

Pattern of Administration  
for  
The Ohio State University  
College of Food, Agricultural, and  
Environmental Sciences

Approved by the Faculty: June 14, 2019

Last approved by the Faculty: May 29, 2018

Approved by the Office of Academic Affairs: July 3, 2018; Revision  
approved by OAA July 3, 2019

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## I. Introduction

This document describes the pattern of administration of the College of Food, Agricultural, and Environmental Sciences (CFAES). It supplements the [Rules of the University Faculty](#) as well as other policies and procedures of the University to which CFAES and its faculty are subject. The University's rules, policies, and procedures, and changes to them, take precedence over statements in this document.

## II. Mission of the College

We sustain life.

We focus on sustainability through:

- production efficiency and technologies,
- food security and safety,
- economic and policy analysis,
- preservation of the environment, ecosystems, and water quality,
- social responsibility and well-being.

We foster economic development through technologies and value-added products.

We strive to ensure human, animal, plant, and environmental health.

We prepare our future leaders and scientists.

## III. Academic Rights and Responsibilities

The University's affirmation of academic rights, responsibilities, and processes for addressing concerns can be found on the [Office of Academic Affairs](#) website. We fully endorse the principles detailed in this statement.

## IV. Faculty

Members of the CFAES faculty are organized into departments, schools, and other units as defined in section 3335-3-34 of the [Rules of the University Faculty](#). In accordance with Faculty Rule 3335-5-19, types of faculty appointments in CFAES include tenure-track faculty, research faculty, clinical faculty, and associated faculty, which can include visiting faculty, lecturers, and adjunct faculty.

### A. The Academic Units of the College

FAES comprises eleven tenure-initiating units (TIUs):

- Agricultural Communication, Education, and Leadership

- Agricultural, Environmental, and Development Economics

Animal Sciences  
Entomology  
Department of Extension  
Food Science and Technology  
Food, Agricultural and Biological Engineering  
Horticulture and Crop Science  
Plant Pathology  
School of Environment and Natural Resources  
The Ohio State Agricultural Technical Institute

The Food Animal Health Research Program (FAHRP), co-located with CFAES academic units on the CFAES Wooster campus, has its academic home in the College of Veterinary Medicine.

## B. Faculty definitions, roles, voting rights, and responsibilities

### 1. Definitions

[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. CFAES faculty comprises:

- a. Tenure-track faculty with titles of Instructor, Assistant Professor, Associate Professor, or Professor;
- b. Clinical faculty with titles of Instructor of Professional Practice, Assistant Professor of Professional Practice, Associate Professor of Professional Practice, or Professor of Professional Practice;
- c. Research faculty with titles of Research Assistant Professor, Research Associate Professor, or Research Professor;
- d. Associated faculty to include:
  - i. Clinical practice titles, adjunct titles, visiting titles, and lecturer titles
  - ii. Those on less than a 50% appointment to the University
- e. Emeritus faculty: tenure-track, clinical, or research faculty who, upon retirement, are recommended by the TIU, the dean, and the executive vice president and provost for emeritus status. Emeritus faculty are invited to participate in discussions on nonpersonnel matters but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

## 2. Roles and responsibilities

Faculty roles and responsibilities are defined by each TIU in accordance with University rules.

Members of the faculty are expected to contribute to the instructional, funded research, scholarship, professional practice, extension, outreach, and administrative missions and roles of CFAES. It is neither expected nor considered desirable for all faculty members to make equivalent contributions to each of these missions. Faculty assignments are described in the initial letter of offer and updated during the annual review process based on the TIU's needs as well as faculty productivity and career development.

Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in CFAES is provided in a separate document, "Appointments, Promotion, and Tenure Guidelines, Criteria and Procedures for the College of Food, Agricultural, and Environmental Sciences."

## 3. Voting rights

- a. Faculty members with a 50% or more compensated appointment, whose TIU is in CFAES, and who hold an appointment as tenure-track faculty, clinical (professional practice) faculty, research faculty, shall have a full vote at CFAES faculty meetings and in faculty elections.
- b. The eligible faculty for appointment reviews of tenure-track, clinical, and research faculty are defined in the CFAES Appointments, Promotion, and Tenure (APT) document. Associated and emeritus faculty may not participate in discussion of or votes on personnel matters.
- c. As defined by [Faculty Rule 3335-7-11](#), tenure-track and clinical faculty may be nominated and serve if elected on the University Senate to represent CFAES. There is no minimum number of clinical faculty required for service on University Senate. The maximum number of clinical faculty that may serve as representatives for CFAES will be in accordance with Faculty Rule 3335-7-11.

## 4. Expectations

- a. Faculty are evaluated at least annually for progression in the promotion and tenure process, for compensation increases, and to update their job responsibilities and distribution of effort.
- b. Faculty will adhere to the policies of CFAES and the University in the conduct of their academic and professional activities including outside consultation and professional practice. Faculty will comply with the requirements of the Ohio Ethics Law.
- c. CFAES recognizes the concept of shared governance with the presumption favoring faculty leadership on those matters in which faculty have primary

responsibility, including curriculum, subject matter and methods of instruction, research, faculty status (type of appointment, promotion and tenure of faculty), and those aspects of student life related to the educational process. Much of the development and implementation of policies and programs in CFAES is carried out through faculty leadership and participation on standing and ad hoc committees.

### C. Distinguished Professor

1. The title of Distinguished Professor of Food, Agricultural, and Environmental Sciences is an honorific, not a new faculty rank. This award honors colleagues at the rank of Professor who have excelled in teaching, research, or outreach/engagement, and whose work has demonstrated significant impact on their fields, students, CFAES, and University, and/or the public. It is essential that such professorships are reserved for the most distinguished faculty. Therefore, no more than 10% of the total number of those holding the rank of Professor in CFAES may hold this title at any one time.

2. To be eligible, Professors must not already hold a titled position, such as Eminent Scholar, Distinguished University Professor, or an endowed chair or professorship, and will have generally served in rank for at least five years at Ohio State or a peer university. Eligible Professors must be active and respected scholars in their field of specialization, with records of sustained and significant productivity throughout their careers, including the years at full rank. They also must have a record of excellence in teaching and outstanding service to their TIUs, CFAES, University, profession, and/or the community. In evaluating and prioritizing these areas, reviewers will keep in mind the diversity of faculty activities across CFAES as well as the trajectory of individual faculty members' careers and the areas in which they have focused their efforts. Within the context of this holistic review process, evidence of distinction could include, but is not limited to, the following:

- a. elected position in a prominent professional association or national academy;
- b. significant external or CFAES/University awards for teaching and mentorship, research, and/or outreach and service;
- c. leadership in establishing a nationally recognized program or initiative;
- d. significant contributions to supporting and increasing diversity and inclusion within the University and/or within a particular field of study;
- e. a major prize from a national or international professional organization;
- and
- f. editorship of a major professional journal or book series

#### 3. Procedures

- a. Nominations for the title of Distinguished Professor of Food, Agricultural, and Environmental Sciences come from TIU heads or a member of the Vice President and Dean's Cabinet (VP Cabinet), and will consist of a curriculum

vitae and letter of nomination describing the candidate's qualifications and providing examples of the impact of the candidate's efforts in all areas of their faculty duties. Additional external and internal letters may also be used as supporting evidence.

b. An ad hoc committee of five current Distinguished CFAES Professors (supplemented if needed by Eminent Scholars or faculty with endowed chair positions) and convened by the Associate Dean for Faculty and Staff Affairs will carry out an initial review. This committee will meet once annually to consider nominations and evaluate Distinguished Professors as described in item 6 below.

c. The ad hoc committee will forward its recommendations to the VP/Dean's Cabinet, which will review the nominations and vote on awarding the honorific. The honorific title will be announced to the individual and TIU head by the VP/Dean, followed by press releases from Marketing & Communications.

d. In individual cases involving a time-sensitive counter offer or recruitment from another institution, the Associate Dean for Faculty and Staff Affairs will send the information electronically to a smaller ad hoc committee of three Distinguished Professors (CFAES, University, Eminent scholars, endowed chairs or professors) from within CFAES. In such cases, the VP/Dean's Cabinet will make every effort to receive input from all members but may move to a decision earlier if swift action is required.

4. Newly appointed Distinguished Professors from within CFAES will receive a one-time permanent \$2,500 addition to their base pay. All Distinguished Professors will hold the honorific title "Distinguished Professor of Food, Agricultural, and Environmental Sciences in [area of specialization]."

5. Subject to continued excellent performance as documented in annual reviews, Distinguished Professors may retain the title until such time as they leave or retire from the University, are appointed as a Distinguished University Professor, or are appointed to an endowed chair or professorship.

6. Evaluation of continued excellent performance by a Distinguished Professor will be carried out by the ad hoc committee described in section 3.b. In the sixth year after appointment, each Distinguished Professor will forward copies of annual review letters and a current curriculum vitae to the Associate Dean for Faculty and Staff Affairs. The ad hoc committee will evaluate the Distinguished Professor's performance and forward its recommendation to the VP/Dean's Cabinet, which will vote on continuing the title. Distinguished Professors whose performance does not meet the standard of excellence must discontinue use of the title.

## V. Organization of CFAES Services and Staff

CFAES includes several central service offices that support and promote the educational and research activities of CFAES' students and faculty members. The various service offices are headed by executive staff members who report to the Vice President and Dean of CFAES or the Dean's designee. The CFAES support offices include: Advancement, Capital Planning and Facilities, Equity & Inclusion, Agricultural Operations, Finance, Government Relations, Human Resources, Information Technology, International Programs, and Marketing & Communications.

## VI. Administration, Decision Making, and Advisory Structure

CFAES values the unique talents and skills of the faculty, staff, and students that contribute to CFAES' mission and the pursuit of excellence. As such, the opinions of all members of CFAES are valued. Policy and program decisions are made in a number of ways: by the faculty as a whole, by standing or ad hoc committees, or by the VP/Dean. While decisions must be made in a number of ways by necessity, those made with broad input are preferred whenever possible. Our general principle is that the more important the matter to be decided, the more inclusive participation in decision-making needs to be. Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance.

### A. Central Administration

The central administration of CFAES is led by the Vice President for Agricultural Administration and Dean (VP/Dean), who is appointed by the Executive Vice President and Provost to a term of five years. The VP/Dean serves on the President's Council, the Council of Deans, the Council of Professional Deans, the University Senate, and the University Senate Fiscal Committee. The authority and responsibilities for the VP/Dean, as detailed in [Faculty Rule 3335-3-29](#), are to provide active leadership in the promotion, direction, and support of educational and research activities of the University; to maintain a high level of morale among the faculty, and encourage a spirit of learning among the students; and have general administrative responsibility for the programs, decision-making, and administration of CFAES.

#### 1. The Vice President for Agricultural Administration and Dean (VP/Dean) of CFAES

a. The VP/Dean shall be the administrative head of CFAES and shall carry out the duties described in [Faculty Rule 3335-3-29](#). The VP/Dean will represent the faculty of CFAES to the University administration. The VP/Dean shall establish policies that support the mission, goals, academic programs, and service programs of CFAES in consultation with CFAES leadership including the VP Cabinet (Associate Deans), TIU heads, support unit leaders, and faculty as well as other constituents and partners as are relevant. Day-to-day responsibility for specific matters may be delegated to others, but the VP/Dean retains final responsibility and authority for all matters covered by this Pattern, subject when relevant to the approval of the Office of Academic Affairs and Board of Trustees.

b. Operational efficiency requires that the VP/Dean exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of CFAES academic goals, however, is most successful when all faculty members participate in discussing and deciding matters of importance. Discussions and input may occur through the CFAES Leadership Team (including the VP Cabinet, TIU heads, and Directors of central support units), standing or ad hoc committees, TIU meetings, and/or college-wide meetings.

c. The VP/Dean shall appoint associate deans, directors, chief officers, and other administrative positions in consultation with the VP Cabinet, faculty, and other constituents and partners of CFAES as needed to promote a coherent, collaborative, efficient, and financially sound administrative core. Candidates for these positions may be appointed internally or as the result of a search process. Administrative roles and responsibilities may be revised at any time. A current version of CFAES' organizational chart shall be maintained on the [CFAES' website](#) (CFAES Leadership).

d. The VP/Dean shall designate the supervisors of the CFAES support offices (section V). In execution of their responsibilities, all administrators are accountable to the VP/Dean. This accountability does not abrogate, but supports, any responsibility or accountability to other offices or officers of the University as may be designated or apparent for particular duties or functions. Their direct reporting lines may be to the VP/Dean or designee.

## 2. Members of the VP Cabinet

a. Associate Dean for Faculty and Staff Affairs: serves as Acting Dean in the absence of the Dean; develops and facilitates processes that support the career development and advancement of faculty and staff; promotes diversity and inclusion in their broadest meanings; works with the FAC and SAC as administrative adviser; supports the development and implementation of CFAES' strategic priorities.

b. Associate Dean and Director of the Wooster Campus: oversees strategic planning for the Wooster Campus; responsible for the daily operations of the campus and development of campus priorities related to personnel and infrastructure; supports the development and implementation of CFAES' strategic priorities.

c. Associate Dean and Director of Academic Programs: oversees planning and administration for academic programs, as well as undergraduate student admissions and recruitment; supervises awarding of CFAES scholarships; leads program assessment; supervises the Secretary of CFAES (per [Faculty Rule](#) 3335-3-33); and supports the development and implementation of CFAES' strategic priorities.

d. Associate Dean and Director of Extension: oversees Extension programming for CFAES and supports the development and implementation of CFAES' strategic priorities.

e. Associate Dean for Research and Graduate Education and Director of the Ohio Agricultural Experiment Station: provides leadership for and oversees the CFAES research enterprise (OARDC) and graduate education, including postdoctoral training; serves as the research officer for CFAES; responsible for supporting sponsored research and managing federal and state capacity funds; supports the development and implementation of CFAES' strategic priorities.

f. Associate Dean for Operations: oversees strategy including risk management, accountability, strategic planning and associated resource allocation; provides oversight for information and educational technology, land resources, facilities, and capital planning, safety, and policy; supports the development and implementation of CFAES' strategic priorities.

3. Members of the CFAES External Relations team

- a. Director of Advancement
- b. Director of Governmental Affairs
- c. Director of Marketing & Communications
- d. Director of International Programs
- e. Associate Dean and Director of Extension

4. Heads of all tenure-initiating units within CFAES (See section VI.C.).

5. Directors of central services (see section V).

- a. Advancement
- b. Capital Planning and Facilities
- c. Equity & Inclusion
- d. Farm Operations
- e. Finance
- f. Government Relations
- g. Human Resources
- h. Information Technology
- i. International Programs
- j. Marketing & Communications

## B. Central Administration Reviews

This section refers to administrators who serve college-wide roles (includes associate deans, directors, district extension directors) in positions other than those of VP/Dean or TIU head.

1. All CFAES administrators serve at the pleasure of the VP/Dean and/or designated director/associate dean. These persons are evaluated annually by the person to whom they report. The person charged with such evaluations consults with others in the organization as he/she deems appropriate. Annual conferences will be held to apprise each administrator of his/her performance. Normally, this conference culminates in providing specific feedback regarding strengths and/or weaknesses. In addition, this is the usual time when any administrator not being reappointed would be so notified verbally and in writing.
2. During the fourth year of service (and each fourth year thereafter) a more extensive review is conducted. During this review, the person responsible for supervision of each individual solicits formal feedback related to the person's job performance. This feedback will be both written and verbal in nature. In the case of directors/associate deans, the VP/Dean will involve the other directors/associate deans, the director/associate dean's staff, TIU heads, and a sample of faculty in securing feedback regarding the administrator's performance and the advisability of continuing the director/associate dean in the current role. The VP/Dean will also consult with other deans as appropriate. TIU heads will be encouraged to consult with their faculty before offering input. Following the gathering of such feedback, the VP/Dean will then determine whether to continue the appointment.
3. In the case of administrators on the director/associate dean's staff, the director/associate dean will conduct a similar review including other members of his/her staff, other directors/associate deans, TIU heads, and a sample of faculty. The director/associate dean will then decide whether to continue the appointment.

## C. Tenure-Initiating Unit Leader Selection and Review

Within CFAES, tenure-initiating units (TIUs) are led by department chairs, school directors, or program heads. All of these titles are collectively referred to as "TIU heads" in the following section.

1. TIU heads shall be selected and appointed by the VP/Dean, in consultation with the faculty of the TIU and subject to approval by the President and the Board of Trustees. Each TIU head shall be appointed for a term of four years and shall be eligible for reappointment. TIU heads will be reviewed annually by the VP/Dean.
2. During the last year of the term of a TIU head, the VP/Dean and Associate Dean for Faculty and Staff Affairs will conduct a thorough review of the performance of the TIU head during her or his term, ascertain whether or not the TIU head desires to serve another term, and assess the level of support in the TIU for the TIU head continuing for another term. Taking into consideration feedback from the unit and

assuming the TIU head agrees to serve another term and that the performance review is satisfactory, the VP/Dean will appoint the TIU head for another term.

3. If it is determined that a new TIU head is to be selected, a TIU head selection process will normally be launched. The decision to hire an internal or external chair will be made by the VP/Dean after input from the TIU is considered.

#### 4. Selection and appointment of TIU heads

a. The VP/Dean will meet with the faculty of the TIU to discuss the selection of a new TIU head. After that meeting, the VP/Dean, in consultation with the TIU, will form a Chair/Director Search Committee. The committee will include at least one member from a unit outside the TIU. The VP/Dean will appoint another TIU head to serve as the chair of the committee.

b. Working with the search committee and following any additional procedures detailed in its POA, the unit will identify candidates for the TIU head position. It is expected that faculty, students, and staff will be involved in the chair selection process. For external searches for a TIU head, normal faculty search procedures will be followed with the Chair/Director Search Committee serving as the search committee.

c. After the selection procedure has been conducted, the Chair/Director Search Committee will provide a recommendation to CFAES concerning the appointment of the TIU head. Specifically, CFAES expects to receive a list of potential TIU head candidates, an evaluation of the candidates by the selection committee, and a sense of the degree of overall support by the TIU for each candidate. The list of candidates must be unranked. The VP/Dean will appoint a TIU head, taking into consideration the recommendations made by the selection committee and input received from the TIU.

#### 5. Selection and appointment of associate chairs/directors

Associate chairs or directors, in TIUs that have these positions defined in their Patterns of Administration, are appointed by the TIU head in consultation with the faculty of the unit, with the approval of the Associate Dean for Faculty and Staff Affairs. These appointments should be made according to the unit's POA as soon as possible after a TIU head has been appointed. Where there are incumbent associate chairs/directors already serving, the new TIU head and the faculty will evaluate the incumbent's performance. Upon a favorable review, the associate chair/director will be offered reappointment. If the review is unfavorable, or if the associate chair/director does not wish to be reappointed, the TIU head will proceed with a new appointment as described in the unit's POA.

### D. Standing Committees

Much of the development and implementation of CFAES' policies and programs is carried out by standing and ad hoc committees. The VP/Dean is an ex officio member of all CFAES

committees and may vote as a member on all committees except the Promotion and Tenure Committee.

To be eligible for standing committee membership, faculty members must be tenure-track faculty as defined in [Faculty Rule 3335-5-19](#) except where specified otherwise; staff must be full- or part-time CFAES staff on one of the OSU campuses or one of the Extension offices; students must be full- or part-time CFAES students in good academic standing on one of the OSU campuses. Appointments to these committees are made by the VP/Dean in consultation with the VP Cabinet with the exception of the Committee on Academic Affairs (see item 4. below). Committee service normally begins on the first day of the fall semester.

1. [VP Cabinet.](#)

This Cabinet is composed of the VP/Dean, who serves as chair, and the associate deans described above (VI.A.2.a-f.). Nonmembers may be invited to attend meetings of the VP Cabinet to provide input. This group discusses administrative and policy matters and engages in planning, coordinating, enhancing, and implementing the operations of CFAES and its constituent units. The VP/Cabinet normally meets every week throughout the year. The members are expected to discuss non-confidential issues and concerns with appropriate personnel in CFAES in support of establishing a clear network of communications about administrative and policy matters across CFAES.

2. [CFAES Faculty Advisory Council \(FAC\).](#)

- a. The membership, leadership, and bylaws of the FAC are outlined in Appendix A.

- b. The CFAES FAC is the primary faculty governance vehicle in CFAES. Representing a faculty voice, the FAC seeks to promote a sense of community among our disciplines, to foster transparency, mutual respect, and representative participation, and to ensure shared commitment and accountability to the goals of CFAES.

- c. The CFAES FAC, per its bylaws (Appendix A), collaborates in the appointment of two college-wide standing committees: The Promotion and Tenure Committee and the College Investigation Committee, which also hears salary grievances.

- c. A member of the FAC will be eligible to sit on ad hoc committees as needed to secure faculty advice and input to the CFAES Leadership Team on matters pertaining to faculty and students.

More information about the FAC can be found on the [FAC web page](#).

3. [CFAES Staff Advisory Council \(SAC\).](#)

- a. The CFAES SAC membership, leadership, and governance are available on the [SAC web page](#).

b. The CFAES SAC shall act in an advisory capacity to the VP/Dean, in order to:

i. Provide a formal vehicle for staff participation in the betterment of CFAES by shaping an environment that promotes mutual respect, builds teams, and creates a compelling place to work and learn;

ii. Increase the efficiency and scope of communication within CFAES and University by:

a) serving as the staff voice/liaison to the VP/Dean;

b) relaying communication from the VP/Dean to staff;

c) facilitating staff-to-staff communication; and

d) broadening University-wide communication through its relationship with the University Staff Advisory Committee;

iii. Support the CFAES Goal “To be the standard of excellence for colleges of food, agricultural, and environmental sciences.”

#### 4. CFAES Committee on Academic Affairs

a. The Committee on Academic Affairs (COAA) administers the policies and procedures of the Office of Academic Affairs (OAA) for the courses and curricula of CFAES academic programs and makes recommendations on curricula to the Council on Academic Affairs (CAA), subject to the separate responsibilities of the School of Environment and Natural Resources.

b. According to [Faculty Rule 3335-8-03](#), “Proposals for establishing new courses or curricula for alterations in existing courses or curricula shall originate in the departments or schools and, in the case of departments, shall be subject to acceptance, revision, or rejection by the college or school of which those departments are a part. Proposals of departments, if approved by the college, and those of schools shall be submitted to the council on academic affairs.” See also [Faculty Rules 3335-3-34](#) and [3335-8-02](#) for additional details.

c. The COAA may initiate proposals for all baccalaureate degree programs for faculty to accept, revise, or reject. The COAA is responsible for implementing, maintaining, and reviewing the curriculum of the undergraduate and graduate degrees and programs of CFAES and ensuring the quality of the academic programming. Voting committee members review, make recommendations, and act on the establishment, change, or elimination of courses and curricula of the academic units.

d. This committee is composed of the Assistant Dean for Academic Affairs, who serves as Chair, and faculty representing the academic units within CFAES. Faculty members are voting members of the committee, and the term of committee service is three-years. Faculty appointments to this

committee are made by the Associate Dean for Academic Programs in collaboration with the academic units. For the purpose of meetings, a quorum is required, defined as at least half of the committee's voting membership. The Chair is generally a non-voting member but may be called upon to vote if the committee vote results in a tie. An undergraduate and a graduate student may be appointed as non-voting members. The director of assessment, the Secretary of SENR, and the Agricultural Technical Institute Assistant Director for Academic Affairs will serve ex officio as non-voting members. A staff member will be appointed by the Assistant Dean for Academic Affairs in the capacity of Recorder and will be a non-voting member. Non-members may be invited to attend meetings to provide insight to course and curricular requests.

#### 5. CFAES Promotion and Tenure (P&T) Committee

The P&T committee will comprise eleven members selected from the academic units of CFAES (listed in section IV.A.). Only one member from each unit may serve on the committee at one given time. Each member must be a tenure-track faculty member who has attained the rank of Professor.

The individuals to form this committee are selected by the FAC and forwarded to the Associate Dean for Faculty and Staff Affairs by June 1. The term of the appointment is three years. An appointee is not eligible for consecutive reappointment unless implementation of this rule impedes the ability of each TIU to be represented on the committee, in which case the VP/Dean or designee may permit a waiver of committee term limits. Details on the composition and responsibilities of the P&T Committee are found in the Appointments, Promotion, and Tenure (APT) document.

#### 6. The College Investigation Committee

This is a standing committee comprising five members of the CFAES faculty and appointed by the VP/Dean. The College Investigation Committee hears faculty grievances and salary appeals as described in Section XV.

- a. The FAC annually recommends the names of five members of the committee to the VP/Dean. A quorum shall comprise three members.
- b. Only tenured faculty members at the rank of Professor are eligible to serve on the committee.
- c. The term of service for members of the committee must not exceed three years. Once appointed to the committee, members are not eligible for reappointment to a consecutive term.
- d. The chair of the committee shall be appointed from the members by the VP/Dean or designee.

e. A committee member may not serve on the committee for a particular appeal if he or she is part of the aggrieved faculty member's unit, or has a personal or professional relationship with the aggrieved faculty member.

f. For this committee, a professional relationship is defined as co-author on grants and published papers.

#### 7. Ad hoc committees.

In addition to the standing committees named above, the VP/Dean or associate deans may establish ad hoc committees as needed and may appoint members to such committees as appropriate. These committees will serve in an advisory capacity to the VP/Dean or associate deans, as appropriate.

Typical committees may include (but are not limited to):

- Advancement/fundraising
- Diversity and inclusion
- Finance and budget
- Graduate programs
- Research, innovation, and commercialization
- Space and facilities
- Strategic planning
- Technology
- Undergraduate programs

### E. Establishment and Review of Academic Centers in CFAES

CFAES centers will be established and reviewed consistent with [Faculty Rule](#) 3335-3-6 and Office of Academic Affairs Guidelines.

#### 1. Definition

A CFAES Center is a non-degree granting unit within CFAES that is involved in research, instruction, and/or outreach and engagement. A Center is generally defined as an organized group of faculty and staff that has come together to address a particular research and/or educational mission. A CFAES Center will typically have a substantial research/scholarship component to its mission, and this research will normally be interdisciplinary in nature, involving faculty members and graduate students from two or more academic units within CFAES. Although neither University nor college centers may establish independent course offerings and degree programs, they may participate in cooperative programs involving course offerings and degree programs within existing academic units per [Faculty Rule](#) 3335-3-36. University faculty and staff may affiliate with the academic center under procedures approved by its oversight committee. Academic centers shall not serve as tenure initiating units. Each Center will have a Director who reports to the

VP/Dean or designee. The VP/Dean may appoint one or more associate deans to manage the formation, review, and oversight of the Center. CFAES will use the word 'Center' for multidisciplinary centers (those that involve faculty and students from different TIUs primarily within CFAES).

## 2. Procedure

a. Individuals wishing to formally establish a Center within CFAES should first consult with the VP/Dean or an appropriate associate dean. The establishment of a Center is initiated by submission of a proposal package, prepared by the prospective Director and/or oversight committee, which includes the following parts:

i. Cover letter, describing the goals of the Center, outlining its mission and scope, describing how it aligns with CFAES and University strategy, and recommending an initial Director and initial oversight committee.

ii. Mission and membership statement that explains the mission of the center and how it is aligned with CFAES and University strategy, describes level of faculty interest, membership criteria, lists faculty interested in associating, and describes staff and student involvement.

iii. Administrative structure and responsibilities of the director and oversight committee including initial director, responsibilities, function(s) and composition of the oversight committee, reporting line, and main components of a pattern of administration (to be completed within a year of center establishment).

iv. Budget or financial plan that includes all expected sources and uses of both internal and external funds for a period of at least the first four (4) years of operation. Support from central CFAES resources may be proposed but, if approved, generally should transition to other funding pools after the first two (2) years of operation.

v. Evaluative criteria and benchmarks that propose and define specific criteria and benchmarks against which the center will be measured.

vi. Supporting documents that include a list of founding faculty and staff and any history of collaboration; endorsement letters from key stakeholders, TIU heads; and any additional information that may be helpful to the review process.

b. Submit the Center proposal documentation to the VP/Dean for review. If necessary, a committee may be appointed by the VP/Dean for purposes of conducting the review. The review should take place within six

(6) weeks after the application is submitted and, if positive, should include a recommendation supporting designation as a CFAES Center. The Dean or her/his designee will present this recommendation to the VP Cabinet for concurrence and final authorization.

c. If the Center proposes to participate in for-credit or degree programs, the proposal be reviewed by the College Committee on Academic Affairs, and will require approval by both CFAES' faculty and the Council on Academic Affairs (see [Faculty Rule 3335-3-36](#)).

### 3. [Appointment of CFAES Center Directors](#)

a. The Center Director shall be the administrative head of the CFAES Center, and represents the members of the Center in interactions with the Dean or others in University administration. The Director is responsible for leading the Center in developing and maintaining a robust, high-quality research program.

b. The VP/Dean appoints the Director, generally for a period of two (2) years, with reappointment as informed by a thorough review of accomplishments. The Center Director reports to the VP/Dean or designee. The Director shall be a tenured or tenure-track faculty member whose research aligns with the Center.

### 4. [Reporting and Review of CFAES Centers](#)

a. Each CFAES Center shall prepare and submit an annual report on the Center's activities during the previous year. The report should include a financial analysis and budget for the coming year. The report shall also provide an analysis of the Center's activities with respect to its performance criteria.

b. Each CFAES Center will end after four (4) years but may be renewed pending a formal review led by an Associate Dean or a committee named by the VP/Dean. If the Center participates in courses or degree programs, a committee that includes members of the College Committee on Academic Affairs, as appointed by the VP/Dean or designee, will also review the Center. The Center will prepare a self-study document that contains:

i. A summary statement describing the purpose of the Center and its scope of activities.

ii. A comprehensive self-study that provides information regarding its mission, faculty, administrative structure, budget, and evaluative criteria and benchmarks, as outlined in Council on Academic Affairs "Guidelines for the Establishment and Review of Academic Centers".

c. Upon receipt of the self-study document, the review committee will discuss and assess the Center with a focus on: relevance of the mission with

respect to CFAES' strategic priorities; effectiveness of the Center's administration and leadership; performance of the Center relative to stated evaluation criteria; appropriateness of the budget for continued financial viability; effectiveness with which space and facilities are utilized.

d. The review committee will meet with the director, oversight committee, and administrative staff as appropriate to discuss the self-study. The committee may also consult with stakeholders or external central advisory committee members, as appropriate. Based on the review, the evaluating committee will provide a report to the VP/Dean or designee. The report is to evaluate the Center's performance with respect to the focus points above, and provide feedback about the Center's mission, operation, financing, and facilities. The report should allow for an overall decision by the VP/Dean to either (a) renew the Center, (b) conditionally renew the Center with a follow-up review in 1-2 years, or (c) dissolve the Center.

#### 5. Changes in status

Any change of a CFAES Center's status will be reported to the Office of Academic Affairs by the VP/Dean or designee.

## VII. CFAES Faculty Meetings

Any matters concerning CFAES policy which, in the opinion of the FAC, VP/Dean, or VP Cabinet, should be considered or acted upon by the faculty of CFAES, shall be presented by the VP/Dean or designee for discussion. CFAES recognizes the scheduling challenges inherent in a faculty of our size, housed in multiple locations, and working to fulfill the diverse areas of our mission. Therefore, presentation and discussion of matters may occur at TIU faculty meetings, standing or ad hoc committee meetings, and/or college-wide meetings and be supplemented by the use of electronic and digital resources. Additional details about faculty meetings may be found in Appendix A.

The VP/Dean or designee will preside over college-wide faculty and staff meetings. College-wide meetings may be conducted at the discretion of the VP/Dean but should include at minimum an annual State of the College address. CFAES faculty meetings may be called into session by the VP/Dean/designee, the FAC chair, petition to Council from five percent of the eligible voting faculty as defined in Article II A of the FAC Bylaws (Appendix A), or petition to Council from any combination of at least three CFAES academic units through their TIU heads. Faculty meetings will be announced by the chair of the FAC and will be held between two and four weeks after the request. The FAC will announce and shall keep, or cause to be kept, records of college-wide meetings and faculty votes. Special policies pertain to voting on personnel matters, and these are set forth in the CFAES APT document.

## VIII. College-wide Faculty Voting Policies and Procedures

### A. Faculty members' voting rights (see Section IV.B.3.)

1. Faculty members with a 50% or more compensated appointment, whose TIU is in CFAES, and who hold an appointment as tenure-track faculty, clinical (professional practice) faculty, research faculty, shall have a full vote at CFAES faculty meetings and in faculty elections.

2. The eligible faculty for appointment reviews of tenure-track, clinical, and research faculty are defined in the CFAES Appointments, Promotion, and Tenure (APT) document. Associated and emeritus faculty may not participate in discussion of or votes on personnel matters. An affirmative vote is defined as a simple majority of eligible voting members of the faculty who cast a vote.

B. College-wide votes on substantive issues may not be taken during faculty meetings. Electronic and written means of voting will be provided by CFAES within one month of a faculty meeting. Before voting opens, faculty must be notified electronically at least twice of the upcoming vote. Electronic votes will be collected for at least seven calendar days.

C. The VP/Dean will appoint three judges from among the administrative staff to count and verify the vote. Votes are not anonymous, but will be kept confidential. The vote on any issue will be confirmed and reported to the VP/Dean within one week of the close of voting. When a matter must be decided and a simple majority of all faculty members eligible to vote cannot be achieved, the VP/Dean will make the final decision.

## IX. Distribution of Faculty Duties and Responsibilities

In CFAES, each unit subscribes to the practice of establishing "mutually agreed-upon expectations" between the unit and each faculty member. Annual reviews which form the basis for annual salary adjustments are based on each individual's set of mutually agreed-upon expectations. Within this framework each unit, following its own POA, sets the range of faculty responsibilities including teaching assignments.

That being said, all members of the CFAES faculty are expected to contribute in all areas of the University's mission via teaching, research, outreach/engagement, and service. When a faculty member's contributions decrease in one of these areas, additional activity in one or more of the other areas is expected. Fluctuations in the demands and resources of the TIU and individual circumstances of faculty members may also warrant changes. Assignments and expectations for the upcoming year are addressed as part of the annual review by the TIU head.

A full-time faculty member's primary professional commitment is to The Ohio State University and the guidelines below are based on that commitment. Faculty who have professional commitments outside of Ohio State during on-duty periods (including teaching at another institution, conducting research for an entity outside of Ohio State, external consulting) must disclose and discuss these with the TIU head 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](#).

During on-duty semesters, faculty members are expected to be available to interact with students and carry out service responsibilities, even though they may have no formal teaching obligations.

On-duty faculty members who are off campus for extended periods of time must be on an approved Faculty Professional Leave or other approved leave (see section XI of this document).

#### A. Guidelines on Teaching Assignments

Teaching loads in CFAES will be determined at the TIU level, by the TIU head. All tenured, tenure-track, and clinical faculty are expected to contribute to their unit's teaching, including large enrollment and specialized courses. Average teaching loads for faculty should be compatible with the appropriate benchmarks in peer universities. In order to achieve equitable workloads for all faculty, teaching load for an individual faculty member will be adjusted appropriately in response to variations in research and/or service activities. The University's policy with respect to faculty teaching load is set forth in the Office of Academic Affairs [Policies and Procedures Handbook](#), Volume 1, Chapter 2, Sections 1.4.3 and 1.4.3.1.

Guidelines for Determining FTE Exceptions to Faculty Appointments Policy:

CFAES recognizes that lecturers are professionals committed to educating Ohio State students. Lecturers provide a valuable service to their units and must be compensated and treated fairly.

There are instances where the workload associated with a course is greater (or less) than the university-wide ratio of one (1) 3-credit course to 0.25 FTE. In such cases, the TIU should request approval for an FTE adjustment.

At other times there may be unique circumstances surrounding the specific instance the course is offered that increase the workload. In these cases, the TIU should request approval for additional compensation for the lecturer teaching the course.

In all cases, TIUs must provide evidence to justify requests to increase or decrease the credit hour to FTE equivalency beyond the university-wide ratio of one (1) 3-credit course to 0.25 FTE. Every five (5) years, TIUs will reassess and report to the College whether or not any changes are warranted.

#### B. Special Assignments

Information on Special Assignments (SAs) is presented in the Office of Academic Affairs [Policies and Procedures Handbook](#), Volume 1 Chapter 1 Section 1.8.1.

Faculty may request a SA, consistent with the TIU's requirements for SA proposals. The TIU head shall make a recommendation to the Dean regarding a SA proposal. Award of the SA will be based on the quality of the proposal and its potential benefit to the TIU or University and the faculty member as well as the ability of the TIU to accommodate the SA at the time requested.

#### C. Parental Modifications of Duties

CFAES strives to be family-friendly in its effort to recruit and retain high quality faculty members. To this end, CFAES is committed to parental modification of duties to provide its

faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption/fostering.

The faculty member requesting modifications of duties for childbirth/adoption/fostering and the TIU head 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 an MOU that is approved by the VP/Dean or designee.

Faculty may be eligible for additional leave under the Family Medical Leave Policy and/or the University's paid parental leave policy. Please consult CFAES' Human Resources office to review leave options and available benefits.

## X. Course Offerings and Teaching Schedules

TIU heads of individual schools, departments, and programs are expected generally to manage the unit's course offerings and individual faculty teaching schedules. However, the VP/Dean and Associate Dean and Director of Academic Programs are ultimately responsible for course offerings and teaching schedules, ensuring that courses needed by students are being offered, and that class availability is distributed across the day and week. TIU heads should consult [Faculty Rule 3335-8-16](#) regarding cancellation of courses.

## XI. Allocation of Resources

The VP/Dean is responsible for the fiscal and academic health of CFAES and for ensuring that all resources – fiscal, human, and physical – are allocated in a manner that will optimize achievement of CFAES strategic priorities. The VP/Dean will allocate resources in support of the mission of CFAES after appropriate consultation with Cabinet.

The VP/Dean and Associate Dean for Operations shall oversee facilities and space allocation in CFAES. The allocation of office space will include considerations such as achieving proximity of faculty in disciplines, and productivity and grouping staff functions to maximize efficiency.

The allocation of salary funds is addressed in the Appointments, Promotion and Tenure (APT) document.

## XII. Leaves and Absences

The University's policies and procedures with respect to leaves and absences are set forth in the Office of Academic Affairs [Policies and Procedures Handbook](#) and on the Office of Human Resources [Policies and Forms website](#). In general, there are four kinds of leaves and absences taken by faculty (in addition to parental leave, which is detailed in the [Parental Care Guidebook](#)).

## A. Discretionary Absence

Faculty and staff members are expected to complete a travel 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 CFAES retains the authority to disapprove a proposed absence when instruction or other activities are negatively impacted by the leave, as identified by TIU heads. Such an occurrence is most likely when the number of absences in a particular semester is substantial. Under [Faculty Rule 3335-5-08](#), the Office of Academic Affairs must approve any discretionary absence longer than ten continuous business days. Approval must be requested on the Application for Leave form.

## B. Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty and staff members are expected to complete an Application for Leave form as early as possible. When absences for unexpected medical reasons occur, the faculty member, or someone speaking for the faculty member, should let the TIU head 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 (e.g., personal illness, illness of family members, medical appointments). Sick leave is a benefit to be used, not banked. For additional details see the [Office of Human Resources](#) 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 the [Office of Human Resources](#) Policy 6.45.

## D. Faculty Professional Leave (FPL)

Information concerning faculty professional leaves (FPLs) is presented in the OAA [Policy on Faculty Professional Leaves](#). Applications for FPL, which must follow the format determined by the Office of Academic Affairs, must be peer-reviewed in the TIU using procedures detailed in each unit's Pattern of Administration.

Following unit-level peer review, the FPL application and unit recommendation is sent to the TIU head for review. TIU heads shall review the application and forward only those recommended for approval to the Associate Dean for Faculty and Staff Affairs. The TIU head's recommendation to CFAES regarding the proposed FPL will be based on the quality of the proposal and its potential benefit to the unit and to the faculty member as well as the ability of the unit to accommodate the leave at the time requested.

### XIII. Supplemental Compensation and Paid External Consulting Activity

CFAES abides by the [Policy on Faculty Supplemental Compensation](#) and the [Policy on Faculty Paid External Consulting](#).

CFAES adheres to these policies in every respect. Faculty members are allowed to engage in paid external consulting to the extent that these activities are clearly related to the mission of the University and the expertise of the faculty member, provide direct or indirect benefits to the University and do not entail a conflict of interest or commitment, do not infringe on the University's intellectual property rights, and are not in violation of State of Ohio laws. CFAES expects faculty 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 TIU head regardless of the source of compensation. External consulting also must 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 TIU and CFAES. In addition, it is University policy that faculty may not spend more than one business day per week on supplementally compensated activities and external consulting combined. Faculty who fail to adhere to the University's policies on these matters, including seeking approval for external consulting, will be subject to disciplinary action.

Ultimately, the interpretation of external activities relative to these core principles will rest on the judgment of the TIU head or appropriate administrative head. In the event the faculty member disagrees with a decision regarding the outside activity requested, the faculty member may appeal this decision to the VP Cabinet, who will provide a recommendation to the VP/Dean who will render a decision regarding the activity.

A. External professional activities typically not requiring additional documentation beyond a leave form

1. Certain types of external professional activities for which a nominal honorarium is received require only a submission of business leave for when the activity requires travel or time away from the University. Examples of these activities include: 1) appearance on the program of a scholarly, professional, and/or specialty meeting; 2) participation in the advisory or peer review process for foundations, professional societies, or not-for-profit boards; 3) participation in a faculty member's professional society, board, or CFAES committee; 4) reviewer activities or consultation for governmental and other grant-funding agencies; or 5) service as an editor and/or editorial board member and activities as a reviewer for a professional journal.

2. Presentation of scientific data at specialty societies or scientific conferences or attendance of scientific or professional conferences for the purpose of self-education or professional development are not considered external continuing education.

3. Outreach activities are defined as professional activity, advice, or consultation provided by the faculty member on behalf of the University, CFAES, or TIU. Outreach activities are delivered as part of the faculty member's normal salaried activities, and without additional personal compensation directed to the faculty member.

B. External professional activities requiring additional documentation and approval

External consultation and external continuing education (see 1 and 2 below) require completion of an application for leave request and prior approval by the TIU head. Faculty requesting leave for these activities must also complete the Paid External Consulting and Conflict of Interest forms. Faculty members who engage in compensated external professional activity are not permitted to use CFAES or University vehicles or equipment for the externally compensated professional activity.

1. External consultation, defined as providing expert advice or work product to industry, businesses, boards, or other groups in return for personal compensation beyond expenses.

2. External continuing education, defined as lectures or seminars presented within the faculty member's field of expertise for the purpose of providing professional education in return for personal compensation.

C. Use of self-authored material: 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 the faculty member, such textbook or material may be required for a course by the faculty member only if:

1. the faculty member's TIU head and the VP/Dean or designee have approved the use of the textbook or material for the course taught by the faculty member, or

2. an appropriate committee of the TIU reviews and approves the use of the textbook or material for use in the course taught by the faculty member. Sales of such items shall not be conducted directly between a faculty member and a student.

## XIV. Financial Conflicts of Interest

CFAES abides by the University's [Financial Conflict of Interest Policy](#).

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 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. Further information about conflicts of commitment is included in section IX above

## XV. Grievance Procedures

It is assumed that any faculty or staff member who has a grievance with CFAES and its individual units have first discussed that matter with their TIU head, who will review the matter as appropriate and either seek resolution or explain why resolution is not possible. This section deals with grievances that have proceeded from the TIU level to CFAES level. If the grievance involves the TIU head or the TIU head is not the appropriate contact for some other reason, the faculty or staff member should bring the matter to the attention of the Associate Dean for Faculty and Staff Affairs. Complaints concerning the Associate Dean for Faculty and Staff Affairs should be brought to the attention of the VP/Dean.

CFAES is supported by the Office of Academic Affairs and the Office of Human Resources with regard to formal grievances, as are other campus units. CFAES HR personnel can assist in resolving problems and conflicts before they escalate to formal grievances or corrective action. For both faculty and staff, the Associate Dean for Faculty and Staff Affairs provides advice on corrective action, grievance hearings, and informal mediation, and assists with the interpretation of policies, procedures, and labor contracts that apply.

### A. Salary Grievances

Faculty or staff members who believe that their salary is inappropriately low should discuss the matter with the relevant TIU head. The faculty or staff member should provide documentation to support the complaint. CFAES strongly prefers that salary grievances be resolved at the TIU level following procedures described in each unit's Pattern of Administration.

In cases that cannot be resolved at the TIU level, a faculty member may file a salary grievance with the VP/Dean. CFAES, in consultation with the CFAES Faculty Advisory Council, annually appoints a College Investigation Committee to address salary grievances. This committee will handle salary appeals according to University prescribed procedures in addition to cases of faculty misconduct according to procedures outlined in the OAA Policies and Procedures Handbook.

### B. Faculty Misconduct

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

CFAES, in consultation with the CFAES Faculty Advisory Council, annually appoints a College Investigation Committee to hear complaints alleging faculty misconduct or incompetence. This committee will handle such complaints, along with salary appeals, according to University prescribed procedures.

### C. Faculty Promotion and Tenure Appeals

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

### D. Sexual Misconduct

The University's policy and procedures related to sexual misconduct are set forth in the [Office of Human Resources](#) Policy 1.15. We do not tolerate sexual misconduct.

### E. Student Complaints

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring complaints about courses and instructors to the TIU head, he or she will first ascertain whether the students require confidentiality. If confidentiality is not required, the TIU head will investigate the matter as fully and fairly as possible and provide a response to both the student(s) and any affected faculty. If confidentiality is required, the chair will explain that it is not possible to investigate fully a complaint in such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid. The Associate Dean and Director of Academic Programs will investigate student complaints that are forwarded to CFAES office. In accordance with [Faculty Rule](#) 3335-8-23 (B), with respect to grade grievances, the findings of the faculty committee of the TIU are final – the issue is not appealable as it may be for non-grade grievance petitions.

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 TIU head and others with appropriate knowledge of policies and procedures when problematic situations arise. In particular, evidence of academic misconduct must be brought to the attention of the Committee on Academic Misconduct (see <http://oaa.osu.edu/coam.html> and <http://senate.osu.edu/committees/COAM/COAM.html>).

## XVI. Procedures for Reviewing, Revising, Adopting, and Amending the POA

In keeping with University rules, within the first year of his or her appointment or reappointment, the VP/Dean shall review the Pattern of Administration and, by email invitation for input from the faculty and by consultation with the Faculty Advisory Council, shall revise it as appropriate. The VP/Dean will then forward the reaffirmed or revised Pattern of Administration to the Office of Academic Affairs. At other times, amendments may be proposed by the VP/Dean, or recommended to the VP/Dean by the VP Cabinet, the FAC, or members of the faculty. These recommendations are advisory to the VP/Dean. In order to be adopted as amendments to the Pattern of Administration, the recommendations must be consistent with the purpose of the document and with appropriate University rules and policies. The process for adoption is the same as above.

## Appendix A – Faculty Advisory Council Bylaws

### **ARTICLE I. PURPOSE**

A. The College of Food, Agricultural, and Environmental Sciences (hereafter CFAES) Faculty Advisory Council (hereafter FAC) will serve as the principal faculty advisory group to the Vice President for Agricultural Administration and Dean of CFAES (hereafter VP/Dean). The FAC will be the primary agency for full faculty participation in the governance of CFAES.

B. The specific functions of the FAC include: representing the faculty in matters of faculty business; acting as the official liaison between CFAES administration and faculty; advising the VP/Dean on CFAES programs and budgets, making recommendations to the VP/Dean regarding candidates to fill positions on college-wide standing committees, and assisting the VP/Dean in conducting faculty meetings. To function effectively as stated above, the FAC or representatives from the FAC will meet with the VP/Dean at least three times during both the fall and spring semesters, and once during the summer semester, to discuss matters that impact the faculty in CFAES.

### **ARTICLE II. MEMBERSHIP**

A. The FAC will consist of representatives from the CFAES faculty. For purposes of the FAC and its bylaws, CFAES faculty are defined as those:

- 1) having the title of Professor, Associate Professor, Assistant Professor, or Instructor in tenure-track, clinical or research appointments, or non-tenure-track lecturer; and
- 2) giving service of 50% or more to a tenure-initiating unit in CFAES; or 3) a faculty member with a 50% or more appointment in the Food Animal Health Research Program.

B. Faculty with official administrative appointments, including such titles as department and division chairs, associate chairs, district directors, directors, associate and assistant directors, and associate and assistant deans are excluded from membership on the FAC.

C. The VP/Dean or designated representative(s) will be an ex officio (non-voting) member.

D. The following units will each have one representative: Agricultural Communication, Education, and Leadership; Agricultural, Environmental, and Development Economics; Animal Sciences; Entomology; Food Animal Health Research Program; Food Science and Technology; Food, Agricultural and Biological Engineering; Horticulture and Crop Science; Plant Pathology; the School of Environment and Natural Resources; The Ohio State University Agricultural Technical Institute. The Department of Extension will have four representatives.

E. Upon the approval of their TIU faculty, a FAC member will serve a minimum of one 3-year term and a maximum of two consecutive 3-year terms beginning July 1. A FAC member who serves for four consecutive years is ineligible to be elected as vice chair of the FAC.

One third of the membership will be newly elected each year. Replacement of members, whose terms are expiring, will be included as an agenda item at the final FAC meeting of the academic year. Each retiring FAC member is responsible for seeing that the unit represented conducts an election for replacement through procedures indicated for governance in the unit's pattern of administration and reporting election results to the vice chair of FAC no later than June 1.

F. A member must provide for a substitute from the unit represented if unable to attend a meeting.

G. FAC members may be recalled and/or replaced by their constituent group at any time. When a vacancy occurs, the vice chair of FAC will notify the unit administrator to conduct an election of a person to serve out the un-expired term through procedures indicated for governance in the unit's pattern of administration. Election results will be given to the vice chair of FAC by the unit administrator.

### **ARTICLE III. OFFICERS**

A. Officers

The officers of the FAC will consist of a chair, vice chair, secretary, and immediate past chair. Officers will be elected at the final meeting of the academic year from members of the FAC. The chair and vice chair must be tenured faculty. Officers will serve a term of one year commencing July 1. In the event an officer is incapable of functioning as an officer, the FAC will appoint one of its members to act as an interim until the office is filled at the regular nomination time.

B. Chair

The chair will advance from the vice chair position and will: be responsible for keeping the work of the FAC directed toward its purposes and functions, conduct FAC meetings, chair the executive committee, carry out such activities as voted upon by members of FAC, appoint members to FAC committees, communicate with the CFAES faculty as appropriate, and meet with the VP/Dean on a regular basis. The chair is responsible for scheduling meetings with the VP/Dean as required in Article I.B.

C. Vice Chair

The vice chair will assume the duties of the chair in the absence of the chair. The vice chair will maintain an official roster of FAC members, monitor the completeness of the FAC membership replacement procedures, and distribute to FAC members copies of the Bylaws. The vice chair will be responsible for updating the FAC website and keeping current all appropriate documents in the FAC's Buckeye Box folder.

D. Secretary

1. The secretary will record, maintain, and preserve minutes of FAC and CFAES faculty meetings and will deposit copies of these minutes with the Secretary of CFAES for preservation.
2. The secretary will maintain and preserve copies of FAC Bylaws. The secretary will distribute the agenda for FAC meetings to all FAC members (at least two weeks prior to regular meetings).
3. The secretary will distribute to all CFAES faculty by appropriate means and via the FAC's website: a summary of FAC meeting minutes, the agenda for CFAES faculty meetings (at least two weeks prior to regular meetings), a summary of CFAES faculty meeting minutes, and communications resulting from CFAES faculty meetings.

E. Immediate Past Chair

The immediate past chair will provide advice and assistance to the FAC and its officers and serve as chair of the nominating committee.

#### **ARTICLE IV. FAC MEETINGS, COMMITTEES AND COMMUNICATIONS**

A. Meetings

1. Regular FAC meetings will be held on the second Friday of September, November, and February, and the first Friday of May as scheduled by the Executive committee. A minimum of four meetings per year will be held.
2. Special meetings may be called by the VP/Dean, the executive committee, or by two members of FAC.
3. The presiding officer will adhere to the spirit of the newest edition of Robert's Rules of Order.
4. Presence of at least 50% of FAC membership will constitute a quorum.
5. A report from CFAES senators regarding the University Senate will be an agenda item.

B. Committees

1. Executive Committee

The executive committee will consist of the four FAC officers. The duties of the executive committee include: coordinating FAC business and activities, scheduling FAC meetings, and setting meeting agendas. The committee will meet at least once before each FAC meeting.

2. Nomination Committee

The nomination committee will consist of three members appointed in the spring meeting. The duties of the committee are to prepare and present a slate of candidates for vice chair and secretary by May 1st. The immediate past chair will chair the nomination committee.

### 3. Ad Hoc Committees

Ad hoc committees will consist of two or more FAC members. The duties of these committees are to evaluate specific items of FAC business and make recommendations for action at FAC meetings. To the extent possible, all business that requires official action on the part of the FAC will be assigned to ad hoc committees for preliminary analysis.

### C. Communications

#### 1. FAC Website

The FAC will maintain a public-facing website containing the current FAC membership roster with contact information, meeting dates and times for the academic year, and copies of approved agendas, minutes, and actions taken.

#### 2. FAC Documents

The FAC, with assistance from the VP/Dean's office on request, will maintain a Buckeye Box (or other appropriate electronic communication program) account for the purpose of facilitating communications among all FAC members. All members of the FAC will be invited to join for the duration of their appointment.

## **ARTICLE V. CFAES FACULTY MEETINGS AND STANDING COMMITTEES**

### A. Meetings

1. CFAES faculty meetings may be called for the discussion of those issues defined as academic affairs as described in the [Rules of the University Faculty](#) (3335-5-14) and for discussion of other CFAES-related issues of interest to faculty.
2. The VP/Dean/designee will preside at CFAES faculty meetings per the [Rules of the University Faculty](#) (3335-3-29).
3. The VP/Dean/designee and the FAC chair will jointly prepare an agenda and ensure that it is distributed to all faculty at least two weeks prior to a meeting unless an emergency exists. Items not on the formal agenda may be introduced for discussion/action.
4. The presiding officer will adhere to the spirit of the newest edition of Robert's Rules of Order

5. CFAES faculty meetings may be called into session by the VP/Dean/designee, the FAC chair, petition to FAC from five percent of the eligible voting faculty as defined in Article II A of the Bylaws, or petition to FAC from any combination of at least three CFAES academic units through their TIU heads. Faculty meetings will be announced by the chair of the FAC and will be held between two and four weeks after the request.
6. Distribution to the faculty of motions for consideration and appropriate information concerning the meeting's agenda will be the responsibility of the individual or group recommending the meeting and will be provided with the announcement of the meeting date.
7. Main motions for consideration during CFAES faculty meetings may be put forth by the VP/Dean/designee, the FAC, five percent of the eligible voting faculty as defined in Article II A of the Bylaws, or by any combination of at least three TIUs through their TIU heads.
8. If further review and discussion of a main motion are needed prior to vote, a second faculty meeting will be held within one to three weeks following the first meeting. Determination of the need for a second meeting will be made by the VP/Dean/designee and the executive committee of FAC.
9. Main motions may be withdrawn only by those persons or groups that presented the original motion. Withdrawals may be made either during or after CFAES faculty meetings.
10. No votes will be taken at faculty meetings. Balloting on main motions will be conducted by the executive committee of FAC using a confidential procedure within a time line of one to three weeks after a faculty meeting. All tenure- and clinical-track faculty as defined in Article II A of the Bylaws in the TIUs in CFAES will be eligible to vote on matters pertaining to curricula and course matters within the TIUs. All tenure- and clinical-track faculty as defined in Article II A of the Bylaws within the OSU Agricultural Technical Institute will be eligible to vote on matters pertaining to curricula and course matters within the Agricultural Technical Institute. All tenure- and clinical-track faculty as defined in Article II A of the Bylaws in the School of Environment and Natural Resources will be eligible to vote on matters pertaining to curricula and course matters within the School of Environment and Natural Resources. All faculty, as defined in Article II A of the Bylaws in the CFAES, will be eligible to vote on all other matters within the purview of the FAC.
11. The vote required for passage of main motions will be a simple majority of the returned paper ballots or electronic ballot responses.
12. To be counted, paper or electronic ballots must be returned to the chair of the FAC or responded to within three weeks of the date of distribution or electronic notification. The executive committee of FAC will be the teller committee. The teller committee will announce voting results within one week of the balloting deadline.

13. A governance decision reached by a college-wide faculty vote will override a decision on the same matter made by a vote within a CFAES TIU.

#### B. Standing Committees

1. FAC will make recommendations to the VP/Dean/designee regarding candidates to fill positions on two CFAES-wide standing committees, Promotion and Tenure, and College Investigation. Recommendations for specific committees are subject to stipulations and restrictions contained in the CFAES Pattern of Administration, section VI.D.

2. Filling vacancies on the CFAES standing committees will be included as an agenda item during the April meeting of the FAC. It is the responsibility of FAC members to poll eligible faculty in the unit represented concerning interest in serving on specific standing committees and to recommend named individuals to the Executive Committee of FAC no later than May 1.

3. The executive committee of FAC will submit to the VP/Dean no later than June 1 a list of suggested candidates for standing committee membership. The list will contain at least two more names than vacancies anticipated for each committee.

### **ARTICLE VI. AMENDMENTS TO THE BYLAWS**

A. Amendments to the Bylaws may be proposed by any member of the faculty as defined in Article II.A. or by an ad hoc committee of FAC.

B. Proposed amendments will be placed on the agenda of a FAC meeting. If approved by FAC, the proposed amendments will be submitted for a CFAES faculty vote in accordance with the balloting procedures described in Article V.

C. Proposed amendments will be adopted if approved by a simple majority of voting CFAES faculty.