

**Pattern of Administration**  
**Center for Microbial Interface Biology**

**Center Established December 8, 2006**  
**The Ohio State University**  
**Board of Trustees**

**Document approved by Office of Health Sciences, April 20, 2007**  
**Document approved by Office of Academic Affairs, July 11, 2007**  
**Revised and reapproved January 14, 2008**



## Table of Contents

<b>Introduction and Overview .....</b>	<b>3</b>
<b>Goals of the CMIB .....</b>	<b>3</b>
<b>Roles of Faculty, Staff, and Trainees.....</b>	<b>4</b>
<b>CMIB Member .....</b>	<b>4</b>
<b>Staff/Research Personnel.....</b>	<b>4</b>
<b>Trainees.....</b>	<b>4</b>
<b>Administration .....</b>	<b>5</b>
<b>Hierarchy of Administration.....</b>	<b>5</b>
<b>Center Director.....</b>	<b>5</b>
<b>Vice Director.....</b>	<b>5</b>
<b>CMIB Oversight Committee.....</b>	<b>5</b>
<b>CMIB Leadership Committee.....</b>	<b>6</b>
<b>External Advisory Board.....</b>	<b>6</b>
<b>Academic Leadership .....</b>	<b>6</b>
<b>Associate Director for CMIB Programming .....</b>	<b>6</b>
<b>Associate Director for CMIB Education.....</b>	<b>6</b>
<b>Associate Director for CMIB Operations .....</b>	<b>7</b>
<b>Administration .....</b>	<b>7</b>
<b>CMIB Administrator .....</b>	<b>7</b>
<b>CMIB Operations Manager .....</b>	<b>7</b>
<b>BSLIII Operations Manager.....</b>	<b>7</b>
<b>CMIB Administrative Assistant .....</b>	<b>7</b>
<b>Reporting Line.....</b>	<b>8</b>
<b>Facilities and Administrative (IDC) Costs Credit.....</b>	<b>8</b>
<b>Evaluation.....</b>	<b>8</b>
<b>Short-term Review .....</b>	<b>8</b>
<b>Quarterly Internal Review by the CMIB Leadership Committee.....</b>	<b>8</b>
<b>Annual Report .....</b>	<b>8</b>
<b>Long-Term Evaluation .....</b>	<b>9</b>
<b>Third Year Internal Review.....</b>	<b>9</b>
<b>Four Year External Evaluation .....</b>	<b>9</b>
<b>Continued Evaluation .....</b>	<b>9</b>
<b>Appendix A. CMIB Organizational Chart .....</b>	<b>10</b>

## Center for Microbial Interface Biology

### Introduction and Overview

The Center for Microbial Interface Biology (CMIB), a multidisciplinary research center at The Ohio State University (OSU), was started in 2002 by Dr. Larry Schlesinger and received University center status in December 2006. The CMIB focuses on research in infectious diseases and microbial pathogenesis. The title of the Center was created to embrace the broad biological sciences applicable to the complex study of microbe-host interactions, *i.e.* the interface between microbes and their hosts. The collective CMIB faculty is involved in and represents the fields of immunology, cell biology, pathology, biochemistry and pharmacology, microbiology, genetics, structural biology, and bioinformatics (<http://cmib.osu.edu>). Investigation by these researchers includes but is not limited to *in vitro* and *in vivo* models, genomics and proteomics, and population-based studies. Specific emphasis areas of the Center are respiratory infectious diseases, intracellular parasitism, and granulomatous inflammation. These areas build upon current and projected strengths at OSU, have direct relevance to the clinical mission of the OSU Medical Center (opportunistic infections in immunocompromised patients), and directly relate to many of the targeted infectious disease agents of bioterrorism.

#### Goals of the CMIB

- Promote and coordinate interdisciplinary research in the fields of infectious diseases and microbial pathogenesis on the OSU campus.
- Develop training opportunities (both bench and classroom) for individuals with an interest in the fields of infectious diseases and microbial pathogenesis.
- Discover new diagnostic tools, therapies, and vaccines for infectious diseases, including diseases caused by microbes targeted as agents of bioterrorism.

Goals of the CMIB relate to education, research and service. A primary goal is to integrate the existing strengths at OSU and optimize the opportunity for success of individual researchers in order to compete for the increased extramural funds targeted for these areas of research.

The CMIB will also serve to enhance the national and international reputation of the University in these research areas. The Center has been successful in bringing together scientists throughout the OSU campus in different departments, colleges, schools, and institutes.

## **I. Roles of Faculty, Staff, and Trainees**

### **A. CMIB Member**

Faculty will be recognized on the basis of their notable interests in microbial pathogenesis/microbe-host interactions, and their research interests should be focused on the goals of the Center. All are OSU faculty. Faculty may request CMIB membership in writing to the Director. CMIB member appointments will be made by the Director with approval by the Leadership Committee. Criteria for membership, as well as for active members to maintain membership, are: (1) involvement in teaching activities related to the goals of the Center, (2) participation in the Work-in-Progress Discussion Group (attending and presenting), (3) attendance at other Center activities including seminars and retreats, (4) service to the University (e.g. student committees, department/division and OSU-wide committees), (5) maintenance of an active and collaborative research program closely aligned with the goals of the Center, and (6) participation in the training of PhD, MD, MD/PhD students and post-doctoral fellows. The CMIB will not serve as a Tenure-initiating unit.

### **B. Staff/Research Personnel**

Staff and research personnel in CMIB member laboratories will be expected to provide research and/or administrative support to further the mission of the Center. CMIB staff involved in research will be expected to participate in progressing the science of a CMIB faculty member. Research staff will be expected to present their research at Work-in-Progress Discussion Group and various university venues, attend seminars and present at the CMIB Retreat.

### **C. Trainees**

OSU has a large number of trainees on campus who have an interest in performing research related to infectious diseases and microbial pathogenesis. These include undergraduate students, graduate students, medical students, and post-doctoral fellows. The CMIB will offer training opportunities (both bench and classroom) for individuals with interest in the fields of infectious diseases, microbial pathogenesis and host-pathogen interactions. Trainees will be expected to participate in research in a laboratory of a CMIB faculty member and to present their research at the Work in Progress Discussion Group and various university venues, attend seminars and present at the CMIB Retreat. Although the Center is not envisioned as a degree-granting unit, it will facilitate relevant academics in this area. Trainees will be supported by their sponsoring CMIB faculty member or by extramural or intramural training grants, if available.

## **II. Administration**

### **A. Hierarchy of Administration**

#### **A1. Center Director**

The Center Director will lead the CMIB and chair the CMIB Leadership Committee. This individual will have a nationally recognized reputation with an active, funded research program. He/She will be an expert in microbial pathogenesis/microbe-host interactions and have the capability and motivation to run an internationally competitive program in microbial pathogenesis at Ohio State. He/She will continue to shape the mission and policies of the CMIB, initiate and monitor interdisciplinary research and teaching efforts, identify funding sources and facilitate research. The Director will encourage collaborative activities to fulfill the Center's mandate and may form committees of members to advise and assist on any CMIB matter deemed appropriate, including programs, development, and resources. The Director will develop day-to-day policies in consultation with the Center Members and the CMIB Leadership Committee. The CMIB Leadership Committee will work with the Center Director in establishing policies for the Center. The Center Director reports to the Senior Vice President for Health Sciences. As research is the primary goal of the Center, the Vice President for Research will be regularly informed by the Center Director of the progress of the CMIB. The term will be 4 years, whereby the individual will be re-evaluated by the Senior Vice President for Health Sciences, with consultation from the CMIB Leadership Committee and the External Advisory Board.

#### **A2. Vice Director**

The Vice Director of the CMIB will aid the Director in day-to-day activities of the Center. In addition to close consultation with the Center Director, the Vice-Director will perform administrative and other duties of the Director in his/her absence from campus. The Vice Director will be appointed by the Director and confirmed by the CMIB Leadership Committee. The appointment is at the discretion of the Director and subject to satisfactory performance reviews by the Director. The term will be 4 years, whereby the individual will be re-evaluated by the CMIB Leadership Committee and the External Advisory Board.

#### **A3. CMIB Oversight Committee**

The Center will have an Oversight Committee, whose members will be nominated and approved according to Faculty Rule 3335-3-36 D. Membership includes deans (or faculty representatives of the deans) of the various involved colleges, and representatives from the Office of Research, the School of Biomedical Science, and Columbus Children's Research Institute. A majority of the committee will be faculty members without administrative positions. The committee will monitor the activities of the CMIB, its Director, Vice Director, associated Faculty and programs; and initiate and coordinate major reviews in four-year cycles.

**A4. CMIB Leadership Committee**

The Director, the Vice Director, the Associate Directors, the CMIB Administrator, and the CMIB Operations Manager will constitute the CMIB Leadership Committee (N=7). The CMIB Leadership Committee will work closely with the Director to develop the goals of the Center. The activities of the Leadership Committee will be broad and encompass all aspects of the CMIB function including education, CMIB membership, progress of the Host-Pathogen Seminar Series and the Work-in-Progress seminar series, fiscal policies, and all administrative aspects of the Center. The CMIB Leadership Committee will inform/discuss pertinent aspects of the Center with the CMIB members in a quarterly CMIB member meeting. The Leadership Committee will meet quarterly.

**A5. External Advisory Board**

The External Advisory Board shall be composed of three-four experienced nationally recognized researchers in microbial pathogenesis outside of The Ohio State University. The External Advisory Board will evaluate the Center and its Directors/Associate Directors every four years. The External Advisory Board will meet once every four years at the CMIB and also anytime electronically as needed to complete its review.

**A6. Academic Leadership****• Associate Director for CMIB Programming**

The individual filling this position will be a CMIB member in good standing. The Associate Director will be appointed by the Director from the CMIB membership and be confirmed by the CMIB Leadership Committee. The appointment is at the discretion of the Director and subject to satisfactory performance reviews by the Director. The term will be 4 years, eligible for reappointment of one additional term. Responsibilities will include the Host-Pathogen Seminar Series and the Work-in-Progress seminar series, as well as the CMIB Retreat. Other such CMIB activities that may occur will also fall under the jurisdiction of the Associate Director for CMIB Programming.

**• Associate Director for CMIB Education**

The Associate Director will be responsible for creating and maintaining the educational aspects of the CMIB. This will involve the establishment of new classes pertaining to host-pathogen interactions, arranging for faculty to teach in the various CMIB lead classes, and to be a general advocate/sounding board for CMIB students. The Associate Director for CMIB Education will work closely with the current academic programs in which the CMIB members are involved. The Associate Director will be appointed by the Director from the CMIB membership and confirmed by the CMIB Leadership Committee. The appointment is at the discretion of the Director and subject to satisfactory performance reviews by the Director. The term will be 4 years, eligible for reappointment of one additional term.

- **Associate Director for CMIB Operations**

The Associate Director will aid the day-to-day operations of the Center and work closely with the CMIB Operations Manager. Responsibilities will involve guidance and leadership of the maintenance and ordering of group equipment, facilitating the likely logistical issues of CMIB activities that will occur in laboratories in various locations on campus, and certain aspects of space allocation. In addition, this individual will attend the meetings of the Administrative group within the CMIB as needed and report pertinent information from these meetings to the CMIB Leadership Committee. The Associate Director will be appointed by the Director from the CMIB membership and confirmed by the CMIB Leadership Committee. The appointment is at the discretion of the Director and subject to satisfactory performance reviews by the Director. The term will be 4 years, eligible for reappointment of one additional term.

## **A7. Administration**

- **CMIB Administrator**

A full-time CMIB Administrator will be responsible for the fiscal operations of the Center, including the shared fiscal plan where physical location of laboratories permits the purchase of core supplies, equipment and equipment maintenance contracts for the CMIB, the Center's operating budget, and the fiscal operations of the campus BSL3 facilities. The CMIB Administrator may provide pre- and post-award grant management for CMIB personnel. The Administrator may represent the Director in administrative matters, and will prepare CMIB reports (research, fiscal, etc) as needed. The Administrator will supervise the CMIB administrative and clerical staff and will provide administrative continuity for the CMIB as faculty/Associate Directors cycle through their appointments.

- **CMIB Operations Manager**

The Operations Manager is responsible for operation of the research and laboratory aspects of the Center in conjunction with the Associate Director for CMIB Operations.

- **BSLIII Operations Manager**

The BSLIII Operations Manager is responsible for the operation of the Biosafety Level 3 (BSLIII)/Select Agent BSLIII facilities in conjunction with University Laboratory Animal Resources (ULAR) and the Office of Environmental Health & Safety.

- **CMIB Administrative Assistant**

The CMIB Administrative Assistant will provide clerical support for the Center Director, Vice-Director, Administrator, and Associate Directors. Activities will include procurement, travel arrangements, assistance with the seminar series and retreats, etc.

## **B. Reporting Line**

See Appendix A. CMIB Organizational Chart

Evaluation and meeting timetable:

- CMIB Leadership Committee meeting: Quarterly
- CMIB faculty member meeting: Quarterly
- Formal evaluation of Director by the Senior Vice President for Health Sciences: every 4 years
- Formal evaluations of Vice Director, Associate Directors, and CMIB progress by the External Advisory Board and the CMIB Leadership Committee: every 4 years

## **C. Facilities and Administrative (IDC) Costs Credit**

The CMIB intends to position OSU as an international scientific leader in microbial pathogenesis. Many of the research efforts within the CMIB will represent shared activities between various colleges and departments. It is the Center's intent to equitably recognize the contribution of all participating units.

Facilities and Administrative costs credit will be shared between the Center and the home units of collaborating faculty. The allocation of credit will be based on:

- Unit providing research space 60-80%
- Unit providing pre- and post-grant administration (excluding OSURF) 10-30%
- TIU for faculty (or salary support unit) 10-30%

## **III. Evaluation**

### **A. Short-term Review**

#### **A1. Quarterly Internal Review by the CMIB Leadership Committee**

The CMIB Leadership Committee will review the progress of the Center on a quarterly basis. The quarterly review will be incorporated into the quarterly Leadership Committee meetings.

#### **A2. Annual Report**

The Director will submit an annual report to the CMIB Oversight Committee, Senior Vice President for Health Sciences, and the Office of Academic Affairs as part of the annual budget during the University review process. The goals for the Center will provide the criteria for ongoing evaluation of the Center's performance in research and training. Criteria for evaluation of the Center will include success in top quality peer reviewed research publications that result from Center supported research, extramural funding, and success in providing formal and informal education to trainees. The annual report will also be submitted to the External Advisory Board.

## **B. Long-Term Evaluation**

### **B1. Third Year Internal Review**

Every three years the Center Director will prepare and submit an internal report to the External Advisory Board and the CMIB Oversight Committee. This self-study will form the basis for potential adjustments to the Center policy and structure according to the recommendations of the CMIB Leadership Committee. The third year review will provide a frame-work for the submission of an extensive review in year four which will be submitted to the Office of Academic Affairs. The level and quality of annual scholarly and research activity of the CMIB and its faculty will be measured against levels achieved in the years preceding its establishment.

Specific criteria for evaluation are;

- i) Quality and quantity of peer reviewed publications
- ii) Extramural funding
- iii) Number of graduate student applicants accepted into and successfully complete their graduate studies in the laboratories of CMIB members
- iv) Number of classes taught, and courses initiated, by CMIB personnel
- v) Public Service (service to the University/College and the scientific community)
- vi) Participation in local, national, and international meetings

### **B2. Four Year External Evaluation**

Every four years the Office of Academic Affairs will request from the Director, the CMIB Oversight Committee, and the Senior Vice President for Health Sciences, recommendations concerning reporting lines, governance, performance and effectiveness, and the continuation of the Center. The purpose of this review will be to assure that Center programs and activities are not only consistent with the Center mission but also with research in microbial pathogenesis. The criteria to be considered in an external review of the Center will be The Ohio State University's land-grant mission, the goals of a research-orientated Center, and the specific goals and mission of the CMIB.

Every four years the External Advisory Board will also perform a review of the Center and submit its recommendations to the Center Director. Reviewers will be invited to a site visit at OSU six months preceding the submission of the fourth year report. The External Advisory Board will evaluate the proficiency of the CMIB Director, Vice Director, Associate Directors, and progress of the Center based upon interviews with faculty and staff and observations of scientific collaboration and progress. Evaluation criteria will include those listed above.

## **C. Continued Evaluation**

An external review of the CMIB and submission of a progress report will be executed every four years. Progress will be measured against the proceeding three year evaluation period.

## Appendix A. CMIB Organizational Chart

