

School of Biological & Population Health Sciences (BPHS) Personnel Committee (PC)

Function

- Review and provide recommendations on faculty salary increases, promotion and tenure, 3rd-year and post-tenure reviews, and other matters of faculty status and performance.

Composition

- Two faculty members elected from each program or program combinations (Environment, Safety & Health and International Health; Epidemiology and Biostatistics; Exercise & Sport Science; Nutrition) by the faculty in the respective programs.
- Tenured, associate or full professors with at least 0.5 FTE in the School are eligible to be elected to the PC from each program.
- If a program lacks a tenured faculty member eligible to be elected to one or both positions on the PC, a tenure-track faculty member can be elected to participate in the annual review and recommendations for salary increases only. Program representation on the PC by tenure-track faculty is on an interim basis and only until such time that the program has a sufficient number of tenured faculty eligible to be elected to the PC.
- One fixed-term faculty member is elected as an at-large member to participate in the annual review and recommendations for salary increases only.
- Fixed-term faculty members with 1.0 FTE in the School and whose Annual Summary of Academic and Professional Activities are reviewed by the PC for salary-increase recommendations are eligible to be elected to the PC.
- Members of the PC shall not also be members of the College P&T Committee.
- College administrators (dean, assistant and associate deans, school directors) are not eligible to serve on the PC.
- For P&T candidates with an Extension appointment: if none of the voting-eligible faculty on the PC have an Extension appointment, then a voting-eligible faculty member from the School who has an Extension appointment will be elected to participate in the review.
- Where appropriate for reasons of relevant expertise and/or to meet OSU's P&T policy for having at least three voting-eligible faculty on a P&T committee (e.g., cases for promotion to full professor), additional members can serve on a P&T committee. The additional faculty member(s) can be from outside the School, and must be elected according to OSU's P&T policies.

Elections

- Elections will be conducted in Spring term to fill the vacancies created by expiring terms on the PC for the next academic year.
- Any faculty member in a position that has a tenure and/or a promotion track (i.e., instructors, faculty research assistants, clinical track, and professorial rank faculty), on at least a 9-month contract, and with at least 0.5 FTE in the School are eligible to vote.
- When the PC election is completed, the continuing and incoming Committee members shall elect the chairperson for the next academic year.
- Faculty are eligible to be elected to successive terms.
- When a vacancy occurs on the Committee, an election shall be held to select a representative to complete the term. If the vacancy occurs during the academic year, the election will be held at that time. If the vacancy occurs between academic years, the election will be held in the fall.

Term

- Representatives will be elected for terms of 3 years. Terms begin on September 16. The terms of Committee members shall be staggered.

Review

- Before the end of each academic year, the Committee shall review the functions, procedures and composition of the BPHS Personnel Committee and forward to the Director any recommendations for change.

Revisions

- Proposed revisions to the Personnel Committee standing rules must be approved by a vote of the BPHS faculty.

approved 11/30/10

revision approved 10/27/11