

Pattern of Administration (POA)
Department of Engineering Education
OAA Approved March 5, 2018

Table of Contents

1		
2		
3		
4		
5		
6	I Introduction.....	3
7	II Department Mission	3
8	III Academic Rights and Responsibilities.....	4
9	IV Faculty and Staff.....	4
10	V Organization of Department Services and Staff.....	5
11	VI Overview of Department Administration and Decision-Making	6
12	VII Department Administration	6
13	A Chair.....	6
14	B Associate Chair(s)	8
15	C Program Directors and Course Coordinators.....	9
16	D Committees	10
17	E Advisory Groups	11
18	VIII Faculty and Staff Meetings	12
19	IX General Meetings	13
20	X Distribution of Faculty Duties and Responsibilities.....	13
21	A Tenure-track Faculty	15
22	B Clinical Faculty	16
23	C Research Faculty	17
24	D Associated Faculty	17
25	E Professional Development	18
26	F Courtesy Appointments for Faculty.....	18
27	G Modification of Duties	18
28	XI Course Offerings and Teaching Schedule.....	20
29	XII Allocation of Department Resources.....	20
30	XIII Leaves and Absences	20
31	A Discretionary Absence	21
32	B Absence for Medical Reasons	21
33	C Unpaid Leaves of Absence.....	21
34	D Faculty Professional Leave	21
35	XIV Supplemental Compensation and Paid External Consulting	22
36	XV Financial Conflicts of Interest	22
37	XVI Grievance Procedures.....	23

38 A Salary Grievances.....23
39 B Faculty Misconduct.....23
40 C Faculty Promotion and Tenure Appeals.....23
41 D Sexual Misconduct.....23
42 E Student Complaints24
43 F Code of Student Conduct24
44 APPENDIX: Committee Charters Template..... 25

45 **Pattern of Administration (POA)**
46 **Department of Engineering Education**

47
48 **I Introduction**

49
50 *Purpose*

51 This document describes the organizational structure, policies, and procedures as they relate to
52 the governance of the Department of Engineering Education (EED) and the orderly conduct of
53 EED business. It also contains guidelines governing faculty responsibilities and teaching
54 assignments within the EED. It supplements the [Rules of the University Faculty](#) and other
55 policies and procedures of the university to which the department and its faculty are subject.
56 The latter rules, policies and procedures, and changes in them, take precedence over
57 statements in this document. This document, together with the department's current
58 Appointments, Promotion, and Tenure (APT) document, constitutes the department's
59 governance documents.
60

61 *Revision*

62 This POA is subject to continuing revision. It must be reviewed and either revised or
63 reaffirmed on appointment or reappointment of the Department Chair. However, revisions
64 may be made at any time as needed. All revisions, as well as periodic reaffirmation, are
65 subject to approval by the College, and the Office of Academic Affairs (OAA).
66

67 *Scope*

68 This POA aligns with the College of Engineering's recognition of the presumption favoring
69 faculty rule on those matters in which faculty have primary responsibility, including:
70 curricula, subject matter and methods of instruction; research, appointments, promotion and
71 tenure of faculty; faculty governance including college and unit faculty meetings; peer
72 mentoring and peer evaluation of teaching; and those aspects of student life related to the
73 educational process.
74

75 *Interpretation*

76 This POA shall be interpreted consistently with applicable statutes of the State of Ohio,
77 the by-laws of the Board of Trustees, and the Rules of the University Faculty. All
78 references to periods of time in days refer to calendar days; in computing a period of
79 time, the date of the act or event from which the period of time begins to run shall not be
80 included.
81

82 **II Department Mission**

83
84 The EED advances the engineering profession and enables student success by developing and
85 delivering state-of-the-art, innovative, multidisciplinary undergraduate-and graduate-level
86 engineering and engineering education courses and programs; by modeling and advocating
87 scholarly, evidence-based teaching within the College of Engineering; and by conducting and
88 disseminating world-class engineering education research.
89
90

91 **III Academic Rights and Responsibilities**

92
93 Academic freedom and intellectual diversity have been hallmarks of the ethics of The Ohio
94 State University since it opened its doors in 1873. In April 2006, the university issued a
95 reaffirmation of academic rights, responsibilities, and processes for addressing concerns. The
96 OAA leads the institutional effort to inform faculty and students about relevant policies and
97 procedures and to promote frank, open, and respectful discussion about the issues of freedom
98 of thought and expression. This statement can be found on the Office of Academic Affairs
99 [website](#).

100
101 **IV Faculty and Staff**

102
103 Faculty Rule [3335-5-19](#) defines the types of faculty appointments possible at The Ohio State
104 University and the rights and restrictions associated with each type of appointment. For
105 purposes of governance, the faculty of this department includes tenure-track, clinical,
106 research, and associated faculty with compensated full-time equivalents (FTEs) of at least
107 50% in the department. Detailed information about the appointment criteria and procedures
108 for the various types of faculty appointments made in this department is provided in the EED
109 Appointments, Promotion, and Tenure document. For the purpose of governance, the staff of
110 this department includes classified civil service and unclassified and senior administrative and
111 professional staff with compensated fulltime equivalents of 50% or greater.

112
113 ***Clinical Faculty Appointment Cap and Governance Rights***

114 The EED makes clinical appointments. Clinical faculty titles are Assistant Professor of
115 Practice in Engineering Education, Associate Professor of Practice in Engineering
116 Education, and Professor of Practice in Engineering Education. In accordance with Rules of
117 the University Faculty (Faculty Rule [3335-7-03](#)) clinical faculty membership can comprise
118 no more than 20% of the combined tenure-track, clinical and research faculty membership in
119 the college. The number of clinical faculty positions in the EED must be fewer than the
120 number of tenure-track faculty. Clinical faculty may vote in all matters of department
121 governance except tenure-track and research faculty promotion and tenure decisions.

122
123 ***Research Faculty Appointment Cap and Governance Rights***

124 The EED makes research appointments. Research faculty titles are Research Assistant
125 Professor of Engineering Education, Research Associate Professor of Engineering Education,
126 and Research Professor of Engineering Education. In accordance with Rules of the University
127 Faculty (Faculty Rule [3335-7-32](#)), unless otherwise authorized by a majority vote of the
128 tenure-track faculty in a unit, research faculty must comprise no more than 20% of the number
129 of tenure-track faculty in the EED. The number of research faculty positions in EED must be
130 fewer than the number of tenure-track faculty in the unit. Research faculty are eligible to
131 advise and supervise graduate and postdoctoral students and to be a principal investigator on
132 extramural research grant applications. Approval to advise and supervise graduate students
133 must be obtained from the Graduate School as set forth in Faculty Rule [3335-5-29](#) and
134 detailed in the [Graduate School Handbook](#). Research faculty may vote in all matters of
135 department governance except matters dealing with the promotion and tenure of tenure-track
136 faculty and promotion of clinical faculty.

137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181

Associated Faculty Governance Rights

Persons with associated faculty titles are permitted to participate in college and departmental governance. Full-time associated faculty may vote in all matters of department governance except tenure-track faculty promotion and tenure decisions and clinical faculty and research faculty promotion decisions.

Staff Governance Rights

Staff are permitted to participate in departmental governance. Full-time staff members may vote in all matters of department governance except personnel matters associated with tenure and promotion of faculty.

Emeritus Faculty Governance Rights

Emeritus faculty in the EED 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.

V Organization of Department Services and Staff

The EED teaches a number of courses organized administratively into four pillars: First-Year Engineering Programs (FEP), Multidisciplinary Capstone (MDC), Engineering Technical Communications (ETC), and the Graduate Programs (GP). Depending on the size, academic complexity, and administrative requirements, the Chair may assign a director or coordinator to manage the overall administrative and curricular content of each pillar. Additional details about the roles and responsibilities of EED directors and coordinators are presented under Department Administration.

The FEP consists of the Fundamentals of Engineering (FE), the Fundamental of Engineering for Honors (FEH), and other programs in which first-year engineering students enroll in the EED. The Chair may assign an FEP director to oversee all first-year engineering students enrolled in FE or FEH courses. At the writing of this POA, the EED acknowledges significant organizational differences between FEH and FE courses. As such, the Chair assigns either a director or course coordinator to both FE and FEH. The director(s) and course coordinators work together to achieve common FEP goals. In the absence of a director of the FEP, FE and FEH directors and/or coordinators report to the Associate Chair.

The Multidisciplinary Capstone (MDC) program consists of all capstone-related activities in the EED. Following the guidelines noted above, the Chair assigns a director and/or course coordinator to oversee all administrative activities and curricular content in MDC and its courses. The director and/or course coordinator(s) make efforts to engage EED faculty across ranks and tracks in the operation of the program.

The Engineering Technical Communications (ETC) program consists of courses and activities that teach rhetorical strategy in a variety of professional settings. Following the guidelines noted above, the Chair assigns a director and/or course coordinator(s) to oversee

182 administration of the ETC and its courses. The ETC program engages with EED faculty
183 across the pillars to ensure consistent teaching in technical communication.

184
185 The Graduate Program leads recruitment and monitors EED graduate students, oversees
186 graduate-level curriculum matters related to the graduate courses offered by the department,
187 and implements Graduate School policies in the EED. The director of the Graduate Program
188 is the chair of the Graduate Studies and Research Infrastructure Committee. The Graduate
189 Program is led by faculty in the department with graduate faculty status. A Graduate
190 Coordinator assists with the daily administrative responsibilities of the Graduate Program.

191
192 Some EED programs or courses cross multiple pillars and in those instances the Chair
193 decides which pillar they fall under administratively.

194
195 Department support services are organized by functions as follows:

- 196 • Administrative assistance for Chair, Associate Chair(s), faculty, staff, and programs
- 197 • Instructional laboratory (mechanical and electronics) support
- 198 • Communications and advancement support
- 199 • Graduate education coordination
- 200 • Grants administration
- 201 • Finance (currently external to department)
- 202 • Human resources (currently external to department)

203
204 EED members report administratively to either the Chair or Associate Chair depending on
205 EED role and faculty and/or staff appointments. Staff members meet periodically with the
206 Chair and Associate Chair(s) to coordinate their activities. Staff are included in joint faculty
207 and staff meetings that occur at least once per month.

208 209 **VI Overview of Department Administration and Decision-Making**

210
211 The EED operates on the premise that all faculty members, staff, and students have unique
212 talents and skills that contribute to the pursuit of excellence, and the opinions of all are
213 valued. Guideline and program decisions are made in a number of ways: by the department
214 faculty and staff as a whole, by standing or special committees of the department, or by the
215 Chair. The nature and importance of any individual matter determine how it is addressed.
216 Open discussions, both formal and informal, constitute the primary means of reaching
217 decisions of central importance.

218 219 **VII Department Administration**

220 **A Chair**

221 The primary responsibilities of the Chair are set forth in Faculty Rule [3335-3-35](#). This rule
222 requires the Chair to develop, in consultation with the faculty, a Pattern of Administration
223 with specified minimum content. The rule, along with Faculty Rule [3335-6](#), also requires the
224 Chair to prepare, in consultation with the faculty, a document setting forth policies and
225 procedures pertinent to promotion and tenure.

226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271

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 providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty
- To evaluate tenure-track, clinical, and research 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 their department; and to place in that file a response to any evaluation, comment, or other material contained in the file. The Chair may delegate evaluation of associated faculty to Associate Chair.
- To recommend, after consultation with the tenured faculty, appointments, reappointments, 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 coordinate departmental committees

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 of Administration subject, when relevant, to the approval of the Dean, Office of Academic Affairs, and Board of Trustees.

272
273 Operational efficiency requires that the Chair exercise a degree of autonomy in establishing
274 and managing administrative processes. The articulation and achievement of department
275 academic goals, however, is most successful when EED faculty and staff participate in
276 discussing and deciding matters of importance. The Chair will therefore consult with the
277 faculty on all policy issues and will respect the principle of majority rule. When a departure
278 from majority rule is judged to be necessary, the Chair will explain to the faculty the reasons
279 for the departure, ideally before action is taken. And, as outlined by Faculty Rule [3335-3-](#)
280 [35\(C\)\(2\)\(d\)](#):

281
282 *“A statement recognizing in principle the presumption favoring majority faculty rule on*
283 *all matters covered by the pattern of administration. This statement shall further*
284 *provide that whenever majority faculty rule is not followed, the department or faculty*
285 *chair, or school director, or dean and director of a regional campus, whichever is the*
286 *case, shall explain the reasons for the departure to enhance communication and to*
287 *facilitate understanding within the department. Where possible, this statement of*
288 *reasons shall be provided before the departure occurs. This explanation shall outline*
289 *the decision of the majority of the faculty, the decision of the department or faculty*
290 *chair, or school director, or dean and director of the regional campus, whichever is the*
291 *case, and the reasons the decisions differ. The explanation shall be communicated to*
292 *the faculty in writing, where possible, or at a faculty meeting, with an opportunity*
293 *provided for faculty to comment.”*
294

295 **B Associate Chair(s)**

296
297 The Chair designates one or more Associate Chairs. An Associate Chair shall assist the
298 Chair in overall administration of the department as summarized below.

- 299
- 300 • To serve during the Chair’s absence in situations requiring administrative
301 decision or signature when the Chair cannot be reached within a reasonable
302 period of time
303
 - 304 • To coordinate the hiring and training of graduate teaching associates
305 (GTAs), undergraduate teaching assistants (UTAs), and associated faculty
306
 - 307 • Compile student learning outcomes data on behalf of the EED
308
 - 309 • To finalize the master schedule of classes including times and locations of
310 course offerings in coordination with the Office of the University Registrar
311
 - 312 • To coordinate departmental minor programs in collaboration with appropriate
313 advising staff
314
 - 315 • To conduct annual reviews for full-time and part-time lecturers
316
 - 317 • To assist with:

- 318 ○ Personnel, fiscal, and overall business matters
- 319 ○ Finalization of faculty teaching assignments
- 320 ○ Space and facilities allocations
- 321
- 322 ● Other duties as assigned
- 323

324 **C Program Directors and Course Coordinators**

325
326 The Department Chair shall work with the Associate Chair(s) to designate one or more
327 program directors or course coordinators to provide curricular leadership for the EED's
328 undergraduate offerings, including First-year Engineering Programs, Engineering Technical
329 Communications, and Multidisciplinary Capstone. All directors and coordinators are
330 generally faculty members and must teach in their respective program at least once during
331 each academic year. Directors and coordinators who hold staff appointments may not take
332 on more than a 33% teaching load. For faculty, the title "director" is a working title that
333 reflects administrative responsibilities for that faculty member. The program directors and/or
334 course coordinators, in conjunction with the Associate Chair and/or Chair, coordinate annual
335 course reviews and evaluations (e.g., peer or direct observations) of teaching for their
336 respective program. Evaluations of teaching are conducted per the APT document.

337 338 Directors

- 339 ● Oversee multi-course coordination among faculty, graduate teaching associates, and
- 340 undergraduate teaching associates, including onboarding for new instructors
- 341 ● Monitor and report resource needs
- 342 ● Assist in the evaluation and interpretation of instructors' and GTAs/UTAs teaching
- 343 ● Assess and report student learning outcomes
- 344 ● Document and disseminate faculty and student accomplishments
- 345 ● Identify relevant development and advancement opportunities
- 346 ● Oversee funds as appropriate
- 347 ● Meet and advise course coordinators as needed
- 348 ● Communicate lessons learned annually to Chair and Associate Chair

349 350 Course Coordinators

- 351 ● Oversee day-to-day administrative responsibilities for a single course taught by one or
- 352 more instructors
- 353 ● Monitor and report resource needs
- 354 ● Ensure timely and seamless delivery of deadlines, relevant policies, and other
- 355 information to instructors and students
- 356 ● Communicate lessons learned annually to directors, Chair, and Associate Chair
- 357 ● Document and disseminate faculty and student accomplishments
- 358 ● Oversee funds as appropriate
- 359 ● Oversee and manage implementation of curriculum changes
- 360 ● Oversee Course Carmen Master pages

361

362 **D Committees (Charter template found in Appendix)**

363
364 Much of the development and implementation of the department’s guidelines and programs is
365 carried out by standing and ad hoc committees. The standing committees’ main
366 responsibilities are each detailed below. All committees shall develop and maintain a charter
367 using a common template as provided in the appendix. Any revisions to the charters are
368 approved during a faculty meeting. Ad hoc committees will be established by the Chair
369 whenever the Chair deems it necessary for the continued wellbeing of the department.

370
371 Each committee is comprised of a chair, vice chair, and members. Chairs, vice chairs, and
372 members can be tenure-track, clinical, research, and associated faculty or staff who have been
373 with the department for at least one full year. Except as indicated below, all committee
374 members and chairs shall be appointed by the Department Chair for up to three-year terms
375 commencing in the autumn semester to be filled on a rolling basis. The Chair is an ex officio
376 member of all department committees and may vote as a member on all committees except
377 the Promotion and Tenure Committee. All committees are advisory to the Chair, the
378 department faculty, and staff.

379
380 Undergraduate Curriculum and Learning Infrastructure Committee

381 The primary purpose of this committee is to set standards and guidelines for the undergraduate
382 courses in the EED and maintain the functioning of the undergraduate programs. While this
383 committee’s focus is the FEP since that is a pillar of the EED, it is also responsible for matters
384 concerning undergraduate courses and programs beyond the FEP.

385
386 Graduate Studies and Research Infrastructure Committee

387 The primary purpose of this committee is to set standards and guidelines for the graduate
388 courses in the EED and maintain the functioning of the graduate programs and research
389 enterprise. The chair of this committee is a member of the EED faculty who is also a member
390 of the graduate faculty as defined by the Graduate School. This committee is the liaison
391 between the Graduate School and the graduate faculty members in the graduate program (see
392 the [Graduate School Handbook](#), Section 14.0). The graduate program manager serves as a
393 member of this committee. Regarding research, this committee communicates research
394 efforts and engages with the research community through strategic partnerships.

395
396 Professional Development and Recognitions Committee

397 The primary purpose of this committee is to promote professional development among
398 employees and recognize employees for outstanding contributions to engineering education.
399 This committee keeps abreast of awards and other promotional events and citations for which
400 EED members may be eligible and nominates members for recognition and professional
401 development opportunities as appropriate.

402
403 Inclusion, Culture, and Diversity Committee

404 The primary purpose of this committee is to evaluate and foster diversity and inclusivity of
405 the EED climate. This may include but is not limited to exploring, designing, and executing
406 activities, events, initiatives, and programs to facilitate professional engagement, community-
407 building, and equity.

408

409 Capital Resources and Employee Welfare Committee

410 The primary purpose of this committee is to manage and use current and future EED
411 infrastructure resources including physical facilities, technology, and safety protocols for the
412 optimal functions and needs of the EED. This committee works closely with other committees
413 to ensure all EED needs are being met.

414

415 Faculty Search Committee

416 In years when faculty searches are being conducted, the primary purpose of this committee is
417 to search, not to hire. It requires proactive placement of advertisements, contacts with other
418 institutions, attendance at professional conferences, maintaining contact with potential future
419 candidates and networking with colleagues in order to net the broadest possible pool of job
420 applicants. This committee does not have a charter. The committee's specific responsibilities
421 are described in the Appointments, Promotion, and Tenure document.

422

423 Promotion and Tenure Committee

424 The primary purpose of this committee is to support the promotion and tenure of faculty
425 within the EED. The committee consists of three voting-eligible faculty members. The
426 committee's specific responsibilities are described in the Appointments, Promotion, and
427 Tenure document.

428

429 Executive Committee

430 The primary purpose of this committee is to serve as an administrative body and to assist with
431 the execution of the strategic vision for the EED representing the four pillars and the standing
432 committees. The Chair, Associate Chair, and at least one representative from each pillar and
433 standing committee will comprise the executive committee. Other members may be appointed
434 to the executive committee given departmental priorities. The Department Chair serves as
435 Chair of the executive committee.

436

437 In meetings, members report on their respective areas and voice concerns of the EED
438 members they represent. They work collectively to create cohesion across the EED and
439 identify ways to leverage resources, streamline processes, and advance the EED's strategic
440 plan. Executive committee members are expected to communicate information from meetings
441 to the EED stakeholders they represent. Executive committee reports and minutes are made
442 available to the EED and may be commented upon at faculty and staff meetings. The EED
443 executive committee meets at least once per academic semester.

444

445 **E Advisory Groups**

446

447 **E.1. Advisory Board**

448

449 The EED's advisory board shall serve as a link between the department, alumni, engineering
450 educators, practicing engineers, policy makers, and educators in informal and formal K-12 and
451 higher education settings. The main purpose of the advisory board is to provide strategic
452 advice about current and future directions of the EED including periodic reviews of EED

453 academic and research programs. Activities may include, but are not limited to, reviewing
454 EED best practices and offering guidance about engagement with these practices in the EED;
455 suggesting and connecting the EED to new partnerships outside of the engineering education
456 community; identifying new areas of research funding; marketing EED activities; and
457 providing feedback about the EED's current and future research directions.

458
459 The Board meets annually on-campus. Members serve a two-year term with the possibility of
460 renewal based upon EED priorities and resources. The chair and vice-chair of the advisory
461 board are elected by the committee. Additional duties of members may include responding to
462 email with questions and comments prior to and after each meeting and mutually agreed upon
463 special task force assignments. Coordination is provided by the Chair and/or Associate
464 Chair(s) of the department.
465

466 **E.2. Student Instructional Leadership Team**

467
468 The Student Instructional Leadership Team (SILT) is a committee of experienced graduate and
469 undergraduate teaching assistants (TAs) with the objective to aid undergraduates enrolled in
470 EED courses. The team offers assistance in a wide range of topics, including all first-year
471 courses, TA training, and computer programming. The SILT leadership team strives to enhance
472 the program's learning objectives, support curriculum enhancements, and create consistency.
473 SILT also supports TAs through training to further their teaching, professional, and personal
474 development and foster general improvements across the program. SILT members are selected
475 from current TAs through an application process that occurs each spring semester. To be
476 eligible for any instructional leadership position within the FEP, prospective students must have
477 served in a teaching role for at least one year prior to their term. Oversight and coordination is
478 provided by an Associate Chair and/or designated faculty member of the department.
479

480 **VIII Faculty and Staff Meetings**

481
482 The Chair provides to the faculty and staff a schedule of department faculty and staff meetings
483 at the beginning of each academic semester. The schedule provides for at least one meeting
484 per semester and normally provides for monthly meetings. A call for agenda items and
485 completed agenda is delivered to faculty and staff by e-mail before a scheduled meeting.
486 Reasonable efforts are made to call for agenda items at least seven days before the meeting
487 and to distribute the agenda by e-mail at least three business days before the meeting. A
488 meeting of the department faculty and staff will also be scheduled on written request of 25%
489 of the department faculty and staff. The Chair makes reasonable efforts to have the meeting
490 take place within one week of receipt of the request. The Chair distributes minutes of faculty
491 and staff meetings to faculty and staff by e-mail—within seven days of the meeting if possible.
492 These minutes may be amended at the next faculty and staff meeting by a simple majority vote
493 of the faculty and staff who were present at the meeting.
494

495 Special policies pertain to voting on personnel matters, and these are set forth in the
496 department's Appointments, Promotion, and Tenure document.
497

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

501
502 Either the Chair or one-third of all faculty and staff members eligible to vote may determine
503 that a formal vote conducted by written ballot is necessary on matters of special importance.
504 For purposes of a formal vote, a matter will be considered decided when a particular position
505 is supported by at least a majority of all faculty and staff members eligible to vote. Balloting
506 is conducted by e-mail when necessary to assure maximum participation in voting. When
507 conducting a ballot by email, faculty and staff members are given one week to respond.
508

509 When a matter must be decided and a simple majority of all faculty and staff members eligible
510 to vote cannot be achieved on behalf of any position, the Chair, upon consultation with the
511 Associate Chair(s), makes the final decision.
512

513 The department accepts the fundamental importance of full and free discussion but also
514 recognizes that such discussion can only be achieved in an atmosphere of mutual respect and
515 civility. Normally department meetings are conducted with no more formality than is needed
516 to attain the goals of full and free discussion and the orderly conduct of business. However,
517 Robert's Rules of Order are invoked when more formality is needed to serve these goals.
518

519 **IX General Meetings**

520
521 The Chair provides to the faculty, staff, graduate teaching associates, and undergraduate
522 teaching assistants a schedule of department general meetings at the beginning of each
523 academic semester. The schedule provides for at least one meeting per semester and includes
524 a multiple-day teaching orientation prior to the start of autumn semester. These meetings are
525 used for professional development, community building, and brainstorming departmental
526 policy options. A call for agenda items and completed agenda is delivered via e-mail before a
527 scheduled general meeting.
528

529 **X Distribution of Faculty Duties and Responsibilities**

530
531 The Office of Academic Affairs requires departments to have guidelines on the distribution of
532 faculty duties and responsibilities (see the [OAA Policies and Procedures Handbook](#), Volume
533 1, Chapter 2, Section 1.4.5).
534

535 During on-duty periods, faculty members are expected to be available for interaction with
536 students, research, and departmental meetings and events even if they have no formal course
537 assignment. On-duty faculty members should not be away from campus for extended periods
538 of time unless on an approved leave (see section XIII) or on approved travel. The definition of
539 on-duty is defined by Faculty Rule [3335-5-07](#):

540 *“Faculty members who are on duty are accountable for meeting the formal and informal*
541 *obligations associated with research, service, and/or teaching or clinical practice. Duties*
542 *and responsibilities are assigned annually in accordance with the workload guidelines laid*

543 *out in the pattern of administration of each faculty member's tenure initiation unit and, as*
544 *appropriate, regional campus.*

545 *Full-time, twelve-month, faculty members are expected to be on duty for an average of*
546 *nineteen working days a month, with working days defined as weekdays that are not*
547 *designated as university holidays. Faculty members on nine-month appointments are*
548 *commonly on duty for nineteen working days a month averaged over a nine-month period.*
549 *The most common pattern for a nine-month on-duty period under semesters is from August*
550 *15 to May 15.*

551 *Breaks within a given semester, summer term, or session, as well as any days between the*
552 *end of the exam period and the beginning of the next semester or session, will be considered*
553 *off-duty days. Faculty on twelve-month appointments are on duty on all working days except*
554 *for the days they accrue and designate as vacation days. Terms of duty for full-time*
555 *associated faculty on nine- or twelve-month appointments should parallel the terms for*
556 *nine- and twelve-month tenure-track faculty unless otherwise specified in their annual letter*
557 *of appointment; terms for shorter-term associated faculty are specified in their annual letter*
558 *of appointment."*

559 The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the
560 demands and resources of the department and the individual circumstances of faculty
561 members may warrant temporary deviations from these guidelines. Assignments and
562 expectations for the upcoming year are addressed as part of the annual review by the
563 Department Chair.

564
565 A full-time faculty member's primary professional commitment is to The Ohio State
566 University and the guidelines below are based on that commitment. Faculty who have
567 professional commitments outside of Ohio State during on-duty periods (including teaching
568 at another institution; conducting research for an entity outside of Ohio State; external
569 consulting; etc.) must disclose and discuss these with the Chair in order to ensure that no
570 conflict of commitment exists. Information on faculty conflicts of commitment is presented
571 in the OAA [Faculty Conflict of Commitment policy](#).

572
573 In determining faculty workloads, flexibility is important and needed to recognize that there
574 is variability in the amount of teaching, research and service activities of individual faculty
575 members. With regard to teaching, university guidelines usually specify a number of
576 "standard" courses to be taught by tenure-track, clinical, and associated faculty where
577 "standard" is a three-credit hour course (with 160 to 165 contact minutes per week). Because
578 many of the courses taught in the EED are non-standard, either because of the number of
579 credit hours, contact time, or instructional mode/style, a conversion table representing the
580 "standard" course equivalent of the various non-standard EED courses is used. This
581 equivalency table used in the assignment of teaching load is developed with the Associate
582 Chair and voted on at a departmental meeting. This table will be reviewed and updated
583 annually at the end of spring semester. The equivalent standard teaching assignment may
584 vary for individual faculty members based on their research, administrative, and/or service
585 activity. Adjustments to the equivalent standard teaching assignment for all faculty may be

586 made to account for teaching a new class, the size of the class, whether the class is taught on-
587 line or team-taught, studio nature of the class, and other factors that may affect the
588 preparation and teaching time involved in teaching the course.

589

590 **A Tenure-track Faculty**

591

592 Tenure-track faculty members are expected to contribute to the university's mission via
593 teaching, scholarship, and service. When a faculty member's contributions decrease in one of
594 these three areas, additional activity in one or both of the other areas is expected. In addition,
595 ongoing professional development is encouraged and expected.

596

597 **Teaching**

598

599 All tenure-track faculty are expected to contribute to the department's teaching, including
600 large enrollment and specialized courses in both the undergraduate and graduate
601 curriculums. The standard teaching assignment for full-time tenure-track faculty members is
602 four (4) courses per academic year (Refer to the EED's internal conversion table for
603 variations). Faculty members are also expected to advise graduate students and supervise
604 graduate and undergraduate students in independent studies, theses, and/or dissertations.

605

606 Faculty members who are especially active in research can be assigned an enhanced research
607 status that includes a reduced teaching assignment. Likewise, faculty members who are
608 relatively inactive in research can be assigned an enhanced teaching status that includes an
609 increased teaching assignment. Faculty members who are engaged in extraordinary service
610 activities (to the department, college, university, and in special circumstances professional
611 organizations within the discipline) can be assigned an enhanced service assignment that
612 includes a reduced teaching assignment.

613

614 The Chair is responsible for making teaching assignments on an annual basis and may
615 decline to approve requests for adjustments when approval of such requests is not judged to
616 be in the best interests of the department. All faculty members must do some formal
617 instruction and advising over the course of the academic year.

618

619 **Scholarship**

620

621 All tenure-track faculty members are expected to be engaged in scholarship as defined in the
622 department's Appointments, Promotion, and Tenure Document. A faculty member who is
623 actively engaged in scholarship will be expected to publish regularly in reputable peer-
624 reviewed journals as well as in other appropriate venues, such as edited book chapters of
625 similar quality and length as articles. Faculty engaged in basic or applied research are
626 expected to attract funding to support their research program. Faculty members are also
627 encouraged to seek appropriate opportunities to communicate their work and to engage in
628 other commercial or entrepreneurial activities stemming from their research.

629

630 **Service**

631

632 Tenure-track faculty members are expected to be engaged in service and outreach to the
633 department, university, profession, and community. The number of committees on which a
634 faculty serves varies depending on the nature of the assignment (e.g., service as committee
635 chair, service on a particularly time-intensive committee, leadership in a professional society,
636 organizing a professional conference, leadership in an educational outreach activity, service in
637 an administrative position within the department, college, or university). Tenure-track faculty
638 members are expected to be collegial members of the EED via participation in faculty
639 meetings and other department events as appropriate.

640

641 **Special Assignments**

642

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

646

647 Tenure-track faculty will normally be provided a SA for research for one semester, during
648 their probationary period. Reasonable efforts will be made to award SA opportunities to
649 faculty members based on the quality of faculty proposals, including their potential benefit to
650 the department or university and the need to assure that sufficient faculty are always present
651 to carry out department work. The department's Promotion and Tenure Committee will
652 evaluate all SA proposals and make recommendations to the Chair. The Chair's
653 recommendation to the Dean regarding an SA proposal will be based on the quality of the
654 proposal and its potential benefit to the department or university and to the faculty member as
655 well as the ability of the department to accommodate the SA at the time requested.

656

657 **B Clinical Faculty**

658

659 Clinical faculty members are expected to contribute to the university's mission via teaching
660 and service and, to a lesser extent, scholarship. Service expectations are similar to those for
661 the tenure-track. Ongoing professional development is encouraged and expected.

662

663 **Teaching**

664

665 All clinical faculty are expected to contribute to the department's teaching in courses or
666 instructional situations involving professional skills. The standard teaching assignment for
667 full-time clinical faculty members is six (6) courses per academic year. (Refer to the EED's
668 internal conversion table for variations.)

669

670 **Scholarship**

671

672 All clinical faculty members are expected to be engaged in scholarship as defined in the
673 department's Appointments, Promotion, and Tenure Document. A clinical faculty member
674 who is actively engaged in scholarship is expected to participate in research through
675 collaboration with tenure-track faculty and publish regularly in high quality peer-reviewed
676 conference proceedings. Faculty engaged in basic or applied research are expected to attract

677 internal and/or external funding to support teaching and learning within the EED. There is no
678 requirement for graduate student support but clinical faculty may apply for “M Status” to
679 advise Master’s Candidates.

680
681 **Service**

682
683 Clinical faculty members are expected to be engaged in service and outreach to the
684 department, university, profession, and community. The number of committees on which a
685 faculty member serves varies depending on the nature of the assignment (e.g., service as
686 committee chair, service on a particularly time-intensive committee, leadership in a
687 professional society, organizing a professional conference, leadership in an educational
688 outreach activity, service in an administrative position within the department, college, or
689 university). Clinical faculty members are expected to be collegial members of the EED via
690 participation in faculty meetings and other department events as appropriate.

691
692 **C Research Faculty**

693
694 Research faculty members are expected to contribute to the university’s mission via research.
695 In accord with Faculty Rule [3335-7-34](#), a research faculty member may, but is not required to,
696 participate in educational activities in the area of his or her expertise on a limited basis. Under
697 no circumstances may a member of the research faculty be continuously engaged over an
698 extended period of time in the same instructional activities as tenure-track faculty. Scholarly
699 expectations of research faculty are similar to those for tenure-track faculty, albeit
700 proportionally greater since the majority of effort for research faculty members is devoted to
701 research. Specific expectations are spelled out in the letter of offer.

702
703 Research faculty members are expected to be collegial members of the EED via participation
704 in faculty meetings and other department events as appropriate.

705
706 **D Associated Faculty**

707
708 Associated faculty include compensated tenure-track and clinical faculty with <50% FTE,
709 visiting faculty, senior lecturers, and lecturers. Compensated associated faculty members
710 are expected to contribute to the university’s mission via teaching or research depending
711 on the terms of their individual appointments. Associated faculty may, with approval
712 from the Chair and Associate Chair, apply as an Ohio State Principal Investigator and
713 may engage in research and/or in the scholarship of teaching and learning (SoTL) for
714 compensation on a case-by-case basis. Associated faculty are expected to contribute to
715 the department’s mission via teaching. The standard teaching assignment for full-time
716 associated faculty is eight (8) courses per academic year. (Refer to the EED’s internal
717 conversion table for variations.)

718
719 Faculty members with tenure-track or clinical titles and appointments <50% FTE have
720 reduced expectations based on their appointment level.

721

722 Expectations for compensated visiting faculty members are based on the terms of their
723 appointment and are comparable to that of tenure-track or clinical faculty members, weighted
724 by the percentage FTE.
725

726 Associated faculty are encouraged to engage in service and outreach to the department as
727 outlined in their contracts. They are encouraged to explore other service opportunities across
728 the university and within their profession and community as appropriate. Associated faculty
729 members are expected to be collegial members of the EED via participation in faculty
730 meetings and other department events as appropriate.
731

732 **E Professional Development**

733

734 EED faculty and staff are encouraged to engage in professional development activities to
735 increase their own and the department's effectiveness. Funding of professional development
736 activities may or may not be provided by the EED and is based on annual availability of
737 funds. For this reason, it is recommended that faculty and staff proactively identify no- and
738 low-cost activities as well as paid professional development activities that align with their
739 current and future career trajectories and improve one's capabilities in teaching, research,
740 service, or professional self- management.
741

742 **F Courtesy Appointments for Faculty**

743

744 Faculty with appointments in other units of the university are eligible for no-salary
745 appointments (0% FTE courtesy) in the EED. The rights and responsibilities of such faculty
746 are determined by EED as set forth in this document. A no-salary faculty affiliation with
747 EED carries the expectation of significant contribution to EED, equivalent to the teaching of
748 one three credit course each year, or equivalent service in research and other scholarly
749 activities, outreach education, and international programs. In general, no-salary faculty
750 privileges can include, but are not limited to the following:
751

- 752 • Advising graduate students in accordance with their graduate faculty status
 - 753 • Teaching at the undergraduate and, if approved by the Graduate School, the
754 graduate level
 - 755 • Attending and participating in faculty meetings, but without voting privileges
 - 756 • Serving on departmental committees
 - 757 • Serving on search committees
- 758

759 **G Modification of Duties**

760

761 The Department of Engineering Education strives to be a family-friendly unit in its efforts to
762 recruit and retain high quality faculty and staff members. To this end, the department is
763 committed to adhering to its guidelines on modification of duties to provide its faculty and
764 staff flexibility in meeting work responsibilities associated with birth or adoption of a child,
765 or care for an immediate family member who has a serious health condition, or a qualifying
766 exigency arising out of the fact that the employee's immediate family member is on covered
767 active duty in a foreign country or call to covered active duty status.

768
769 The College of Engineering and the EED are committed to providing a work environment that
770 is healthy, supportive and considerate of employee work and personal life obligations. The
771 College's Policy on Modification of Duties (see COE's most recent POA) is intended to assist
772 faculty with better integration of their professional and personal lives to help faculty feel more
773 productive, engaged, and satisfied in their work environment.

774
775 The faculty and staff member requesting the modification of duties and the Department Chair
776 should be creative and flexible in developing a solution that is fair to both the individual and
777 the unit while addressing the needs of the university. Expectations must be spelled out in a
778 memorandum of understanding (MOU) approved by the Dean.
779

780 The University provides specific leave benefits under the Paid Leave Programs [Policy 6.27](#) in
781 conjunction with the Family and Medical Leave (FML) [Policy 6.05](#) for serious health
782 condition of the employee that prevents the employee from performing his or her job, birth or
783 adoption of a child, or care for an immediate family member who has a serious health
784 condition, or a qualifying exigency arising out of the fact that the employee's immediate
785 family member is on covered active duty in a foreign country or call to covered active duty
786 status.
787

788 The College of Engineering Policy on Modification of Duties provides further assistance
789 to faculty to manage their workload and is not subject to the twelve-month minimum
790 employment period indicated in Policy 6.05:
791

- 792 1) Faculty members who experience an event will receive modified duties for the
793 semester nearest to the event, to be used in conjunction with university family or
794 medical leave policies.
- 795 2) The modified duties would release the faculty member from 50% of their course teaching
796 assignments for the academic year. Should 50% of the course teaching lead to a non-
797 integer number (such as 1.5) then the fractional portion may be banked and taught in a
798 future year or an arrangement can be made to co-teach a course if such an arrangement is
799 reasonable given the EED's teaching needs.
- 800 3) The faculty member would be expected to focus their "on-duty" time on advising
801 students, conducting research, and completing service during the modified duties
802 semester.
- 803 4) If the event occurs within a dual career household within the College of Engineering,
804 each partner would be eligible for modified duties which could be taken concurrently
805 or consecutively.
- 806 5) The college will provide funding to the EED with the event to cover 50% of the cost
807 of reassignment of teaching responsibilities, if costs are explicitly incurred.
- 808 6) The faculty member is responsible for completing modified duties memorandum of
809 understanding prior to the event, using a template provided by the college. The MOU will
810 be reviewed and approved by the Chair and the Dean. The MOU shall be approved in
811 accordance with the EED and the faculty member's needs.
- 812 7) The modified duties shall be noted in the annual review letter for that year.
- 813 8) Exceptions will be considered on a case-by-case basis by the Chair and Dean.

814
815
816
817
818
819
820
821
822
823
824
825
826
827
828
829
830
831
832
833
834
835
836
837
838
839
840
841
842
843
844
845
846
847
848
849
850
851
852
853
854
855
856
857
858
859

XI Course Offerings and Teaching Schedule

The Department Chair and/or Associate Chair(s) will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty, both collectively and individually. While every effort is 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.

XII 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 optimize achievement of department goals.

The Chair will discuss the department budget at least annually with the faculty and staff. Final decisions on budgetary matters rest with the Chair.

Research space shall be allocated on the basis of research productivity, including external funding, and will be reallocated periodically as these faculty-specific variables change.

The allocation of office space considers such things as achieving proximity of faculty in sub-disciplines and productivity and grouping staff functions to maximize efficiency.

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

XIII 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](#). The information provided below supplements these policies.

860 **A Discretionary Absence**

861

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

872

873 **B Absence for Medical Reasons**

874

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

882

883 **C Unpaid Leaves of Absence**

884

885 The university’s policies with respect to unpaid leaves of absence and entrepreneurial leaves
886 of absence are set forth in OHR [Policy 6.45](#).

887

888 **D Faculty Professional Leave**

889

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

892

893 The department’s Promotion and Tenure Committee will review all requests for faculty
894 professional leave and make a recommendation to the Department Chair. Aligned with the
895 review process, highest priority in the review process will be given to those applicants who
896 have a positive record of achievement, service, and commitment to the University and can
897 show the benefits of the requested leave to their continuing professional development and to
898 the university. Specifically, the committee assesses applications based on:

899

- 900 1. The degree to which the proposed activity meets the stated objectives of the
901 Professional Leave Program, which are:
 - 902 a. To enhance their teaching effectiveness, scholarly interests and overall
903 performance
 - 904 b. The University’s academic programs can be strengthened and developed

- 905 2. The degree to which the applicant's goals can realistically be achieved during the
906 period requested. The committee will evaluate the merit of the off-campus experience
907 and the scheduling of such absences. Consideration should be given to the importance
908 of the assignment and the likelihood of suitable arrangements for handling the faculty
909 member's duties and assignments during any absence.
910

911 The Chair's recommendation to the Dean regarding a Faculty Professional Leave proposal will
912 be based on the quality of the proposal and its potential benefit to the department and to the
913 faculty member as well as the ability of the department to accommodate the leave at the time
914 requested.
915

916 **XIV Supplemental Compensation and Paid External Consulting**

917

918 Information on faculty supplemental compensation is presented in the OAA [Policy on](#)
919 [Faculty Compensation](#). Information on paid external consulting is presented in the
920 university's [Policy on Faculty Paid External Consulting](#). The information provided below
921 supplements these policies.
922

923 This department adheres to these policies in every respect. In particular, this department
924 expects faculty and staff members to carry out the duties associated with their primary
925 appointment with the university at a high level of competence before seeking other income-
926 enhancing opportunities. All activities providing supplemental compensation must be
927 approved by the Department Chair or Associate Chair regardless of the source of
928 compensation. External consulting must also be approved. Approval will be contingent on the
929 extent to which a faculty member is carrying out regular duties at an acceptable level, the
930 extent to which the extra income activity appears likely to interfere with regular duties, and
931 the academic value of the proposed consulting activity to the department. In addition, it is
932 university policy that faculty may not spend more than one business day per week on
933 supplementary compensated activities and external consulting combined.
934 Expectations for staff engaged in external consulting should be discussed with human
935 resources prior to entering into a consulting agreement with an external entity.
936

937 Faculty who fail to adhere to the university's policies on these matters, including seeking
938 approval for external consulting, will be subject to disciplinary action.
939

940 OAA also requires colleges and departments to determine a process for a faculty member to
941 request permission to use a textbook or other material that is authored by that faculty member
942 and the sale of which results in a royalty being paid to him or her.
943

944 **XV Financial Conflicts of Interest**

945

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

951
952 Faculty members with external funding or otherwise required by university policy are
953 required to file conflict of interest screening forms annually and more often if prospective new
954 activities pose the possibility of financial conflicts of interest. Faculty who fail to file such
955 forms or to cooperate with university officials in the avoidance or management of potential
956 conflicts will be subject to disciplinary action.

957
958 In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment
959 that arise in relation to consulting or other work done for external entities.

960 **XVI Grievance Procedures**

961
962 Members of the department with grievances should discuss them with the Chair who will
963 review the matter as appropriate and either seek resolution or explain why resolution is not
964 possible. Content below describes procedures for the review of specific types of complaints
965 and grievances.

966 **A Salary Grievances**

967
968 A faculty or staff member who believes that his or her salary is inappropriately low should
969 discuss the matter with the Chair. The faculty or staff member should provide documentation
970 to support the complaint.

971
972 Faculty or staff members who are not satisfied with the outcome of the discussion with the
973 Chair and wish to pursue the matter may be eligible to file a more formal salary appeal (see
974 the [Office of Academic Affairs Policies and Procedures Handbook](#)).

975
976 Staff members who are not satisfied with the outcome of the discussion with the Chair and
977 wish to pursue the matter should contact [Employee and Labor Relations in the Office of
978 Human Resources](#).

979 **B Faculty Misconduct**

980
981 Complaints alleging faculty misconduct or incompetence should follow the procedures set
982 forth in Faculty Rule [3335-5-04](#).

983 **C Faculty Promotion and Tenure Appeals**

984
985 Promotion and tenure appeals procedures are set forth in Faculty Rule [3335-5-05](#).

986 **D Sexual Misconduct**

987
988 The university's policy and procedures related to sexual harassment are set forth in OHR
989 [Policy 1.15](#).

990
991
992
993
994
995
996
997

998 **E Student Complaints**

999

1000 Normally student complaints about courses, grades, and related matters are brought to the
1001 attention of individual faculty members. In receiving such complaints, faculty should treat
1002 students with respect regardless of the apparent merit of the complaint and provide a
1003 considered response. When students bring complaints about courses and instructors to the
1004 Department Chair, the Chair will first ascertain whether or not the students require
1005 confidentiality. If confidentiality is not required, the Chair will investigate the matter as fully
1006 and fairly as possible and provide a response to both the students and any affected faculty. If
1007 confidentiality is required, the Chair will explain that it is not possible to fully investigate a
1008 complaint in such circumstances and will advise the student(s) on options to pursue without
1009 prejudice as to whether the complaint is valid or not.

1010

1011 Faculty complaints regarding students must always be handled strictly in accordance with
1012 university rules and policies. Faculty should seek the advice and assistance of the Chair and
1013 others with appropriate knowledge of policies and procedures when problematic situations
1014 arise. In particular, evidence of academic misconduct must be brought to the attention to a
1015 departmental Associate Chair or designee before being brought to the Committee on
1016 Academic Misconduct (see <https://oaa.osu.edu/academic-integrity-and-misconduct> and
1017 <https://senate.osu.edu/information/committee-on-academic-misconduct-coam/>).

1018

1019 **F Code of Student Conduct**

1020

1021 In accordance with the [Code of Student Conduct](#), faculty members will report any instances of
1022 academic misconduct to the Committee on Academic Misconduct.

1023

1024 **APPENDIX (Committee Charters Template)**

1025

1026 Charter for the Department of Engineering Education

1027

COMMITTEE NAME

1028

1029 **Purpose:**

1030 The primary purpose of the Committee Name is to ...

1031

1032 **Role:**

1033 The activities of the committee include:

1034

- Fill in activities. Please keep final bullet point about communication.

1035

-

1036

-

1037

-

1038

-

1039

- Communicating with other EED committees based on need and overlap. For example, communicating facility and technology needs to the Capital Resources and Employee Welfare Committee.

1040

1041

1042

1043 This committee serves executive functions on the above activities, except where noted that
1044 other committees are involved. The Department Chair may provide input into all activities of the
1045 committee.

1046

1047 **Membership:**

1048 The committee chair will be appointed by the Department Chair. The committee will
1049 generally have between XX to XX members in addition to the committee chair. Membership is
1050 reviewed and updated annually by the Department Chair, and should include (Any special
1051 membership criteria or categories).

1052

1053 *Ex officio* members: Department Chair

1054 Non-EED Members: If applicable

1055

1056 **Objectives:**

1057 The Committee Name will ...

1058

1059 **Meetings:**

1060 The Committee Name meets at least once per month, more frequently if needed to handle its
1061 responsibilities. Some issues may be handled electronically to expedite the process.

1062

1063 **Reports:**

1064 The Committee Name reports to the faculty with a written and oral report a summary of
1065 actions taken that modify the undergraduate courses offered by EED and any issues that require
1066 broader discussion and/or faculty participation.

1067

1068 **Rules:**

1069 All meetings shall be conducted under Robert's Rules of Order Revised, unless waived by a
1070 vote of a simple majority of those present. At least 50% of the voting members of the Committee
1071 Name shall constitute a quorum. Voting by proxy shall not be permitted.

1072

1073 The Committee Name may recommend additional rules and bylaws as it deems necessary to
1074 conduct its affairs.

1075

1076 **Amendments:**

1077 The Charter, rules, and bylaws may be amended at any regular EED faculty meeting. If 7
1078 days previous notice has been given in writing to all members stating the nature of the amendment,
1079 the Charter, rules and bylaws may be amended by a two-thirds vote of those voting, a quorum
1080 being present. Amendments will become effective immediately after approval by the Chair of the
1081 department.

1082

1083 Charter Version: Draft – DD Month YYYY

1084 Charter approved on: TBD