Pattern of Administration
for
The Ohio State University

Department of Engineering Education

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# Pattern of Administration (POA)
Department of Engineering Education

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Pattern of Administration (POA)
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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.
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 OAA [website](#).

IV Organization of Department Services and Staff

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.

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.

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.

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

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

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

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

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

V 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.

VI 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 POA 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 POA, 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, practice, 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(s).

- To recommend, after consultation with the eligible 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 Rules 3335-6 and 3335-7 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 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:
  o Personnel, fiscal, and overall business matters
  o Finalization of faculty teaching assignments
  o 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
- Oversee and manage implementation of curriculum changes
- Oversee Course Carmen Master pages
- 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.
Each committee is comprised of a chair, vice chair, and members. Chairs, vice chairs, and members can be tenure-track, practice, research, and associated faculty or staff members who have been with the department for at least one full year. For certain committees, e.g., the Promotion and Tenure Committee, staff members are not eligible to serve. 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 Committee of Eligible Faculty and the Promotion and Tenure Committee. All committees are advisory to the Chair, the department faculty, and staff.

Undergraduate Studies 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. The chair of this committee will be appointed by the Chair in consultation with the Associate Chair of Undergraduate Studies and Learning Infrastructure. While this committee focuses on the FE and FEH areas, it is also responsible for matters concerning undergraduate courses and programs beyond them. Membership of this committee shall consist of a minimum of seven faculty and staff and at least one graduate student representative.

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 will be the Associate Chair of Graduate Studies and Research Infrastructure. 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). Regarding research, this committee communicates research efforts and engages with the research community through strategic partnerships. Membership of this committee shall include the graduate program manager and a minimum of nine faculty and staff and at least one graduate student representative.

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. Membership of this committee shall consist of a minimum of eight faculty and staff and at least one graduate student representative.

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. Membership of this committee shall consist of a minimum of eight faculty and staff and at least one graduate student representative.
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. Membership of this committee shall consist of a minimum of eight faculty and staff and at least one graduate student representative.

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

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 development of the position descriptions, 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 APT document. Membership of this committee shall consist of a minimum of four faculty and staff as appointed by the Chair.

Promotion and Tenure Committee
The primary purpose of this committee is to support the promotion and tenure of faculty within the EED. The committee’s specific responsibilities are described in the APT document. Membership of this committee shall consist of a minimum of five voting-eligible faculty as appointed by the Chair.

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 six programmatic areas and the standing committees. Membership of this committee shall consist of a minimum of 13 members including the Chair, Associate Chair(s), and at least one representative from each area and standing 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

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.

Segments of the Board focused on one of the six programmatic areas meet virtually with a subset of the faculty and staff members in the department several times a year. In addition, the entire Board meets annually on-campus or virtually. Members serve a three-year term with the possibility of renewal based upon EED priorities and resources. The chair and vice-chair are elected by the Board. 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.

Student Instructional Leadership Team

The Student Instructional Leadership Team (SILT) is a committee of experienced GTAs and UTAs 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 FE or FEH, 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.

VII 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, practice, 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 APT 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 fulltime equivalents of 50% or greater.

**Tenure Track Faculty and Governance Rights**

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

**Practice Faculty Appointment Cap and Governance Rights**

The EED makes practice faculty appointments. Practice 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) practice faculty membership can comprise no more than 20% of the combined tenure-track, practice and research faculty membership in the college. The number of practice faculty positions in the EED must be fewer than the number of tenure-track faculty. Practice faculty may vote in all matters of department governance except matters dealing with the appointment, promotion and tenure of tenure-track faculty and the appointment and promotion of research faculty. Any practice faculty member appointed by the unit may stand for election to serve as a representative in the University Senate subject to representation restrictions noted in Faculty Rule 3335-7-11(C)(2).

**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 appointment, promotion and tenure of tenure-track faculty and the appointment and promotion of practice faculty.

**Associated Faculty Governance Rights**

The EED makes associated faculty appointments. Associated faculty titles include compensated tenure-track and practice faculty on less than a 50% appointment, lecturer titles, and visiting titles. Persons with associated faculty titles, with the exception of visiting faculty, are permitted to participate in college and departmental governance. Full-time associated faculty may vote in all matters of department governance except matters dealing with the appointment, promotion and tenure of tenure-track faculty and the appointment and promotion of practice and research faculty. Visiting faculty may be invited to participate in
discussions on non-personnel matters, but may not participate in personnel matters, including appointment, promotion and tenure reviews, and may not vote on any matter.

**Staff Governance Rights**

Staff are permitted to participate in departmental governance. Full-time staff members may vote in all matters of department governance except matters dealing with the appointment, promotion, and tenure 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.

**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 APT 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, GTAs, and UTAs 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 the 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 1.4.3).

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

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.

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

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.

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

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, practice, 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(s) 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
three (3) 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 APT 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 OAA 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 Practice Faculty

Practice 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 practice 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 practice faculty members is six (6) courses per academic year. (Refer to the EED’s internal conversion table for variations.)

Scholarship

All practice faculty members are expected to be engaged in scholarship as defined in the department’s APT document. A practice 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 practice faculty may apply for “M Status” to advise Master’s Candidates.

Service

Practice 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). Practice 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

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
• Attending and participating in faculty meetings, but without voting privileges
• Serving on departmental committees
• Serving on search committees

G Modification of Duties

The EED 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 Time Off 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.

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 online instruction, most likely to meet student needs. To assure classroom availability, reasonable efforts must be made to distribute course offerings across the day and week. To meet student needs, reasonable efforts must be made to assure that
course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by Faculty Rule 3335-8-16 will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or 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 APT document.

XIII Leaves and Absences

The university’s policies and procedures with respect to leaves and absences are set forth in the OAA 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 or leave request 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 OAA approve any discretionary absence longer than ten consecutive business days (see Faculty Rule 3335-5-08) and must be requested via Workday.
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
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 OAA 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 Harassment, Discrimination, and Sexual Misconduct

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

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.
- [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