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**Pattern of Administration  
for  
The Ohio State University  
Department of Food Science and  
Technology**

*Approved by the Faculty: 05/07/2019*

*Approved by the Office of Academic Affairs: 07/03/2019*

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39 **Pattern of Administration**

40 **Department of Food Science and Technology**

41  
42 **I Introduction**

43  
44 This document provides a brief description of the Department of Food Science and Technology  
45 (FST) as well as a description of its guidelines and procedures. It supplements the [Rules of the](#)  
46 [University Faculty](#), and other policies and procedures of the university to which the department  
47 and its faculty are subject. The latter rules, policies and procedures, and changes in them, take  
48 precedence over statements in this document.

49  
50 This Pattern of Administration is subject to continuing revision. It must be reviewed and either  
51 revised or reaffirmed on appointment or reappointment of the department chair. However,  
52 revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are  
53 subject to approval by the FST faculty, college office and the Office of Academic Affairs.

54  
55 **II Department Vision and Mission**

56  
57 **Vision:**

58 To be a global leader in food science and technology learning, discovery, outreach and  
59 teamwork.

60  
61 **Mission:**

62 We inspire minds to improve food and impact the world with food science & technology.

63 **Strategies:**

- 64
- 65 • Recruit and train future leaders
  - 66 • Create and disseminate knowledge that solves the most important food problems to improve  
67 the world
  - 68 • Develop or continue science-based extension programs that promote food safety, quality, and  
69 innovation
  - 70 • Foster an ethical, diverse and collegial environment for faculty, staff, students and  
71 stakeholders
  - 72 • Provide a physical and administrative environment that facilitates productivity
  - 73 • Increase visibility of subject matter expertise and thought leadership

74 **III Academic Rights and Responsibilities**

75  
76 In April 2006, the university issued a [reaffirmation](#) of academic rights, responsibilities, and  
77 processes for addressing concerns.

78  
79 **IV Faculty**

80  
81 Faculty Rule [3335-5-19](#) defines the types of faculty appointments possible at The Ohio State  
82 University and the rights and restrictions associated with each type of appointment. For purposes

83 of governance, the faculty of this department includes tenure-track faculty with compensated  
84 FTEs of at least 50% with their tenure home in the department.

85  
86 The Department of Food Science and Technology makes clinical appointments. Clinical faculty  
87 titles are assistant professor of clinical Food Science and Technology, associate professor of  
88 clinical Food Science and Technology, and professor of clinical Food Science and Technology.  
89 The appointment cap on clinical faculty in relation to the total of tenure-track, clinical and  
90 research faculty is established in the [college pattern of administration](#).

91  
92 The Department of Food Science and Technology makes research appointments. Research  
93 faculty titles are research assistant professor of Food Science and Technology, research associate  
94 professor of Food Science and Technology, and research professor of Food Science and  
95 Technology. Research faculty can comprise no more than 20% of the tenure-track faculty.

96  
97 Clinical, research, emeritus, and associated faculty, including lecturers and faculty with FTEs  
98 less than 50% in this department, are invited to participate in discussions on nonpersonnel  
99 matters, but may not participate in personnel matters, including promotion and tenure reviews,  
100 and may not vote on any matter.

101  
102 Detailed information about the appointment criteria and procedures for the various types of  
103 faculty appointments made in this department is provided in the [Appointments, Promotion and  
104 Tenure Document](#).

## 105 106 **V Organization of Department Services and Staff**

107  
108 Supporting staff includes positions deemed necessary by the Chair to provide services essential  
109 to the mission of the Department of Food Science and Technology, which may include the  
110 following: a human resources director, fiscal officer, industry liaison and academic program  
111 coordinator. The human resources director, fiscal officer, and industry liaison report to the Chair  
112 directly, with a dotted line to the appropriate directors in the College of Food Agricultural and  
113 Environmental Sciences and through the Chair to the faculty.

## 114 115 **VI Overview of Department Administration and Decision-Making**

116  
117 Policy and program decisions are made in a number of ways: by the department faculty as a  
118 whole, by standing or special committees of the department, or by the chair. The nature and  
119 importance of any individual matter determine how it is addressed. Department governance  
120 proceeds on the general principle that the more important the matter to be decided, the more  
121 inclusive participation in decision making needs to be. Open discussions, both formal and  
122 informal, constitute the primary means of reaching decisions of central importance.

123  
124 Appropriate issues will be assigned to a committee. The committee will discuss the issue with  
125 all affected parties, and develop a recommendation. The recommendation will be shared by  
126 email inviting optional discussion at the next department meeting. Members will provide  
127 feedback during the meeting or by email. The committee may then withdraw, revise, sustain or

128 reconsider their recommendation. The members may choose to vote on the issue. The  
129 department chair will make a final decision on the recommendation.

130

## 131 **VII Department Administration**

132

### 133 **A Chair**

134

135 The primary responsibilities of the chair are set forth in Faculty Rule [3335-3-35](#). This rule  
136 requires the chair to develop, in consultation with the faculty, a Pattern of Administration with  
137 specified minimum content. The rule, along with Faculty Rule [3335-6](#), also requires the chair to  
138 prepare, in consultation with the faculty, a document setting forth policies and procedures  
139 pertinent to appointments, reappointments, promotion and tenure.

140

141 Other responsibilities of the chair, not specifically noted elsewhere in this Pattern of  
142 Administration, are summarized below.

143

- 144 • To have general administrative responsibility for department programs, subject to the  
145 approval of the dean of the college, and to conduct the business of the department  
146 efficiently. This broad responsibility includes the acquisition and management of funds  
147 and the hiring and supervision of faculty and staff.
- 148
- 149 • To plan with the members of the faculty and the dean of the college a progressive  
150 program; to encourage research, outreach and education.
- 151
- 152 • To evaluate and improve instructional and administrative processes on an ongoing basis;  
153 to promote improvement of instruction by encouraging the evaluation of each course  
154 when offered, including written evaluation by students of the course and instructors, and  
155 periodic course review by the faculty.
- 156
- 157 • To evaluate faculty members annually in accordance with both university and department  
158 established criteria; to inform faculty members when they receive their annual review of  
159 their right to review their primary personnel file maintained by their department and to  
160 place in that file a response to any evaluation, comment, or other material contained in  
161 the file.
- 162
- 163 • To recommend appointments, reappointments, promotions, dismissals, and matters  
164 affecting the tenure of members of the department faculty to the dean of the college, in  
165 accordance with procedures set forth in Faculty Rule [3335-6](#) and this department's  
166 Appointments, Promotion and Tenure Document.
- 167
- 168 • To see that all faculty members, regardless of their assigned location, are offered the  
169 departmental privileges and responsibilities appropriate to their rank; and in general to  
170 lead in maintaining a high level of morale.
- 171
- 172 • To see that adequate supervision and training are given to those members of the faculty  
173 and staff who may benefit by such assistance.

174  
175 Day-to-day responsibility for specific matters may be delegated to others, but the chair retains  
176 final responsibility and authority for all matters covered by this Pattern, subject when relevant to  
177 the approval of the dean, Office of Academic Affairs, and Board of Trustees.

178  
179 Operational efficiency requires that the chair exercise a degree of autonomy in establishing and  
180 managing administrative processes. The articulation and achievement of department academic  
181 goals, however, is most successful when all faculty members participate in discussing and  
182 deciding matters of importance. The chair will therefore consult with the faculty on educational  
183 and academic policy issues and will respect the principle of majority rule. When a departure  
184 from majority rule is judged to be necessary, the chair will explain to the faculty the reasons for  
185 the departure.

186  
187 **B Other Administrators**

188  
189 **GRADUATE STUDIES COMMITTEE CHAIR**

190  
191 The Graduate Studies Committee Chair (GSCC) is elected for a three-year term (starting July 1,  
192 ending June 30th) by the Graduate Faculty and is eligible for re-election. The GSCC represents  
193 graduate education to the graduate students and Graduate Faculty members in the department.

194  
195 The Graduate Studies Committee Chair, in conjunction with the graduate studies committee, is  
196 responsible for a wide variety of activities, including recruiting and admitting new graduate  
197 students, monitoring graduate student academic progress, recommending graduate assistant  
198 appointments to the chair, overseeing the degree certification and graduation process, assisting  
199 faculty in becoming members of the Graduate Faculty and serving as a resource for Graduate  
200 Faculty in the program. The GSCC will represent the department at the College meetings of the  
201 Graduate Studies Committee Chairs.

202  
203 **UNDERGRADUATE PROGRAM COORDINATING ADVISER**

204  
205 The undergraduate program coordinating adviser is appointed for a three-year term (starting July  
206 1, ending June 30th) by the chair and may be reappointed. The Coordinating Adviser coordinates  
207 the advising program for the department and is the primary undergraduate advising contact with  
208 the college. Duties include:

- 209  
210 1) Maintaining records of undergraduate majors  
211 2) Coordinating undergraduate advising assignments in consultation with the chair  
212 3) Serving as a resource for faculty advisers

213  
214 **C Committees**

215  
216 Much of the development and implementation of the department's policies and programs is  
217 carried out by standing and ad hoc committees. The chair is an ex officio member of all  
218 department committees and may vote as a member on all committees except the Promotion and  
219 Tenure Committee.

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## Standing Committees

Standing committees consist of a minimum of four faculty and staff (as warranted) appointed by the department chair for a three-year term (starting July 1, ending June 30th, unless otherwise noted). Staggered appointments are made as practical. Committee chairs are appointed by the department chair with the exception of the elected Graduate Studies Committee Chair and elected Promotion and Tenure Committee Chair. Both appointed and elected committee chairs are typically appointed to three year terms, except for the Seminar and Harris Award committees. In those committees, the longest serving faculty member is chair for one year, then rotates off the committee. Concerns about the functioning of a committee should be addressed to the committee chair, and if this does not resolve the issue, to the department chair. Standing committees meet as often as needed to complete the work of the committee, but should normally meet and report to the faculty at least once a year. Committees report to the department chair and present substantive issues to the faculty at department meetings for discussion. Appointed chairs serve at the discretion of the department chair and may be asked to serve a term greater than two consecutive terms if appropriate, otherwise all appointed chairs have a maximum of two terms.

**Academic Affairs Committee.** This committee is charged with programmatic initiatives and changes that influence the instructional program, except those specifically delegated to the Graduate Studies Committee. The committee recommends changes to the undergraduate and graduate level classes to the department faculty for a vote, and assigns and coordinates peer review of the faculty, including the lecturers.

**Assessment Committee.** This committee promotes and leads assessment of courses within the department, and ensures the department meets all assessment requirements for IFT, the college and the university.

**Awards Committee.** The charge of this committee is to increase the stature of our department through awareness of internal and external award opportunities and deadlines, and coordination of nominations of faculty, staff, alumni and students for awards. It also runs the department graduate student teaching award and the department graduate student research award.

**Building and Facilities Committee.** This committee recommends permanent and temporary assignments of research laboratories and staff, faculty, post-doc and visiting scholar offices to the chair. This committee recommends space renovations, as needed. This committee reviews, coordinates and implements safety procedures and policies as required by university, local, state or federal regulations to maintain a safe and secure working environment.

**Executive Committee.** This committee provides recommendations to the chair on issues affecting the future of the department.

**FoodSURE Committee.** This committee selects the graduate student directors for the program, and works with the directors and students to promote and guide the program within the department, assist the students to find advisors, approve their proposals for funding, complete their research and present their results.

266  
267 **Graduate Studies Committee.** This committee is charged with the responsibility of conducting  
268 the department graduate program within the context and the policies and rules established by the  
269 Graduate Council. Committee responsibilities are described in the OSU Graduate School  
270 Handbook. The committee also updates and maintains the Food Science & Technology Graduate  
271 Handbook, and assigns desk space to graduate students.

272  
273 **Hall of Distinction Committee.** This committee is responsible for publicizing the recognition,  
274 soliciting nominations, evaluation of nominees and selection of annual inductees to the Food  
275 Science and Technology Hall of Distinction. The committee makes arrangements for engraving  
276 and hanging of the plaques, inviting the inductees to the recognition ceremony, hosting the  
277 ceremony, and hosting a recognition dinner.

278  
279 **Harris Award Committee.** This committee is responsible for publicizing the award, soliciting  
280 applications, and presenting candidates for selection by the voting faculty. The committee makes  
281 the arrangements necessary to bring the awardee to campus for a seminar and awards ceremony,  
282 and hosts these events.

283  
284 **Laboratory Instruction Committee.** This committee provides oversight of teaching labs and  
285 graduate student teaching assignments after input from relevant faculty.

286  
287 **Pilot Plant Committee.** This committee recommends temporary assignment of space in the pilot  
288 plants, and related spaces, to the chair. This committee will recommend operational policies and  
289 fee schedules for research and teaching use of the pilot plants. The chair of the committee is  
290 normally the FIC director.

291  
292 **Promotion and Tenure Committee.** (December 1 – November 30) This committee of all  
293 eligible faculty members evaluates the qualifications of probationary tenure-track faculty  
294 members annually, and associate professors upon request. It provides an independent  
295 recommendation to the department chair as outlined in the OAA [Policies and Procedures](#)  
296 [Handbook](#). Committee composition, responsibilities and procedures for determining its chair and  
297 POD are outlined in the departmental Appointments, Promotion and Tenure document.

298  
299 **Recruitment and Scholarship Committee.** This committee identifies and coordinates recruiting  
300 efforts to attract qualified students into department programs. The committee also establishes  
301 procedures for departmental scholarship applications and oversees the scholarship selection  
302 process. One non-voting student, typically a rising senior, is appointed to this committee by the  
303 department chair, and serves a one-year term.

304  
305 **Seminar Committee.** This committee coordinates seminar speakers for the autumn and spring  
306 seminar series. The chair of the committee is the instructor for the seminar class and is  
307 responsible for grading the students in the class. One to two non-voting students are chosen to  
308 serve on this committee by the committee or committee chair, and serve a one-year term.

309  
310 Ad hoc Committees

311



312 Ad hoc committees are appointed by the chair as needed and dissolved by the chair upon  
313 completion of their work or acceptance of their report to the voting faculty. This includes  
314 individuals and groups assigned as mentors to new faculty hires.

315  
316 Individual Assignments

317  
318 Individuals are appointed by the chair to perform specific, long term duties. Some of these may  
319 include the following:

320  
321 **Building Coordinator.** The building coordinator works with the university to fix, maintain and  
322 upgrade the buildings occupied by this department.

323  
324 **Master Schedule Coordinator.** The master schedule coordinator reviews the instructor, time  
325 and location of classes on the proposed master schedule for each semester. This review occurs  
326 with the faculty and then the chair, before they submit the approved schedule to the college.  
327 They also periodically review the balance of classes offered by year and semester, and work with  
328 the faculty to make changes as needed.

329  
330 **Product Development Team Advisor.** The advisor(s) provide students information about  
331 product development (PD) competition opportunities, encourage student participation and assist  
332 the student teams with the process: developing their ideas, identifying resources and entering the  
333 competitions. Advisors also review PD proposals and presentations.

334  
335 **Safety Coordinator.** The safety coordinator promotes safety throughout the department, by  
336 serving as a liaison between the CFAES Safety and Health Coordinator and the department's  
337 faculty, staff, and students.

338  
339 **Undergraduate advisor.** The advisors assist students with designing course plans, choosing  
340 classes, understanding career options, developing personal goals and resolving course conflicts.  
341 Advisors may divide up the students so that each focuses on one category of students.

342  
343 Other Service Activities

344  
345 Individuals volunteer to assist the students with a variety of activities. These positions are  
346 chosen by student members of the club. Some of these may include the following:

347  
348 **Citation Needed Advisor.** The advisor advises, provides leadership and historical context to  
349 assist the club with their activities. They also serve as a liaison to the donor.

350  
351 **College Bowl Coach.** The coach works with on the team to prepare them for the regional and  
352 national IFT competitions. They make travel arrangements for the regional competition, and  
353 cheer on the team at competitions.

354  
355 **FST Club Advisor.** The advisor advises, provides leadership and historical context to assist the  
356 club with their activities.

357

358 **VIII Department Meetings**

359

360 The chair will provide to the faculty and staff a schedule of department meetings at the beginning  
361 of each academic term. The schedule will provide for at least one meeting per autumn and spring  
362 semester and normally will provide for monthly meetings. A call for agenda items and completed  
363 agenda will be delivered to faculty by e-mail before a scheduled meeting. Reasonable efforts will  
364 be made to call for agenda items at least seven days before the meeting, and to distribute the  
365 agenda by e-mail at least three business days before the meeting. A meeting of the department  
366 faculty will also be scheduled on written request of 25% of the department faculty. The chair will  
367 make reasonable efforts to have the meeting take place within one week of receipt of the request.  
368 The chair will have minutes of department meetings distributed to faculty and staff by e-mail  
369 within seven days of the meeting if possible. These minutes may be amended at the next  
370 department meeting by a simple majority vote of the faculty who were present at the meeting  
371 covered by the minutes.

372

373 Special policies pertain to voting on personnel matters, and these are set forth in the department's  
374 Appointments, Promotion and Tenure Document. Personnel matters will be discussed in a closed  
375 session comprised only of the eligible voting faculty. The staff member in charge of  
376 departmental human resource matters may be invited by the chair to attend the meeting to  
377 provide policy guidance or to take minutes.

378

379 For purposes of discussing department business other than personnel matters, and for making  
380 decisions where consensus is possible and a reasonable basis for action, a quorum will be defined  
381 as a simple majority of all faculty members eligible to vote.

382

383 Either the chair or one-third of all faculty members eligible to vote may determine that a formal  
384 vote conducted by written ballot is necessary on matters of special importance. For purposes of a  
385 formal vote, the vote will be considered positive when a particular position is supported by at  
386 least a majority of all faculty members eligible to vote. Balloting will be conducted by mail or e-  
387 mail when necessary to assure maximum participation in voting. When conducting a ballot by  
388 mail or email, faculty members will typically be given one week to respond.

389

390 When a matter must be decided and a simple majority of all faculty members eligible to vote  
391 cannot be achieved on behalf of any position, the chair will necessarily make the final decision.

392

393 The department accepts the fundamental importance of full and free discussion but also  
394 recognizes that such discussion can only be achieved in an atmosphere of mutual respect and  
395 civility. Normally department meetings will be conducted with no more formality than is needed  
396 to attain the goals of full and free discussion and the orderly conduct of business. However,  
397 Robert's Rules of Order will be invoked when more formality is needed to serve these goals.

398

399 **IX Distribution of Faculty Duties and Responsibilities**

400

401 The Office of Academic Affairs requires departments to have guidelines on the distribution of  
402 faculty duties and responsibilities (See the OAA *Policies and Procedures Handbook*, Volume 1,  
403 Chapter 2, Section 1.4.3).

404  
405 During on-duty periods, faculty members are expected to be available for interaction with  
406 students, research, and departmental meetings and events even if they have no formal course  
407 assignment. On-duty faculty members should not be away from campus for extended periods of  
408 time unless on an approved leave (see section XII) or on approved travel.

409  
410 The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the  
411 demands and resources of the department and the individual circumstances of faculty members  
412 may warrant temporary deviations from these guidelines. Assignments and expectations for the  
413 upcoming year are addressed as part of the annual review by the department chair.

414  
415 A full-time faculty member's primary professional commitment is to Ohio State University and  
416 the guidelines below are based on that commitment. Faculty who have professional  
417 commitments outside of Ohio State during on-duty periods (including teaching at another  
418 institution; conducting research for an entity outside of Ohio State; external consulting) must  
419 disclose and discuss these with the chair in order to ensure that no conflict of commitment exists.  
420 Information on faculty conflicts of commitment is presented in the OAA [Policy on Faculty](#)  
421 [Conflict of Commitment](#).

#### 422 423 **A Tenure-track Faculty**

424  
425 Tenure-track faculty members are expected to contribute to the university's mission via teaching,  
426 scholarship, and outreach and service. When a faculty member's contributions decrease in one of  
427 these three areas, additional activity in one or both of the other areas is expected. These three  
428 responsibilities are not determined by the general fund, OARDC and OSUE budget  
429 appointment. These line-item budget responsibilities are met by total faculty effort in the  
430 department. Individual faculty members are responsible for performing in all three areas,  
431 regardless of their specific budgetary percentage appointment.

#### 432 **Teaching**

433  
434 All tenure-track faculty are expected to contribute to the department's teaching, including large  
435 enrollment and specialized courses in both the undergraduate and graduate curriculums. The  
436 standard teaching assignment for full-time tenure-track faculty members is 6 credits per  
437 academic year, excluding individual studies, thesis and dissertations credits, internship, etc.  
438 Faculty members are also expected to advise undergraduate and graduate students and supervise  
439 independent studies and thesis and dissertation work.

440  
441 Adjustments to the standard teaching assignment may be made to account for teaching a new  
442 class, the size of the class, whether the class is taught on-line or team-taught, and other factors  
443 that may affect the preparation time involved in teaching the course.

444  
445 The standard teaching assignment may vary for individual faculty members based on their  
446 research and service activity. Faculty members who are especially active in research can be  
447 assigned an enhanced research status that includes a reduced teaching assignment. Likewise,  
448 faculty members who are relatively inactive in research can be assigned an enhanced teaching  
449 status that includes an increased teaching assignment. Faculty members who are engaged in

450 extraordinary service activities (to the department, college, university, and in special  
451 circumstances professional organizations within the discipline) can be assigned an enhanced  
452 service assignment that includes a reduced teaching assignment.

453  
454 The chair is responsible for making teaching assignments on an annual basis, and may decline to  
455 approve requests for adjustments when approval of such requests is not judged to be in the best  
456 interests of the department. All faculty members must do some formal instruction and advising  
457 over the course of the academic year.

### 458 459 **Scholarship**

460  
461 All tenure-track faculty members are expected to be engaged in scholarship as defined in the  
462 department's [Appointments, Promotion, and Tenure Document](#) and expectations defined by the  
463 College of Food Agricultural and Environmental Sciences. Over a four-year rolling period a  
464 faculty member who is actively engaged in scholarship will be expected to publish regularly in  
465 high quality peer-reviewed journals as well as in other appropriate venues, such as edited book  
466 chapters of similar quality as articles. Faculty are expected to attract extramural funding and  
467 support graduate students. Faculty members are also expected to seek appropriate opportunities  
468 to obtain patents and engage in other commercial activities stemming from their research. Each  
469 faculty member with an OARDC appointment must be a principal or co-principal investigator on  
470 an approved Hatch project, and must report their research activities annually through the  
471 Research, Extension, and Education Project Online Reporting Tool (REReport), or current system.  
472 Endowed chairs are expected to provide leadership in their research area, establish and maintain  
473 an active research program, leverage the endowment funding to raise significant additional  
474 funding from other sources, initiate and build collaborative relationships with representatives  
475 from the food industry, and advance the goals of the departments apart from their research  
476 program.

### 477 478 **Service and Outreach**

479  
480 Faculty members are expected to be engaged in service to the department, university, and  
481 profession. Typically this will mean that 10-30% of their time is spent on service, though less  
482 service is expected of an Assistant Professor. Specific involvement in organizations related to  
483 the profession are encouraged, and should be considered an important component of service.  
484 These expectations can be adjusted depending on the nature of the assignment (e.g. service as  
485 committee chair, service on a particularly time-intensive committee, organizing a professional  
486 conference, leadership in an educational outreach activity, service in an administrative position  
487 within the department, college, or university).

488  
489 All faculty members are also expected to be engaged in outreach to the food industry, academy,  
490 government and community. These activities may include offering short courses, webinars,  
491 workshops, tours and demonstrations, creating fact sheets, responding to media requests, social  
492 media, answering scientific questions or performing plant visits.

493  
494 All faculty members are expected to attend and participate in department meetings, recruitment  
495 activities, and other department events.

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**i Special Assignments**

Information on special assignments (SAs) is presented in the Office of Academic Affairs [Special Assignment Policy](#). The information provided below supplements these policies.

Reasonable efforts will be made to award SA opportunities to all faculty members subject to the quality of faculty proposals, including their potential benefit to the department or university, and the need to assure that sufficient faculty are always present to carry out department work. The chair's recommendation to the dean regarding an SA proposal will be based on the quality of the proposal and its potential benefit to the department or university and to the faculty member as well as the ability of the department to accommodate the SA at the time requested.

Faculty members who desire an SA should discuss the matter with the department chair during their annual evaluation or as soon thereafter as possible. The department chair will indicate whether submission of a full proposal articulating the purpose and nature of the SA is appropriate. The chair will normally announce decisions regarding SAs for the next academic year no later than June 30 of the previous academic year, but retains the option of making decisions regarding proposals at other times when circumstances warrant such flexibility.

**B Clinical Faculty**

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

All clinical faculty are expected to contribute to the department's teaching in courses or instructional situations involving students, courses or instructional situations involving the simulation of students, or courses or instructional situations involving professional skills.

**C Research Faculty**

Research faculty members are expected to contribute to the university's mission via research. In accord with Faculty Rule [3335-7-34](#), *a research faculty member may, but is not required to, participate in limited educational activities in the area of their expertise. However, teaching opportunities for each research faculty member must be approved by a majority vote of the TIU's tenure-track faculty. Under no circumstances may a member of the research faculty be continuously engaged over an extended period of time in the same instructional activities as tenure-track faculty.*

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

**i Clinical and Research Faculty Appointment Cap and Governance Rights**

542 In accordance with Rules of the University Faculty ([Faculty Rule 3335-7-03](#)), clinical faculty can  
543 comprise no more than 20% of the combined tenure-track, clinical and research faculty  
544 membership of the college. Clinical and research faculty are invited to participate in discussions  
545 on nonpersonnel matters, but may not participate in personnel matters, including promotion and  
546 tenure reviews, and may not vote on any matter.

547

#### 548 **D Associated Faculty**

549

550 Associated faculty members are expected to contribute to the university's mission via teaching,  
551 outreach, or research depending on the terms of their individual appointments.

552

553 Faculty members with tenure-track titles and appointments <50% FTE will have reduced  
554 expectations based on their appointment level.

555

556 Expectations for compensated visiting faculty members will be based on the terms of their  
557 appointment and are comparable to that of tenure-track faculty members except that service is  
558 not required.

559

#### 560 **E Parental Modification of Duties**

561

562 The Department of Food Science and Technology strives to be a family-friendly unit in its  
563 efforts to recruit and retain high quality faculty members. To this end, the department is  
564 committed to adhering to the College of Food, Agricultural, and Environmental Sciences'  
565 guidelines on parental modification of duties to provide its faculty members flexibility in  
566 meeting work responsibilities within the first year of childbirth/adoption. See the [college pattern  
567 of administration](#) for details.

568

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

573

#### 574 **X Course Offerings and Teaching Schedule**

575

576 The department chair will annually develop a schedule of course offerings and teaching  
577 schedules in consultation with the faculty, both collectively and individually. While every effort  
578 will be made to accommodate the individual preferences of faculty, the department's first  
579 obligation is to offer the courses needed by students at times and in formats, including on-line  
580 instruction, most likely to meet student needs. To assure classroom availability, reasonable  
581 efforts must be made to distribute course offerings across the day and week. To meet student  
582 needs, reasonable efforts will be made to assure that course offerings match student demand and  
583 that timing conflicts with other courses students are known to take in tandem are avoided. A  
584 scheduled course that does not attract the minimum number of students required by Faculty Rule  
585 [3335-8-16](#) will normally be cancelled and the faculty member scheduled to teach that course will  
586 be assigned to another course for that or a subsequent semester. Finally, to the extent possible,  
587 courses required in any curriculum or courses with routinely high demand will be taught by at

588 least two faculty members across semesters of offering to assure that instructional expertise is  
589 always available for such courses.

590

## 591 **XI Allocation of Department Resources**

592

593 The chair is responsible for the fiscal and academic health of the department and for assuring that  
594 all resources—fiscal, human, and physical—are allocated in a manner that will optimize  
595 achievement of department goals.

596

597 The chair will discuss the department budget at least annually with the faculty and attempt to  
598 achieve consensus regarding the use of funds across general categories. However, final decisions  
599 on budgetary matters rest with the chair.

600

601 Research space shall be allocated by the chair, in consultation with the Building and Facilities  
602 Committee, on the basis of research productivity, including external funding, and will be  
603 reallocated periodically as these faculty-specific variables change.

604

605 The allocation of office space will include considerations such as achieving proximity of faculty  
606 in sub disciplines and to research space, and productivity and grouping staff functions to  
607 maximize efficiency.

608

609 The allocation of salary funds is discussed in the Appointments, Promotion and Tenure  
610 Document.

611

## 612 **XII Leaves and Absences**

613

614 The university's policies and procedures with respect to leaves and absences are set forth in the  
615 Office of Academic Affairs [Policies and Procedures Handbook](#) and Office of Human Resources  
616 [Policies and Forms website](#). The information provided below supplements these policies.

617

### 618 **A Discretionary Absence**

619

620 Faculty are expected to complete a travel request or an [Application for Leave form](#) well in  
621 advance of a planned absence (for attendance at a professional meeting or to engage in  
622 consulting) to provide time for its consideration and approval and time to assure that  
623 instructional and other commitments are covered. Discretionary absence from duty is not a right,  
624 and the chair retains the authority to disapprove a proposed absence when it will interfere with  
625 instructional or other comparable commitments. Such an occurrence is most likely when the  
626 number of absences in a particular semester is substantial. [Rules of the University Faculty](#)  
627 require that the Office of Academic Affairs approve any discretionary absence longer than 10  
628 consecutive business days (see Faculty Rule [3335-5-08](#)) and must be requested on the  
629 [Application for Leave form](#).

630

### 631 **B Absence for Medical Reasons**

632

633 When absences for medical reasons are anticipated, faculty members are expected to complete an  
634 Application for Leave form as early as possible. When such absences are unexpected, the faculty  
635 member, or someone speaking for the faculty member, should let the chair know promptly so  
636 that instructional and other commitments can be managed. Faculty members are always expected  
637 to use sick leave for any absence covered by sick leave (personal illness, illness of family  
638 members, medical appointments). Sick leave is a benefit to be used—not banked. For additional  
639 details see OHR [Policy 6.27](#).

640

### 641 **C Unpaid Leaves of Absence**

642

643 The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of  
644 absence are set forth in OHR [Policy 6.45](#). The information provided below supplements these  
645 policies.

646

647 A faculty member desiring an unpaid leave of absence should submit a written request for the  
648 leave as far in advance as possible of the time for which the leave is desired. Approval will be  
649 based on, but not limited to, the nature of the request, the extent to which the faculty member's  
650 responsibilities can be covered during the proposed absence and the positive or negative impact  
651 on the department of the proposed absence.

652

### 653 **D Faculty Professional Leave**

654

655 Information on faculty professional leaves is presented in the OAA [Policy on Faculty  
656 Professional Leave](#). The information provided below supplements these policies.

657

658 Faculty members who desire a FPL should discuss the matter with the department chair. The  
659 department chair will indicate whether submission of a full proposal articulating the purpose and  
660 nature of the FPL is appropriate. Classes that would normally be taught by the faculty member  
661 during the period of their leave should be moved to the semester before or after their leave, to  
662 allow students the maximum opportunity to take the classes. If there are more requests for FPL  
663 then OAA will allow from that department, the chair will normally announce decisions regarding  
664 FPLs for the next academic year no later than June 30 of the previous academic year, but retains  
665 the option of making decisions regarding proposals at other times when circumstances warrant  
666 such flexibility.

667

668 The chair's recommendation to the dean regarding an FPL proposal will be based on the quality  
669 of the proposal and its potential benefit to the department and to the faculty member as well as  
670 the ability of the department to accommodate the leave at the time requested.

671

### 672 **XIII Supplemental Compensation and Paid External Consulting**

673

674 Information on faculty supplemental compensation is presented in the OAA [Policy on Faculty  
675 Compensation](#). Information on paid external consulting is presented in the university's [Policy on  
676 Faculty Paid External Consulting](#). The information provided below supplements these policies.

677



678 This department adheres to these policies in every respect. In particular, this department expects  
679 faculty members to carry out the duties associated with their primary appointment with the  
680 university at a high level of competence before seeking other income-enhancing opportunities.  
681 All activities providing supplemental compensation must be approved by the department chair  
682 regardless of the source of compensation. External consulting must also be approved. Approval  
683 will be contingent on the extent to which these activities are clearly related to the mission of the  
684 university and the expertise of the faculty member, provide direct or indirect benefits to the  
685 university, and the extent to which the extra income activity appears likely to interfere with  
686 regular duties. In addition, it is university policy that faculty may not spend more than one  
687 business day per week on supplementally compensated activities and external consulting  
688 combined.

689  
690 Faculty who fail to adhere to the university's policies on these matters, including seeking  
691 approval for external consulting, will be subject to disciplinary action.

692  
693 OAA also requires a faculty member to obtain permission to use a textbook or other material that  
694 results in personal income.

#### 695 696 **XIV Financial Conflicts of Interest**

697  
698 Information on faculty financial conflicts of interest is presented in the university's [Policy on](#)  
699 [Faculty Financial Conflict of Interest](#). A conflict of interest exists if financial interests or other  
700 opportunities for tangible personal benefit may exert a substantial and improper influence upon a  
701 faculty member or administrator's professional judgment in exercising any university duty or  
702 responsibility, including designing, conducting or reporting research.

703  
704 Faculty members with external funding or otherwise required by university policy are required to  
705 file conflict of interest screening forms annually and more often if prospective new activities  
706 pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to  
707 cooperate with university officials in the avoidance or management of potential conflicts will be  
708 subject to disciplinary action.

709  
710 In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment  
711 that arise in relation to consulting or other work done for external entities. Further information  
712 about conflicts of commitment is included in section IX above.

#### 713 714 **XV Grievance Procedures**

715  
716 Members of the department with grievances should discuss them with the chair who will review  
717 the matter as appropriate and either seek resolution or explain why resolution is not possible.  
718 Content below describes procedures for the review of specific types of complaints and  
719 grievances.

#### 720 721 **A Salary Grievances**

722

723 A faculty or staff member who believes that their salary is inappropriately low should discuss the  
724 matter with the chair. The faculty or staff member should provide documentation to support the  
725 complaint.

726  
727 Faculty members who are not satisfied with the outcome of the discussion with the chair and  
728 wish to pursue the matter may be eligible to file a more formal salary appeal (see the Office of  
729 Academic Affairs [Policies and Procedures Handbook](#)).

730  
731 Staff members who are not satisfied with the outcome of the discussion with the chair and wish  
732 to pursue the matter should contact [Employee and Labor Relations](#) in the Office of Human  
733 Resources.

734  
735 **B Faculty Misconduct**

736  
737 Complaints alleging faculty misconduct or incompetence should follow the procedures set forth  
738 in Faculty Rule [3335-5-04](#).

739  
740 **C Faculty Promotion and Tenure Appeals**

741  
742 Promotion and tenure appeals procedures are set forth in Faculty Rule [3335-5-05](#).

743  
744 **D Sexual Misconduct**

745  
746 The university's policy and procedures related to sexual misconduct are set forth in OHR [Policy](#)  
747 [1.15](#).

748  
749 **E Student Complaints**

750  
751 Normally student complaints about courses, grades, and related matters are brought to the  
752 attention of individual faculty members. In receiving such complaints, faculty should treat  
753 students with respect regardless of the apparent merit of the complaint and provide a considered  
754 response. When students bring complaints about courses and instructors to the department chair,  
755 the chair will first ascertain whether or not the students require confidentiality. If confidentiality  
756 is not required, the chair will investigate the matter as fully and fairly as possible and provide a  
757 response to both the students and any affected faculty. If confidentiality is required, the chair will  
758 explain that it is not possible to fully investigate a complaint in such circumstances and will  
759 advise the student(s) on options to pursue without prejudice as to whether the complaint is valid  
760 or not.

761  
762 Faculty complaints regarding students must always be handled strictly in accordance with  
763 university rules and policies. Faculty should seek the advice and assistance of the chair and  
764 others with appropriate knowledge of policies and procedures when problematic situations arise.  
765 In particular, evidence of academic misconduct must be brought to the attention of the  
766 [Committee on Academic Misconduct](#) (see also [https://senate.osu.edu/committees/academic-](https://senate.osu.edu/committees/academic-misconduct)  
767 [misconduct](#)).

768  
769 **F Code of Student Conduct**

770  
771 In accordance with the [Code of Student Conduct](#), faculty members will report any instances of  
772 academic misconduct to the Committee on Academic Misconduct.

773  
774

775 **Alphabetical List of Hyperlinks Appearing in Ohio State University**  
776 **Patterns of Administration**  
777 **and**  
778 **Appointments, Promotion, and Tenure Documents**  
779

780 **Academic Rights and Responsibilities Reaffirmation:**

781 <https://oaa.osu.edu/rightsandresponsibilities.html>

782 **Affirmative Action, Equal Employment Opportunity and Non-Discrimination/Harassment:**

783 <http://hr.osu.edu/policy/policy110.pdf>

784 **American Association of University Professors' Statement on Professional Ethics**

785 <http://www.aaup.org/AAUP/pubsres/policydocs/contents/statementonprofessionalethics.htm>

786 **Application for Leave form:** <https://eleave.osu.edu>

787 **Code of Student Conduct:** <https://trustees.osu.edu/rules/code-of-student-conduct/>

788 **Committee on Academic Misconduct:** <https://oaa.osu.edu/coam.html> and

789 <https://senate.osu.edu/committees/academic-misconduct>

790 **Faculty Rule 3335-3 (administration):** [https://trustees.osu.edu/rules/university-rules/chapter-3335-3-](https://trustees.osu.edu/rules/university-rules/chapter-3335-3-administration.html)  
791 [administration.html](https://trustees.osu.edu/rules/university-rules/chapter-3335-3-administration.html)

792 **Faculty Rule 3335-5 (governance):** [https://trustees.osu.edu/rules/university-rules/chapter-3335-5-](https://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html)  
793 [faculty-governance-and-committees.html](https://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html)

794 **Faculty Rule 3335-6 (tenure-track faculty appointments):** [https://trustees.osu.edu/rules/university-](https://trustees.osu.edu/rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html)  
795 [rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-](https://trustees.osu.edu/rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html)  
796 [promotion-and-tenure.html](https://trustees.osu.edu/rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html)

797 **Faculty Rule 3335-7 (clinical and research faculty appointments):**

798 [https://trustees.osu.edu/rules/university-rules/chapter-3335-7-rules-of-the-university-faculty-concerning-](https://trustees.osu.edu/rules/university-rules/chapter-3335-7-rules-of-the-university-faculty-concerning-clinical-faculty-appointment-reappointment-and-nonreappointment-and-promotion.html)  
799 [clinical-faculty-appointment-reappointment-and-nonreappointment-and-promotion.html](https://trustees.osu.edu/rules/university-rules/chapter-3335-7-rules-of-the-university-faculty-concerning-clinical-faculty-appointment-reappointment-and-nonreappointment-and-promotion.html)

800 **Faculty Rule 3335-8 (instruction):** [https://trustees.osu.edu/rules/university-rules/chapter-3335-8-](https://trustees.osu.edu/rules/university-rules/chapter-3335-8-instruction.html)  
801 [instruction.html](https://trustees.osu.edu/rules/university-rules/chapter-3335-8-instruction.html)

802 **Office of Academic Affairs Governance Documents Webpage:** <http://oaa.osu.edu/governance>

803 **Office of Academic Affairs *Policies and Procedures Handbook*:** [https://oaa.osu.edu/policies-and-](https://oaa.osu.edu/policies-and-procedures-handbook)  
804 [procedures-handbook](https://oaa.osu.edu/policies-and-procedures-handbook)

- 805 **Office of Human Resources Employee and Labor Relations:** <https://hr.osu.edu/services/elr/>
- 806 **Office of Human Resources Employment Services:** [www.hr.osu.edu/](http://www.hr.osu.edu/)
- 807 **Office of Human Resources Policies and Forms:** <https://hr.osu.edu/policies-forms>
- 808 **Policy 1.15 (sexual misconduct):** <https://hr.osu.edu/public/documents/policy/policy115.pdf>
- 809 **Policy 6.27 (paid leave):** <https://hr.osu.edu/public/documents/policy/policy627.pdf>
- 810 **Policy 6.45 (unpaid leave):** <https://hr.osu.edu/public/documents/policy/policy645.pdf>
- 811 **Policy on Equal Opportunity:** <https://hr.osu.edu/public/documents/policy/policy110.pdf>
- 812 **Policy on Faculty Annual Review:** <http://oaa.osu.edu/assets/files/documents/annualreview.pdf>
- 813 **Policy on Faculty Appointments:** <https://oaa.osu.edu/assets/files/documents/facultyappointments.pdf>
- 814 **Policy on Faculty Compensation:** <https://oaa.osu.edu/assets/files/documents/facultycompensation.pdf>
- 815 **Policy on Faculty Conflict of Commitment:**  
816 <https://oaa.osu.edu/assets/files/documents/conflictcommitment.pdf>
- 817 **Policy on Faculty Financial Conflict of Interest:**  
818 <https://oaa.osu.edu/sites/default/files/uploads/policies/Faculty-Financial-Conflict-of-Interest.pdf>
- 819 **Policy on Faculty Paid External Consulting:**  
820 <https://oaa.osu.edu/assets/files/documents/paidexternalconsulting.pdf>
- 821 **Policy on Faculty Professional Leave:**  
822 <https://oaa.osu.edu/assets/files/documents/facultyprofessionalleave.pdf>
- 823 **Policy on Faculty Recruitment and Selection:**  
824 [http://oaa.osu.edu/sites/default/files/links\\_files/facultyrecruitment.pdf](http://oaa.osu.edu/sites/default/files/links_files/facultyrecruitment.pdf)
- 825 **Policy on Special Assignment:** <https://oaa.osu.edu/assets/files/documents/specialassignment.pdf>
- 826 **Rules of the University Faculty:** <https://trustees.osu.edu/bylaws-and-rules/faculty-rules>
- 827 **Sample Letter Requesting External Evaluation:**  
828 <https://oaa.osu.edu/assets/files/documents/Letter201.pdf>
- 829 **University Institute for Teaching and Learning:** <https://uitl.osu.edu/>