Who Does What for Chairs and Directors
Revised February 15, 2022

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: David Horn

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 Toni Calbert)

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 David Horn (Shari Speer as backup): 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, David Horn
- 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: David Horn
- Initiate request to OAA for funding: HR managers for divisional deans, in consultation with David Horn

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: Toni Calbert
- Speakers: David Horn, 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 o Big 10 Academic Alliance
- Department Executive Officer program nominations o PPLI nominations

Governance documents
- College approver and screener: divisional deans then David Horn o submission and tracking: Toni Calbert o consultation on specific criteria: divisional deans
  o extensions to OAA deadlines: divisional deans to Toni Calbert for submission to
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College of Arts and Sciences

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 David Horn
  • Approve offer letters: divisional deans, Kim Kinsel, David Horn
  • 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
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- Reappointment review: TIU head (initiate process and receive report)
- Approval: divisional deans and David Horn
- 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 Toni Calbert
- Review of potential external evaluator lists: Shari Speer (consult with divisional deans)
- Initial screen of dossiers: Shari Speer and Toni Calbert
- Records management (intake of dossiers and transmission to OAA): Toni Calbert
- Schedule review panel meetings, document processing: Matt Thompson
- Draft review panel letters: divisional deans in conjunction with review panel readers
- Dean’s letters: David Horn, Shari Speer, Toni Calbert
- Expedited/off-cycle reviews for promotion and tenure: divisional deans with approval by David Horn
- Questions about expedited/off-cycle reviews for promotion and tenure process: Shari Speer
- Submission of requests for senior hires with tenure to OAA: Toni Calbert

Requests for extension of the tenure clock
- Chairs submit to Toni Calbert
- Approval: divisional deans
- Faculty or chair questions about policy or process: Shari Speer
- Submission to OAA and tracking: Toni Calbert
- 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: Toni Calbert
- Approval: divisional deans
- Recordkeeping (application receipt and routing to OAA): Toni Calbert
- Notification of college approval to chairs: Toni Calbert
- Notification of Board approval to faculty: David Horn and Toni Calbert
- 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: Toni Calbert
  - 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: Toni Calbert
- 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: Andrew Martin

RETENTION/RESIGNATION RETIREMENT OF FACULTY

Requests for emeritus faculty status
- Approval: divisional deans
  - intake: Toni Calbert
  - check eligibility: HR managers
  - route to OAA: Toni Calbert
  - space requests: Sergio Soave

Requests for graduate faculty status
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• Approval: divisional deans
• Route to graduate school for approval: Matt Thompson

Counter offers
• Approval: divisional deans, Kim Kinsel, David Horn
  • 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: David Horn
• 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: Toni Calbert
• Data collection on research expenditures (if applicable): Jared Port
• Final decision of appeals that go to committee: David Horn
• 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
  o If dean or provost letter needed, chair provides draft to Shari Speer
  • College nomination letter writing: Shari Speer/Toni Calbert/divisional deans
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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: David Horn 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/Toni Calbert

Distinguished College Professor applications
- Initiate process and convene committee: Shari Speer
- Approvals: David Horn 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: Dana Renga
- Paul W. Brown Excellence in Teaching Award: Dana Renga
- 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: Dana Renga
- Virginia Hull Award: Dana Renga

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
Who Does What for Chairs and Directors

Coordination, reporting, and oversight: Lisa Florman
- New service learning course proposal grants: Andrew Martin
- Town/gown arts partnerships: Lisa Florman
- Table sponsorships: Lisa Florman
- K-12 partnerships: Lisa Florman (outreach) and Christopher Jaroniec (identifying external funding)
- University Campus Art and Memorials Committee: Lisa Florman

RESEARCH SUPPORT

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 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 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
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- ePA-005
- Grant equipment transfers

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

COMPLIANCE/REPORTING

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 David Horn
  - 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: Toni Calbert

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/fundingresources
- 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-feeawards
- 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
- 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: Andrew Martin

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 Garett Heysel

Development of distance learning courses and programs: Andrew Martin
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Assistance with curriculum proposals and approval process
  • Bernadette Vankeerbergen, Deborah Haddad, Garett Heysel

Assessment
  • Deborah Haddad, Garett Heysel, Andrew Martin

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

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

UNDERGRADUATE EDUCATION

General questions: Andrew Martin

Advising
  • Mary Ellen Jenkins

ASC Honors
  • Lindsey Chamberlain

ASC Scholars
  • Deborah Haddad, Garett Heysel

Career and Professional Success
  • Brian Guerrero

Education Abroad
  • Garett 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 Dana Renga
• Divisional P&T panels: Dana Renga, Susan Olesik, Ryan King

College-level administrative representatives to university committees/offices
• Council of Deans: David Horn, Dana Renga, Susan Olesik, Ryan King
• Provost’s leadership team: David Horn
• Senior Management Council: David Horn
• University Senate: David Horn and divisional deans ○ Senate Fiscal: David Horn and Kim Kinsel
• Senate Steering: David Horn
• 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
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• College research officer: Christopher Jaroniec
• Curriculum associate deans: Andrew Martin
• Council on Academic Affairs: Andrew Martin
• Academic Program Advisory Committee: Andrew Martin
• International Affairs Committee: Andrew Martin and Garett Heysel
• Graduate School: Ryan King and Brian Orefice
• Outreach and Engagement: Dana Renga
• Postdoctoral Advisory Council: Ryan King and Brian Orefice
• Faculty Resource Network: Shari Speer
• Discovery Themes Executive Committee: David Horn and Dana Renga
• Physical planning: Sergio Soave
• University Communications group: Kevin Leonardi