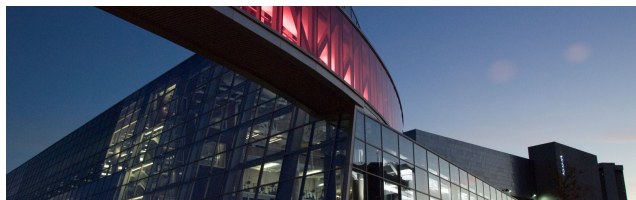
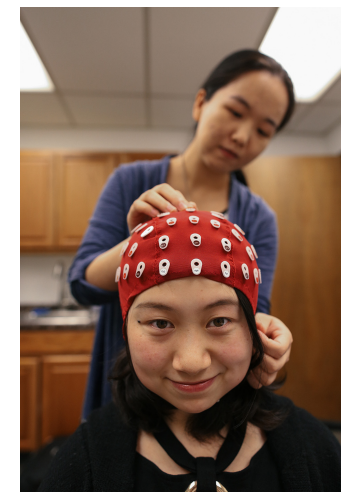
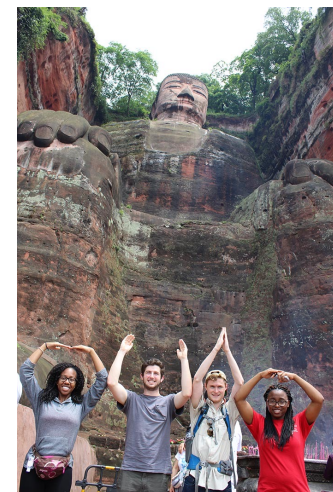




ASC Governance Documents Workshop



Tuesday, April 18 2023
11:30 a.m. to 1:00 p.m.
Dulles Hall



Our Agenda for Today

- Welcome and Introductions
- Reprise of governance documents revision process information
- Discussion & Interaction:
 - Progress so far
 - Obstacles and strategies
- Q&A
- Collaboration over lunch

Chairs in 2023 revisions cohort

A&H

- Joni Acuff, AAEP
- Angela Brintlinger, SEELC
- Morgan Liu, NESAs
- Sarah-Grace Heller, FRIT
- Scott Levi, History
- Fabienne Munch, Design
- John Grinstead, SPPO
- Charles Anderson, Dance
- Karl Whittington, History of Art
- Richard Samuels, Philosophy
- Michael Ibrahim, Sch. Music

SBS

- Duane Wegener, Psychology
- Kelly Garrett, Sch. Communications

NMS

- Bryan Carstens, EEOB



Chairs in 2023 revisions cohort

A&H

- Joni Acuff, AAEP (2017/18)
- Angela Brintlingler, SEELC
- Morgan Liu, NESAs
- Sarah-Grace Heller, FRIT
- Scott Levi, History (2018/22)
- Fabienne Munch, Design
- John Grinstead, SPPO
- Charles Anderson, Dance (2016/17)
- Karl Whittington, History of Art
- Richard Samuels, Philosophy (2015)
- Michael Ibrahim, Sch. Music

SBS

- Duane Wegener, Psychology
- Kelly Garrett, Sch. Communications

NMS

- Bryan Carstens, EEOB (2018)



College Contacts

Shari Speer.21, Associate Dean for Faculty Affairs

Toni Calbert.5, Assistant Dean of Faculty Affairs

Kyle Williams.5301, Faculty Affairs Specialist

OAA Liaison

Melinda Nelson.19, Assistant Vice Provost (OAA)

Governance Documents Revision Process



Refine today's agenda

For each Chair/Director, please summarize:

- Current progress on document
- Method(s) of revisions in use
- Process of consultation w/ faculty
- Roadblocks encountered so far
- Information needed

Reprise: 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?

Reprise: 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



Reprise: Purpose of Required Review & Revision

- Keep pace with policy changes, maintain accuracy
 - College governance documents
 - 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

ASC College-level Documents Revision

- Mission and Vision updates; Shared Values
- DEIJ acknowledged in research, teaching and service
- Review of teaching
 - Decontextualized SEI scores may not be an exclusive metric
 - Peer evaluation:
 - propose explicit content and methods
 - Consider template(s)
- Mentoring made explicit
 - mentor roles and recognition in P&T



Content Revisions to consider

- Mission/vision statements updates
 - Reference OSU Shared Values: [shared values pdf](#)
- Roles and procedures for jointly appointed and regional faculty (e.g. *APT, English*)
 - Incorporation of P&T review materials from other unit(s)
 - Procedures section: timing, whose responsibility to track/incorporate?
- Flexible pathways to promotion (e.g. *APT, CompStudies*)
 - Add unit-specific standards to generic language from OAA/College

Content Revisions to consider, cont'

- Addition of Clinical/Teaching/Practice Faculty
 - Number limit, voting privileges, annual review, reappointment review, peer teaching review, committee service, workload
- Mentoring, DEIJ
 - Responsible person(s) or Committee(s) in POA
 - Changes to existing structures?
 - Issues: Mentor role(s) in P&T (OAA new language: “including their support for the professional development of assistant and associate professors”)
 - Add standards/recognition to faculty expectations (Appointment/reappointment, Annual review, P&T)
 - Not just service: DEIJ in research, teaching, advising
- Advancement and Outreach updates



Chairs' Revisions Schedule

- **Required revisions** at appointment and reappointment (reaffirmation possible)
 - Refer to correspondence from OAA (8/3/22 email from Melinda Nelson) – this **specifies required outline and updates**
 - Target date for final version to the college May 1 (OR one year from appointment)
 - GOAL: document complete and approved by Aug 10; in place for 2023-24
 - **Reach out** – extensions possible if necessary, request from college and OAA
- **Voluntary revisions** may be submitted throughout the chair's term.

OAA's Suggested Revision Method

- 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
Note 2, there is recent required Workday language added to OAA guidance

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 Associate Dean for Faculty Affairs (often additional revisions/discussion)
- College approval from Dean Horn
- College and TIU submit revisions to OAA (often additional revisions/discussion)
- OAA approval, post to OAA website

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

<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



Questions?



Thank you!



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.