COLLEGE OF ENGINEERING

Pattern of Administration

(Replaces the Rules of the College Faculty)

Approved by the College Faculty on May 31, 2006

1. INTRODUCTION

1.1 Purpose: The purpose of this Pattern of Administration (POA) is to describe the policies and structure concerning the governance of the College of Engineering. The goal of the policies and structure is to facilitate the orderly conduct of the business of the Faculty of the College of Engineering. The policies and structure supplement the Rules of the University Faculty (http://trustees.osu.edu/ChapIndex/index.php), the Office of Academic Affairs policies and procedures (http://oaa.osu.edu/handbook/tc.html), and any additional policies established by the University. Should those policies and rules change, the College shall follow those new rules and policies until such time as it can update this document to reflect the changes. In addition, this document must be reviewed during the year of appointment or reappointment of the Dean of the College, and modified or reaffirmed at that time.

1.2 Scope: All College matters concerning which the Faculty has power to act are governed by this POA. Powers of the Faculty are delegated to committees or otherwise only by this POA. The College recognizes in principle the presumption favoring faculty rule on those matters in which faculty have primary responsibility, including: curriculum, subject matter and methods of instruction, research, faculty status (appointment, promotion and tenure of faculty), and those aspects of student life which relate to the educational process.

1.3 Interpretation: This POA shall be interpreted consistently with applicable statutes, the By-Laws of the Board of Trustees, and the Rules of the University Faculty. All references to periods of time in days refer to calendar days; in computing a period of time, the date of the act or event from which the period of time begins to run shall not be included.

1.4 Meetings: Except as modified by this POA or other applicable rules, meetings of the Faculty and its committees and subcommittees shall be governed by Robert's Rules of Order. Newly Revised (1990), and shall be open to all persons except where compelling reasons require otherwise.

2. MISSION OF THE COLLEGE

The College of Engineering and the Knowlton School of Architecture will:
• Foster a learning culture that prepares our students to be key contributors to society
• Provide new knowledge that can be assimilated by our customers and partners
• Create and disseminate new ideas and concepts that expand our understanding of science and engineering
• Be an innovative leader in engineering education
• Be a prime resource for Ohio economic development
• Provide life-long learning for engineers and architects
• Promote and support the purposes of the entire university

3. **MEMBERSHIP OF THE FACULTY**

3.1 Membership: Except as otherwise determined in accordance with the Rules of the University Faculty, the College Faculty shall be constituted as follows: members of the University Faculty holding a salaried appointment, or having emeritus status, in the College or in a department or school of the College; University administrators who are members of the University Faculty and hold an appointment in a department of the College; members of the Faculty of the Department of Food, Agricultural and Biological Engineering who have been certified by the Chair of the Department to the Secretary of the College as participating in resident instruction for the academic year in programs leading to a degree administered by the College; and the President. All members of the college faculty have voting rights except as noted in paragraphs 3.3 and 3.4 below and except those having emeritus or auxiliary status.

3.2 Associate Membership: The Dean may annually appoint as Associate Members of the Faculty of the College other University Faculty members who play active or supportive roles in the programs of the College. Associate Members shall not have voting rights.

3.3 Food, Agricultural and Biological Engineering: College faculty members from the Department of Food, Agricultural and Biological Engineering shall have voting rights on all matters before the College except those concerned with the organization of the College.

3.4 Austin E. Knowlton School of Architecture Faculty: Only faculty members of the Austin E. Knowlton School of Architecture shall participate in committee or faculty deliberations and in voting upon recommendations of recipients of tagged degrees, course and curricular proposals, and admission and retention policies as these matters pertain to the School. Faculty members from the School shall not participate in these matters as they pertain to the balance of the College.

3.5 Rosters: On or about October 1 of each year, the Secretary of the College shall distribute to each faculty member official lists showing those holding voting rights in each department and school and in the Faculty of the College.
4. FACULTY MEETINGS

4.1 Regular Meetings: The Faculty shall meet upon the call of the Dean but at least once per year.

4.2 Special Meetings: The Secretary of the College shall promptly schedule a special meeting when requested by the Committee on Academic Affairs, by a majority of the faculty of any department, or by a minimum of twenty-five faculty members by signed petition.

4.3 Quorum: Thirty members of the Faculty each having power to vote on a matter shall constitute a quorum as to that matter.

4.4 Announcement and Agenda: The Secretary of the College shall give reasonable notice of each meeting to members of the Faculty. The Secretary shall also distribute a proposed agenda for each meeting, at least a week in advance of the meeting when practicable, to members of the Faculty.

4.5 Ballot: Any vote of the assembled Faculty at a meeting shall be subject to appeal by a ballot of the entire Faculty with voting rights as to that matter either upon request by twenty-five percent of the faculty members present at the meeting at which the vote is taken, or upon written petition addressed to the Secretary of the College by twenty-five faculty members, such petition being received at the administrative offices of the College within seven days of the time the vote is taken. Ballots shall be distributed by the Secretary of the College with the Committee on Academic Affairs acting as tellers.

4.6 Minutes: Minutes of each meeting of the Faculty shall be prepared and preserved by the Secretary of the College as a record of the proceedings of the College. A copy of the minutes shall be distributed to each faculty member as soon as it is practicable.

4.7 Presiding Officer: Regular and special meetings of the Faculty shall be presided over by the Dean. In the absence of the Dean or at the request of the Dean, the Chair of the Committee on Academic Affairs shall preside. In the absence of both, the Secretary of the Faculty shall preside.

5. ORGANIZATION OF THE COLLEGE

5.1 Power of the Faculty: The Faculty of the College shall have the power to "create and abolish schools, departments and divisions of instruction within the college, subject to approval of the council on academic affairs, the university senate, the president, and the board of trustees." (See Rules of the University Faculty 3335-5-14 (C).) "Instruction" shall include graduate student research and continuing education.
5.2 Departments, school: The College shall be organized into the following school and departments; Aerospace Engineering; Aviation; Biomedical Engineering; Chemical and Biomolecular Engineering; Civil and Environmental Engineering and Geodetic Science; Computer Science and Engineering; Electrical and Computer Engineering; Industrial, Welding and Systems Engineering; Materials Science and Engineering; Mechanical Engineering; and The Austin E. Knowlton School of Architecture. The Department of Food, Agricultural and Biological Engineering in the College of Food, Agricultural, and Environmental Sciences is an adjunct department in the College of Engineering. Each department and school in the College shall have a Pattern of Administration that contains policies governing faculty responsibilities and teaching assignments within that unit. Unit patterns of administration, as well as any revisions and affirmations thereto, must be approved by the Dean of the College and the Office of Academic Affairs.

5.3 Office of the Dean:

5.3.1 Dean of the College: The Dean shall be the administrative head of the College and shall carry out the duties prescribed in the Rules of the University Faculty 3335-3-29. The Dean shall appoint, pursuant to University Rules, a Secretary of the College and such Associate and Assistant Deans and other administrative officers as are needed to carry out the programs of the College. The Secretary shall be selected from among the voting members of the College Faculty who hold a tenured faculty appointment. At least annually, a roster of the administrative personnel within the Office of the Dean shall be provided to all Faculty.

5.3.2 Annual Presentation: The Dean shall at least annually address the Faculty of the College recommending new or modified policies which are necessary and proper to carry out the programs of the College and presenting an outline of the budget and budgetary trends of the College.

6. COMMITTEE ON ACADEMIC AFFAIRS

6.1 Faculty Membership: One member shall be elected from each department, listed in paragraph 5.2 of this POA, including the Department of Food, Agricultural and Biological Engineering, and Engineering Physics program; but excluding the Austin E. Knowlton School of Architecture. In addition, each department or program having representation may elect one additional member from each section (as defined in Rules of the University Faculty 3335-3-34(F)) within the department or program. The term of membership shall be three years, such terms beginning on October 1. Approximately one-third of the membership terms shall expire each year.

6.2 Each unit defined in paragraph 5.2 and the engineering programs of Food, Agricultural Engineering and Biological Engineering, and Engineering Physics
represented shall have one vote each on the committee. Multiple members representing a singular department, or other designated unit will act as a caucus to decide how to cast their unit's vote. Each caucus will decide which member shall cast its vote.

6.3 Election of Members: Members shall be elected by the faculty of each concerned department, division, and program as they are defined in paragraph 6.1.

6.4 Representation by Members: Each member is expected to become familiar with and advance before the Committee proposals originating in the department from which the member is elected, but each member also has the responsibility to act for the benefit of the College as a whole.

6.5 Officers: During each Spring quarter, the Committee shall elect from its continuing members a Chair for the following year beginning October 1. The Secretary of the College or such other person as the Dean shall appoint shall be the Secretary of the Committee with the right to discuss but without the right of vote.

6.6 Powers Delegated: Subject to the separate powers of the Austin E. Knowlton School of Architecture, the Committee shall (a) Certify at the end of each quarter lists of students who have fulfilled the requirements for a degree or for whom special recommendation is made and recommend to the Faculty membership of the University Senate and the Board of Trustees, candidates for degrees. The Committee may delegate this task or any portion of it to the Secretary of the Committee. (b) Review and approve or disapprove proposals for new courses and proposals for changes in courses and curricula which are recommended by departments reporting its decisions directly to the departments concerned and, subject to appeal as described in paragraph 6.10 of this POA, to the University Council on Academic Affairs.

6.7 Responsibility of Academic Policy: The Committee shall be responsible for making recommendations to the Faculty of the College concerning the educational and academic policies of the College. This shall include, but shall not be limited to, the responsibility to make recommendations concerning the establishment, alteration, and abolition of all curricula and courses offered by the College or any division thereof, of all degrees and certificates supervised by the College, and of all departments, schools and divisions of the College. In carrying out its activities under this paragraph, the Committee shall, when appropriate, consult with its counterpart committee in the Austin E. Knowlton School of Architecture.

6.8 Action of the Committee: No action of the Committee other than one concerning a matter described in paragraph 6.6 (a) of this POA shall be effective until it appears in the form of an approved motion in the published minutes of the Committee.
6.9 Minutes: The Secretary of the Committee shall prepare minutes of the Committee meetings and shall publish them by causing them to be sent to each member of the Committee and to the chair of each department represented on the Committee.

6.10 Appeal: Any action of the Committee may be appealed to the Faculty of the College by twenty-five percent of the members of the Committee present at the meeting at which the vote is taken or upon written petition, addressed to the Secretary of the College, signed by twenty-five faculty members or by the majority of the faculty members of any department, such petitions being received at the administrative offices of the College within ten days after publication of the minutes containing a report of the action. The action being appealed shall be placed on the agenda, referred to in paragraph 4.4 of this POA, for the next regular or special meeting of the Faculty of the College.

7. ADDITIONAL COMMITTEES

7.1 Faculty Salary Appeals Committee: In accordance with the OAA Policy and Procedures Handbook, Section XII, Appeals and Grievances (http://oaa.osu.edu/handbook/xii_salaryprocess.html), the Dean will convene a faculty salary appeals committee to review a faculty salary appeal that cannot be settled at the department level, and to make recommendations to the Dean concerning the disposition of such cases. Each faculty salary appeals committee comprises three persons, each of whom is a department chair or school director, selected from among those College units not party to the appeal.

7.2 Investigations Committee: In accordance with Faculty Rule 3335-4-04, the Dean will convene a grievance committee to review and recommend to the Dean disposition of an appeal, or referral by department chairs or school directors, of a complaint against regular or auxiliary faculty members. Each investigations committee comprises three persons, each of whom is a tenured faculty member, selected from among those College units not party to the complaint.

7.2.1 Grievances against staff should be referred to the staff’s supervisor. The Office of the Dean will provide consultative advice and a point of referral for complaints that cannot be handled within the staff member’s unit. The Office of the Dean will interact with the parties and the Office of Human Resources, as appropriate, to facilitate resolution of the grievance.

7.3 Promotion and Tenure Committee: In accordance with Faculty Rule 3335-6-04(C), there shall be a standing College Promotion and Tenure Committee. The purposes of the College Promotion and Tenure Committee are:

1. To ensure that high standards of excellence are maintained in the college promotion and tenure process.
2. To serve as an advisory body to the Dean, and as requested by the Dean, on matters concerning faculty promotion and/or tenure, including a recommendation submitted by a Tenure Initiating Unit (TIU) of the College. [ref: Faculty Rule 3335-6-04(C)(2)]

3. To determine whether the TIU conducted a rigorous promotion and/or tenure review and reached a recommendation consistent with College and TIU policies, procedures, practices, and standards. [ref: Faculty Rule 3335-6-04(C)(1)(a)]

4. To determine where the weight of the evidence lies in promotion and/or tenure cases in which there is not a clear or consistent recommendation from the review conducted in the TIU. [ref: Faculty Rule 3335-6-04(C)(1)(b)]

5. To review TIU Appointments, Promotion and Tenure documents and recommend to the Dean that the document submitted to the Dean for approval be: (1) approved and forwarded to the Provost, or (2) returned to the TIU with changes recommended.

7.3.1 Membership

Membership consists of six regular tenure track faculty appointed by the Dean, each serving a two-year term. Up to an additional two senior members from the regular clinical track faculty may be appointed by the Dean, each serving a two-year term, to assess regular clinical track faculty candidates only. Regular clinical track faculty cannot participate or vote on promotion and tenure matters of regular tenure track faculty [ref: Faculty Rule 3335-7-04(A)]. Membership shall be rotated to ensure fair and balanced participation among the TIUs. Each year, three regular tenure track faculty members will remain on the P&T Committee for the following year. One of these shall be appointed by the Dean in spring to serve as P&T Committee Chair the following year. New appointments will be made in spring to commence the following year.

7.3.2 Recommendations

Committee recommendations to the Dean shall be in writing and report the vote of the Committee on the particular matter deliberated by the Committee.

7.4 Budget Committee: The Budget Committee shall advise the Dean on matters concerning the allocation of college resources. Members of this committee and its chair are appointed by the Dean, and will include representation from current department chairs, center directors, and faculty who do not serve as administrators.

7.5 Executive Committee: The Executive Committee is responsible for the administrative leadership of the College, and the execution of its strategic plan and all pertinent policies and procedures. The Executive Committee is chaired by the Dean, and
includes all Associate Deans, School Directors, and Department Chairs within the College.

7.6  **Engineering Experiment Station (EES) Advisory Council:** The EES Advisory Council establishes and approves the policies governing the operation of the Engineering Experiment Station. It comprises seven faculty members from the College, appointed by the OSU Board of Trustees for three-year terms, and the Director of the EES, who serves as the chair of the Council.

7.7  The Dean, the Faculty of the College, or the Committee on Academic Affairs may each establish or abolish additional committees and subcommittees. The individual or group that establishes a committee or subcommittee has the primary responsibility to abolish it when it is no longer needed. Ordinarily such committees and subcommittees should be established with a specific charge and for a limited period of existence, but some will be standing committees, or standing subcommittees of the Committee on Academic Affairs. Faculty members of the standing subcommittees of the Committee on Academic Affairs shall be appointed by the Dean. At least one member of each standing subcommittee of the College Committee on Academic Affairs should also be a member of the College Committee on Academic Affairs. Annually, the Secretary of the College shall distribute to each faculty member the membership of each standing committee and of each standing subcommittee of the Committee on Academic Affairs.

8.  **STUDENT PARTICIPATION**

8.1  **Policy:** It is the policy of the Faculty that students serve on all committees of the College except where compelling reasons require otherwise. Appointments of students to committees should be made only after consultation with representatives of appropriate student organizations.

8.2  **Lists of Interested Students:** The Secretary of the College shall at least annually make known to the students associated with the College, including students in graduate and advanced professional degree programs, opportunities for participation in the committee work of the College. The secretary shall devise convenient means for students to indicate their interest in such participation and shall, from time-to-time, compile lists of those who have done so. All student appointments to committees shall be made from these lists, each student first having been informed of the nature of the committee and the normal workload associated with membership.

8.3  **Committee on Academic Affairs:** The lists referred to in paragraph 8.2 of this POA shall be made available to the Chair of the Committee on Academic Affairs who shall appoint from the lists one undergraduate student and one graduate student to the Committee for terms of office not to exceed one year. Unless otherwise determined
by the Committee, at least one student shall serve on each of its subcommittees. These student members of the subcommittees, who need not be members of the Committee, shall be appointed in the same manner by the Chair of the Committee on Academic Affairs for terms not to exceed one year. Student members of the Committee on Academic Affairs or its subcommittees shall not participate in matters referred to in paragraph 6.6 (a) of this POA.

9. AMENDMENTS

This POA will become effective upon their adoption by the Faculty of the College by a two-thirds vote at a regular meeting. It may be amended at a regular or special meeting (a) by a vote of the majority of the members of the Faculty, or (b) by a two-thirds vote, notice of the proposed amendments and the date of the meeting which the vote is to be taken having been given to the Faculty at least two weeks prior to the meeting. The Secretary of the College shall at least annually review this POA and bring to the Faculty (a) any suggested modifications deemed appropriate whether editorial or substantive in nature or, (b) a statement that no modifications appear necessary. The Secretary shall maintain current copies of this POA, and shall provide a copy to new members of the Faculty and to others upon request.