COLLEGE OF ENGINEERING

Pattern of Administration

Approved by the College Faculty May 26, 2010

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/OAAP_PHandbook.php), 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; Aviation; Biomedical Engineering; Chemical and Biomolecular Engineering; Civil and Environmental Engineering and Geodetic Science; Computer Science and Engineering; Electrical and Computer Engineering; Integrated Systems Engineering; Materials Science and Engineering; Mechanical and Aerospace 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.

5.4 Centers: College Centers may be established to address an interdisciplinary research and/or educational mission. The procedures for establishing and reviewing College Centers will be appended to this Pattern of Administration.

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 having representation may elect one additional member from each section (as defined in Rules of the University Faculty 3335-3-34(F)) or program area within the department. The term of membership shall be three years, such terms beginning on
October 1. Each College Center offering an approved degree program also will be permitted to elect a member. 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 or College Centers approved for such purposes, reporting its decisions directly to the departments or centers 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, and of all College Centers authorized to offer for-credit courses or degree programs. 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, (http://oaa.osu.edu/OAAP_PHandbook.php), 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. Other members may be added at the discretion of the Dean.

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.
Appendix

College of Engineering
Template for Establishment and Review of College Centers
Approved by the College Faculty 05/26/2010

Faculty Rule 3335-3-36, “Center Establishment” (revision dated, 02/04/2009) contains the rules governing establishment and review of college centers. College of Engineering centers (herein after “College Centers”) will be established and reviewed consistent with this Rule.

1. Definition
A College Center is a unit within the College engaged in research, instruction, and/or outreach and engagement. A center is generally defined as an organized group of faculty and research staff that has come together to address an interdisciplinary research and educational mission. A College Center will typically have a substantial research/scholarship component to its mission, and this research should be interdisciplinary in nature, involving faculty members and graduate students from two or more academic units within the college.

College Centers will generally not offer for-credit courses or degree programs, but such offering may be allowed in certain cases, with approval of the College’s faculty and the Council on Academic Affairs. Prior to approval by the College faculty, the College Committee on Academic Affairs shall review and make a recommendation on such courses or degree programs.

Each Center will have a Director who reports to the Dean of the College of Engineering. The Dean may appoint one or more associate deans to manage the formation, review, and oversight of the Center.

The College will use the word ‘Center’ for multidisciplinary college centers (those that involve faculty and students from different departments primarily within the College of Engineering). The College prefers that university-level centers (those that involve faculty and students from departments in different colleges and with significant activities across colleges) be termed ‘Institutes.” Guidelines for establishment and review of college and university centers are found in Faculty Rule 3335-3-36.

2. Procedure for Establishment of a College Center.
Prospective centers wishing to formally establish in the College of Engineering should consult with the Associate Dean for Research for guidance on center establishment. The establishment of the center is formally initiated by submission of a proposal package, prepared by the proposed Director and proposed oversight committee, that includes:
(a) Cover letter, describing the goals of the center, outlining its mission and scope, and recommending an initial Director and initial oversight committee. The cover letter should state whether the proposed center is a college-level or university-level center.
(b) Draft Charter
(c) Draft Pattern of Administration (POA)
(d) Supporting document that details the mission, member faculty and staff, administration, budget, evaluation criteria, and any history of collaboration.

Templates of the POA, Charter, and Supporting Document can be obtained from the Associate Dean for Research. The financial plan should include all expected sources and uses of both internal and external funds for a period of at least the first three years of operation, and should justify the likelihood for success.

Submit the center proposal documentation to the Associate Dean for Research (ADR). The ADR will, in consultation with the Dean and the College Research Committee, recommend whether the center will be a College or University Center. The center will be designated a College Center following the completion of and favorable review by the Associate Dean of Research (ADR) or a committee designated by the ADR.
The review should take place within six weeks after the application is submitted. Once approved, the center will be assigned an organization number within the College that will be used to include the center in the College’s budget process. The ADR will notify the Office of Academic Affairs of any approved College center.

If the center proposes to offer for-credit or degree programs, the proposal must also be reviewed by the College Committee on Academic Affairs, and will require approval by both the College’s faculty and the Council on Academic Affairs (see Faculty Rule 3335-3-36).

3. Procedure for Establishment of a University Center or Institute.
If the center wishes to be designated as a university center, a proposal to establish an academic center must be submitted to the Council on Academic Affairs (CAA). The Associate Dean for Research in the College of Engineering should be consulted early in the process to ensure time for appropriate evaluation and endorsement by the College. Faculty Rule 3335-3-36 details the process for preparing a university-level center establishment proposal. The completed proposal, including endorsement letters from relevant department chairs and school directors, should be submitted to the Associate Dean for Research. The ADR will evaluate the proposal, in consultation with the Dean and the College Research Committee as needed. The review should take place within six weeks after the application is submitted. Upon favorable review, the Dean will provide a letter of support, to be included in the proposal package that is submitted to CAA.

4. Reporting and Review of College Centers
Each college center shall prepare and submit an annual report on the Center’s activities during the previous year, following the annual report template provided by the Associate Dean for Research. The report should describe the major activities of the Center during the previous year, and should include a financial analysis and budget for the coming year. The report should also provide an analysis of the Center’s activities with respect to its performance review criteria.

Each college center will undergo a formal review three years after initial establishment and at three year intervals thereafter. The review of centers will be conducted by the College Research Committee; if the center offers courses or degree programs, it will be reviewed by a committee formed from members of both the College Research Committee and the College Committee on Academic Affairs, as appointed by the Dean. The evaluating committee may, at its discretion, appoint ad hoc committees (including faculty with expertise in the relevant subject area, and usually also including administrators) to supervise the review process outlined below.

The center will prepare a self-study document that contains:
- A summary statement describing the purpose of the center and its scope of activities.
- A comprehensive self study that provides information regarding its mission, faculty, administrative structure, budget, and evaluative criteria and benchmarks, as outlined in Faculty Rule 3335-3-36.

Upon receipt of the self-study, the evaluating committee will discuss and assess the self-study with a focus on:
- relevance of the mission with respect to the College’s strategic priorities
- effectiveness of the center’s administration and leadership
- performance of the center relative to the center’s stated evaluation criteria
- appropriateness of the budget and the continued financial viability
- effectiveness of its use of space and facilities.

The committee will meet with the director, oversight committee, and administrative staff as appropriate to discuss the self-study. The committee may also consult with stakeholders or external center advisory committee members, as appropriate.
Based on the review, the evaluating committee will provide a report to the Associate Dean for Research. The report should evaluate the center’s performance with respect to the focus points above, and make recommendations about the center’s mission, operation, financing, and facilities. The report should also make an overall recommendation to either (a) renew the center, (b) conditionally renew the center with a follow-up review in 1-2 years, or (c) dissolve the center.

5. Change of Status of College Centers
Any change of a College center’s status will be reported to the Office of Academic Affairs by the Associate Dean for Research.