

Who Does What for Chairs and Directors

Revised August 3, 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 Beth VanGundy, 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): Beth VanGundy (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 Beth VanGundy
- 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: Beth VanGundy
- 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, 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)

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

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: Beth VanGundy
- 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

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

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: Beth VanGundy

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

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: Beth VanGundy
 - request external evaluations: department chair in consultation with Beth VanGundy
 - 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: 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: 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

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 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

Consulting approvals for faculty

- Submission: Beth VanGundy
- 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

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

- 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

General questions: David Horn

Submission of new courses, course changes, new programs

- Designated curriculum initiator through 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

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

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

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, Morton O'Kelly



College-level administrative representatives to university committees/offices

- Council of Deans: Gretchen Ritter, Peter Hahn, Susan Olesik, 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 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: Morton O’Kelly and Brian Orefice
- Outreach and Engagement: Peter Hahn
- Postdoctoral Advisory Council: Morton O’Kelly 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

