Pattern of Administration for The Ohio State University

Department of Engineering Education

Approved by the Faculty: March 5, 2021

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Pattern of Administration (POA)
Department of Engineering Education

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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. We strive to create and communicate approaches to engineering education that transform knowledge and enhance the technological workforce and society.

104

III   Academic Rights and Responsibilities

106

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 OAA website.

113

IV   Organization of Department Services and Staff

115

Initiatives across the EED are organized into six programmatic areas: (i) First-Year
Engineering Programs – Traditional (FE), (ii) First-Year Engineering – Honors (FEH), (iii)
Engineering Technical Communications (ETC), (iv) Multidisciplinary Capstone (MDC), (v)
Diversity, Equity, and Inclusion (DEI), and (vi) Graduate Studies and Research (GSR). The
Chair assigns directors and/or coordinators to manage administrative and curricular content of
each programmatic area or of sets of programmatic areas, depending on the size, academic
complexity, and administrative requirements of each area. Additional details about the roles
and responsibilities of EED directors and coordinators are presented under Department
Administration.

125

The FE area consists of courses and initiatives related to student development with respect to
fundamentals of engineering, including, but not limited to, programming, engineering
graphics and 3D visualization, and teamwork. The Chair assigns directors and/or coordinators
to manage administrative and curricular content of the programmatic area, depending on the
size, academic complexity, and administrative requirements of the area. When assigned, the
directors and/or course coordinators will report to the Associate Chair for Undergraduate
Studies and Learning Infrastructure.

133

The FEH area consists of courses and initiatives related to student development with respect
to fundamentals of engineering, including, but not limited to, programming, engineering
graphics and 3D visualization, and teamwork that are offered to honors students. The Chair
will assign directors and/or coordinators to manage administrative and curricular content of
the programmatic area, depending on the size, academic complexity, and administrative
requirements of the area. When assigned, the directors and/or course coordinators will report
to the Associate Chair for Undergraduate Studies and Learning Infrastructure.

141

The ETC area consists of courses and initiatives related to student and development with
respect to professional/technical communication and writing strategies, including rhetorical
competence, in a variety of professional and academic settings. The ETC area engages with
EED faculty across the programmatic areas to develop, deliver, and evaluate curricula and
resources that support student and faculty development. Following the guidelines noted above,
the Chair assigns a director and/or course coordinator(s) to oversee administration of the ETC
area, its courses, and initiatives.

149

150 The MDC area consists of all capstone-related courses and activities in the EED. In addition,
151 the MDC area includes the Integrated Business and Engineering (IBE) program. The IBE
152 program is currently offered to a small cohort of students who each year take courses from
153 either engineering or business and take a two-semester capstone course. The Chair assigns a
154 director and/or course coordinator for the multidisciplinary capstone course sequence offered
155 by the EED and a director and/or course coordinator for the IBE program to oversee all
156 administrative activities and curricular content in MDC and its courses. The director and/or
157 course coordinator(s) are expected to engage EED faculty across ranks and tracks in the
158 operation of the program.

160 The DEI area consists of courses and initiatives intended to support ongoing development
161 with respect to diversity, equity, and inclusion so that the EED provides a welcoming
162 supportive environment for everyone. The DEI area supports the development of several
163 groups that include: students taking EED courses, Undergraduate Teaching Assistants
164 (UTAs) in the EED, Graduate Teaching Associates (GTAs), faculty members, and staff.

166 The GSR area consists of courses and initiatives supporting research and graduate students.
167 Faculty members and staff involved in the area lead recruitment of graduate students,
168 monitors graduate student progress, oversee graduate-level curriculum matters, and
169 implements Graduate School policies in the EED. The GSR area is led by the Associate
170 Chair for Graduate Studies and Research Infrastructure (see section VI.B). All faculty
171 members in the department with graduate faculty status can participate in the GSR area. A
172 Graduate Coordinator assists with the daily administrative responsibilities of the Graduate
173 Program and reports to the Associate Chair for Graduate Studies and Research Infrastructure.

175 Since some EED courses or other initiatives may cross multiple areas, the Chair decides the
176 appropriate pillar under which they fall administratively.

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

187 Each EED faculty member and staff member reports administratively to either the Chair or
188 Associate Chair(s) depending on their EED role and staff appointments. Staff members meet
189 periodically with the Chair and Associate Chair(s) to coordinate their activities. Staff are
190 included in faculty and staff meetings that occur at least once per month.

192 **V   Overview of Department Administration and Decision-Making**

194 The EED operates on the premise that all faculty members, staff, and students have unique
195 talents and skills that contribute to the pursuit of excellence, and the opinions of all are

196 valued. Guideline and program decisions are made in a number of ways: by the department
197 faculty and staff as a whole, by standing or special committees of the department, or by the
198 Chair. The nature and importance of any individual matter determine how it is addressed.
199 Open discussions, both formal and informal, constitute the primary means of reaching
200 decisions of central importance.
201
202 **VI   Department Administration**
203
204 **A   Chair**
205 The primary responsibilities of the Chair are set forth in Faculty Rule 3335-3-35. This rule
206 requires the Chair to develop, in consultation with the faculty, a POA with specified minimum
207 content. The rule, along with Faculty Rule 3335-6, also requires the Chair to prepare, in
208 consultation with the faculty, a document setting forth policies and procedures pertinent to
209 promotion and tenure.
210
211 Other responsibilities of the Chair, not specifically noted elsewhere in this POA, are
212 paraphrased and summarized below.
213

214   - To have general administrative responsibility for department programs, subject to
215   the approval of the Dean of the college, and to conduct the business of the
216   department efficiently. This broad responsibility includes the acquisition and
217   management of funds and the hiring and supervision of faculty and staff.
218
219   - To plan with the members of the faculty and the Dean of the college a
220   progressive program; to encourage research and educational investigations
221
222   - To evaluate and improve instructional and administrative processes on an ongoing
223   basis, to promote improvement of instruction by providing for the evaluation of each
224   course when offered, including written evaluation by students of the course and
225   instructors, and periodic course review by the faculty
226
227   - To evaluate tenure-track, practice, and research faculty members annually in
228   accordance with both university and department established criteria; to inform faculty
229   members when they receive their annual review of their right to review their primary
230   personnel file maintained by their department; and to place in that file a response to
231   any evaluation, comment, or other material contained in the file. The Chair may
232   delegate evaluation of associated faculty to Associate Chair(s).
233
234   - To recommend, after consultation with the eligible faculty, appointments,
235   reappointments, promotions, dismissals, and matters affecting the tenure of members
236   of the department faculty to the Dean of the College, in accordance with procedures
237   set forth in Faculty Rules 3335-6 and 3335-7 and this department's Appointments,
238   Promotion, and Tenure document
239

- 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 maintain a curriculum vitae for all personnel teaching a course in the department's curriculum

- 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 facilitate and participate in prescribed academic program review processes, in collaboration with the dean of the college and the Office of Academic Affairs

- 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 POA 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.

B   Associate Chair(s)

The Chair designates one or more Associate Chairs.

The Associate Chair for Undergraduate Studies and Learning Infrastructure (USLI) assists the Chair in overall administration of the department as summarized below.

- To work with the Chair of the USLI Committee; the Chair of the committee will be appointed by the Department Chair in consultation with the Associate Chair for USLI

- To coordinate the hiring and training of lecturers, senior lecturers, GTAs, and UTAs

- To conduct annual reviews for full-time and part-time lecturers and senior lecturers

- To make teaching assignments for the undergraduate courses taught by 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 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 compile student learning outcomes data on behalf of the EED

- To coordinate departmental minor programs in collaboration with appropriate advising staff

- To assist with:
  - Personnel, fiscal, and overall business matters
  - Finalization of faculty teaching assignments
  - Space and facilities allocations

- Other duties as assigned

The Associate Chair for Graduate Studies and Research Infrastructure (GSRI) assists the Chair in overall administration of the department as summarized below.

- To chair the GSRI Committee

- To work with the Graduate Coordinator to prepare and implement plans for recruiting graduate students

- To work with the GSRI Committee and Graduate Coordinator to establish and administer policy for the graduate program

- To work with the GSRI Committee and Graduate Coordinator to document policy in the graduate student handbook and revise as necessary

- To work with faculty members and the GSRI Committee to make teaching assignments for the graduate courses taught by the EED

- 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, GTAs, and UTAs, 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(s)

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(s)
- 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 and staff meeting. Revised charters must be available at least two weeks before the faculty and staff meeting at which the revised charter will be voted upon so that everyone has a chance to review and comment on charter revisions before the vote to approve. Ad hoc committees will be established by the Chair whenever the Chair deems it necessary for the continued wellbeing of the department.

377   Each committee is comprised of a chair, vice chair, and members. Chairs, vice chairs, and
378   members can be tenure-track, practice, research, and associated faculty or staff members who
379   have been with the department for at least one full year. For certain committees, e.g., the
380   Promotion and Tenure Committee, staff members are not eligible to serve. Except as indicated
381   below, all committee members and chairs shall be appointed by the Department Chair for up
382   to three-year terms commencing in the autumn semester to be filled on a rolling basis. The
383   Chair is an ex officio member of all department committees and may vote as a member on all
384   committees except the Committee of Eligible Faculty and the Promotion and Tenure
385   Committee. All committees are advisory to the Chair, the department faculty, and staff.
386

387   <u>Undergraduate Studies and Learning Infrastructure Committee</u>
388   The primary purpose of this committee is to set standards and guidelines for the undergraduate
389   courses in the EED and maintain the functioning of the undergraduate programs. The chair of
390   this committee will be appointed by the Chair in consultation with the Associate Chair of
391   Undergraduate Studies and Learning Infrastructure. While this committee focuses on the FE
392   and FEH areas, it is also responsible for matters concerning undergraduate courses and
393   programs beyond them. Membership of this committee shall consist of a minimum of seven
394   faculty and staff and at least one graduate student representative.
395

396   <u>Graduate Studies and Research Infrastructure Committee</u>
397   The primary purpose of this committee is to set standards and guidelines for the graduate
398   courses in the EED and maintain the functioning of the graduate programs and research
399   enterprise. The chair of this committee will be the Associate Chair of Graduate Studies and
400   Research Infrastructure. This committee is the liaison between the Graduate School and the
401   graduate faculty members in the graduate program (see the Graduate School Handbook,
402   Section 14.0). Regarding research, this committee communicates research efforts and
403   engages with the research community through strategic partnerships. Membership of this
404   committee shall include the graduate program manager and a minimum of nine faculty and
405   staff and at least one graduate student representative.
406

407   <u>Professional Development and Recognitions Committee</u>
408   The primary purpose of this committee is to promote professional development among
409   employees and recognize employees for outstanding contributions to engineering education.
410   This committee keeps abreast of awards and other promotional events and citations for which
411   EED members may be eligible and nominates members for recognition and professional
412   development opportunities as appropriate. Membership of this committee shall consist of a
413   minimum of eight faculty and staff and at least one graduate student representative.
414

415   <u>Inclusion, Culture, and Diversity Committee</u>
416   The primary purpose of this committee is to evaluate and foster diversity and inclusivity of
417   the EED climate. This may include but is not limited to exploring, designing, and executing
418   activities, events, initiatives, and programs to facilitate professional engagement, community-
419   building, and equity. Membership of this committee shall consist of a minimum of eight
420   faculty and staff and at least one graduate student representative.
421

422 Capital Resources and Employee Welfare Committee

423 The primary purpose of this committee is to manage and use current and future EED
424 infrastructure resources including physical facilities, technology, and safety protocols for the
425 optimal functions and needs of the EED. This committee works closely with other committees
426 to ensure all EED needs are being met. Membership of this committee shall consist of a
427 minimum of eight faculty and staff and at least one graduate student representative.
428

429 Peer Review of Teaching Committee

430 The primary purpose of this committee is to establish, implement, evaluate, and revise
431 processes through which each faculty member in the EED can learn and receive feedback
432 from their colleagues. The committee's specific responsibilities are described in the APT
433 document. Membership of this committee shall consist of a minimum of six faculty and staff
434 and at least one graduate student representative.
435

436 Faculty Search Committee

437 In years when faculty searches are being conducted, the primary purpose of this committee is
438 to search, not to hire. It requires development of the position descriptions, proactive placement
439 of advertisements, contacts with other institutions, attendance at professional conferences,
440 maintaining contact with potential future candidates and networking with colleagues in order
441 to net the broadest possible pool of job applicants. This committee does not have a charter.
442 The committee's specific responsibilities are described in the APT document. Membership of
443 this committee shall consist of a minimum of four faculty and staff as appointed by the Chair.
444

445 Promotion and Tenure Committee

446 The primary purpose of this committee is to support the promotion and tenure of faculty
447 within the EED. The committee's specific responsibilities are described in the APT document.
448 Membership of this committee shall consist of a minimum of five voting-eligible faculty as
449 appointed by the Chair.
450

451 Executive Committee

452 The primary purpose of this committee is to serve as an administrative body and to assist with
453 the execution of the strategic vision for the EED representing the six programmatic areas and
454 the standing committees. Membership of this committee shall consist of a minimum of 13
455 members including the Chair, Associate Chair(s), and at least one representative from each
456 area and standing committee. Other members may be appointed to the executive committee
457 given departmental priorities. The Department Chair serves as Chair of the executive
458 committee.
459

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

467
468 **E   Advisory Groups**

469

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

480

481 Segments of the Board focused on one of the six programmatic areas meet virtually with a
482 subset of the faculty and staff members in the department several times a year. In addition, the
483 entire Board meets annually on-campus or virtually. Members serve a three-year term with the
484 possibility of renewal based upon EED priorities and resources. The chair and vice-chair are
485 elected by the Board. Additional duties of members may include responding to email with
486 questions and comments prior to and after each meeting and mutually agreed upon special task
487 force assignments. Coordination is provided by the Chair and/or Associate Chair(s) of the
488 department.

489

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

502

503 **VII   Faculty and Staff**

504

505 Faculty Rule 3335-5-19 defines the types of faculty appointments possible at The Ohio State
506 University and the rights and restrictions associated with each type of appointment. For
507 purposes of governance, the faculty of this department includes tenure-track, practice,
508 research, and associated faculty with compensated full-time equivalents (FTEs) of at least
509 50% in the department. Detailed information about the appointment criteria and procedures
510 for the various types of faculty appointments made in this department is provided in the EED
511 APT document. For the purpose of governance, the staff of this department includes classified

512   civil service and unclassified and senior administrative and professional staff with
513   compensated fulltime equivalents of 50% or greater.
514

515   *Tenure Track Faculty and Governance Rights*

516   The EED makes tenure-track appointments with titles of instructor, assistant professor, associate
517   professor, or professor. Tenure-track faculty may vote in all matters of departmental
518   governance.
519

520   *Practice Faculty Appointment Cap and Governance Rights*

521   The EED makes practice faculty appointments. Practice faculty titles are Assistant Professor
522   of Practice in Engineering Education, Associate Professor of Practice in Engineering
523   Education, and Professor of Practice in Engineering Education. In accordance with Rules of
524   the University Faculty (Faculty Rule 3335-7-03) practice faculty membership can comprise
525   no more than 20% of the combined tenure-track, practice and research faculty membership
526   in the college. The number of practice faculty positions in the EED must be fewer than the
527   number of tenure-track faculty. Practice faculty may vote in all matters of department
528   governance except matters dealing with the appointment, promotion and tenure of tenure-
529   track faculty and the appointment and promotion of research faculty. Any practice faculty
530   member appointed by the unit may stand for election to serve as a representative in the
531   University Senate subject to representation restrictions noted in Faculty Rule 3335-7-
532   11(C)(2).
533

534   *Research Faculty Appointment Cap and Governance Rights*

535   The EED makes research appointments. Research faculty titles are Research Assistant
536   Professor of Engineering Education, Research Associate Professor of Engineering Education,
537   and Research Professor of Engineering Education. In accordance with Rules of the University
538   Faculty (Faculty Rule 3335-7-32), unless otherwise authorized by a majority vote of the
539   tenure-track faculty in a unit, research faculty must comprise no more than 20% of the number
540   of tenure-track faculty in the EED. The number of research faculty positions in EED must be
541   fewer than the number of tenure-track faculty in the unit. Research faculty are eligible to
542   advise and supervise graduate and postdoctoral students and to be a principal investigator on
543   extramural research grant applications. Approval to advise and supervise graduate students
544   must be obtained from the Graduate School as set forth in Faculty Rule 3335-5-29 and
545   detailed in the Graduate School Handbook. Research faculty may vote in all matters of
546   department governance except matters dealing with the appointment, promotion and tenure of
547   tenure-track faculty and the appointment and promotion of practice faculty.
548

549   *Associated Faculty Governance Rights*

550   The EED makes associated faculty appointments. Associated faculty titles include
551   compensated tenure-track and practice faculty on less than a 50% appointment, lecturer
552   titles, and visiting titles. Persons with associated faculty titles, with the exception of visiting
553   faculty, are permitted to participate in college and departmental governance. Full-time
554   associated faculty may vote in all matters of department governance except matters dealing
555   with the appointment, promotion and tenure of tenure-track faculty and the appointment and
556   promotion of practice and research faculty. Visiting faculty may be invited to participate in

557 discussions on non-personnel matters, but may not participate in personnel matters,
558 including appointment, promotion and tenure reviews, and may not vote on any matter.
559

560 ***Staff Governance Rights***
561 Staff are permitted to participate in departmental governance. Full-time staff members may
562 vote in all matters of department governance except matters dealing with the appointment,
563 promotion, and tenure of faculty.
564

565 ***Emeritus Faculty Governance Rights***
566 Emeritus faculty in the EED are invited to participate in discussions on non-personnel
567 matters but may not participate in personnel matters, including promotion and tenure
568 reviews, and may not vote on any matter.
569

570 **VIII Faculty and Staff Meetings**
571

572 The Chair provides to the faculty and staff a schedule of department faculty and staff meetings
573 at the beginning of each academic semester. The schedule provides for at least one meeting
574 per semester and normally provides for monthly meetings. A call for agenda items and
575 completed agenda is delivered to faculty and staff by e-mail before a scheduled meeting.
576 Reasonable efforts are made to call for agenda items at least seven days before the meeting
577 and to distribute the agenda by e-mail at least three business days before the meeting. A
578 meeting of the department faculty and staff will also be scheduled on written request of 25%
579 of the department faculty and staff. The Chair makes reasonable efforts to have the meeting
580 take place within one week of receipt of the request. The Chair distributes minutes of faculty
581 and staff meetings to faculty and staff by e-mail—within seven days of the meeting if possible.
582 These minutes may be amended at the next faculty and staff meeting by a simple majority vote
583 of the faculty and staff who were present at the meeting.
584

585 Special policies pertain to voting on personnel matters, and these are set forth in the
586 department's APT document.
587

588 For purposes of discussing department business other than personnel matters and for making
589 decisions where consensus is possible and a reasonable basis for action, a quorum will be
590 defined as a simple majority of all faculty and staff members eligible to vote.
591

592 Either the Chair or one-third of all faculty and staff members eligible to vote may determine
593 that a formal vote conducted by written ballot is necessary on matters of special importance.
594 For purposes of a formal vote, a matter will be considered decided when a particular position
595 is supported by at least a majority of all faculty and staff members eligible to vote. Balloting
596 is conducted by e-mail when necessary to assure maximum participation in voting. When
597 conducting a ballot by email, faculty and staff members are given one week to respond.
598

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

602

603   The department accepts the fundamental importance of full and free discussion but also
604   recognizes that such discussion can only be achieved in an atmosphere of mutual respect and
605   civility. Normally department meetings are conducted with no more formality than is needed
606   to attain the goals of full and free discussion and the orderly conduct of business. However,
607   Robert's Rules of Order are invoked when more formality is needed to serve these goals.

608

609 **IX   General Meetings**

610

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

617

618 **X   Distribution of Faculty Duties and Responsibilities**

619

620   The Office of Academic Affairs requires departments to have guidelines on the distribution of
621   faculty duties and responsibilities (see the OAA Policies and Procedures Handbook, Volume
622   1, Chapter 2, Section 1.4.3).

623

624   Faculty assignments are described in the initial letter of offer. Assignments and expectations for
625   the upcoming year are addressed as part of the annual review by the department chair based on
626   departmental needs as well as faculty productivity and career development.

627

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

633

634   **Telework exception:** Faculty members with responsibilities requiring in-person interaction are
635   to work at a university worksite to perform those responsibilities. Telework and the use of
636   remote, virtual meetings are allowed at the discretion of the department chair if such work can
637   be performed effectively, and faculty members are able to fulfill their responsibilities. Telework
638   will be encouraged under certain circumstances if it serves the needs of the department, college,
639   university, and/or community. The department chair has the discretion to require faculty to work
640   on campus if there are concerns that responsibilities are not being fulfilled through telework.

641

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

645

646   A full-time faculty member's primary professional commitment is to The Ohio State
647   University and the guidelines below are based on that commitment. Faculty who have
648   professional commitments outside of Ohio State during on-duty periods (including teaching

649   at another institution; conducting research for an entity outside of Ohio State; external
650   consulting; etc.) must disclose and discuss these with the Chair in order to ensure that no
651   conflict of commitment exists. Information on faculty conflicts of commitment is presented
652   in the OAA Faculty Conflict of Commitment policy.

654   In crisis situations, such as life-threatening disease (COVID, for example) or physical dangers
655   (natural disasters, for example), faculty duties and responsibilities may be adjusted by the
656   department chair to take into account the impact over time of the crisis. These adjustments may
657   include modifying research expectations in order to maintain teaching obligations. These
658   assignment changes must be considered in annual reviews.

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

677   **A   Tenure-track Faculty**

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

684   ***Teaching***
685   All tenure-track faculty are expected to contribute to the department's teaching, including
686   large enrollment and specialized courses in both the undergraduate and graduate
687   curriculums. The standard teaching assignment for full-time tenure-track faculty members is
688   three (3) courses per academic year (refer to the EED's internal conversion table for
689   variations). Faculty members are also expected to advise graduate students and supervise
690   graduate and undergraduate students in independent studies, theses, and/or dissertations.

692   Faculty members who are especially active in research can be assigned an enhanced research
693   status that includes a reduced teaching assignment. Likewise, faculty members who are
694   relatively inactive in research can be assigned an enhanced teaching status that includes an

695 increased teaching assignment. Faculty members who are engaged in extraordinary service
696 activities (to the department, college, university, and in special circumstances professional
697 organizations within the discipline) can be assigned an enhanced service assignment that
698 includes a reduced teaching assignment.
699
700 The Chair is responsible for making teaching assignments on an annual basis and may
701 decline to approve requests for adjustments when approval of such requests is not judged to
702 be in the best interests of the department. All faculty members must do some formal
703 instruction and advising over the course of the academic year.
704
705 *Scholarship*
706 All tenure-track faculty members are expected to be engaged in scholarship as defined in the
707 department's APT document. A faculty member who is actively engaged in scholarship will
708 be expected to publish regularly in reputable peer-reviewed journals as well as in other
709 appropriate venues, such as edited book chapters of similar quality and length as articles.
710 Faculty engaged in basic or applied research are expected to attract funding to support their
711 research program. Faculty members are also encouraged to seek appropriate opportunities to
712 communicate their work and to engage in other commercial or entrepreneurial activities
713 stemming from their research.
714
715 *Service*
716 Tenure-track faculty members are expected to be engaged in service and outreach to the
717 department, university, profession, and community. The number of committees on which a
718 faculty serves varies depending on the nature of the assignment (e.g., service as committee
719 chair, service on a particularly time-intensive committee, leadership in a professional society,
720 organizing a professional conference, leadership in an educational outreach activity, service in
721 an administrative position within the department, college, or university). Tenure-track faculty
722 members are expected to be collegial members of the EED via participation in faculty
723 meetings and other department events as appropriate.
724
725 *Special Assignments*
726 Information on special assignments (SAs) is presented in the OAA Faculty Special
727 Assignment Policy. The information provided below supplements these policies.
728
729 Tenure-track faculty will normally be provided a SA for research for one semester, during
730 their probationary period. Reasonable efforts will be made to award SA opportunities to
731 faculty members based on the quality of faculty proposals, including their potential benefit to
732 the department or university and the need to assure that sufficient faculty are always present
733 to carry out department work. The department's Promotion and Tenure Committee will
734 evaluate all SA proposals and make recommendations to the Chair. The Chair's
735 recommendation to the Dean regarding an SA proposal will be based on the quality of the
736 proposal and its potential benefit to the department or university and to the faculty member as
737 well as the ability of the department to accommodate the SA at the time requested.
738

739	**B**	**Practice Faculty**

740

741 Practice faculty members are expected to contribute to the university's mission via teaching
742 and service and, to a lesser extent, scholarship. Service expectations are similar to those for
743 the tenure-track. Ongoing professional development is encouraged and expected.

744

745 *Teaching*
746 All practice faculty are expected to contribute to the department's teaching in courses or
747 instructional situations involving professional skills. The standard teaching assignment for
748 full-time practice faculty members is six (6) courses per academic year. (Refer to the EED's
749 internal conversion table for variations.)

750

751 *Scholarship*
752 All practice faculty members are expected to be engaged in scholarship as defined in the
753 department's APT document. A practice faculty member who is actively engaged in
754 scholarship is expected to participate in research through collaboration with tenure-track
755 faculty and publish regularly in high quality peer-reviewed conference proceedings. Faculty
756 engaged in basic or applied research are expected to attract internal and/or external funding to
757 support teaching and learning within the EED. There is no requirement for graduate student
758 support but practice faculty may apply for "M Status" to advise Master's Candidates.

759

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

769

770 **C** **Research Faculty**

771

772 Research faculty members are expected to contribute to the university's mission via research.
773 In accord with Faculty Rule 3335-7-34, a research faculty member may, but is not required to,
774 participate in educational activities in the area of his or her expertise on a limited basis. Under
775 no circumstances may a member of the research faculty be continuously engaged over an
776 extended period of time in the same instructional activities as tenure-track faculty. Scholarly
777 expectations of research faculty are similar to those for tenure-track faculty, albeit
778 proportionally greater since the majority of effort for research faculty members is devoted to
779 research. Specific expectations are spelled out in the letter of offer.

780

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

783

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. Associated faculty may, with approval from the Chair and Associate Chair(s), 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. 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 practice 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 practice 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

830 • Attending and participating in faculty meetings, but without voting privileges
831 • Serving on departmental committees
832 • Serving on search committees
833
834 **G   Modification of Duties**
835
836 The EED strives to be a family-friendly unit in its efforts to recruit and retain high quality
837 faculty and staff members. To this end, the department is committed to adhering to its
838 guidelines on modification of duties to provide its faculty and staff flexibility in meeting
839 work responsibilities associated with birth or adoption of a child, or care for an immediate
840 family member who has a serious health condition, or a qualifying exigency arising out of the
841 fact that the employee's immediate family member is on covered active duty in a foreign
842 country or call to covered active duty status.
843
844 The College of Engineering and the EED are committed to providing a work environment that
845 is healthy, supportive and considerate of employee work and personal life obligations. The
846 College's Policy on Modification of Duties (see COE's most recent POA) is intended to assist
847 faculty with better integration of their professional and personal lives to help faculty feel more
848 productive, engaged, and satisfied in their work environment.
849
850 The faculty and staff member requesting the modification of duties and the Department Chair
851 should be creative and flexible in developing a solution that is fair to both the individual and
852 the unit while addressing the needs of the university. Expectations must be spelled out in a
853 memorandum of understanding (MOU) approved by the Dean.
854
855 The University provides specific leave benefits under the Paid Time Off Policy 6.27 in
856 conjunction with the Family and Medical Leave (FML) Policy 6.05 for serious health
857 condition of the employee that prevents the employee from performing his or her job, birth or
858 adoption of a child, or care for an immediate family member who has a serious health
859 condition, or a qualifying exigency arising out of the fact that the employee's immediate
860 family member is on covered active duty in a foreign country or call to covered active duty
861 status.
862
863 The College of Engineering Policy on Modification of Duties provides further assistance
864 to faculty to manage their workload and is not subject to the twelve-month minimum
865 employment period indicated in Policy 6.05.
866
867 **XI   Course Offerings and Teaching Schedule**
868
869 The Department Chair and/or Associate Chair(s) will annually develop a schedule of course
870 offerings and teaching schedules in consultation with the faculty, both collectively and
871 individually. While every effort is made to accommodate the individual preferences of
872 faculty, the department's first obligation is to offer the courses needed by students at times
873 and in formats, including online instruction, most likely to meet student needs. To assure
874 classroom availability, reasonable efforts must be made to distribute course offerings across
875 the day and week. To meet student needs, reasonable efforts must be made to assure that

876 course offerings match student demand and that timing conflicts with other courses students
877 are known to take in tandem are avoided. A scheduled course that does not attract the
878 minimum number of students required by Faculty Rule 3335-8-16 will normally be cancelled
879 and the faculty member scheduled to teach that course will be assigned to another course for
880 that or a subsequent semester. Finally, to the extent possible, courses required in any
881 curriculum or courses with routinely high demand will be taught by at least two faculty
882 members across semesters of offering to assure that instructional expertise is always available
883 for such courses.
884
885 ## XII Allocation of Department Resources
886
887 The Chair is responsible for the fiscal and academic health of the department and for assuring
888 that all resources—fiscal, human, and physical—are allocated in a manner that optimize
889 achievement of department goals.
890
891 The Chair will discuss the department budget at least annually with the faculty and staff.
892 Final decisions on budgetary matters rest with the Chair.
893
894 Research space shall be allocated on the basis of research productivity, including external
895 funding, and will be reallocated periodically as these faculty-specific variables change.
896
897 The allocation of office space considers such things as achieving proximity of faculty in sub-
898 disciplines and productivity and grouping staff functions to maximize efficiency.
899
900 The allocation of salary funds is discussed in the APT document.
901
902 ## XIII Leaves and Absences
903
904 The university's policies and procedures with respect to leaves and absences are set forth in
905 the OAA Policies and Procedures Handbook and Office of Human Resources Policies and
906 Forms website. The information provided below supplements these policies.
907
908 ### A   Discretionary Absence
909
910 Faculty and staff are expected to complete a travel or leave request well in advance of a
911 planned absence (for attendance at a professional meeting or to engage in consulting) to
912 provide time for its consideration and approval and time to assure that instructional and other
913 commitments are covered. Discretionary absence from duty is not a right, and the Chair
914 retains the authority to disapprove a proposed absence when it will interfere with instructional
915 or other comparable commitments. Such an occurrence is most likely when the number of
916 absences in a particular semester is substantial. Rules of the University Faculty require that
917 the OAA approve any discretionary absence longer than ten consecutive business days (see
918 Faculty Rule 3335-5-08) and must be requested via Workday.
919
920

B   Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty and staff members are expected to complete a leave request 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.

E   Parental Leave

The university, the college, and this department recognize the importance of parental leave to faculty members. Details are provided in the OHR Parental Care Guidebook, Paid Time Off Program Policy 6.27, and the Family and Medical Leave Policy 6.05.

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(s) 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.

Should a 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 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 standing committee (e.g., Undergraduate Studies and Learning Infrastructure or Graduate Studies and Research Infrastructure) reviews and approves the use of the textbook or material for use in the course taught by the faculty member.

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

1010   upon a faculty member or administrator's professional judgment in exercising any university
1011   duty or responsibility, including designing, conducting or reporting research.
1012

1013   Faculty members with external funding or otherwise required by university policy are
1014   required to file conflict of interest screening forms annually and more often if prospective new
1015   activities pose the possibility of financial conflicts of interest. Faculty who fail to file such
1016   forms or to cooperate with university officials in the avoidance or management of potential
1017   conflicts will be subject to disciplinary action.
1018

1019   In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment
1020   that arise in relation to consulting or other work done for external entities.
1021

1022 **XVI Grievance Procedures**
1023

1024   Members of the department with grievances should discuss them with the Chair who will
1025   review the matter as appropriate and either seek resolution or explain why resolution is not
1026   possible. Content below describes procedures for the review of specific types of complaints
1027   and grievances.
1028

1029 **A   Salary Grievances**
1030

1031   A faculty or staff member who believes that his or her salary is inappropriately low should
1032   discuss the matter with the Chair. The faculty or staff member should provide documentation
1033   to support the complaint.
1034

1035   Faculty or staff members who are not satisfied with the outcome of the discussion with the
1036   Chair and wish to pursue the matter may be eligible to file a more formal salary appeal (see
1037   the OAA Policies and Procedures Handbook).
1038

1039   Staff members who are not satisfied with the outcome of the discussion with the Chair and
1040   wish to pursue the matter should contact Employee and Labor Relations in the Office of
1041   Human Resources.
1042

1043 **B   Faculty Misconduct**
1044

1045   Complaints alleging faculty misconduct or incompetence should follow the procedures set
1046   forth in Faculty Rule 3335-5-04.
1047

1048 **C   Faculty Promotion and Tenure Appeals**
1049

1050   Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05.
1051

1052 **D   Harassment, Discrimination, and Sexual Misconduct**
1053

1054   The Office of Institutional Equity exists to help the Ohio State community prevent and respond
1055   to all forms of harassment, discrimination, and sexual misconduct.

1056

    1. Ohio State's policy and procedures related to affirmative action, equal employment opportunity, and non-discrimination/harassment are set forth in university Policy 1.10.

    2. The university's policy and procedures related to sexual misconduct are set forth in OHR Policy 1.15.

E   Violations of Laws, Rules, Regulations, or Policies

Concerns about violations of laws, rules, regulations, or policies affecting the university community should be referred to the Office of University Compliance and Integrity. Concerns may also be registered anonymously through the Anonymous Reporting Line.

F   Complaints by and about Students

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. See Faculty Rule 3335-8-23.

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.

G   Academic Misconduct

Evidence of academic misconduct must be brought to the attention of a departmental Associate Chair or designee before being brought to the Committee on Academic Misconduct. In addition, in accordance with the Code of Student Conduct, faculty members will report any instances of academic misconduct to the Committee on Academic Misconduct. See also Board of Trustees Rule 3335-23-05.

XVII APPENDIX (Committee Charters Template)

<p style="text-align:center">Charter for the Department of Engineering Education
COMMITTEE NAME</p>

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.
- [activity]
- [activity]
- [activity]
- [activity]
- 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