Who Does What for Chairs & Directors
Revised September 7, 2017

RECRUITMENT OF NEW FACULTY

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

Search committee diversity training and resources: Patrice Dickerson

Job postings: divisional deans (approval); HR managers

EEO data: HR generalists

Review Faculty Search Diversity Report: divisional deans (send to divisional deans’ assistants)

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 Dean Manderscheid (Susan Williams as back up): Linda Keith 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, David Manderscheid
- 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: Susan Williams

Joint appointment MOUs
- Creation and approval routing: HR managers
Who Does What for Chairs/Directors

- Approvals: divisional deans

**Special opportunity hires:**
- Assistance with data about diversity in individual units: Patrice Dickerson
- Review of individual proposals: divisional deans
- Approver: David Manderscheid
- Initiate request to OAA for funding: HR managers for divisional deans, in consultation with David Manderscheid

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

**ONBOARDING OF NEW FACULTY/CHAIRS**

**New Faculty Orientation:** Susan Williams, Tina Henkin
- Speakers: David Manderscheid, Susan Williams

**Chair training**
- OAA program: Kay Wolf
- ASC new chair orientation: Susan Williams, Tina Henkin
- Brown bag peer group for new chairs: Tina Henkin
- Liaison to university leadership programs: Susan Williams
  - 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: Susan Williams
  - write and post revision guide: Susan Williams
  - tracking: Meg Piasecki
  - consultation on specific criteria: divisional deans
  - extensions to OAA deadlines: divisional deans to Kay Wolf
  - record keeping of documents that have been superseded: departments

**PI Status**
- Submit requests to Christopher Hadad (via Beth VanGundy) for approval
- Submission for OR approval: Christopher Hadad
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: Grace Chanfrau
• Questions about process: HR managers

Chair and center director annual review and reappointment review
• Template for annual review and reappointment review survey: Susan Williams
• 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 Manderscheid
• Approve offer letters: divisional deans, Kim Kinsel, David Manderscheid
• OAA approval of offer letters: HR managers
• Master list of terms and approvals: Jen Prak, Peggy Link

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: Susan Williams
• Reappointment review: TIU head (initiate process and receive report)
• Approval: divisional deans, David Manderscheid
• Draft offer letters: HR managers

PROMOTION AND TENURE

General questions about promotion and tenure processes
• Tina Henkin (in consultation with Susan Williams, divisional deans, and OAA as needed)
Who Does What for Chairs/Directors

Review of dossiers: fourth year review, clinical and research faculty reappointments, tenure reviews, promotion to full reviews
- Annual guidance documents: Susan Williams, Tina Henkin
- Dossier preparation assistance: Tina Henkin
- Review of potential external evaluator lists: Tina Henkin (with divisional deans)
- Initial screen of dossiers: Tina Henkin
- Records management (initial intake of dossiers/transmission of documents 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: Dean Manderscheid, Susan Williams, Tina Henkin, Meg Piasecki (distribution)
- Expedited/off-cycle reviews for promotion and tenure: divisional deans, approval by David Manderscheid
- 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: Susan Williams, Tina Henkin

Transition to Vita: Tina Henkin

FACULTY LEAVES

Faculty Professional Leaves
- Screener: Susan Williams
  - 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: Susan Williams, Meg Piasecki
  - issues related to external funding sources: Andrea Ward Ross

Unpaid leave: personal, professional or entrepreneurial leaves
- Approval: divisional deans
  - receipt of requests: divisional deans’ assistants
Who Does What for Chairs/Directors

**University business leave**
- Approval: chair/director for faculty, divisional dean for chair/director
- 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: Susan Williams, divisional deans
- Check/oversight of low enrollments: Steve Fink

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**RETENTION/RESIGNATION/RETIREMENT OF FACULTY**

**Requests for Emeritus Faculty Status**
- Approval: divisional deans
  - Intake: divisional deans’ assistants
  - Check eligibility (at least 10 years of service at OSU; eligible for post-retirement benefits): 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, David Manderscheid
  - Individual preparation/tracking: divisional HR managers
  - Report to divisional deans’ group about counter offers: Kim Kinsel
  - Approval to OAA: HR managers
  - Processing during AMCP: HR managers

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**COMPENSATION**

**AMCP process**
- Manage and review spreadsheets: HR managers
Who Does What for Chairs/Directors

- Review/approve AMCP requests: divisional deans
- Exceptions: David Manderscheid
- 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: Susan Williams
- Data collection on research expenditures (if applicable): Andrea Ward Ross
- Final decision of appeals that go to committee: David Manderscheid
- 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 letter of nomination writing: Susan Williams

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: David Manderscheid 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: Susan Williams

Distinguished College Professor applications
- Initiate process, convene committee: Tina Henkin
- Approvals: David Manderscheid and divisional deans

University teaching, service, 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: Valarie Williams
- Paul W. Brown Excellence in Teaching Award: Valarie Williams
- Harlan Hatcher Arts and Sciences Distinguished Faculty Award: Tina Henkin
- Susan M. Hartmann Mentoring and Leadership Award: Tina Henkin
- Joan Huber Award: Jan Box-Steffensmeier
- Ratner Award for teaching in arts and humanities: Susan Williams
- Virginia Hull Award: Valarie Williams

Other college awards
- Diversity Enhancement Faculty Award: Tina Henkin
- 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
- Science Sundays: Beth VanGundy
- Town/gown arts partnerships: Valarie Williams
- Table sponsorships: Valarie Williams
- K-12 partnerships: Valarie Williams (outreach), Steve Petrill (research proposals, grant applications)
- University Campus Art and Memorials Committee: Peter Hahn, Valarie Williams

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: Andrea Ward Ross
Who Does What for Chairs/Directors

- Those that require promise of External Fellowship Subsidies: Steve Petrill
- Those that require qualitative letter of endorsement: divisional deans
- Record keeping for subsequent research outcomes: Research Team

Grant Writing and Fellowship Workshops: Steve Petrill

Limited Submissions information: Steve Petrill; Kristina Ward (for assistance with writing in arts and humanities)

Waiver of F&A costs policy: Andrea Ward Ross

Policy on course buy outs: Kim Kinsel

Grants Management: Andrea Ward Ross
- Cost sharing
- PA 005
- Grant equipment transfers

Contracts
- OSP contracts: Andrea Ward Ross, 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: Steve Petrill

Research Misconduct
- Liaison to Jennifer Yucel's office: Susan Williams and Christopher Hadad
  - assistance with discovery: Andrea Ward Ross

Public records requests
- Liaison with OSU Public Records Requests: Grace Chanfrau, HR managers
Who Does What for Chairs/Directors

Disciplinary complaints (HR investigations, 04 process)
- General employee relations issues: Scott Burlingame, Grace Chanfrau, HR managers
- Liaison to college investigation committee: Susan Williams
- Consultation about starting an 04 process: Susan Williams

Diversity reporting
- Diversity plan tracking and implementation: Patrice Dickerson
- Diversity inventory tracking: Patrice Dickerson, Grace Chanfrau

GRADUATE STUDIES SUPPORT

General Questions: Jan Box-Steffensmeier

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](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](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: Jan Box-Steffensmeier, Marcela Hernandez

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 Vankerbergen, 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 Deborah Haddad

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

COMMUNICATION

Main ASC Website
• Overall strategy/direction: Libby Eckhardt
• Faculty/chairs resources page: Tina Henkin, Susan Williams
• Research: Steve Petrill, Christopher Hadad
• Policies page: Susan Williams, Kim Kinsel
• Faculty awards: Tina Henkin
• Suggestions for faculty profiles/highlights: Tina Henkin
• Suggestions for student highlights: Ann Rottersman

Department Websites
• Development, support, training: Libby Eckhardt

Announcements for student newsletter: Ann Rottersman
Who Does What for Chairs/Directors

College of Arts and Sciences

MAJOR COMMITTEES

College faculty committees/appointment and liaison
- Investigation Committee: Susan Williams
- Salary Appeals Committee: Susan Williams
- Arts and Sciences Senate: Mary Ellen Jenkins
- IT Oversight committee: Kim Kinsel, Tim Smith
- Faculty Advisory Committee: David Manderscheid; back up: Susan Williams; election: Linda Keith
- Arts and Humanities Research Committee: Steve Petrill, Peter Hahn
- Divisional P&T panels: Jan Box-Steffensmeier, Christopher Hadad, Peter Hahn

College-level administrative representatives to university committees/offices
- Council of Deans: David Manderscheid, Jan Box-Steffensmeier, Christopher Hadad, Peter Hahn
- Provost’s leadership team: David Manderscheid
- Senior Management Council: David Manderscheid
- University Senate: David Manderscheid and divisional deans
  - Senate Fiscal: David Manderscheid, Kim Kinsel
  - Senate Steering: David Manderscheid
- Senior HR officers: Grace Chanfrau
- Senior fiscal officers: Kim Kinsel
- Senior diversity officers: Patrice Dickerson
- Senior information officers: Tim Smith
- College research officers: Christopher Hadad/Steve Petrill
- Curriculum associate deans: Steve Fink
- Council on Academic Affairs: Steve Fink
- Academic Program Advisory Committee: Steve Fink
- International Affairs Committee: Steve Fink
- Graduate school: Jan Box-Steffensmeier
- Outreach and Engagement: Peter Hahn, Valarie Williams
- Postdoctoral Advisory Council: Marcela Hernandez
- Faculty Resource Network: Tina Henkin
- Vita Transition working group: Tina Henkin
- Discovery Themes Executive Committee: David Manderscheid, Peter Hahn
- Physical planning: Sergio Soave
- University Communications group: Libby Eckhardt