

PATTERN OF ADMINISTRATION

Department of Civil & Environmental Engineering & Geodetic Science (CEG) The Ohio State University (OSU)

INTRODUCTION

This document provides a brief description of the Department of Civil and Environmental Engineering and Geodetic Science (CEG), 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 CEG 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 CEG Chair. However, revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the OSU College of Engineering office and the OSU Office of Academic Affairs.

VISION STATEMENT

The OSU Department of Civil and Environmental Engineering and Geodetic Science will continue to be the premier department in the fields of civil engineering, environmental engineering, and geodetic science in the State of Ohio, become ranked among the top ten public universities nationally, and compete with the best programs internationally.

DEPARTMENT MISSION

The OSU Department of Civil and Environmental Engineering and Geodetic Science's mission is to serve as a center of excellence for research and teaching undergraduate and graduate studies in construction engineering and management, environmental engineering, geotechnical engineering, hydraulic engineering, remote sensing, structural engineering, and transportation engineering; serve as a center of excellence for research and teaching graduate studies in geodesy/geodynamics, photogrammetry/remote sensing, and geoinformation/mapping sciences; to continue to develop the two existing strong graduate degree programs in both Civil and Environmental Engineering (CEE) and Geodetic Science and Surveying (GSS); to continue to develop the three existing strong, accredited undergraduate programs in civil engineering, environmental engineering, and geomatics engineering; to serve as a center of excellence for the research and teaching of engineering fundamentals, including engineering graphics and problem solving; to serve as a forum where the methodology and technology of cooperative/interactive undergraduate teaching techniques as applied to engineering education will be researched, developed, and tested; and to promote synergies within the Department, College, and University in six strategic areas, according

to the Department's *Ten-Year Strategic Plan* (located on-line at www.ceegs.ohio-state.edu): (a) design methodologies (AI, CAE/CAD, computational models); (b) environment (ecological and environmental engineering, environmental fluid mechanics); (c) infrastructure (construction, materials, structures, geotechnical, architecture); (d) geodetic and geo-information science (geodesy, GIS, image understanding, mapping, photogrammetry, remote sensing, sensors, signal analysis); (e) transportation (planning, analysis, design, operation, control); and (f) science and engineering workforce development.

FACULTY

Faculty Rule 3335-5-19 <http://trustees.osu.edu/rules5/ru5-19.html> 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 voting CEG faculty include regular faculty with compensated FTEs of at least 50% time for whom CEG is the tenure initiating unit. Auxiliary faculty, emeritus faculty, and regular faculty joint appointees with FTEs below 50% time may be 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 CEG is provided in the Department's Appointments, Promotion and Tenure (AP&T) document.

ORGANIZATION OF DEPARTMENT SERVICES & STAFF

To run a successful and smooth Department requires the expertise of a support staff made up of Civil Service and Administrative Personnel to assist the CEG Chair and faculty on a day-to-day basis.

OVERVIEW OF DEPARTMENTAL ADMINISTRATION & DECISION-MAKING

Policy and program decisions are made in a number of ways: by the CEG faculty as a whole, by standing or special committees of the Department, or by the CEG Chair. The nature and importance of any individual matter determine how it is addressed.

CEG governance proceeds on the general principle that the higher priority or urgency of the matter to be decided, the more inclusive the participation in decision making is adhered to.

Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance to CEG.

DEPARTMENT ADMINISTRATION

CEG Chair

The primary responsibilities of the Chair are set forth in Faculty Rule 3335-3-35 <http://trustees.osu.edu/rules3/ru3-35.html>. This rule requires the CEG Chair to develop, in consultation with the faculty, this Pattern of Administration with specified minimum content. This rule, alongside Faculty Rule 3335-6, see <http://trustees.osu.edu/rules6/ru6index.html>, also requires the Chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to promotion and tenure (the Appointments, Promotion and Tenure document; see http://oaa.osu.edu/handbook/i_aptdoc.html).

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

- To have general administrative responsibility for CEG programs, subject to the approval of the Dean of the OSU College of Engineering, 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 CEG faculty and staff.
- To plan with the members of the faculty and the Dean of the OSU College of Engineering, a progressive program that encourages research and educational investigation.
- 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 faculty members annually in accordance with both University and CEG 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.
- To recommend appointments, promotions, dismissals, and matters affecting the tenure of members of the CEG faculty to the Dean of the College, in accordance with procedures set forth in Faculty Rule 3335-6 <http://trustees.osu.edu/rules6/ru6index.html> and the CEG Appointments, Promotion and Tenure (AP&T) 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.

Day-to-day responsibility for specific matters may be delegated to others, but the CEG Chair retains final responsibility and authority for all matters covered by this Pattern of Administration, subject when relevant to the higher decision rights and approval of the Dean of the OSU College of Engineering, the Provost and the OSU Office of Academic Affairs, and the OSU Board of Trustees.

Operational efficiency requires that the CEG Chair exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of CEG academic goals, however, is most successful when all faculty members participate in discussing and deciding matters of importance. The CEG 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 CEG Chair will explain to the CEG faculty the reasons for the departure, ideally before action is taken.

Following consultation with the faculty, the CEG Chair is responsible for all administrative and financial decisions within the Department. This includes development of this Pattern of Administration; preparation of a statement setting forth the criteria and procedures for Departmental recommendations on appointments/dismissals, salary adjustments, and promotion and tenure; operating the Department with efficiency and dispatch; planning a progressive program; evaluating instructional and administrative processes; evaluating faculty members; informing faculty of their right to review their primary personnel file; recommending appointments, dismissals, tenure, and promotion; encouraging research and educational investigations; offering appropriate Departmental privileges and responsibilities to all faculty; providing adequate supervision and training to all faculty and staff; preparing budget recommendations; promoting improvement of instruction by evaluating all courses offered; appointing chairs and memberships of CEG committees; maintaining CEG financial and personnel records; signing expenditure requests; assigning teaching responsibilities; responding to faculty grievances; representing the Department on the College of Engineering's Executive Committee and on various University-wide committees and meetings; recruiting students; communicating with alumni; and soliciting development funds.

CEG Executive Committee

Following consultation with the faculty, the CEG Chair may appoint a CEG Executive Committee to act in an advisory role to the CEG Chair. The purpose of the CEG Executive Committee is to provide timely faculty input on decision-making matters of importance to the Department, to advise on long-range planning, and formulate proposals for presentation to and consultation with the CEG faculty as a whole. Membership will include faculty representing the six strategic areas defined in the Department's Ten-Year Strategic Plan (www.ceegs.ohio-state.edu). The term of appointment is one year, renewable up to three-years upon the CEG Chair's decision.

The CEG Chair is an ex-officio member of the CEG Executive Committee. The CEG Chair serves as Chair in session of the CEG Executive Committee.

CEG COMMITTEES

Much of the development and implementation of CEG policies and programs is carried out by standing and ad hoc committees. The CEG Chair is an ex officio member of all Department committees and may vote as a member on all committees, except the CEG Promotion and Tenure Committee.

CEG Standing Committees

There are 11 standing committees within the Department of Civil and Environmental Engineering and Geodetic Science:

1. Civil Engineering Undergraduate Studies Committee
2. Environmental Engineering Undergraduate Studies Committee
3. Geomatics Engineering Undergraduate Studies Committee

These three committees have the following responsibilities for their respective accredited program: the recruiting of undergraduate students; admission of students to the accredited program; monitoring student progress and providing information, help, and oversight as necessary to encourage satisfactory progress on the part of the student; keeping the program and program course syllabi current; reviewing undergraduate-level new course requests and course change requests; participation in hearing student curriculum and instructional grievances and providing advice to the CEG Chair on the merits of such grievances and possible solutions; participation in CEG, OSU College of Engineering, and University-wide panels concerning student dismissals and probation; assistance to the CEG Awards Committee in identifying quality undergraduate students for scholarships and awards; and participation on OSU College of Engineering or University-wide committees responsible for developing and implementing academic policy or curricula.

Each committee is composed of three members appointed by the CEG Chair to three-year terms, staggered, as much as possible. The committees are encouraged to cooperate whenever possible to achieve the advantages of synergy.

4. Civil Engineering Graduate Studies Committee
5. Geodetic Science and Surveying Graduate Studies Committee

These two committees have the following responsibilities for their respective graduate program: recruiting graduate students; acting upon student admission applications; monitoring student progress and providing information, help, and oversight as necessary to apprise the student of the best methods for ensuring satisfactory progress; keeping the graduate program and graduate courses current; reviewing graduate-level new course requests or course change requests; assessing the graduate advising status of the faculty; participation in hearing student curriculum and instructional grievances and providing advice to the CEG Chair on the merits of such grievances and possible solutions;

preparation of student files for possible award of University Fellowships or for other honors; and participation on the OSU College of Engineering or University-wide committees responsible for graduate education.

Each committee is composed of three members appointed by the CEG Chair to three-year terms, staggered as much as possible. The committees are encouraged to cooperate whenever possible to achieve the advantages of synergy.

6. CEG Awards Committee.

The CEG Awards Committee, composed of three members with three-year terms staggered as much as possible, has the following responsibilities: Proactive development and maintenance of a file on awards available locally, nationally, and internationally to both undergraduate and graduate students, staff, and faculty, and the criteria corresponding to these awards; identification of worthy recipients for these awards; participation in award ceremonies, and; maintenance of a record of past recipients and the nature of the award.

7. CEG Computer Committee.

The CEG Computer Committee, composed of three members with three-year terms staggered as much as possible, has the following responsibilities: maintenance of an inventory of computer equipment controlled by CEG, along with its current location and allocation, and planning, cost estimation, and prioritization of annual and future computer equipment and software needs.

8. CEG Equipment Committee.

The CEG Equipment Committee, composed of three members with three-year terms staggered as much as possible, has the responsibility of maintaining an inventory of laboratory equipment, other than computer equipment, controlled by CEG, along with its current location and allocation, and the planning, cost estimation, and prioritization of annual and future equipment needs.

9. CEG Space Committee.

The CEG Space Committee, composed of three members with three-year terms staggered as much as possible, has the following responsibilities: Maintenance of a floor plan of all CEG space; completion of the periodic space audit required by the University; maintenance of an inventory of short-term space needs of faculty and staff of the Department, and; planning for future allocation or re-allocation of space.

10. CEG Promotion and Tenure Committee.

The CEG Promotion and Tenure (P&T) Committee shall be composed of three senior tenured members of the regular faculty with three-year terms staggered as much as possible. One member will be designated by the CEG Chair as the Procedures Oversight

Designee. In exceptional circumstances, a member's term may be renewed for an additional three-year term. The CEG P&T Committee has the following responsibilities:

- Perform an annual review of the University and the OSU College of Engineering promotion and tenure criteria and procedures to ensure that Department policies are in compliance.
- Perform continuous evaluation of CEG P&T procedures and criteria as well as formulate and recommend revisions by the faculty where appropriate and necessary.
- Review dossiers prepared by candidates for promotion, promotion and tenure, and fourth-year review, and prepare for the eligible faculty a detailed quantitative and qualitative evaluation of the candidate in terms of his/her own field and role in the Department, revising this evaluation, if necessary, to reflect the final vote of the eligible faculty.
- Provide an annual P&T evaluation of every non-tenured faculty member. This evaluation will augment the annual evaluation provided by the CEG Chair and concentrate on progress toward tenure;
- Conduct all evaluations of teaching for the purpose of promotion, granting of tenure, granting of teaching awards, and special appointments requiring demonstrated high quality teaching ability. If necessary, they will be assisted by additional associate or full professors, as appropriate, and as appointed by the CEG Chair with the concurrence of the CEG P&T Committee.
- The CEG P&T Committee shall follow all of the criteria and procedures detailed in the CEG Appointments, Promotion, and Tenure (AP&T) document.

11. CEG Outreach and Recruitment Committee.

The CEG Outreach and Recruitment Committee, composed of three members with three-year terms staggered as much as possible, has the following responsibilities: to represent the department at recruitment and outreach events initiated by the Department and/or the College of Engineering.

Ad-Hoc Committees

In addition to the standing committees, the faculty may from time to time form and serve on ad-hoc committees through the initiative of the CEG Chair in coordination with the faculty. Approval of an ad-hoc committee must be sought through a vote of the CEG faculty. The need for an existing ad-hoc committee will be reviewed annually during the development of the annual CEG committee assignments. An ad-hoc committee in existence for more than three years must be disbanded, re-authorized, or made a permanent standing committee by CEG faculty vote.

Individual Assignments

The CEG Chair may appoint individuals to special individual assignments. Examples are CEG representative to: College of Engineering Committee on Academic Affairs; College of Engineering Committee on Outcomes Assessment for Undergraduate

Engineering Programs; and College of Engineering Core Curriculum and Undergraduate Services Committee. Examples within CEG include faculty contacts for student organizations, student project competitions, Undergraduate Honors Program, professional society student chapters, undergraduate program technical advisors, and others.

FACULTY MEETINGS

The CEG 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 monthly meetings. 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 CEG regular faculty. The CEG Chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. The CEG Chair will distribute minutes of faculty meetings to faculty by e-mail – within seven days of the 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 CEG Appointments, Promotion and Tenure (AP&T) document.

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

Either the CEG Chair or one-third of all CEG faculty members 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 CEG faculty members eligible to vote. Balloting will be conducted by mail or e-mail when necessary to assure maximum participation in voting.

When a matter must be decided and a simple majority of all CEG faculty members eligible to vote cannot be achieved on behalf of any position, the CEG 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.

DEPARTMENT FACULTY TEACHING LOAD AND DUTIES AND RESPONSIBILITIES POLICY

General

The OSU Office of Academic Affairs, using the Ohio Board of Regents Advisory Committee guidelines, has established that OSU Departments with active baccalaureate, master's, and doctoral degree programs should have a norm for teaching activities that is at least 50% of the total Departmental workload. The remaining workload time should be devoted to externally-sponsored and Departmental funded research/creative activity, service, and other professional responsibilities consistent with the Department's mission.

In applying this norm to CEG, it is estimated that teaching four four-hour courses, or equivalent, per academic year meets the 50% criterion (each four-hour course requires 37.5% of a faculty member's time in the quarter of offering).

The CEG activities are among the most diverse of any Department within the OSU College of Engineering, ranging from freshmen service course responsibility for the entire College as well as the University (engineering graphics), to a continuum of BS/MS/PhD degree programs (civil, environmental, and geomatics engineering), to purely graduate MS/PhD. degree programs (geodetic science and surveying). Accordingly, teaching responsibilities may vary widely.

Assignment of teaching and workload responsibilities to each faculty member is the responsibility of the CEG Chair. In meeting this responsibility, first priority for course assignment will be to meet the degree requirements for undergraduate and graduate students.

No course will be cancelled or scheduled without approval of the CEG Chair. If a course is cancelled, the CEG Chair must approve an alternative use of the faculty member's time.

Timing of Teaching Assignment

By June 30 of each year, the CEG Chair will have identified courses required to be taught in the following academic year, and will have assigned teaching responsibilities to each faculty member. The required number of course sections, support personnel and facilities, and time of offering shall also have been determined. It is understood that the CEG Chair may find it necessary to modify these assignments as the academic year progresses, based upon instructional demands and individual circumstances.

Average Workload

The average faculty workload will consist of teaching, research, and service.

- Teach six “standard course” sections, or equivalent, per academic year; and supervise 3-5 undergraduate Honors, MS or PhD students per year. A standard course is defined in Attachment A.

- Publish two journal articles per year; and serve as a PI or co-PI on externally sponsored research projects.
- Serve as a member of two CEG, OSU College of Engineering, or University-wide committees per year; advise undergraduate and graduate students and/or student organizations; serve as a member of one local/state/national/international professional society committee; and represent the Department in recruiting and public relations activities.

Deviation from Average Workload

Deviations from the average workload will be based on the following guidelines:

Newly Hired Untenured Faculty. Newly hired, untenured faculty need time to establish a teaching and research program and locate funding sources if they are to be successful. Accordingly, it is the policy of CEG that newly hired, untenured faculty be given reduced teaching loads, gradually working up to the Departmental average teaching load.

Release-Time Buyouts. Generally, faculty may reduce their teaching load by purchasing release time on sponsored research projects. As a guide, release from one 4-hr “standard course” will require 11% release time (1 month) of a 9-month appointment.

Release-time buyouts for a course will not be possible if a competent auxiliary or regular faculty member cannot be found to teach the course, and the course is required for undergraduate or graduate student graduation. Faculty should negotiate any such buyout well before the quarter begins, and the faculty member is responsible for finding an adequate teaching replacement to recommend to the CEG Chair.

Chair of Major Committees. Every effort will be made to count serving as chair of a major CEG, OSU College of Engineering, or University-wide committee or membership in the University Senate as being the equivalent of one course per year in workload reduction. The major Departmental committees are Civil Engineering Undergraduate Studies, Environmental Engineering Undergraduate Studies, Geomatics Engineering Undergraduate Studies, Civil Engineering Graduate Studies, Geodetic Science and Surveying Graduate Studies, and CEG Promotion and Tenure Committee. Other service activities, taken in sum, may also qualify for a one-course reduction.

Exceptional Meritorious Achievement. Faculty receiving an exceptional award or recognition, such as being elected to the National Academy of Engineering, National Academy of Science, or being accorded University Distinguished Scholar, OSU Alumni Award for Distinguished Teacher, or University Distinguished Professor may be accorded a workload adjustment in keeping with the individual's wishes and Departmental obligations.

Negotiated Course Teaching Load Reduction. Other, special circumstances may justify a reduced course teaching load. Examples are directorships of official OSU research centers, special budgeting requirements of external funding agencies, unusual public

service responsibilities, and other special cases. These must be negotiated with the CEG Chair on a case-by-case basis.

Increased Teaching Load. A CEG faculty member, who has been inactive in sponsored research, creative scholarly activity, and public service, may be assigned up to eight four-hour courses per academic year.

Disclaimer. The above guidelines do not constitute a contractual obligation, nor can they be interpreted as criteria for promotion and tenure. Fluctuations in instructional demands and individual circumstances may warrant deviation from the stated policies.

MENTORSHIP PROGRAM

General

The purpose of the Mentorship Program is two-fold: 1) to provide individualized mentoring for assistant and associate professors so that these faculty be more successful in their progression through rank, and; 2) to be of assistance to the CEG Promotion and Tenure Committee in its review of promotion cases. If successful, the program should strengthen the Department academically, programmatically, and financially. The program is intended as a follow-up to the major effort put forth in locating and hiring the most capable new faculty into the Department.

Structure

One Promotion and Tenure Mentor (PTM) will be chosen for each candidate by the CEG Chair with input from the candidate. The PTM will be selected no later than the second year following appointment for untenured faculty, and at least six months before the dossier is submitted for tenured associate professors. An additional PTM may be selected at any time as well. Tenured associate professors may elect not to be mentored.

To the extent possible, mentors should be full professors. To maximize effectiveness of the mentorship program, both mentors and candidates are encouraged to request the help and advice of other faculty in the mentorship process.

General Duties

PTMs will serve as follows: conduct a detailed annual review of the candidate's dossier, and suggest areas for improvement to the candidate; attend at least one lecture in each course offered by the candidate each quarter, and then meet with the candidate to make constructive suggestions for improvement; discuss with the candidate each quarter the status of the candidate's research program, journal publications, funding sources, and possible internal and external faculty collaborators; and provide an annual written and oral progress report on the candidate to the CEG Chair and Chair of the CEG P&T Committee.

This listing of general duties is not meant to be exclusive of other positive efforts that may be possible. However, the responsibility for successful progress lies solely with the candidate.

COURSE OFFERINGS & TEACHING SCHEDULES

The CEG 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 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 <http://trustees.osu.edu/rules8/ru8-16-17.html> will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent quarter. 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 quarters of offering to assure that instructional expertise is always available for such courses.

ALLOCATION OF DEPARTMENT RESOURCES

The CEG 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 CEG Chair will discuss the CEG 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 CEG 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 will include considerations such 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 CEG Appointments, Promotion and Tenure (AP&T) document.

LEAVES & ABSENCES

The University's policies with respect to leaves and absences are set forth in the OSU Office of Academic Affairs Policies and Procedures Handbook <http://oaa.osu.edu/handbook/tc.html> and Office of Human Resources Policies and

Procedures website <http://hr.osu.edu/policy/policyhome.htm>. The information provided below supplements these policies.

Discretionary Absence

Faculty are expected to complete an Application for Leave form well in advance of a planned absence (e.g., as 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 CEG 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 quarter is substantial. Faculty Rules require that the OSU Office of Academic Affairs approve any discretionary absence of ten or more days.

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 CEG 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. See OHR Policy 6.27 for details: <http://hr.osu.edu/policy/policy627.pdf>.

Unpaid Leaves of Absence

http://oaa.osu.edu/handbook/ix_loa.html
http://oaa.osu.edu/handbook/ix_loaentrepren.html

A faculty member may request an unpaid leave of absence for personal or professional reasons. Professional reasons would include an opportunity to accept a visiting appointment at another institution. A faculty member desiring an unpaid leave of absence should submit a written request for the absence as far in advance as possible of the time for which the leave is desired. Approval will be based on, but not limited to, the nature of the request, the extent to which the faculty member's responsibilities can be covered or deferred during the proposed absence, and the positive or negative impact on the Department of the proposed absence. Unpaid leaves of absence require the approval of the dean, OSU Office of Academic Affairs, and OSU Board of Trustees.

Special Research Assignments

http://oaa.osu.edu/handbook/ix_sra.html

Special Research Assignments (SRAs) are normally one quarter in length and are designed to provide a faculty member time away from classroom teaching and some other responsibilities in order to concentrate effort on research. SRAs are usually, but not

necessarily, provided to faculty to develop a new research skill, initiate a new project, or complete an ongoing project. SRAs of shorter duration may be provided for such purposes as facilitating travel related to research that is less than a quarter in duration, but more than a week or two, provided classroom teaching is not disrupted.

Untenured faculty will normally be provided an SRA during their probationary period. Reasonable efforts will be made to provide SRA opportunities to all productive faculty on a rotating basis subject to the quality of faculty proposals, including their potential benefit to CEG, and the need to assure that sufficient faculty are always present to carry out CEG work.

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

Faculty Professional Leave

http://oaa.osu.edu/handbook/ix_fpl.html

A Faculty Professional Leave (FPL) constitutes a more formal departure from regular academic duties than a Special Research Assignment and may be one, two or three quarters in length for 9-month faculty and one, two, three, or four quarters in length for 12-month faculty. FPLs involve salary reductions and other considerations established by the Ohio legislature and OSU 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 CEG Chair during their annual evaluation or as soon thereafter as possible. The CEG 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 of the OSU College of Engineering, OSU Office of Academic Affairs, and OSU Board of Trustees before they may be implemented, faculty should submit FPL proposals for a particular year no later than the end of Autumn Quarter of the preceding year, except when the development of an unexpected opportunity precludes such timing.

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

SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY

The University's policies with respect to supplemental compensation and external consulting are set forth in the OSU Office of Academic Affairs Policies and Procedures Handbook: http://oaa.osu.edu/handbook/iii_facextracomp.html and <http://oaa.osu.edu/handbook/paidexternal.html>.

CEG adheres to these policies in every respect. In particular, the 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 CEG 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.

FINANCIAL CONFLICTS OF INTEREST

The University's policy with respect to financial conflicts of interest is set forth in the Office of Academic Affairs Policies and Procedures Handbook <http://oaa.osu.edu/handbook/coipolicy.html>. 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 are required to annually file a conflict of interest screening form 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.

GRIEVANCE PROCEDURES

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

Salary Grievances

A faculty or staff member who believes that his or her salary is inappropriately low should discuss the matter with the CEG 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 CEG Chair and wish to pursue the matter may be eligible to file a more formal salary appeal http://oaa.osu.edu/handbook/xii_salaryprocess.html.

Staff members who are not satisfied with the outcome of the discussion with the CEG Chair and wish to pursue the matter should contact Consulting Services <http://hr.osu.edu/dir/Directory.htm#Consult> in the OSU Office of Human Resources.

Faculty Misconduct

Faculty misconduct/incompetence: Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04 <http://trustees.osu.edu/rules5/ru5-04.html>.

Faculty Promotion and Tenure Appeals

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

Sexual Harassment

The University's policy and procedures related to sexual harassment are set forth in OHR Policy 1.15 <http://hr.osu.edu/policy/policy115.pdf>.

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 CEG Chair, the CEG Chair will first ascertain whether the students require confidentiality or not. If confidentiality is not required, the CEG 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 CEG 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 CEG 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 OSU Committee on Academic Misconduct <http://oaa.osu.edu/coam/home.html> and <http://oaa.osu.edu/procedures/1.0.html> .

The OSU Code of Student Conduct is Faculty Rule 3335-23 <http://trustees.osu.edu/Rules%2023/index.php> .

Attachment A. A standard CEG course section definition.

The total equivalent of standard course sections assigned will depend on three factors:

- Number of credit hours for the course
- Number of students in the class
- Difficulty associated with teaching the “class”

The standard course equivalent for a given course is determined by the following:

- a) The preparation time for each hour of class is assumed to be 1.5 hrs. There are assumed to be 10 weeks in each quarter. Thus: $[(1.5 \times 1 \text{ hr}) \times 10 \text{ wks} = 15]$
- b) Student contact hours outside of the class are assumed to be 10 for a 30-student class and 15 for a class of 70 students, and the contact hours are assumed to vary linearly with the number of students. Thus: $[(n + 50)/8]$ where contact hrs for a 30-student class is 10 $(30 + 50/8 = 10 \text{ hr})$ and contact hrs for a 70-student class is 15 $(70 + 50/8 = 15)$.
- c) A total grading time of 0.5 hrs per student is assumed per quarter.

A factor for teaching a course different from a standard course is determined by computing the number of hours for a-c above and dividing by 85 (number of hours to teach a standard course). Thus: $[(4 \text{ cr-hr} \times 1.5 \text{ hr}) * 10 \text{ wks} + 10 + (0.5 \times 30)] = 85$ that equates to a 4-hr class of 30-students.

The resulting equation for the number of standard courses (N_{SC}) associated with a given lecture course is:

$$N_{SC} = \{ [15 C + (n + 50)/8 + 0.5 * n] / 85 \} \text{ diff}$$

where: C is the number of credit hours in the class, n is the number of students, and *diff* is the difficulty factor.

Typically *diff* is 1. However, it is different from 1 in the following cases:

- If the instructor is teaching the class for the first time, the factor is 1.5. For 600-level classes, the factor is 1.1; for 700-level classes, the factor is 1.2; and for 800-level classes, the factor is 1.3. A laboratory class will add an additional 0.1 factor.
- If the class does not meet for the full 10 weeks, *diff* will reflect the reduced effort.

In general, classes with small enrollments will not be taught. However, a faculty member may offer a course with fewer than 12 students (for 600 level courses) or fewer than 6 (for 700- and 800-level courses), but the credit will be reduced linearly from 1.0 to 0 based on the actual number of students. The factor is $(n/12)$ for 600-level courses and $(n/6)$ for 700 and 800-level course, where n is the number of students registered. This does not apply to the honors courses or to courses offered at the specific request of the department chair.