Pattern of Administration (POA)
Department of Engineering Education
OAA Approved March 5, 2018

Table of Contents

I  Introduction .............................................................................................................................. 3
II  Department Mission ............................................................................................................... 3
III  Academic Rights and Responsibilities .............................................................................. 4
IV  Faculty and Staff .................................................................................................................. 4
V  Organization of Department Services and Staff ................................................................. 5
VI  Overview of Department Administration and Decision-Making ....................................... 6
VII Department Administration .............................................................................................. 6
A  Chair ....................................................................................................................................6
B  Associate Chair(s) .............................................................................................................8
C  Program Directors and Course Coordinators ...............................................................9
D  Committees .......................................................................................................................10
E  Advisory Groups ............................................................................................................11
VIII Faculty and Staff Meetings ............................................................................................12
IX  General Meetings ..............................................................................................................13
X  Distribution of Faculty Duties and Responsibilities ............................................................13
A  Tenure-track Faculty .......................................................................................................15
B  Clinical Faculty .............................................................................................................16
C  Research Faculty ..........................................................................................................17
D  Associated Faculty ......................................................................................................17
E  Professional Development ..........................................................................................18
F  Courtesy Appointments for Faculty ...........................................................................18
G  Modification of Duties ......................................................................................................18
XI  Course Offerings and Teaching Schedule .................................................................... 20
XII Allocation of Department Resources .............................................................................20
XIII  Leaves and Absences ....................................................................................................20
A  Discretionary Absence ....................................................................................................21
B  Absence for Medical Reasons ......................................................................................21
C  Unpaid Leaves of Absence ..........................................................................................21
D  Faculty Professional Leave ..........................................................................................21
XIV Supplemental Compensation and Paid External Consulting ...........................................22
XV  Financial Conflicts of Interest ......................................................................................22
XVI Grievance Procedures ..................................................................................................23
<table>
<thead>
<tr>
<th></th>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Salary Grievances</td>
<td>23</td>
</tr>
<tr>
<td>B</td>
<td>Faculty Misconduct</td>
<td>23</td>
</tr>
<tr>
<td>C</td>
<td>Faculty Promotion and Tenure Appeals</td>
<td>23</td>
</tr>
<tr>
<td>D</td>
<td>Sexual Misconduct</td>
<td>23</td>
</tr>
<tr>
<td>E</td>
<td>Student Complaints</td>
<td>24</td>
</tr>
<tr>
<td>F</td>
<td>Code of Student Conduct</td>
<td>24</td>
</tr>
</tbody>
</table>

APPENDIX: Committee Charters Template .................................................. 25
Pattern of Administration (POA)
Department of Engineering Education

I  Introduction

Purpose
This document describes the organizational structure, policies, and procedures as they relate to
the governance of the Department of Engineering Education (EED) and the orderly conduct of
EED business. It also contains guidelines governing faculty responsibilities and teaching
assignments within the EED. 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 document, together with the department’s current
Appointments, Promotion, and Tenure (APT) document, constitutes the department’s
governance documents.

Revision
This POA 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, and the Office of Academic Affairs (OAA).

Scope
This POA aligns with the College of Engineering’s recognition of the presumption favoring
faculty rule on those matters in which faculty have primary responsibility, including:
curricula, subject matter and methods of instruction; research, appointments, promotion and
tenure of faculty; faculty governance including college and unit faculty meetings; peer
mentoring and peer evaluation of teaching; and those aspects of student life related to the
educational process.

Interpretation
This POA shall be interpreted consistently with applicable statutes of the State of Ohio,
the by-laws of the Board of Trustees, and the Rules of the University Faculty. All
references to periods of time in days refer to calendar days; in computing a period of
time, the date of the act or event from which the period of time begins to run shall not be
included.

II  Department Mission

The EED advances the engineering profession and enables student success by developing and
delivering state-of-the-art, innovative, multidisciplinary undergraduate-and graduate-level
engineering and engineering education courses and programs; by modeling and advocating
scholarly, evidence-based teaching within the College of Engineering; and by conducting and
disseminating world-class engineering education research.
III Academic Rights and Responsibilities

Academic freedom and intellectual diversity have been hallmarks of the ethics of The Ohio State University since it opened its doors in 1873. In April 2006, the university issued a reaffirmation of academic rights, responsibilities, and processes for addressing concerns. The OAA leads the institutional effort to inform faculty and students about relevant policies and procedures and to promote frank, open, and respectful discussion about the issues of freedom of thought and expression. This statement can be found on the Office of Academic Affairs website.

IV Faculty and Staff

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 includes tenure-track, clinical, research, and associated faculty with compensated full-time equivalents (FTEs) of at least 50% in the department. Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in this department is provided in the EED Appointments, Promotion, and Tenure document. For the purpose of governance, the staff of this department includes classified civil service and unclassified and senior administrative and professional staff with compensated full-time equivalents of 50% or greater.

Clinical Faculty Appointment Cap and Governance Rights

The EED makes clinical appointments. Clinical faculty titles are Assistant Professor of Practice in Engineering Education, Associate Professor of Practice in Engineering Education, and Professor of Practice in Engineering Education. In accordance with Rules of the University Faculty (Faculty Rule 3335-7-03) clinical faculty membership can comprise no more than 20% of the combined tenure-track, clinical and research faculty membership in the college. The number of clinical faculty positions in the EED must be fewer than the number of tenure-track faculty. Clinical faculty may vote in all matters of department governance except tenure-track and research faculty promotion and tenure decisions.

Research Faculty Appointment Cap and Governance Rights

The EED makes research appointments. Research faculty titles are Research Assistant Professor of Engineering Education, Research Associate Professor of Engineering Education, and Research Professor of Engineering Education. In accordance with Rules of the University Faculty (Faculty Rule 3335-7-32), unless otherwise authorized by a majority vote of the tenure-track faculty in a unit, research faculty must comprise no more than 20% of the number of tenure-track faculty in the EED. The number of research faculty positions in EED must be fewer than the number of tenure-track faculty in the unit. Research faculty are eligible to advise and supervise graduate and postdoctoral students and to be a principal investigator on extramural research grant applications. Approval to advise and supervise graduate students must be obtained from the Graduate School as set forth in Faculty Rule 3335-5-29 and detailed in the Graduate School Handbook. Research faculty may vote in all matters of department governance except matters dealing with the promotion and tenure of tenure-track faculty and promotion of clinical faculty.
**Associated Faculty Governance Rights**

Persons with associated faculty titles are permitted to participate in college and departmental governance. Full-time associated faculty may vote in all matters of department governance except tenure-track faculty promotion and tenure decisions and clinical faculty and research faculty promotion decisions.

**Staff Governance Rights**

Staff are permitted to participate in departmental governance. Full-time staff members may vote in all matters of department governance except personnel matters associated with tenure and promotion of faculty.

**Emeritus Faculty Governance Rights**

Emeritus faculty in the EED are 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.

**V Organization of Department Services and Staff**

The EED teaches a number of courses organized administratively into four pillars: First-Year Engineering Programs (FEP), Multidisciplinary Capstone (MDC), Engineering Technical Communications (ETC), and the Graduate Programs (GP). Depending on the size, academic complexity, and administrative requirements, the Chair may assign a director or coordinator to manage the overall administrative and curricular content of each pillar. Additional details about the roles and responsibilities of EED directors and coordinators are presented under Department Administration.

The FEP consists of the Fundamentals of Engineering (FE), the Fundamental of Engineering for Honors (FEH), and other programs in which first-year engineering students enroll in the EED. The Chair may assign an FEP director to oversee all first-year engineering students enrolled in FE or FEH courses. At the writing of this POA, the EED acknowledges significant organizational differences between FEH and FE courses. As such, the Chair assigns either a director or course coordinator to both FE and FEH. The director(s) and course coordinators work together to achieve common FEP goals. In the absence of a director of the FEP, FE and FEH directors and/or coordinators report to the Associate Chair.

The Multidisciplinary Capstone (MDC) program consists of all capstone-related activities in the EED. Following the guidelines noted above, the Chair assigns a director and/or course coordinator to oversee all administrative activities and curricular content in MDC and its courses. The director and/or course coordinator(s) make efforts to engage EED faculty across ranks and tracks in the operation of the program.

The Engineering Technical Communications (ETC) program consists of courses and activities that teach rhetorical strategy in a variety of professional settings. Following the guidelines noted above, the Chair assigns a director and/or course coordinator(s) to oversee
administration of the ETC and its courses. The ETC program engages with EED faculty across the pillars to ensure consistent teaching in technical communication.

The Graduate Program leads recruitment and monitors EED graduate students, oversees graduate-level curriculum matters related to the graduate courses offered by the department, and implements Graduate School policies in the EED. The director of the Graduate Program is the chair of the Graduate Studies and Research Infrastructure Committee. The Graduate Program is led by faculty in the department with graduate faculty status. A Graduate Coordinator assists with the daily administrative responsibilities of the Graduate Program.

Some EED programs or courses cross multiple pillars and in those instances the Chair decides which pillar they fall under administratively.

Department support services are organized by functions as follows:
- Administrative assistance for Chair, Associate Chair(s), faculty, staff, and programs
- Instructional laboratory (mechanical and electronics) support
- Communications and advancement support
- Graduate education coordination
- Grants administration
- Finance (currently external to department)
- Human resources (currently external to department)

EED members report administratively to either the Chair or Associate Chair depending on EED role and faculty and/or staff appointments. Staff members meet periodically with the Chair and Associate Chair(s) to coordinate their activities. Staff are included in joint faculty and staff meetings that occur at least once per month.

VI Overview of Department Administration and Decision-Making

The EED operates on the premise that all faculty members, staff, and students have unique talents and skills that contribute to the pursuit of excellence, and the opinions of all are valued. Guideline and program decisions are made in a number of ways: by the department faculty and staff as a whole, 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. 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.
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 tenure-track, clinical, and research 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. The Chair may delegate evaluation of associated faculty to Associate Chair.

- To recommend, after consultation with the tenured faculty, appointments, reappointments, 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 this 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.

- To prepare, after consultation with the faculty, annual budget recommendations for the consideration of the Dean of the college.

- To coordinate departmental committees.

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 of Administration 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 EED faculty and staff participate in discussing and deciding matters of importance. The Chair will therefore consult with the faculty on all 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. And, as outlined by Faculty Rule 3335-3-35(C)(2)(d):

“A statement recognizing in principle the presumption favoring majority faculty rule on all matters covered by the pattern of administration. This statement shall further provide that whenever majority faculty rule is not followed, the department or faculty chair, or school director, or dean and director of a regional campus, whichever is the case, shall explain the reasons for the departure to enhance communication and to facilitate understanding within the department. Where possible, this statement of reasons shall be provided before the departure occurs. This explanation shall outline the decision of the majority of the faculty, the decision of the department or faculty chair, or school director, or dean and director of the regional campus, whichever is the case, and the reasons the decisions differ. The explanation shall be communicated to the faculty in writing, where possible, or at a faculty meeting, with an opportunity provided for faculty to comment.”

B Associate Chair(s)

The Chair designates one or more Associate Chairs. An Associate Chair shall assist the Chair in overall administration of the department as summarized below.

- To serve during the Chair’s absence in situations requiring administrative decision or signature when the Chair cannot be reached within a reasonable period of time
- To coordinate the hiring and training of graduate teaching associates (GTAs), undergraduate teaching assistants (UTAs), and associated faculty
- To compile student learning outcomes data on behalf of the EED
- To finalize the master schedule of classes including times and locations of course offerings in coordination with the Office of the University Registrar
- To coordinate departmental minor programs in collaboration with appropriate advising staff
- To conduct annual reviews for full-time and part-time lecturers
- To assist with:
Personnel, fiscal, and overall business matters
- Finalization of faculty teaching assignments
- Space and facilities allocations
- Other duties as assigned

C Program Directors and Course Coordinators

The Department Chair shall work with the Associate Chair(s) to designate one or more program directors or course coordinators to provide curricular leadership for the EED’s undergraduate offerings, including First-year Engineering Programs, Engineering Technical Communications, and Multidisciplinary Capstone. All directors and coordinators are generally faculty members and must teach in their respective program at least once during each academic year. Directors and coordinators who hold staff appointments may not take on more than a 33% teaching load. For faculty, the title “director” is a working title that reflects administrative responsibilities for that faculty member. The program directors and/or course coordinators, in conjunction with the Associate Chair and/or Chair, coordinate annual course reviews and evaluations (e.g., peer or direct observations) of teaching for their respective program. Evaluations of teaching are conducted per the APT document.

Directors
- Oversee multi-course coordination among faculty, graduate teaching associates, and undergraduate teaching associates, including onboarding for new instructors
- Monitor and report resource needs
- Assist in the evaluation and interpretation of instructors' and GTAs/UTAs teaching
- Assess and report student learning outcomes
- Document and disseminate faculty and student accomplishments
- Identify relevant development and advancement opportunities
- Oversee funds as appropriate
- Meet and advise course coordinators as needed
- Communicate lessons learned annually to Chair and Associate Chair

Course Coordinators
- Oversee day-to-day administrative responsibilities for a single course taught by one or more instructors
- Monitor and report resource needs
- Ensure timely and seamless delivery of deadlines, relevant policies, and other information to instructors and students
- Communicate lessons learned annually to directors, Chair, and Associate Chair
- Document and disseminate faculty and student accomplishments
- Oversee funds as appropriate
- Oversee and manage implementation of curriculum changes
- Oversee Course Carmen Master pages
D Committees (Charter template found in Appendix)

Much of the development and implementation of the department’s guidelines and programs is carried out by standing and ad hoc committees. The standing committees’ main responsibilities are each detailed below. All committees shall develop and maintain a charter using a common template as provided in the appendix. Any revisions to the charters are approved during a faculty meeting. Ad hoc committees will be established by the Chair whenever the Chair deems it necessary for the continued wellbeing of the department.

Each committee is comprised of a chair, vice chair, and members. Chairs, vice chairs, and members can be tenure-track, clinical, research, and associated faculty or staff who have been with the department for at least one full year. Except as indicated below, all committee members and chairs shall be appointed by the Department Chair for up to three-year terms commencing in the autumn semester to be filled on a rolling basis. The Chair is an ex officio member of all department committees and may vote as a member on all committees except the Promotion and Tenure Committee. All committees are advisory to the Chair, the department faculty, and staff.

Undergraduate Curriculum and Learning Infrastructure Committee

The primary purpose of this committee is to set standards and guidelines for the undergraduate courses in the EED and maintain the functioning of the undergraduate programs. While this committee’s focus is the FEP since that is a pillar of the EED, it is also responsible for matters concerning undergraduate courses and programs beyond the FEP.

Graduate Studies and Research Infrastructure Committee

The primary purpose of this committee is to set standards and guidelines for the graduate courses in the EED and maintain the functioning of the graduate programs and research enterprise. The chair of this committee is a member of the EED faculty who is also a member of the graduate faculty as defined by the Graduate School. This committee is the liaison between the Graduate School and the graduate faculty members in the graduate program (see the Graduate School Handbook, Section 14.0). The graduate program manager serves as a member of this committee. Regarding research, this committee communicates research efforts and engages with the research community through strategic partnerships.

Professional Development and Recognitions Committee

The primary purpose of this committee is to promote professional development among employees and recognize employees for outstanding contributions to engineering education. This committee keeps abreast of awards and other promotional events and citations for which EED members may be eligible and nominates members for recognition and professional development opportunities as appropriate.

Inclusion, Culture, and Diversity Committee

The primary purpose of this committee is to evaluate and foster diversity and inclusivity of the EED climate. This may include but is not limited to exploring, designing, and executing activities, events, initiatives, and programs to facilitate professional engagement, community-building, and equity.
Capital Resources and Employee Welfare Committee

The primary purpose of this committee is to manage and use current and future EED infrastructure resources including physical facilities, technology, and safety protocols for the optimal functions and needs of the EED. This committee works closely with other committees to ensure all EED needs are being met.

Faculty Search Committee

In years when faculty searches are being conducted, the primary purpose of this committee is to search, not to hire. It requires proactive placement of advertisements, contacts with other institutions, attendance at professional conferences, maintaining contact with potential future candidates and networking with colleagues in order to net the broadest possible pool of job applicants. This committee does not have a charter. The committee’s specific responsibilities are described in the Appointments, Promotion, and Tenure document.

Promotion and Tenure Committee

The primary purpose of this committee is to support the promotion and tenure of faculty within the EED. The committee consists of three voting-eligible faculty members. The committee’s specific responsibilities are described in the Appointments, Promotion, and Tenure document.

Executive Committee

The primary purpose of this committee is to serve as an administrative body and to assist with the execution of the strategic vision for the EED representing the four pillars and the standing committees. The Chair, Associate Chair, and at least one representative from each pillar and standing committee will comprise the executive committee. Other members may be appointed to the executive committee given departmental priorities. The Department Chair serves as Chair of the executive committee.

In meetings, members report on their respective areas and voice concerns of the EED members they represent. They work collectively to create cohesion across the EED and identify ways to leverage resources, streamline processes, and advance the EED’s strategic plan. Executive committee members are expected to communicate information from meetings to the EED stakeholders they represent. Executive committee reports and minutes are made available to the EED and may be commented upon at faculty and staff meetings. The EED executive committee meets at least once per academic semester.

E  Advisory Groups

E.1.  Advisory Board

The EED’s advisory board shall serve as a link between the department, alumni, engineering educators, practicing engineers, policy makers, and educators in informal and formal K-12 and higher education settings. The main purpose of the advisory board is to provide strategic advice about current and future directions of the EED including periodic reviews of EED
academic and research programs. Activities may include, but are not limited to, reviewing EED best practices and offering guidance about engagement with these practices in the EED; suggesting and connecting the EED to new partnerships outside of the engineering education community; identifying new areas of research funding; marketing EED activities; and providing feedback about the EED’s current and future research directions.

The Board meets annually on-campus. Members serve a two-year term with the possibility of renewal based upon EED priorities and resources. The chair and vice-chair of the advisory board are elected by the committee. Additional duties of members may include responding to email with questions and comments prior to and after each meeting and mutually agreed upon special task force assignments. Coordination is provided by the Chair and/or Associate Chair(s) of the department.

E.2. Student Instructional Leadership Team

The Student Instructional Leadership Team (SILT) is a committee of experienced graduate and undergraduate teaching assistants (TAs) with the objective to aid undergraduates enrolled in EED courses. The team offers assistance in a wide range of topics, including all first-year courses, TA training, and computer programming. The SILT leadership team strives to enhance the program’s learning objectives, support curriculum enhancements, and create consistency. SILT also supports TAs through training to further their teaching, professional, and personal development and foster general improvements across the program. SILT members are selected from current TAs through an application process that occurs each spring semester. To be eligible for any instructional leadership position within the FEP, prospective students must have served in a teaching role for at least one year prior to their term. Oversight and coordination is provided by an Associate Chair and/or designated faculty member of the department.

VIII Faculty and Staff Meetings

The Chair provides to the faculty and staff a schedule of department faculty and staff meetings at the beginning of each academic semester. The schedule provides for at least one meeting per semester and normally provides for monthly meetings. A call for agenda items and completed agenda is delivered to faculty and staff by e-mail before a scheduled meeting. Reasonable efforts are 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 and staff will also be scheduled on written request of 25% of the department faculty and staff. The Chair makes reasonable efforts to have the meeting take place within one week of receipt of the request. The Chair distributes minutes of faculty and staff meetings to faculty and staff by e-mail—within seven days of the meeting if possible. These minutes may be amended at the next faculty and staff meeting by a simple majority vote of the faculty and staff who were present at the meeting.

Special policies pertain to voting on personnel matters, and these are 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 a reasonable basis for action, a quorum will be
defined as a simple majority of all faculty and staff members eligible to vote.

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

When a matter must be decided and a simple majority of all faculty and staff members eligible
to vote cannot be achieved on behalf of any position, the Chair, upon consultation with the
Associate Chair(s), makes the final decision.

The department accepts the fundamental importance of full and free discussion but also
recognizes that such discussion can only be achieved in an atmosphere of mutual respect and
civility. Normally department meetings are 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 are invoked when more formality is needed to serve these goals.

IX  General Meetings

The Chair provides to the faculty, staff, graduate teaching associates, and undergraduate
teaching assistants a schedule of department general meetings at the beginning of each
academic semester. The schedule provides for at least one meeting per semester and includes
a multiple-day teaching orientation prior to the start of autumn semester. These meetings are
used for professional development, community building, and brainstorming departmental
policy options. A call for agenda items and completed agenda is delivered via e-mail before a
scheduled general meeting.

X  Distribution of Faculty Duties and 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 1.4.5).

During on-duty periods, faculty members are expected to be available for interaction with
students, research, and departmental meetings and events even if they have no formal course
assignment. On-duty faculty members should not be away from campus for extended periods
of time unless on an approved leave (see section XIII) or on approved travel. The definition of
on-duty is defined by Faculty Rule 3335-5-07:

“Faculty members who are on duty are accountable for meeting the formal and informal
obligations associated with research, service, and/or teaching or clinical practice. Duties
and responsibilities are assigned annually in accordance with the workload guidelines laid
out in the pattern of administration of each faculty member’s tenure initiation unit and, as appropriate, regional campus.

Full-time, twelve-month, faculty members are expected to be on duty for an average of nineteen working days a month, with working days defined as weekdays that are not designated as university holidays. Faculty members on nine-month appointments are commonly on duty for nineteen working days a month averaged over a nine-month period. The most common pattern for a nine-month on-duty period under semesters is from August 15 to May 15.

Breaks within a given semester, summer term, or session, as well as any days between the end of the exam period and the beginning of the next semester or session, will be considered off-duty days. Faculty on twelve-month appointments are on duty on all working days except for the days they accrue and designate as vacation days. Terms of duty for full-time associated faculty on nine- or twelve-month appointments should parallel the terms for nine- and twelve-month tenure-track faculty unless otherwise specified in their annual letter of appointment; terms for shorter-term associated faculty are specified in their annual letter of appointment.”

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

A full-time faculty member’s primary professional commitment is to 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; etc.) 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.

In determining faculty workloads, flexibility is important and needed to recognize that there is variability in the amount of teaching, research and service activities of individual faculty members. With regard to teaching, university guidelines usually specify a number of "standard" courses to be taught by tenure-track, clinical, and associated faculty where "standard" is a three-credit hour course (with 160 to 165 contact minutes per week). Because many of the courses taught in the EED are non-standard, either because of the number of credit hours, contact time, or instructional mode/style, a conversion table representing the "standard" course equivalent of the various non-standard EED courses is used. This equivalency table used in the assignment of teaching load is developed with the Associate Chair and voted on at a departmental meeting. This table will be reviewed and updated annually at the end of spring semester. The equivalent standard teaching assignment may vary for individual faculty members based on their research, administrative, and/or service activity. Adjustments to the equivalent standard teaching assignment for all faculty may be
made to account for teaching a new class, the size of the class, whether the class is taught on-line or team-taught, studio nature of the class, and other factors that may affect the preparation and teaching time involved in teaching the course.

A Tenure-track Faculty

Tenure-track faculty members are expected to contribute to the university’s mission via teaching, scholarship, and service. When a faculty member’s contributions decrease in one of these three areas, additional activity in one or both of the other areas is expected. In addition, ongoing professional development is encouraged and expected.

Teaching

All tenure-track faculty are expected to contribute to the department’s teaching, including large enrollment and specialized courses in both the undergraduate and graduate curriculums. The standard teaching assignment for full-time tenure-track faculty members is four (4) courses per academic year (Refer to the EED’s internal conversion table for variations). Faculty members are also expected to advise graduate students and supervise graduate and undergraduate students in independent studies, theses, and/or dissertations.

Faculty members who are especially active in research can be assigned an enhanced research status that includes a reduced teaching assignment. Likewise, faculty members who are relatively inactive in research can be assigned an enhanced teaching status that includes an increased teaching assignment. Faculty members who are engaged in extraordinary service activities (to the department, college, university, and in special circumstances professional organizations within the discipline) can be assigned an enhanced service assignment that includes a reduced teaching assignment.

The Chair is responsible for making teaching assignments on an annual basis and may decline to approve requests for adjustments when approval of such requests is not judged to be in the best interests of the department. All faculty members must do some formal instruction and advising over the course of the academic year.

Scholarship

All tenure-track faculty members are expected to be engaged in scholarship as defined in the department’s Appointments, Promotion, and Tenure Document. A faculty member who is actively engaged in scholarship will be expected to publish regularly in reputable peer-reviewed journals as well as in other appropriate venues, such as edited book chapters of similar quality and length as articles. Faculty engaged in basic or applied research are expected to attract funding to support their research program. Faculty members are also encouraged to seek appropriate opportunities to communicate their work and to engage in other commercial or entrepreneurial activities stemming from their research.
Service

Tenure-track faculty members are expected to be engaged in service and outreach to the department, university, profession, and community. The number of committees on which a faculty serves varies depending on the nature of the assignment (e.g., service as committee chair, service on a particularly time-intensive committee, leadership in a professional society, organizing a professional conference, leadership in an educational outreach activity, service in an administrative position within the department, college, or university). Tenure-track faculty members are expected to be collegial members of the EED via participation in faculty meetings and other department events as appropriate.

Special Assignments

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

Tenure-track faculty will normally be provided a SA for research for one semester, during their probationary period. Reasonable efforts will be made to award SA opportunities to faculty members based on the quality of faculty proposals, including their potential benefit to the department or university and the need to assure that sufficient faculty are always present to carry out department work. The department’s Promotion and Tenure Committee will evaluate all SA proposals and make recommendations to the Chair. The Chair’s recommendation to the Dean regarding an SA proposal will be based on the quality of the proposal and its potential benefit to the department or university and to the faculty member as well as the ability of the department to accommodate the SA at the time requested.

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 similar to those for the tenure-track. Ongoing professional development is encouraged and expected.

Teaching

All clinical faculty are expected to contribute to the department’s teaching in courses or instructional situations involving professional skills. The standard teaching assignment for full-time clinical faculty members is six (6) courses per academic year. (Refer to the EED’s internal conversion table for variations.)

Scholarship

All clinical faculty members are expected to be engaged in scholarship as defined in the department’s Appointments, Promotion, and Tenure Document. A clinical faculty member who is actively engaged in scholarship is expected to participate in research through collaboration with tenure-track faculty and publish regularly in high quality peer-reviewed conference proceedings. Faculty engaged in basic or applied research are expected to attract
internal and/or external funding to support teaching and learning within the EED. There is no
requirement for graduate student support but clinical faculty may apply for “M Status” to
advise Master’s Candidates.

Service

Clinical faculty members are expected to be engaged in service and outreach to the
department, university, profession, and community. The number of committees on which a
faculty member serves varies depending on the nature of the assignment (e.g., service as
committee chair, service on a particularly time-intensive committee, leadership in a
professional society, organizing a professional conference, leadership in an educational
outreach activity, service in an administrative position within the department, college, or
university). Clinical faculty members are expected to be collegial members of the EED via
participation in faculty meetings and other department events as appropriate.

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 educational activities in the area of his or her expertise on a limited basis. 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. Scholarly
expectations of research faculty are similar to those for tenure-track faculty, albeit
proportionally greater since the majority of effort for research faculty members is devoted to
research. Specific expectations are spelled out in the letter of offer.

Research faculty members are expected to be collegial members of the EED via participation
in faculty meetings and other department events as appropriate.

D Associated Faculty

Associated faculty include compensated tenure-track and clinical faculty with <50% FTE,
visiting faculty, senior lecturers, and lecturers. 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. Associated faculty may, with approval
from the Chair and Associate Chair, apply as an Ohio State Principal Investigator and
may engage in research and/or in the scholarship of teaching and learning (SoTL) for
compensation on a case-by-case basis. Associated faculty are expected to contribute to
the department’s mission via teaching. The standard teaching assignment for full-time
associated faculty is eight (8) courses per academic year. (Refer to the EED’s internal
conversion table for variations.)

Faculty members with tenure-track or clinical titles and appointments <50% FTE have
reduced expectations based on their appointment level.
Expectations for compensated visiting faculty members are based on the terms of their appointment and are comparable to that of tenure-track or clinical faculty members, weighted by the percentage FTE.

Associated faculty are encouraged to engage in service and outreach to the department as outlined in their contracts. They are encouraged to explore other service opportunities across the university and within their profession and community as appropriate. Associated faculty members are expected to be collegial members of the EED via participation in faculty meetings and other department events as appropriate.

E  Professional Development

EED faculty and staff are encouraged to engage in professional development activities to increase their own and the department’s effectiveness. Funding of professional development activities may or may not be provided by the EED and is based on annual availability of funds. For this reason, it is recommended that faculty and staff proactively identify no- and low-cost activities as well as paid professional development activities that align with their current and future career trajectories and improve one’s capabilities in teaching, research, service, or professional self-management.

F  Courtesy Appointments for Faculty

Faculty with appointments in other units of the university are eligible for no-salary appointments (0% FTE courtesy) in the EED. The rights and responsibilities of such faculty are determined by EED as set forth in this document. A no-salary faculty affiliation with EED carries the expectation of significant contribution to EED, equivalent to the teaching of one three credit course each year, or equivalent service in research and other scholarly activities, outreach education, and international programs. In general, no-salary faculty privileges can include, but are not limited to the following:

- Advising graduate students in accordance with their graduate faculty status
- Teaching at the undergraduate and, if approved by the Graduate School, the graduate level
- Attending and participating in faculty meetings, but without voting privileges
- Serving on departmental committees
- Serving on search committees

G  Modification of Duties

The Department of Engineering Education strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty and staff members. To this end, the department is committed to adhering to its guidelines on modification of duties to provide its faculty and staff flexibility in meeting work responsibilities associated with birth or adoption of a child, or care for an immediate family member who has a serious health condition, or a qualifying exigency arising out of the fact that the employee’s immediate family member is on covered active duty in a foreign country or call to covered active duty status.
The College of Engineering and the EED are committed to providing a work environment that is healthy, supportive and considerate of employee work and personal life obligations. The College’s Policy on Modification of Duties (see COE’s most recent POA) is intended to assist faculty with better integration of their professional and personal lives to help faculty feel more productive, engaged, and satisfied in their work environment.

The faculty and staff member requesting the modification of duties 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 (MOU) approved by the Dean.

The University provides specific leave benefits under the Paid Leave Programs Policy 6.27 in conjunction with the Family and Medical Leave (FML) Policy 6.05 for serious health condition of the employee that prevents the employee from performing his or her job, birth or adoption of a child, or care for an immediate family member who has a serious health condition, or a qualifying exigency arising out of the fact that the employee’s immediate family member is on covered active duty in a foreign country or call to covered active duty status.

The College of Engineering Policy on Modification of Duties provides further assistance to faculty to manage their workload and is not subject to the twelve-month minimum employment period indicated in Policy 6.05:

1) Faculty members who experience an event will receive modified duties for the semester nearest to the event, to be used in conjunction with university family or medical leave policies.

2) The modified duties would release the faculty member from 50% of their course teaching assignments for the academic year. Should 50% of the course teaching lead to a non-integer number (such as 1.5) then the fractional portion may be banked and taught in a future year or an arrangement can be made to co-teach a course if such an arrangement is reasonable given the EED’s teaching needs.

3) The faculty member would be expected to focus their “on-duty” time on advising students, conducting research, and completing service during the modified duties semester.

4) If the event occurs within a dual career household within the College of Engineering, each partner would be eligible for modified duties which could be taken concurrently or consecutively.

5) The college will provide funding to the EED with the event to cover 50% of the cost of reassignment of teaching responsibilities, if costs are explicitly incurred.

6) The faculty member is responsible for completing modified duties memorandum of understanding prior to the event, using a template provided by the college. The MOU will be reviewed and approved by the Chair and the Dean. The MOU shall be approved in accordance with the EED and the faculty member’s needs.

7) The modified duties shall be noted in the annual review letter for that year.

8) Exceptions will be considered on a case-by-case basis by the Chair and Dean.
XI  Course Offerings and Teaching Schedule

The Department Chair and/or Associate Chair(s) will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty, both collectively and individually. While every effort is made to accommodate the individual preferences of faculty, the department’s first obligation is to offer the courses needed by students at times and in formats, including on-line instruction, most likely to meet student needs. To assure classroom availability, reasonable efforts must be made to distribute course offerings across the day and week. To meet student needs, reasonable efforts must be made to assure that course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by Faculty Rule 3335-8-17 will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester. Finally, to the extent possible, courses required in any curriculum or courses with routinely high demand will be taught by at least two faculty members across semesters of offering to assure that instructional expertise is always available for such courses.

XII  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 optimize achievement of department goals.

The Chair will discuss the department budget at least annually with the faculty and staff. Final decisions on budgetary matters rest with the Chair.

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

The allocation of office space considers such things as achieving proximity of faculty in sub-disciplines and productivity and grouping staff functions to maximize efficiency.

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

XIII  Leaves and 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 and staff 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 a particular semester is substantial. Rules of the University Faculty require that the Office of Academic Affairs approve any discretionary absence longer than ten consecutive business days (see Faculty Rule 3335-5-08) and must be requested at https://eleave.osu.edu/.

B Absence for Medical Reasons

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

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.

D Faculty Professional Leave

Information on faculty professional leaves is presented in the OAA Policy on Faculty Professional Leave. The information provided below supplements these policies.

The department’s Promotion and Tenure Committee will review all requests for faculty professional leave and make a recommendation to the Department Chair. Aligned with the review process, highest priority in the review process will be given to those applicants who have a positive record of achievement, service, and commitment to the University and can show the benefits of the requested leave to their continuing professional development and to the university. Specifically, the committee assesses applications based on:

1. The degree to which the proposed activity meets the stated objectives of the Professional Leave Program, which are:
   a. To enhance their teaching effectiveness, scholarly interests and overall performance
   b. The University’s academic programs can be strengthened and developed
2. The degree to which the applicant’s goals can realistically be achieved during the period requested. The committee will evaluate the merit of the off-campus experience and the scheduling of such absences. Consideration should be given to the importance of the assignment and the likelihood of suitable arrangements for handling the faculty member’s duties and assignments during any absence.

The Chair’s recommendation to the Dean regarding a Faculty Professional Leave proposal will be based on the quality of the proposal and its potential benefit to the department and to the faculty member as well as the ability of the department to accommodate the leave at the time requested.

XIV Supplemental Compensation and Paid External Consulting

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. In particular, this department expects faculty and staff 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 or Associate 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 supplementary compensated activities and external consulting combined. Expectations for staff engaged in external consulting should be discussed with human resources prior to entering into a consulting agreement with an external entity.

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.

OAA also requires colleges and departments to determine a process for a faculty member to request permission to use a textbook or other material that is authored by that faculty member and the sale of which results in a royalty being paid to him or her.

XV 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 or other work done for external entities.

XVI Grievance Procedures

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

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 or staff 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 or not the students require confidentiality. If confidentiality is not required, the Chair will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty. If confidentiality is required, the Chair will explain that it is not possible to fully investigate a complaint in such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid or not.

Faculty complaints regarding students must always be handled strictly in accordance with university rules and policies. Faculty should seek the advice and assistance of the Chair and others with appropriate knowledge of policies and procedures when problematic situations arise. In particular, evidence of academic misconduct must be brought to the attention to a departmental Associate Chair or designee before being brought to the Committee on Academic Misconduct (see https://oaa.osu.edu/academic-integrity-and-misconduct and https://senate.osu.edu/information/committee-on-academic-misconduct-coam/).

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.
APPENDIX (Committee Charters Template)

Charter for the Department of Engineering Education

COMMITTEE NAME

Purpose:
The primary purpose of the Committee Name is to …

Role:
The activities of the committee include:

• Fill in activities. Please keep final bullet point about communication.
• 
• 
• 
• 
• Communicating with other EED committees based on need and overlap. For example, communicating facility and technology needs to the Capital Resources and Employee Welfare Committee.

This committee serves executive functions on the above activities, except where noted that other committees are involved. The Department Chair may provide input into all activities of the committee.

Membership:
The committee chair will be appointed by the Department Chair. The committee will generally have between XX to XX members in addition to the committee chair. Membership is reviewed and updated annually by the Department Chair, and should include (Any special membership criteria or categories).

Ex officio members: Department Chair
Non-EED Members: If applicable

Objectives:
The Committee Name will …

Meetings:
The Committee Name meets at least once per month, more frequently if needed to handle its responsibilities. Some issues may be handled electronically to expedite the process.

Reports:
The Committee Name reports to the faculty with a written and oral report a summary of actions taken that modify the undergraduate courses offered by EED and any issues that require broader discussion and/or faculty participation.
Rules:

All meetings shall be conducted under Robert's Rules of Order Revised, unless waived by a vote of a simple majority of those present. At least 50% of the voting members of the Committee Name shall constitute a quorum. Voting by proxy shall not be permitted.

The Committee Name may recommend additional rules and bylaws as it deems necessary to conduct its affairs.

Amendments:

The Charter, rules, and bylaws may be amended at any regular EED faculty meeting. If 7 days previous notice has been given in writing to all members stating the nature of the amendment, the Charter, rules and bylaws may be amended by a two-thirds vote of those voting, a quorum being present. Amendments will become effective immediately after approval by the Chair of the department.

Charter Version: Draft – DD Month YYYY
Charter approved on: TBD