Who Does What for Chairs and Directors
Revised February 19, 2020

RECRUITMENT OF NEW FACULTY

Annual request for departmental hiring requests/planning tool (tenure track faculty)
- Questions about form: divisional deans
- Submission of plans from chairs: send to divisional deans
- Review and prioritization: divisional deans
- Review space/renovation issues: Sergio Soave
- Approve searches: Gretchen Ritter

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 and Caitlin Brendel)

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 candidates for distinguished or endowed positions with Gretchen Ritter (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, Gretchen Ritter
- 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
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: Gretchen Ritter
- Initiate request to OAA for funding: HR managers for divisional deans, in consultation with Gretchen Ritter

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: Caitlin Brendel
- Speakers: Gretchen Ritter, 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: 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 Gretchen Ritter
  - submission and tracking: Caitlin Brendel
  - consultation on specific criteria: divisional deans
  - extensions to OAA deadlines: divisional deans to Caitlin Brendel for submission to OAA
  - recordkeeping of documents that have been superseded: departments
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PI Status
• Submit requests to Morton O’Kelly and Christopher Jaroniec for approval
• Submission for OR approval: Morton O’Kelly and Christopher Jaroniec

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 and 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 Gretchen Ritter
• Approve offer letters: divisional deans, Kim Kinsel, Gretchen Ritter
• 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 and 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 and Gretchen Ritter
• Draft offer letters: HR managers
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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): Caitlin Brendel
- Schedule review panel meetings, document processing: divisional deans’ assistants
- Draft review panel letters: divisional deans in conjunction with review panel readers
- Dean’s letters: Gretchen Ritter, Tina Henkin, Caitlin Brendel
- Expedited/off-cycle reviews for promotion and tenure: divisional deans with approval by Gretchen Ritter
- Questions about expedited/off-cycle reviews for promotion and tenure process: Tina Henkin
- Submission of requests for senior hires with tenure to OAA: Caitlin Brendel

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 cc Caitlin Brendel
- MOUs for modification of duties: HR managers; signed by chairs and 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 DocuSign application: Caitlin Brendel
- Approval: divisional deans (consultation with Trevon Logan as appropriate)
- Recordkeeping (application receipt and routing to OAA): Caitlin Brendel
- Notification of college approval to chairs: Caitlin Brendel
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- Notification of Board approval to faculty: Gretchen Ritter and Caitlin Brendel
- Issues related to external funding sources: Jared Port
- HRAs to record leaves, payroll changes: HR managers

Unpaid leave: personal, professional or entrepreneurial leaves
- Approval: divisional deans (consultation with Trevon Logan as appropriate)
  - receipt of requests: divisional deans’ assistants
  - submit/track OAA approval: HR managers

University business leave
- Approval: chair/director for faculty and 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: Caitlin Brendel
- 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: David Horn

RETENTION/RESIGNATION/RETIREMENT OF FACULTY

Requests for Emeritus Faculty Status
- Approval: divisional deans
  - intake: divisional deans’ assistants
  - check eligibility: HR managers
  - route to OAA: divisional deans’ assistants
  - 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, Gretchen Ritter
  - individual preparation/tracking: HR managers
  - report to divisional deans’ group about counter offers: Kim Kinsel
  - approval to OAA: HR managers
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COMPENSATION

AMCP process
- Manage and review spreadsheets: HR managers
- Review/approve AMCP requests: divisional deans
- Exceptions: Gretchen Ritter
- 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: Wendy Smooth
- Administrative support: Caitlin Brendel
- Data collection on research expenditures (if applicable): Jared Port
- Final decision of appeals that go to committee: Gretchen Ritter
- 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/Caitlin Brendel/divisional deans

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: Gretchen Ritter 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/Tina Henkin/Caitlin Brendel
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Distinguished College Professor applications
- Initiate process and convene committee: Tina Henkin
- Approvals: Gretchen Ritter 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: Peter Hahn
- Virginia Hull Award: Peter Hahn

Other college awards
- Diversity Enhancement Faculty Award: Tina Henkin and Wendy Smooth
- Early/Mid-Career Excellence Award: Tina Henkin and divisional P&T panels
- 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: David Horn
- Town/gown arts partnerships: Peter Hahn
- Table sponsorships: Peter Hahn
- K-12 partnerships: Peter Hahn (outreach) and Christopher Jaroniec (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: Beth VanGundy
- Internal Review/Panel convener: Christopher Jaroniec
- Final review/approval: Christopher Jaroniec in consultation with divisional deans
External Fellowship Subsidies:
  • Approver: Divisional dean
    o screener and write letters of approval: Christopher Jaroniec
    o contact for questions: Christopher Jaroniec
    o fiscal management (contracts with other institutions): Fiscal managers or OSP

Fellowship applications requiring institutional approval prior to submission:
  • General contact: Jared Port
  • If requires promise of External Fellowship Subsidies: Christopher Jaroniec
  • If university will receive funds or a cost-share (requiring an EPA005): Jared Port
  • If qualitative letter of endorsement required: divisional deans
  • Recordkeeping for subsequent research outcomes: Research Team

Grant Writing and Fellowship Workshops: Research Team

Limited Submissions information: Christopher Jaroniec

Waiver of F&A costs policy: Jared Port

Policy on course buyouts: Kim Kinsel

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

Contracts
  • OSP contracts: Jared Port
  • Non-OSP contracts: Bill McGreehan

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
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College of Arts and Sciences

Research Misconduct
- Liaison to Jennifer Yucel’s office: Morton O’Kelly and Gretchen Ritter
  - assistance with discovery: Jared Port

Public records requests
- Liaison with OSU Public Records Requests: Kim Kinsel and HR managers

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

Diversity reporting
- Diversity plan tracking and implementation: Wendy Smooth
- Diversity inventory tracking: Wendy Smooth

GRADUATE STUDIES SUPPORT

General Questions: Morton O’Kelly

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
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**Diversity Recruitment in Graduate Studies**
- Contact: Wendy Smooth and Brian Orefice

**Graduate Research Small Grants**
- ASC contact: Brian Orefice

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**CURRICULUM**

**General questions:** David Horn

**Submission of new courses, course changes, new programs**
- Designated curriculum initiator through [curriculum.osu.edu](http://curriculum.osu.edu)

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

**Development of distance learning courses and programs:** David Horn

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

**Assessment**
- Deborah Haddad (SBS and NMS), Garett Heysel (A&H), David Horn

**Data and Business Intelligence Requests**
- Liana Crisan-Vandeborne cc Kim Kinsel

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

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**COMMUNICATION**

**Main ASC Website**
- Overall strategy/direction: Kevin Leonardi
- Faculty/chairs resources page: Tina Henkin
- Research: Christopher Jaroniec
- 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: Wendy Smooth
- Salary Appeals Committee: Wendy Smooth
- Arts and Sciences Senate: Mary Ellen Jenkins
- IT Oversight committee: Kim Kinsel, Mike Kaylor, Brian Keller
- Arts and Humanities Research Committee: Christopher Jaroniec and Peter Hahn
- Divisional P&T panels: Peter Hahn, Christopher Jaroniec, Morton O'Kelly

College-level administrative representatives to university committees/offices

- Council of Deans: Gretchen Ritter, Peter Hahn, Christopher Jaroniec, Morton O'Kelly
- Provost’s leadership team: Gretchen Ritter
- Senior Management Council: Gretchen Ritter
- University Senate: Gretchen Ritter and divisional deans
  - Senate Fiscal: Gretchen Ritter and Kim Kinsel
- Senate Steering: Gretchen Ritter
- Senior HR officers: Jen Prak and Peggy Link
- Senior fiscal officers: Kim Kinsel
- Senior diversity officers: Wendy Smooth
- Senior information officers: Mike Kaylor and Brian Keller
- College research officers: Morton O’Kelly and Christopher Jaroniec
- Curriculum associate deans: David Horn
- Council on Academic Affairs: David Horn
- Academic Program Advisory Committee: David Horn
- International Affairs Committee: David Horn and Garett Heysel
- Graduate School: Morton O'Kelly and Brian Orefice
- Outreach and Engagement: Peter Hahn
- Postdoctoral Advisory Council: Morton O'Kelly and Brian Orefice
- Faculty Resource Network: Tina Henkin
- Discovery Themes Executive Committee: Gretchen Ritter and Peter Hahn
- Physical planning: Sergio Soave
- University Communications group: Kevin Leonardi