Who Does What for Chairs & Directors
Revised August 27, 2018

RECRUITMENT OF NEW FACULTY

Annual request for departmental hiring requests (tenure track faculty)
- Questions about form: divisional deans
- Submission of plans from chairs: send to ascfacultyaffairs@osu.edu
- Review and prioritization: divisional deans
- Review space/renovation issues: Sergio Soave
- Approve searches: Jan Box-Steffensmeier

Search committee diversity training and resources: Wendy Smooth

Job postings: divisional deans (approval); HR managers

EEO data: HR generalists

Review Faculty Search Diversity Report: divisional deans (send to divisional deans’ assistants, cc Wendy Smooth)

College interviews for prospective tenure track faculty
- Schedule all candidates, including those from regional campuses, with divisional deans (Tina Henkin as back up): divisional deans’ assistants (after receipt of Search Diversity Report)
- Schedule senior candidates with Jan Box-Steffensmeier (Tina Henkin as back up): Heather Core upon notification by divisional deans’ assistants
- Schedule Discovery Theme hires with DT focus area leader: DT focus area program manager or coordinator
- Campus information packets: HR managers

Letters of offer
- Preparation: HR managers
- College approvals: Kim Kinsel, divisional deans, Jan Box-Steffensmeier
- Submission of letters of offer to OAA: HR managers
- Submission of tenure packet for senior hires to OAA: divisional deans’ assistants
- Consultation about unusual offers, senior offers, chaired professorships, P&T: divisional dean, who brings to larger deans group
Who Does What for Chairs/Directors

College of Arts and Sciences

Joint appointment MOUs
- Creation and approval routing: HR managers
- Approvals: divisional deans

Special opportunity hires:
- Consultation: Wendy Smooth
- Assistance with data about diversity in individual units: Liana Crisan-Vandeborne
- Review of individual proposals: divisional deans
- Approver: Jan Box-Steffensmeier
- Initiate request to OAA for funding: HR managers for divisional deans, in consultation with Jan Box-Steffensmeier

Lecturer and other associated faculty appointments
- Approval: chairs; divisional deans as requested
- Questions about appointment types: HR managers
- Templates, guidelines, advice on appointment dates: HR managers

ONBOARDING OF NEW FACULTY/CHAIRS

New Faculty Orientation: Meg Piasecki
- Speakers: Jan Box-Steffensmeier, Tina Henkin, Wendy Smooth

Chair training
- Liaison to OAA program: Tina Henkin
- ASC new chair orientation: Tina Henkin
- Brown bag peer group for new chairs: Tina Henkin
- Liaison to university leadership programs: Trevon Logan, Wendy Smooth
  - Big 10 Academic Alliance Department Executive Officer program nominations
  - Big 10 Academic Alliance Academic Leadership Program nominations
  - PPLI nominations

Governance documents
- College approver and screener: divisional deans then Jan Box-Steffensmeier
  - submission: Jen Rasor
  - tracking: Meg Piasecki
  - consultation on specific criteria: divisional deans
  - extensions to OAA deadlines: divisional deans to Jen Rasor for submission to Kay Wolf
  - record keeping of documents that have been superseded: departments
PI Status
- Submit requests to Morton O’Kelly/Jen Rasor for approval
- Submission for OR approval: Morton O’Kelly

Graduate Faculty Status
- Graduate chair submits to the Graduate School (except for emeritus faculty, who need approval of divisional dean—see “Retirement of Faculty” below)

PERFORMANCE REVIEWS (annual reviews)

Annual reviews of faculty
- Annual guidance template: Tina Henkin
- Questions about process: Tina Henkin
- Review of content: divisional deans as needed during AMCP/budget process

Annual review of staff
- Annual guidance template: Kim Kinsel
- Questions about process: HR managers

Chair and center director annual review and reappointment review
- Template for annual review and reappointment review survey: Tina Henkin
- Conduct and write annual review: divisional deans
- Notification of chairs about process and timetable for reappointment review: divisional deans
- Interview final candidates: divisional deans and Jan Box-Steffensmeier
- Approve offer letters: divisional deans, Kim Kinsel, Jan Box-Steffensmeier
- OAA approval of offer letters: HR managers
- Master list of terms and approvals: HR managers

Annual reviews of deans
- Template and process management: Kim Kinsel, Peggy Link
- Review meetings: direct supervisor

Reappointment reviews for endowed chairs/eminent scholars
- Questions about process guidelines: Tina Henkin
- Reappointment review: TIU head (initiate process and receive report)
- Approval: divisional deans, Jan Box-Steffensmeier
- Draft offer letters: HR managers
PROMOTION AND TENURE

General questions about promotion and tenure processes
- Tina Henkin (in consultation with divisional deans and OAA as needed)

Review of dossiers: fourth year review, clinical and research faculty reappointments, tenure reviews, promotion to full reviews
- Annual guidance documents: Tina Henkin
- Dossier preparation assistance: Tina Henkin
- Review of potential external evaluator lists: Tina Henkin (consult with divisional deans)
- Initial screen of dossiers: Tina Henkin
- Records management (intake of dossiers/transmission to OAA): Meg Piasecki
- Schedule review panel meetings, document processing: divisional deans’ assistants
- Draft review panel letters: divisional deans in conjunction with review panel readers
- Dean’s letters: Jan Box-Steffensmeier, Tina Henkin, Meg Piasecki (distribution)
- Expedited/off-cycle reviews for promotion and tenure: divisional deans, approval by Jan Box-Steffensmeier
- Submission of requests for senior hires with tenure to OAA: HR managers

Requests for Extension of the Tenure Clock
- Chairs submit to divisional deans’ assistants
- Approval: divisional deans
- Faculty or chair questions about process/policy: Tina Henkin
- Submission to OAA and tracking: divisional deans’ assistants
- MOUs for modification of duties: HR managers; signed by chairs, divisional deans

Promotion and Tenure workshops for faculty: Tina Henkin

Transition to Vita: Tina Henkin

FACULTY LEAVES

Faculty Professional Leaves
- Screener for eligibility: divisional deans, HR managers
- questions about docu-sign application: Meg Piasecki
- approval: divisional deans
- record keeping (application receipt and routing to OAA): Meg Piasecki
- notification of college approval to chairs: Meg Piasecki
- notification of Board approval to faculty: Jan Box-Steffensmeier, Meg Piasecki
- issues related to external funding sources: Steve Petrill, Jared Port
- HRAs to record leaves, payroll changes: HR managers
Who Does What for Chairs/Directors

Unpaid leave: personal, professional or entrepreneurial leaves
  • Approval: divisional deans
    o receipt of requests: divisional deans’ assistants
    o submit/track OAA approval: HR managers

University business leave
  • Approval: chair/director for faculty, divisional dean for chair/director
  • Submit, track OAA approval of business leaves longer than 10 days: HR managers

Special assignments
  • Approval: divisional deans (by consultation with chair via course inventory process)
  • Tracking: Meg Piasecki
  • Submission of HRAs: HR managers

Course inventories (for planning for leaves and course releases)
  • Disseminate and track data: Liana Crisan-Vandeborne
  • Review inventories: divisional deans
  • Check/oversight of low enrollments: Steve Fink

RETENTION/RESIGNATION/RETIREMENT OF FACULTY

Requests for Emeritus Faculty Status
  • Approval: divisional deans
    o intake: divisional deans’ assistants
    o check eligibility: HR managers
    o route to OAA: divisional deans’ assistants
    o space requests: Sergio Soave

Requests for Graduate Faculty Status
  • Approval: divisional deans
  • Route to Grad School for approval: divisional deans' assistants

Counter Offers
  • Approval: divisional deans, Kim Kinsel, Jan Box-Steffensmeier
    o individual preparation/tracking: HR managers
    o report to divisional deans’ group about counter offers: Kim Kinsel
    o approval to OAA: HR managers
    o processing during AMCP: HR managers
COMPENSATION

AMCP process
- Manage and review spreadsheets: HR managers
- Review/approve AMCP requests: divisional deans
- Exceptions: Jan Box-Steffensmeier
- Distribute final increase information to departments: HR managers
- Enter AMCP increases into PeopleSoft: HR managers

Salary appeals process
- Set cohort; review and decide on chairs’ recommendations: divisional deans
- Appoint and liaison to Salary Appeals Committee: Trevon Logan, Wendy Smooth
- Administrative support: Meg Piasecki
- Data collection on research expenditures (if applicable): Jared Port
- Final decision of appeals that go to committee: Jan Box-Steffensmeier
- Process any salary increases: HR managers

AWARDS AND PRIZES (to recognize prior achievement in various areas)

External awards and prizes - nominations and applications:
- College contact for departments: Tina Henkin
- College contact for Office of Research (Jeff Agnoli): Tina Henkin
  - coordination with ASC Communication (for stories and notices): Tina Henkin
  - letters of nomination: chair or departmental awards committee
  - if dean or provost letter needed, chair provides draft to Tina Henkin
  - college nomination letter writing: Tina Henkin

Tracking external awards for congratulations and Office of Research annual event
- Contact for Office of Research: Tina Henkin
- Contact for informing college of new award: Tina Henkin

Distinguished University Professor applications
- Approver: Jan Box-Steffensmeier and divisional deans (sign letters)
  - Application receipt and routing: divisional deans’ assistants
  - request external evaluations: department chair in consultation with divisional deans’ assistants
  - college letter of nomination: divisional deans

Distinguished College Professor applications
- Initiate process, convene committee: Tina Henkin
- Approvals: Jan Box-Steffensmeier and divisional deans
University teaching, service, diversity, scholar awards
- ASC contact: Tina Henkin
  - information on deadlines/reminders to chairs: Tina Henkin
  - letters of endorsement: divisional deans

Endowed/donor-funded college faculty awards
- Rodica Botoman Award for Distinguished Undergraduate Teaching: Peter Hahn
- Paul W. Brown Excellence in Teaching Award: Peter Hahn
- Harlan Hatcher Arts and Sciences Distinguished Faculty Award: Tina Henkin
- Susan M. Hartmann Mentoring and Leadership Award: Tina Henkin
- Joan Huber Award: Morton O'Kelly
- Ratner Award for teaching in arts and humanities: Steve Petrill
- Virginia Hull Award: Steve Petrill

Other college awards
- Diversity Enhancement Faculty Award: Tina Henkin, Wendy Smooth
- Honors Faculty Service Award: Lindsey Chamberlain
- Outstanding Teaching Award (ASC student council): Ann Rottersman

OUTREACH AND ENGAGEMENT

Coordination, reporting, and oversight: Peter Hahn
- New service learning course proposal grants: Steve Fink
- Town/gown arts partnerships: Peter Hahn
- Table sponsorships: Peter Hahn
- K-12 partnerships: Peter Hahn (outreach), Steve Petrill (assistance with identifying external funding)
- University Campus Art and Memorials Committee: Peter Hahn

RESEARCH SUPPORT

Internal Grants (Regional/Arts and Humanities small/large grants program)
- Application receipt and routing: Steve Petrill
- Internal Review/Panel convener: Steve Petrill
- Final review/approval: Steve Petrill in consultation with divisional deans

External Fellowship Subsidies:
- Approver: Divisional dean
  - Screener and write letters of approval: Steve Petrill
  - Contact for questions: Steve Petrill
  - Fiscal management (contracts with other institutions): Fiscal managers or OSP
Fellowship applications requiring institutional approval prior to submission:
- General contact: Jared Port
- Those that require promise of External Fellowship Subsidies: Steve Petrill
- Those where university will receive funds or a cost-share (requiring an EPA005): Jared Port
- Those that require qualitative letter of endorsement: divisional deans
- Record keeping for subsequent research outcomes: Research Team

Grant Writing and Fellowship Workshops: Research Team

Limited Submissions information: Steve Petrill

Waiver of F&A costs policy: Jared Port

Policy on course buy outs: Kim Kinsel

Grants Management: Jared Port
  - Cost sharing
  - PA 005
  - Grant equipment transfers

Contracts
  - OSP contracts: Jared Port
  - Non-OSP contracts: Tiffany Garner

COMPLIANCE/REPORTING

Consulting approvals for faculty
  - Submission: to divisional deans’ assistants
  - Approval: divisional deans

Financial Conflict of Interest Forms
  - Approval: divisional deans via electronic system

Licensing and technology transfer
  - Consultation: Morton O’Kelly

Research Misconduct
  - Liaison to Jennifer Yucel’s office: Morton O’Kelly and Jan Box-Steffensmeier
    - assistance with discovery: Jared Port
Public records requests
- Liaison with OSU Public Records Requests: Kim Kinsel, HR managers

Disciplinary complaints (HR investigations, 04 process)
- General employee relations issues: Scott Burlingame, Kim Kinsel, HR managers
- Liaison to college investigation committee: Trevon Logan, Wendy Smooth
- Consultation about starting an 04 process: Trevon Logan, Wendy Smooth
- College investigation committee management: Meg Piasecki

Diversity reporting
- Diversity plan tracking and implementation: Wendy Smooth
- Diversity inventory tracking: Wendy Smooth, Trevon Logan

GRADUATE STUDIES SUPPORT

General Questions: Luis Casian

Continuous Enrollment (3 credit hours of tuition and fees for each qualifying resident student who is actively pursuing research away from the university; must not be eligible for Graduate School Matching Tuition and Fee Awards)
- Applications: https://artsandsciences.osu.edu/academics/graduate-students/funding-resources
- ASC Contact: Brian Orefice

Graduate Matching Tuition and Fee Awards (available through the Graduate School to graduate students who receive a competitive stipend from a grant or other funding agency (either faculty grants or Fulbrights, etc.) that does not cover tuition and fees; pre-approval is necessary three weeks ahead of grant proposal submission)
- Applications: https://intranet.asc.ohio-state.edu/guidelines/graduate/matching-tuition-fee-awards
- ASC Contact: Brian Orefice

Graduate College-Allocated Fellowship Waivers (need to be requested in advance of nomination in Graduate School fellowship system)
- ASC Contact: Brian Orefice

Graduate Data Reporting
- Contact: Brian Orefice

Diversity Recruitment in Graduate Studies
- Contact: Wendy Smooth, Brian Orefice
Who Does What for Chairs/Directors

College of Arts and Sciences

Graduate Research Small Grants
  • ASC contact: Brian Orefice

CURRICULUM

General questions: Steve Fink

Submission of new courses, course changes, new programs
  • Designated curriculum initiator through curriculum.osu.edu

Submission of program changes
  • Submitted by email to Garett Heysel (A&H) or Deborah Haddad (NMS, SBS)

Development of distance learning courses and programs: Steve Fink

Assistance with curriculum proposals and approval process
  • Bernadette Vankeerbergen, Deborah Haddad (SBS, NMS), Garett Heysel (A&H)

Assessment
  • Deborah Haddad (SBS, NMS) Garett Heysel (A&H), Steve Fink

Data and Business Intelligence Requests
  • Liana Crisan-Vandeborne, with cc: to Kim Kinsel

Global Engagement (includes education abroad; international agreements): Garett Heysel

COMMUNICATION

Main ASC Website
  • Overall strategy/direction: Kevin Leonardi
  • Faculty/chairs resources page: Tina Henkin
  • Research: Steve Petrill
  • Policies page: Kim Kinsel
  • Faculty awards: Tina Henkin
  • Suggestions for faculty profiles/highlights: Tina Henkin
  • Suggestions for student highlights: Ann Rottersman
  • News and Updates: Kevin Leonardi

Department Websites
  • Development, support, training: Eva Dale

Announcements for student newsletter: Ann Rottersman
MAJOR COMMITTEES

College faculty committees/appointment and liaison
- Investigation Committee: Trevon Logan, Wendy Smooth
- Salary Appeals Committee: Trevon Logan, Wendy Smooth
- Arts and Sciences Senate: Mary Ellen Jenkins
- IT Oversight committee: Kim Kinsel, Tim Smith
- Faculty Advisory Committee: Jan Box-Steppensmeier; back up: Trevon Logan, Wendy Smooth, divisional deans; election: Heather Core
- Arts and Humanities Research Committee: Steve Petrill, Peter Hahn
- Divisional P&T panels: Peter Hahn, Luis Casian, Morton O’Kelly

College-level administrative representatives to university committees/offices
- Council of Deans: Jan Box-Steppensmeier, Peter Hahn, Luis Casian, Morton O’Kelly
- Provost’s leadership team: Jan Box-Steppensmeier
- Senior Management Council: Jan Box-Steppensmeier
- University Senate: Jan Box-Steppensmeier and divisional deans
  - Senate Fiscal: Jan Box-Steppensmeier, Kim Kinsel
- Senate Steering: Jan Box-Steppensmeier
- Senior HR officers: Jen Prak, Peggy Link
- Senior fiscal officers: Kim Kinsel
- Senior diversity officers: Wendy Smooth
- Senior information officers: Tim Smith
- College research officers: Morton O’Kelly, Steve Petrill
- Curriculum associate deans: Steve Fink
- Council on Academic Affairs: Steve Fink
- Academic Program Advisory Committee: Steve Fink
- International Affairs Committee: Steve Fink, Garett Heysel
- Graduate School: Luis Casian, Brian Orefice
- Outreach and Engagement: Peter Hahn
- Postdoctoral Advisory Council: Luis Casian, Brian Orefice
- Faculty Resource Network: Tina Henkin
- Vita Transition working group: Tina Henkin
- Discovery Themes Executive Committee: Jan Box-Steppensmeier, Peter Hahn
- Physical planning: Sergio Soave
- University Communications group: Kevin Leonardi