

PATTERN OF ADMINISTRATION FOR THE DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY

Approved November 2007

INTRODUCTION

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

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

DEPARTMENT MISSION

The mission of the Department of Food Science and Technology is to advance society through innovative food science research, teaching and extension programs. Our educational programs in food science and technology prepare highly qualified students for fulfilling careers and leadership in academia, industry and government. We are a leader in high impact research to improve the safety, quality, affordability and nutritional value of the food supply. We disseminate practical, relevant knowledge through our outreach and extension programs to enhance competitiveness of the food industry and to improve the health and wellness of consumers.

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 faculty of this department include regular tenure-track faculty with compensated FTEs of at least 50 percent in the department. Research track faculty, auxiliary faculty, emeritus faculty, and regular faculty joint appointees with FTEs below 50 percent in this department may be invited to participate in discussions on nonpersonnel matters, but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter. All votes on personnel issues are by written ballot.

Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in this department is provided in the Appointments, Promotion and Tenure document.

OVERVIEW OF DEPARTMENTAL ADMINISTRATION & DECISION-MAKING

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

DEPARTMENT ADMINISTRATION

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 chair to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content. The rule, along with Faculty Rule 3335-6 <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 chair, not specifically noted elsewhere in this Pattern of Administration, are paraphrased and summarized below.

- To have general administrative responsibility for department programs, subject to the approval of the dean of the college, and to conduct the business of the department efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.
- To plan with the members of the faculty and the dean of the college a progressive program; to encourage research and educational investigations.
- To evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty.
- To evaluate faculty members annually in accordance with both University and department established criteria; to inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their department and to place in that file a response to any evaluation, comment, or other material contained in the file.

- To recommend appointments, promotions, dismissals, and matters affecting the tenure of members of the department faculty to the dean of the college, in accordance with procedures set forth in Faculty Rule 3335-6 <http://trustees.osu.edu/rules6/ru6index.html> and this department's Appointments, Promotion and Tenure document.
- To encourage scholarly activity, including research and educational investigations.
- To prepare after consultation with the voting faculty annual budget recommendations for the consideration of the dean of the college.
- To see that all faculty members, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of morale.
- To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.
- To promote improvement of instruction by providing for the evaluation of each course when offered and periodic review by faculty.

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

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

GRADUATE STUDIES COMMITTEE CHAIR

The Graduate Studies Committee Chair (GSCC) is elected for a 3 year term by the graduate faculty and is eligible for re-election. The GSCC represent graduate education to the graduate students and Graduate Faculty members in the department.

The graduate faculty consists of all category M or P faculty members. Faculty member with M status may request conversion to P status once they have successfully co-advised one Ph.D. student through completion of degree and have demonstrated a professional relationship with their past and present advisees.

As described in the Guide for Graduate Studies Committee Chair, the GSCC is responsible for a wide variety of activities, including recruiting and admitting new graduate students, monitoring

graduate student academic progress, recommending graduate associate appointments to the chair, overseeing the degree certification and graduation process, assisting faculty in becoming members of the Graduate Faculty and serving as a resource for Graduate Faculty in the program.

Committee responsibilities are described in the OSU Graduate School Handbook:

<http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook/Handbook.pdf>.

A Guide for Graduate Studies Committee Chairs is available at:

<http://www.gradsch.ohio-state.edu/Depo/PDF/Guidelines-GSCC.pdf>

The GSCC will represent the department at the College meetings of the Graduate Studies Committee Chairs.

UNDERGRADUATE PROGRAM COORDINATING ADVISER

The undergraduate program coordinating adviser is appointed annually by the chair and may be reappointed. The Coordinating Adviser coordinates the advising program for the department and is the primary undergraduate advising contact with the college. Duties include:

- 1) Maintaining records of undergraduate majors
- 2) Coordinating undergraduate advising assignments, including freshman adviser assignments, in consultation with the chair
- 3) Serve as a resource for faculty advisers

COMMITTEES

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

Standing Committees

Standing committees consist of faculty and staff (as warranted) appointed by the department chair for a 3 year term. Staggered appointments are made as practical. Committee chairs are appointed by the department chair. Standing committees report to the chair and present substantive issues to the faculty at department meetings for discussion.

Academic Affairs Committee. This committee is charged with the oversight of instructional programs and courses, except those specifically delegated to the Graduate Studies Committee.

Awards Committee. The charge of this committee is to increase awareness of internal and external award opportunities and to coordinate the nomination of qualified faculty, staff and

students for appropriate awards, including department graduate student teaching and research awards.

Building and Facilities Committee. This committee recommends permanent and temporary assignments of research laboratories and offices to the chair. This committee recommends space renovations, as needed. This committee reviews, coordinates and implements safety procedures and policies as required by university, local, state or federal regulations to maintain a safe and secure working environment.

Executive Committee. This committee provides recommendations to the chair on major budgetary, personnel and policy actions affecting the future of the department.

Graduate Studies Committee. This committee is charged with the responsibility of conducting the department graduate program within the context and the policies and rules established by the Council on Research and Graduate Studies. Committee responsibilities are described in the OSU Graduate School Handbook:

<http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook/Handbook.pdf>.

The committee updates and maintains the Food Science & Technology Graduate Handbook and assigns desk space to graduate students.

Harris Award Committee. This committee is responsible for publicizing the award, soliciting applications, and presenting candidates for selection by the voting faculty. The committee makes the arrangements necessary to bring the awardee to campus for a seminar and awards ceremony.

Laboratory Instruction Committee. This committee provides oversight of teaching labs and graduate student teaching assignments after input from relevant faculty. This committee oversees the submission of applications for OARDC equipment grants.

Pilot Plant Committee. This committee recommends permanent and temporary assignment of the pilot plants, and related spaces, to the chair. This committee will recommend operational policies and fee schedules for research and teaching use of the pilot plants.

Promotion and Tenure Committee. This committee evaluates the qualifications of regular faculty members for promotion and tenure and provides an independent recommendation to the department chair as outlined in http://oaa.osu.edu/handbook/xi_ptannual.html. Committee composition and responsibilities are outlined in the departmental Appointments, Promotion and Tenure document.

Recruitment and Scholarship Committee. This committee identifies and coordinates recruiting efforts to attract qualified students into department programs. The committee also establishes procedures for departmental scholarship applications and oversees the scholarship selection process.

Ad hoc Committees

Ad hoc committees are appointed by the chair as needed and dissolved by the chair upon acceptance of their final report to the voting faculty.

DEPARTMENT MEETINGS

The chair will provide to the faculty and staff a schedule of department meetings at the beginning of each academic term. The schedule will provide for at least one meeting per academic quarter 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 department meeting will also be scheduled on written request of 25 percent of the department regular faculty. The chair will make reasonable efforts to have the meeting take place within one week of receipt of the request.

The chair will distribute minutes of department meetings to faculty and staff by e-mail, within seven days of the meeting if possible. These minutes may be amended at the next department meeting by a simple majority vote of the regular faculty who were present at the meeting covered by the minutes.

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 faculty eligible to vote.

Personnel matters will be discussed in an executive session comprised only of the voting faculty. The staff member in charge of departmental human resource matters may be invited by the chair to attend the meeting to provide policy guidance.

Either the chair or one-third of all faculty eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance. For purposes of a formal vote, a matter will be considered decided when a particular position is supported by at least 51 percent of all faculty 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 faculty eligible to vote cannot be achieved on behalf of any position, the chair will necessarily make the final decision.

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

FACULTY RESPONSIBILITIES AND WORKLOAD POLICY

The Office of Academic Affairs required policy and guidelines regarding faculty duties and responsibilities are described at: http://oaa.osu.edu/handbook/vi_facduties.html.

The assignment of specific responsibilities is made in accordance with the department's mission and programmatic activities, the expertise and strength of the individual faculty member and specific circumstances surrounding each faculty member's appointment. In making assignments, the chair must balance the preferences of individual faculty with the needs of the department. Responsibility to the department, its students and its faculty has priority over voluntary participation in professional activities that fall outside of department goals.

University-wide faculty workload policy and guidelines prepared by the Office of Academic Affairs are described at: http://oaa.osu.edu/handbook/v_teachingworkload.html. The average workload of regular faculty will usually consist of instruction, research, and service, and may vary considerably between faculty in the department. The expectation of individual faculty is discussed and revised annually with the chair, usually during the annual performance review. The position description is revised annually to reflect faculty responsibilities.

The extent to which a faculty member contributes to making the whole of the department greater than the sum of the parts will be valued. Faculty members are expected to interact with colleagues, staff and students in a professional and ethical manner and to promote a cooperative and supportive climate.

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](#). [Faculty Rule 3335-5-08](#) requires that absence from campus for more than ten days (not necessarily ten contiguous days) during a quarter be approved by chair, dean, and provost.

Instructional Activity

Instructional activities for regular faculty members include undergraduate and graduate teaching in a formal course setting, seminars, individual studies, research courses (FST 998, 999) and advising of undergraduate and graduate students. Faculty also participate in course and curriculum development and assessment, serve on examination, thesis, and dissertation committees of graduate students and mentor graduate assistants. Faculty members in the department are also involved in outreach education, which refers to planned instructional activities directed primarily toward clientele outside the campus classroom. Instruction in outreach many include communicating results to food industry clientele and the public, and working with industry and governmental agencies to transfer knowledge and apply research findings.

Scholarly Activity

All regular faculty members are expected to develop and maintain a focused program of scholarly activity that reflects professional interests, as well as the departmental mission.

Scholarly activity is defined in the CFAES Criteria and Procedures for Appointments, Promotion and Tenure document and includes discovery, integration, transformation and application. It is expected that scholarly activity will be validated by peer review and distributed to appropriate audiences. Faculty members are expected to publish in high quality peer-reviewed journals and give author-submitted and invited presentations at national and international meetings or seminars in their area of expertise. Each faculty member with an OARDC appointment must be a principal or co-principal investigator on an approved Hatch project, and must report their research activities annually through the Cooperative Research Information System (CRIS). Faculty are expected to bring in extramural funds to support their scholarly endeavors and success in this regard will be a primary consideration in evaluating scholarly activity. Other scholarly activities include supervising student research and obtaining patents from original work.

Service Activity

Each faculty member is expected to contribute to department, college, university and professional society activities. Examples of service activities include committee service, editorial board service, service on grant panels, university or government review panels, participation in public service events, and active membership and service for professional organizations.

The above policy does not constitute a contractual obligation. Fluctuations in demands and resources in the department and the individual circumstances of faculty members may warrant temporary deviations from the policy.

COURSE OFFERINGS & TEACHING SCHEDULES

The department 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.php> will normally be cancelled by the chair and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent quarter.

ALLOCATION OF DEPARTMENT RESOURCES

The chair is responsible for the fiscal and academic health of the department and for assuring that all resources—fiscal, human, and physical—are allocated in a manner that will optimize achievement of department goals.

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

Research and office space shall be allocated by the chair, after consultation with the Building and Facilities Committee, and will be reallocated periodically as needs arise. The allocation of space will include considerations such as achieving proximity of faculty in sub-disciplines, research facility needs, and grouping of personnel to maximize efficiency.

The procedures for faculty appointments, promotions, tenure and allocation of salary funds are discussed in the departmental Appointments, Promotion and Tenure document.

LEAVES & ABSENCES

The University's policies with respect to leaves and absences are set forth in the 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 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 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 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). 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, Office of Academic Affairs, and 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.

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 the department, and the need to assure that sufficient faculty are always present to carry out department work.

Faculty members who desire an SRA should discuss the matter with the department chair during their annual evaluation or as soon thereafter as possible. The department chair will indicate whether submission of a full proposal articulating the purpose and nature of the SRA is appropriate. The 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

A Faculty Professional Leave (FPL) (http://oaa.osu.edu/handbook/ix_fpl.html) 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 University Board of Trustees and faculty considering an FPL should fully acquaint themselves with these policies before applying for leave.

Faculty members who desire an FPL should discuss the matter with the department chair early in the planning process. The department chair will indicate whether submission of a full proposal articulating the purpose and nature of the FPL is appropriate. Because FPL proposals must be approved by the dean, Office of Academic Affairs, and Board of Trustees before they may be implemented, faculty should submit FPL proposals for a particular year no later than the end of Autumn Quarter of the preceding year, except when the development of an unexpected opportunity precludes such timing.

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

SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY

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

This department adheres to these policies in every respect. In particular, this department expects faculty members to carry out the duties associated with their primary appointment with the University at a high level of competence before seeking other income-enhancing opportunities. All activities providing supplemental compensation must be approved by the department chair and dean regardless of the source of compensation. External consulting must also be approved by the department chair and dean. 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 supplementally 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 file conflict of interest screening forms annually and more often if prospective new activities pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to cooperate with University officials in the avoidance or management of potential conflicts will be subject to disciplinary action.

GRIEVANCE PROCEDURES

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

Salary Grievances

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

Faculty members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter may be eligible to file a more formal salary appeal
http://oaa.osu.edu/handbook/xii_salaryprocess.html.

Staff members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter should contact Consulting Services
<http://hr.osu.edu/dir/Directory.htm#Consult> in the 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 department chair, the chair will first ascertain whether the students require confidentiality or not. If confidentiality is not required, the chair will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty. If confidentiality is required, the chair will explain that it is not possible to fully investigate a complaint in such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid or not.

Faculty complaints regarding students must always be handled strictly in accordance with University rules and policies. Faculty should seek the advice and assistance of the chair and others with appropriate knowledge of policies and procedures when problematic situations arise. In particular, evidence of academic misconduct must be brought to the attention of the Committee on Academic Misconduct <http://oaa.osu.edu/coam/home.html> and <http://senate.osu.edu/COAMDuties.pdf>.

The Code of Student Conduct is Faculty Rule 3335-23 <http://trustees.osu.edu/Rules23/index.html>.