

PATTERN OF ADMINISTRATION

DEPARTMENT OF ANIMAL SCIENCES

THE OHIO STATE UNIVERSITY

Approved by the Office of Academic Affairs

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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 (<http://trustees.osu.edu/ChapIndex/index.php> as of January 1, 2008), the office of academic affairs Policies and Procedures Handbook (<http://www.oaa.osu.edu/handbook/> as of January 1, 2008), and other policies and procedures of the College of Food, Agricultural and Environmental Sciences (CFAES) 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.

II. Mission and Vision

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 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. Faculty Membership

- A. Membership (Administrative Code, rule 3335-5-17; <http://trustees.osu.edu/rules5/ru5-17-18.php>)

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 Administrative Code). 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 Administrative Code. 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 Administrative Code, rule 3335-5-19 (<http://trustees.osu.edu/rules5/ru5-19.php>).

1. Regular tenure-track and Regular research track faculty: Faculty members in the Department of Animal Sciences

Regular tenure-track faculty members of the Department of Animal Sciences shall include all regular 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 regular 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.

Regular research track faculty members of the Department of Animal Sciences shall include all regular research track faculty members with the titles of research professors, research associate professors, or research assistant professors without tenure who serve on appointments totaling 50 percent or more of service to the department. Regular research track faculty appointments are fixed term contract appointments that do not entail tenure. Research track faculty are researchers and shall be engaged in research related to the mission and goals of the academic unit.

In general, these appointments are to help meet the mission and goals of the department and are not meant to supersede the traditional tenure-track system. Consequently, regular research track FTE shall not exceed 20% of the number of tenure-track FTEs in the department. Although limited teaching is permitted, these faculty members will be without significant teaching expectation.

Regular tenure-track and research track faculty members in the department are the only members of the faculty of the Department of Animal Sciences that are eligible for graduate research associateships (GRA) and endowment funding awarded by the Department of Animal Sciences.

Procedures for hiring, appointment, and promotion of tenure-track and research track appointments are fully described in the document "Appointment, promotion, and tenure criteria and procedures for the Department of Animal Sciences", and are summarized in Section III-D of the present document.

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

The auxiliary faculty members of the Department of Animal Sciences consists of those persons who are not regular faculty members as defined by rule 3335-5-19 (A) (B) (C) of the Administrative Code but who have appointments with adjunct titles, visiting titles and lecturer titles; also professors, associate professors, assistant professors, and instructors who serve on appointments totaling less than 50% service to the university. Persons with regular faculty titles may not hold auxiliary titles. Persons holding auxiliary titles are not eligible for tenure. Auxiliary faculty members are not accorded voting privileges in the Department of Animal Sciences.

The titles of adjunct professor, adjunct associate professor, adjunct assistant professor, and adjunct instructor shall be used to confer faculty status on individuals who have credentials comparable to regular faculty members of equivalent rank, who provide significant, uncompensated service to the instructional and/or research programs of the university and who need a faculty title to perform that service. Such individuals may be either non-university employees or university employees compensated on a non-instructional budget. Adjunct appointments are made for the period in which the uncompensated service is provided not to exceed one year; renewal is contingent upon continued significant contributions.

The title of visiting professor, visiting associate professor, visiting assistant professor, and visiting instructor shall be used to confer faculty status on individuals who have credentials comparable to regular faculty members of equivalent rank who spend a limited period of time on formal appointment and in residence at this institution for the purposes of participating in the instructional and research programs of the university. A visiting appointment cannot exceed three continuous years of service.

The titles of lecturer and senior lecturer shall be used for all compensated instructional appointments where other titles are not appropriate. Lecturer's responsibilities shall be limited to formal course instruction (rule 3335-5-19 (D) (1) (2) (3) of the Administrative Code, <http://trustees.osu.edu/rules5/ru5-19.php>).

Procedures for nomination and vote on auxiliary appointments are fully described in the document "Appointment, promotion, and tenure criteria and procedure for the Department of Animal Sciences", and are summarized in Section III-D of the present document.

3. Courtesy Appointments (of Faculty) in the Department of Animal Sciences

Regular 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 regular 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 regular 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.

Procedures for nomination and vote on courtesy appointments are fully described in the document “Appointment, promotion, and tenure criteria and procedure for the Department of Animal Sciences”, and are summarized in Section III-D of the present document.

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

Any member of the regular 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 and shall not be duplicated for service in more than one department faculty. Emeritus faculty members are not accorded voting privileges in the Department of Animal Sciences and may not participate in promotion and tenure matters.

Procedures for appointments to Emeritus faculty are fully described in the document “Appointment, promotion, and tenure criteria and procedure for the Department of Animal Sciences”, and are summarized in Section III-D of the present document.

C. Voting Faculty Members

Voting by oral signification or with written ballots at faculty meetings will be limited to Regular faculty members who are tenured, or who are on tenure-track in the Department of Animal Sciences and receive a minimum of 50% of their salary from the Department of Animal Sciences. Courtesy, auxiliary 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. Proxy votes from a Regular faculty member are acceptable if provided to another Regular faculty member in situations where there are unavoidable travel conflicts or major events. Proxy votes from Regular faculty members are not acceptable when there is elective non-attendance to the faculty meeting due to circumstances of preference not associated with prescheduled travel or other major events. On written ballots outside of faculty meetings, majority approval by faculty members who vote is necessary for approval of the item being considered. The department chair will vote only to break ties.

D. Hiring and Appointing New Faculty Members and Promotion of Adjunct Faculty Members

1. Regular tenure-track faculty

The addition of new Regular tenure-track faculty members in the department will be determined based on priority needs in the department. The process for determining priority needs for new faculty members will be established by strategic planning and

visioning processes of the department. When vacancies occur, specific consideration will be given to voids that may have resulted in programs as a consequence of vacated positions.

The department chair shall appoint a standing search committee that will conduct searches through recruiting high quality candidates for all faculty positions when they are being filled, and appoint a regular tenured faculty member to chair the search committee. The search committee will further refine the position description based on inputs of faculty members and will subsequently provide the chair of the department the descriptive material that is to be used in advertising the position. The chair of the search committee and the members of the search committee shall be regular tenure-track faculty members who, thus, are eligible to be tenured or hold tenure in the Department of Animal Sciences. The search committee will determine whom to interview. Input regarding evaluation of candidates interviewed will be sought by the chair of the search committee from all departmental faculty members, staff members, stakeholders and students who participate in the interview process to the extent that they have adequate knowledge to evaluate the candidate being interviewed.

The search committee chair will send a ballot to all regular faculty members in the department. Faculty members will be asked to provide information as to whether candidates being interviewed are acceptable or not acceptable for the position. The chair of the search committee will be expected to supply the chair of the department a list of the candidates who have been deemed as acceptable by the faculty members. The chair of the search committee will also supply the chair of the department a summary of the vote of the faculty members for each candidate and this vote will be reported to the faculty. The chair of the search committee will also be expected to supply information regarding the perceived strengths and weaknesses of the candidates, as well as specific recommendations from the search committee, leaving no doubt concerning the search committee's judgment of each candidate. The chair of the department, in consultation with the associate chair, will determine whether the position should be offered and to which candidate the offer should be made based on inputs supplied by the search committee and other inputs that are received from other sources.

Candidates who wish to be considered for a position at the rank of associate professor or professor, with tenure, will be required to provide a complete curriculum vitae, a tenure dossier in the required format, and a description of the impact of their prior extension, research and/or teaching programs. These documents will be accessible to all eligible faculty members of the department for a 10-day period and these faculty members will be supplied a ballot via regular mail or e-mail. An affirmative decision will be based on a positive recommendation by 60% of the eligible faculty members returning the ballot. All offers at the associate professor and professor ranks, with or without tenure, and all offers of prior service credit require a prior approval by the dean of the College of Food, Agricultural, and Environmental Sciences and the office of academic affairs.

2. Regular research track faculty

In accordance with procedures established for regular tenure-track faculty positions, so

also will regular research track faculty positions be based on priority needs in the department. Any candidate must have an earned doctorate or equivalent terminal degree (e.g., DVM) in the relevant field. Although a national search is encouraged, such a search need not be necessary for research faculty positions. Regardless, the department's search committee will follow procedures similar to those described for regular tenure-track faculty members. After a research seminar, the committee will solicit comments from faculty members, staff members, and students, and regular tenure-track faculty members of the department will vote on acceptability of the candidate. The search committee will summarize strengths and weaknesses of the candidate and a tally of the regular tenure-track faculty vote for provision to the department chair. The department chair, in consultation with the associate chair, will determine whether or not to offer the position.

Candidates who wish to be appointed at the rank of research associate professor or research professor need to submit a complete, current curriculum vitae and a description of their research program. Affirmation by a 60% majority vote of eligible regular tenure-track faculty casting votes will indicate faculty approval of such appointments. Approval by the chair of the Department of Animal Sciences, dean of the College of Food, Agricultural, and Environmental Sciences, and the office of academic affairs is necessary for the appointment to proceed.

3. Auxiliary appointments

In general, the qualifications required for appointment to an auxiliary faculty position shall be equal to those required for a regular faculty position at the same rank. Initial appointment of auxiliary faculty members at any academic rank should occur at a quarterly faculty meeting. An exception would be that the appointment could occur at a special meeting of the regular faculty members. Candidates for initial appointments as auxiliary faculty members should be nominated by an Animal Sciences faculty member at a faculty meeting prior to the meeting at which a vote would be taken. The curriculum vitae of an individual being considered for initial appointment as an auxiliary faculty member must be available for faculty member perusal at least 10 working days prior to the date of the faculty meeting at which the vote will be taken. The regular faculty member making the nomination will present the credentials of the candidate prior to the vote. The regular faculty members will review and vote upon renewal of all auxiliary reappointments yearly at the June faculty meeting. As with regular faculty members, to be acceptable as an auxiliary faculty member in the department, a candidate must receive at least a 60% acceptable vote from all faculty members present at the meeting and eligible to vote in the Department of Animal Sciences. Adjunct appointments require the prior approval of the office of academic affairs and the department may not extend an offer before receiving that approval.

4. Courtesy appointments

In general, the qualifications required for courtesy appointments shall be equal to those required for a regular faculty position at the same rank. The initial courtesy appointment should occur at a quarterly faculty meeting. An exception would be that the appointment

could occur at a special meeting of the regular faculty members held at a single location. Candidates for initial appointments as courtesy faculty members should be nominated by an Animal Science's regular tenure-track or regular research track faculty member at a faculty meeting prior to the meeting at which a vote would be taken. The curriculum vitae of an individual being considered for initial courtesy appointment must be available for faculty member perusal at least 10 working days prior to the date of the faculty meeting at which the vote will be taken. The regular tenure-track or regular research track faculty member making the nomination for courtesy appointment would present the credentials of the candidate prior to the vote. The regular tenure-track faculty members will review and vote upon renewal of all courtesy reappointments yearly at the June faculty meeting. As with regular faculty members, to be acceptable for courtesy appointment in the department, a candidate must receive at least a 60% acceptable vote from all faculty members present at the meeting and eligible to vote in the department.

Complete policies and procedures about hiring processes are included in the document *Appointment, Promotion, and Tenure Criteria and Procedures for the Department of Animal Sciences*.

E. Meetings

1. The department faculty members shall meet upon call of the chair, but not less frequently than once each quarter during the academic year. (Administrative Code, rule 3335-5-18, <http://trustees.osu.edu/rules5/ru5-17-18.php>)
2. A quorum for a valid faculty meeting shall be 50 percent of the voting Regular faculty members in the department.
3. 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. Regular tenure-track and research track faculty members in the department are automatically invited to all faculty meetings.
4. The chair will provide a schedule of all regular faculty meetings to all regular faculty members before the start of each academic year.
5. The chair in consultation with the chair's advisory committee prepares meeting agendas. It is encouraged that faculty members supply items to the chair or members of the chairs advisory committee that they believe should be included on the agenda of faculty meetings.
6. 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 chair advisory committee. 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.

7. The chair will ensure the recording 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.

IV. 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 member 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 the faculty or staff coordinator with regard to operational activities and to the department chair or associate chair for major policy decisions that will change how the animal center is operated, personnel issues or issues related to fiscal matters. Appropriate use of animals should be decided by faculty members who have need for animals of a specific type and the faculty supervisor of the corresponding animal unit. If animal use decisions cannot be resolved in this fashion, the chair and associate chair will make decisions regarding animal use.

4. Extension associates

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

C. The university rules governing the undergraduate and graduate students are contained in the document *The Ohio State University Student Handbook*. The *Graduate School Handbook* also contains valuable information regarding graduate education policies. Departmental rules for graduate students reside in the *Graduate Program Handbook: Graduate Programs in Animal Sciences*.

V. 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.

VI. Department Administration

A. Chair of department (Administrative Code, rule 3335-3-35, <http://trustees.osu.edu/rules3/ru3-35.php>)

The chair of the Department of Animal Sciences shall be the administrative head, of the department. The department chair performs a dual function. In addition to being the administrative head of the department, the chair represents the faculty of the department in dealing with the dean or others in the university administration. Upon the nomination of the president, the board of trustees shall appoint each chair for a term of four years subject to the annual review provisions of paragraph (S) of rule 3335-1-03 of the Administrative Code. A chair shall be eligible for reappointment. In selecting a chair, the president shall confer with the dean of the college involved. The dean, in turn, will consult with the faculty of the department, as well as other appropriate university officials. The president shall give substantial weight to faculty recommendations in reaching a decision regarding a nomination or recommendation for reappointment. The department chair reports to the dean of the college.

B. Duties of the Chair of the Department of Animal Sciences

1. To have general administrative responsibility for the programs of the department, subject to the approval of the dean of the college.
2. To develop in consultation with the faculty members a *Pattern of Administration*. This *Pattern of Administration* shall be made available to all present and prospective members

- of the 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.
3. To consult with the members of the faculty as a whole on all policy matters, and that such consideration will, whenever practicable, be undertaken at a meeting of the faculty as a whole. Not included are matters of administrative procedures or responsibilities.
 4. To recognize in principle the presumption favoring majority rule on all matters covered by the *Pattern of Administration*. If for any reason, the majority vote is not followed, the chair shall explain to the faculty members and as a matter of the official department record, the reasons for the departure. Whenever possible, these reasons shall be provided before the time of the departure from majority faculty rule. This explanation shall outline the decision of the majority of the faculty members, the decision of the chair, and the reasons for the difference in the two decisions. This explanation shall be communicated by the chair to the faculty members in writing, where possible, or at a faculty meeting, with an opportunity for the faculty members to comment.
 5. To prepare, after consultation with the faculty members 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 faculty members. This statement shall be made available to all present and prospective members 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 the 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.
 6. To evaluate faculty members annually 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 criteria in the document *Appointment, Promotion, and Tenure Criteria and Procedures for the Department of Animal Sciences*.
 7. To recommend to the dean of the college, after consultation with the faculty members in accordance with paragraph (C)(3) of the Administrative Code rule 3335-3-35, appointments, promotions, dismissals, and matters affecting the tenure of members of the department.
 8. To inform faculty members of their right to respond to annual reviews and place in their personnel file a response to this evaluation.
 9. To attempt to the best of their ability to ensure that adequate supervision and training are given to faculty and staff members.
 10. To promote improvement of instruction by providing formal evaluation of each course when offered, including written evaluation by students of the course instructors, and peer review by the faculty members following the guidelines set forth by the department with the focus being on pre-tenure faculty members.

C. Associate chair

1. Appointment of associate chair

The associate chair 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.

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

- a) Responsible for the day-to-day oversight and functioning of personnel and facilities on the Wooster campus. Animal center unit managers associated with the Wooster campus report to a faculty member supervisor of the unit for day-to-day activities and to the department chair or associate chair for policy decisions.
- b) Authority to act on behalf of the chair for day-to-day operations on the Wooster 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.
- e) Represents department at monthly meeting of Wooster-Campus administrative cabinet.

3. Term for associate chair

The associate chair 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 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 (Columbus campus) and associate chair (Wooster campus) oversees use of buildings and makes 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, Animal Science Building, and Vivian Hall on the Columbus campus. The associate chair will select staff members for development and maintenance of Gerlaugh Hall.

E. Department Administrative Team

The department administrative team consists of the chair, associate chair, 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. 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.

VII. Standing Committees

Election or appointment of faculty members to one of the standing committees will occur in June of each year. The meeting should be a joint faculty meeting of the Wooster- and Columbus-based faculty. Committee membership following either election or appointment will take effect August 1 of the year in which the election or appointment occurred. Nominations of faculty members for election to standing committees will be at the June faculty meeting and voting will be by written ballot. 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.

A. Chair's Advisory Committee

The chair's advisory committee (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. The chair will set the meeting dates and times, provide an agenda in advance of the meeting.

The CAC will be composed of the associate chair and three elected-Regular 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, OARDC, and OSUE appointment sources are each represented by at least one member with an appointment in that funding source. 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

1. Purpose

The academic affairs committee (AAC) supports the undergraduate education program. The Academic Affairs Program consists of those activities that relate to the curriculum,

to undergraduate student development and to other activities that support the major of Animal Sciences as a whole. The AAC is also involved in developing and maintaining the departmental course offerings.

The AAC will be responsible for reviewing the undergraduate curriculum, monitoring the effectiveness of the undergraduate major of animal sciences, 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 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 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 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 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 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 Regular 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 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

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 *Guidelines for the Animal Sciences Department Graduate Program*. The Department of Animal Sciences graduate faculty members have a commitment to maintain an outstanding program of graduate study operated through the graduate studies committee (GSC).

In addition to other duties mentioned in the *Guidelines for the Animal Sciences Department Graduate Program*, 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 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. 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 V 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 confers category M status and notifies the Graduate School of its action. 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.

Auxiliary faculty can also be awarded graduate faculty status. See Section IV.3.6 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 full professor. Three full professors, each serving a three-year term, will be elected by all regular faculty members in the department. The three positions are staggered such that one position is replaced each year. The department chair will appoint two full 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 procedure's 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 addendum *Criteria and Procedures for Appointment, Promotion, and Tenure in the Department of Animal Sciences*. 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 procedure 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.

VIII. Service Committees

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

IX. Faculty Duties and Responsibilities: Workload Policy

The faculty of the department consists of individuals whose appointments and responsibilities vary considerably. However, every faculty member of the department is expected to contribute in the areas of instruction, research, outreach engagement, and service. 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

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 faculty 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 693 and 999) 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 average classroom teaching load will be two courses each year. 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

All 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 indicators of productivity. 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

Each faculty member is 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 policy does 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.

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 addendum *Criteria and Procedures for Appointment, Promotion, and Tenure in the Department of Animal Sciences* for evaluating faculty performance.

X. Course Offerings and Teaching Schedule

The department chair in consultation with the associate chair, graduate studies committee chair, and undergraduate education coordinator is responsible for developing the course offerings and teaching schedule.

XI. 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. 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. Peer Faculty Review of Programs

A peer review of the program of each faculty member is required every five years. The purpose of this review is to provide the faculty member guidance regarding programmatic directions and to advise the faculty member regarding appropriate professional improvement activities.

D. Faculty Professional Leaves and Special Research Assignments

Faculty members are encouraged to request a leave when eligible. Specific discussions of either faculty professional leave (FPL) or special research assignment (SRA) 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 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.

E. Discretionary Absences

Faculty are expected to complete an *Application for Leave* form 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 ten consecutive work days during an academic quarter require approval by the Provost.

F. Medical Absences

Faculty members are expected to complete and submit to the Chair an *Application for Leave* form 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>

G. Unpaid Absences

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.

XII. 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 faculty members along with market value for faculty member expertise will be considered in making compensatory salary decisions.

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 (http://oaa.osu.edu/documents/Handbook_4_Final_NOV_2007.pdf) and university policy on financial conflicts of interest (http://oaa.osu.edu/documents/Handbook_4_Final_NOV_2007.pdf).

XIV. Grievance Procedures for Non-Tenured Faculty Members

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.

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,
http://oaa.osu.edu/OAAP_PHandbook.php).

Staff members who are not satisfied with the outcome of the discussion with the Chair and wish to pursue the matter should contact Consulting Services in the OSU Office of Human Resources (www.hr.osu.edu/).

Faculty Misconduct

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty rule 3335-5-04, www.trustees.osu.edu/ChapIndex/index.php.

Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05, <http://trustees.osu.edu/rules5/ru5-05.html>.

Sexual Harassment

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

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 www.oaa.osu.edu/coam/home.html and www.senate.osu.edu/COAMDuties.pdf).

The Code of Student Conduct is Faculty Rule 3335-23, www.trustees.osu.edu/Rules23/index.html.

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 chair's advisory committee 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 regular tenure- or research track 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 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 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.