# PATTERN OF ADMINISTRATION FOR THE DEPARTMENT OF EVOLUTION, ECOLOGY, AND ORGANISMAL BIOLOGY

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The policies and guidelines in this document were approved by the Faculty of the Department of Evolution, Ecology, and Organismal Biology on December 6, 2006, by the Dean of the College of Biological Sciences on January 22, 2007, and by the Office of Academic Affairs on February 8, 2007.

1 Introduction

These policies and guidelines do not reflect or represent every conceivable situation that might arise. Situations not described or conditions presenting unique or extraordinary circumstances will be handled as warranted.

2 Department Mission

The mission of the Department of Evolution, Ecology, and Organismal Biology (henceforth, the Department) is to provide high quality, comprehensive programs in undergraduate and graduate instruction, to generate and disseminate knowledge gained through original research, and to provide service to the University and professional and public sectors. As one of six departments in the College of Biological Sciences (henceforth, the College), the Department contributes to the mission of the College in the areas of teaching, research and service in evolutionary biology, organismal biology, and ecology. In keeping with the University’s mission, the department is committed to the goal of promoting diversity.

As necessary components of this mission, the Department is committed to continuous improvement through regular scrutiny of the undergraduate and graduate curricula; the hiring of tenure-track faculty and other personnel who enhance or have the strong potential to enhance the Department’s quality in the areas of teaching, research, and service; the recruitment and retention of a diverse workforce and student body; the creation of a welcoming climate in regard to diversity; and the development and maintenance of a physical and intellectual environment that fosters those activities.

Formal classroom courses and original research focus on a broad spectrum of topics. The Department is particularly focused on understanding basic processes that affect the evolution, physiology, behavior, and population biology of organisms, as well as species interactions and ecosystem function. The faculty, staff, and students focus on fundamental concepts and theory at levels of organization ranging from molecular to global.

3 Faculty

In accordance with Rule 3335-5-19 (http://www.osu.edu/offices/trustees/rules5/ru5-19.html), the regular faculty consists of those persons on the Columbus Campus and regional campuses with titles of Professor, Associate Professor, Assistant Professor, or Instructor who serve on salaried appointments of 50% or more to the University.

Auxiliary faculty are those persons with adjunct titles, clinical titles, visiting titles, and lecturer titles, and Professors, Associate Professors, Assistant Professors, and Instructors who serve on appointments of less than 50% salaried service to the University. By University rule, persons...
holding auxiliary titles are not eligible for tenure and may not participate in promotion and tenure decisions. Persons with regular faculty titles in the Department cannot hold auxiliary titles in the Department. Faculty with courtesy (non-salaried) appointments in the Department must hold tenured or tenure-eligible appointments in another tenure-initiating unit at the University.

4 Organization of Department Services and Staff

The Department provides a number of support services to the faculty and students who perform the missions of teaching, research, and service. These support services include the following.

4.1 Administrative and Clerical Support

The Department provides a number of services that assure safe, efficient, and productive day-to-day operation. These services include: human resources and payroll actions; purchasing of supplies, services, and equipment; fiscal accounting; and secretarial/administrative support of Departmental activities. Day-to-day clerical support for individual faculty (e.g., travel scheduling, word-processing, and other routine secretarial duties) is provided on a time-permitting basis.

4.2 Teaching Support

The Department provides technical staff support for the preparation and maintenance of the laboratory component of several core courses for our undergraduate majors and clerical support for faculty and TA instructional activities. The Department also works closely with the Office of Faculty and TA Development and the Introductory Biology Program to provide instructional training for our faculty and graduate students.

The Department provides for appropriate training for staff members.

5 Overview of Departmental Administration and Decision-making

The administration of the Department consists of a Chair, standing committees, and such ad hoc committees as may become necessary. Consultation by the Chair, in the form of formal or informal conferences and discussions with individuals or groups of faculty members on matters of departmental policy, is encouraged. For purposes of consultation, the following topics may be considered as policy matters: curriculum; recruitment of new faculty; definition of new or replacement faculty positions; budgetary matters; cooperative endeavors with other University units; major space assignments or alterations; shared departmental equipment; assignment of supporting staff; operation of support facilities; and development of teaching and research potentials of faculty and graduate students. For purposes of consultation, certain matters may be discussed more appropriately on an individual basis. Such matters include, but may not be limited to, recommendations for promotion and tenure, salary increases, dismissals, teaching assignments, leave assignments, and quarters of appointment.

Regardless of the issue(s) involved or individual(s) consulted, communication between the Chair
and the faculty should occur freely. Policy issues should be vetted with the Advisory Committee to determine whether the issue will be brought to the faculty at a faculty meeting for formal discussion and a vote. In addition, the opinions of interested and involved parties should be solicited. When a clear consensus is reached through broad discussion, the Chair will make known to the faculty the decision and ask whether any dissenting opinion exists. If no dissent is brought forward, the decision may be implemented. If dissent is raised, the issue should be brought to a faculty meeting for resolution. In general, any policy matter of import should become an agenda item for the next faculty meeting and should be put to a vote of the faculty.

6 Departmental Administration

6.1 Chair

The Chair is named through the process described in the OFFICE OF ACADEMIC AFFAIRS POLICIES AND PROCEDURES HANDBOOK. In accordance with University Rule 3335-3-35 (http://www.osu.edu/offices/trustees/rules3/ru3-35.html), the duties of the Chair include:

- General administrative responsibility for the programs of the Department, subject to the approval of the dean of the college;
- Development in consultation with the faculty of a pattern of administration and statements of the criteria and procedures by which recommendations are made concerning appointments, reviews, promotions in rank, awarding of tenure, and adjustments of salary;
- Operation of the business of the Department with efficiency and dispatch;
- Evaluation of all faculty members in accordance with approved criteria;
- Assurance that all faculty, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank;
- Preparation, in consultation with the faculty, of annual budget requests;
- Designation of members and Chairs of all standing committees.

6.2 Standing Committees

The standing committees are the Advisory Committee, the Promotion and Tenure Committee, the Curriculum Committee, the Diversity Committee, the Graduate Studies Committee, the Graduate Admissions Committee, the Awards Committee, the Seminar Committee, the Social Events Committee, and the Communications Committee.

By the end of Summer Quarter, the Department Chair, with input from the Advisory Committee, will draft a listing of standing committee assignments and chairs-designate. Faculty and the chairs-designate will be given an opportunity to supply input on the draft assignments before the assignments are finalized. The Chair, in consultation with the Advisory Committee and the chairs-designate, will make final committee assignments. The Advisory Committee will nominate individuals for membership on College committees. The Dean of the College will appoint the standing College committees from the elected nominees. For faculty with less than 100% full time equivalent appointments in the Department, eligibility for appointment to standing committees will be detailed in the memorandum of understanding for that appointment.
Graduate students have a vested interest in the operation and future of the Department. In that spirit, there will be a graduate student member on all standing committees, except the Promotion and Tenure Committee. Only in circumstances involving personnel decisions or disciplinary hearings should the graduate student representative be excused. Undergraduate student representation is on the Diversity and Curriculum committees.

6.2.1 Advisory Committee

To facilitate continuing discussion and input into decisions and actions that affect the faculty, graduate students, and staff of the Department, the Chair will consult with an Advisory Committee on issues of budgeting, staffing, departmental administration, committee assignments, merit salary increases, or other issues that either the Chair or the members of the Committee deem sufficient to warrant a meeting. Recommendations by the Advisory Committee are advisory to the Chair. If actions by the Chair are in contradiction to motions approved by the Advisory Committee by majority vote, the Chair must explain that action in writing and this document shall be entered into the minutes of the next faculty meeting.

Each June, the faculty will elect three members, one per faculty rank, from among the regular faculty members. In addition, the EEOB Graduate Student Organization (GEES) will choose two representatives, and the Department staff will elect one representative. The Chair will appoint one additional faculty member, and also may appoint one member from the auxiliary faculty as circumstances dictate. The term of service will be one year. Faculty and graduate student members may serve no more than two consecutive terms, after which they will be ineligible to serve for one year.

In addition to its consultative role, the Advisory Committee will serve a first-level function for appeals, investigations, or complaints. In cases where a member of the Advisory Committee has a conflict of interest, the committee will meet in the absence of this individual.

6.2.2 Promotion and Tenure Committee (PTC)

In the performance of their duties, the PTC shall be guided by the appropriate Faculty Rules and guidelines provided by the Office of Academic Affairs and the College of Biological Sciences [http://oaa.ohio-state.edu/Handbook/xi_ptannual.html]. In addition, the PTC will be guided by those recommendations prepared in consultation with and approved by the faculty of the Department.

Under University rules, individuals eligible to serve on the PTC are “tenured faculty of higher rank than the candidate excluding the tenure initiating unit chair, the dean and assistant and associate deans of the college, the senior vice president and provost, and the president. For tenure reviews of probationary professors, eligible individuals are tenured professors excluding the tenure initiating unit chair, the dean and assistant and associate deans of the college, the executive vice president and provost, and the president.” In recognition of this University rule, the membership of the PTC of the Department will consist of all tenured Professors and tenured Associate Professors holding regular appointments in the Department. The Department Chair is
not a member of the PTC, but may attend the meetings. If the Department Chair opts to attend PTC meetings, his/her role will be limited to responding to requests from PTC members for clarifications of procedures, policies, and rules and such other requests for information deemed appropriate by the Chair of the PTC.

Members of the PTC holding the rank of Associate Professor will not take part in the deliberations or voting in those cases involving the promotion of an Associate Professor to Professor. However, they may be invited to assist the PTC in its deliberations. All members of the PTC will take part in the deliberations and voting in all other matters before the PTC. All members of the PTC should be informed adequately before voting on appointment and promotion/tenure cases. Voting by proxy is not allowed. For all PTC meetings, a majority is defined as any number of eligible voters exceeding one-half of the Columbus-campus eligible voters currently in residence (i.e., not on approved leave).

The Chair of the PTC for a given academic year is appointed at the beginning of each Summer Quarter by the Department Chair in consultation with the Advisory Committee. The PTC will have a Procedures Oversight Designee appointed by the PTC Chair. It will be the Designee's responsibility to monitor the promotion and tenure process and to act in accordance with the University's guidelines relative to Procedures Oversight Designees. In particular, the Designee will ensure that the promotion and tenure process follows the Department’s, College’s, and University’s written guidelines, and that the process is free of inappropriate comments or assumptions that might bias the review. In completing these duties, the Procedures Oversight Designee will be guided by the Office of Academic Affairs guidelines [http://oaa.ohio-state.edu/Handbook/xi_ptannual.html].

For meetings of the PTC, a quorum is defined as any number of members equaling or exceeding one-half of the Columbus-campus members currently on duty (i.e., not on approved leave). If a member of the PTC has a conflict of interest in a specific case, that member will explain the conflict to the Chair of the PTC and will be exempted from discussion and voting.

The PTC and its members are charged with the following duties:

- Consideration of all matters related to tenure and promotion of regular faculty, and of issues related to reappointment of non-tenured faculty;
- Rendering decisions on such matters, in the form of a written ballot;
- Communication of such results to the Department Chair, in the form of a written recommendation. The PTC Chair in counsel with other members of the PTC will prepare this recommendation, which will provide a detailed assessment of the candidate’s strengths and weaknesses. All members of the PTC will review the written recommendation prior to its submission to the Department Chair.
- Consideration of all matters related to renewals of courtesy appointments and adjunct appointments to the Department;
- Evaluation on an annual basis of the contributions of each Assistant Professor and of each Associate Professor who requests consideration for promotion to Professor. The results of these evaluations will be communicated in writing to the faculty member and Department Chair. For probationary faculty, the evaluation must contain the PTC’s recommendation regarding reappointment for the
following academic year. These written, annual evaluations by the PTC will be included as part of the formal tenure and promotion dossier;

- Verification of the accuracy of all information submitted by candidates for tenure and/or promotion, including (but not limited to) courses taught, papers published, and grants applied for and received.

6.2.3 Curriculum Committee

The Curriculum Committee is composed of a Chair, three other regular faculty members, a graduate student representative, and an undergraduate student representative. The term of service for the Chair is three years; the remaining faculty members are appointed annually by the Department Chair in consultation with the Advisory Committee; the graduate student representative is selected annually by GEES, and the undergraduate member is selected by the Curriculum Committee Chair following recommendations from the faculty.

The duties of the Curriculum Committee are to:

- Oversee all matters related to development of and changes in the undergraduate and graduate curricula;
- Recommend scheduling of courses and making recommendations concerning faculty assignments to courses;
- Monitor and appraise the quality of the undergraduate curriculum and undergraduate degree requirements so as to determine what changes might be necessary, and to report recommendations concerning such changes to the Department Chair and the faculty biennially;
- Provide current information regarding course offerings and curricula to the broader University community through the Department web site and other media;
- Offer assistance to faculty in curriculum development and course design;
- Review new course or course change proposals submitted to the department for concurrence and recommend action.

6.2.4 Diversity Committee

The Diversity Committee comprises a Chair, two additional regular faculty members, one staff member, two graduate students, and one undergraduate student. The term of the Chair is two years, and those of the remaining faculty members one year. The faculty members are appointed annually by the Department Chair in consultation with the Advisory Committee. The staff member is elected annually by her/his constituency, the graduate students are selected by GEES, and the undergraduate member is selected by the Diversity Committee Chair following recommendations from the faculty.

The goals of the Diversity Committee are to promote:

- shared, inclusive understanding of diversity,
- recruitment and retention of a diverse student body and workforce, and
- creation and maintenance of a welcoming climate for all members of the Department.
The duties of the Diversity Committee are to:
- Review annually Department, College and University missions with regards to diversity;
- Make recommendations for modifying departmental policies when necessary;
- Periodically assess the diversity climate in the Department, recommend practices designed to improve that climate, and assess the effectiveness of such practices.
- Promote diversity-related programs and opportunities to members of the Department.

6.2.5 Graduate Studies Committee (GSC)

The GSC is composed of four regular faculty members of the Department who also are members of the Graduate Faculty and two graduate students. The Chair and faculty membership of the GSC is selected by the Department Chair in consultation with the Advisory Committee. The graduate student representative is elected annually by GEES. The term of the Chair is three years, and those of the remaining faculty members one year.

The duties of the GSC include:
- Assignment, in consultation with the Department Chair, of Graduate Teaching Associates to courses;
- The convening on a routine basis of the Department Graduate Faculty, and presentation to the Graduate Faculty of motions for approval. Typically the Graduate Faculty meetings will be held in concert with the Department meetings; however, Graduate Faculty meetings may be called at any time;
- Coordination of the nomination and appointment of faculty to the Department Graduate Faculty;
- Completion of periodic reviews of the contributions of each member of the Department Graduate Faculty to the Department Graduate Program. Those members of the Graduate Faculty who are not actively involved in the Graduate Program will be subject to removal from the Graduate Faculty.
- Coordination of the 880 seminar each Autumn Quarter, during which each member of the Graduate Faculty makes a presentation to the new graduate students;
- Development, periodic revision, and enforcement of the rules and regulations set forth in the Department’s Graduate Program Handbook;
- Serving as a conduit of information from the Graduate School to the Graduate Students and Graduate Faculty;
- Nomination of Graduate Students for University-sponsored fellowships.

6.2.6 Graduate Admissions Committee (GAC)

The GAC is composed of five members of the faculty who are also members of the Graduate Faculty and one graduate student. The chairperson and faculty membership of the GAC is selected by the Department Chair in consultation with the Advisory Committee. The Chair of the GSC serves as one of the five regular members of the GAC, but not as Chair. The graduate student representative is elected annually by GEES. The term of the Chair is three years, and
those of the remaining faculty members one year.

The duties of the GAC include:
- Preparation and dissemination of materials to prospective students regarding the Department Graduate Program and admission to the Program;
- Leadership in recruitment activities;
- Coordination of the admission process, including, but not limited to, screening applicants’ files, nomination of applicants for fellowships, and notification of admission.

6.2.7 Seminar Committee

The Seminar Committee is charged with oversight and development of the departmental seminar program. The Seminar Committee will solicit recommendations for speakers from the faculty, staff, and graduate students. From those recommendations, the Committee will craft a quarterly seminar schedule. The Committee also will promote the seminar series through posters, email notices, and other appropriate means. The Committee will work with seminar speaker hosts to contact possible speakers, determine their availability, and coordinate their local arrangements.

The Seminar Committee will be composed of four regular faculty, chosen by the Department Chair in consultation with the Advisory Committee and two graduate students selected by GEES. The term of the Chair is two years, and those of the remaining members one year.

6.2.8 Awards Committee

The Awards Committee will be composed of a Chair, three regular faculty chosen by the Department Chair in consultation with the Advisory Committee, one graduate student selected by GEES, and one staff member. The term of the Chair is two years, and those of the remaining members one year.

The duties of the Awards Committee are to:
- Solicit nominations and supporting documentation for graduate student candidates for the Darwin Award for graduate student research presentations, the Graduate Teaching Award for GTAs, and any other student awards established by the faculty;
- Solicit nominations and develop supporting documentation for faculty candidates for the Distinguished Scholar Award, Alumni Award for Distinguished Teaching and other University or College awards.
- Work with donors and others to establish new awards and the selection criteria for them.

6.2.9 Social Events Committee

The Social Events Committee will be composed of three faculty members, one of whom will chair the committee, one staff member, and one graduate student selected by GEES. The term of the Chair is two years, and those of the remaining members one year.

The duties of the Social Events Committee are to:
• Coordinate a welcome reception for new graduate students, staff, and faculty at the beginning of each Autumn Quarter;
• Coordinate a holiday party to be held near the end of Autumn Quarter;
• Coordinate a spring picnic to be held near the end of Spring Quarter each year;
• Develop such other social events as the Committee sees fit.

6.2.10 Communications Committee

The Communications Committee will be composed of three faculty members, one of whom will chair the committee, one staff member, and one graduate student. The staff member also will serve as the Web Master, and the graduate student will be supported during the Summer Quarter of his/her appointment as a GAA assigned to the Web Master. The term of the Chair is two years, those of the remaining non-staff members one year, and that of the Web Master an open-ended appointment.

The duties of the Communications Committee are to:
• Work with the Web Master and GAA to continually upgrade and revise the departmental web site;
• Work with the College Development Officer and the Department Chair to develop and implement an aggressive development effort for the Department;
• Develop and implement a coordinated effort designed to increase the visibility of the Department, its faculty, its graduate and undergraduate students, and its accomplishments both within the University and in the broader life sciences community.

6.3 Ad hoc Committees

Ad hoc committees will be formed as necessary. Members and Chairs of such committees will be appointed by the Department Chair in consultation with the Advisory Committee. Assignments to these committees will be based on interests of individual faculty members and needs of the Department.

6.3.1 Faculty Search Committees

When a faculty position becomes available in the department, the Chair will identify a faculty member to chair an ad hoc search committee. The Chair and that named committee chair will name up to four additional faculty members to the committee. A fifth faculty member may be appointed from another academic unit when that person can bring particular expertise to the committee or when the position represents a possibility for collaboration between the department and the second unit. The committee also will include one graduate student selected by GEES. The committee will select one of its members to monitor procedure, ensuring adherence to university rules and policies, particularly regarding issues of diversity and equal opportunity.

The duties of the search committee include:
• Developing a position description and advertisement;
• Bringing these documents to the faculty for approval;
• Determining and executing the means of advertising to reach the broadest distribution reasonably possible;
• Screening the applicants in order to provide the faculty with a list of approximately 10 candidates for further consideration;
• Arranging the candidates’ visits.

6.4 Faculty Meetings

Monthly faculty meetings will be scheduled throughout the academic year. Regularly scheduled meetings will typically be business meetings, during which motions are made, votes are taken, and minutes are recorded. The time and location of each faculty meeting will be announced at least seven calendar days in advance. Additional faculty meetings may be called by the Chair, by the Advisory Committee, or by petition by individual faculty members to the Chair or to the Advisory Committee. At least one meeting each year will be devoted to a discussion of the department budget. Should there be no business to conduct at a given faculty meeting, that meeting will be declared a caucus meeting. Faculty attendance is not mandated at caucus meetings; however, discussion of any topic relevant to the department, its programs, and its direction are appropriate for such a meeting. No minutes will be taken at caucus meetings. Every third year, the faculty will meet in retreat prior to or during Autumn Quarter to discuss broad departmental goals, coordination of efforts, faculty and staff needs, and long-range planning.

The Chair or his/her designee conducts the faculty meetings according to parliamentary procedure. At each faculty meeting, the minutes from the previous meeting will be discussed, amended as necessary and approved, and votes may be taken on appropriate items of business.

For all faculty meetings, a quorum is defined as any number of members equaling or exceeding one-half of the Columbus-campus regular faculty currently in residence (i.e., not on approved leave).

Voting at faculty meetings is limited to members of the regular faculty and to the member of GEES appointed to attend faculty meetings by the GEES membership. That GEES member can fully participate in all business of the faculty except matters of promotion and tenure. Staff and both auxiliary and courtesy faculty members may attend faculty meetings and express their opinions and concerns on topics of discussion and may tender informal votes as indications of their views or those of their constituencies. Such informal votes will be recorded for inclusion in the minutes of the meeting but may not be included in the tally of the votes of the regular faculty.

Voting by proxy is not allowed. At any time, a faculty member may move to table any motion and may move subsequently to submit the tabled motion to an email ballot or a mail ballot (when secret ballot is required or requested). The announcement of the vote and ballot should include the final motion as decided by the quorum.

Minutes of faculty meetings will be taken and distributed to all members of the faculty, the staff, GEES and the Dean of the College of Biological Sciences. A copy of the minutes will be
7 Graduate Student and Staff Relations

7.1 Relationships among Department, Graduate School, and Graduate Students

Ohio State has an unusual administrative structure for graduate programs. The Department is part of the College and receives its budget (including faculty, staff and GTA lines) from that source. The primary administrative responsibility falls to the department Chair, including budgeting, staff/faculty evaluation, and fiscal probity.

Regular Department faculty can petition to be members of the Graduate Faculty. The Graduate Faculty and its graduate programs receive their charge and responsibilities from the Dean of the Graduate School. Local administration is delegated to the Chair of the Graduate Studies Committee by the Graduate School.

As a consequence of this dualistic approach, graduate students operate within two management systems. Their admission to graduate work and all subsequent aspects of their academic program are governed by rules of the Graduate School and administered by the Graduate Studies Committee. However, their employment as a GTA, GRA, or GAA is funded by the Department through the Specials Budget allocated by the Dean of the College. The final responsibility for decisions on appointment/non-reappointment and stipend levels for GTAs resides with the Department Chair, in accordance with University Rules. GTA Workload Guidelines, Rules for Graduate Study in the Department, and other academic matters are the responsibility of the Graduate Studies Committee. Students employed as GRAs on grants are governed by OSURF, OAA, and granting agency rules.

In practice, this unusual management approach rarely affects graduate students. Decisions on assignments of GTAs to incoming students are made by the Graduate Studies Committee, subsequent to notification by the Department Chair of the number of available GTAs. Decisions on assignments of GRAs on extramural funds to incoming students and to continuing students are made by the Graduate Studies Committee in concert with the Principal Investigator of the project. Any student admitted as a full-time, non-conditional student with institutional support will typically receive support as long as he/she makes adequate progress towards a degree and performs adequately in his/her GTA/GRA duties, pursuant to the rules of the Graduate Program.

Assignment of GTAs to courses is made by the Chair of the Graduate Studies Committee, in consultation with the graduate students, the faculty assigned to the various courses, and the Department Chair. The GSC Chair solicits from the graduate students their teaching preferences. The GSC Chair (in consultation with the Department Chair as appropriate) then attempts to match the curricular needs with the preferences of the GTAs. The Department Chair resolves any schedule or assignment conflicts based on curricular needs and financial probity.

7.2 Staff and Graduate Student Evaluation

All A&P and CCS staff are evaluated formally each spring according to procedures established
in the current guidelines of the Office of Human Resources [http://hr.osu.edu/policy/policyhome.htm]. GTAs are evaluated by their students at least once per year.

8 Policy on Faculty Duties and Responsibilities

Faculty duties and responsibilities reflect the mission and goals of the Department, which include support of high quality, comprehensive programs in undergraduate and graduate instruction, generation and dissemination of knowledge, and service to the University and professional and public sectors. Each faculty member will maintain an active program in each of these areas, although the relative contributions to specific areas may vary among faculty members and through time. Instruction must be of high quality as judged by peer review and by evaluation of students. Likewise, research must be of high quality as judged by peer review, particularly through dissemination of knowledge through respected journals and professional meetings, and by the generation of external funding. Each faculty member should serve the University, the public, and his/her profession.

The following policy does not constitute a contractual obligation. Fluctuations in demands and resources in the Department and College, and special circumstances of individual faculty members, may warrant temporary deviations from the policy.

8.1 Undergraduate and Graduate Instruction

The Department teaches undergraduate and graduate students from throughout the University. Formal lecture-based courses (with or without laboratory exercises) and research-oriented seminars are offered to serve the needs of undergraduate and graduate students. Formal research courses (EEOB 293, 693, 699, H783, 999) and research advising and mentoring are offered on an individual basis to undergraduate and graduate students. In addition, faculty are responsible for informal teaching and advising of undergraduates whenever appropriate. Faculty serve on examination and thesis/dissertation committees of graduate students, both within the department and within the university at large; assist with manuscript review and development of grant applications by students; and mentor Graduate Teaching and Research Assistants.

8.1.1 Faculty Teaching Load Policy

The expected level of teaching effort for regular faculty on the Columbus campus with 100% full-time equivalent appointments is: three formal courses per year in EEOB or Introductory Biology Program, one of which may be a graduate seminar course, and participation in the EEOB 880 seminar during Autumn quarter of each year. Teaching of formal courses in interdisciplinary programs may substitute for the teaching of EEOB courses, with the agreement of the Department Chair.

Across the Department, then, faculty will teach an average of three courses each year. The minimum and maximum numbers of formal courses taught per faculty member is anticipated to range between one and four.
Other instructional activities in which faculty will participate include:

- Mentoring of graduate students in EEOB or other graduate programs;
- Mentoring of graduate students through service on research advisory/exam committees, supervising students doing laboratory rotations, and/or training students from other laboratories in techniques;
- Supervision and mentoring of undergraduate students; advising Honors students; counseling applicants to graduate and professional school; preparation of letters of recommendation;
- Preparation, development, and revision of materials for use in course offering(s), including new research results;
- Supervision and mentoring of Graduate Teaching Associates;
- Recruitment of graduate students into EEOB or other graduate programs.

8.2 Research

Scholarly research activities are essential to the continued development of all areas of the biological sciences, and they form an essential part of the Department’s mission. All faculty members are expected to develop and pursue an active, high quality program of research scholarship that will result in the following:

- Publication of papers, reporting on the results of original research, in high impact refereed journals;
- Publication of review papers, invited chapters in books, or books;
- Presentation of original research at national and international meetings, and invited seminars at colleges, universities, and research institutions.

Probationary faculty on the Columbus campus should aim to develop a publication record that averages 2-3 publications per year over the course of the probationary period. For tenured faculty, annual publication rate may vary for a number of reasons, but sustained productivity of high impact scholarship is an important measure of a faculty member’s contribution to the Department’s overall record of research excellence.

Faculty will also engage in:

- Preparation and submission of proposals to extramural granting agencies;
- Maintenance of extramural funding sufficient to support the research activities of the laboratory. Use of laboratory space and mentoring of undergraduate, graduate, and post-doctoral researchers carries with it the obligation of securing such extramural funds.

Grants obtained from major agencies that rely on peer review demonstrate the ability to attract funding and are one indication of the quality of the research. Probationary faculty on the Columbus campus are normally expected to secure at least one such grant prior to their sixth year review. Tenured faculty on the Columbus campus who operate active research laboratories are expected to maintain extramural funding in support of their laboratories. While pursuit of any source of extramural support is encouraged, contributions towards indirect cost recovery by
the College are important in meeting the Department’s obligations.

Regional campus faculty have a reduced responsibility in both the quantity of scholarly activity and the need to secure extramural research funds. This reduction is commensurate with the substantial reduction in research laboratory space and mentoring opportunities on regional campuses. Nonetheless, maintaining scholarly activity sufficient for advancement in rank on the regional campuses will typically require regular research publications and some extramural support.

8.3 Service

The service component of each faculty member's duties and responsibilities reflects the need for university scholars to contribute to university governance, professional organizations, and society as a whole, and to share in the intellectual and scholarly life of the University. All faculty are expected to participate in the following types of service:

- Membership on committees and governance bodies at the level of Department, College, or University, serving as chair when appropriate;
- Significant involvement in professional societies and/or agencies, with the level of service increasing from Assistant Professor (e.g., ad hoc reviewer for professional journals and/or granting agencies, symposium organizer, society committee member) to Professor (e.g., editorial board member, agency panel member, elected officer of professional societies).

8.4 Departure from Expected Average Levels of Activity

The Department as a whole is judged by the University on the basis of its record of excellence in teaching, research, and service. The relative contributions of individual faculty to the overall Departmental effort in these areas may vary according to individual ability, career stage, or special opportunities. Typically, a regular faculty member is expected to meet all teaching, research, and service duties and responsibilities as outlined in sections 8.1, 8.2, and 8.3. Newly appointed, untenured faculty may receive lighter teaching and service assignments during a period of acclimation and start-up.

Departure from these expected levels of activity will be by negotiation between a faculty member and the Department Chair. Reasons for departure from typical expectations include, but are not restricted to a faculty member’s contributions to:

- research, as evidenced by exceptional extramural funding or outstanding research accomplishments;
- teaching, as evidenced by the presentation of exceptionally numerous, unusually time/effort consumptive and/or large-enrollment courses or an exceptionally large commitment in individualized teaching;
- service, as evidenced by participation on exceptionally responsible or time-consuming Departmental or University Committees or other forms of Departmental or University administrative duties.
• outreach or engagement, as evidenced by exceptionally time-consuming, professional efforts outside the University.

9 Course Offerings and Teaching Schedules

The Department Chair will work with the Curriculum Committee to determine the pattern of course offerings at least one year in advance. The Department Chair will meet at least annually with each faculty member to discuss that person’s teaching preferences. The ideal would be for each faculty member to teach the courses he/she wants to on a schedule he/she devises. Faculty and Department Chairs must work toward that ideal, with the realization that certain courses need to be taught for the curricula, both graduate and undergraduate, to function effectively. In making final teaching assignments, the Chair will be guided by a combination of the curricular needs, the wishes of the faculty member, the departmental faculty workload policy, and the plans/expectations of the faculty member for that year.

10 Allocation of Department Resources

Two concepts should guide the management of departmental resources by the Chair: 1) micro-management of productive and responsible people is likely to reduce their productivity and morale, and 2) whenever responsibility is delegated, appropriate authority must accompany that responsibility.

10.1 Budgetary resources

The final responsibility for all departmental budget components resides with the Department Chair. In developing a spending plan, the Chair will consult first with the Advisory Committee and then present the next fiscal year’s budget at a faculty meeting held before the beginning of that fiscal year.

The Department operating budget is allocated by the College to support the following activities: (1) supplies and services needed to implement the teaching program; (2) supplies and services necessary for the smooth operation of the Department office, faculty and staff offices, teaching laboratories, activities of the Department’s standing committees, and ancillary Department facilities; (3) supplemental funding for other activities of graduate students and faculty, to the degree possible after (1 and 2) are met.

The Department’s specials budget is allocated for the support of Graduate Teaching Associates and other instructional staff (other than regular faculty). Administration of the specials budget is by the Department Chair in consultation with the Advisory Committee.

Discretionary funds may become available to the Department through a variety of means, including marginal change in teaching or grant activity, release time funds, and development accounts. Responsibility for allocation of these funds resides with the Chair. Disbursement of such discretionary funds in excess of $5,000 should only be made following consultation with the Advisory Committee. Allocation of these funds should be guided by the general principle that they are meant to enhance the department’s mission generally, rather than being earmarked
to individual faculty.

Grant funds awarded to individual investigators will not be micromanaged by the Department office. The Department Chair will monitor the monthly Project Financial Summaries for OSURF accounts and the monthly General Ledger statements for other types of grants. It is the responsibility of the Principal Investigators to work with OSURF to manage their funds. The Department will only become directly involved with a Principal Investigator’s grant if it appears to be in danger of running a deficit or in cases of academic misconduct.

10.2 Ancillary and Associated Facilities

The department facilities within the Museum of Biodiversity and the Aquatic Ecology Laboratory must all contribute in substantive ways to the mission of the Department. In consultation with the persons in charge of each of those facilities and the Advisory Committee, the Department Chair will determine the annual budget allocation to those facilities. Management and oversight of development funds and extramural funds granted to those facilities will follow the above-specified procedures for OSURF grants.

11 Leaves and Absences

During on-duty quarters, faculty members are expected to be available for interaction with students, service assignments, and other responsibilities even if they have no formal course assignment that quarter. On-duty faculty members should not be away from campus for extended periods of time unless on an approved Special Research Assignment (SRA, [http://oaa.ohio-state.edu/Handbook/ix_sra.html](http://oaa.ohio-state.edu/Handbook/ix_sra.html)). Faculty Rule 3335-5-08 ([http://trustees.ohio-state.edu/rules5/ru5-08.html](http://trustees.ohio-state.edu/rules5/ru5-08.html)) requires that absence from campus for more than 10 days (not necessarily 10 contiguous days) during a quarter be approved by chair, dean, and provost.

The Faculty Professional Leave (FPL, [http://oaa.ohio-state.edu/Handbook/ix_fpl.html](http://oaa.ohio-state.edu/Handbook/ix_fpl.html)) program was created to give faculty a period of uninterrupted time to invest in their professional development. Activities that entail little or no investment in new skills and knowledge are not appropriate for the program. Only tenured faculty with at least seven years of service as a regular faculty member at Ohio State are eligible for a Faculty Professional Leave.

An unpaid leave of absence (LOA, [http://oaa.ohio-state.edu/Handbook/ix_loa.html](http://oaa.ohio-state.edu/Handbook/ix_loa.html)) may be requested by faculty for personal or professional reasons. Personal reasons may include family difficulties or other matters that prevent a faculty member from carrying out duties for a relatively short period of time or illness that continues after a faculty member has completely used accumulated sick leave. Professional reasons include the opportunity to take a temporary paid position outside the University that will enhance professional development and increase the faculty member's value to the academic unit on his or her return.

12 Supplemental Compensation and Paid External Consulting Activity

Conflict of Interest [http://rf.osu.edu/rri/rri73.htm](http://rf.osu.edu/rri/rri73.htm)

Internal Supplementary Compensation [http://oaa.ohio-state.edu/Handbook/iii_suppcomp.html](http://oaa.ohio-state.edu/Handbook/iii_suppcomp.html)
Supplemental Compensation Policy for Grants & Contracts per OMB Circular A-21

The following is the section on Salary Rates for Academic Year. The bold-print section pertains to supplemental compensation.

(1) Salary rates for academic year. Charges for work performed on sponsored agreements by faculty members during the academic year will be based on the individual faculty member's regular compensation for the continuous period, which under the policy of the external institution constitutes the basis of her/his salary. Charges for work performed on sponsored agreements during all or any portion of such period are allowable at the base salary rate. In no event will charges to sponsored agreements, irrespective of the basis of computation, exceed the proportionate share of the base salary for that period. This principle applies to all members of the faculty at an institution. Since intra-university consulting is assumed to be undertaken as a university obligation requiring no compensation in addition to full-time base salary, the principle also applies to faculty members who function as consultants or otherwise contribute to a sponsored agreement conducted by another faculty member of the same institution. However, in unusual cases where consultation is across departmental lines or involves a separate or remote operation, and the work performed by the consultant is in addition to his regular departmental load, any charges for such work representing extra compensation above the base salary are allowable provided that such consulting arrangements are specifically provided for in the agreement or approved in writing by the sponsoring agency. [http://www.sbs.ohio-state.edu/suppcomp.htm]

13 Grievance Procedures

Graduate students who have grievances should seek a solution sequentially through discussion with the faculty advisor(s), the Graduate Studies Committee, and the department chairperson. If such discussions fail to provide a resolution, the grievance procedures established by the Graduate School should be followed. These procedures are published in the Graduate School Handbook, Section II.8.8 and Appendix C. [http://www.gradsch.ohio-state.edu/html/PDF/Handbook.pdf].

Students and faculty who have grievances relating to accommodations for disabilities should follow University procedures: [http://www.ods.ohio-state.edu/ods/students/handbook/dispres.htm]

Faculty will follow University procedures in filing grievances of the following types:

- appeal of findings of annual reviews and the right to review the faculty member's personnel file
- The chair will "inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their tenure initiating unit [EEOB] and to place in that file a response to any evaluation, comment or other material contained in the file." [Faculty Rule 3335-3-35 (C)(3)(8) [http://www.osu.edu/offices/trustees/rules3/ru3-35.html]
- appeal of negative promotion and tenure decisions. The faculty member will follow University procedures of Faculty Rule 3335-5-05 (A)(1) [http://www.osu.edu/offices/trustees/rules5/ru5-05.html]
appeal of non-renewal of a probationary faculty appointment. The faculty member will follow University procedures of Faculty Rule 3335-47-03 (C)(2)
http://www.osu.edu/offices/trustees/rules47/ru47-03.html

EEOB faculty members on regional campuses will follow procedures of their campuses in these matters. Those procedures normally begin on the regional campus but eventually involve the department, college, etc. Such procedures must be in conformity with University procedures.

Staff of EEOB will follow grievance procedures (Section 8) published by the OSU Office of Human Resources at http://hr.osu.edu/policy/policyhome.htm