

**PATTERN OF ADMINISTRATION**

**DEPARTMENT OF ANIMAL SCIENCES**

**THE OHIO STATE UNIVERSITY**

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## I. Introduction

This document provides a brief description of the Department of Animal Sciences as well as a description of its policies and procedures. It supplements the [Rules of the University Faculty](#), the office of academic affairs Policies and Procedures Handbook (<https://oaa.osu.edu/policies-and-procedures-handbook>), and other policies and procedures of the College of Food, Agricultural and Environmental Sciences (<https://cfaes.osu.edu/faculty-staff-resources/college-and-university-policies>) and the university to which the department and its faculty members are subject to. 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. Changes will be made in consultation and approval with the department faculty members. The Pattern of Administration will be posted on the department's web page and when changes are made the document will be updated accordingly. All revisions, as well as periodic reaffirmation, are subject to approval by the college office and the Office of Academic Affairs.

## II. Mission, Vision and Strategic Plan

The **mission** of the Department of Animal Sciences is to discover and communicate knowledge about animals (including microbes) and their products. The delivery of this mission is directed to the students of The Ohio State University (OSU), the citizens of Ohio and other parts of the world, the scientific community, stakeholders in the department and others who are interested in animals used for food production, fiber, recreation, companion purposes, and in conversion of biomass to energy.

The **vision** of the department follows four axes of excellence: (1) to be recognized as the premier provider in Ohio, and one of the top academic units in the nation, for an undergraduate education in animal sciences; (2) to be identified nationally and internationally as one of the most outstanding academic units for a graduate education in animal sciences; (3) to have a reputation in the State, nationally, and internationally for being a leader in developing new knowledge in the biological sciences for food producing animals, horses, and microbes related to anaerobic fermentation, animal health and food safety, and dissemination of this knowledge to the scientific community and the public; and (4) to facilitate the development of students who will be prepared to become leaders and effective citizens, and be knowledgeable about our world and the production of animals for food, fiber, recreation, companion purposes, and energy through conversion of biomass to energy.

The department will establish and use a **strategic plan** to make advancements in achieving its **vision**. The strategic plan will contain the priority areas on which the department will focus in conducting extension, research and teaching programs. Hiring practices, curriculum development and undergraduate/graduate student education will be consistent with the visions and strategic plan that is developed through organized planning processes. The outcomes of this planning will be used in developing, maintaining or eliminating programs, employing faculty and staff members, and in determining facility needs for the future in the Department of Animal Sciences.

## III. Academic Rights and Responsibilities

In April 2006, the university issued a [reaffirmation](#) of academic rights, responsibilities, and processes for addressing concerns.

## IV. Faculty Membership

### A. Membership

(Rules of the University Faculty, rule [3335-5-17](#))

*The department or school faculty shall comprise all members of the department or school who are members of the college faculty and such other members of the department or school as the chair or director may from time to time designate. The chair or director shall be chair of the department or school faculty (see rule 3335-3-35 of the Rules of the University Faculty). The faculty of the department or school on all campuses, shall make recommendations on educational policies to the faculty of the college. In addition, the faculty of the school shall have the several academic powers set forth in rule 3335-3-34 of the Rules of the University Faculty. The president of the university and the dean of the college are members of the faculty of each department or school.*

### B. Faculty Members

The general criteria for faculty member appointments are governed by the Rules of the University Faculty, rule [3335-5-19](#).

1. Tenure-track, research, and professional practice faculty: Faculty members in the Department of Animal Sciences

Tenure-track faculty members of the Department of Animal Sciences shall include all tenure-track faculty members with the titles of professor, associate professor, assistant professor and instructor who serve on appointments totaling 50 percent or more of service to the department. Members of the tenure-track faculty generally have a full range of responsibilities to the department, including teaching, research, outreach engagement, and other creative professional work; service to the department, college and university; and public service to their academic expertise.

Research faculty members of the Department of Animal Sciences are not tenure-track and are not eligible for tenure. Research faculty have the titles of research professors, research associate professors, or research assistant professors who serve on appointments totaling 50 percent or more of service to the department. Research faculty appointments are fixed term contract appointments that do not entail tenure. Research faculty are researchers and shall be engaged in research related to the mission and goals of the academic unit. Research faculty may comprise no more than 20% of the tenure-track, professional practice, and research faculty in the department. Primarily as researchers, their salary support is generally expected to be recovered from sources external to the department. Under no circumstances can salaries be paid from funds generated from tuition and general fund subsidy. Although limited teaching is permitted by research faculty, these faculty members will be without significant teaching expectation. Additional information concerning the appointment of research track faculty can be found in Rules of the University Faculty, rule [3335-7](#).

Professional practice faculty members of the Department of Animal Sciences have the titles of professors of professional practice animal sciences, associate professors of professional practice animal sciences, or assistant professors of professional practice animal sciences who serve on appointments totaling 50% or more of service to the department. Professional practice faculty appointments are fixed term contract appointments that do not entail tenure. Professional practice faculty in the Department are primarily teachers but may be engaged in other professional programs related to the mission and goals of the

academic unit. Professional practice faculty may comprise no more than 20% of the tenure-track, professional practice, and research faculty in the department. Additional information concerning the appointment of professional practice track faculty can be found in Rules of the University Faculty, rule [3335-7](#).

In general, these research and professional practice appointments are to help meet the mission and goals of the department and are not meant to supersede the traditional tenure-track system.

Tenure-track, research, and professional practice faculty members in the department are eligible for graduate research associateships (GRA) and endowment funding awarded by the Department of Animal Sciences at the discretion of the department chair.

## 2. Associated Faculty: Faculty Members with Associated Status in the Department of Animal Sciences

The associated faculty members of the Department of Animal Sciences consist of those persons who are not tenure-track, professional practice, or research faculty members as defined by rule [3335-5-19](#) (a) (b) (c) (d) of the Rules of the University Faculty but who have appointments with professional practice, visiting, adjunct or lecturer titles, respectively; also professors, associate professors, assistant professors, and instructors who serve on appointments totaling less than 50% service to the university. Persons with tenure-track, professional practice, or research faculty titles may not hold associated faculty titles. Persons holding associated titles are not eligible for tenure. Associated faculty members are not accorded voting privileges in the Department of Animal Sciences.

*The titles of visiting professor, visiting associate professor, and visiting assistant professor, shall be used to confer faculty status on individuals who have credentials comparable to tenure-track, professional practice or research faculty of equivalent rank who spend a limited period of time on formal appointment and in residence at this institution for purposes of participating in the instructional and research programs of the university. A visiting appointment cannot exceed three continuous academic years of service.*

*The titles of adjunct professor, adjunct associate professor, and adjunct assistant professor, and adjunct instructor shall be used to confer faculty status on individuals who have credentials comparable to tenure-track, professional practice, or research faculty of equivalent rank, who provide significant, service to the instructional and/or research programs of the university and who need a faculty title to perform that service. Significant service would include teaching the equivalent of one or more courses, advising graduate students or serving on graduate committees, and serving as a co- investigator on a research project. Such individuals may be either non-university employees or university employees compensated on a noninstructional budget. Adjunct appointments are made for the period in which the service is provided. Renewal of adjunct appointments is contingent upon continued significant contributions. Procedures for the promotion of adjunct faculty members shall be the same as for promotion of tenure, professional practice, or research faculty.*

*The titles of lecturer and senior lecturer shall be used for all compensated instructional appointments where other titles are not appropriate. Lecturers' responsibilities are limited to teaching as defined in Chapter 3335-6 of the Rules of the University Faculty.*

### 3. Courtesy Appointments of Faculty in the Department of Animal Sciences

Tenure-track, research, and professional practice faculty members with appointments of 50 percent or more in other units of the university, either tenure initiating units or non-tenure initiating units are eligible to be appointed to and hold courtesy or "no-salary" appointments in the Department of Animal Sciences. When a faculty member is provided an appointment in a department outside her or his tenure-initiating unit, that appointment is made with the faculty member's current title.

The department should have formal expectations of faculty with courtesy or "no-salary" joint appointments and should discontinue such appointments when those activities are no longer necessary for the department to accomplish its mission or the expectations of courtesy faculty members are not met.

Regardless of the policies and procedures which apply to these faculty members within their tenure-issuing unit and/or budget unit, the rights and responsibilities of such faculty members appointed within the Department of Animal Sciences are determined solely by the department as set forth in this document. In general, "no-salary" faculty member responsibilities and expectations include:

- Advising graduate students in accordance with their graduate faculty member status.
- Teaching at the undergraduate and, if approved by the Graduate School, the graduate level.
- Collaborating on research efforts and projects with departmental faculty members.
- Serving on non-policy making departmental committees.
- Attending and participating in faculty meetings, but without voting privileges.

### 4. Emeritus Faculty: Faculty Members with Emeritus Status in the Department of Animal Sciences

Any member of the faculty who has remained professionally active, and who voluntarily retires from the university shall be considered for appointment to Emeritus status. Emeritus status is a university rather than a departmental title. Emeritus faculty are tenure-track, professional practice, or research faculty who, upon retirement, were recommended by the chair, the dean and the executive vice president and provost for emeritus status. Emeritus faculty may not vote at any level of governance and may not participate in promotion and tenure matters but may have such other privileges as individual academic units or the office of human resources may provide.

Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in this department is provided in the Appointment, Promotion and Tenure Criteria and Procedures document.

### C. Voting Faculty Members

Voting by oral signification or with written ballots at faculty meetings will be limited to tenure-track, professional practice, and research faculty members that receive a minimum of

50% of their salary from the Department of Animal Sciences. Associated, Courtesy, and Emeritus faculty members and research scientists in the Department of Animal Sciences may

attend faculty meetings and participate in the discussion but will not be eligible to vote. In faculty meetings, a majority vote of faculty members that are present at the faculty meeting will prevail on all matters covered by the departmental Pattern of Administration.

#### D. Meetings

The department faculty members shall meet upon call of the chair, but not less frequently than once each semester during the academic year. (Rules of the University Faculty, rule [3335-5-18](#))

1. A quorum for a valid faculty meeting shall be 50% of the voting faculty members in the department.
2. Faculty meetings are regularly scheduled, and an agenda is distributed to the faculty members in advance; additional meetings may be called at the discretion of the chair as necessitated by matters of general concern or important reports/actions coming from standing or special committees. The agenda should be distributed one week in advance of the faculty meeting and the agenda should indicate on what items there will be a vote and what items will be for discussion purposes. Tenure-track, professional practice, and research faculty members in the department are automatically invited to all faculty meetings.
3. The chair will provide a schedule of all faculty meetings to all faculty members before the start of each academic year.
4. The chair in consultation with the Chair's Advisory Committee (CAC) prepares meeting agendas. It is encouraged that faculty members supply items to the chair or members of the CAC that they believe should be included on the agenda of faculty meetings.
5. The faculty members will be consulted on all department policy matters and voting will occur on all policy matters deemed to be important by the CAC. These consultations with the chair will take place at a meeting of the chair and faculty members. Items to be discussed that affect departmental policy are required to appear on the agenda.
6. The chair will ensure the recording and distribution of minutes of all faculty meetings. Minutes of faculty meetings will be approved at the next faculty meeting and will be maintained for subsequent evaluation by those who desire to do so.

#### V. Organization of Departmental Services and Staff

The department is composed of the following three categories of personnel: faculty, support staff (also referred to as staff), and students.

- A. Faculty members' duties and responsibilities are defined in the department's *Appointment, Promotion, and Tenure Criteria and Procedures*.

## B. Support Staff

### 1. Administrative and Clerical Support

Individuals located in Columbus report to the department chair and those located in Wooster report to the associate chair.

### 2. Research Support

Research staff members in the department are usually assigned to and report to their supervisory faculty members.

### 3. Animal Center Support Staff and Animal Use

Animal center unit managers are assigned to specific centers and report to Director of Farm Operations for the department with regard to operational activities. Major policy decisions will need to be discussed with the department chair or associate chair(s). Appropriate use of animals should be decided by unit managers and the Director of Farm Operations, in conjunction with input by faculty working with the respective species. If animal use decisions cannot be resolved in this fashion, the chair and associate chair(s) will make decisions regarding animal use.

### 4. Extension Associates

Extension associates report to and are supervised by an assigned faculty member.

## C. Students

The university rules governing the undergraduate and graduate students are contained in the document *The Ohio State University Student Code of Conduct* (<https://trustees.osu.edu/sites/default/files/documents/2019/07/CodeStudentConduct.pdf>). *The Graduate School Handbook* also contains valuable information regarding graduate education policies. Departmental rules for graduate students reside in the *Department of Animal Sciences Graduate Program Handbook*. (<https://ansci.osu.edu/sites/ansci/files/imce/files/HandbookGrad.Studies%20SP%2019%20final.pdf>)

## VI. Overview of Departmental Administration and Decision Making

Policy and program decisions are made in two ways: by the department voting faculty members as a whole, or by the chair. The nature and importance of any individual matter determines how it is addressed. Departmental governance operates based on the general principle that the more important the matter to be decided, the more widespread the faculty involvement 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 general, the voting faculty as a whole should be involved (via discussion at a meeting of the faculty or vote) in policy or program decisions about the following areas: 1) for policy or program areas addressed in the department's document *Pattern of Administration* or in the document *Appointment, Promotion, and Tenure Criteria and Procedures for the Department of Animal Sciences*; 2) academic programming; 3) instructional program issues; 4) faculty hiring and appointment; 5) program initiation,

or major redirection; 6) major facility planning or re- direction; 7) or other policy matters or actions that would have a substantial impact on the image of the department as a whole, or would substantially shift or impact the balance of intellectual or physical resources.

Similarly, policy or program decisions about other matters not specifically identified above or included in the formal department policy and procedures documents (*Pattern of Administration and Appointment, Promotion, and Tenure Criteria and Procedures for the Department of Animal Sciences*) but which have the potential for broad impact across multiple areas of the department would also warrant involvement of the faculty as a whole at a faculty meeting.

## **VII. Department Administration**

### **A. Chair of Department (Rules of the University Faculty, rule [3335-3-35](#))**

*The chair of each department and the director of each school shall be the administrative head, respectively, of the department or school. The department chair and the director of a school perform a dual function. In addition to being the administrative head of the department or school, the chair or director represents the faculty of the department or school in dealing with the dean or others in the university administration. Upon the nomination of the president or his or her designee, the board of trustees shall appoint each chair and director for a term of four years subject to the annual review provisions of the office of academic affairs. A chair or director shall be eligible for reappointment. In selecting a chair or director, the president or his or her designee shall confer with the dean of the college involved. The dean, in turn, will consult with the faculty of the department or school on all campuses, as well as other appropriate university officials. The president or his or her designee shall give substantial weight to faculty recommendations in reaching a decision regarding a nomination or recommendation for reappointment. Department chairs and directors of schools' report to the deans of their colleges.*

### **B. Duties of the Chair of the Department of Animal Sciences shall be as follows:**

1. To have general administrative responsibility for its program, subject to the approval of the dean of the college.
2. To develop in consultation with the faculty a pattern of administration. This pattern of administration shall be made available to all present and prospective members of the faculty of the department or school, 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.
3. To prepare, after consultation with the faculty and in accordance with the pattern of departmental 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 reappointment and tenure of the faculty. This statement shall be made available to all present and prospective members of the department or school, 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 or the director of a school, the members of the department or school, 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.

- (a) To operate the business of the department with efficiency and dispatch.
- (b) To plan with the members of the faculty and the dean of the college a progressive program.
- (c) To evaluate continuously the instructional and administrative processes and lead in the study of methods of improving them.
- (d) To evaluate faculty members periodically 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 such supplemental criteria as may be set up by the department.
- (e) 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.
- (f) To recommend to the dean of the college, after consultation with the faculty in accordance with paragraph (C)(3) of Rules of the University Faculty, [3335-3-35](#), appointments, promotions, dismissals, and matters affecting the reappointment and tenure of members of the department faculty.
- (g) To encourage research and educational investigations.
- (h) 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.
- (i) To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.
- (j) To prepare annual budget recommendations for the consideration of the dean of the college, after consultation with departmental faculty.
- (k) 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(s)

#### 1. Appointment of Associate Chair(s)

The associate chair(s) shall be appointed by the chair, in consultation with the faculty, and with the approval of the vice president and dean of the college and his/her cabinet. Up to two associate chairs may be appointed, one with residence on the Wooster campus (primarily with research responsibilities) and one on the Columbus campus (primarily with academic responsibilities).

2. Duties of the associate chair(s) shall be as follows:

- (a) In conjunction with the chair, the associate chair(s) is responsible for the day-to-day oversight and functioning of personnel and facilities on the respective campuses.
- (b) Authority to act on behalf of the chair for day-to-day operations on the respective campus.
- (c) Assume authority for administrative activities when requested by the chair, particularly when the chair is away from the university.
- (d) Assist chair with program and facility planning, budgeting and with annual evaluations of faculty and staff members for salary adjustments. Represents department at meetings at the request of the chair.

3. Term for associate chair(s)

The associate chair(s) 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, i.e., two years but not to exceed four years, the chair shall conduct a review to determine the desirability of continuing the appointment of the associate chair; the associate chair shall be consulted regarding her or his willingness to continue in the role.

D. Faculty Member Coordinators for Specific Program Area Responsibilities

Specific faculty members will be appointed by the chair to serve as coordinators of the Extension, undergraduate education and graduate education programs. The term of this assignment is variable and can be adjusted as necessary. The chair and associate chair(s) oversee use of buildings and make decisions on space allocations. Specific faculty and staff members will be selected by the chair to be the faculty and staff coordinators for the development and maintenance of Plumb Hall and the Animal Science Building on the Columbus campus and Gerlaugh Hall on the Wooster campus.

E. Department Administrative Team

The department administrative team consists of the chair, associate chair(s), and director of farm operations. The lead fiscal staff member on the Columbus and Wooster campuses, lead human resources staff member on the Columbus and Wooster campuses, systems analyst on the Columbus campus, student services coordinator, and the departmental associates who assist the chair and associate chair in developing administrative documents and in conducting programmatic endeavors of the department will be invited to meet with the administrative team as needed. The department administrative team is responsible for assisting the faculty members in implementing departmental policy and ensuring the efficient and effective functioning of the department. It is not, however, a policy formulation body.

## VIII. Standing Committees

Election or appointment of faculty members to one of the standing committees will occur in May to August of each year at a department faculty meeting, with voting by written ballot. Committee membership following either election or appointment will take effect August 1 of the year in which the

election or appointment occurred, unless noted otherwise. A majority vote of faculty members present is required for election to a standing committee. In the case of a committee vacancy, the chair will appoint a faculty member to fill the vacancy for the remainder of the departing faculty member's tenure on the committee. The department chair is an ex-officio member of all Departmental Standing Committees, unless noted otherwise.

#### A. Chair's Advisory Committee (CAC)

The CAC serves as an advisory group to the chair regarding any and all matters of departmental business and departmental affairs. The CAC will ordinarily meet monthly with the chair, or at least prior to the upcoming faculty meeting. The chair will set the meeting dates and times and provide an agenda in advance of the meeting.

The CAC will be composed of the associate chair(s) and three elected- faculty members in the department. The three elected-faculty members will serve three-year staggered terms with one member replaced each year. The elected faculty members will be chosen in a way that assures that General Funds (academic program), OARDC, and OSUE appointment sources are each represented by at least one member with an appointment in that funding source and one of the three faculty must be a junior faculty member (professional practice, research, or tenure-track faculty). The CAC members are expected to seek input from all personnel, including students, and to represent all facets of the department.

The CAC will advise the chair on appropriate uses of funds distributed to the department as its share of royalties and license fees resulting from work of departmental faculty. The departmental policy on royalty distribution is in Appendix A.

#### B. Academic Affairs Committee (AAC)

##### 1. Purpose

The academic affairs committee (AAC) supports the undergraduate and graduate education program. The academic affairs program consists of those activities that relate to the curriculum, to student development and to other activities that support student programs. The AAC is also involved in developing and maintaining the departmental course offerings.

The AAC will be responsible for reviewing the curriculum, monitoring the effectiveness of the undergraduate majors and initiating any academic or curriculum changes. The AAC shall prepare a report annually on the state of the academic affairs program for presentation to the departmental faculty during the autumn quarter. The report should consider the current quality and direction of the program in relation to corresponding programs at peer institutions.

Activities related to the curriculum include reviewing the curriculum and reviewing course proposals. In addition, activities related to student development include recruitment, advisement, recommendations to the chair and associate chair(s) as to who is deserving of specific scholarships, the honors program, and the organization of internship experiences, placement, and the support of student organizations.

The AAC will assist the chair and associate chair(s) in developing and maintaining an effective and efficient peer evaluation process of teaching activities that are conducted by faculty members in the department.

## 2. Administrative responsibilities relating to the academic program.

Specific administrative responsibilities of the AAC include timely completion of procedures to maintain and develop the departmental course offerings. The graduate studies committee will, however, be responsible for review of graduate (e.g., U/G or G) courses and such reviews will be forwarded to the AAC.

The AAC will be responsible for proper documentation and necessary communications with other university offices. The AAC will assist the department chair in implementing faculty-approved procedures relating to enhancing the curriculum and courses.

The department chair and associate chair(s) will assign roles to faculty members that are necessary for the successful maintenance and enhancement of the undergraduate program. Assignments may cover advising, recruitment, internships, placement, honors, scholarships, and student organizations. The AAC will assist the department chair and associate chair(s) with administration of these student development activities.

## 3. Structure

The AAC will consist of five voting faculty members and one non-voting undergraduate student. The undergraduate education coordinator of the department will be the chair of the AAC and will be a voting member of the committee. Annually, the department chair or associate chair(s) shall appoint an undergraduate student to serve on the AAC. The student services coordinator will serve as an ex officio member of the AAC.

The department chair shall appoint one faculty member, known as the coordinating adviser (CA), to the AAC annually. The CA shall be primarily responsible for advisement and recruitment. The duties of the CA include maintaining departmental records on undergraduates, assigning each student a faculty advisor and interacting with the college office on undergraduate affairs.

Three other faculty members, each with three-year terms, will be selected by a vote of the faculty members in the department. One of these members will be replaced each year and will not be eligible for re-election for one year.

## 4. Documenting the effectiveness of the academic affairs program.

All faculty members have a responsibility to support the goal that the major of Animal Sciences becomes a nationally outstanding program. To this end, the associate chair(s) and the AAC chair, working with the AAC, should provide leadership that develops the strength and the quality of the department's academic program in relation to programs of peer institutions.

To provide direction to the program and to assess the effectiveness of the academic program, evidence on the current activities and the perceptions regarding those activities, as well as evidence on the academic programs at peer institutions, should be summarized

and interpreted. All faculty members are expected to cooperate with the AAC in its efforts to enhance the overall academic program.

### C. Graduate Studies Committee (GSC)

#### 1. Graduate Program

See Section I of the [\*Graduate School Handbook\*](#) for information on the structure of the Graduate School and the Council on Research and Graduate Studies. Details of the Animal Sciences graduate program are outlined in the *Department of Animal Sciences Graduate Program Handbook*. (<https://ansci.osu.edu/sites/ansci/files/imce/files/HandbookGrad.Studies%20SP%2019%20final.pdf>) The Department of Animal Sciences graduate faculty members have a commitment to maintain an outstanding program of graduate study operated through the GSC.

In addition to other duties mentioned in the *Department of Animal Sciences Graduate Program Handbook*, the GSC will review course proposals and other curriculum issues related to the graduate program. Course proposals and other reviews will be forwarded to the AAC and should include an assessment of how the proposal enhances the Department of Animal Sciences graduate program. The AAC will be responsible for the administrative aspects of the documentation and approval of the graduate courses (e.g., U/G or G courses).

The department chair determines who should be awarded graduate associateships and fellowships. The chair will award the associateships to prospective candidates for graduate study.

#### 2. Graduate Studies Committee Membership

The GSC chair must be a category P graduate faculty member (see below) elected by the faculty to serve a three-year term. Three additional graduate faculty members are elected by the faculty to serve three-year staggered terms. One member is re-elected or replaced each year. If a member of the GSC is elected as chair, a replacement will be elected to serve out the remainder of his/her term. The department chair or associate chair will serve as a voting member of the graduate committee. If the department chair serves as a voting member, the associate chair may also serve on the committee but as a non-voting member. One graduate student will be elected by the graduate students to serve a one-year term as a non-voting member of the GSC. Responsibilities of the GSC are spelled out in Section 13 of the [\*Graduate School Handbook\*](#). A staff member will be assigned to coordinate graduate studies activities.

#### 3. Graduate Faculty Membership

The Graduate School at OSU determines requirements for graduate faculty status; category M for MS level and category P for Ph.D. students (see Section IV of the *Graduate School Handbook*). The graduate faculty of the Department of Animal Sciences believes that the desire to counsel students as a mentor is an integral part of graduate faculty membership. All faculty members with an appointment in the Department of Animal Sciences are eligible to be members of the Animal Sciences graduate faculty.

The qualifications for Category M status are that a faculty member holds a faculty appointment and a master's degree or greater. The qualifications for category P status are

that a faculty member hold a faculty appointment, holds an earned Ph.D. or equivalent, is engaged in an active program of research, or demonstrates significant promise of establishing such a program.

The GSC nominates category M status and notifies the Graduate School of its recommendation. Faculty members desiring category P status are required to submit evidence of eligibility to the Department of Animal Sciences' GSC. The candidate's nomination materials will be made available to the entire graduate faculty of the Department of Animal Sciences for perusal and comment. The GSC will assess the materials submitted and consider faculty comments. If warranted, a nomination for category P status will be made to the Graduate School by the GSC.

Associated faculty can also be awarded graduate faculty status. See Section 12.4 of the [\*Graduate School Handbook\*](#) for details.

#### D. Promotion and Tenure Committee

The promotion and tenure committee shall consist of five (5) faculty members holding the rank of professor. Three professors, each serving a three-year term, will be elected by all faculty members in the department. The three positions are staggered such that one position is replaced each year. The department chair will appoint two professors for a two-year term. The chair shall use these appointments to achieve balance among appointment funding sources, faculty location, and minority faculty. A faculty member may not be a candidate for election or appointment to the departmental promotion and tenure committee for one (1) year following completion of an appointed or elected term. Members of the promotion and tenure committee shall select the chair of the promotion and tenure committee. The chair of the department is a non-voting member of the promotion and tenure committee. A procedures oversight designee will be appointed each year at the first meeting of the committee. The responsibilities of the promotion and tenure committee and the review procedures are described in the *Appointment, Promotion, and Tenure Criteria and Procedures in the Department of Animal Sciences* document. The administrative associate to the chair who serves in the leadership role for human resources in the department will serve as a resource person in meetings of the promotion and tenure committee. This person along with the faculty member who is the procedures oversight designee will help ensure that guidelines for the promotion and tenure process are followed and that all actions agreed upon by the committee are performed subsequent to the promotion and tenure committee meetings.

### IX. Service Committees

The department chair, on an as needed basis, will establish service committees. The department chair or associate chair will appoint committee members.

### X. Faculty Duties and Responsibilities: Workload Guidelines

The faculty of the department consists of individuals whose appointments and responsibilities vary considerably. Specific instructional, research and service responsibilities for each faculty member are negotiated annually and duties are assigned by the chair. The assignment of specific responsibilities is made in accordance with the department's mission and programmatic activities.

## A. Instructional Activity

Depending on appointment, instructional activities for faculty members include undergraduate and graduate teaching in formal courses, seminars, individual studies, co-curricular programs and advising of undergraduate and graduate students. In addition, faculty members in the department are involved in outreach education, which refers to planned educational activities that are directed primarily toward students, clientele, or stakeholders outside the campus classroom. Expectations of individual faculty members in instructional activities will be defined as part of the position description and (or) agreed upon each year during the annual review process or at other times during the year if needed as determined by the respective faculty member and the chair. Assignments will be made considering the needs of the department, the expertise and strengths of individual faculty members and specific circumstances surrounding each faculty member's appointment.

Formal research courses (Animal Sciences 4193, 4999, 6193, 8998, and 8999), as well as research advising, are offered on an individual basis to both undergraduate and graduate students. Also, Animal Sciences faculty serve on examination, thesis/dissertation committees of graduate students, review manuscripts and grant applications, and mentor graduate teaching associates, all of which contribute to the instructional effort of the department. Faculty members with teaching appointments are expected to apply for extramural and university competitive funding to support their teaching endeavors.

Among those faculty members who hold an instructional appointment, the number of courses taught will depend on the level of their teaching appointment, the number of students enrolled, the course level, the method of instruction and other duties of the faculty member. The minimum and maximum numbers of formal courses taught per faculty member is anticipated to range between one and five courses per year. Faculty members with a formal OSUE appointment are expected to develop appropriate educational programs for their clientele. The extent of involvement in such programs is a function of the percentage Extension appointment and the needs of the clientele at particular points in time. These ranges do not include the additional types of instructional activities noted above in which faculty members participate regularly.

Individual situations may require adjustments to the instructional loads described above. The department chair will consider the following criteria in making adjustments in instructional activity expectations of individual faculty:

1. A faculty member with a majority appointment in OARDC or with assigned administrative duties will carry a lesser teaching load than an individual with a majority OSU or OSUE appointment.
2. A faculty member who generates greater extramural research funding and who supervises a large research group may have reduced classroom teaching assignments. However, a concomitant increase in individualized instruction is expected.
3. Probationary faculty members may have a reduced teaching load during the first 2 years to facilitate setting up a laboratory and obtaining funding for their research.
4. Faculty who are less productive in research will have their instructional responsibilities increased commensurately.

## B. Scholarly Activity in Research

Depending on appointment, faculty members are expected to develop and maintain a focused research program that reflects professional interests as well as departmental mission and goals. It is expected that research results will be published in high quality, peer-reviewed journals, and that faculty members will give research presentations at national and international meetings and present scholarly seminars in their area of expertise. Each faculty member with an OARDC appointment must be a principal or co-principal investigator on an approved Hatch project and must report annually their research activities through the Cooperative Research Information system (CRIS). Faculty members are expected to compete for extramural funds to support their research endeavors and success in this regard will be one of the primary considerations in evaluating the quality of research programs.

Research workload will be defined as output in terms of publications, research activities with students and other research activities. The minimum output in terms of peer-reviewed publications would be one per year. The average number of publications for faculty in the department of Animal Sciences is greater than this minimum, but varies widely based on discipline and other responsibilities. Another component of workload is engaging constructively in student research activities. A third component includes an array of activities such as interacting with colleagues and the profession, collaborative research endeavors, attracting extramural funds, obtaining patents for original work, communicating research results to the public at large and working with industry and government organizations to apply research findings.

## C. Service Activity

Faculty members are expected to contribute to department, college, university, and professional society activities. In general, a faculty member would be expected to devote about 15% of professional time on service activities. Examples of service activities include advising student organizations, recruiting students, committee service, editorial board service, participation in public service events, and active membership in national and international scientific organizations. The extent to which a faculty member contributes to making the whole of the department greater than the sum of the parts will be valued by the administration of the department.

## D. Disclaimer

The above guidelines do not constitute a contractual obligation. Fluctuations in demands and resources in the department and the individual circumstances of faculty members may warrant temporary deviations from the policy. A full-time faculty member's primary professional commitment is to Ohio State University and these guidelines 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 chair in order to ensure that no conflict of commitment exists. Information on faculty conflicts of commitment is presented in the OAA [Policy on Faculty Conflict of Commitment](#).

The department draws on the strengths of each of the faculty members in its mission for excellence in instruction, research, and service. The primary responsibility of ensuring an appropriate distribution of faculty talents rests with the department chair and with the

individual. The chair uses the above guidelines in addition to those found in the *Appointment, Promotion, and Tenure Criteria and Procedures in the Department of Animal Sciences* document for evaluating faculty performance.

#### E. Parental Modification of Duties

The Department of Animal Sciences 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](#) 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.

### **XI. Course Offerings and Teaching Schedule**

The department chair in consultation with the associate chair(s), GSC chair, AAC chair and undergraduate education coordinator is responsible for developing the course offerings and teaching schedule.

### **XII. Support Services, Faculty Development, Professional Leaves and Discretionary, Medical, and Unpaid Absences**

#### A. Support Services and Space

Support services for faculty members will be determined by the department chair in consultation with the associate chair(s). In allocating resources for support services, the department chair will consider requirements for the specific teaching assignment, nature of the faculty member's research program, and service obligations of the faculty member relative to the total resources available. The department chair will make office and workspace assignments.

#### B. Faculty Member Development

Faculty members are encouraged to participate in university and college faculty development activities, including professional leave, assigned research duty, and the teaching enrichment program. Faculty members are also encouraged to participate in professional associations and societies and to attend seminars, workshops, and other continuing education activities. Faculty members should work with the department chair to procure funds to support specific faculty development activities.

#### C. Faculty Professional Leaves and Special Assignments

Faculty members are encouraged to request a leave when eligible. Specific discussions of either faculty professional leave (FPL) or special assignment (SA) will be a part of each faculty member's annual review with the chair. It is the responsibility of the person requesting the leave to present a plan to the chair suggesting how the person's duties will be covered during the

proposed absence. The peer review process of faculty programs will provide input to new directions that might be taken. The chair and associate chair(s) in consultation with the faculty member will consider these recommendations in developing a proposal for faculty leave. Those proposals for faculty leave that are judged as meritorious by the chair will be forwarded to the dean. Information on faculty professional leaves is presented in the OAA [Policy on Faculty Professional Leave](#). Information on special assignments (SAs) is presented in the Office of Academic Affairs [Special Assignment Policy](#).

#### D. Discretionary Absences

Faculty are expected to complete an online *Application for Leave* form (eleave.osu.edu) prior to planned absences to attend professional meetings or participate in external consulting. The Chair retains the authority to disapprove a proposed absence if the faculty member has greater priorities for the well-being of the Department in campus-based endeavors as compared with the activities that would be conducted through the requested leave. Faculty unpaid leaves and faculty paid leaves DUE TO UNIVERSITY BUSINESS that exceed 10 consecutive work days during an academic semester require approval by the Office of Academic Affairs.

#### E. Medical Absences

Faculty members are expected to complete and submit to the Chair an online *Application for Leave* form (eleave.osu.edu) in regard to medical absences. Faculty members should use sick leave for any absence covered by the University sick leave policy (personal illness, illness of family members, medical appointments), Paid Leave Policy 6.27, <http://hr.osu.edu/policy/policy627.pdf>

#### F. Unpaid Absences

The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of absence are set forth in OHR [Policy 6.45](#). A faculty member may request an unpaid leave of absence for personal or professional reasons. Professional reasons would include an opportunity to accept a visiting appointment at another institution. A faculty member desiring an unpaid leave of absence should submit a written request for the absence as far in advance as possible of the time for which the leave is desired. Approval will be based on, but not limited to, the nature of the request, the extent to which the faculty member's responsibilities can be covered or deferred during the proposed absence, and the positive or negative impact on the Department of the proposed absence. Unpaid leaves of absence require the approval of the College Dean, Office of Academic Affairs, and Board of Trustees.

### **XIII. Faculty Paid External Consulting**

Faculty members are encouraged to participate in activities that will earn them supplemental compensation. Faculty members shall, however, strictly follow the policies of the College of Food, Agricultural, and Environmental Sciences and the university with regard to obtaining supplemental compensation. Faculty members are encouraged to participate in external professional activities as long as their responsibilities in the department are not influenced to the extent that their Extension, research, and (or) teaching activities are detrimentally impacted to a significant extent. For more information, see the websites for the university policy on faculty paid external consulting: ([https://oaa.osu.edu/sites/default/files/links\\_files/paidexternalconsulting\\_0.pdf](https://oaa.osu.edu/sites/default/files/links_files/paidexternalconsulting_0.pdf))

and university policy on conflict of commitment

([https://oaa.osu.edu/sites/default/files/links\\_files/conflict\\_of\\_commitment\\_0.pdf](https://oaa.osu.edu/sites/default/files/links_files/conflict_of_commitment_0.pdf)).

Faculty who fail to adhere to the university's policies on these matters, including seeking approval for external consulting, will be subject to disciplinary action.

Should a departmental faculty member wish to use a textbook or other material that is authored by the faculty member and the sale of which results in a royalty being paid to him or her, such textbook or material may be required for a course by the faculty member only if (1) the chair and dean or designee have approved the use of the textbook or material for the course taught by the faculty member, or (2) an appropriate committee of the department or college reviews and approves the use of the textbook or material for use in the course taught by the faculty member.

#### **XIV. Financial Conflicts of Interest**

Information on faculty financial conflicts of interest is presented in the university's [Policy on Faculty Financial Conflict of Interest](#). A conflict of interest exists if financial interests or other opportunities for tangible personal benefit may exert a substantial and improper influence upon a faculty member or administrator's professional judgment in exercising any university duty or responsibility, including designing, conducting or reporting research.

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

In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment that arise in relation to consulting or other work done for external entities. Further information about conflicts of commitment is included in section X above.

#### **XV. Salary and Grievance Procedures**

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

##### **A. Salary Adjustments**

Salary adjustments will be based on available funding provided to the department for purposes of adjusting salaries and the evaluation of the quantity and quality of the activities conducted by departmental members along with market value for their expertise will be considered in making compensatory salary decisions.

##### **B. 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 Office of Academic Affairs [Policies and Procedures Handbook](#)).

Staff members who are not satisfied with the outcome of the discussion with the Chair and wish to pursue the matter should contact [Employee and Labor Relations](#) in the OSU Office of Human Resources ([hr.osu.edu/](http://hr.osu.edu/)).

#### C. Faculty Misconduct

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

#### D. Faculty Promotion and Tenure Appeals

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

#### E. Affirmative Action

The University's policy and procedures related to affirmative action are set forth by the Office of Human Resources (<https://hr.osu.edu/services/affirmative-%20action/>)

#### F. Sexual Misconduct

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

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

Faculty complaints regarding students must always be handled strictly in accordance with University rules and policies. Faculty should seek the advice and assistance of the Chair and others with appropriate knowledge of policies and procedures when problematic situations arise. In particular, evidence of academic misconduct must be brought to the attention of the [Committee on Academic Misconduct](#) (see also <http://senate.osu.edu/committees/academic-misconduct>).

The Code of Student Conduct is Faculty Rule 3335-23, <https://trustees.osu.edu/bylaws-and-rules/code>.

## **APPENDIX A: INDIRECT COST AND ROYALTY DISTRIBUTION POLICY OF THE DEPARTMENT OF ANIMAL SCIENCES**

This document describes the general policy regarding the use of funds distributed to the Department of Animal Sciences as its share of indirect costs recovered by the department from grants and contracts, royalties and license fees resulting from work of its faculty.

### **I. Indirect Cost and Royalty Distribution**

- A. The indirect costs received from extramural grants that are returned to the department are to be placed in a special department account. The CAC of the Department of Animal Sciences will advise the chair regarding how these funds from indirect cost recovery will be allocated, taking into consideration those programs that were responsible for bringing these funds to the university. The chair in consultation with the associate chair will determine the allocations from this fund.
- B. All receipts allocated for a patent or copyright for which royalties are paid will be allocated to the faculty member who holds the patent for augmentation of scientific work. When the faculty member no longer has a regular faculty member status at The Ohio State University in the Department of Animal Sciences, the funding shall be used to support research in a manner that is at the discretion of the chair of the Department of Animal Sciences.
- C. The funds are not to be used for purposes that ordinarily would be considered departmental operations, or for maintenance of the department's herds and flocks. They are to be allocated for purposes and programs that contribute to augmentation of the quality of the department's academic and scientific activities. Requests for funds to support activities for faculty development are especially appropriate. Suggested appropriate uses follow.
  - 1. Honoraria for eminent guests to the department (not routine seminar speakers)
  - 2. Payment of expenses to faculty for participation in advanced courses or other retraining activities
  - 3. Contribution to pool of funds in support of needs for new faculty to commence a research program
  - 4. Matching funds for overseas travel
  - 5. Short-term payment of labor required for conducting a particularly worthy research activity
  - 6. Release time for faculty who will be engaged in worthy self-development activity
  - 7. Special needs for equipment, not obtainable from other sources in a timely way
- D. There will be documentation in the department's annual report of the allocations that were made in the period since the last report.

## **APPENDIX B: PRINCIPLES FOR THE ADMINISTRATION OF ENDOWMENT AND OTHER FUNDS, ORIGINALLY GIVEN IN SUPPORT OF SPECIFIC PROGRAMS OF THE DEPARTMENT OF ANIMAL SCIENCES**

### **I. Policies for Awarding Endowment Funds**

All policies relative to the use of endowment funds related to dairy and poultry science should be thoroughly reviewed at the time when a new Department of Animal Sciences Pattern of Administration is being developed.

### **II. Lucile and Roland Kennedy Scholarship Fund in Dairy Science**

#### **A. Definition**

Established September 2, 1988, by the estate of Lucile W. Kennedy (B.S.H.E. 1921) in memory of Roland Kennedy. Income provides scholarships, fellowships or associateships for undergraduate and graduate students in dairy science. Historically, expendable income from this \$1.3 million endowment, approximately \$90,000 per year, has been used primarily for graduate student fellowships but a small amount (\$4,000/yr) has been and can be used as a scholarship(s) for incoming students with outstanding academic credentials. Previously, the funds earned from this endowment have been used to enhance and augment graduate research associateships (GRA) stipends in the former Department of Dairy Science. In keeping with that historical pattern of use and the original intent, the Kennedy funds should continue to be used to augment and enhance GRA's in dairy science and restricted to the support of students with a major focus on the science of dairy cattle and milk production.

#### **B. Distribution Policy**

Eligible students are defined as graduate students enrolled in the Department of Animal Sciences doing work with a significant likelihood of potential benefit to the science of dairy cattle or undergraduate students with an interest in studying science related to dairy cattle. Two categories of awards are recognized and described below.

##### **1. Kennedy Fellowships for Graduate Students**

As part of our on-going efforts to recruit and retain graduate students interested in the science of dairy cattle, a limited number of fellowships are available to faculty members. Eligible faculty members are defined below. All graduate fellows must meet the following criteria: 1) be identified as a graduate fellow for 100% time; 2) maintain a minimum enrollment of 12 graduate credit hours each quarter; 3) be in good standing with the Graduate School; and 4) not be required to perform additional activities or services beyond their normal course work and/or research activities. These awards are to be offered to students with an interest in the science of dairy cattle. These awards are for the purpose of enhancing programs related to the science of dairy cattle and milk production within the Department of Animal Sciences.

To be eligible, a student must have an application for admission to the Graduate School on file and have a faculty sponsor. The faculty sponsor should immediately bring potential candidates to the attention of the GSC.

These awards, which will vary monetarily according to rank, will be granted for 12- month period subject to satisfactory progress toward an advanced degree as determined by the GSC and may be matriculated at any time during the academic year (e.g. January, April, July, and October). At the end of the period, the GSC will determine the source of funds for continuation of support.

## 2. Kennedy Scholarships for Undergraduate Students

Up to 5% of the available money can be used as scholarships for incoming undergraduate students. The criteria, ranked in order of importance, for selection of undergraduate students for Kennedy Scholarships are outstanding academic credentials, a documented interest in the science of dairy cattle and milk production and evidence of strong leadership abilities.

## C. Administration of Endowment Funds in the Dairy Science Area

### 1. Faculty Eligibility Criteria for Receipt of Kennedy Funds

Kennedy Fellowship awards may be made only to students whose research will have a major focus on the science of dairy cattle and milk production, and whose advisor holds a Regular faculty appointment in the Department of Animal Sciences.

### 2. Annual Report

A report of fund expenditure will be provided to faculty members on an annual basis.

## III. Dairy Science Research Fund

### A. Definition

Established in 1980 by alumni and friends of the former Department of Dairy Science. The expendable income (approximately \$3,700/yr) supports programs in dairy science with preference to projects of new faculty and innovative research efforts by established faculty.

### B. Distribution Policy

Available funds are to be administered and used by the department chair to support activities and programs of relevance to the science of dairy cattle.

### C. Annual Report

A report of fund expenditure will be provided to faculty members on an annual basis.

#### **IV. Dairy Science Chair Fund in Lactation Physiology and Mammary Health, and the Florence O. Wilson Fund**

##### A. Definition

These funds were established in 1988 and 1971, respectively, for the purpose of supporting an endowed chair in lactation physiology and mammary health.

##### B. Distribution Policy

The expendable funds are to be used at the discretion of the department chair, within the framework of the intent of the endowments.

##### C. Annual Report

A report of fund expenditure for the year will be provided to faculty members of the department.

#### **V. Durr Memorial Research Fund for Poultry Science, George and Edna Jaap Poultry Endowment Fund, Ohio Poultry Research Fund, Robert L. Hocker Poultry Science Scholarship Fund and the Alden R. Winter Poultry Research Fund**

##### A. Definition

Donors have specified that the annual funds from these endowments are for the purpose of supporting poultry research/scholarships/awards within the Department of Animal Sciences. Described here is the method of distribution of the funds generated by the above endowment accounts.

##### B. Distribution Policy

1. Up to \$2000 annually from the Jaap endowment will be used to support a seminar speaker to present the George and Edna Jaap Memorial Lecture. The speaker will be selected by faculty members with a poultry interest and will be expected to deliver a lecture in both Columbus and Wooster.
2. The remaining funds will be distributed by the department chair to faculty members in the Department of Animal Sciences to support research programs focused on poultry.
3. Distribution of funds to faculty members will be based on research appointment, need and justification of the research that would be conducted with the funding. When requests for funding are made, the request should indicate the rationale for the research, research that is proposed, amount of funding requested, and how the funding would be used. Requests that support renovations or equipment for poultry research will be considered. In aggregate, no more than 30% of the funds can be allocated annually to the program of a single faculty member.

##### C. Annual Report

A report of fund expenditures will be provided to faculty members on an annual basis.

**VI. Myrtle Cook Cray and Raymond E. Cray Scholarship Fund; Edna and R. George Jaap Scholarship Fund; Robert W. Terry Memorial Fund; William J. Brakel Endowed Scholarship Fund in Dairy Science; Wayne and Jane Dalton Scholarship Fund; Harold E. And Florence R. Kaeser Scholarship Fund; Thomas M. Ludwick Scholarship Fund; Schuyler M. Salisbury Memorial Scholarships; Seth Adams Scholarship; Charles B. Boyles Memorial Scholarship Fund in Animal Science; Wilbur H. Bruner Pork Industry Award; Buckeye Polled Hereford Association Scholarship Fund; Vern R. & Ruth H. Cahill Faculty Professional Development Fund; Columbus Feed Club Endowed Scholarship Fund; Harold E. Delong Memorial Scholarship; John Scott and Della Errington Memorial Scholarship Fund; H.M. "Pete" and Velma V. Everhart Fund; Walter D. and Hannah G. Feller and Dallas H. and Nellie H. Moorhead Endowment Fund; James O. Grandstaff Memorial Fund; Ralph H. Grimshaw Award; Charles D. Hill Equine Nutrition Fund; Bernice C. Hum Animal Science Scholarship Fund; Intercollegiate Livestock and Meat Judging Teams Endowment Fund; Arthor W. "Art" Jordan Herd Excellence Fund; Lawrence A Kauffman Memorial Fund; D. J. Kays Memorial Scholarship Fund; L. E. Kunkle Student Development Fund; L. P. McCann Memorial Scholarship Award in Animal Science; Meat Science Endowment Fund; Floyd B. Mellor Scholarship Fund; Bill Newland Endowed Memorial Scholarship in Animal Science; Rodney F. Plimpton, Jr., Memorial Scholarship Fund in Animal/Meat Science; Charles S. Plumb Fellowship in Animal Science; William Tyznik Equine Research Fund; Robert Watson Scholarship Fund; and John W. (Pat) Wuichet Memorial Fund**

A. Definition

Funds generated by the above endowment accounts are earmarked for the support of undergraduate students, undergraduate student programs, judging teams, and research within the Department of Animal Sciences. Described here is the method of distribution of funds.

B. Distribution Policy

1. Through recommendations of the department's scholarship committee, the chair and associate chair(s) will make determinations about the awarding of scholarship funds. The scholarship funds will be distributed to deserving undergraduate students who express an interest in the specific areas for which the funds were originally provided in the endowment process.
2. The size and number of the scholarships will depend on the amount of money available and will be decided yearly.
3. The chair's undergraduate scholarship committee will make all decisions regarding the awarding of scholarships from the above accounts.
4. All above funds, not specifically designated for scholarships, will be administered by the chair and associate chair(s) of the department for other purposes taking into consideration the specific purpose for which each of the funds was originally provided for by the endowment.