

**PATTERN OF ADMINISTRATION**

**DEPARTMENT OF NEUROSCIENCE**

**THE OHIO STATE UNIVERSITY**

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## **I INTRODUCTION**

This document provides a brief description of the Department of Neuroscience as well as a description of its policies and procedures. It supplements the Rules of the University faculty and other policies and procedures of the University to which the department and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document.

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

## **II DEPARTMENT MISSION**

The mission of the Department of Neuroscience is to strive for excellence in:

1. the conduct of research in basic and applied neuroscience, for the purposes of understanding basic biological processes as well as the mechanisms underlying disease;
2. the training of undergraduate, graduate, post-graduate, and professional students in the discipline of neuroscience; and
3. the provision of professional service for the general benefit of the life and health science communities and society.

The research mission of the Department is to engage in basic, translational, and/or applied research that will generate new knowledge or applications. All faculty will be responsible for the funding of their research programs through grant support, or other mechanisms, and will disseminate knowledge acquired from their research through timely publication and other scholarly endeavors including technology transfer. An important part of the research mission of the department includes the participation of undergraduate, graduate, post-graduate, and professional students in the conduct of research.

The educational mission is to teach undergraduate, graduate, post-graduate, and professional students the basic and applied aspects of neuroscience. The graduate education mission encompasses research training of Ph.D. students. An important part of the educational mission of the department is the instruction of graduate, post-graduate, and professional students in the conduct and methodology of research to prepare the students for careers in contemporary biomedical sciences.

The service mission is to disseminate knowledge and professional expertise to the biomedical science community and general public. Service includes administrative and committee activities in the department, college, and university. Public service includes the provision of professional expertise to public and private entities beyond the university.

### **III ACADEMIC RIGHTS AND RESPONSIBILITIES**

In April 2006, the university issued a reaffirmation of academic rights, responsibilities, and processes for addressing concerns. This statement can be found on the Office of Academic Affairs website (Appendix).

### **IV FACULTY**

Faculty Rule 3335-5-19 defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of this department include tenure track faculty with compensated FTE's of at least 50% in the department.

The Department of Neuroscience makes research appointments. Research faculty titles are research assistant professor of Neuroscience, research associate professor of Neuroscience, and research professor of Neuroscience. Research faculty can comprise no more than 20% of the tenure-track faculty. In 2005, the department faculty voted to extend governance rights to research faculty. Research faculty may vote in all matters of department governance except tenure-track appointment, promotion and tenure decisions.

Emeritus faculty in this department are invited to participate in discussions on non-personnel matters, but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in this department is provided in the Appointments, Promotion and Tenure Document. Some Department of Neuroscience faculty members have paid joint appointments with other departments and/or centers and institutes (e.g., Department of Electrical and Computer Engineering). The department is the tenure-initiating unit only if the faculty member has at least a 50% (.5 FTE) appointment. It is possible for a faculty member to be a voting member of two departments (with .5 FTE appointments in each).

### **V ORGANIZATION OF DEPARTMENT SERVICES & STAFF**

The department faculty have their research laboratories in several locations (Graves Hall, Rightmire Hall, Wiseman Hall, Institute for Behavioral Medicine Research, and the Biomedical Research Tower). This means that support services are also divided. Administrative support is provided by the Administrative Staff in the Departmental office as well as Shared Services in the College of Medicine. The Neuroscience staff in the departmental office in Graves Hall maintains records related to faculty appointments, promotions and tenure, letters of offer, and salary recovery for portions of salary paid by the department (see below).

### **VI OVERVIEW OF DEPARTMENTAL ADMINISTRATION & DECISION-MAKING**

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

## **VII DEPARTMENT ADMINISTRATION**

### **A. CHAIR**

The primary responsibilities of the Chair are set forth in Faculty Rule 3335-3-35. This rule requires the Chair to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content. The rule, along with Faculty Rule 3335-6, also requires the Chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to appointment, promotion and tenure (the Appointments, Promotion and Tenure document)

Other responsibilities of the Chair, not specifically noted elsewhere in this Pattern of Administration, are paraphrased and summarized below.

- To have general administrative responsibility for department programs, subject to the approval of the dean of the college, and to conduct the business of the department efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.
- To plan with the members of the faculty and the dean of the college a progressive program; to encourage research and educational investigations.
- To evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by reviewing the written evaluations by students of a course and the instructors, and periodic course review by the faculty.
- To evaluate faculty members annually in accordance with both University and department established criteria; to inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by the department and to place in that file a response to any evaluation, comment, or other material contained in the file.
- To recommend appointments, promotions, dismissals, and matters affecting the tenure of members of the department faculty to the dean of the college, in accordance with procedures set forth in Faculty Rule 3335-6 and this department's Appointments, Promotion and Tenure document.
- To see that all faculty members, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank, and in general to lead in maintaining a high level of morale.
- To see that adequate supervision and training are given to those members of the faculty and staff

who may profit by such assistance.

- To prepare, after consultation with the faculty, annual budget recommendations for the consideration of the dean of the college.
- To assign research, office, and administrative space in accordance with College of Medicine and departmental policy, with the aim of facilitating high quality research.

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

Operational efficiency requires that the Chair exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of department academic goals, however, is most successful when all faculty participate in discussing and deciding matters of importance. The Chair will therefore consult with the faculty on all educational and academic policy issues and will respect the principle of majority rule. When a departure from majority rule is judged to be necessary, the Chair will explain to the faculty the reasons for the departure, ideally before action is taken.

## **B. VICE CHAIR**

The Chair may appoint one or more vice Chairs to assist with administrative and decision-making duties and recruitment and to serve as acting Chair when the Chair is unavailable. The vice Chair is a member of the departmental Executive and Finance Committee (see below). The vice Chair is re-appointed on a yearly basis by the Chair.

## **C. COMMITTEES**

Much of the development and implementation of the department's policies and programs is carried out by standing and ad hoc committees. The Chair is an ex-officio member of all department committees and may vote as a member on all committees except the Committee of the Eligible Faculty.

**EXECUTIVE and FINANCE COMMITTEE:** This committee is composed of representative faculty from all TIU appointed faculty as well as the department Chair and vice-Chair(s). The department Chair appoints the members and Chairs the committee; in addition, the Chair may invite participation by emeritus professors. This committee meets periodically for updates on major department, college or university initiatives, and to review departmental finances. The committee advises the Chair on all matters, including new initiatives, major equipment requests, strategic planning, and other major expenditures.

**ADVISORY APPOINTMENT, PROMOTION, & TENURE COMMITTEE (A, P & T):** The committee will consist of all professors. If there are less than three (3) Professors available for service, then Associate Professors will be eligible for election. For Professors, the appointment is held as long as they are a full time member of the Department. Associate Professors, if needed, will serve until 3 Professors are available for service. The department Chair will appoint the Chair of this committee. The A, P & T Committee will review all Assistant and Associate Professors on an annual basis and provide a written review of faculty accomplishments and/or areas requiring improvement for transmittal to the Chair. This letter becomes a part of the permanent file and dossier of the faculty member.

A Procedural Oversight Designee will be selected from among the committee members to assist faculty in preparing their dossier when they are being considered for Promotion and Tenure.

This advisory committee does not vote on the suitability of candidates for promotion and tenure, but rather is responsible for assisting candidates in preparing their dossier, providing input into external evaluators, and presenting the case to the committee of eligible faculty, whose vote will be forwarded to the Chair and college committee.

The A, P & T Committee also will serve in a screening capacity for faculty who request a non-mandatory review to determine whether their accomplishments warrant such a review. The committee will also serve to advise the Chair on new appointments.

The A, P & T Committee will also carry out other duties as assigned by the Chair.

**SEMINAR COMMITTEE:** Two faculty members are appointed by the Chair annually to organize and oversee Neuroscience seminars.

**EDUCATION and CURRICULUM COMMITTEE:** This committee provides advice to the Chair and the department on issues related to graduate, medical, and undergraduate education. Decisions on the implementation of new courses or discontinuance of current offerings, methods of teaching evaluation, and departmental interactions with graduate programs, undergraduate programs, and medical education programs are discussed here prior to full faculty votes. This committee also serves to advise the Chair on faculty teaching awards and incentives. This committee is appointed by the Chair, and consists of three to five members. It will usually include faculty members with responsibilities in medical, undergraduate and/or graduate education. The term is at the discretion of the Chair.

**MENTORING COMMITTEE:** At the time of their appointment, new faculty members appointed as Associate or Assistant Professor will select two or more senior faculty members who will serve as an individual's mentoring committee. Mentors will provide advice to their mentee on matters related to promotion and tenure and career development. Further, they will provide peer evaluation of teaching on a yearly basis. The Mentoring Committee may meet informally as needed, but should meet formally at least twice a year. A report from the Mentoring Committee will be submitted to the departmental Advisory Appointment, Promotion and Tenure Committee prior to annual reviews. The mentee should read and sign the letter acknowledging agreement with the report and/or adding additional comments as needed. This letter will be considered in the discussion of the A,P and T Committee at the time of the annual review, and will become part of the junior faculty's permanent file.

**BIOMEDICAL SCIENCES GRADUATE PROGRAM (BSGP):** Two faculty members will be appointed by the Chair for a three year term on this committee.

**OTHER COMMITTEES** may be formed by the Chair on an ad hoc basis. A common example is a faculty search committee associated with each new hire.

## VIII FACULTY MEETINGS

The Chair will provide to the faculty a schedule of department faculty meetings at the beginning of each academic term. The schedule will provide for at least one meeting per academic term and normally will provide for meetings at approximately six week intervals. A call for agenda items and completed agenda

will be delivered to faculty by e-mail before a scheduled meeting. Reasonable efforts will be made to call for agenda items at least seven days before the meeting, and to distribute the agenda by e-mail at least three business days before the meeting. A meeting of the department faculty will also be scheduled on written request of 25% of the department regular faculty. The Chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. The Chair will distribute minutes of the previous faculty meeting to faculty by e-mail within seven days of the next scheduled meeting if possible. These minutes may be amended at the next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes.

Special policies pertain to voting on personnel matters, and these are set forth in the department's Appointments, Promotion and Tenure document.

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

Either the Chair or one-third of all faculty eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance. For purposes of a formal vote, a matter will be considered decided when a particular position is supported by at least 51% of all faculties eligible to vote. Balloting will be conducted by mail or e-mail when necessary to assure maximum participation in voting. When conducting a ballot by mail or email, faculty members will be given one week to respond.

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

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

## **IX DISTRIBUTION OF FACULTY DUTIES & RESPONSIBILITIES**

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

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

These guidelines relate only to "on-duty" semesters and do not constitute a contractual obligation. Fluctuations in demands and resources in the department (college, regional campus) and the individual circumstances of faculty members may warrant temporary deviations from the policy. Assignments and expectations for the upcoming year are addressed as part of the annual review by the department Chair.

Faculty members are referred to the University policy on faculty duties and responsibilities and the University's overall policy on teaching workload on the OAA website (see appendix).

The Department of Neuroscience, in the College of Medicine, has teaching responsibilities in graduate, professional and undergraduate education.

The mission of the department involves instructional, scholarly, and service activities. Faculty members are expected to participate in all three endeavors. Given the individual circumstances of our faculty, the proportion of time devoted to each of these areas will vary. It is the responsibility of the Chair, in consultation with each faculty member, to assign individual workloads to assure that the mission of the department is fulfilled. This process will take place as a part of the annual faculty review meeting with the Chair. It is expected that each faculty member will have assignments that reasonably and appropriately represent 100% of a full time effort. It is the responsibility of the Chair to effectively communicate with each faculty member about performance expectations, to set high standards, to give clear feedback about performance, and to appropriately incentivize high levels of productivity. During the summer, face-to-face conversations between the Chair (or his/her designee) and individual faculty members will be scheduled to evaluate their performance with respect to previously established goals.

After the meeting, faculty members will receive clear, objective, and constructive written feedback regarding their performance. The Department of Neuroscience has developed an Annual Review form (Appendix) that allows faculty members to quantify their contributions to the instructional, scholarly, and service missions of the department. This form is reviewed with the faculty member at the time of the annual review with the Chair.

**Instructional activity** in the department includes undergraduate, graduate, professional (medical), post-graduate professional (post-M.D.), and post-doctoral (post-Ph.D.) student education. Courses taught by the faculty include: 1) individual instruction (e.g., student advising, guiding student research, individual study); and 2) formal lecture and laboratory courses (e.g., required and elective courses in the undergraduate Neuroscience Major, Med I Neural Science, and graduate courses for students in the Neuroscience Graduate Program (NGP), the Molecular, Cellular and Developmental Biology Graduate Program (MCDB), the Biomedical Sciences Graduate Program (BSGP), and the Ohio State Biochemistry Graduate Program (OSBP). These courses are taught by either individual instructors or by a faculty team. Instructional activities also include creating, developing, and revising instructional materials including computer assisted instructional programs. The annual review form developed by the Department of Neuroscience awards points based on involvement in the teaching mission of the department. Faculty are able to quantitatively provide information on the extent of their time devoted to teaching activities using this instrument. The current form takes into account whether a faculty member serves as a lecturer or is the director for a course. It also considers the time for preparation of material, meeting with students on a scheduled or appointment basis, preparing and grading examinations and providing letters of recommendation for post baccalaureate training (e.g., medical, graduate, or dental schools). The percent of time devoted to instructional activities will be determined by the Chair and the individual faculty member during the annual review.

**Scholarly activity** includes producing publications (e.g., articles in peer-reviewed journals, books, monographs, and electronic media), submitting grant applications and conducting work supported by funded grants, presenting at professional meetings or symposia, and/or drug and patent development. Faculty members are expected to be involved in sponsored research as a principal or a co-investigator and to publish annually in peer-reviewed journals. The percent of time devoted to scholarly activities will be determined by the Chair and the individual faculty member during the annual review.

**Service activity** includes administrative work (e.g., for department, college, university), service to the profession (e.g. reviewing grants and manuscripts, serving as an officer for a professional organization) and service to the community (e.g., local, state, national or international). Service activity also includes heading teaching units and directing shared research facilities (e.g. Behavioral Core). Faculty members are expected to participate in both department and college governance. The percent of time devoted to service activities will be determined by the Chair and the individual faculty member during the annual review.

### **▲ Tenure-track Faculty**

Tenure-track faculty members are expected to contribute to the university's mission via teaching, scholarship, and service. Deviation from the average workload in any one of these three activities (instructional, scholarly, and service) shall be balanced through appropriate adjustments in the other areas. These adjustments will be made by the Chair in consultation with the individual faculty.

### **Scholarship**

All tenure-track faculty are expected to be engaged in scholarship as defined in the department's Appointments, Promotion, and Tenure Document. Over a four-year rolling period a faculty member who is actively engaged in scholarship will be expected to publish regularly in high quality peer-reviewed journals as well as in other appropriate venues, such as edited book chapters of similar quality and length as articles. Faculty members are also expected to seek appropriate opportunities to obtain patents and engage in other commercial activities stemming from their research.

### **Guidelines on Appointments to Sponsored Projects**

The College of Medicine requires that faculty members include a request for salary funds in all grant proposals to agencies that accept charges for salary as an allowable cost. The percent of salary requested should accurately reflect effort on a research project. For research-intense tenure-track faculty at the associate professor or professor level it is expected that a minimum of 50% of their effort will be supported by extramural funding, and that they are actively seeking grants. Ideally, faculty members will obtain support from NIH in the form of one or more R01 or R21 grants. Obtaining support from other sources of funding that provide salary support also are recognized as contributing to this goal (e.g. NSF, DoD, project on a P01 grant, private foundation support, etc.). Exclusive of start-up funds that may be provided to help establish a laboratory, faculty members are expected to generate the financial support for their laboratory staff, supplies, and other expenses. The annual review form allows the faculty member to provide a quantitative measure of their efforts in scholarly activities. The average expectation for salary recovery for full-time faculty in the department is based on each individual faculty's letter of offer. Fifty percent (50%) of total salary compensation is requested as salary recovery for all TIU faculty.

Faculty members that provide direct salary appointments of more than 50% of their full salary are eligible for incentives provided by the College of Medicine in their Incentive Plan.

### **Service**

Faculty members are expected to be engaged in service and outreach to the department, university, profession and community. Service includes administrative work (e.g., for department, college, or university), service to the profession (e.g., reviewing grants and manuscripts, serving as an officer for a professional organization) and service to the community (e.g., local, state, national, or international). Service activity also includes heading teaching units and directing shared research facilities (e.g., Electrophysiology Core). The annual review form allows the faculty member to provide a quantitative measure of their efforts in service activities. Typically, this will include service on two committees within

the department and one outside of the department. Evaluation of service will take into consideration the nature of the assignment (e.g., service as committee Chair, service on a particularly time-intensive committee, organizing a professional conference, leadership in an educational outreach activity, service in an administrative position within the department, college, or university).

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

### **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.

Untenured faculty will normally be provided an SA for research for one semester, during their probationary period. Reasonable efforts will be made to award SA opportunities to all other 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 department's Advisory Appointment, Promotion and Tenure Committee will evaluate all SA proposals and make recommendations to the Chair. 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.

### **B. Research Faculty**

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

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

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

### **C. Associated Faculty**

Compensated associated faculty members are expected to contribute to the university's mission via teaching or research depending on the terms of their individual appointments.

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

Expectations for compensated visiting faculty members will be based on the terms of their appointment and are comparable to that of tenure-track faculty members except that service is not required. The standard teaching assignment for full-time lecturers is eight courses per academic year.

## **D. Parental Modification of Duties**

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

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

## **X COURSE OFFERINGS AND TEACHING SCHEDULE**

The department Chair or vice Chair will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty, both collectively and individually. While every effort will be made to accommodate the individual preferences of faculty, the department's first obligation is to offer the courses needed by students at times and in formats, including on-line instruction, most likely to meet student needs. To assure classroom availability, reasonable efforts must be made to distribute course offerings across the day and week. To meet student needs, reasonable efforts must be made to assure that course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by Faculty Rule 3335-8-17 will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester. Finally, to the extent possible, courses required in any curriculum or courses with routinely high demand will be taught by at least two faculty members across semesters of offering to assure that instructional expertise is always available for such courses.

## **XI ALLOCATION OF DEPARTMENT RESOURCES**

The Chair is responsible for the fiscal and academic health of the department and for assuring that all resources—fiscal, human, and physical—are allocated in a manner that will optimize achievement of department goals. The Chair is responsible for allocating the resources that are assigned to the department in order to make the most effective use of those resources. Other than faculty time and funds, research space is a major resource. It is essential that research space and support be allocated to faculty members with actively funded research programs that meet College metrics regarding research funding. Faculty members (other than new faculty who are in the preliminary years of their appointment) who have not had extramural funding to support their research for three years may be assigned laboratory space at the discretion of the Department Chair. In the event that a previously funded investigator is without extramural funding for three years, the laboratory space previously assigned to him or her will, at the discretion of the Department Chair, be re-assigned. The faculty member can share space with a funded investigator, with the consent of that investigator, until the faculty member is able to re-establish their funding at a sufficient level to meet space assignment metrics.

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

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

## **XII LEAVES AND ABSENCES**

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

### **A. Discretionary Absence**

Faculty are expected to complete a travel request or an Application for Leave form well in advance of a planned absence (for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the Chair retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular semester is substantial. *Rules of the University Faculty* require that the Office of Academic Affairs approve any discretionary absence longer than 10 consecutive business days (See Faculty Rule 3335-5-08) and must be requested at <https://eleave.osu.edu/>.

### **B. Absence for Medical Reasons**

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

### **C. Unpaid Leaves of Absence**

The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of absence are set forth in OHR Policy 6.45 (appendix).

### **D. Faculty Professional Leave**

A Faculty Professional Leave constitutes a more formal departure from regular academic duties than a Special Research Assignment and may be considered for any period of intensive study or research not to exceed one 9- or 12-month academic year. FPL's of more than one semester involve salary reductions, and all FPLs involve other considerations established by the Ohio Legislature and University Board of Trustees. Faculty considering an FPL should fully acquaint themselves with these policies before applying for leave.

Faculty members who desire an FPL 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 FPL is appropriate. Because FPL proposals must be approved by the dean, Office of Academic Affairs, and Board of Trustees before they may be implemented, faculty should submit FPL proposals for a particular year no later than the end of Autumn semester of the preceding year, except when the development of an unexpected opportunity precludes such timing.

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

### **E. Travel Guidelines**

Faculty may request department funds to assist in their attendance at professional meetings. Priorities will be given to faculty making presentations.

## **XIII SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING**

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

This department adheres to these policies in every respect. In particular, this department expects faculty members to carry out the duties associated with their primary appointment with the university at a high level of competence before seeking other income-enhancing opportunities. All activities providing supplemental compensation must be approved by the department Chair regardless of the source of compensation. External consulting must also be approved. Approval will be contingent on the extent to which a faculty member is carrying out regular duties at an acceptable level, the extent to which the extra income activity appears likely to interfere with regular duties, and the academic value of the proposed consulting activity to the department. In addition, it is university policy that faculty may not spend more than one business day per week on supplemental-compensated activities and external consulting combined.

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

OAA also requires colleges and departments to determine a process for a faculty member to request permission to use a textbook or other material that is authored by that faculty member and the sale of which results in a royalty being paid to him or her.

## **XIV FINANCIAL CONFLICTS OF INTEREST**

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

Faculty members with external funding or otherwise required by university policy are required to file

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

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

## **XV GRIEVANCE PROCEDURES**

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

### **A. Salary Grievances**

A faculty or staff member who believes that his or her salary is inappropriately low should discuss the matter with the Chair. The faculty or staff member should provide documentation to support the complaint.

Faculty members who are not satisfied with the outcome of the discussion with the Chair and wish to pursue the matter may be eligible to file a more formal salary appeal (the Office of Academic Affairs *Policies and Procedures Handbook* (appendix))

Staff members who are not satisfied with the outcome of the discussion with the Chair and wish to pursue the matter should contact Employee and Labor Relations in the Office of Human Resources

### **B. Faculty Misconduct**

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04, (appendix).

### **C. Faculty Promotion and Tenure Appeals**

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05, (appendix).

### **D. Sexual Misconduct**

The university's policy and procedures related to sexual misconduct are set forth in OHR Policy 1.15, (appendix) <https://hr.osu.edu/> .

### **E. Student Complaints**

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring complaints about courses and instructors to the department Chair, the Chair will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the Chair will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty.

If confidentiality is required, the Chair will explain that it is not possible to fully investigate a complaint in such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid or not.

Faculty complaints regarding students must always be handled strictly in accordance with university rules and policies. Faculty should seek the advice and assistance of the Chair and others with appropriate knowledge of policies and procedures when problematic situations arise. In particular, evidence of academic misconduct must be brought to the attention of the Committee on Academic Misconduct (appendix).

## **F. Code of Student Conduct**

In accordance with the Code of Student Conduct (appendix), faculty members will report any instances of academic misconduct to the Committee of Academic Misconduct.

## **G. Professional Student Honor Code**

Graduate Students that are advised by faculty in the College of Medicine will follow the Professional Standards as defined by the Graduate School. Medical students that are taught by the faculty in the College of Medicine are subject to the Honor Code for Medical Students (appendix).

## **APPENDIX:**

University Faculty Rules Website: <https://trustees.osu.edu/index.php?q=university/facultyrules>

Office of Academic Affairs Policy and Procedures Handbook: <https://oaa.osu.edu/policies-and-procedures-handbook>

Professional Standards of the Graduate School: <https://gradsch.osu.edu/handbook/5-academic-and-professional-standards>

Honor Code for Medical Students: [https://medicine.osu.edu/students/life/resources/honor\\_code/Pages/index.aspx](https://medicine.osu.edu/students/life/resources/honor_code/Pages/index.aspx)

Code of Student Conduct: <https://trustees.osu.edu/index.php?q=rules/code-of-student-conduct/>

Committee on Academic Misconduct: <https://oaa.osu.edu/academic-integrity-and-misconduct>

Human Resource Website for policies and forms: <https://hr.osu.edu/policies-forms>

Department of Neuroscience Faculty Annual Review Form

## Annual Faculty Review

(FY18– July 1, 2016 through June 30, 2017) Rrgcug'hqty ctf 'vj ku'eqo r rgygf'hqto 'vq"  
O grkuuc"Ugpi gt"6: "j qwtu'r tkqt"vq" {qwt"o ggwpi "y kj "vj g'Ej ck

**Faculty Name:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

### I. RESEARCH

#### A. Publications (1 point per impact factor)

**Points**

Peer-Reviewed Journal Articles - Please add most recent journal impact factor in parenthesis and mark with an asterisk any papers with an ISI impact factor > 6.5

1. Senior author: 15 points + 4 points per impact point.  
Co-author: 10 points + 4 points per impact point:

Published:

**In Press:**

**Submitted (1 point/paper):**

**2. Book Chapters (10 points each):**

**3. Books (30 points each):**

**4. Published Abstracts:**

**5. Other:**

**B. Impact (include dates)**

**1. Number of Citations according to ISI Web of Science for previous year (no points but include on annual review):**

**2. Current h index(no points but include on annual review) \_\_\_\_\_**

**3. Presentations:**

**A. Invited**

**1. Invited Presentations at National Meetings Accepted (5points each)**

**2. Invited Presentations to International Meetings (15 points each)**

**3. Invited Presentations by Venues (Departments/Centers) off campus (5 points)**

**B. Non-invited Presentations (e.g., submission of abstract and presentation data)**

- 1. At national/international meetings (2 points)**
- 2. Local (inter-departmental) or Regional (1 point)**

**4. List Meetings/Symposiums/Workshops that you Organized (30 points):**

**5. Research Honors/Awards from National Organizations 4 points:**

**6. Service on NIH or NSF Study Section/Review panel(specify if permanent review member) 10 points per session:**

**7. Service Foundational Study Sections 8 points per session:**

**8. Media Relations (TV,radio,print) 1 point per event:**

**C. Funding**

1. **Mentored Awards 10 points year 1 and 5 points year 2 + :**

2. **Foundation/Private Sector Grants/Contracts: PI - 10 points/grant + 3 points per 10% effort supported by grant.Co-I 5 points/grant + 2 points per 10% effort supported by grant.**

**Please Select Category from the Pull Down List:**

PI/COI:
Title:
Sponsor:
Years:
Amount:
% Effort:

**Please Select Category from the Pull Down List:**

PI/COI:
Title:
Sponsor:
Years:
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% Effort

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% Effort

**Please Select Category from the Pull Down List:**

PI/COI:
Title:
Sponsor:
Years:
Amount:
% Effort

**D. Patents**

**1. Invention Disclosure Filed 10 points:**

**2. Patent Issued 20 points:**

**II. TEACHING**

**A. Mentoring**

**1. Graduate Students (10 points):**

**2. Serving on Faculty Mentoring Committees 3 points :**

**3. Serving on Candidacy or Dissertation Committees 3 points:**

**4. Scientific Mentoring of Faculty (e.g. reading grants, reading manuscripts, teaching new technique) 3 points:**

**5. Undergraduate Student Mentoring 3 points:**

6. Postdoctoral Fellows (5 points):

Name:	Start Date:	End Date:
Name:	Start Date:	End Date:
Name:	Start Date:	End Date:
Name:	Start Date:	End Date:

7. Visiting Scholars (5 points):

Name:	Start Date:	End Date:
Name:	Start Date:	End Date:
Name:	Start Date:	End Date:
Name:	Start Date:	End Date:

B. Didactic Teaching

1. Participant/Lecturer in a Course For each course: 1 points/lecture hour:

Course Title:
Course Number:
Semester:
Enrollment:
Number of Hours Taught:

Course Title:
Course Number:
Semester:
Enrollment:
Number of Hours Taught:

Course Title:
Course Number:
Semester:
Enrollment:
Number of Hours Taught:

Course Title:
Course Number:
Semester:
Enrollment:
Number of Hours Taught:

2. Course Director (For each course: 10 points/lecture hour + 5 points 1 - 25 students + 1 point per 25 students over 50):

Course Title:
Course Number:
Semester:
Enrollment:
Number of Hours Taught:

Course Title:
Course Number:
Semester:
Enrollment:

<b>Course Title:</b>
<b>Course Number:</b>
<b>Semester:</b>
<b>Enrollment:</b>
<b>Number of Hours Taught:</b>

<b>Course Title:</b>
<b>Course Number:</b>
<b>Semester:</b>
<b>Enrollment:</b>
<b>Number of Hours Taught:</b>

3. Curriculum Development Leading to New Course (10 points):

4. Curriculum Development Leading to Substantive Changes in Existing Course (10 points):

5. Teaching Awards (10 points):

**III. SERVICE**

A. Grant Reviews not as part of study section (2 points)

**B. Manuscript reviews (2 points)**

**C. Committees/Services (leadership or participating role) 2-10points depending on actual time committed**

**1. International Organizations 2-10 points:**

**2. National Organizations 2-10 points:**

**3. University including graduate programs,e.g. NGP, MCDB, Biochemistry 2-10 points:**

**4. College of Medicine including BGSP 2-10 points:**

**5. Grad program director including SUCCESS program 20 points Co-director 10 points:**

**D. Departmental Service**

**E. Community Service( e.g. outreach to schools ,participating in Summer Camp) 1 point per event:**

**F. Writing Letters of Recommendation for P&T outside the University 5 points per person:**

**G. Writing Letters of Recommendation for positions (list names and indicate whether trainee, faculty,etc) 2 points per letter:**

**IV. OTHER CONSIDERATIONS C. Editor -in -Chief or Guest Editor 10 points:**

**B. Miscellaneous Leadership Responsibilities(e.g. core facility management, center directors, etc.) 10 points:**

**C0Invitations to Give National/International Talks that were not accepted:**

**D. Meetings Attended (format:meeting title,city,state date**

**E. Editorial Boards 5 points:**

**Other**