

The Ohio State University

DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING

PATTERN OF ADMINISTRATION

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I. INTRODUCTION

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

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

II. DEPARTMENT MISSION

To serve society through electrical and computer engineering by:

- Educating and inspiring forward-looking professionals;
- Creating, applying, and disseminating vital knowledge and technology; and
- Leading the professional activities of academia, industry, and government.

III. ACADEMIC RIGHTS AND RESPONSIBILITIES

In April 2006, the university issued a reaffirmation of academic rights, responsibilities, and processes for addressing concerns. This statement can be found on the [Office of Academic Affairs website](#).

IV. FACULTY

Faculty Rule [3335-5-19](#) defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of this department eligible to vote are the tenure track, clinical, and research faculty with compensated FTEs of at least 50% in the department or with the TIU in the department. Associated faculty, Emeritus faculty, and Faculty joint appointees with FTEs below 50% in this department may be invited to participate in discussions on non-personnel matters, but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

The Department of Electrical and Computer Engineering makes clinical appointments. Clinical faculty titles are assistant professor of practice electrical and computer engineering, associate professor of practice electrical and computer engineering, and professor of practice electrical and computer engineering. The number of clinical faculty with compensated FTEs of at least 50% in the department cannot exceed 20% of the

number of tenure track faculty eligible to vote. Clinical faculty may vote in all matters of department governance except tenure track promotion and tenure decisions, and research promotion decisions for candidates of higher rank or higher proposed rank.

The Department of Electrical and Computer Engineering makes research appointments. Research faculty titles are research assistant professor, research associate professor, and research professor. The number of research track faculty with compensated FTEs of at least 50% in the department cannot exceed 40% of the number of tenure track faculty eligible to vote. Research faculty may vote in all matters of department governance except tenure track promotion and tenure decisions and clinical promotion decisions.

Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in the department is provided in the Appointments, Promotion, and Tenure document.

V. ORGANIZATION OF DEPARTMENT SERVICES AND STAFF

Department offices reporting to the department chair are organized as follows. Academic Services provides administrative and advising support for the graduate and undergraduate academic programs and affairs. Business Services provides administrative support for finances and budget planning, purchasing, travel, and human resources. Laboratory and Facility Services provides support for departmental user facilities, laboratory-based education, and departmental physical facilities. Engineering Technology Services provides support for computer laboratory user facilities, networking and connectivity, and information systems security. Engineering Research Centers have staff with responsibilities specific to their individual missions.

VI. OVERVIEW OF DEPARTMENT ADMINISTRATION & DECISION-MAKING

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

VII. DEPARTMENT ADMINISTRATION

A. Chair

The primary responsibilities of the Chair are set forth in Faculty Rule [3335-3-35](#). This rule requires the Chair to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content. The rule, along with Faculty Rule [3335-6](#), also requires the Chair to prepare, in consultation with the faculty, a document setting forth policies and

procedures pertinent to promotion and tenure, the Department's Appointments, Promotion, and Tenure document.

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

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

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

Operational efficiency requires that the Chair exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of department academic goals, however, is most successful when all faculty members participate in discussing and deciding matters of importance. The Chair will therefore consult with the

faculty on all educational and academic policy issues and will respect the principle of majority rule. When a departure from majority rule is judged to be necessary, the Chair will explain to the faculty the reasons for the departure, ideally before action is taken.

B. Associate Chair for Instruction

The Associate Chair for Instruction position is a half-time appointment. The primary duties of the Associate Chair for Instruction are to assist the Chair in:

- Determining faculty course assignments
- Managing and selecting graduate teaching assistants
- Planning the curriculum for both the graduate and undergraduate programs
- Overseeing the undergraduate program in consultation with the curriculum committee

The Associate Chair for Instruction is appointed by the Chair and serves on a year-to-year basis and they must hold the rank of Professor.

C. Associate Chair for Faculty Affairs

The Associate Chair for Faculty Affairs position is a half-time appointment. The primary duties of the Associate Chair for Faculty Affairs are to support the Chair in:

- Coordinating faculty recruitment, promotion and tenure policies and processes;
- Providing leadership for establishing and maintaining a collaborative, diverse and forward-thinking faculty culture;
- Providing support for faculty development, including processes, procedure and activities related to mentoring of junior faculty;
- Drafting and reviewing governance documents, helping identifying changes needed.

The Associate Chair for Faculty Affairs is appointed by the Chair and serves on a year-to-year basis. They must hold the rank of Professor.

D. Committees

Much of the development and implementation of the department's policies and programs is carried out by standing and ad hoc committees. The Chair is an ex officio member of all department committees and may vote as a member on all committees except the Committee of Eligible Faculty and the Promotion and Tenure Committee. Membership on committees is restricted to tenure-track faculty unless otherwise stated below. The committees and committee chairs are appointed by the Chair in consultation with the faculty. Except for the advisory committee and the curriculum committee, the standard length of service for a committee chair is three years. Members are appointed on an annual basis. The department standing committees are as follows:

- **Advisory Committee:** The purpose of the advisory committee is to provide an efficient source of advice and consultation to the Chair on a broad array of matters. The committee is composed of the Department Chair and a minimum of seven other faculty members. It should contain at least one member who is not a Professor.
- **Personnel Committee:** The personnel committee is responsible for carrying out searches for regular faculty openings. The committee is responsible for evaluating the candidates and providing recommendations (after consultation with the faculty) to the Chair on the suitability of the candidates for the position. The personnel committee is also involved in evaluating candidates for adjunct and courtesy faculty positions. Only tenure track faculty may be on the personnel committee, and the Chair of the committee must hold the rank of Professor. The number of members of this committee is highly variable based on the number of faculty searches that will be conducted that year. Typically, faculty members with disciplinary relevance to the searches being performed that year will be appointed to the committee. Additional duties for the personnel committee are described in the department's Appointments, Promotion, and Tenure document.
- **Promotion and Tenure Committee:** The promotion and tenure committee is composed of 7 tenured faculty members who hold the rank of Professor (committee Chair, oversight designee, and two members on each subcommittee associated with research, and teaching, and one member for service). In addition, the committee chair may choose to add more committee members if a P&T candidate's area is not represented on the committee. Even though a member may have primary responsibility for one aspect of a candidate's package, it is expected that all members of the committee should review and evaluate all aspects of the candidate's package. The duties of the committee are described further in the department's Appointments, Promotion, and Tenure document, available at [this link](#).
- **Curriculum Committee:** The curriculum committee is responsible for approving new courses, recommending curriculum changes, and curriculum modernizations. It is also involved in long-term planning for both the undergraduate and graduate program in coordination with the graduate studies committee. The committee is the main point of contact for day-to-day issues associated with the curriculum. The committee should have broad representation from all the curricular areas in the department. A typical number for the committee is eight. The Associate Chair for Instruction is the chair of this committee.
- **Graduate Studies Committee:** The graduate studies committee is responsible for all aspects of the graduate program. It is expected that there will be subcommittees formed to handle specific features of the graduate program such as admissions and financial aid. In matters of curriculum, this committee will coordinate with the curriculum committee. The committee should follow the rules in the [Graduate School Handbook](#). The Graduate Studies Chair is a quarter-time appointment. He or she is appointed by the Chair for a 3-year term and must hold the rank of Professor. All members of the committee must hold P status in the graduate school. The graduate

studies committee typically has five members. Responsibility for routine signature activities rotates on a two-month basis among the five committee members and the Graduate Studies Chair.

- **Awards Committee:** The awards committee is responsible for evaluating faculty and staff for awards both internal and external to OSU. In addition, the committee is expected to initiate nominations of faculty and staff for national-level award and fellow designations. Non-faculty staff may serve on this committee. The chair of the committee should hold the rank of Professor. This committee typically has four members.
- **Accreditation Board for Engineering and Technology (ABET) Committee:** The ABET committee is responsible for establishing and implementing an internal ABET review process for accreditation purposes. It collects data from stakeholders at appropriate intervals and oversees data collection for assessments. Its members can be tenure-track faculty, clinical faculty, lecturers, or staff. The Committee is comprised of the chairs of the Area Committees (see below), a representative from the staff, and a representative from the lecturers. The committee is chaired by the Associate Chair for Instruction.
- **Admission Committee:** The admissions committee is responsible for defining and implementing the admission-to-major process in the department. Its eight members can be tenure-track faculty, clinical faculty, lecturers, or undergraduate advising staff. The committee is chaired by the Associate Chair for Instruction.
- **Area Committees:** The area committees represent research areas within the department. Membership on these committees is decided by the faculty members themselves. A single faculty member will be assigned a primary area committee based on research and teaching interests and can choose to be on other secondary areas. The area committees are: *Signal Processing and Control, Communications/Networks/Computer, Circuits, Solid State Electronics and Photonics, Power Systems, and Electromagnetics*. These area committees provide a forum to discuss changes in the curriculum, and area-specific curricular changes are initiated by the areas. Each area committee will have a chair who will work with the ABET committee to collect the necessary information for ABET reviews. The area chairs will provide input to the Associate Chair for Instruction for determining faculty teaching assignments and will work with the advisors to maximize the engagement of the faculty in each area with our undergraduate and graduate students. The area chairs will also be responsible for promoting the area internally and externally. Other studies may be assigned to the area chairs by the department chairs. Each area chair will receive 5% release time. The sizes of the area committees vary based on the disciplinary interests of the faculty.

VIII. FACULTY MEETINGS

The chair will hold at least one faculty meeting per academic term. A meeting will be held at the beginning of every Autumn semester in which the “State of the Department” will be provided by the Department Chair. A call for agenda items and the complete agenda will be delivered to faculty by e-mail before a scheduled meeting. Reasonable efforts will be made to call for agenda items at least seven days before the meeting, and to distribute the agenda by e-mail at least three business days before the meeting. A meeting of the department faculty will also be scheduled on written request of 25% of the department faculty. The chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. The minutes of a meeting shall be prepared by the Secretary of the Department Faculty and shall be distributed promptly to the Department Faculty. The Department Chair shall maintain records of all Faculty meetings.

Special policies pertain to voting on personnel matters, as set forth in the department's Appointments, Promotion, and Tenure document.

For purposes of discussing department business other than personnel matters, and for making decisions where consensus is possible and provides a reasonable basis for action, a quorum will be defined as a simple majority of all faculty members eligible to vote. A positive vote will be defined as a simple majority voting yes out of all those voting yes and no.

Either the chair or one-third of all faculty eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance. For purposes of a formal vote, a matter will be considered decided when a position is supported by at least a majority of all faculty eligible to vote. Balloting will be conducted by mail or e-mail when necessary to assure maximum participation in voting. The deadline for the vote will be one week after the ballot is distributed.

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

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

In the event the Department Chair finds it necessary to depart from the majority opinion in any action taken at a Faculty meeting, the Chair must so inform the faculty in a faculty meeting. The Chair should give reasons and invite comments.

IX. DISTRIBUTION OF FACULTY DUTIES & RESPONSIBILITIES

The Office of Academic Affairs requires departments to have guidelines on the distribution of faculty duties and responsibilities ([See the OAA Policies and Procedures Handbook, Volume 1, Chapter 2, Section 1.4.3](#)). The information provided below supplements those guidelines.

During on-duty periods, faculty members are expected to be available for interaction with students, service responsibilities, and other responsibilities even if they have no formal course assignment that semester. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave (see Section XII of this document) or on approved travel.

The guideline outlined here do not constitute a contractual obligation. Fluctuations in the demands and resources of the department and the individual circumstances of faculty members may warrant temporary deviations from these guidelines.

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

A. Tenure-track Faculty

Departmental faculty membership carries with it duties and responsibilities. These duties and responsibilities should be assigned in accordance with the following policies.

- **Instructional Activities**

All tenure-track Faculty members are expected to teach both undergraduate and graduate courses and advise students. The course assignment per year depends on the level of scholarly and service activity of an individual faculty member. The nominal teaching capacity (without contributing release time) for faculty members with a significant funded research program is 3 courses per year. The minimum and maximum teaching capacities are 1 and 8 courses per year, respectively, except the Department Chair whose minimum capacity is 0 courses per year.

- **Scholarly Activity**

All tenure-track Faculty members shall conduct scholarly activities. Faculty are expected to seek and obtain sufficient external funding to make scholarly and graduate student supervision activities largely self-supporting. Faculty members with substantial research activities are expected to draw a portion of their base salaries from grants and contracts, with commensurate reduction of classroom teaching responsibilities.

Faculty members are expected to publish results of their scholarly activities as books, in archival journals, and in proceedings of national and international conferences.

- Service Activity

All tenure-track Faculty members are required to participate in department governance in one or more departmental committees. Faculty members are encouraged and expected to participate in College and University governance, professional organizations, and other service activities. For Faculty members who are heavily involved in professional organizations (such as serving as Editor-in-Chief of a major journal), the teaching assignment may be reduced at the discretion of the chair. All faculty members are expected to attend and participate in faculty meetings, recruitment activities, and other department events. Faculty members shall make efforts to balance their efforts in instructional, scholarly, and service activities.

Guidelines on Faculty Teaching Assignment

The Department Chair is responsible for determining the teaching assignment of every faculty member. The Department Chair shall adjust faculty teaching assignments in accordance with individual faculty members' scholarly and service activities to assure a reasonably equitable distribution of responsibilities among the faculty.

Special Assignments

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

Faculty members who desire a SA should discuss the matter with the Department Chair before March 31 for a SA the following year. The Department Chair will indicate whether submission of a full proposal articulating the purpose and nature of the SA is appropriate.

Reasonable efforts will be made to award SA opportunities to all productive faculty members on a rotating basis subject to the quality of faculty proposals, including their potential benefit to the department or university, and the need to assure that sufficient faculty are always present to carry out department activities. The advisory committee will evaluate all SA proposals and make recommendations to the chair. The chair's recommendation to the Dean regarding an SA proposal will be based on the quality of the proposal and its potential benefit to the department, university, and the faculty member as well as the ability of the department to accommodate the SA at the time requested.

B. Clinical Faculty

Clinical faculty members are expected to contribute to the university's mission via teaching and service, and to a lesser extent scholarship. Service expectations are like those for tenure-track faculty.

All clinical faculty are expected to contribute to the department's teaching in courses or instructional situations with an emphasis on the undergraduate capstone design or the M.S. project programs.

C. Research Faculty

Research faculty members are expected to contribute to the university's mission via research.

In accord with Faculty Rule [3335-7-34](#),

A research faculty member may, but is not required to, participate in limited educational activities in the area of his or her expertise. However, teaching opportunities for each research faculty member must be approved by a majority vote of the TIU's tenure-track faculty. Under no circumstances may a member of the research faculty be continuously engaged over an extended period of time in the same instructional activities as tenure-track faculty.

Research expectations are like those for the tenure-track, albeit proportionally greater since 100% of effort for faculty members on the research track is devoted to research. Specific expectations are spelled out in the letter of offer.

D. Associated Faculty

Compensated associated faculty members are expected to contribute to the university's mission via teaching or research depending on the terms of their individual appointments.

Faculty members with tenure-track titles and appointments <50% FTE will have reduced expectations based on their appointment level.

Expectations for compensated visiting faculty members will be based on the terms of their appointment and are comparable to that of tenure-track faculty members except that service is not required.

E. Parental Modification of Duties

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

The faculty member requesting the modification of duties for childbirth/adoption and the department chair should be creative and flexible in developing a solution that is fair to both

the individual and the unit while addressing the needs of the university. Expectations must be spelled out in a Memorandum of Understanding that is approved by the dean.

X. COURSE OFFERINGS & TEACHING SCHEDULES

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

XI. ALLOCATION OF DEPARTMENT RESOURCES

The Chair is responsible for the fiscal and academic health of the department and for assuring that all resources—fiscal, human, and physical—are allocated in a manner that will best achieve departmental goals.

The Chair will discuss the department budget at least annually with the faculty and attempt to achieve consensus regarding the use of funds across general categories. However, final decisions on budgetary matters rest with the chair.

Research space shall be allocated based on research productivity including external funding and will be reallocated periodically as these faculty-specific variables change.

The allocation of office space will include considerations such as achieving proximity of faculty in sub-disciplines, productivity, and grouping staff functions to maximize efficiency.

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

XII. LEAVES & ABSENCES

The university's policies and procedures with respect to leaves and absences are set forth in the Office of Academic Affairs [Policies and Procedures Handbook](#) and Office of Human

Resources Policies and [Forms website](#). The information provided below supplements these policies.

A. Discretionary Absence

Faculty are expected to complete a travel request or an [Application for Leave](#) form well in advance of a planned absence (for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right, and the chair retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in an academic term is substantial. [The Rules of the University Faculty](#) require that the Office of Academic Affairs approve any discretionary absence longer than 10 continuous business days (Faculty Rule [3335-5-08](#)).

B. Absence for Medical Reasons

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

C. Unpaid Leaves of Absence

The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of absence are set forth in OHR [Policy 6.45](#). The information provided below supplements these policies.

D. Faculty Professional Leave (FPL)

Information on faculty professional leaves is presented in the OAA [Policy on Faculty Professional Leaves](#). The information provided below supplements these policies.

Because FPL proposals must be approved by the Dean, Office of Academic Affairs, and Board of Trustees before they may be implemented, faculty should submit FPL proposals to the Chair for a particular year no later than the end of the autumn semester of the preceding year, except when the development of an unexpected opportunity precludes such timing. The ECE advisory committee will review the FPL proposals and provide a recommendation to the Chair. If a committee member is submitting a proposal as well, he or she is excluded from the review process.

The Chair's recommendation to the dean regarding an FPL proposal will be based on the quality of the proposal, input from the ECE advisory committee, and its potential benefit

to the department and to the faculty member as well as the ability of the department to accommodate the leave at the time requested.

XIII. SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY

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

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

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

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

XIV. FINANCIAL CONFLICTS OF INTEREST

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

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

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

In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment that arise in relation to consulting, entrepreneurial efforts, or other work done for external entities. Further information about conflicts of commitment is included in Section IX.

XV. GRIEVANCE PROCEDURES

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

A. 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 (see the Office of Academic Affairs ([Policies and Procedures Handbook](#))).

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

B. Faculty Misconduct

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule [3335-5-04](#).

C. Faculty Promotion and Tenure Appeals

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

D. Sexual Misconduct

The University's policy and procedures related to sexual harassment are set forth in OHR [Policy 1.15](#).

E. Student complaints

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

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

F. Code of Student Conduct

In accordance with the [Code of Student Conduct](#), faculty members will report any instances of academic misconduct to the Committee on Academic Misconduct.