

## SENR Leadership Handbook

This handbook outlines the responsibilities of the various leadership roles in the School and standing committees. It also outlines some of the budgetary processes and budget responsibilities associated with the leadership roles or standing committees

### Outline of contents:

#### Executive Committee Leadership Roles

Associate Director, Columbus

Associate Director, Wooster and Research

Associate Director, **ORWRP Director & Chief Diversity Officer**

Extension Team Leader

Chair, Graduate Studies Committee

Chair, Academic Affairs Committee

Chair, Honors, Scholarships, and Undergraduate Research

School Secretary & Academic Program Manager (Staff)

#### Standing Committees

Academic Affairs Committee

Honors, Scholarships, and Undergraduate Research

Graduate Studies Committee

Fellowship Nominating Committee

Committee of the Eligible Faculty/Promotion and Tenure Committee

Research Committee

Seminar Committee

Awards & Recognition Committee

**Associate Director Columbus—Primary responsibilities during academic year 2021-22  
(adapted from Pattern of Administration)**

- Member of the School's Executive Leadership Team
- Member of the School's Administrative Team
- Coordinate with all administrative leaders, committee chairs, and faculty group leaders, as appropriate and in consultation with the Director.
- Serve as the School's primary administrative liaison with the Graduate School and College graduate education team.
- Liaison with outside agencies and constituencies as coordinated with the Director.
- Responsible for the administration and oversight of the School's graduate programs and share administrative and oversight responsibilities related to academic programs with the Director.
  1. Support, coordinate and lead the Graduate Education team (GSC Chair, Graduate program coordinator, MENR Director, and others as necessary)
    - Work with GSC chair to support programmatic development associated with Ph.D. and MS program
    - Oversee programmatic development in professional graduate education in collaboration with MENR Director; consulting with Extension Team Leader as appropriate concerning professional education developments.
  2. Facilitate and monitor the curriculum and teaching components of both the undergraduate and graduate programs.
  3. Prepare the teaching assignment schedule for each academic year and recommend to the Director options for instructors for courses with no assigned instructor.
    - In January, prior to the Director's annual review meetings with faculty, work with School Secretary to develop draft teaching assignment schedule to be reviewed during annual review meetings
    - In March, after the Director's annual review meetings with faculty, review with Director, School Secretary instructional assignments for the coming academic year to clarify and confirm schedule and identify instructional gaps.
  4. Make recommendations of graduate students for funding from allocated funds in consultation with the School's graduate studies committee(s).
  5. Assign student assistants (Teaching, Administrative and instructional) to courses and projects where appropriate and maintain a record of GA and SA needs and assignments.
  6. Develop and maintain SOPs communicating to faculty and students various processes associated with TA decision-making; TA assignment processes; etc.
  7. Support the Chair of Graduate Studies, Director of the MENR program, Fellowship Committee and other graduate education activities as needed.
  8. Support the Chair of Academic Affairs with their duties as appropriate and assigned.
  9. Serve as ex-officio member of the School's Graduate Studies Committee and Academic Affairs Committee.
- Faculty and staff supervision as follows:
  1. Graduate Program Coordinator
  2. Professional Practice Faculty
- Budget and Fiscal responsibilities
  1. Serve as an approver for travel and spend authorizations

2. Determine annual faculty allocations based on pool determined by Director
  - Teaching and Research
  - Extension/outreach (in consultation with the Extension team leader)
3. Respond to special instructional requests during course of year, including modest augmentations of allocations as necessary; consult with Director on larger requests
4. Allocate and monitor use of Student Program Fee funds, ~\$80,000 (in consultation with the Director and Chair of Academic Affairs as necessary)
5. In collaboration with Director, manage Peyton Development Funds for experiential learning
6. Monitor and manage GTA stipend, tuition and fee funds
7. Oversee and manage graduate funding development funds, including:

Fund name	Purpose
Barnebey Fund	Grad Conference Travel
Barnebey Fund	Graduate Recruitment
Sammet Trust	Grad Research
Himes Associateship	TA support soil science
Volk Associateship	Special Projects/TA
Don Ankerman Memorial	TA in Soils
Patrick L. Phillips	Extension & RS student
Rural Sociology Scholarships	RS

- Assist the Director, Associate Director (Wooster & Research) and Extension Team Leader with departmental annual reporting
- Work with the graduate program coordinator, GSC Chair, and MENR Director to evaluate, analyze and describe the scale, quality and other indicators of our graduate education program and processes (perhaps generating a report similar to the undergraduate program annual report).
- Advise the Director regarding merit salary adjustments, promotion and tenure decisions, and faculty improvement/development recommendations pertaining to academic and scholarly productivity where appropriate.
- Advise faculty of programs, funding, and professional development opportunities pertaining to the School's academic interests.
- Execute these and other responsibilities as assigned and/or delegated by the Director within the authorization framework of keeping the Director informed and seeking the Director's approval in instances where decisions are deemed to be beyond the realm of routine.

**Associate Director for Research and Wooster Operations--Primary responsibilities during academic year 2021-22 (adapted from Pattern of Administration)**

- Member of the School's Executive Leadership Team
- Member of the School's Administrative Team

Responsibilities related to Wooster Operations

- Serve as the School's administrative officer for day-to-day management of personnel, facilities, and programs at Wooster including academic, research, and extension functions coordinated with the Director and Associate Director (Columbus).
  - Supervise central administrative staff located on Wooster campus
- Be familiar with the School's academic, research, and extension programs in the interest of promoting synergy among these school-wide programmatic activities and the School's Wooster-based programs.
- Serve as the Director's liaison for Wooster campus-based administrative functions, committees, programs, and constituencies.
  - Represent the School in meetings of administrators on the Wooster campus.
- Advise the Wooster-based faculty and staff, through coordination with the Director and Associate Director on programs, funding, and professional development opportunities pertaining to the School's interests and shall be the staff administrator for the Wooster-based staff as coordinated through PI's and appropriate administrators within the School and OARDC.
- Advise the Director regarding merit salary adjustments and promotion for the Wooster-based staff.
- Advise the Director on faculty performance on the Wooster campus.
- This position shall be less than a half-time administrative position; thus, the incumbent shall execute those faculty responsibilities (teaching, research, extension, service) as appropriate within the assignments and position description as coordinated with the Director.
- Execute these and other responsibilities as assigned and/or delegated by the Director within the authorization framework of keeping the Director informed and seeking the Director's approval in instances where decisions are deemed to be beyond the realm of routine.
- Manage and oversee the following budgets and funds:
  - Wooster Operations Budget
  - Wooster central IDC funds (in alignment with research committee guidance as appropriate)
  - Triplett-Vandoren No Tillage funds (in collaboration w/ Steve Culman)
  - Gatherum Memorial Fund (in collaboration w/ Honors, Scholarships and Undergraduate Research Committee)
  - Canaan Fir revenue funds (in collaboration with Extension team leader and Director)

Responsibilities related to SENR Research

- Serve as administrative lead for Hatch and McIntire-Stennis project development and reporting
- Lead development of School impact statements related to research and support

- Serve as chair of the School's Research Committee and assist execution of committee's primary responsibilities:
  - Advising the Director on issues related to strategic and policy issues associated with research activities in the School, including programmatic gaps related to talent/skills and research program infrastructure.
  - Reviewing, evaluating, and developing recommendations to the Director and faculty on SENR policies related to research-related funding opportunities (including research infrastructure) both internal to the School, College and University, as well as extramural programs.
  - Reviewing, evaluating, and developing recommendations to the Director and faculty regarding the use of School research space and equipment to maximize utilization and equitable support for all faculty and faculty groups.
  - Monitoring and recommending actions so that School faculty and staff are in compliance with University and Federal research policies (e.g., conflict of interest, IRB, ODP, etc.).
  - Enhancing the broader impact and visibility of research by School faculty and staff by reviewing and promoting current and future research activities in conjunction with the School Communications Team. This can include ensuring compliance with OARDC annual reporting policies and facilitating annual SENR reporting to CFAES.
- In partnership with Director, serve as a primary point of contact in relation to the CFAES Associate Dean for Research and Graduate Education; Grants Development Office; OSP; etc.
- Oversee, monitor, and recommend allocations & commitments from the following budgets/budget lines (in consultation with Research Committee and with agreement of the Director):
  - OARDC GRA Tuition and Fee funds
  - OARDC Stipend Funds
  - Equipment purchasing funds
  - OSP tuition and fee match funds
  - Start-up funds (in support of the Director)
  - Central IDC funds (Wooster and Columbus; in collaboration with the Director)
- Advise Associate Director (Columbus) regarding annual faculty research allocations
- Co-supervise the SENR Grants and Contracts specialist

### **Associate Director: ORWRP Director & Chief Diversity Officer**

- Member of the School's Executive Leadership Team
- Member of the SENR Research Committee.

#### Responsibilities related to Columbus and ORWRP Operations

- Serve as the School's administrative officer for day-to-day management of personnel, facilities, and programs at the ORWRP including academic, research, and extension/outreach functions.
  - Supervise administrative staff located at the ORWRP.
- Be familiar with the School's academic, research, and extension programs in the interest of promoting synergy among these school-wide programmatic activities and the ORWRP.
- Advise the Director regarding merit salary adjustments and promotion for the Wooster-based staff.
- Execute these and other responsibilities as assigned and/or delegated by the Director within the authorization framework of keeping the Director informed and seeking the Director's approval in instances where decisions are deemed to be beyond the realm of routine.
- Manage and oversee the following Development Funds and budgets:
  - Schiermeier
  - Income/ORW Earnings
  - Heffner
  - ORW
  - Mitsch Memorial
  - Wetland
  - Sipp Scholarship
  - OWR Fllw
- Advise the Director and Associate Director (Wooster) on issues related to strategic and policy issues associated with water-related research activities in the School and College.
- Leads ORWRP External Advisory Board including appointing members and engaging members in ORWRP strategic goals/directions.
- Engages with OSU Development and potential donors in order to advance funding opportunities for the ORWPR.
- This position shall be less than a half-time administrative position; thus, the incumbent shall execute those faculty responsibilities (teaching, research, extension/outreach, service) as appropriate within the assignments and position description as coordinated with the Director.

#### **Responsibilities related to SENR Justice, Equity, Diversity, and Inclusion (JEDI)**

- Serve as the School's administrative officer for advancing diversity and inclusion in SENR.
- Serves as liaison between SENR and CFAES/OSU on issues and opportunities related to JEDI.
- Develops strategic programming around increasing diversity and retention of SENR's students, staff, and faculty.
- Coordinates opportunities/activities for increasing awareness of JEDI issues within SENR.
- Advises SENR administrative committees on best practices around diversity, equity, and inclusion.

- Oversees and manages School-allocated JEDI funds.
- Engages with OSU Development and potential donors in order to advance funding opportunities for underrepresented groups in SENR.

### **Extension Team Leader**

- Shall be responsible for administrative oversight of the School's extension/outreach programs and budgets, supporting these functions in consultation with the Natural Resources State Specialists and Program Directors within the School.
- Shall be a member of the School's Executive Leadership Team
- Represent SENR to OSU Extension as necessary and in collaboration with the Director
- Provide programmatic support, including efforts to elevate the profile of SENR extension and outreach efforts
  - Contribute to planning and program development such as the EPN or other group programming activities by the School
  - Work with Extension team and communications to develop and maintain appropriate materials describing and marketing SENR Extension and outreach activities
- In consultation with the Associate Director, Columbus, determine annual allocations for Extension and Outreach to State specialists, program directors and other outreach professionals.
- Monitor and advise RREA funding
- In collaboration with the Director, manage and allocate funds from the Teater endowment as well as discretionary extension funding (if any) for special projects that support SENR Extension and outreach
- Faculty and staff supervision as follows:
  - Extension Program Director staff
  - Extension support staff
- Provide leadership to Extension related annual reporting needs, including development of Extension/Outreach impact statements



**The Chair of Graduate Studies chairs the Graduate Studies Committee--Primary responsibilities during academic year 2021-22 (adapted from Pattern of Administration)**

- Shall be a member of the School's Executive Leadership Team
- **Heads** the School's Graduate and Professional Education team.
  - Comprised of: Associate Director (Columbus); Director of MENR; and Graduate Program Coordinator
- The Chair of Graduate Studies is responsible for applying University, College and School rules concerning graduate degrees in the School.
- Shall be responsible for overseeing the School's graduate programs in collaboration with the Associate Director (Columbus) and in consultation with the Director. Primary responsibilities assigned to the Chair of Graduate Studies and/or shared with the Associate Director (Columbus) include:
  - Coordinate graduate admissions and university fellowships
  - Advise graduate students and faculty
  - **Supervises** the graduate program coordinator
  - **Oversees** the Master's of Environment and Natural Resources program coordinator
  - Maintains records of current and formers students, advises the Associate Director for Columbus, in making decisions related to teaching assignments to graduate students and graduate course offerings, and assists the Director in matters that generally advance the School's graduate program.
  - Serves as the School's representative to the Graduate School and College and transmits information from the Graduate School and College to the School. The Chair of Graduate Studies will be appointed for a two year term and is eligible for reappointment.
- Work with graduate program coordinator and Director of MENR to develop a graduate program budget, consulting with the Associate Director (Columbus) to be reviewed and approved by the Associate Director (Columbus) and Director.
- Shall appoint Fellowship nominating committee members and a Fellowship Nominating Committee Chair
- Shall execute these and other responsibilities as assigned and/or delegated by the Director within the authorization framework of keeping the Director informed and seeking the Director's approval in instances where decisions are deemed to be beyond the realm of routine.

**Chair of Academic Affairs--Primary responsibilities during academic year 2021-22  
(adapted from Pattern of Administration)**

- Shall be a member of the School's Executive Leadership Team
- Shall serve as the chair of the Academic Affairs committee and collaborate with the School Secretary to apply University, College, and School rules concerning undergraduate degrees in the School.
- Shall be responsible for overseeing the School's undergraduate academic programs in collaboration with the School Secretary and in consultation with the Director
  1. Review faculty and staff advising responsibilities
  2. Oversee the review of course transfer requests, course substitution requests, and grade grievances
  3. Manage concurrence requests (in collaboration with the Chair of Graduate studies for courses that are 5000-level and above).
  4. Manage the review of new and revised course requests
  5. Review courses and programs and facilitate revisions to existing programs
  6. In conjunction with the School Secretary, serve as a liaison to the College or University to represent the School's undergraduate programs
  7. Work with the Director and Associate Director for Columbus operations to determine undergraduate course offerings and staffing, including the appointment and review of lecturers
  8. Review requests for course offerings and lecturer appointments for ENR courses to be offered at regional campuses and ATI
  9. Review enrollment trends and provide feedback on planned undergraduate recruitment efforts and activities
- Shall review and provide input into student recruitment and placement budget developed by the School Secretary/Academic Program manager.
- Shall provide input to Associate Director (Columbus) regarding annual faculty teaching allocations; special instructional allocations to support the undergraduate program (including student instructional fees)
- Shall advise faculty of programs, funding, and professional development opportunities pertaining to the School's undergraduate academic interests.
- In consultation with Associate Director Columbus, shall manage the review of requests for courtesy and adjunct faculty status and periodic reviews of such status
- Shall work with the Director and School Secretary to designate a member of the Academic Affairs Committee as a liaison with the Honors, Scholarships and Undergraduate Research Committee and program
  - Shall review and advise scholarship and research awards recommendations of the Honors, Scholarships and Undergraduate Research Committee
- Shall execute these and other responsibilities as assigned and/or delegated by the Director within the authorization framework of keeping the Director informed and seeking the Director's approval in instances where decisions are deemed to be beyond the realm of routine.

**Chair Honors, Scholarships and Undergraduate Research Committee-- Primary responsibilities during academic year 2021-22 (adapted from Pattern of Administration)**

- Serve on the Executive Leadership Team
- Advises and manages students within the SENR Honors Program
- Teaches the honors research colloquium annually
- Represents SENR through participation in quarterly University Honors Directors meetings
- Propose budget for supporting undergraduate research activities to Director annually.
  - Monitor funds and make recommendations regarding allocations from the Wayne S. Nichols Memorial fund; Gatherum Memorial fund (in collaboration with Associate Director Wooster); consult with director regarding other development funds available for undergraduate research.
- In collaboration with School Secretary, Monitor and make recommendation regarding funds available for Scholarship support (approximately 24 funds with over \$90,000 annually), consulting with Director at start of scholarship review process.
- Oversee execution of Committee responsibilities, including:
  - Annually review scholarship applications and award student scholarships (funds from approximately 24 accounts with approximately \$90,000 annually allocation available)
  - Review applications for undergraduate travel grants and small research grants
  - Review and manage honors courses
  - Review and approve honors program of study for Honors Research Distinction Students

### **School Secretary (Staff)**

- Serve on the Executive Leadership Team
- The School will provide for a School Secretary as defined in the Faculty Rule 3335-3-33. The School Secretary will also serve as the undergraduate program director, overseeing the undergraduate advising and student services team and will work closely with the Director and the Chair of Academic Affairs to deliver the School's Undergraduate program.
- The Secretary's responsibilities shall be defined by the position announcement at the time of appointment and as subsequently reviewed and revised by the Director in consultation with the Assistant Director for Undergraduate Education

## Academic Affairs Committee

The Academic Affairs Committee is responsible for leading, monitoring, and coordinating the instructional programs and policies of the School, including advising, and advises the Director on academic matters. It works closely and cooperatively with the Chair of Academic Affairs and the School Secretary, both of whom provide support to this committee, and with the Graduate Studies Committees in terms of graduate programs.

### *a. Duties and Responsibilities*

The duties and responsibilities of the Academic Affairs Committee include:

- Reviewing, evaluating, and making recommendations to the faculty on the undergraduate curriculum of the School.
- Making recommendations on specific instructional programs of the School.
- Together with the Graduate Studies Committee, when appropriate, reviewing and making recommendations on new or revised instructional programs and new or revised course offerings.
- Monitoring and recommending actions on course scheduling, course prerequisites, and programmatic credit requirements.
- Reviewing and adjudicating petitions from students for variances in curricular requirements and serving as a reviewing body for grievances concerning courses, teaching performance and undergraduate advising.
- Overseeing policies dealing with the Undergraduate Honors Program and designating a member as a liaison with the Honors Committee and program.
- Reviewing, recommending, and monitoring approved affiliated faculty petitions and temporary teaching positions.
- Reviewing and advising on other requirements as set forth in this document.

### *b. Membership*

Membership of the Academic Affairs committee shall consist of at least five or six eligible SENR faculty members (POA IV.A.) and the Chair of Academic Affairs. Each school major will have a designated eligible faculty member responsible for representing that major at AAC meetings and serving as a liaison between AAC and the school faculty associated with that major. The Environmental Science major may have two representatives and any major jointly administered with another unit may be represented by a tenured or tenure track faculty from the collaborating department. No member of the AAC will serve as the representative and liaison for more than one major. The committee will also include one undergraduate student and one graduate student. The Associate Director for Columbus and the School Secretary shall serve as ex-officio members of the Committee and serve as liaison to the School and College Administration. All members of this Committee, except the ex-officio members, shall be eligible to vote.

### *c. Appointments and Terms*

The Director will appoint all eligible faculty (6), and student members (one undergraduate and one graduate student). The Director will consult with the Chair of Academic Affairs to obtain recommendations of faculty to serve on this

committee. Likewise, the Director will consult with the officers of Grad Roots and the School Secretary, and others as appropriate, to identify and appoint the graduate and undergraduate student representatives, being conscious of rotating the undergraduate representative among the various student organizations. Each faculty member will be appointed for three-year terms beginning July 1 with terms staggered for continuity. Student appointments shall be for one year. All members are eligible for reappointment. If a member of this committee must be replaced temporarily (e.g. SA, professional leave) the Director shall appoint someone else to replace the member only for the duration of absence, with the regular member resuming his/her term for the remaining period of appointment unless the term has expired.

*d. Quorum*

A quorum shall consist of five (5) voting members of the committee, four of whom shall be eligible faculty representatives.

*e. Committee Chair*

The Chair of Academic Affairs serves as the Chair of this committee. The Chair will be appointed from the eligible faculty by the Director in consultation with the Academic Affairs Committee for a term of two years (with the possibility of reappointment).

*f. Honors Program Liaison*

One eligible faculty member of the Academic Affairs Committee shall be appointed to serve as the AAC liaison member of the Honors Program Committee.

## **Honors, Scholarships, and Undergraduate Research Committee**

### *a. Duties and Responsibilities*

The Honors Committee shall promote, oversee, and coordinate the School's Honors Program within the guidelines and program requirements of the University's Honors Program, including overseeing undergraduate research opportunities and managing and reviews student scholarships.

- Serve as the honors committee representative on honors thesis defense committees
- Annually review scholarship applications and award student scholarships
- Review applications for undergraduate travel grants and small research grants
- Review and manage honors courses
- Review and approve honors program of study for Honors Research Distinction Students

### *b. Membership and Composition*

This committee shall consist of four eligible faculty (one of whom will be the liaison member of the Academic Affairs Committee) and one Honors or Scholars Program student representative. All members are eligible to vote.

### *c. Appointment and Terms*

Committee members will be appointed by the Director for three year staggered terms, beginning July 1. The Director will consult with the Chair of the Honors Committee prior to making appointments to the Committee. The Academic Affairs liaison member will be considered for multiple year election or appointment as deemed appropriate by the Academic Affairs Committee (see Section VII.E.2.f.). The Honors or Scholars student representative will be selected by the Director from among the School's Honors and Scholars students and shall serve for one year with the option for reappointment.

### *d. Committee Chair*

The Committee Chair will be appointed by the Director in consultation with the School Secretary and the Chair of Academic Affairs. In addition to chairing the committee, the committee chair does the following:

- Advises and manages students within the SENR Honors Program
- Teaches the honors research colloquium annually
- Represents SENR through participation in quarterly University Honors Directors meetings

### *e. Quorum*

A quorum shall consist of at least two eligible faculty members.

## **Graduate Studies Committee**

### *a. Responsibilities*

In addition to those duties specified in the University's Graduate School Handbook, the Graduate Studies Committee will serve as the oversight, coordinating, and governing body for the School's graduate program in Environment and Natural Resources.

### *b. Graduate Program Handbook*

It is the responsibility of the Graduate Studies Committee to compile and maintain a Graduate Program Handbook for the Graduate Program in Environment and Natural Resources. This Handbook sets forth the specific duties of the Committee and lists Rules and Good Practices by which the Graduate Program in Environment and Natural Resources is to be managed. Each semester, except during summer, the Graduate Studies Committee will call a meeting of the graduate faculty in Environment and Natural Resources to discuss revisions to the Handbook and other graduate faculty matters. Following faculty input, the Committee will circulate a mail ballot on the proposed revisions. Upon a majority vote of those returning ballots, the revised Handbook will become immediately effective. The Graduate Studies Committee will update the Environment and Natural Resources Graduate Program Handbook to conform to changes in the University's Graduate School Handbook or other University policies and can make recommendations and additions for the purpose of clarification at any time without consultation with the faculty. A current copy will be kept on file in the School of Environment and Natural Resources office and shall be posted to the SENR web site.

### *c. Membership-Quorum-Chair (ENRGP Handbook 9.3)*

The Graduate Studies Committee is comprised of the Chair of Graduate Studies, and a further six faculty members who serve staggered, three-year terms and two graduate students who serve one-year terms. The Committee members represent and are elected by the faculty in the specialization tracks of the Environment and Natural Resources Graduate Program; Ecological Restoration and Ecosystem Science are represented by a single faculty member; Environmental Social Sciences, Fisheries and Wildlife Science, Forest Science, Rural Sociology, and Soil Science are each represented by a single faculty member. Student members include one master's and one doctoral student elected by the Environment and Natural Resources Graduate Program graduate students. Both serve as voting members of the Graduate Studies Committee. Graduate students will also elect one master's and one doctoral student who are non-voting alternates. Alternates are eligible to vote when replacing voting members who are absent. Both voting and alternate members are urged to attend all meetings to ensure continuity in the deliberations of the Graduate Studies Committee.

Faculty members are elected for three-year terms with two new members elected each year. Terms begin on July 1.

Elections to replace faculty members whose terms have expired are to be held during the Spring semester of each year. Early in the semester the Chair of Graduate Studies will inform the appropriate track faculties that their representatives' terms are ending and they



must elect a member by the end of the Spring semester to serve on the Graduate Studies Committee. A nomination must be accompanied by a statement from the nominee that he or she is willing to serve. Voting will be by email ballot sent to all members of the graduate faculty who will have a minimum of one week to return their ballots by replying to email ballot. The nominee receiving the largest number of votes will be elected. In the case of a tie, a runoff will be conducted.

Openings on the Graduate Studies Committee at other times for track faculties are to be filled by an election by the appropriate track faculty. The new track faculty representative will complete the term of the vacated position. The appointee will complete the term of the vacated position, which will then be filled by the regular election.

Calls for volunteers/nominations of student members and alternates are solicited each year by GradRoots (the SENR graduate student organization). Graduate student members serve one year terms beginning January 1 and may not be re-elected. Alternates, however, may volunteer or be nominated to serve an additional year as voting members.

To be eligible volunteer or be nominated to the Graduate Studies Committee, graduate students must be seeking either the master's or doctoral degree in the Environment and Natural Resources Graduate Program. Elected students must be able to complete their terms before they graduate.

A quorum exists when at least four voting members of the Graduate Studies Committee are present, at least three of whom must be faculty members in addition to the GSC Chair. The Graduate Studies Committee chair is a voting member but votes only to break ties.

## **Fellowship Nominating Committee**

### *a. Duties and Responsibilities*

The Fellowship Nominating Committee shall be responsible for overseeing the ENR Graduate Program's process of selecting and nominating prospective and existing (as appropriate) ENR graduate students for University, College and related special fellowship awards administered within Ohio State University. The committee will recommend the slate of nominees to the Chair of Graduate Studies who will consult with the Director and Associate Director, Columbus to make the final submission based on the School's capacity to support awardees.

### *b. Membership and Composition*

This committee shall consist of the committee chair, at least four eligible faculty at least one of whom will also be a member of the Graduate Studies Committee. Members will also include representatives of both the social and natural sciences. All members are eligible to vote. The Chair of Graduate Studies is a non-voting, ex officio member of the committee.

### *c. Appointment and Terms*

Committee members will be appointed by the Chair of Graduate Studies for two-year staggered terms, beginning July 1.

### *d. Committee Chair*

The Committee Chair will be appointed by the Chair of Graduate Studies and serve for one year (with possibility of reappointment).

### *e. Quorum*

A quorum shall consist of at least three voting committee members.

### **Committee of the Eligible Faculty/Promotion & Tenure Committee**

The Director will initiate the promotion/tenure process and provide the Promotion & Tenure Committee, a sub-committee of the Committee of the Eligible Faculty, with the necessary information (e.g. mandatory cases, target dates for submitting recommendations, dossier requirements and formats, etc.) provided by the College and Office of Academic Affairs. Details on these committees and their responsibilities are contained in the school's Appointments, Promotion, and Tenure Document.

## Research Committee

The Research Committee is responsible for providing leadership, guidance, and coordination of activities and policies related to the research and infrastructure (e.g., space, equipment) in the School, and advising the Director on issues related to these matters. The Research Committee provides a forum for faculty groups to coordinate and plan research and research-related activities and helps to ensure the best utilization of current and future research-related resources. It works closely and cooperatively with the School Grants and Contracts Specialist, and School Fiscal Manager, and School Communications Team, who provide support to the committee.

### *a. Duties and Responsibilities*

The duties and responsibilities of the Research Committee include:

- Advising the Director on issues related to strategic and policy issues associated with research activities in the School, including programmatic gaps related to talent/skills and research program infrastructure.
- Reviewing, evaluating, and developing recommendations to the Director and faculty on SENR policies related to research-related funding opportunities (including research infrastructure) both internal to the School, College and University, as well as extramural programs. This can include guidance on evaluating requests to waive or adjust F&A rates, establishing criteria for faculty and staff to receive PI status, and establishing processes for submitting and evaluating requests for SENR matching support for equipment grants and graduate student stipends and tuition/fee payments on external grants.
- Reviewing, evaluating, and developing recommendations to the Director and faculty regarding the use of School research space and equipment to maximize utilization and equitable support for all faculty and faculty groups.
- Monitoring and recommending actions so that School faculty and staff are in compliance with University and Federal research policies (e.g., conflict of interest, IRB, ODP, etc.).
- Enhancing the broader impact and visibility of research by School faculty and staff by reviewing and promoting current and future research activities in conjunction with the School Communications Team. This can include ensuring compliance with OARDC annual reporting policies and facilitating annual SENR reporting to CFAES.

### *b. Membership*

Membership of the Research Committee shall consist of the Associate Director of Research and Wooster operations, the Assistant Director for the ORWRP, and a minimum of four eligible faculty members (POA IV.A.), appointed by the Director. Committee composition will reflect the diversity of research disciplines (e.g., aquatic science, environmental social science, soil and environmental science, wildlife and forest science) in the School, and will seek input from SENR's major research facilities and/or labs. The School Grants and Contracts Specialist shall serve as an ex-officio member of the Committee. All members of the Research Committee, except the ex-officio member, shall be eligible to vote.

*c. Appointments and Terms*

The Director will appoint all eligible faculty (4). The Director will consult with the Associate Director for Research and Wooster operations to obtain recommendations of faculty to serve on the Research Committee. Each faculty member will be appointed for three-year terms beginning July 1 with terms staggered for continuity. All members are eligible for reappointment. If a member of the Research Committee must be replaced temporarily (e.g., professional leave), the Director shall appoint another faculty member from the faculty group no longer represented on the Committee. This individual will only replace the member for the duration of the absence, with the regular member resuming his/her term for the remaining periods of appointment unless the term has expired.

*d. Quorum*

A quorum shall consist of four (4) voting members of the Research Committee.

*e. Committee Chair*

The Associate Director for Research and Wooster operations will serve as the chair of the Research Committee.

## **Seminar Committee**

### *a. Responsibilities*

The responsibilities of this Committee shall be to promote and coordinate seminar programs for the School.

### *b. Membership*

The Director will appoint the members of this Committee, consisting of four eligible faculty members, one graduate student, and one undergraduate student. The four eligible faculty members shall serve three year, staggered terms with each student representative serving one year terms with the option for reappointment. All members are eligible to vote.

### *c. Committee Chair*

The Chair of the Seminar Committee shall rotate each academic term among the four eligible faculty members comprising the committee.

## **Awards & Recognition Committee**

The awards and recognition committee's primary responsibility is the identification and nomination of deserving faculty, staff and students for professional awards and recognition. The committee will nominate individuals for awards directly and/or support the efforts of others (CFAES, Director, interested colleagues, etc.) to nominate SENR faculty, staff and students for awards and recognitions. By doing so, the Committee promotes and encourages individual excellence that reflect highly on the collective quality of the School.

### ***a. Responsibilities***

- Promote professional development and recognition of outstanding faculty, staff, and student by publicizing awards and nominating worthy candidates
- Initiate nominations as required or when appropriate, including preparing or designating a person to prepare nomination packets for submission to professional societies, university, CFAES, honor societies and other appropriate organizations.
- Support the efforts of other individuals or entities seeking to nominate an SENR faculty, staff or student for awards or recognitions.
- Seek to promote the accomplishments of individuals in the School.

### ***b. Membership***

The Director will appoint the members of this Committee, consisting of four eligible faculty members, two staff, one graduate student, and one undergraduate student. The four eligible faculty members and two staff shall serve three year, staggered terms with each student representative serving one year terms with the option for reappointment. Members are eligible to be reappointed to the committee. All members are eligible to vote.

### ***c. Committee Chair***

The Chair of the Awards Committee shall be elected by the committee and rotate (if necessary) each academic term among the four eligible faculty members or two staff comprising the committee. The chair may serve for two or more consecutive terms if he/she is willing.

**Administrative supplements for School leadership during academic year, general funds and/or OARDC**

Associate Director, Columbus, 10% supplemental—General Funds

- Manage graduate student funding and administrative oversight and support of GTA and GRAs; assist Director with Columbus operations; primary liaison to ENR GSC, etc. Assist with faculty allocations and modest teaching, research and outreach budgets; assist with human resource issues as appropriate; assist director with instructional appointments (lecturers, instructional staff); fiscal and HR workday approvals as assigned (travel; some instructional expenses, etc.)

Associate Director, Wooster, 10% supplements—OARDC

- Oversee Wooster operations; support the research enterprise and manage research tasks. Chair the ENR research committee; oversee Wooster administrative staff.

Associate Director, ORWRP and Chief Diversity Officer, 10% supplement—OARDC

- Oversee the facilities and mission activities of the ORWRP
- Serve as chief diversity officer for SENR

GSC Chair, 5%—OARDC funds

- Chair graduate studies, oversee graduate program logistics and administrative tasks

AAC Chair, 5%—General Funds

- Chair Academic Affairs committee, work with School Secretary to manage administrative oversight of the undergraduate program.

P&TOC chair, 5%—General Funds

- Chair the promotion and tenure oversight committee; oversee P&T reviews in Fall semesters and guide faculty evaluation letters; oversee P&T dossier preparation in the Spring and mentor/guide candidates through the process.

Extension Team Leader—5% OSUE funds

- Oversight of Extension Program staff, these staff will report to the Extension team leader
- Manage departmental extension and outreach annual reporting; represent SENR Extension to OSUE processes as necessary; provide team leadership and facilitate OSUE and outreach programmatic development.

**Possible course release for academic leadership**

For faculty serving as chairs of GSC and AAC who also have active research programs, a reduction of one course (3 credits) or the equivalent is possible. Although a reduction below 1 annual course offering is not allowed.

Associate director roles are from a .5 FTE to .3 FTE appointment.



### **Summer Administrative Supplements (for 9 month appointments)**

#### From OARDC funds

- Associate Director Wooster: up to 1 month (as determined to be appropriate each year)
  - Oversee SENR Wooster operations, Support Research enterprise and administer research responsibilities as delegated by the Director.
- Associate Director, ORWRP & Chief Diversity Officer, up to 1 month (as determined appropriate each year)
  - Supervise ORWRP staff, respond to and oversee management of ORWRP during summer months.
  - Provide leadership as necessary on matters related to DIJE during summer months

#### From General Funds

- Associate Director, Columbus, up to 1 month (some funding could come from OSUE funds)
  - Manage graduate appointments; instructional assignments; assist with business operations; assist Director with strategic planning; Liaison with University and external stakeholders as necessary. Serve as Education Abroad Coordinator.
    - Education Abroad coordinator responsibilities: preparing for programs, contact point for faculty / TA's / AUIP during programs, debrief and assessment after programs including itinerary changes for subsequent year, working with Amanda to plan for next year (recruiting, budgets, scholarships, etc.), confirming plans for future faculty group leaders
- GSC Chair, up to 2 weeks (or 3 if special projects require more attention in a given year)
  - Finalize and submit graduate program assessment plans, work on special projects, meet and work with Grad Program Coordinator on ongoing tasks and special projects, process gradforms submissions, meet with program coordinator to plan for training, coordinating program communication with incoming students throughout the summer (set of emails sent at planned intervals), and orientation planning.
- Director MENR, up to 2 weeks
  - Oversee recruitment of summer MENR recruitment and advising. Manage internships. Program development activities.
- AAC Chair, (0 to 2 weeks as determined appropriate each year)
  - Work with academic team/school secretary to process curriculum matters; engage in special projects related to curricular planning and development as determined by AAC Chair, School Secretary, or Director.
- P&TOC chair, (0 to 2 weeks as determined appropriate each year)
  - Attend to promotion and tenure review matters during summer months, answer questions of faculty preparing dossiers, facilitate external review letter solicitation and receipts
    - Will vary from year to year, 0-1 week with low volume; 2 weeks with high volume

#### From OSUE funds

- Extension team leader, up to 2 weeks
  - Oversight of extension staff; representation of SENR extension team to OSUE