

PATTERN OF ADMINISTRATION

DEPARTMENT OF HORTICULTURE AND CROP SCIENCE

**COLLEGE OF
FOOD, AGRICULTURAL, AND ENVIRONMENTAL
SCIENCES**

THE OHIO STATE UNIVERSITY

Approved by the Department of Horticulture and Crop Science, June 26, 2001
Revised per OAA Recommendations, July 23, 2001
Approved by OAA, August 17, 2001
Revised Draft, June 17, 2004

Revised and approved by the Department of Horticulture and Crop Science, July 15, 2004

JUL 28 2004

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FORWARD

This document is intended as a compilation of the Departmental administrative functions and organizations as well as the major policies and procedures affecting in the Department of Horticulture and Crop Science at the Ohio State University. This document is intended to provide the link with specific rules related to Faculty (hereafter referred to as the "Rules" and supplement certain policies and procedures outlined in the Office of Academic Affairs Policies and Procedures Handbook as well as other sets of rules and procedures published by the University.¹ This Pattern of Administration document is subject to continuing revision as appropriate and must be approved by the Department of Horticulture and Crop Science faculty. There will be occasions when changes in University policy will supersede some statements and policies contained in this document. It should be the responsibility of the Chair as well as the faculty to periodically review this document and revise it as necessary.

It is well to remind ourselves that the reputation, productivity, and functioning of any department is contingent upon the quality and synergistic relationships of its faculty. To quote Professor James Fullington in his 1952 forward to the OSU Department of English manual on administrative organization: "A department is neither a machine nor an organism; it is a community of teachers and scholars who should be trying to affect a common purpose. As in all social groups, the least government is the best; yet the (sic) Department is so large that in order to release the energies of its members for their primary purpose of teaching and scholarship some minimums of order is necessary. But rigid adherence to rules should never be allowed to interfere with achieving what is best for our students, our department, our university and our profession. In the last analysis, our ends will be most readily gained not by a constitution and by-laws, but by the harmonious and cooperative endeavor of every member of our community."

¹By Laws of the Board of Trustees
Rules of the University Faculty
By Laws of the University Senate
Office of Academic Affairs Policies and Procedures Handbook
Graduate School Handbook
College of Agriculture Policy Series

I. INTRODUCTION

A. Mission of the Department

The mission of the Department of Horticulture and Crop Science is to discover, synthesize and communicate knowledge about plants and their uses for the benefit of the people of Ohio and the world. The mission is fulfilled through research and educational programs that link advances in fundamental and applied knowledge of food, feed and ornamental plants to improvement in the quality of life and of the environment. These programs provide education and service to students, producers, allied industries, professional groups and society.

B. Vision for the Department

The Department of Horticulture and Crop Science will strive for preeminence as a nationally recognized leader in applied plant science through education, development of new information and innovative technology. The Department will be distinguished by members who work together in goal-oriented teams to provide quality programs in teaching, research, outreach and application of technology for problem solving.

The Department of Horticulture and Crop Science will strive for excellence by:

- Responding to problems and future needs in agriculture and society with research and education programs that improve life and preserve environmental quality.
- Implementing dynamic and relevant academic programs founded in research and responsive to the needs of students.
- Fostering a climate where new ideas and approaches to teaching, problem solving and outreach are encouraged, tested and implemented.
- Promoting a sense of departmental ownership among faculty, staff, and students by fostering an environment of open communication and involvement in decision making.
- Garnering adequate resources to implement programs outlined above that serve the people of Ohio and the world.

C. Departmental Philosophy

To be one of the best Horticulture and Crop Science Departments in the world, we must recruit and challenge the most motivated and talented people, pursue academic excellence as a way of life, and recognize that quality is the most essential characteristic of all programs and personnel. There must be 1) open communication, 2) encouragement and support of innovation and risk-taking, and 3) opportunities for all faculty, students and employees to develop to their highest potential. Teamwork, individual initiative, and leadership are critical ingredients in our organization. Programmatic priorities must be consistent with our mission and sensitive to societal needs. We expect all faculty, students, and employees to take personal responsibility for the quality of their work, and their personal/professional growth and development. The results of our programs and the students we teach are a source of pride for the whole department.

Members of the Horticulture and Crop Science Department acknowledge that they are scientifically and professionally involved with the interdependence of natural, social, and technological systems. They are dedicated to the acquisition and dissemination of knowledge that advances the sciences and professions involving plants, soils, and their environment.

In an effort to promote the highest quality of scientific and professional conduct among its members, the Horticulture and Crop Science Department endorses the following guiding principles, which represent basic values of our profession:

Members shall:

- Uphold the highest standards of scientific investigation and professional comportment, and an uncompromising commitment to the advancement of knowledge.
- Honor the rights and accomplishments of others and properly credit the work and ideas of others.
- Avoid conflicts of interest.
- Demonstrate social responsibility in scientific and professional practice by considering whom their scientific and professional activities benefit, and whom they neglect.
- Provide honest and impartial advice on subjects about which they are informed and qualified.
- As mentors of the next generation of scientific and professional leaders, strive to instill these ethical standards in students at all educational levels.

II. FACULTY GOVERNANCE AND PROVISIONS

A. Responsibilities of the Faculty

Inherent within the duties and obligations of the regular faculty appropriate to their Departmental appointment is the responsibility to be active and constructive participants in the affairs of Department governance. Likewise, faculty are expected to be active and visible members of the University faculty and community. Faculty are expected to participate in University functions, programs, and activities and are encouraged to participate in University and College development programs, including professional leaves, teaching enrichment programs, continuing education, etc. They are also expected to affiliate with and participate in their appropriate professional associations and societies.

A detailed description of guidelines for faculty searches, appointments, annual reviews, promotion and tenure, and associated information is presented in **Criteria, Procedures, and Guidelines for Appointments, Annual Reviews, Promotion and Tenure**.

The Governance and administration of the Department faculty shall be through the Chair, the Associate Chair, faculty committees, and powers of the faculty as outlined in this document and in the Office of Academic Affairs Policies and Procedures Handbook and (Rules 3335-1-04, 3335-5-35, 3335-3-291).

B. Organization and Faculty Governance

In addition to the administrative positions and organizations of the Department, much of the governance, functioning, policy formulation, and program implementation of the Department is carried out through both standing and ad hoc committees. Except where College and University rules and policies require an exception (e.g., Graduate Studies Committee), all Departmental Committees are advisory to the Chair. The Chair and Associate Chair serve as ex officio members of all Committees in the Department.

A description of all Departmental Standing Committees and their functions, responsibilities, and composition is presented in Section III, page 10. A Departmental Organizational Diagram of Committees is presented in Section IV, page 24.

C. Meeting of the Faculty

Faculty meetings are convened for the purpose of: 1) providing and transmitting information on matters of Departmental interest; 2) discussing and formulating policy initiatives and program change; and 3) formally

acting on faculty appointments and policy and program recommendations. All Faculty members are expected to attend and participate in the Faculty meetings.

The Chair will normally convene meetings of the faculty on a monthly basis with adequate notice, but no less frequently than once each quarter during the academic year (Rule 3335-5-18). For emergency meetings of the faculty, 24 hour notice shall be provided. Meetings of the faculty can be convened by written petition to the Chair of at least 10 eligible voting faculty.

An agenda will be prepared for each meeting and written minutes will be kept and distributed from the previous meeting at least 24 hours in advance of the next meeting. Minutes will be reviewed and approved as a part of the faculty meeting agenda. All regular and auxiliary faculty appointed within the Department are eligible to attend. A staff representative and graduate student representative, chosen by the combined staff and graduate students respectively, is invited to all meetings and may submit items for the agenda and participate in all discussion except faculty matters of a confidential nature for which they will not be present. At least one faculty meeting each year should be held at a common location (Mt. Vernon, branch station, etc.).

D. Faculty Decision-Making; Voting Eligibility, Quorum, Majority Rule

Decision-making which requires specific formal voting include faculty appointments, promotion and tenure; and these procedures are described in **Criteria, Procedures, and Guidelines for Appointments, Annual Reviews, Promotion and Tenure**.

For decision-making on other issues regarding routine management and oversight, the Chair will obtain faculty consensus whenever possible without a formal vote on matters requiring major decisions. If consensus on an issue cannot be reached, a vote shall be taken. Unless agreed to otherwise by the faculty, all votes shall be by ballot with abstentions counted. Motions made by the faculty, committee representatives, graduate student representative, and the Chair will be debated openly and voted upon if consensus is not obvious.

In principle, it is recognized that the presumption favoring majority rule will normally decide matters covered by this pattern of administration. Specifically, the parliamentary procedure used in meetings of the faculty will follow Robert's Rules of Order.

A quorum shall consist of those faculty present at a previously announced (minimum 24 hours) faculty meeting, but must number more than one-half of those faculty eligible to vote. A quorum shall consist of, and voting rights shall accrue to, those regular faculty whose salary line(s), or any portion thereof, is budgeted through the Department of Horticulture and Crop Science. Persons holding auxiliary titles are not eligible for tenure, may not vote at any level of governance, and may not participate in promotion and tenure matters. Likewise, all other auxiliary faculty, the staff representative and the graduate student representative are not eligible to vote or count in the quorum. Proxy votes will not be counted in the final vote except those submitted by eligible faculty who are present for most of the discussion on an issue and must leave (e.g. for class) prior to a vote.

Where a decision made by the Chair departs from the majority decision of the faculty, the Chair shall notify the faculty of this decision at a meeting of the faculty and provide the rationale for this decision prior to the Chair's recommendation to the administration. The Chair's recommendation to the administration shall also outline the decision of the majority of the faculty in such cases.

E. Procedure for Revision to Pattern of Administration

Changes and revisions of this document must be approved by the eligible voting faculty except where changes in University and College policies and rules supersede the procedures, policies, and criteria contained in this document. All proposed changes/revisions of this document must be submitted in writing by the Chair to the faculty at least 30 days prior to a regular or emergency-special faculty meeting. The vote by ballot to change/revise this document shall require a two-thirds majority of the eligible voting faculty constituting a quorum at the faculty meeting.

III. DEPARTMENT MANAGEMENT AND OVERSIGHT

A. Introduction to Management and Oversight

The successful academic department of the future will foster focus and teamwork in academic programs. Individual isolation in such a department is counter-productive to the long term welfare of that unit. Decision-making processes which encourage and facilitate input of ideas from the scope and breadth of the faculty, staff and students is valued. Focus and teamwork, especially interdisciplinary teamwork, is more effective in addressing issues of discovery and education than is pure individualism. A more comprehensive approach is taken towards needs/opportunities assessment and developing programs that create solutions using the team approach.

B. Chair

Relationship to the Faculty

The Department Chair (the Chair henceforth) serves as the administrative head of the Department and is held responsible by the College and University administration for all Departmental programs, activities, and resources. The Chair operates the business of the Department through the Business Management Organization of the Department, described in Diagram B on page 25. In accordance within the policies of the OSU Board of Trustees set forth in the "Office of Academic Affairs Policies and Procedures Handbook", all administrative matter relating to the Department (e.g. appointments, recommendations, requests, etc.) are forwarded to the appropriate administrative officer of the College and University by the Chair. It is recognized that the Chair's function is not to rule but to lead, not to dominate and dictate, but to administer, interpret, coordinate, and implement, where possible through consensus, the will of the faculty. The overriding obligation of the Chair is to nurture creativity and foster productivity/professional growth.

Only through consultation and interaction with the faculty can the Chair effectively carry out those duties as defined and required by the University (Rule 3335-5-35). The Chair consults with the faculty on all educational and academic policy matters (as opposed to administrative procedures and responsibilities Rule 3335-1-04) and such consultation, where practicable, is undertaken at a meeting of the faculty as a whole. Subpart (c) of Rule 3335-3-35 (B)(2) requires that the Departmental Pattern of Administration document include a statement that the Department Chair consult with the faculty as whole on all policy matters. And because the authority of the faculty under the University bylaws (Rule 3335-1-04) is to establish "educational and academic policies" of the University subject to approval of the Board of Trustees, this document must state that all matters involving "educational and academic" policies require consultation with the faculty as a whole. Since administrative procedures and responsibilities are not covered by those "Rules" which specify faculty authority, the Chair must operate with discretion in bringing matters before the faculty for decisions. Clearly, educational and academic policy and decisions must be brought before the faculty, including the design and/or restructuring of faculty positions and the selection of new faculty. However, the Chair must retain some discretionary authority so as not to operate in a totally democratic framework where each and every decision must be brought before the faculty, thereby reducing Departmental efficiency and administrative effectiveness.

Appointment and terms of service:

The Chair shall be appointed for a term of four years by the Board of Trustees upon the nomination of the President and shall be eligible for re-appointment. In selecting a Chair, the President shall confer with the Dean of the College. The Dean, in turn will consult with the faculty of the Department as well as other appropriate University officials (Rule 3335-3-35).

Responsibilities of the Chair:

- General administrative responsibility for Department programs, subject to the approval of the Dean of the College, Associate Dean and Director of Academic Affairs, Director of OARDC, Director of OSUE, Director of International Programs, and other College and University administrators as appropriate.
- Present to faculty members a Pattern of Departmental Administration for approval.
- Prepare a statement setting forth the criteria and procedures according to which recommendations concerning salary increases, promotions, and granting of tenure are made within the Department.
- Operate the business of the Department with efficiency and dispatch.
- Plan with members of the faculty, the Dean of the College, and appropriate directors progressive programs in the areas of teaching, research, graduate studies, extension, and international plant sciences and execute such plans.
- Serve as an ex-officio member of all committees and appoints their membership in consultation with committee chairs where appropriate, with the exception of those members elected as described for each Committee.
- Prepare annual budget recommendations, in consultation with the Associate Chair and the Executive Advisory Committee, for consideration by the Dean of the College and to manage this budget responsibly and in accordance with the mission of the Department.
- Allocate resources to carry out the programs of teaching, research, and extension.
- Evaluate Departmental programs and administrative processes and make recommendations for improving them.
- Provide annual evaluations of regular Departmental faculty based on performance criteria appropriate to one's assigned duties and responsibilities as a faculty member.
- Evaluate staff members periodically in accordance with criteria approved by the Board of Trustees and subject to instructions from the Executive Vice President and Provost, and also according to such supplemental criteria as may be established by the Department.
- Recommend to the Dean, after consultation in accordance with the Pattern of Departmental Administration, appointment, promotions, dismissals, and matters affecting the tenure of the Departmental faculty.
- Encourage high quality teaching, scholarly research, and comprehensive extension programs.
- Promote improvement of instruction by providing for students and peer evaluations of courses.
- Provide all faculty, regardless of their assigned location, Departmental privileges and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of morale.
- Provide adequate supervision and professional development opportunities to those members of the faculty and staff who may profit by such assistance.
- Foster the integration of Columbus and Wooster research programs and activities with advisement from the Associate Chair and the leadership of the Educational Subject Matter and Research-based Working Groups.
- Inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by the tenure initiating unit and to place in that file a response to any evaluation, comment or other material contained in the file.
- Conduct exit survey of undergraduate and graduate students.

C. Associate Chair

Relationship to faculty

The Department of Horticulture and Crop Science shall have an Associate Chair selected from the regular faculty. The Associate Chair will be located at the Wooster campus. The Associate Chair, unless otherwise delegated by the Chair, becomes the Acting Chair in the Chair's short term absence. In case the Chair is incapacitated for a long term (in excess of 30 working days) or vacates the position suddenly due to illness, death, termination of appointment or personal decision, the faculty shall request that the Dean of the College appoint an Acting Chair.

Appointment and terms of service

The Associate Chair shall be appointed from the regular faculty by the Chair, in consultation with the faculty, and with the approval of the Director/OARDC and the Vice President and the Dean of the College of Food, Agricultural, and Environmental Sciences. The Associate Chair serves at the discretion of the Chair but no more than for a four-year term with eligibility renewal upon satisfactory evaluation. The Associate chair shall be evaluated annually by the Chair and at the end of each term by the faculty. Faculty input to the evaluation process will be solicited in writing via an appropriate instrument submitted by the Chair. Upon a favorable evaluation at the end of the term, the Associate Chair may be reappointed. If the evaluation is not favorable, the Chair will proceed with a new appointment. The Associate Chair position shall not be construed as an official administration position with full time responsibilities, but the appointment, duties and other responsibilities (e.g., research, teaching, extension) shall be defined and delegated by the Chair.

Responsibilities of the Associate Chair:

- Provide daily management, oversight and facilitation of the Wooster-based faculty, staff, and students, including the research, teaching, and extension functions.
- Provide general coordination of the Departmental research program, namely; assistance in OARDC budget development, monitoring and management; research manuscript reviews; reporting (CRIS, OARDC Annual Reports, etc.); monitoring and managing Hatch, State, and regional project approvals, project initiations, revisions, and terminations; and similar types of administrative duties.
- Foster coordination with the Chair of those research programs at Wooster and other research program coordination functions the Chair deems appropriate to delegate and coordinate with the Associate Chair.
- Facilitate and enhance communication between Columbus and Wooster in cooperation with the Chair.
- Represent the Department at College committees, industry organizations and with local, state and national officials as assigned by the Chair.
- Provide input on Department issues as an ex officio member of all standing Committees.
- Provide input on Department issues of programmatic development, budget development, resources allocations, personnel evaluation, and annual salary adjustments as assigned by the Chair.

D. Department Committees

Much of the governance, functioning, policy formulation, and program implementation of the Department is carried out through both standing and ad hoc committees. The Chair is expected to use appointments to various committees to ensure balance and representation of a broad cross-section of departmental programs and a diversity of locations. The Chair and the Associate Chair serves as ex-officio members of all committees. The Chair may delegate responsibility to the Associate Chair for all Wooster-campus committees. The Department values the input from the breadth and scope of the faculty, staff and students in the Department in management of committees. As such, additional appointments will be made by the Chair as appropriate following discussion with the respective Committee Chair.

Committee elections and appointments will be completed using a timetable that will facilitate the annual schedule of Department activities (generally from January to December). Elections will be conducted by an ad hoc Nominations Committee as described on page 22.

1. Executive Advisory Committee

The Executive Advisory Committee (EAC) shall be a representative forum of the faculty, staff, and administration that address issues of importance to the Department. It serves in an advisory capacity to the Chair and as the long range planning body for the Department. The committee shall provide a mechanism for broad input and focused discussion from which specific recommendations may be made to the department as a whole. While this committee is charged with the responsibility of reviewing and recommending faculty positions and alignments, all decisions pertaining to faculty positions and faculty alignments must be brought to the faculty as a whole by the Chair for review and discussion.

Responsibilities of the Executive Advisory Committee:

- Review current faculty alignments and support resources and makes recommendations to the Chair and faculty for filling, adding new faculty positions, or redirecting open positions to maintain and strengthen program areas.
- Review departmental staffing and support resource priorities for faculty consideration.
- The committee will be convened by the EAC chair, to advise the Chair on issues affecting faculty and staff well-being, departmental policies, space, facility, and resource allocations, program direction, performance evaluation and any other matters as deemed appropriate.
- Invite input from the faculty and staff regarding issues of importance to the well-being and future direction of the department.
- Provide a mechanism for broad input and focused discussion from which specific recommendations may be made to the department as a whole.
- In cooperation with the Chair, the EAC will review the Pattern of Administration document as appropriate.

Responsibilities of the Executive Advisory Committee Chair:

- Prepare agendas and arrange for committee meetings as needed.
- Lead committee meetings.
- Report goals of the committee to the Department Chair as appropriate.
- Provide faculty with updates of committee activities as appropriate.
- Provide effective liaison with committees and appropriate parties.

Committee composition and terms of service:

The EAC is comprised of the Chair and Associate Chair; three elected faculty for three-year rotating terms; two faculty appointed by the Chair for three-year terms; and two staff members representing both the Columbus and Wooster Campuses, each selected by a simple majority of the staff voting from the respective locations. The EAC chair shall be elected by a simple majority of the EAC to serve a three-year term (which may extend the term of service). A chair designate will also be elected. At least one junior faculty member shall be a member of this committee. The Chair is expected to use appointments to this committee to ensure balance and representation of a broad cross-section of departmental programs and a diversity of locations.

2. Promotion and Tenure Committee

The Promotion and Tenure (P&T) committee coordinates procedures for promotion and tenure followed by the Department of Horticulture and Crop Science. These procedures are under the auspices of rules and regulations mandated by the Office of Academic Affairs at the Ohio State University, details of which are available to all faculty at http://oaa.ohio-state.edu/handbook/xi_guidelines.html.

The specific details of the promotion and tenure process, including details relative to appointments, are not part of this section describing the P&T committee. Faculty applying for or advising untenured faculty for promotion and/or tenure must carefully read **Criteria, Procedures, and Guidelines for Appointments, Annual Reviews, Promotion and Tenure**.

Responsibilities of the Promotion and Tenure Committee:

- Annually review documentation of progress of untenured faculty, and make recommendations for faculty growth and development toward tenure and promotion.
- Approve or decline (by majority vote) applications for promotion and tenure from candidates not under review.
- Organize and conduct faculty review of application for promotion and tenure.
- Review issues and concerns from the faculty relating to appointments, promotion, and tenure.

Responsibilities of the Promotion and Tenure Committee Chair:

- Prepare agendas and arrange for committee meetings as needed.
- Lead committee meetings.
- Work closely with the Chair on all details of the P&T process.
- Provide faculty with updates of committee activities as appropriate.

Committee composition and terms of service:

The P&T Committee shall consist of five regular, salaried faculty elected from among tenured Professors and tenured Associate Professors with the latter comprising no more than two of the members. The Committee will have at least one member with a primary appointment in teaching, research and extension. The Committee will have members from both the Wooster and Columbus campuses. Committee members will serve three-year staggered terms. Election of new members will be completed using a timetable that will facilitate the annual schedule for P&T activities (generally February through November). The P&T Committee Chair will be elected from within the Committee, will be a full Professor, and will serve a one-year term. The Chair and Associate Chair are ex-officio, non-voting members of this Committee. However, their attendance at P&T meetings is crucial, providing the Committee with a broad perspective of each candidate's performance, resource allocations, and other elements that might be difficult for the Committee to assess or obtain through documentation available to it.

3. Academic Affairs Committee

The Academic Affairs Committee (AAC) provides oversight for undergraduate instructional programs with the overall goal of developing progressive programs that fulfill the Department's mission.

Responsibilities of Academic Affairs Committee:

- Develop, revise, and oversee the Department's courses and curriculum and all matter pertaining to teaching, including faculty development in the areas of teaching, teaching support (e.g. TA assignments, equipment and facility requirements, etc.).
- Monitor teaching loads and course scheduling and advise the Department Chair on the teaching assignment.
- Recommend to the Chair measures and means to enhance and improve faculty development in the area of teaching including student and peer evaluations.
- Lend assistance to undergraduate student organizations.
- Recommend Departmental procedures for student discipline and grievances, interpretation of student responsibilities and rights.
- Recommend methods or activities for continually improving faculty-student relationships.
- Work closely with relevant program coordinators and other committees to enhance undergraduate recruiting, communications, and advising.

Responsibilities of the Academic Affairs Committee Chair:

- Provide oversight, monitoring, and coordination of the teaching program in consultation with the AAC and where appropriate make recommendations to the Chair for program implementation.
- Prepare agendas and arrange for committee meetings as needed.
- Lead committee meetings
- Report the stated goals of the committee for the coming year to the Chair.
- Provide faculty with updates of committee activities as appropriate.
- Advise the Chair on matters that relate to teaching evaluations as one element of faculty evaluation consistent with criteria and procedures.
- Work closely with the Chair to identify Coordinating advisors for Department majors, and facilitate activities of Coordinating advisors.
- Provide supervision to respective staff as assigned.
- Coordinate graduate teaching assignments with the Graduate Studies Committee Chair.
- Responsible for budget preparations and reports pertaining to the teaching program.
- Advise the Chair on matters that relate to faculty evaluation for teaching consistent with the criteria and procedures for faculty performance.

Responsibilities of the Academic Affairs Chair-Designate:

- Provide a liaison between the AAC and the undergraduate internship program.
- Provide a liaison between the AAC and the scholarship program.
- Provide a liaison between the AAC and Recruitment Committee.
- Provide a liaison between the AAC and student organizations.
- Provide supervision to staff as assigned.

Responsibilities of the Coordinating Advisors:

- Serve as liaison between the College Office and the Department concerning advising activities, and keeping faculty advisers in the Department informed of changes and developments necessary for quality advising.
- Secure suggestions from the faculty for improving the advisory program.
- Arrange for an alternate to serve in her/his absence with the approval of the Chair.
- Serve as the initial contact for new student majors entering the Department, explore their interests and abilities and assign them to an appropriate faculty adviser.
- Arrange a system so that someone in the Department can take student appointments when the regular adviser is not available.
- Distribute copies of the "Major Declaration Form" to the College Office, the previous advisor and Department B is applicable.
- Forward the student's records to the coordination adviser in the Department where a new major has been selected.
- Maintain a master card file or use some other system to keep an up-to-date record of student majors in the Department. (An occasional check with the College Secretary may be necessary to keep the records accurate.)
- Keep the records of "drop-outs" for a minimum of three-years.
- Serve on the College Undergraduate Academic Advising Committee.

Committee composition and terms of service:

The Chair of the AAC will be elected by the faculty to serve two consecutive terms, with the first term as Chair-Designate follow election. The Committee Chair will be evaluated annually by the Chair and at the end of each term by the faculty. In addition to the Committee Chair and Chair-Designate, the Committee will be composed of five regular, budgeted faculty members serving two-year terms. Committee members will be appointed by the Chair following consultation with the Committee Chair to represent a cross-section of Department programs in undergraduate and graduate instruction. The appointments will include four teaching faculty from the Columbus campus and at least one faculty member from the Wooster campus. Staff and students may be appointed to the Committee by the Chair as appropriate following discussion with the Committee Chair. The Coordinating advisors, who are appointed to two-year terms by the Chair in consultation with the AAC Chair, will serve as ex-officio members of AAC if they are not already members.

4. Graduate Studies Committee

The graduate studies program is administered and coordinated through the Graduate Studies Committee (GSC) in accordance with the policies and procedures outlined in the Graduate Faculty Handbook, and the Horticulture and Crop Science Graduate Handbook. The GSC Committee has sole responsibility for matters pertaining to graduate faculty rank.

Responsibilities of Graduate Studies Committee:

- Carry out the responsibilities of the graduate program of the Department as outlined in the University Graduate Faculty Handbook.
- Review and evaluate applications for graduate study in Horticulture and Crop Science and process admissions.
- Recommend to the faculty students for entrance into the Departmental Graduate Program.

- Recommend those students who merit financial assistance, including graduate assistantships.
- Coordinate faculty-student assignments.
- Coordinate graduate teaching assistant responsibilities.
- Approve research programs of Horticulture and Crop Science graduate students.
- Coordinate operations of the Department graduate program with College and University graduate committees and the Graduate School.
- Appoints faculty for Category M and P membership on the graduate faculty.
- Reviews the membership category of a Departmental graduate faculty member. The review may result in a recommendation to the Executive Committee of the Council on Research and Graduate Studies that the category level be reduced or removed.
- Oversee graduate student recruitment, including recruitment at professional meetings, in consultation with the Student Recruiting Committee.
- Review and recommend programs (workshops, visiting professors, seminars, etc.) plan and conduct the Department seminar program, including seminar presentation and colloquia requirements and evaluation of graduate students, promotion of faculty seminar presentations, and planning and providing for outside speakers and programs.

Responsibilities of the Graduate Studies Committee Chair:

- Provide oversight, monitoring, and coordination of the Graduate Education program in consultation with the GSC and where appropriate make recommendations to the Chair for program implementation.
- Prepare agendas and arrange for committee meetings as needed.
- Lead committee meetings.
- Report the stated goals of the committee to the Chair as appropriate.
- Provide faculty with updates of committee activities as appropriate.
- Manage activities of Graduate Studies program within available resources.
- Advise the Chair on matters that relate to faculty evaluation for graduate education as one element of faculty evaluation consistence with criteria and procedures.
- Provide supervision to respective staff as assigned.
- Coordinate graduate teaching assignments, in collaboration with the AAC Chair, and monitor graduate student teaching loads.
- Responsible for budget preparations and reports pertaining to the graduate studies program.

Responsibilities of the Graduate Studies Chair-Designate:

- Take primary leadership and responsibility for graduate student recruiting activities.
- Take primary leadership and responsibility for coordination of the seminar program.

Committee composition and terms of service:

The Chair of the GSC will be elected by the faculty to serve two consecutive terms, with the first term as Chair-Designate follow election. In addition to the Committee Chair and Chair-Designate, the Committee will be composed of five regular, budgeted faculty members and one graduate student for two-year terms. Committee members will be appointed by the Chair in consultation with the Committee Chair. Committee members will be appointed by the Chair following consultation with the Committee Chair to represent a cross-section of Department programs in undergraduate and graduate instruction. The appointments will include four teaching faculty from the Columbus campus and at least one faculty member from the Wooster campus. Additional staff and students may be appointed as appropriate. The GSC will be reviewed annually by the Chair and at the end of each term by the faculty.

5. Extension Program Committee

The Extension Program Committee will provide leadership relative to the extension programs being conducted in the Department.

Responsibilities of Extension Program Committee:

- Develop goals for the Department's extension programs for the coming year.
- Provide effective liaison with extension programs in other units and appropriate parties.
- Provide monitoring, and coordination of the Extension program and develop recommendation for program implementation.
- Recommend to the Chair measures and means to enhance and improve faculty development in the area of instruction including clientele and peer evaluations.
- Assist in the development of the Extension program focus, program direction, and assignments.
- Provide assistance relative to budget preparations, and reports pertaining to the Extension programs.

Responsibilities of the Extension Program Committee Chair:

- Provide oversight, monitoring, and coordination of the Extension program and make recommendations to the Chair for program implementation.
- Prepare agendas and arrange for committee meetings as needed.
- Lead committee meetings.
- Report goals of the committee to the Chair.
- Provide faculty with updates of committee activities as appropriate.
- Provide effective liaison with other committees and appropriate parties.
- Advise the Chair on matters that relate to faculty evaluation for extension as one element of faculty evaluation.
- Provide supervision to respective staff as assigned.
- Monitor the Extension program focus and advise the Chair on program direction and assignments.
- Coordinate and assist with budget preparations and reports pertaining to the Extension program.

Committee composition and terms of service:

The Chair of the Extension Program Committee will be elected by the faculty, for a two-year term with eligibility for the term renewal upon satisfactory evaluations. In addition to the Committee Chair, the Committee will be composed of five regular, budgeted faculty member from the Columbus and Wooster representing as nearly as possible a cross-section of Department programs in extension. Committee members will be appointed by the Chair in consultation with the Committee Chair. Terms of service for Committee members will be two-years. The Extension Program Chair shall be evaluated annually by the Chair and at the end of each term by the faculty.

6. Student Recruiting Committee

The Student recruiting Committee's primary responsibility is the implementation of a professional recruitment program that meets the needs of the Department's goals relative to the undergraduate and graduate student programs.

Responsibilities of Student Recruiting Committee:

- Develop and implement a Departmental plan for recruiting students for undergraduate and graduate programs in consultation with the AAC and GSC.
- Assure recruiting will be consistent with Departmental programs and direction.
- Coordinate Departmental activities with the College.

Responsibilities of the Student Recruiting Committee Chair:

- Prepare agendas and arrange for committee meetings as needed.
- Lead committee meetings.
- Report goals of the committee to the Chair as appropriate.
- Provide faculty with updates of committee activities as appropriate.
- Provide effective liaison with AA and GS programs and other appropriate parties.
- Provide supervision to respective staff as assigned.
- Ensure that the Department is represented at the College and in other recruiting situations outside the Department.

Committee composition and terms of service:

The Student Recruiting Committee will be composed of four regular, budgeted faculty representing a cross-section of Departmental programs serving three-year terms. The appointments, including that of the Committee Chair, will be made the Chair in consultation with the Chairs of the AAC and the GSC, both of whom will serve as ex-officio members of the committee. Additional appointments from staff and/or student members will be made by the Chair as appropriate following discussion with the Chairs of the Student Recruiting Committee, ACC and GSC.

7. Alumni and Public Relations Committee

The Alumni and Public Relations Committee's primary responsibility is to enhance the relationship between the Department and it's alumni, friends and clientele through professional programs, communications, and public relations.

Responsibilities of Alumni and Public Relations Committee:

- Maintain records and communication with Department Alumni, Associations, Industry Groups, and relevant individuals.
- Coordinate alumni programs with the College and University.
- Promote professional recognition of outstanding alumni, friends and industry leaders by publicizing awards and nominating worthy candidates.
- Prepare, or designate persons to prepare, nominating packets for submission to the Ohio Agriculture Hall of Fame and other appropriate organizations.
- Coordinate activities with the Department Awards and Recognition Committee as well as other committees as appropriate.

Responsibilities of the Alumni and Public Relations Committee Chair:

- Prepare agendas and arrange for committee meetings as needed.
- Lead committee meetings.
- Report goals of the committee to the Chair as appropriate.

- Provide faculty with updates of committee activities as appropriate.
- Provide supervision to respective staff as assigned.
- Provide effective liaison with alumni organizations, the Awards and Recognition Committee, and other appropriate parties.

Committee composition and terms of service:

At least three faculty shall be appointed with two-year staggered terms. The Chair shall designate the Committee Chair and members. Additional appointments of staff members to the Committee will be made by the Chair as appropriate following discussion with the Committee Chair. Additional appointments, including an alumni representative, may be included by the Committee as deemed appropriate. The Committee Chair shall also serve as ex-officio member of the Awards and Recognition Committee.

8. Awards and Recognition Committee

The Awards and Recognition Committee's primary responsibility is the identification and nomination of deserving faculty, staff and students for professional awards and recognition. By doing so, the Committee promotes and encourages individual excellence that reflects highly on the collective quality of the Department.

Responsibilities of Awards and Recognition Committee:

- Promote professional development and recognition of outstanding faculty, staff, and students by publicizing awards and nominating worthy candidates.
- Prepare or designate persons to prepare, nominating packets for submission to professional societies, universities, OARDC, OSUE, honor societies and other appropriate organizations.
- Seek to promote the accomplishments of individuals in the Department.

Responsibilities of the Awards and Recognition Committee Chair:

- Prepare agendas and arrange for committee meetings as needed.
- Lead committee meetings
- Report the stated goals of the committee for the coming year to the Chair.
- Provide faculty with updates of committee activities as appropriate but not less than twice per year.
- Provide effective liaison with other committee, particularly the Alumni and Public Relations Committee.

Committee composition and terms of service:

The committee will consist of six faculty representing a broad cross-section of departmental programs and a diversity of locations; and two staff members one each from the Wooster campus and the Columbus campus. The chair of the Alumni and Industry Relations Committee shall be an ex-officio member. Committee members and the chair will be appointed by the Chair for three-year staggered terms.

9. Field Operations Committee

The Field Operations Committees in the Department are responsible for oversight management of all field operation facilities and associated personnel officially assigned to the Department of Horticulture and Crop Science that provide service to the various faculty programs in extension, teaching and research as well as their

cooperators from other units. Separate Field Operations Committees are in place for both the Columbus campus and the Wooster campus.

Responsibilities of Field Operations Committees:

- Develop and oversee policies and procedures for the efficient allocation, use and operation of field facilities at the respective campus as well as other local sites assigned to the Department.
- Coordinate the operations of field facilities and personnel in conjunction with the appropriate Farm Manager(s).
- Establish a system of work requests and field plans for field research by principal investigators, used to assist the Farm Manager(s) in decision-making regarding land assignments and equitable and timely distribution of resources.
- Assist the Farm Manager(s) in coordinating operations with other research and support units.
- Formulate, in conjunction with the farm manager, plans for the care and stewardship of soil, water, and other resources.
- Review and approve land requests from principal investigators outside the Department.
- Work in cooperation with the Safety Committee carry out worker protection standards, tractor safety, and pesticide safety training.
- Conduct long-term planning for departmental equipment, labor, and field research infrastructure needs.

Responsibilities of the Farm Operations Committee Chair:

- Prepare agendas and arrange for committee meetings as needed.
- Lead committee meetings.
- Report the goals of the committee to the Chair as appropriate.
- Provide faculty with updates of committee activities as appropriate.
- Ensure that policy changes or other important information are communicated to the Department as appropriate.
- Provide effective liaison with other farm Operations Committee as well as the respective Building Space and Facilities Committee.
- Provide effective liaison with other Department committees and other parties as appropriate.
- Provide supervision to respective staff as assigned.
- Chair of the Columbus Field Operations Committee shall serve as the Departmental representative to the Columbus Operations Administrative Coordinating Committee (COAC).
- Work with respective staff to prioritize and budget activities within available resources.

Committee composition and terms of service:

For both the Columbus campus and Wooster campus Field Operations Committee, at least three faculty engaged in field plot research shall be appointed for three-year staggered terms. The committee members and the committee chair will be appointed by the Chair. Additional appointments from the staff, including respective farm managers, will be made by the Chair following discussion with the Committee Chair.

10. Building Space and Facilities Committees

The Building Space and Facilities Committees in the Department are responsible for leadership relative to the building and associated facilities therein officially assigned to the Department of Horticulture and Crop Science that provide service to the various faculty programs in extension, teaching and research. Separate Building and Space Facilities Committees are in place for both the Columbus campus and the Wooster campus.

Responsibilities of Building Space and Facilities Committees:

- Develop guidelines regarding building space and facilities under departmental responsibility.
- Recommend plans or options for future consideration regarding all office, lab, teaching, and service space.
- Review space and facilities availability and make recommendations to the Chair as personnel and programs change.
- Coordinate communications with other Departmental committees, and the equivalent building space and facilities committees of other units, as deemed necessary by the Chair or the committee.

Responsibilities of the Building Space and Facilities Committee Chair:

- Prepare agendas and arrange for committee meetings as needed.
- Lead committee meetings
- Report the goals of the committee to the Chair as appropriate.
- Ensure that changes in guidelines or other important information are communicated to the Department as appropriate.
- Provide faculty with updates of committee activities as appropriate.
- Provide effective liaison with other committee and appropriate parties.

Committee composition and terms of service:

For both the Columbus campus and Wooster campus Building Space and Facilities Committees, at least three faculty shall be appointed for three-year staggered terms. The committee members and the committee chair will be appointed by the Chair. Additional appointments from the staff may be made by the Chair as appropriate following discussion with the Committee Chair.

11. Greenhouse, Growth Chamber and Nursery Committees

The Greenhouse, Growth Chamber and Nursery Committees in the Department are responsible for leadership relative to the buildings and associated facilities therein officially assigned to the Department of Horticulture and Crop Science that provide service to the various faculty programs in extension, teaching and research. Separate Greenhouse, Growth Chamber and Nursery Committees are in place for both the Columbus campus and the Wooster campus.

Responsibilities of the Greenhouse, Growth Chamber and Nursery Committee:

- Review and develop policies and procedures for the efficient allocation, use and operation of Departmental greenhouses, growth chamber facilities and nursery area assigned to the Department.
- Make recommendations for needed supplies, equipment, maintenance and facilities improvements.

Responsibilities of the Committee Chair:

- Prepare agendas and arrange for committee meetings as needed.
- Lead committee meetings.
- Report the goals of the committee to the Chair as appropriate.

- Provide faculty with updates of committee activities as appropriate.
- Ensure that policy changes or other important information are communicated to the Department as appropriate.
- Provide effective liaison with other committees and appropriate parties particularly the Columbus campus Chadwick Arboretum and Learning Garden Committee in the coordination of the Learning Garden.
- Provides supervision to respective staff as assigned.
- Work with respective staff to prioritize and budget activities within available resources.

Committee composition and terms of service:

For both the Columbus campus and Wooster campus Greenhouse, Growth Chamber and Nursery Committees, at least three faculty engaged in greenhouse and/or nursery activities shall be appointed for three-year staggered terms. The committee members and the committee chair will be appointed by the Chair. Additional appointments from the staff, including respective greenhouse and/or nursery managers, will be made by the Chair following discussion with the Committee Chair.

12. Chadwick Arboretum and the Learning Garden Committee

The Committee (CALG) coordinates programs on the Columbus campus for the Chadwick Arboretum as well as the Learning Garden in order to advance the research, education and outreach mission of the Department.

Responsibilities of the Chadwick Arboretum and the Learning Garden Committee:

- Develop guidelines for coordinating teaching, extension and research programs and activities of the Chadwick Arboretum and the Learning Garden which advance the Department's mission.
- Develop plans for new projects or changes in existing Arboretum or garden areas.
- Coordinate activities of and maintain communication with the Chadwick Arboretum Volunteers, Friends of Chadwick Arboretum and other external clientele groups in coordination with other Department programs.
- Oversee and work with the staff on planting and maintenance, and associated garden activities including commitments made to donors.
- Oversee the appointment and activities of undergraduate students for the Mayhew Fellowship program in coordination with the ACC.
- Formulates policy on plant accessions, decides on acquisition and maintenance of plant collections and oversees the maintenance of appropriate records of plant collections.
- Formulates and prioritizes activities within available resources, develops priorities for external funding and identifies potential sources of funding for existing and proposed projects.
- Develops a progressive liaison with other Department committees as well as with other Arboretum and gardens including the Secrest Arboretum.

Responsibilities of the Committee Chair:

- Prepare agendas and arrange for committee meetings as needed.
- Lead committee meetings.
- Report the goals of the committee to the Chair as appropriate.
- Provide faculty with updates of committee activities as appropriate.
- Provide effective liaison with other committees particularly the Columbus campus Greenhouse, Growth Chamber and Nursery Committee in the coordination of the Learning Garden.
- Provide effective liaison with other Arboretum and Gardens including the Colleges Secrest Arboretum.

- Provides supervision to respective staff as assigned.
- Work with respective staff to prioritize and budget activities within available resources.

Committee composition and terms of service:

The Committee will consist of at least four faculty serving two-year terms. The committee members and the committee chair will be appointed by the Chair. Other faculty and staff may be appointed by Chair as appropriate following discussion with the Committee Chair for the planning and implementation of specific programs.

13. Safety and Security Committees

Providing a safe and secure work place is an important activity, and various guidelines have been established by University policy. The University provides various services and training programs to promote a safe and secure workplace. Separate Safety and Security Committees will be in place for both Columbus and the Wooster campus.

Responsibilities of the Safety and Security Committee:

- Review, coordinate, and implement all safety procedures and policies emanating from the College and University including hazardous materials and radio nuclides.
- Review departmental facilities and procedures and alert the faculty and Chair to unsafe conditions and situations resulting from programs and operations in the Department.
- Review security and safety measures necessary to provide security of both personnel and equipment.
- Assist principal investigators and program managers to provide a safe working environment for their employees.
- Assist principal investigators and program managers to comply with safety procedures and policies emanating from the College, University and State and Federal government.
- Alert responsible parties and Chair/Associate Chair to unsafe conditions and situations resulting from programs and operations in the Department.
- Review security and safety measures necessary to provide security of both personnel and equipment.

Responsibilities of the Safety and Security Committee Chair:

- Prepare agendas and arrange for committee meetings as needed.
- Lead committee meetings.
- Report the goals of the committee to the Chair as appropriate.
- Provide faculty with updates of committee activities as appropriate.
- Ensure that changes in guidelines or important information are communicated to the Department as appropriate.
- Provide effective liaison with designated safety officers, other committees, and appropriate parties.

Committee composition and terms of service:

For both the Columbus campus and Wooster campus Safety and Security Committees, at least three faculty shall be appointed for three-year staggered terms. The committee members and the committee chair will be appointed by the Department Chair. Additional appointments from the staff, including respective lab coordinators, field operations managers, and greenhouse and/or nursery managers, will be made by the Chair as appropriate following discussion with the Committee Chair.

A. Nominations Committee

In order to develop a slate of candidate for specific elected faculty and/or staff positions, the Chair shall appoint a three-member Nomination Committee from three regular faculty. These faculty should have the experience and knowledge to represent the Department's breadth and scope in respect to programs and location. This Nomination Committee will carry out the nomination and election process for all elected committee positions with the faculty/staff and maintain the appropriate staggering of terms as described in the Composition and Terms of service section of the respective committees. The nomination procedure will result in two candidates per position on the final ballot representing the requirements of respective committees. The nomination process will take place during the Fall of each year, and the elections concluded at the annual Departmental retreat in December to facilitate the annual schedule of Department activities (generally from January to December).

B. Temporary Appointments to the Promotion and Tenure, and the Executive Advisory Committees

Members of these major committees are expected to serve their full terms. However, in the event of an unforeseen inability to fulfill the term, (e.g. major illness, resignation from the faculty, professional leave), the following procedure shall be used to replace the individual to fulfill the term or substitute for a specific amount of time (e.g. duration of profession leave):

1. If the vacancy will be for approximately a single year or less of service, the Chair shall appoint a faculty member to replace the incumbent who was elected but is unable to serve. The replacement shall, to the best approximation possible, have similar qualifications as the incumbent being replaced (e.g. faculty rank, location, discipline area, etc.) The recommended appointment shall be presented to the faculty at a regularly scheduled faculty meeting and approved by a majority ballot vote of those faculty present and eligible to vote. If approved, the appointee will serve that portion (approximately one year or less) of the term vacated by the incumbent. If the Chair's appointee is not approved, the selection will be made by way of a nominating committee and an election held.
2. If the vacancy will be for significantly more than a year, the selection of a replacement member will be made by way of a nominating committee and an election held.