

# Who Does What for Chairs and Directors

Revised January 22, 2021

## **RECRUITMENT OF NEW FACULTY**

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### **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 Matt Thompson, cc Wendy Smooth and Caitlin Brendel)

### **College interviews for prospective tenure track faculty**

- Schedule all candidates, including those from regional campuses, with divisional deans (Shari Speer as back-up): Matt Thompson (after receipt of Search Diversity Report)
- Schedule senior candidates for endowed positions with Gretchen Ritter (Shari Speer as back-up): Heather Core upon notification by Matt Thompson
- 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: Matt Thompson
- 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**

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**New faculty orientation:** Caitlin Brendel

- Speakers: Gretchen Ritter, Shari Speer, Wendy Smooth

**Chair training**

- Liaison to OAA program: Shari Speer
- ASC new chair orientation: Shari Speer
- Zoom peer group for new chairs: Shari Speer
- 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

**PI status**

- Submit requests to Christopher Jaroniec for approval
- Submission for OR approval: 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)**

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**Annual reviews of faculty**

- Annual guidance template: Shari Speer
- Questions about process: Shari Speer
- 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: Shari Speer
- 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: Shari Speer
- Reappointment review: TIU head (initiate process and receive report)
- Approval: divisional deans and Gretchen Ritter
- Draft offer letters: HR managers

**PROMOTION AND TENURE**

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**General questions about promotion and tenure processes**

- Shari Speer (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: Shari Speer
- Dossier preparation assistance: Shari Speer and Caitlin Brendel
- Review of potential external evaluator lists: Shari Speer (consult with divisional deans)
- Initial screen of dossiers: Shari Speer and Caitlin Brendel
- Records management (intake of dossiers and transmission to OAA): Caitlin Brendel
- Schedule review panel meetings, document processing: Matt Thompson
- Draft review panel letters: divisional deans in conjunction with review panel readers
- Dean's letters: Gretchen Ritter, Shari Speer, 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: Shari Speer
- Submission of requests for senior hires with tenure to OAA: Caitlin Brendel

**Requests for extension of the tenure clock**

- Chairs submit to Caitlin Brendel
- Approval: divisional deans
- Faculty or chair questions about policy or process: Shari Speer
- Submission to OAA and tracking: Caitlin Brendel
- MOUs for modification of duties: HR managers; signed by chairs and divisional deans

**Promotion and tenure workshops for faculty:** Shari Speer

**Transition to Vita:** Shari Speer

## **FACULTY LEAVES**

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**Faculty professional leaves**

- Screener for eligibility: divisional deans and HR managers
- Questions about DocuSign application: Caitlin Brendel
- Approval: divisional deans
- Recordkeeping (application receipt and routing to OAA): Caitlin Brendel
- Notification of college approval to chairs: Caitlin Brendel
- 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



- receipt of requests: Caitlin Brendel
- 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

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### Requests for emeritus faculty status

- Approval: divisional deans
  - intake: Caitlin Brendel
  - check eligibility: HR managers
  - route to OAA: Caitlin Brendel
  - space requests: Sergio Soave

### Requests for graduate faculty status

- Approval: divisional deans
- Route to graduate school for approval: Matt Thompson

### 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
  - processing during AMCP: HR managers

## COMPENSATION

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### 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: Shari Speer
- College contact for Office of Research (Jeff Agnoli): Shari Speer
  - coordination with ASC Communication (for stories and notices): Shari Speer
  - letters of nomination: chair or departmental awards committee
  - if dean or provost letter needed, chair provides draft to Shari Speer
  - college nomination letter writing: Shari Speer/Caitlin Brendel/divisional deans

**Tracking external awards for congratulations and Office of Research annual event**

- Contact for Office of Research: Shari Speer
- Contact for informing college of new award: Shari Speer

**Distinguished University Professor applications**

- Approver: Gretchen Ritter and divisional deans (sign letters)
  - application receipt and routing: Matt Thompson
  - request external evaluations: department chair in consultation with Matt Thompson
  - college letter of nomination: divisional deans/Shari Speer/Caitlin Brendel

**Distinguished College Professor applications**

- Initiate process and convene committee: Shari Speer
- Approvals: Gretchen Ritter and divisional deans

**University teaching, service, diversity, scholar awards**

- ASC contact: Shari Speer
  - information on deadlines/reminders to chairs: Shari Speer



- 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: Shari Speer
- Susan M. Hartmann Mentoring and Leadership Award: Shari Speer
- Joan Huber Award: Ryan King
- Ratner Award for teaching in arts and humanities: Peter Hahn
- Virginia Hull Award: Peter Hahn

### **Other college awards**

- Diversity Enhancement Faculty Award: Shari Speer and Wendy Smooth
- Early/Mid-Career Excellence Award: Shari Speer and divisional P&T panels
- Honors Faculty Service Award: Lindsey Chamberlain
- Outstanding Teaching Award (ASC student council): Ann Rottersman

## **OUTREACH AND ENGAGEMENT**

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### **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**

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### **Internal grants (regional/arts and humanities small/large grants program)**

- Application receipt and routing: Matt Thompson
- Internal Review/Panel convener: Christopher Jaroniec
- Final review/approval: Christopher Jaroniec in consultation with divisional dean

### **External fellowship subsidies:**

- Approver: divisional dean
  - screener and write letters of approval: Christopher Jaroniec
  - contact for questions: Christopher Jaroniec
  - 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 ePA-005): Jared Port
- If qualitative letter of endorsement required: divisional deans
- Recordkeeping for subsequent research outcomes: research team

**Grant writing and fellowship workshops:** research team

**Grant cost-share requests:** Christopher Jaroniec in consultation with divisional dean

**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
- ePA-005
- Grant equipment transfers

**Contracts**

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

**COMPLIANCE/REPORTING**

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**Consulting approvals for faculty**

- Submission: Matt Thompson
- Approval: divisional deans

**Financial Conflict of Interest Forms**

- Approval: divisional deans via electronic system

**Licensing and technology transfer**

- Consultation: Susan Olesik

**Research Misconduct**

- Liaison to Jennifer Yucel's office: Christopher Jaroniec 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**

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**General questions:** Ryan King

**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**

- ASC contact: Brian Orefice

**Diversity recruitment in graduate studies**

- ASC contact: Wendy Smooth and Brian Orefice



**Graduate research small grants**

- ASC contact: Brian Orefice

**CURRICULUM**

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**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 Deborah Haddad or Garrett Heysel

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

**Assistance with curriculum proposals and approval process**

- Bernadette Vankeerbergen, Deborah Haddad, Garrett Heysel

**Assessment**

- Deborah Haddad, Garrett Heysel, David Horn

**Data and Business Intelligence Requests**

- Liana Crisan-Vandeborne, cc Kim Kinsel

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

**UNDERGRADUATE EDUCATION**

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**General questions:** David Horn

**Advising**

- Mary Ellen Jenkins

**ASC Honors**

- Lindsey Chamberlain

**ASC Scholars**

- Deborah Haddad, Garrett Heysel

**Career and Professional Success**

- Brian Guerrero



**Education Abroad**

- Garrett Heysel

**Recruitment**

- Chinwe Okpalaoka

**Scholarships**

- Ann Rottersman

**Student Programs**

- Ann Rottersman

**Undergraduate Data Reporting**

- Deborah Haddad

**COMMUNICATION**

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**Main ASC website**

- Overall strategy/direction: Kevin Leonardi
- Faculty/chairs resources page: Shari Speer
- Research: Christopher Jaroniec
- Policies page: Kim Kinsel
- Faculty awards: Shari Speer
- Suggestions for faculty profiles/highlights: Shari Speer
- 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**

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**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, Susan Olesik, Ryan King



**College-level administrative representatives to university committees/offices**

- Council of Deans: Gretchen Ritter, Peter Hahn, Susan Olesik, Ryan King
- 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 officer: 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 Garrett Heysel
- Graduate School: Ryan King and Brian Orefice
- Outreach and Engagement: Peter Hahn
- Postdoctoral Advisory Council: Ryan King and Brian Orefice
- Faculty Resource Network: Shari Speer
- Discovery Themes Executive Committee: Gretchen Ritter and Peter Hahn
- Physical planning: Sergio Soave
- University Communications group: Kevin Leonardi

