

# *Pattern of Administration*

## *Department of Agricultural, Environmental, and Development Economics*

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## I. INTRODUCTION

The Department is administered according to the "*Pattern of Administration*" set forth in the *Office of Academic Affairs Policies and Procedures Handbook*, [OAA Policies and Procedures Handbook](#). This document provides a brief description of the Department of Agricultural, Environmental, and Development Economics and its policies and procedures. It supplements the *Rules of the Office of Academic Affairs Policies and Procedures Handbook* and other policies and procedures of the University to which the Department and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document.

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

## II. DEPARTMENT MISSION AND VISION

### a. Department Mission Statement:

The mission of the Department of Agricultural, Environmental, and Development Economics is to generate knowledge and disseminate knowledge through application of economic and business principles to society's challenges.

### b. Department Vision Statement:

We strive continuously for high standards of scholarship and scientific objectivity in all our activities. We are committed to maintaining a strong undergraduate program with an emphasis on agribusiness and a multi-disciplinary focus on the environment, economy development and sustainability. We aim to maintain a graduate program in applied economics that is internationally recognized. Through frequent interaction with our professional colleagues and economic decision-makers in the public and private sectors, we will ensure that our activities address key issues faced by our stakeholders.

## III. ACADEMIC RIGHTS AND RESPONSIBILITIES

The Department affirms and adopts the University policy on academic rights and responsibilities stated on the University website. <http://oaa.osu.edu/rightsandresponsibilities.html>.

## IV. FACULTY

### a. Membership in Departmental Faculties:

The Department faculty shall comprise all members of the Department who are members of the College faculty and such other members of the Department as the Chair may from time to time designate. The Chair shall be Chair of the Department faculty. The faculty shall make recommendations on educational policies to the faculty of the College. In addition, the faculty shall have several academic powers set forth in Rule 3335-3-34:

<http://trustees.osu.edu/university/facultyrules> of the Administrative Code.

### b. Meetings:

1. The Department faculty shall meet upon the call of the Chair no less frequently than once every other month during the calendar year.
2. A quorum for a valid faculty meeting shall be 40 percent of the voting faculty (III.D of this document) in the Department.

3. Faculty meetings are regularly scheduled and an agenda is distributed to the faculty in advance; additional meetings may be called at the discretion of the Chair as necessitated by matters of general concern or important reports coming from standing or special committees. Regular faculty and project leaders are automatically invited to all faculty meetings. Departmental support staff are also invited to attend designated faculty/staff meetings, usually one per semester during the academic year.
4. The Chair will provide a schedule of all regular faculty meetings to all faculty, project leaders and support staff before the start of each academic year.
5. Meeting agendas are prepared by the Chair in consultation with Faculty Council, chairs of committees, Department representatives on College and University committees, and other faculty members and project leaders who wish to raise items for discussion.
6. The Chair will ensure that minutes are maintained of all faculty meetings and records of all actions covered by the *Pattern of Administration*.

**c. Faculty:**

As used in this section the term "faculty" shall include persons appointed by the Board of Trustees with tenure track, professional practice, and research faculty titles on full or part-time appointments, with or without salary.

1. "Tenure-track Faculty:" persons with the titles of professor, associate professor, assistant professor, who are on tenure-track or tenured, and serve on appointments totaling fifty percent or more service to the university.
2. "Professional Practice Faculty:" professional practice track faculty are practitioners and shall be engaged primarily in teaching activities related to courses or instructional situations involving professional skills and practicum supervision.
3. "Research Faculty:" Regular, research faculty are researchers and shall be engaged primarily in research activities.
4. "Associated Faculty:" persons with adjunct titles, visiting titles, and lecturer titles; also professors, associate professors, assistant professors and instructors who serve on appointments totaling less than fifty percent service to the University.
5. "Emeritus Faculty:" persons who have served the University continuously as regular faculty for at least ten consecutive years who, upon retirement, were recommended by the Chair, the Dean and the *Executive Vice President and Provost* for emeritus status.

**d. Voting Faculty:**

The voting faculty of the Department include all faculty who are engaged in teaching, research or outreach education on the Columbus campus with 25 percent or more of their salary administered through the Department. Auxiliary faculty and persons on official leave of absence do not meet the "on campus" requirement. For votes on the hiring of faculty into a tenure track appointment, only regular faculty, as defined in IV.4(c) above, may vote.

## V. ORGANIZATION OF DEPARTMENT SERVICES AND STAFF

The Department is composed of the following three categories of personnel: faculty, staff and students.

**a. Faculty:**

Faculty duties and responsibilities are defined in the *Office of Academic Affairs Policies and Procedures Handbook* <http://oaa.osu.edu/handbook.html> as well as in the Department's *Criteria and Procedures for Appointments, Promotion, Tenure and Salary Adjustments* and this document.

**b. Staff:**

Staff include administrative and professional (A & P) and civil service staff. Some examples include post-doctoral researchers, extension associates, computer systems specialists, fiscal

managers, administrative managers, and office associates. Staff are central to the Department mission. Staff are supervised by the Department Chair, who may delegate supervisory responsibility as appropriate.

**c. Students:**

The university rules governing the undergraduate and graduate students are contained in *The Ohio State University Student Handbook*. Departmental rules for graduate students supplement this document and the *Graduate School Handbook* with the document *Graduate Program Handbook: Graduate Programs in Agricultural Economics*.

## VI.OVERVIEW OF DEPARTMENT ADMINISTRATION AND DECISION MAKING

Policy and program decisions are made in a number of ways: by the Department voting faculty as a whole, by standing or special committees of the Department, or by the Chair. The nature and importance of any individual matter determines how it is addressed. Department governance proceeds on the general principle that the more important the matter to be decided, the more widespread the agreement on a decision needs to be. Open discussions, both formal and informal, constitute the primary means of reaching consensus on decisions of central importance.

In concordance with agreements with the College, the following points summarize the Management Philosophy and Practices of the Department:

- a. Departmental output, productivity and goals will be measured in aggregate without emphasis to individual faculty and staff funding lines or responsibilities. The Department will be held accountable as a unit for meeting the totality of responsibilities to OSU, OSU Extension (OSUE) and the Ohio Agricultural Research and Development Center (OARDC).
- b. In consultation with College Cabinet, the Department has flexibility to assign faculty and staff to professional activities without concern that each individual's contributions to the resident instruction, research, and outreach functions be in exact proportion to their funding percentages.
- c. Operating budgets from OSU, OSUE, and OARDC are pooled at the Department level and are allocated to programmatic areas rather than organizational affiliation.
- d. The Department has flexibility to use temporary staff and off-duty faculty to meet strategic initiatives of importance to the Department and College.
- e. During the hiring process, position announcements will be written without reference to the funding source for the position, allowing the Department and College to mesh their needs with the strengths of the hired faculty.

## VII.DEPARTMENT ADMINISTRATION

**a. Chairs of Departments:**

(3335-3-35): <http://trustees.osu.edu/university/facultyrules>

There shall be a Chair of each Department who shall be the administrative head of the Department. Each Chair shall be appointed for a term of four years by the Board of Trustees upon the nomination of the President. A Chair shall be eligible for reappointment. In selecting a Chair, the President shall confer with the Dean of the College involved who, in turn, will consult with the faculty of the Department as well as other appropriate University officials.

**b. The Duties of the Chair of a Department:**

1. To provide overall vision and leadership for the Department and its programs.
2. To have general administrative responsibility for its programs, subject to the approval of the Dean of the College.

3. To maintain and build relations with alumni, program funders, employers of graduates, professional societies and other stakeholders.
4. To develop, in consultation with the faculty, a *Pattern of Administration*. This *Pattern of Administration* shall be made permanently available to all present and prospective members of the faculty of the Department on the departmental intranet, and a copy shall be deposited in the office of the Dean of the College and in the office of the *Executive Vice President and Provost*
5. To consult with the faculty as a whole on all matters involving educational and academic policies and such consultation will, whenever practicable, be undertaken at a meeting of the faculty as a whole. Not included are matters of administrative procedures or responsibilities. To recognize, in principle, the presumption favoring majority rule on all matters covered by the Department *Pattern of Administration*. There may be times, however, when the Chair finds it necessary to depart from the decision of the majority of the faculty. In such cases, it is incumbent upon the Chair to communicate to the faculty at a faculty meeting the reasons for the departure from the majority decision. This communication shall outline the preference of the majority of the faculty, the decision of the Chair, and the reasons for the decision.
6. To create and assign faculty and staff to standing committees, special committees, task forces, etc. that meet Department needs. The selection of personnel to serve on these assignments shall consider factors such as expertise, interest, workload, and the diversity of interests within the Department.
7. To inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their tenure initiating unit and to place in that file a response to any evaluation, comment or other material contained in the file.
8. To prepare, after consultation with the faculty and in accordance with the *Pattern of Administration*, a statement setting forth the criteria and procedures according to which recommendations are made concerning appointments and/or dismissals, salary adjustments, promotions in rank, and matters affecting the tenure of the faculty. This statement shall be made available to all present and prospective faculty of the Department and a copy shall be deposited in the office of the Dean of the College and in the office of the *Executive Vice President and Provost*. At the beginning of each four year term of the Chair of a Department, the members of the Department, the office of the Dean of the College, and the office of the *Executive Vice President and Provost* shall receive either a revision or reaffirmation of the original statement. The document *Salary Adjustments* is an addendum to this *Pattern of Administration*.
9. Faculty Rule 3335-3-35, along with Faculty Rule 3335-6, <http://trustees.osu.edu>, also requires the chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to promotion and tenure.
10. To operate the business of the Department with efficiency and dispatch.
11. To plan with the members of the faculty and the College Administrative Cabinet a progressive program.
12. To evaluate continuously the instructional and administrative processes and lead in the study of methods of improving them.
13. To conduct an annual performance review of each faculty member in accordance with criteria approved by the Board of Trustees and subject to instructions from the *Executive Vice President and Provost*, and also according to the document *Criteria and Procedures for Appointments, Promotion, Tenure and Salary Adjustments*.
14. To develop, in consultation with each faculty member, an annual Statement of Responsibilities and Plan of Work for each faculty member in accordance with the College document *Faculty Reward System Guidelines for Annual Performance Review, Promotion and Tenure*.
15. To recommend to the Dean of the College, after consultation with the faculty in accordance with VII.B.9, appointments, promotions, dismissals, and matters affecting the tenure of members of the Department faculty.
16. To encourage research and educational investigations.
17. To see that all faculty, 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.

18. To see that adequate supervision and training are given to faculty and staff.
19. To prepare (after consultation with the regular faculty) annual budget recommendations for the consideration of the Dean of the College.
20. 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.

**c. Associate Chair/Administrative Team:**

The Chair shall be supported by an administrative team, consisting of the Research and Graduate Program Leader, Academic and Undergraduate Program Leader and Outreach Program Leader, and chief human resource and fiscal officers of AEDE. The Chair shall take nominations from and consult with the faculty before appointing persons to the program leader positions. Program leaders will serve as Associate Chairs of AEDE.

1. Duties:

The Administrative team shall perform such duties and assume such responsibilities as may be delegated by the Chair. The Administrative Team will be involved in all major program, personnel and budget matters. This broad knowledge of the Department's day-to-day functioning assures that members of the Administrative Team can serve the role of Associate Chair, filling in for the Department Chair and speak for the Chair in a wide variety of situations. Additionally, the Administrative Team serves as a body by which faculty can bring concerns to the Chair.

2. Term:

The Administrative Team serves at the pleasure of and concurrently with the term of the Chair and may be terminated either by resignation or by action of the Chair. At intervals, not to exceed four years, the Chair shall conduct a review to determine the desirability of continuing the appointment of the Administrative Team; the Administrative Team shall be consulted regarding his or her willingness to continue in the role.

3. Administrative Team Meetings:

The Administrative team shall meet upon the call of the Chair or upon petition of two team members but normally not less than once per month during the academic year.

**d. Program Leader Responsibilities:**

The Department Chair will have both authority and responsibility for the three major functional programs of the Department: undergraduate, research and graduate, and extension/outreach. Responsibility for these three functional programs may be delegated to faculty members who will assume the title of Program Leader.

The Academic and Undergraduate Program Leader provides leadership and administration as follows: serves as coordinating advisor; facilitates course and curriculum review and development; chairs the Academic Affairs Committee; works with the undergraduate committee; coordinates the scholarship program; facilitates recruitment of undergraduate students; serves on the Administrative Team of AEDE; represents faculty and staff concerns to the Chair.

The Research and Graduate Program Leader provides leadership and administration as follows: is the officially designated Graduate Studies Chair responsible for implementing the graduate studies program in coordination with the OSU Graduate School, facilitates and coordinates departmental research and graduate programs; assists faculty and project leaders in developing and carrying out individual research projects; chairs the graduate studies committee; recruits graduate students; maintains responsibility for graduate course and curriculum review and development; and coordinates graduate course assignments for faculty and teaching assistants (with the Undergraduate Program Leader); serves on the Administrative Team of AEDE; represents faculty and staff concerns to the Chair.



The Outreach Program Leader provides leadership and administration related to extension and outreach programs as follows: facilitates departmental extension/outreach activities; coordinates extension programs within the Department and among other units within OSU Extension; assists faculty and project leaders in planning and reporting the results of individual or group extension/outreach programs; serves on the Administrative Team of AEDE; represents faculty and staff concerns to the Chair.

## VIII. FACULTY COUNCIL

### a. Membership:

1. The Faculty Council shall consist of three eligible faculty members.
2. The Chair of the Department of Agricultural, Environmental, and Development Economics shall serve as an ex-officio member.
3. The three eligible faculty members shall be elected to three-year terms. *Eligible faculty* is defined as all faculty excluding the department chair, sitting and out-going members of faculty council, and faculty with scheduled leave commencing with the beginning of the new term of appointment and lasting the full academic year.
4. The chair of faculty council shall be selected for a one-year term by the three members at their first meeting of the academic year.
5. Vacancies shall be filled within 60 days. The regular election procedures will be followed.
6. The three-year terms will be staggered so one newly elected member rotates on annually and the longest-serving member rotates off annually.

### b. Duties:

With the Department Chair, regularly identify needs for new policies and review and revise old policies as needed. Included are policies on:

1. Budget,
2. Personnel assignments and duties,
3. New personnel appointments and joint appointments with other departments
4. Program priorities,
5. Academic program direction, both graduate and undergraduate,
6. Gifts and endowed funds, and,
7. Others as needed.
8. Advise and consult with the Chair upon matters of policy interpretation and implementation.
9. Advise and consult with the Chair on the organizational structure of the Department and recommend the formation of new committees or discontinuation of standing committees.
10. Recommend membership on standing and ad hoc committees.
11. Bring to the attention of the Department Chair those procedures, rules and regulations that appear to be impeding the efficient and effective functioning of the Department.
12. Interact with individual faculty on a regular basis to identify agenda items for Faculty Council and faculty meetings.
13. Advise and consult with the Dean on procedures to be used in gathering faculty input in the four-year review of the Chair.
14. Advise and consult with the Dean on the search procedures and timing of the appointment of a new Chair.
15. Carry out those ad hoc duties assigned by the faculty or the Department Chair.

### c. Term of Office:

Elected members shall serve a regular three year term beginning October 1 and are ineligible for re-election until one year has elapsed since the completion of his or her term.

**d. Election:**

1. The current Faculty Council shall run the election for the new Faculty Council member.
2. Elections shall be by secret ballot.
3. Eligible voters shall include all voting faculty (II.D) of the Department.
4. An initial ballot shall list all voting faculty who are eligible candidates and serve as a nominating ballot. Each voting faculty member will select one nominee. The election committee will present to the voters the two names receiving the most nominations plus additional names tied for second place and these shall serve as candidates for election to the Faculty Council. Voters shall vote for one individual, and the individual receiving the most votes of ballots cast is elected. If there is a tie, Faculty Council will determine the winner.

**e. Faculty Council Meetings:**

The Faculty Council shall meet regularly during the academic year, at meetings called by the chair of Faculty Council. Meetings shall occur no less than twice per semester.

## IX. DEPARTMENT STAFF

**a. Annual Review of Performance:**

Departmental Staff will be reviewed on an annual basis in accordance with the *Staff Performance Evaluation Procedure*.

**b. Training and Professional Development:**

The department is committed to the support and promotion of training and professional development activities consistent with the document *Staff Training and Professional Development Guidelines for Agricultural, Environmental and Development Economics*.

## X. STANDING COMMITTEE ASSIGNMENTS AND OBJECTIVES

**a. Guidelines:**

1. Appointments
  - 1) Appointments to standing committees shall be made by the Chair of the Department after consultation with the Administrative Team and faculty.
  - 2) It is recommended that no faculty or staff serve on more than two standing committees concurrently.
  - 3) Appointees shall be advised of committee objectives by the Department Chair. A current list of committee appointments shall be provided to each faculty and staff member.
  - 4) The committee chair should review the proposed responsibilities for the committee he/she chairs.
2. Term of Office

In order that committee responsibilities may be shared by the Department faculty and staff, the normal term of office shall be for a minimum of one year beginning on September 1. Faculty and staff shall be eligible for reappointment to the same committee. The normal term of office may be adjusted as necessary to enhance committee effectiveness.
3. Meetings

Each standing committee shall meet upon the call of the committee Chair or upon petition of two committee members.

**b. Objectives of Department Committees:**

The Department maintains standing committees to facilitate department governance. As

department responsibilities and needs evolve over time, certain standing committees may lapse and additional committees may be constituted as necessary. Listed below are the objectives of the standing committees operational as of December 2015. In addition to standing committees, the Department may form ad hoc and other committees as needed, and terminate them when their tasks have been completed, but they are not included in the Pattern of Administration. Individual committees may identify other duties in addition to those outlined below.

1. Academic Affairs Committee -

Chaired by the Academic and Undergraduate Program Leader and consisting of three additional members' appointments by the Chair in consultation with the faculty, the major responsibilities of the Academic Affairs Committee are:

- a. To evaluate current course offerings as to, availability, adequacy of courses for the different academic programs, sequence, and frequency.
- b. To recommend new courses and the deletion of old courses as required to maintain excellent academic programs within the Department.
- c. To make recommendations to the Department faculty concerning changes in courses or academic programs.
- d. To submit all changes in existing courses as well as additions to or deletions from present course offerings to the College Committee on Academic Affairs following specified University procedures.
- e. To report to the Department faculty on a regular basis the number of students enrolled by courses and other items of interest.
- f. To assist in the planning and initiation of activities related to Department's undergraduate programs. This would involve the review of the undergraduate programs at five-year intervals, including curricular and non-curricular aspects.
- g. To assist in the recruitment of undergraduate students, such as representing the Department at student orientation and career conferences.

2. Graduate Studies Committee –

Chaired by the Research and Graduate Program Leader and consisting of three additional members, the Graduate Studies Committee is the executive committee of the Graduate Faculty of the Department. It is responsible for carrying out the policies of the Graduate School and of the Graduate Faculty of the Department. The Graduate Studies Committee takes the leadership in proposing revisions of existing policies and of proposing new policies as suggested by the Graduate School or by members of the Department Graduate Faculty. It carries out routine operations related to graduate work, coordinates graduate work in the Department, and assists members of the Graduate Faculty.

The specific responsibilities of the Graduate Studies Committee fall under three general categories: student-related responsibilities, program-related responsibilities and faculty-related responsibilities.

*Student-Related Responsibilities*

- a. Leadership of Department activities to recruit graduate students.
- b. Recommendations to the Admissions Office on admission of students to the Graduate School.
- c. Recommendations to the Department Chair on research, teaching and extension associate appointments for graduate students.
- d. Recommendations to the Graduate School for University fellowships and to OARDC for OARDC Fellowship competition.
- e. Orientation programs for graduate students.
- f. Advice and assistance to graduate students for their first registration.
- g. Recommendations to the Graduate School on changes in the status of graduate

students, i.e., changes from regular, special or conditional status, dismissal, probation, transfer from MS to PhD, etc.

- h. Approval of study programs for Ph.D. students.
- i. Review and take necessary action on petitions from graduate students and advisors concerning course and related substitutions for satisfying M.S. and Ph.D. program requirements and other Department and Graduate School rules.
- j. Monitoring the progress of graduate students in their programs, including the maintenance of a permanent file for each student.
- k. Leadership of Department activities in placement of graduates.
- l. Select Department nominees for graduate student awards.

*Program-Related Responsibilities*

- a. Monitoring of programs and formulation of proposals for changes in content or procedures for graduate programs in the Department. Proposals for change are submitted to the Graduate Faculty for consideration and decision.
- b. Maintenance of close liaison with the Department of Economics on matters of central concern to our graduate programs, including the scheduling, content, and faculty involvement in economics courses, and with the PhD microeconomics qualifier examination.
- c. Maintenance of close liaison with other departments upon whom we are dependent to some degree in our graduate programs, or who are dependent upon our course offerings in their degree programs.

*Faculty-Related Responsibilities*

- a. Appointments of student advisors/research supervisors.
- b. The Graduate Studies Committee appoints Category M Graduate Faculty members and notifies the Graduate School of its actions. The Graduate Studies Committee submits nominations for Category P membership of the Graduate Faculty to the Policy and Standards Committee of the Council on Research and Graduate Studies and certifies by appropriate documentation that those nominated meet published university-wide criteria. Graduate programs may establish additional local criteria.
- c. Administration of the Masters examination, the General examination, and the Final Oral examination.

3. Outreach Program Committee -

Chaired by the Outreach Program Leader, and consisting of three additional members appointed by the Chair in consultation with the faculty, the Outreach Program Committee addresses department policy and operations in extension and outreach education. Responsibilities of this committee include:

- a. To continuously re-evaluate the objectives, scope, and composition of the department's outreach education efforts across all areas of scholarly pursuit by AEDE faculty and staff.
- b. To advise the faculty and Department Chair regarding strategies to enhance outreach education programs.
- c. To facilitate communication between the department, and OSU Extension and Continuing Education
- d. To identify issues and concerns relating to department outreach education efforts, and bring them to the attention of the Department Chair.
- e. To assist in the planning and implementation of department outreach education efforts.
- f. To continuously evaluate opportunities for enhanced outreach activities, including those that could be funded on a cost-recovery basis, and to advise the faculty and Department Chair of promising opportunities.

4. Performance Evaluation Advisory Committee -  
The Performance Evaluation Advisory Committee consists of four members tenured in the Department. Members have rotating four-year terms, based on the Calendar year (January 1-December 31) so that one member is replaced each year. The senior member serves as committee chair. Each year, prior to January 1, a slate of three candidates from among the tenured faculty will be put forward by the Chair in consultation with the Administrative team. Committee members will be appointed based on a vote of the eligible voting faculty from among the slate of candidates. The responsibilities of the Committee are described in the addendum *Criteria and Procedures for Promotion, Tenure, and Salary Adjustments* and the document *Procedures for Five-Year Review of Endowed and Named Professors*.

## XI. FACULTY DUTIES AND RESPONSIBILITIES: WORKLOAD POLICY

### Tenure Track Faculty

Each faculty member will be expected to produce a mix of accomplishments that contribute to the scholarly, instructional, outreach and service missions of the department. Faculty members are expected to produce scholarly research, to publish this research, and are encouraged to pursue extramural funding for their scholarly activities as appropriate to their research agenda.

All faculty in the Department of Agricultural, Environmental and Development Economics are expected to develop and maintain a world-class research program in their field of inquiry, developing a high quality teaching program in our undergraduate, masters, and/or PhD programs and develop an outreach program appropriate to their research and teaching interests.

#### a. General Workload Policies:

1. Individual faculty members are responsible for developing, in consultation with the Department Chair, an annual Statement of Responsibilities and Plan of Work consistent with the College document *Faculty Reward System Guidelines for Annual Performance Review, Promotion and Tenure*. This plan will set forth specific teaching, research, outreach and service responsibilities for individual faculty members.
2. Faculty duties and responsibilities will be developed with the objective of meeting the priority areas as defined by the department and College. The end result is an agreement between the Department Chair and faculty member as to an appropriate portfolio of activities for the year.
3. It is expected that a decreased workload negotiated in one particular area be compensated by increased workload in other areas. Issues concerning a faculty member's workload will be resolved with reference to the total workload in teaching, outreach education, and research. Major service commitments to the university and/or the profession may be considered when determining workload assignments.
4. The annual review of AEDE faculty is based on some or all of the following: the annual report of accomplishments for the previous year, the curriculum vitae that describes the aggregate of work completed by the faculty member, and the individual's annual Statement of Responsibilities and Plan of Work for the previous and current years.
5. A Conflict of Interest Screening form should be completed annually or upon the occurrence of relevant changes as defined in the *Office of Academic Affairs Policies and Procedures Handbook*, [OAA Policies and Procedures Handbook](#).

#### b. Teaching and Outreach Education:

Instructional activity includes resident instruction and extension and other outreach teaching. Teaching assignments will be made by the Department Chair after considering the needs of the unit and the specific circumstances surrounding each faculty member's appointment.

1. Tenure track faculty will generally be expected to teach 6 - 9 semester credit hours of organized classes per year (approximately three semester length classes), with the annual

baseline of credit hours expected determined by the balance of teaching needs and resources. Individual studies, 8999, internship credits, etc. are not included as a part of the credit hour expectation. The Department Chair may adjust individual course loads up or down to reflect factors such as the level and structure of the course, number of students in the section, development of new or revised courses, new preparations, under- or over-performance in other areas of appointment, and the extent of co-instruction, teaching associate or program assistant support.

2. For outreach duties involving extension education, an equivalent teaching workload would be 100 to 150 person contact hours per year including travel time but excluding preparation time. Active participation in training and technical support of field staff is expected. Outreach workloads should be adjusted to recognize equivalent levels of effort using other media and delivery methods including distance education, online newsletters, and print and Internet outreach publications and conference planning and execution. A plan of work is expected yearly and it should contain a number of planned learning experiences for target audiences.
3. Additional scholarly and service activities, including the recruitment and advising of students, are expected for all faculty involved in instructional activities.

**c. Research:**

Faculty in the Department have established criteria for evaluation of faculty research performance (*Criteria and Procedures for Appointments, Promotion, Tenure, and Salary Adjustments*). This workload policy is based on those criteria.

Research workload is defined by four components: (a) publications, (b) research activities with students, (c) external research funding, and (d) other research activities. Written accounts of research are the primary indicators of research workload. Quality and usefulness of research publications must be considered. The second component of workload includes interacting constructively with student researchers. A third component is pursuing and attracting extramural research funding. Additional components include an array of activities such as interacting with colleagues and the profession, working with industry and government organizations to apply research findings, and communicating research results to the public at large.

The mix of these workload components is expected to vary across faculty. Variations between time spent on publication, research activities with students, and other research activities will exist. The Chair will consider tradeoffs in the mix of activities when setting annual expectations.

AEDE recognizes that scholarship takes many forms: research, theoretical innovation, the development of improved empirical or numerical techniques, and the creative application of existing concepts and empirical or numerical methods to problem solving.

1. General research expectations are as follows:

- a. Each faculty member is expected to develop an on-going and sustainable research program, the focus and scope of which reflects important economic problems, professional interests and Department mission (as expressed in the individual's position description, other documents and correspondence). It is expected to be an on-going and sustainable research program leading to recognized national or international stature.
- b. An on-going and sustainable record of publication is defined as an ongoing stream of peer-reviewed publications (as author or co-author) with on-going evidence of publications at various stages of publication (working papers, papers accepted and or presented at conferences or seminars, papers under review, papers under revision, etc.).

- c. Larger endeavors, such as authoring a scholarly book, should be considered accordingly. In addition, consulting with industry or government officials, pursuing and attracting external funds, participating in professional meetings, and communicating research findings to appropriate users of this information are expected activities for all regular faculty.
- d. Written accounts of research, particularly those that have been reviewed by peers are the primary indicators of excellence in research. Each faculty member is expected to demonstrate excellence in research by generating new knowledge and publishing that knowledge in high quality peer-reviewed outlets. Faculty publication output will be judged on quality and quantity. Quality and impact are judged by journal metrics, outlet reputation, scholarly citations and post-publication awards. High quality, high-impact publications are especially valued.
- e. Interdisciplinary and cross-disciplinary collaborative work is recognized and encouraged as long as the work is of high quality (the burden of demonstration of which lies on the faculty member) and does not compromise the disciplinary integrity of the faculty member's research portfolio.
- f. Each faculty member is expected to be a principal investigator or co-investigator on an approved state or federal project and to meet annual reporting requirements for such projects.
- g. Faculty members are encouraged to pursue and attract extramural funding with indirect cost recovery for their research programs and to support departmental operations.

## 2. Faculty of Practice

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

All clinical faculty are expected to contribute to the department's teaching in courses or instructional situations involving live patients or live clients, courses or instructional situations involving the simulation of live patients or live clients, or courses or instructional situations involving professional skills. The standard teaching assignment for full-time clinical faculty members is seven courses per academic year.

## 3. Research Faculty

Research faculty members are expected to contribute to the university's mission via research. In accord with Faculty Rule 3335-7-34,

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

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

## 4. Associated Faculty

- a) 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.
  - b) Faculty members with tenure-track titles and appointments <50% FTE will have reduced expectations based on their appointment level.
  - c) Expectations for compensated visiting faculty members will be based on the terms of their appointment and are comparable to that of tenure-track faculty members except that service is not required.
  - d) The standard teaching assignment for full-time lecturers is eight courses per academic year.
- i. Guidelines for Determining FTE Exceptions to Faculty Appointments Policy (colleges only)

The College of Food, Agricultural, and Environmental Sciences 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 unit 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 unit should request approval for additional compensation for the lecturer teaching the course.

In all cases, units 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, units will reassess and report to the college whether or not any changes are warranted.

Activities that may warrant additional compensation include the following:

- Lecturer assigned a course for the first time.
- Lecturer requested to simultaneously significantly revise and teach a course
- Lecturer requested to teach a class that is larger than usual

Circumstances that may warrant adjusting FTE:

- Three hour-credit courses that exceed an average of two (2) additional hours/week, the FTE will be determined by assessing the average hours/week required for the course.
- 3-credit courses where the lecturer provides the lecture and GTAs provide the recitation
- 4-credit courses where the lecturer provides the lecture and GTAs provide the lab supervision and grading
- Courses involving individual instruction
- Advising, curriculum development, internship oversight may replace course teaching.
- Online course development
- Large enrollment courses



Note these lists are not exhaustive, only to serve as examples.

**d. Parental Modification of Duties:**

The Department of Agricultural, Environmental, and Development Economics strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty members. To this end, the department is committed to adhering to the College of Food, Agricultural, and Environmental Sciences guidelines on parental modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption. See the college pattern of administration at (<http://oaa.osu.edu/governance.html>) for details.

The faculty member requesting the modification of duties for childbirth/adoption and the department chair should be creative and flexible in developing a solution that is fair to both the individual and the unit while addressing the needs of the university. Expectations must be spelled out in an MOU that is approved by the dean.

## XII. COURSE OFFERINGS AND TEACHING SCHEDULE

The Department Chair is responsible for developing the course offerings and teaching schedule. Specific responsibilities are provided in Section VII.B of this document.

## XIII. SUPPORT SERVICES, FACULTY DEVELOPMENT AND PROFESSIONAL LEAVES

**a. Support Services and Space:**

Support services for faculty will be determined by the Department Chair based upon annual conferences with each faculty member. In allocating resources for support services, the Department Chair will consider total available resources as well as teaching loads and requirements for the specific teaching assignment, the nature of the faculty member's research program, and service obligations of the faculty member. Office and workspace assignments will be made by the Department Chair.

**b. Faculty Development:**

Faculty members are encouraged to participate in University and College development activities, including professional leaves, Faculty Special Assignments, and various teaching and professional development enrichment programs. Faculty members are also encouraged to participate in professional associations and societies and to attend seminars, workshops, and other continuing education activities. Faculty members shall consult with the Department Chair regarding funds to support specific professional development activities.

**c. 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 <http://oaa.osu.edu/policiesprocedureshandbook.html> and Office of Human Resources Policies and Procedures website <http://hr.osu.edu/policy/>. The information provided below supplements these policies.

1. Discretionary Absence -

Faculty are expected to complete an Application for Leave form well in advance of a planned absence (for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the

Chair retains the authority to decline a proposed absence when it will interfere with instructional or other comparable commitments. Faculty Rules require that the Office of Academic Affairs approve any discretionary absence of ten or more days.

2. Absence for Medical Reasons -

When absences for medical reasons are anticipated, faculty members are expected to complete an Application for Leave form as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should 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 <http://hr.osu.edu/policy/>. (Policy 6.27)

3. Unpaid Leaves of Absence and Entrepreneurial Leaves of Absence -

The University's policies with respect to unpaid leaves of absence are set forth in HR Policy 6.45 (<http://hr.osu.edu/policy/>). Entrepreneurial leaves of absence (OAA Policy 3.04) are set forth in the Office of Academic Affairs Policies and Procedures Handbook <http://oaa.osu.edu/policiesprocedureshandbook.html>.

4. Faculty Professional Leave -

Information on Faculty Professional Leave (FPL), including Faculty Special Assignments (SAs), is presented in the Office of Academic Affairs Policies and Procedures Handbook <http://oaa.osu.edu/policiesprocedureshandbook.html> and <http://hr.osu.edu/policy/>. The information provided below supplements these policies. The Chair's recommendation to the Dean regarding an FPL proposal will be based on the quality of the proposal, its potential benefit to the department and faculty member, and the ability of the department to accommodate the leave.

Faculty are encouraged to request a leave when eligible. Specific discussions of a proposed FPL will be a part of each faculty member's annual review with the Department Chair. It is the responsibility of the person requesting the leave to present a plan to the Department Chair suggesting how the person's duties will be covered during the proposed absence. Those judged as meritorious by the Department Chair will be forwarded to the Dean.

**d. Faculty and Staff Mentoring Committees:**

The purpose of the Mentoring Committee is to assist in the academic/professional development of new tenure-track candidates by providing informal advice and assessment, including about the operating environment of the Department, College, and University. The committee should provide regular feedback to the candidate in accordance with a mentoring plan developed by the candidate with the mentors to facilitate the candidate's academic and professional development and his or her effective participation in the activities and mission of the Department. The mentoring relationship is most effective when it is informal and consensual, and is functionally separate from any official and formal evaluation process.

1. Procedure -

- a) A Mentoring Committee will be established for each non-tenured, tenure-track faculty member.
- b) A Mentoring Committee of two to four tenured faculty shall be appointed by the Department Chair no later than 12 months after a faculty member has joined the Department. The committee will be appointed by the Chair in consultation with the faculty member and the tenured faculty. A chair of the Mentoring Committee shall be

selected by the candidate. Members may be appointed from the Department or from tenured faculty elsewhere in the University, if the nature of the candidate's appointment makes it appropriate.

- c) The Mentoring Committee will serve as long as the faculty member being mentored remains untenured.
- d) A faculty member on the Mentoring Committee will serve until the candidate provides a written request to the Department Chair for a change in the composition of the committee (and such a request is approved by the Department Chair), or until the member of the mentoring committee requests to be replaced (and such request is approved by the Department Chair).
- e) It is recommended, but not required, that a member of a Mentoring Committee should not serve on any other committee whose function is to evaluate the candidate being mentored.
- f) There should be a close working relationship between the Department Chair, the Mentoring Committee, and the candidate.

2. Staff Mentoring Committee -

At the option of each individual newly-hired staff member, a Staff Mentoring Committee may be appointed by the Chair to assist in the staff member's professional development and growth. The composition of the committee will reflect the duties and responsibilities of the newly hired employee. The committee will serve as long as it remains beneficial to the employee and Department.

## XIV. FIVE-YEAR REVIEW OF ENDOWED AND NAMED PROFESSORS

Appointments to endowed chairs and named professorships are for terms not to exceed 5 years, with reappointment subject to review. Typically, these individuals will be tenured faculty members, and this process does not affect their tenure or academic rank. This document specifies procedures to be followed in department review of endowed chair holders and named professors.

**a. Timing:**

The review should be conducted in the semester prior to the reappointment decision.

**b. The Self-report:**

In addition to an updated CV, the candidate for reappointment (to an endowed chair or named professorship) will prepare and submit a self-report indicating key accomplishments since the previous (re) appointment, the impacts(s) of the endowed program under the candidate's direction, challenges for future programming, and plans for the future. The self-report should include:

1. A brief report on the endowed program, including:
  - a) The structure of the endowed program, including organization and role of advisory council (if any).
  - b) A summary of the candidate's accomplishments in teaching, research, outreach teaching, and service, since the previous (re)appointment.
  - c) A description of program-supported activities
  - d) Impacts of the program on the university community, stakeholders, and the general public.
2. Plans and investments in future programs.

**c. External evaluations:**

The Department Chair or PEAC may solicit letters of evaluation from the program Advisory Committee, stakeholders or recognized authorities in the candidate's area of specialization if deemed necessary or appropriate. The candidate for reappointment may submit external letters of support if he/she so chooses.

**d. Department Review:**

- a) The PEAC will review the self-report and the candidate's CV. Copies of the document chartering the endowment (as amended) will be made available to the PEAC upon request.
- b) The PEAC will conduct a meeting of AEDE faculty to provide input into the review. Copies of the document chartering the endowment (as amended), the self-report, and any external review letters will be made available to faculty prior to this meeting. The PEAC may choose to meet with the candidate for an interview if the PEAC deems it appropriate or necessary.
- c) The PEAC will provide a brief written and oral report of findings and recommendations to the department chair.
- d) The department chair will draft a written recommendation to the Vice President for Agricultural Administration and Dean of the College, concerning reappointment.
- e) The PEAC and department chair's written recommendations will be made available to the candidate. The candidate will have an opportunity to respond in writing to the PEAC and Department Chair's recommendation.
- f) The Department Chair's recommendation and the response (if any) will be forwarded to the VP and Dean.

## XV. VISITING FACULTY AND SCHOLARS

The department actively supports scholarly exchange and departmental diversity through visiting scholars and faculty. The experience of visitors is managed in accordance with the AEDE document *Policy on Visiting Faculty and Scholars*.

## XVI. SUPPLEMENTAL COMPENSATION AND EXTERNAL PROFESSIONAL ACTIVITY

The Department adopts and enforces all policies on supplemental compensation and external professional activity of the University Office of Academic Affairs, as provided in its Policy and Procedure Handbook, <http://oaa.osu.edu/policiesprocedureshandbook.html>. The Department expects faculty members to carry out the duties associated with their primary appointment with the University at a high level of competence before seeking other income-enhancing opportunities. All activities providing supplemental compensation must be approved by the Department Chair regardless of the source of compensation. External consulting must also be approved. Approval will be contingent on the extent to which a faculty member is carrying out regular duties at an acceptable level, the extent to which the extra income activity appears likely to interfere with regular duties, and the academic value of the proposed consulting activity to the department. In addition, it is University policy that faculty may not spend more than one business day per week on supplemental compensated activities and external consulting combined. Faculty who fail to adhere to the University's policies on these matters, including seeking approval for external consulting, will be subject to disciplinary action.

## XVII. FINANCIAL CONFLICT OF INTEREST

The Department adopts and enforces all policies on financial conflict of interest of the University Office of Academic Affairs, as provided in its Policy and Procedure Handbook, <http://oaa.osu.edu/policiesprocedureshandbook.html>. As stated in that handbook, 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 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.

## XVIII. GRIEVANCE PROCEDURES

Any member of the department with a grievance should discuss the matter 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 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. The Department adopts and enforces all University Office of Academic Affairs policies in the Policies and Procedures Handbook.

<http://oaa.osu.edu/policiesprocedureshandbook.html>.

Staff members who are not satisfied with the outcome of the discussion with the Chair and wish to pursue the matter should contact 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 <http://trustees.osu.edu/university/facultyrules>

**c. Faculty Promotion and Tenure Appeals:**

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

<http://trustees.osu.edu/university/facultyrules>

**d. Employment Disputes and Complaints of Discrimination:**

The university's policy and procedures related to discrimination are set forth in OHR Policy 1.10 and 8.20 <http://hr.osu.edu/policy/>.

**e. Sexual Harassment:**

The university's policy and procedures related to sexual harassment are set forth in OHR Policy 1.15 <http://hr.osu.edu/policy/>.

**f. Student Complaints:**

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

Faculty complaints regarding students must always be handled strictly in accordance with university rules and policies. Faculty should seek the advice and assistance of the Chair and others with appropriate knowledge of policies and procedures when problematic situations arise. In particular, evidence of academic misconduct must be brought to the attention of Committee on Academic Misconduct <http://oaa.osu.edu/coam.html>.

The Code of Student Conduct is Faculty Rule 3335-23, <http://studentaffairs.osu.edu/csc/>.