.

1  
2 Day to day responsibility for specific matters may be delegated to others, but the Chair retains  
3 final responsibility and authority for all matters covered by this POA, subject when relevant to  
4 approval of the Dean, Office of Academic Affairs, and Board of Trustees.  
5

6 Operational efficiency requires that the Chair exercise a degree of autonomy in establishing  
7 and managing administrative processes. The articulation and achievement of Department  
8 academic goals, however, is most successful when all faculty participate in discussing and  
9 deciding matters of importance. The Chair will therefore consult with the faculty on all  
10 educational and academic policy issues and will respect the principle of majority rule. When a  
11 departure from majority rule is judged to be necessary, the Chair will explain to the faculty  
12 the reasons for the departure, ideally before action is taken.  
13  
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17

## 18 **7.2 COMMITTEES**

19  
20 Much of the development and implementation of the Department's policies and programs is  
21 carried out by standing and ad hoc committees. The Chair is an ex officio member of all  
22 Department committees and may vote as a member on all committees except the Promotion  
23 and Tenure Committee, which consists of the eligible faculty. The chair of each committee is  
24 chosen by the Department Chair with consultation of the committee and/or faculty of the  
25 Department.  
26

27 A list of current standing committees in the Department are:  
28

- 29 • **Promotion and Tenure**  
30 This committee deliberates on all promotion and tenure actions. It consists of 1  
31 committee chair and the eligible faculty. The committee chair is appointed annually by  
32 the Department Chair.
- 33 • **Curriculum**  
34 This committee deliberates on all undergraduate curriculum issues. It consists of 1  
35 committee chair and 3-6 additional committee members, including at least 1  
36 undergraduate advisor, who is a staff member. The committee chair and its members  
37 are appointed annually by the Department Chair.
- 38 • **Special Events**  
39 This committee is responsible for planning Department events. It consists of 1  
40 committee chair and 1 staff member, who is usually the Department Public Relations  
41 Coordinator. The committee chair is appointed annually by the Department Chair.
- 42 • **Graduate Studies**  
43 This committee deliberates on all issues related to the graduate program. It consists of  
44 1 committee chair and 4 additional committee members, including the Graduate  
45 Program Coordinator, who is a staff member. The committee chair and its members  
46 are appointed annually by the Department Chair.

1 • **Faculty Recruitment**

2 This committee deliberates on all issues related to faculty recruitment. It consists of 1  
3 committee chair and 4 additional committee members. The committee chair and its  
4 members are appointed annually by the Department Chair.

5 • **Honors and Awards**

6 This committee deliberates on candidates for awards and prepares nomination  
7 packages. It consists of 1 committee chair and 3 additional committee members. The  
8 committee chair and its members are appointed annually by the Department Chair.

9 • **Safety**

10 This committee seeks to create a safe working environment for all Department  
11 personnel, through adoption of proper safety protocols and laboratory inspections. It  
12 consists of 1 committee chair and 3-6 additional committee members, including at  
13 least 1 staff member, who is the Building Coordinator. The committee chair and its  
14 members are appointed annually by the Department Chair.

15 • **Seminar**

16 This committee selects seminar speakers for the Department Seminar Series. It  
17 consists of 1 committee chair and 2-3 additional committee members. The committee  
18 chair and its' members are appointed annually by the Department Chair.

19  
20 **General committee practices.** Faculty time is a limited commodity and should not be  
21 consumed with administrative tasks that could reasonably be accomplished in other ways. It  
22 is understood that, as much as possible, the committees will operate to achieve a consensus  
23 when specific courses of action are required. In the case in which a consensus is not  
24 achievable with respect to a specific action needed, a majority and minority report will be  
25 presented.

26  
27 **Committee mechanics.** Voting membership of the committee consists of tenure-track  
28 faculty. Attempts will be made to include assistant, associate, and professors. The general  
29 concept is that no committee should be larger than 20 percent of the tenure-track faculty, and  
30 at a minimum the committee should meet once a semester.

31  
32 **7.3 Staff.** The Chair is responsible for appointing, supervising, and evaluating the staff of  
33 the unit.

34  
35  
36 **8. FACULTY MEETINGS**

37  
38 **8.1 General.** The Chair will provide to the faculty a schedule of Department faculty  
39 meetings at the beginning of each academic term. The schedule will provide for at least one  
40 meeting per academic term and normally will provide for bimonthly meetings. A call for  
41 agenda items and completed agenda will be delivered to faculty by e-mail before a scheduled  
42 meeting. Reasonable efforts will be made to call for agenda items at least seven days before  
43 the meeting, and to distribute the agenda by e-mail at least three business days before the  
44 meeting. A meeting of the Department faculty will also be scheduled on written request of  
45 25% of the Department faculty. The Chair will make reasonable efforts to have the meeting  
46 take place within one week of receipt of the request. The Chair will distribute minutes of

1 faculty meetings to faculty by e-mail—within seven days of the meeting if possible. These  
2 minutes may be amended at the next faculty meeting by a simple majority vote of the faculty  
3 who were present at the meeting covered by the minutes.  
4

5 The Department accepts the fundamental importance of full and free discussion but also  
6 recognizes that such discussion can only be achieved in an atmosphere of mutual respect and  
7 civility. Normally Department meetings will be conducted with no more formality than is  
8 needed to attain the goals of full and free discussion and the orderly conduct of business.  
9 However, Robert’s Rules of Order will be invoked when more formality is needed to serve  
10 these goals.  
11

12 **8.2 Voting.** For purposes of discussing Department business other than personnel matters,  
13 and for making decisions where consensus is possible and a reasonable basis for action, a  
14 quorum will be defined as a simple majority of all faculty eligible to vote. Either the Chair or  
15 one-third of all faculty eligible to vote may determine that a formal vote conducted by written  
16 ballot is necessary on matters of special importance. For purposes of a formal vote, a matter  
17 will be considered decided when a particular position is supported by at least 51% of all  
18 faculty eligible to vote. Balloting will be conducted by mail or e-mail when necessary to  
19 assure maximum participation in voting. Special policies pertain to voting on personnel  
20 matters, and these are set forth in the department's Appointments, Promotion and Tenure  
21 (AP&T) document. When a matter must be decided and a simple majority of all faculty  
22 eligible to vote cannot be achieved on behalf of any position, the Chair will necessarily make  
23 the final decision.  
24

25 Clinical faculty may participate in governance and committee service voting issues, but not  
26 AP&T matters regarding tenure-track faculty.  
27  
28

## 29 **9. DISTRIBUTION OF FACULTY DUTIES AND RESPONSIBILITIES**

30

31 It is the policy of the Department that all tenure-track faculty and clinical faculty will participate in  
32 the instruction of both undergraduate and graduate students. For tenure-track faculty, it is assumed  
33 that when a balanced contribution in teaching, research and service is provided by a faculty member,  
34 the normal teaching load is typically 3 courses per year on a semester basis, with the assumption that  
35 over a given year these courses will range from standard core undergraduate courses to graduate  
36 courses and electives. A normal research load is defined as consistent progress in scholarship as  
37 indicated by a number of metrics including: external financial support for the specific scholarship,  
38 publications in peer reviewed journals, books in the specific are of scholarship, patents,  
39 commercialization efforts, and the research and educational aspects of training graduate students. A  
40 reduction in teaching load can be made for a number of reasons: 1) new, untenured faculty member,  
41 2) university administrative duties (i.e. associate dean position, center director, etc.), and 3) other  
42 significant activities that may warrant such reduction. Conversely, an increase in teaching and service  
43 loads can occur when it is determined that insufficient progress in scholarship is achieved.  
44

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

4  
5 The Chair is responsible to make judgments with respect to balancing these various duties such that  
6 duties and responsibilities are commensurate with respect to individual faculty member's  
7 appointments as well as maintaining as much equitability among faculty as possible.

8  
9 The guidelines above do not constitute a contractual obligation. Fluctuations in the demands and  
10 resources of the department and the individual circumstances of faculty members may warrant  
11 temporary deviations from these guidelines. Assignments and expectations for the upcoming year are  
12 addressed as part of the annual review by the Department Chair.

13  
14  
15 **Associated Faculty.** Compensated associated faculty members are expected to contribute to the  
16 University's mission via teaching or research depending on the terms of their individual  
17 appointments. Faculty members with appointments <50% FTE will have reduced expectations based  
18 on their appointment level. Expectations for full-time visiting faculty members will be based on the  
19 terms of their appointment and are comparable to that of tenure-track faculty members who have no  
20 service obligations. In accord with Faculty Rule 3335-5-19 (<https://trustees.osu.edu>), lecturers' and  
21 senior lecturers' responsibilities are limited to formal course instruction.

## 22 23 24 **9.1 SPECIAL ASSIGNMENTS**

25  
26 Information on special assignments (SAs) is presented in the Office of Academic Affairs Special  
27 Assignment Policy (<http://oaa.osu.edu/assets/files/documents/specialassignment.pdf>). The  
28 information provided below supplements these policies.

29  
30 Untenured faculty will normally be provided an SA for research for one semester, during their  
31 probationary period. Reasonable efforts will be made to award SA opportunities to all other faculty  
32 members subject to the quality of faculty proposals, including their potential benefit to the  
33 Department or University, and the need to assure that sufficient faculty are always present to carry  
34 out Department work.

35  
36 Faculty members who desire an SA should discuss the matter with the Department Chair during their  
37 annual evaluation or as soon thereafter as possible. The Department Chair will indicate whether  
38 submission of a full proposal articulating the purpose and nature of the SA is appropriate. The Chair  
39 will normally announce decisions regarding SAs for the next academic year no later than June 30 of  
40 the previous academic year, but retains the option of making decisions regarding proposals at other  
41 times when circumstances warrant such flexibility.

## 42 43 **9.2 PARENTAL MODIFICATION OF DUTIES**

44  
45 The Department of Chemical and Biomolecular Engineering strives to be a family-friendly unit in its  
46 efforts to recruit and retain high quality faculty members. To this end, the Department is committed



1 to adhering to the College of Engineering’s guidelines on parental modification of duties to provide  
2 its faculty members flexibility in meeting work responsibilities within the first year of  
3 childbirth/adoption. See the College Pattern of Administration at  
4 (<http://oaa.osu.edu/governance.html>) for details.  
5

6 The faculty member requesting the modification of duties for childbirth/adoption and the Department  
7 Chair should be creative and flexible in developing a solution that is fair to both the individual and  
8 the unit while addressing the needs of the university. Expectations must be spelled out in an MOU  
9 that is approved by the Dean.  
10

## 11 12 13 **10. COURSE OFFERINGS AND TEACHING ASSIGNMENTS** 14

15 The Department Chair will annually develop a schedule of course offerings and teaching schedules in  
16 consultation with the faculty, both collectively and individually. While every effort will be made to  
17 accommodate the individual preferences of faculty, the Department's first obligation is to offer the  
18 courses needed by students at times most likely to meet student needs. To assure classroom  
19 availability reasonable efforts must be made to distribute course offerings across the day and week.  
20 To meet student needs reasonable efforts must be made to assure that course offerings match student  
21 demand and that timing conflicts with other courses students are known to take in tandem are  
22 avoided. A scheduled course that does not attract the minimum number of students required by  
23 Faculty Rule 3335-8-17 <http://trustees.osu.edu/rules/university-rules/rules8/ru8-16-17.html> will  
24 normally be cancelled and the faculty member scheduled to teach that course will be assigned to  
25 another course for that or a subsequent semester.  
26

27 Additional information can be obtained in the Office of Academic Affairs Handbook found online at:  
28 <http://oaa.osu.edu/handbook.html>  
29

## 30 **11. ALLOCATION OF DEPARTMENT RESOURCES** 31

32 The Chair is responsible for the fiscal and academic health of the Department and for assuring that all  
33 resources—fiscal, human, and physical—are allocated in a manner that will optimize achievement of  
34 Department goals. The Chair will discuss the Department budget at least annually with the faculty  
35 and attempt to achieve consensus regarding the use of funds across general categories. However, final  
36 decisions on budgetary matters rest with the Chair.  
37

38 Research space shall be allocated on the basis of research productivity including external funding and  
39 will be reallocated periodically as these faculty-specific variables change. The allocation of office  
40 space will include considerations such as achieving proximity of faculty in subdisciplines and  
41 productivity and grouping staff functions to maximize efficiency.  
42

43 The allocation of salary funds is discussed in the Appointments, Promotion and Tenure document.  
44  
45  
46

1 **12. LEAVES & ABSENCES**

2  
3 The University’s policies with respect to leaves and absences are set forth in the Office of Academic  
4 Affairs Policies and Procedures Handbook (<http://oaa.osu.edu/handbook.html>) and Office of Human  
5 Resources Policies and Forms website (<https://hr.osu.edu/policies-forms>). The information provided  
6 below supplements these policies.  
7

8 **12.1 DISCRETIONARY ABSENCE**

9  
10 Faculty are expected to complete an eLeave form (<https://eleave.osu.edu>) well in advance of a  
11 planned absence (e.g. as for attendance at a professional meeting or to engage in consulting)  
12 to provide time for its consideration and approval and time to assure that instructional and  
13 other commitments are covered. Discretionary absence from duty is not a right and the Chair  
14 retains the authority to disapprove a proposed absence when it will interfere with instructional  
15 or other comparable commitments. Such an occurrence is most likely when the number of  
16 absences in a particular semester is substantial. Faculty Rules require that the Office of  
17 Academic Affairs approve any discretionary absence of ten or more consecutive business  
18 days (see Faculty Rule 3335-5-08, <https://trustees.osu.edu>).  
19

20 **12.2 ABSENCE FOR MEDICAL REASONS**

21  
22 When absences for medical reasons are anticipated, faculty members are expected to complete  
23 an Application for Leave form as early as possible. When such absences are unexpected, the  
24 faculty member, or someone speaking for the faculty member, should let the Chair know  
25 promptly so that instructional and other commitments can be managed. Faculty members are  
26 always expected to use sick leave for any absence covered by sick leave (personal illness,  
27 illness of family members, medical appointments). Sick leave is a benefit to be used—not  
28 banked. See OHR Policy 6.27 for details  
29 (<https://hr.osu.edu/public/documents/policy/policy627.pdf>).  
30

31 **12.3 UNPAID LEAVES OF ABSENCE**

32  
33 The University’s policies with respect to unpaid leaves of absence and entrepreneurial leaves  
34 of absence are set forth in OHR Policy 6.45  
35 (<https://hr.osu.edu/public/documents/policy/policy645.pdf>). A faculty member may request an  
36 unpaid leave of absence for personal or professional reasons. Professional reasons would  
37 include an opportunity to accept a visiting appointment at another institution. A faculty  
38 member desiring an unpaid leave of absence should submit a written request for the absence  
39 as far in advance as possible of the time for which the leave is desired. Approval will be based  
40 on, but not limited to, the nature of the request, the extent to which the faculty member's  
41 responsibilities can be covered or deferred during the proposed absence, and the positive or  
42 negative impact on the Department of the proposed absence. Unpaid leaves of absence require  
43 the approval of the Dean, Office of Academic Affairs, and Board of Trustees.  
44  
45  
46

1           **12.3 FACULTY PROFESSIONAL LEAVE**  
2

3 Information on faculty professional leaves is presented in the OAA Policy on Faculty  
4 Professional Leaves (<https://oaa.osu.edu/assets/files/documents/facultyprofessionalleave.pdf>).  
5

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

13 Faculty members who desire FPL should discuss the matter with the Department Chair during  
14 their annual evaluation and prepare a proposal. It is suggested that the proposal address the  
15 following issues:

- 16 1) Ohio Law requires completion of 7 academic years of service to be eligible for FPL.  
17 2) A plan for professional development and possible collaboration to be developed should be  
18 provided. Suggested topics in the plan include:  
19 a) present the opportunity for new international or national collaborations  
20 b) propose the completion of a body of scholarly work such as a book or a unique series  
21 of publication  
22 c) propose developing new collaborations at Ohio State  
23 d) propose developing new courses or improvements in teaching pedagogy  
24 e) propose exploration of unique opportunities with colleagues from industry  
25 f) propose participation in technology transfer from OSU to corporate entities, particular  
26 to help start-up companies get off the ground  
27 (Note: In the case of limited availability of leave positions the proposals will be evaluated on their  
28 quality content with a bias in descending order from a-f)  
29 3) The Department should have adequate faculty members to maintain its teaching  
30 obligations during the leave period.  
31 4) The Chair must support the request by letter to the Dean.  
32 5) A report on professional progress made during the leave should be filed with the Chair no  
33 later than 1 month following the faculty member's return to the department.  
34

35 The Department Chair, in consultation with the Department P&T committee, will indicate  
36 whether submission of a full proposal articulating the purpose and nature of the FPL is  
37 appropriate. Because FPL proposals must be approved by the Dean, Office of Academic  
38 Affairs, and Board of Trustees before they may be implemented, faculty should submit FPL  
39 proposals for a particular year no later than the end of Autumn Semester of the preceding  
40 year, except when the development of an unexpected opportunity precludes such timing.  
41  
42

43 **13. SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING**  
44 **ACTIVITY**  
45

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

- 3 • Faculty Compensation Policy  
4 (<http://oaa.osu.edu/assets/files/documents/facultycompensation.pdf>) and the
- 5 • Faculty Paid External Consulting Policy  
6 (<http://oaa.osu.edu/assets/files/documents/paidexternalconsulting.pdf>)

7  
8 This Department adheres to these policies in every respect. In particular, this Department expects  
9 faculty members to carry out the duties associated with their primary appointment with the University  
10 at a high level of competence before seeking other income-enhancing opportunities. All activities  
11 providing supplemental compensation must be approved by the Department Chair regardless of the  
12 source of compensation. External consulting must also be approved. Approval will be contingent on  
13 the extent to which a faculty member is carrying out regular duties at an acceptable level, the extent  
14 to which the extra income activity appears likely to interfere with regular duties, and the academic  
15 value of the proposed consulting activity to the Department. In addition, it is University policy that  
16 faculty may not spend more than one business day per week on supplemental, compensated activities  
17 and external consulting, combined.

18  
19 Faculty who fail to adhere to the University's policies on these matters, including seeking approval  
20 for external consulting, will be subject to disciplinary action.

#### 21 22 23 **14. FINANCIAL CONFLICTS OF INTEREST**

24  
25 The University's policy with respect to financial conflicts of interest is set forth in the Office of  
26 Academic Affairs Policies and Procedures Handbook.

- 27 • Faculty Financial Conflict of Interest Policy  
28 (<http://oaa.osu.edu/assets/files/documents/FinConfInt.pdf>).

29  
30 A conflict of interest exists if financial interests or other opportunities for tangible personal benefit  
31 may exert a substantial and improper influence upon a faculty member or administrator's professional  
32 judgment in exercising any University duty or responsibility, including designing, conducting or  
33 reporting research.

34  
35 Faculty members are required to file conflict of interest screening forms annually, and more often if  
36 prospective new activities pose the possibility of financial conflicts of interest. Faculty who fail to  
37 file such forms or to cooperate with University officials in the avoidance or management of potential  
38 conflicts will be subject to disciplinary action.

39  
40 In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment that  
41 arise in relation to consulting or other work done for external entities.

#### 42 43 **15. GRIEVANCE PROCEDURES**

44

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

- 4 • OHR Policy 1.10, Nondiscrimination policy  
5 (<https://hr.osu.edu/public/documents/policy/policy110.pdf>)
- 6 • OHR Policy 1.15, Sexual misconduct policy  
7 (<https://hr.osu.edu/public/documents/policy/policy115.pdf>)
- 8 • Anonymous Reporting Line  
9 ([https://secure.ethicspoint.com/domain/en/report\\_custom.asp?clientid=7689](https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7689) )
- 10 • Hearing procedures for complaints against faculty, Faculty Rule 3335-5-04  
11 (<http://trustees.osu.edu/rules/university-rules.html>)
- 12 • Code of Student Conduct (<http://trustees.osu.edu/rules/university-rules.html>)

### 13 14 15 **15.1 SALARY GRIEVANCES**

16  
17 A faculty or staff member who believes that his or her salary is inappropriately low should  
18 discuss the matter with the Chair. The faculty or staff member should provide documentation  
19 to support the complaint.

20  
21 Faculty members who are not satisfied with the outcome of the discussion with the chair and  
22 wish to pursue the matter may follow the College of Engineering POA policy on the appeals  
23 process.

24  
25 Staff members who are not satisfied with the outcome of the discussion with the chair and  
26 wish to pursue the matter should contact Employee and Labor Relations in the Office of  
27 Human Resources.

### 28 29 30 **15.2 FACULTY MISCONDUCT**

31  
32 Faculty misconduct/incompetence: Complaints alleging faculty misconduct or incompetence  
33 should follow the procedures set forth in Faculty Rule 3335-5-04 (<https://trustees.osu.edu>).

### 34 35 36 **15.3 FACULTY PROMOTION AND TENURE APPEALS**

37  
38 Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05  
39 (<https://trustees.osu.edu>).

### 40 41 42 **15.4 SEXUAL MISCONDUCT**

43  
44 The University's policy and procedures related to sexual misconduct are set forth in OHR  
45 Policy 1.15 (<https://hr.osu.edu/public/documents/policy/policy115.pdf>).

1  
2 **15.5 STUDENT COMPLAINTS**  
3

4 Normally student complaints about courses, grades, and related matters are brought to the  
5 attention of individual faculty members. In receiving such complaints, faculty should treat  
6 students with respect regardless of the apparent merit of the complaint and provide a  
7 considered response. When students bring complaints about courses and instructors to the  
8 Department Chair, the Chair will first ascertain whether the students require confidentiality.  
9 If confidentiality is not required, the Chair will investigate the matter as fully and fairly as  
10 possible and provide a response to both the students and any affected faculty. If  
11 confidentiality is required, the Chair will explain that it is not possible to fully investigate a  
12 complaint in such circumstances and will advise the student(s) on options to pursue without  
13 prejudice as to whether the complaint is valid or not.  
14

15 Faculty complaints regarding students must always be handled strictly in accordance with  
16 University rules and policies. Faculty should seek the advice and assistance of the chair and  
17 others with appropriate knowledge of policies and procedures when problematic situations  
18 arise. In particular, evidence of academic misconduct must be brought to the attention of the  
19 Committee on Academic Misconduct ([www.oaa.osu.edu/coam/home.html](http://www.oaa.osu.edu/coam/home.html) and  
20 <http://senate.osu.edu/committees/COAM/COAM.html>).  
21  
22

23 **15.6 CODE OF STUDENT CONDUCT**  
24

25 The code of student conduct (Faculty Rule [3335-23](#)) is established to foster and protect the  
26 core missions of the University; to foster the scholarly and civic development of the  
27 University's students in a safe and secure learning environment, and to protect the people,  
28 properties and processes that support the University and its missions. Additional information  
29 can be found online at: (<http://trustees.osu.edu/rules/university-rules.html>).  
30  
31