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Happy Holidays . . .
May you enjoy some well-deserved time off and have the very best holiday with family and friends! If traveling, stay safe.

Promotion Request in 2016 . . . (Source: Ken Martin)
Extension A&P Educators and Faculty –
If you are considering a promotion request in 2016, the first step is to discuss this with your Region Director and/or Assistant Director. You are encouraged to initiate this discussion in January and provide your supervisor with a copy of your dossier so they can provide informed feedback regarding the potential for your success in this process. If you decide to move forward, note the deadline for submitting a letter to the department chair.

To request a department review for promotion to Educator III or IV, a non-mandatory faculty promotion review or an untenured assistant professor appointment without a national search, submit a letter of intent no later than **midnight, Monday, March 7, 2016** to Ken Martin (martin.1540@osu.edu) and Lisa Dune (dune.2@osu.edu). Address the letter to Ken Martin, Department Chair, 2120 Fyffe Road, Room 3, Ag. Admin. Building, Columbus, OH 43210. Also send a copy of the letter to your supervisor.

After the department has received the letter of intent, the candidate will receive a confirmation email. Reference the A&P Promotion Guide or the Faculty Promotion Guide for further details regarding the review and items due. The 2016-2017 guidelines will be made available in January.
RiV...

A reminder about the RiV Deadline –
The following items are due to the Region Office by January 15. Email items to Lee Ann at johnson.82@osu.edu so that she can keep track of the information as it is submitted and Lee Ann will share the information with Julie for your file.

- From RiV, please email an Electronic copy of your – (in Word or PDF format)
  - Annual Report
  - Complete Dossier
- Copy of EEET Teaching Summary Table from Debby Lewis/PD&E
- Copy of Peer Letters of Teaching
- Please consider granting Proxy rights to Julie at fox.264@osu.edu in your RiV.

PCard Deadline...
Since the PCard reallocation deadline is next week and many of you will be taking vacation, please enter all documentation into eRequests this week.

Submission Deadline for NC Leadership Conference...
Today is the deadline to submit a workshop proposal or Lightening (Ignite) proposal for presentation at the North Central Leadership Conference. The North Central Leadership Conference will be held in Minneapolis (Radisson Blu Mall of America Hotel) from May 2-4. Visit http://register.extension.iastate.edu/2016nclc

VP Conversation Next Steps...
(Source: Becky Nesbitt)

Ideas –
For planning with staff, advisory committee members, commodity groups, volunteers, and other OSUE stakeholders:

- Share the brochure or full report (limited quantities of brochure available by contacting argabright.2@osu.edu: full report can be found at http://go.osu.edu/osue2035)
- Utilize the brochure or full report to share an overview of OSUE’s futuring process (for a more comprehensive look at the entire VP Conversation process, as well as the scenario videos, visit http://go.osu.edu/OSUEFuture)
- Focus on the “Opportunities” outlined in the documents to discuss ways your groups can grow these opportunities into educational outreach and engagement programs and resources
• Look for the “Discover, Dig Deeper and Discuss” icons throughout the brochure to continue to learn more and dialogue about strategies for inquiry and action
• Set aside time individually, in teams, with office staff, and among other working groups to begin to think and talk about the needs and opportunities in the future
• Among office staff, discuss the importance of the “Guiding Principles” to our organization’s success and sustainability; discuss how effectively your efforts support these principles
• Utilize the information in the full report to begin to build goals and strategies to determine a plan of action

For work with community groups, elected or community leaders, or other organizations and groups:
• Utilize the “Needs” identified in the full report to help groups discuss opportunities that might align with that group’s mission/work
• Share the “Opportunities” in the full report to open dialogue about how community groups can fill a niche or leverage the strengths of other groups to capitalize on the opportunities
• Discuss the importance of futuring (examining the external environment) and how that compliments visioning (determining a desired or preferred future) and strategic planning
• Utilize the information to encourage others to make futuring a common practice

If you have any questions contact Graham at coehran.99@osu.edu or Becky at nesbitt.21@osu.edu.

Planning Your PhD Materials . . .
If you were unable to attend the Planning Your PhD session held on December 1 in Union County, below are links to presentations from various speakers. A PowerPoint and other handouts are also linked. Thanks to all the presenters.

• SW Region Phd workshop - Scott Scheer
• SW Region Phd workshop - Kathy Lechman
• SW Region Phd workshop - Hannah Epley
• SW Region Phd workshop - Jackie Kirby Wilkins
• SW Region Phd workshop - Jeff McCutcheon
• https://mediasite.osu.edu/Mediasite/Play/862dd79201a3425b89968f8896f5e28d1d

Note: if Brian Raison’s video starts/stops or is jerky playback, simply close the browser and open it again new. That will likely smooth it out!

Business Office News . . .
The latest Business Office Update has been posted at http://cfaesfinance.osu.edu/sites/cbo/files/imce/News/Business%20Office%20Update%20December%202015.pdf. Items include:
• CFAES Supplement to the Travel Guide
• Finance Service Center Representative by Org list
• Staples New Office Supply Vendor
Use of Drones . . .
With the use of drones in this college, please ensure that all users are in compliance with university policies. Pre-approval is required before any flight by completing and submitting the request form (attached). As for timing to obtain permission (not less than two weeks BEFORE flight operations), please see the information below from the permission form:

THE OFFICE OF ACADEMIC AFFAIRS

Unmanned Aircraft Systems (UAS) Request Form
This UAS Request Form must be completed and submitted to osurisk@osu.edu for review by the UAS Advisory Committee (UASAC) prior to any UAS operations on university property or at any university sponsored event. University faculty, staff, students, or others conducting operations on behalf of the university must submit this document not less than two (2) weeks in advance of flight operations. Individuals who are not affiliated with the university or who are not conducting university sponsored operations must submit this form not less than three (3) weeks in advance of flight operations. The Requestor will receive a UASAC response within 10 working days of request receipt.

Want to fly? You must comply
National press reports indicate that up to 400,000 drones, which are a type of unmanned aircraft system, will be given as gifts over the next few weeks. This trend will likely engage students, parents, researchers and hobbyists. To ensure safety and responsible use of these systems, anyone wishing to operate a UAS, including drones, on campus must comply with the university’s policy.

Read the policy: go.osu.edu/uas-policy. This policy requires compliance with federal, state and local laws, as well as university regulations and contracts, while enabling scholarship.

You must obtain permission prior to every flight: You must request and obtain permission (go.osu.edu/uas-request) before every individual flight. No exceptions.

Learn more by reading the Frequently Asked Questions: go.osu.edu/uas-faq.

There have been some questions related to the new policy on Unmanned Aircraft Systems (UAS). In addition to the policy over the use of the UAS, the following procedures must be followed for the purchase of UAS.
These are a restricted commodity. From the Purchasing Policy: “G. Purchases that Require Special Review and Approvals.”

- Certain purchases that are processed through the Purchasing Department require additional approval from the offices listed below. A direct purchase order cannot be issued for these categories; instead, a requisition must be entered that will workflow to the Purchasing Department for the appropriate approvals. The office for approval is Business and Finance for UAS.
- As a restricted commodity, these must be purchased through a purchase order. They may not be purchased by using a Pcard or a local checking account (Extension offices).
- As with all purchases, there must be a bona-fide business purpose for the purchase.
- This policy applies to purchases that are made with OSP funds.

For the college to ensure that it is in compliance, please respond to me on the number of unmanned aircraft systems that are owned by your department. Please include the name of the person that is responsible for the UAS as well. Please contact Brian McClain (mcclain.112@osu.edu) or Jessi Favret (favret.10@osu.edu) with any questions.

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**Mileage Reimbursement . . . (Source: Ric Hunter)**

Effective January 1, 2016, the mileage reimbursement rate will decrease from 57.5 cents to 54 cents a mile for all business miles driven from January 1, 2016 through December 31, 2016.

**Staff Manager Development Grants Available . . . (Source: onCampus Today)**

The Staff Manager Development Grant provides up to $1000 for managers to enhance their management skills through development opportunities at Ohio State. The Staff Manager Development Grant, available throughout the year, can fund participation in workshops, programs or conferences at the university. Read more at gatewaytolearning.osu.edu

**BuckeyeLearn Accessible Through Employee Self-Service (Source: onCampus Today)**

BuckeyeLearn, the university-wide online tool for professional development and training, is now available as a link on the ESS home page. Faculty and staff can access training and professional development opportunities, and complete required training when applicable. BuckeyeLearn content will expand to include trainings from colleges and units across the university and Wexner Medical Center, so visit often to see what is available.

**CFAES Weekly News Digest . . .**

Please be sure to visit the weekly news that is sent from the Dean’s Office at http://u.osu.edu/cfaesadmin.