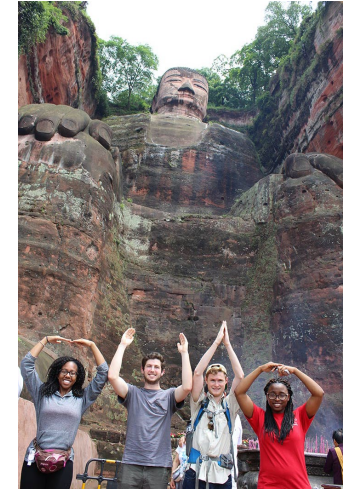




ASC Governance Documents Workshop



Tuesday, November 1, 2022
10:30 a.m. to 12 p.m.
Zoom



Our Agenda for Today

- Welcome and Introductions
- Overview of governance documents revision process
- Q&A
- Overview of OAA approval process
- Comments from the Senior Vice Provost
- Q&A



College and OAA Officers

Shari Speer.21, Associate Dean for Faculty Affairs (ASC)

Toni Calbert.5, Assistant Dean of Faculty Affairs (ASC)

Patrick Louchouarn.1, Senior Vice Provost for Faculty (OAA)

Melinda Nelson.19, Assistant Vice Provost (OAA)



Governance Documents Revision Process



Purpose of Governance Documents - APT

- Documents differ substantially across the college
- APT specifies faculty roles and responsibilities for your unit
 - Appointments process, search committee composition
 - Standards and expectations for scholarship and performance in the field
 - Annual Review, Promotion & Tenure, Promotion procedures
 - Voting rights and procedures, quorum
 - Specifics for the process of student and peer review of teaching
- University and College P&T committees consult TIU APTs
 - What are the standards? Were procedures followed?



Purpose of Governance Documents - POA

- Documents differ substantially across the college
- POA form is more flexible (still has required content)
 - Types of faculty and administrative roles in the unit
 - Committees and membership structure (e.g. term, elected/appointed)
 - Faculty meetings
 - Teaching assignments, Special assignments, leaves and absences
 - Financial and other conflicts of interest
 - Compensation, allocation of resources (space)
 - Grievance procedures
 - TIU Endowed or named chair appointment and review (Appendices)
- Unit head and college deans consult POA in decision making



Purpose of Required Review & Revision

- Keep pace with policy changes, maintain accuracy
 - Faculty rules
 - OAA Handbook guidance – required outline form and language
 - Federal law, Ohio Code
- Acknowledge changes in department structure & practice
 - Changes in faculty membership
 - Changes in faculty responsibilities
- Incorporate new ideas and goals: TIU, College and University levels
- Examine practices: Do they introduce bias? Who is left out?



Required vs Voluntary Revisions

- Chairs complete **required revisions** at appointment and reappointment.
 - Target date for draft version End of AU term (six months from appointment)
 - Target date for final version to the college May 1 (one year from appointment)
 - Refer to correspondence from Senior Vice Provost Louchouart (8/3/22 email from Melinda Nelson) – this **specifies required outline and updates**
- **Voluntary revisions** are accepted on a rolling basis
 - Revisions may reflect changes to POA or APT proposed by the faculty or the TIU head
 - Discuss changes with divisional dean



Issues to consider

- Revising vs. reaffirming
 - approval date of current documents
 - consider increase/decrease in faculty numbers at relevant ranks
- Mission/vision statements updates
- Flexible pathways to promotion
- Addition of Clinical/Teaching/Practice Faculty ?
 - Number limit?, voting privileges, annual review, reappointment review, peer teaching review, committee service
- Roles for jointly appointed and regional faculty, associated faculty, staff
- Mentoring, Diversity, Equity and Inclusion
 - New committee(s)? Changes to existing process? Add recognition for efforts to faculty expectations
- Advancement and Outreach updates



Resources and Materials

- Currently approved POA and APT documents for your unit
<https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure>
- Sample documents (PDF templates; scroll to bottom of the page)
<https://oaa.osu.edu/policies-and-procedures-handbook>
- College revision guide, OAA Tips for Updating Gov Docs, Primary changes for 2022
<https://ascintranet.osu.edu/chairs-directors/resources-documents>
- OAA handbook volume 1
https://oaa.osu.edu/sites/default/files/links_files/Handbook-vol-1-chap-1-2022_0.pdf



Suggested Revision Process

- Use current sample document for outline and table of contents (Word, PDF)
- Insert content specific to your unit into the template outline
- Follow the instructions in the correspondence from SVP Louchouart (*Tips for Updating POAs and APTs*) for required revisions
- Consult guidelines and detailed instructions in OAA Handbook volume 1
Note, Handbook specifies required language; sample documents contain suggested language to include or modify to fit your department or school
- Consider spring consultation with this group in SP23 to discuss issues and solicit feedback



Example sample section - APT

3 Promotion to Professor

Faculty Rule [3335-6-02](#) establishes the following general criteria for promotion to the rank of professor:

Promotion to the rank of professor must be based on convincing evidence that the faculty member has a sustained record of excellence in teaching; has produced a significant body of scholarship that is recognized nationally or internationally; and has demonstrated leadership in service.

The specific criteria in teaching, scholarship, and service for promotion to professor are similar to those for promotion to associate professor with tenure [*see chart in Section VI.A.1*], with the added expectation of sustained accomplishment and quality of contributions, a record of continuing professional growth, and evidence of established national or international reputation in the field.



Units should also add additional specific criteria about work applicable especially to senior faculty, e.g. doctoral-level advising, university and professional service, and appropriate levels of leadership.

When assessing a candidate's national and international reputation in the field, a national and international reputation for the scholarship of teaching may be counted as either teaching or scholarship.

In addition, as further specified by Faculty Rule [3335-6-02](#), assessment is in relation to specific assigned responsibilities with reasonable flexibility being exercised in order to balance, where the case requires, heavier responsibilities and commitment in one area against lighter ones in another. Promotion should reflect the reality that (a) not all faculty members have the same distribution of assignments (b) not all faculty members will be able to contribute excellence equally in all evaluation dimensions; and (c) there is a multi-faceted institutional responsibility that must be achieved by the skills of the faculty collectively. Promotion to professor should be awarded not only to those faculty who have demonstrated impact in their scholarship of research and creative inquiry, teaching and learning, and service, but also to those who have exhibited excellence in the scholarship of leadership to make visible and demonstrable impact upon the mission of the TIU, college, and university.



Route of Documents – TIU/College/OAA

- Required Chair's revision process is ITERATIVE
- Faculty input
 - important to good governance and should be sought
 - not required for all changes
 - faculty vote might be specified for some issues for some TIUs
- Chair submits revisions to Divisional Dean and Assoc Dean for Faculty Affairs (often additional revisions/discussion)
- College approval from Dean Horn
- College and TIU head submit revisions to OAA (often additional revisions/discussion)
- OAA approval



Questions?



Melinda Nelson

Assistant Vice Provost



Patrick Louchouart

Senior Vice Provost for Faculty



Questions?



Thank you!

