

OHIO STATE MANSFIELD COMMITTEE CHARGES

REQUIREMENTS OF ALL STANDING COMMITTEES

- A. A chair will be chosen from those who have served on the committee for at least a year, with an attempt to be equitable (e.g., choose a faculty member who has not recently been a chair or served on Executive). Although chairs are typically senior faculty, junior faculty approaching tenure should also be considered.
- B. The chair will work with the committee to assign oversight to a faculty committee member of each actionable charge (below); however, some assignments will require assistance from the whole committee. These assignments will be communicated to the Dean's office.
- C. Care will be taken so that the workload is distributed evenly among faculty. The action items below are not meant to be restrictive or mandatory. Thus, the workload for some items may vary between semesters. Also, the goal is not reinvention of staff work nor oversight of staff. Action items are meant to be guidelines and to encourage faculty-staff interaction. Much of the work of the full committee will consist of reporting only and can be done via email or teleconference, limiting the need for multiple scheduled meetings per term. Although oversight and organization of a charge will be the responsibility of an individual, there are cases where the full committee membership will be needed to work with the assigned individual(s) to complete a task. Individuals also need to stay in communication with the Chair so that information on work underway in a committee can be reported to Executive Committee.
- D. The committee will review its charge annually. If members come to believe that a charge is no longer appropriate, then committee will bring their suggested changes to Faculty Assembly.
- E. The committee, working with the webmaster, will maintain current versions of all documents for which it has responsibility in the Faculty and Staff Handbook.
- F. The committee chair will, in a timely fashion, distribute committee-approved minutes of all committee meetings to all faculty and staff, and will prepare a committee-approved end-of-term report. The report will be sent at least one (1) week prior to the end-of-term Faculty Assembly.
- G. The committee chair is encouraged to consult with the Dean right away if any committee member is not contributing equally to the work of the committee. In such cases, the Dean will meet with the committee member in question. All committee members share with the Dean the responsibility of ensuring workload parity—especially gender parity—on the committee.
- H. Individuals chosen to fill staff member seats will only serve for two years per committee. If a voting staff member cannot attend, a representative from area or equivalent area may act as alternate. Faculty will typically serve for three years and rotate to other committees before returning.
- I. In addition to charges below, the committee may be asked by staff to consult on relevant topics. Guests (ex officio) can be invited by committees or guests can request to be at a relevant meeting.

TITLE: FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE (PDC)

CHARGE: The committee will support and promote high-quality faculty research, creative activities, and other professionally relevant pursuits at Ohio State Mansfield. In order to ensure equitable distribution of time and resources among faculty for creative activities and scholarly production, this committee will also review faculty teaching and service loads.

Actionable charges:

1. Review faculty applications for Special Assignments, Faculty Professional Leave, one-course reductions, and internal grants (e.g., travel) and recommend action to be taken by the Dean (<https://mansfield.osu.edu/assets/mansfield/Handbook/proDevelopment/descDeadlines.pdf>). Care shall be taken that proposals are reviewed without bias based on applicant academic field, gender, race, stage in career, etc. All faculty need to follow PDC application protocols.
2. Notify regular faculty in a timely manner of research and funding opportunities related to scholarly activities, including PDC deadlines. Periodically review PDC application forms and guidelines. If the committee deems major changes are warranted, they should submit proposal to Faculty Assembly.
3. Promote formal and informal (e.g., writing groups, P&T info sessions, brown bags) mentoring of faculty pursuing tenure or promotion to full professor.
4. Review workload policy and reporting documents generated by the deans with the goal of ensuring that they are in line with other regional campuses and Mansfield Campus's Mission and Values (<https://mansfield.osu.edu/about-ohio-state-mansfield/mission-and-values.html>). This includes teaching workload patterns (among faculty in different fields, percentages taught by associated, etc.) and service.
5. Organize and internally promote (via calendar, DRM, emails) a yearly faculty research frenzy with help of Associate Dean and notify relevant staff (Marketing, Community Development, etc.) to publicize these events and encourage community involvement when appropriate (in some years, this event may be strictly internal).
6. Organize and internally promote (via calendar, DRM, emails) at least one full length talk per year where campus faculty in various fields may present the results of their research or creative activities, thereby providing support for arts and lectures on campus. Notify relevant staff (Marketing, Community Development, etc.) to publicize these events and encourage community involvement when appropriate (some events may be strictly internal).
7. Work with Dean's office and the appropriate ad hoc committees to identify and nominate faculty for university and outside awards.

MEMBERSHIP (all are voting members except Associate Dean):

- Faculty (5-7); effort will be made to include men & women at different career stages, from different academic areas (arts & humanities, education, math/natural sciences, social & behavioral sciences)
- Associate Dean (ex officio) = **(6 to 8 total members)**

TITLE: RESOURCE STEWARDSHIP COMMITTEE

CHARGE: The committee will promote a campus climate that values collegiality, inclusion, and diversity. (https://mansfield.osu.edu/assets/mansfield/Handbook/diversity_statement.pdf/). The committee will help plan for sustainable, growth-oriented stewardship of Ohio State Mansfield's structural, environmental, and human resources. The committee will broaden ties with external communities by promoting meaningful partnerships and interactions.

Actionable charges:

1. Organize (working with Human Resources, MSAC, administration) one to two communication and team-building workshops, as well as one to two brown bag or social events per year to build and sustain campus effectiveness and to improve morale and collegiality among a diverse group of staff and faculty.
2. Meet with Diversity and Inclusion staff to help brainstorm and choose programs, events, workshops, and trainings that foster inclusion and diversity (e.g., Black History Month, Social Justice, and Diversity Dialogues) for faculty, staff and students.
3. Work through University areas such as the Women's Place to actively promote equity (gender, pay, diversity) via talks, trainings, or workshops.
4. Consult the Land Manager, review proposals, and send recommendations to Executive Committee and the Dean for final disposition, ensuring decisions are informed by the Natural Landscape Management Hierarchy Plan, the Resource Management Plan (<https://mansfield.osu.edu/assets/mansfield/Handbook/ResourceManagement.pdf>), and appropriate OSU staff as necessary. Projects reviewed may include capital planning, usage, or other plans that significantly affect the campus' natural or physical resources. Outdoor space use also requires Shared Services approval (<https://mansfield.osu.edu/assets/mansfield/Handbook/outdoorspace.pdf>).
5. Solicit faculty publications, grants, talks/presentations, and accomplishments on a monthly basis and share with Development Office and Webmaster to publish and promote the value of faculty work to the campus and community.
6. Solicit input from Faculty and Staff early during Fall semester for suggestions of what artists and scholars we could invite to campus the following academic year to give academic-focused public presentations. Presentations are such as talks or seminars and ideally will be of a nature that would be well attended (though, for budgetary reasons, invitees especially should be associated with or already visiting institutions in Ohio). Following further input from this committee, in approximately late November meet with the Assistant Dean of Student Life and staff to finalize suggestions.

MEMBERSHIP (all are voting members except Deans and guests):

- Faculty (5-7); effort will be made to include men & women at different career stages, from different academic areas (arts & humanities, education, math/natural sciences, social & behavioral sciences)
- Staff (1-3; drawn from Admissions, Diversity, Student Engagement)
- Students (1-2)
- Assistant and/or Associate Dean (ex officio) = **(8 to 13 total members)**

TITLE: STUDENT SUPPORT AND ENRICHMENT COMMITTEE

CHARGE: The committee will work to provide a supportive and enriching experience for all students. The committee will help fulfill the state of Ohio's Land Grant mission by working to eliminate achievement gaps for students from historically underserved populations and to promote campus diversity.

Actionable charges:

1. Provide a faculty representative to the Student Scholarship Committee (chaired by the Assistant Dean of Student Life and Student Success or designee) and coordinate broader faculty input (including assigning faculty) for those scholarships that require it (McLeod, Erasmus, Scott, and Faculty-Staff). Provide names of recipients to public relations staff.
2. Work with appropriate staff (e.g., Career Development) to promote academic enrichment experiences such as study abroad, internships, and service learning. Provide names and information of students involved to the public relations staff.
3. Work with relevant staff (e.g., Learning Center, Disabilities, Retention, Advising) to develop and maintain programs to assist academically underprepared/underperforming students including a) promoting faculty referrals of students to support areas; b) encouraging faculty training and participation in trauma-informed teaching, suicide prevention, and other initiatives; c) to support other programs and interventions for at risk students (e.g. near peer mentoring).
4. Partner with Student Life to create and maintain co-curricular programming (e.g., STEP), mentoring, and learning communities (e.g., SMART) for first and second year students and promote faculty participation in these activities.
5. Work with the Head Librarian to support the Bromfield Library and Information Commons, including acquisitions process, regional campus access to electronic databases and other resources, and policies or programs that improve access to and use of library for students.
6. Serve as point person to help admissions coordinate faculty participation in campus visit days, orientation, and admitted student days.
7. Work with Associate Dean to promote and incentivize faculty-student research, to inform students about travel and research grants, to organize yearly student research frenzy, to organize presenters and judges for the Spring Student Forum, and to encourage students to develop research theses and to participate in Denman, other Columbus forums, national and regional conferences. Names of participants should be shared with public relations staff.

MEMBERSHIP (all are voting members except Deans and guests):

- Faculty (5-7); effort will be made to include men & women at different career stages, from different academic areas (arts & humanities, education, math/natural sciences, social & behavioral sciences)
- Staff (1-4; drawn from Advising, Disabilities, Library, Retention)
- Students (1-3)
- Assistant and/or Associate Dean (ex officio) = **(8 to 15 total members)**

TITLE: TEACHING AND LEARNING COMMITTEE

CHARGE: The committee will cultivate a vibrant curricular experience at Ohio State Mansfield as well as support the professional development of our teaching faculty and advise administration on expansion and creation of programs and majors as well as hiring needs.

Actionable charges:

1. Advise Dean and Associate Dean on curricular matters including but not limited to a) current and long-range program planning; b) current and long-range distance education planning; c) possibilities for expansion and/or creation of additional programs.
2. Organize one-two workshops annually to encourage and help develop courses and activities that utilize the campus natural resources.
3. Promote excellence in teaching by organizing regular brown-bags and formal workshops in which associated, clinical, and tenure-track faculty can share teaching experiences, learn pedagogical techniques and topics, instructional technology or design resources, and highlight classroom diversity issues.
4. Make recommendations to Executive Committee regarding curricular staffing requirements for the next academic year by late winter, if possible. Should the Dean disagree with the committee recommendations, he or she will meet with the committee and attempt to reconcile the differences. If differences persist, the Dean shall address the issue at a Faculty Assembly meeting before she/he takes final budgetary action.
5. Work with the Associate Dean to increase formative teaching opportunities online as well as in person in Mansfield from Columbus such as University Institute of Teaching and Learning.
6. Review faculty applications for use of campus natural resources for teaching or student research based upon the Natural Landscape Management Hierarchy. Send recommendations to Dean and Land Manager for final disposition.

MEMBERSHIP (all are voting members except Deans and guests):

- Faculty (5-7); effort will be made to include men & women at different career stages, from different academic areas (arts & humanities, education, math/natural sciences, social & behavioral sciences)
- Academic Advisor (1)
- Staff (1-3; drawn from Library, Retention or Learning Center Staff)
- Student (1-2)
- Assistant and/or Associate Dean (ex-officio)

= (9 to 14 total members)