

2017-2018



THE OHIO STATE  
UNIVERSITY

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Department of History  
Faculty Handbook

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The Ohio State University  
Department of History  
106 Dulles Hall  
230 Annie & John Glenn Avenue  
Columbus, OH 43210-1367

Phone: 614 292-2674

[history.osu.edu](http://history.osu.edu)

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# College Administration



[The College of Arts and Sciences](#) (ASC) was reunified in 2010, incorporating the five legacy colleges of the former Federation of the Colleges of Arts and Sciences, including Arts, Biological Sciences, Humanities, Mathematical and Physical Sciences, and Social and Behavioral Arts Sciences. The reunified College was organized in three divisions: Arts and Humanities, Social and Behavioral Sciences, and Natural and Mathematical Sciences. Together the departments and schools and the many additional centers and institutes within ASC form the academic core of The Ohio State University, and through the ASC structure have a greater capacity to amplify resources and maximize the potential for excellence in a visible, coherent, effective, and efficient way.

For detailed information on ASC governance, see the [Pattern of Administration of the College of Arts and Sciences](#).

## COLLEGE OF ARTS AND SCIENCES LEADERSHIP

**Administrative Office** 614 292-1667

 [186 University Hall](#)  
230 North Oval Mall

Name	Title	name.# 	telephone 
<b>David C. Manderscheid</b>	Executive Dean and Vice Provost	<a href="#">manderscheid.1</a>	614 292-3236
<b>Linda Keith</b>	Executive Assistant to David Manderscheid	<a href="#">keith.104</a>	614 292-2238
<b>Peter L. Hahn</b>	Divisional Dean, Outreach & Engagement, Arts & Humanities	<a href="#">hahn.29</a>	614 292-2077
<b>Betsy Ludwig</b>	Executive Assistant to Peter Hahn	<a href="#">ludwig.77</a>	614 292-2077
<b>Steven Fink</b>	Associate Executive Dean for Curriculum and Instruction	<a href="#">fink.5</a>	614 292-6868
<b>Linda Hood</b>	Executive Assistant to Steven Fink	<a href="#">hood.82</a>	614 292-2090
<b>Garrett Heysel</b>	Assistant Dean for Curriculum; International Initiatives	<a href="#">heysel.1</a>	614 292-5130
<b>Susan Williams</b>	Vice Dean, Faculty Affairs	<a href="#">williams.488</a>	614 688-2341
<b>Meg Piasecki</b>	Program Manager	<a href="#">piasecki.4</a>	614 292-9789

## COLLEGE OF ARTS AND SCIENCES ADMINISTRATIVE UNITS

- [Administrative Services](#) (includes Fiscal Services and Human Resources)
- [Advancement: Development and Alumni Relations](#)
- [Advising and Academic Services](#) (includes Career Services and Honors Office)
- [Business Intelligence](#)
- [Business Services Center \(BSC\)](#)
- [Communications Services](#)
- [Curriculum and Assessment Services](#)
- [Events Coordination](#)
- [Recruitment and Diversity Services](#)
- [Student Programs](#)
- [Technology Services](#)

## Department of History Administration

### DEPARTMENT OF HISTORY LEADERSHIP

**Administrative Office** 614 292-2674



106 [Dulles Hall](#)  
230 Annie & John Glenn Ave  
Columbus, OH 43210

The [Department of History](#) is one of several academic units included in the [College of Arts and Sciences](#), Division of Arts and Humanities. Faculty of the department serve on the following five campuses: Columbus, Lima, Mansfield, Marion, and Newark.

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Name	Title	name.# ✉	telephone ☎
<b>Nathan Rosenstein</b>	Department Chair	<a href="#">rosenstein.1</a>	614 292-7645
<b>Stephanie Smith</b>	Vice Chair	<a href="#">smith.4858</a>	614 292-6216
<b>Greg Anderson</b>	Graduate Studies Committee Chair	<a href="#">anderson.1381</a>	614 247-8040
<b>Philip Brown</b>	Director of Graduate Admissions	<a href="#">brown.113</a>	614 292-0904
<b>David Stebenne</b>	Undergraduate Teaching Committee Chair	<a href="#">stebenne.1</a>	614 292-5359
<b>Susan Lawrence</b>	Honors Coordinator	<a href="#">lawrence.578</a>	614 292-5479
<b>Matt Goldish</b>	Library Coordinator	<a href="#">goldish.1</a>	614 292-1358
<b>Thomas (Dodie) McDow</b>	Graduate Placement Officer	<a href="#">mcdow.4</a>	614 292-6722
<b>Daniel Rivers</b>	Undergraduate Enhancement Officer	<a href="#">rivers.91</a>	614 292-5478

Description of officer duties and selection is available online in the *Pattern of Departmental Administration (POA)* on the Office of Academic Affairs (OAA) website at [oaa.osu.edu/governance.html](http://oaa.osu.edu/governance.html) or on the department's faculty resource page at [history.osu.edu/resources/faculty](http://history.osu.edu/resources/faculty).

## DEPARTMENT OF HISTORY STAFF

Name	Title	name.# ✉	telephone ☎
<b>Chris Adams</b>	Fiscal Associate	<a href="#">adams.913</a>	614 292-9305
<b>James Bach</b>	Graduate Studies Coordinator	<a href="#">bach.27</a>	614 292-4909
<b>Ashley Bowerman</b>	Program Coordinator	<a href="#">bowerman.14</a>	614 292-0396
<b>Ray Irwin</b>	Program Manager	<a href="#">irwin.8</a>	614 292-7101
<b>Rhonda Maynard</b>	Administrative Associate	<a href="#">maynard.20</a>	614 292-3001
<b>Maria Mazon</b>	Academic Advisor and Staff Assistant	<a href="#">mazon.1</a>	614 292-6793
<b>Steve McCann</b>	Administrative Manager	<a href="#">mccann.251</a>	614 292-9308
<b>Laura Seeger</b>	Web and eLearning Manager	<a href="#">seeger.16</a>	614 292-3831

### **Chris Adams** | Fiscal Associate

Chris processes travel requests and reimbursements for faculty, staff, visitors, and students, makes travel arrangements, and issues T-numbers (see travel policy on page 7). She supervises office management by serving as equipment coordinator and building coordinator, she also orders office supplies and manages key distribution. On the fiscal end, Chris manages department p-cards, makes deposits, does journal entries and assists with the department HR needs, budgeting and financial reconciliation.

*Keywords: p-card, travel, office equipment, office supplies, building, keys*

### **James Bach** | Graduate Studies Coordinator

Jim is the steward for graduate students, advising them of department and graduate school requirements; assigning them desks; and coordinating schedules of MA, PhD, and candidacy exams. He is responsible for processing graduate associate hiring documents and in aiding graduate students in their applications for college and graduate school funding. He also prepares the annual [Graduate Handbook](#), maintains files and databases of former, current, and prospective graduate students, and assists in scheduling duties.

*Keywords: graduate students*

### **Ashley Bowerman** | Program Coordinator

Ashley is responsible for preparing the department's annual and semester teaching schedules and entering the teaching schedule into SIS; assigns graduate associates as GTAs, GRAs and GAAs; serves as department liaison with the scheduling office, curriculum & assessment office, and the university registrar; produces reports and analyzes data on course offerings and enrollments, course and scheduling records, faculty teaching, current and former history majors, and graduating and prospective graduating majors; processes course proposals, change requests and withdrawals; resolves student issues, including assisting students and instructors with grade changes and missing grades; reserves rooms for classes and special events, and maintains scheduling of departmental rooms (Dulles 168, 235, 239, 250 and 344); coordinates desk copy orders of adopted course textbooks.

*Keywords: room schedules, teaching schedules, course proposals, grades, textbooks*

### **Ray Irwin** | Program Manager

Ray helps to coordinate departmental initiatives and academic services, including advising, student recruitment and retention, career exploration activities, special programming, and alumni outreach. Ray also serves as the advisor for the OSU chapter of Phi Alpha Theta and as academic advisor for honors history undergraduates.

*Keywords: advising, student recruitment, student retention, outreach, phi alpha theta*

**Rhonda Maynard** | Administrative Associate

Rhonda's administrative duties are many and varied. They include managing faculty hires; supervising student employees; coordinating the promotion and tenure process; event planning and coordination; coordinating external communication and promotional material; and overseeing production of annual reports and faculty load reports. She serves as the assistant to the chair, maintains the chair's schedule, acts as department liaison to the ASC Development Office, is the official contact for the department, and maintains records of alumni, donors, and friends. Finally, she writes and edits *Making History*.

*Keywords: Chair schedule, student employees, special events, public relations, alumni*

**Maria Mazon** | Academic Advisor and Staff Assistant

Maria advises current and prospective students on graduation requirements (general education, history major/minor, GPA, total credit hours), plans for degree completion, and post-graduation plans. Maria also helps students understand policies and procedures including registration deadlines, requirement exceptions, curriculum petitions, and graduation applications. Maria also processes the following: EM credits, transfer credits, and study abroad credit; change of section forms; and, add forms. Further, she prepares the [Undergraduate Handbook](#) and course description books; serves as SEI coordinator; gives presentations in History 2800; and, plans Career Night.

*Keywords: advising, registration, graduation, transfer students, study abroad, Career Night*

**Steve McCann** | Administrative Manager

Steve manages all budgets and financial functions for the department and monitors the financial status of departmental funds; works closely with the chair and the college regarding the annual operating budget; represents the department to other administrators and outside agencies, leads human resource activity for the department, including developing position descriptions, assisting in the recruitment and election of staff and initiating compensation and classification requests.

*Keywords: budget, finance, human resources, payroll*

**Laura Seeger** | Web and eLearning Manager

Laura manages the Department of History web sites. She also supports department faculty, staff, and students in the use of college and university web platforms; manages contract programmers and student staff; and, coordinates with college and external programming groups to resolve problems. Laura oversees content development; site building and custom programming work; and, creates digital history projects. She also manages the department's eLearning support staff and projects; social media presence; and, provides end user support for departmental technology. Further, she is a Carmen affiliate.

*Keywords: website, video production, digital history, social media, technology*

## Office Operations and Policies

### OFFICE SPACE IN DULLES

Every faculty member is provided an office with a desk, table, filing cabinets, chairs, bookshelves, computer and printer. When a faculty member is on leave, their office may be assigned, with the consent of the office holder, to a visiting faculty member, lecturer, or postdoctoral fellow. Such an office may also be used to administer graduate exams.

Keys to faculty offices and to Dulles Hall (for after hours access) can be obtained from Chris Adams.



## CLASSROOM AND MEETINGS SPACES IN DULLES

[Dulles Hall](#) rooms 168, 235, 250 and 344 are internally managed by, and for, Department of History personnel. Their use is for official department meetings, committee meetings, job talks for candidates being considered by the department, visiting lecturers hosted by faculty, classroom instruction, and graduate student defenses.

Reservations are maintained using on-line calendars managed by [Ashley Bowerman](#). (Contact [Rhonda Maynard](#) or [James Bach](#) if Ashley is not available.) Keypad codes for meeting spaces are available at the front reception desk.

Room functions are prioritized as follows:

### 168 Dulles

- Faculty meetings (primary)
- Advisory Committee meetings (primary)
- Job talks (primary)
- Visiting speaker talks and Center for Historical Research or Constellation/Field seminars (secondary)
- Undergraduate seminars (2800 and 4xxx) in the morning (tertiary)

### 235 Dulles

- Graduate seminars (primary)
- Undergraduate seminars (secondary)

### 250 Dulles

- Graduate student defenses (primary)
- Department committee meetings (primary)
- Lunch space (secondary)
- Graduate seminars (if 235 is unavailable) (secondary)

### 344 Dulles

- Graduate reading room

## STUDENT ASSIGNMENT SUBMISSION POLICY

**The department cannot accept any student assignments that are completed for a grade at the front desk.** For digital copies of assignments, faculty and students should utilize the Dropbox feature on Carmen. If a hard copy assignment is necessitated, please instruct students to slide assignments under your office door or make alternate arrangements directly with you to submit assignments.

## DEPARTMENT EVENTS/CALENDAR

An event listing is maintained on the department website at [history.osu.edu/events](http://history.osu.edu/events). The events include sponsored lectures, seminars, department meetings, and special events. To submit an event to the calendar, use the online submission form or send details to [Laura Seeger](#).

To submit event listings to the Arts and Sciences calendar, items must be emailed to Arts and Sciences Communications at [asccomm@osu.edu](mailto:asccomm@osu.edu). To submit an item to *onCampus Today* and *onCampus Weekly*, electronic publications of the latest news and information for faculty and staff, fill out the form at [go.osu.edu/umrequest](http://go.osu.edu/umrequest). Flyer templates and graphics designed using the university brand guidelines are available at [brand.osu.edu](http://brand.osu.edu). Official university fonts are available on the department shared drive.

## COMMUNICATION

Faculty and student achievements are disseminated internally through *onCampus Today* and externally through *Making History*. Send event details, publications, presentations and awards to [Rhonda Maynard](#) and [Laura Seeger](#) for inclusion online and in social media. Also, you can submit details of your research, projects, accomplishments, and star students to the College of Arts and Sciences at [ascomm@osu.edu](mailto:ascomm@osu.edu). There are two available listservs to use to send announcements to faculty and graduate students. To do so, send emails to [history-faculty@lists.osu.edu](mailto:history-faculty@lists.osu.edu) and [history-grads@lists.osu.edu](mailto:history-grads@lists.osu.edu).

## OFFICE EQUIPMENT

### Computers

Faculty should contact arts and sciences technology services ([ASC Tech](#)) at 614 688-4447 or [asctech@osu.edu](mailto:asctech@osu.edu) for service and support. In order to take computers home, faculty should fill out and submit a form AM0004 to do so. Contact [Chris Adams](#) for a form AM0004. You can also order supplies such as ink and toner cartridges and software from [Chris](#).

### Copiers/Scanners

There are two Xerox copiers located in 106 Dulles Hall. One is listed on the network as **DU106-Xerox5775** and the other is listed as **DU106-XeroxWC5875**. Both can make double-sided black and white copies. Both have the staple feature. You can also scan and send documents via email from these copiers. Please see a staff member for instructions.

! Duplication of course packets for student purchase should be arranged by the instructor via [UniPrint](#). Using UniPrint provides [copyright](#) assurance, [HEOA](#) compliance, and an ever-growing electronic archive of previously used material. **Student staff members are not permitted to scan entire books due to copyright law.** Staff members may only scan a “small percentage” that is “not central or significant to the entire work” so that it may have “no significant impact on the market.” For more information visit the library’s Copyright Resource Center at [library.osu.edu/projects-initiatives/copyright-resources-center/](http://library.osu.edu/projects-initiatives/copyright-resources-center/). Faculty are encouraged to post course material on Canvas to reduce photocopying costs.

For security reasons, if you copy your own exam, please be sure to take the original exam with you.

There is no charge for copying classroom, administrative, research, and committee work. Whenever possible, copying should be two-sided to save paper and money. Copying for personal purposes (i.e., not related to any aspect of one’s job) should be kept to a minimum and done during non-peak work hours. The number of personal copies should be listed on the log located on the clipboard next to the copiers. The user will be charged \$0.05 per copy on a monthly basis.

*Extraordinary work requests or special concerns should be directed to [Steve McCann](#).*

### Printers

Faculty should use the printers in their offices for most work. Printing of lengthy items, such as manuscripts, may be done using the laser printer listed on the network as DU106-HPLJ4015x. Faculty may also send print jobs to the Xerox copiers. Printing of manuscripts should be done during non-peak work hours.

### Office Supplies

Office supplies are located in the metal cabinets in 106 Dulles. Please contact [Chris Adams](#) for out-of-stock or special request items.

## TECHNOLOGY ASSISTANCE

In addition to [ASC Tech](#), the [BuckeyeBar](#), with locations in 60A [Thompson Library](#) and [Tech Hub](#), offers face-to-face technology consultation and service to Ohio State faculty, staff, and students.

Department student employees and staff are available for minor equipment maintenance, such as copier jams and toner replacement, and to call in service for the Xerox machines.

## VIDEO CONFERENCING

[Laura Seeger](#) can assist you in setting up a Skype audio or video call in 168 Dulles, 235 Dulles, or the [Goldberg Center](#).

## TRAVEL

An approved travel request must be on file **before travel commences**. To initiate a travel request and obtain a T-number, provide the following information and documentation to [Chris Adams](#):

- Dates of departure and return
- Destination
- An estimated budget
- Purpose of travel, with documentation of the business nature of the travel
- Source(s) of funding

**Travelers should make their own arrangements.** If you wish to purchase airline tickets that will be pre-paid by the department, contact [Corporate Travel Planners](#) at (855) 784-9282 or [theohiostate@ctp-travel.com](mailto:theohiostate@ctp-travel.com). Corporate Travel Planners and Uniglobe Travel Designers (for group travel) are the only designated agencies authorized to provide pre-paid tickets to University travelers. **You may also obtain a PCard from [Chris Adams](#) to pay for airline tickets.** If you choose to pay your expenses, you will be reimbursed after the travel is complete. If you drive, the university will reimburse the lower of mileage or airfare comparison. After the travel is complete, return all itemized receipts showing proof of payment - except for per diem expenses - **for reimbursement to [Chris Adams](#).** *Reimbursements will be made only if an approved travel request and T-number are in place before travel commences. Failure to turn in itemized receipts will result in the reimbursement being denied.*

See the university's travel site at [osutrust.osu.edu/](http://osutrust.osu.edu/) for travel policy, [per diem rates](#), mileage chart, [currency converter](#), and rental car and hotel information.

Guest speakers receiving honorarium payment or travel reimbursement must be in Ohio State's vendor file. Please provide your guest with a **Vendor Setup Form (IRS W-9)** and return the completed form to [Chris Adams](#) or [Steve McCann](#). **For international guests, it is also necessary to provide a copy of their passport, a B or W Visa Compliance Form and a copy of their Visa stamp once they enter the United States.**

## LEAVES

You must request permission for leave using the Business Leave Authorization Form if you will be absent from campus during an on-duty day (whether or not you have class on that day). Go to [ascbsc.osu.edu/e\\_leave\\_e\\_time](http://ascbsc.osu.edu/e_leave_e_time) and click on **Business Leave Login**. Login using your Ohio State username (lastname.#) and password, click on the NEW button and enter the required information (everything marked with a red asterisk, plus - in cases in which you will miss class(es) - an explanation of which class(es) you will miss and what steps you have taken to cover your absence.)

Submission of the form will trigger an e-message to the department chair to review and approve/deny the leave request. Generally, and consistent with ASC guidelines, absences for attendance at a conference at which you are reading a paper or otherwise participating in a prominent role will be approved. Leaves on instructional days for non-participatory attendance or for research trips are less likely to be approved. Missed classes should be kept at a minimum.

According to the [Pattern of Departmental Administration](#):

Discretionary Absence (pertains to all on-duty semesters)

Faculty are expected to inform the department chair well in advance of a planned absence (for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the chair retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular semester is substantial. Faculty Rule 3335-5-08 ([trustees.osu.edu](http://trustees.osu.edu)) requires that the Office of Academic Affairs approve any discretionary absence of ten or more consecutive business days.

In the event of the need for unplanned leave (last-minute sick leave or some other emergency), please call department reception, 614 292-2674, at the very first opportunity so that word can be distributed to the chair so that instructional and other commitments can be managed. Faculty members are expected to use sick leave for personal illness, illness of family members, or medical appointments. Additional details are at [hr.osu.edu](http://hr.osu.edu).

## DATA SECURITY

The Department of History is liable for the financial costs incurred if any member of the department (faculty, staff, graduate student, student employee) compromises sensitive data. Sensitive or restricted data include student social security numbers, grades, and medical history. Please familiarize yourself with information on Ohio State's Enterprise Security website (at [cybersecurity.osu.edu](http://cybersecurity.osu.edu)) on how to protect your personal and professional data against loss and exposure.

## ALCOHOL POLICY

The College of Arts and Sciences Business Service Center provides guidelines for the purchase of alcohol for university sponsored events. You can view the university's general policy on alcohol and other drugs, which applies to faculty, staff, graduate associates, student employees, students, volunteers, vendors and visitors, as well as the drug-free workplace policy, which applies to faculty, staff, graduate associates and student employees at [policies.osu.edu](http://policies.osu.edu).

## USING THE FACULTY CLUB

Obtain approval from the chair to use the department's member number to dine with department guests at the [Faculty Club](#). You may make reservations by calling the club at 614 292-2262 and using the department's member number. [Rhonda Maynard](#) can also make reservations on your behalf. You must submit a list of attendees, itemized receipt, and description of the business purpose of the meal to [Chris Adams](#) or [Steve McCann](#).

## ONLINE PROFILE

Each faculty member has a profile in the directory on the department's website [history.osu.edu](http://history.osu.edu). Send content for your page to Laura Seeger at [seeger.16@osu.edu](mailto:seeger.16@osu.edu). To add a photo to your profile page, visit [opic.osu.edu](http://opic.osu.edu).

# Research and Service

## PROMOTION AND TENURE

Faculty who are candidates for promotion and/or tenure must compile a dossier detailing their accomplishments in the areas of teaching, research, and service. The Promotion and Tenure Dossier Report will be created through [Vita](#). New faculty should consult with the Promotion & Tenure Committee chair on how to compile dossiers.

The chair and/or their designee (normally the vice chair and/or Promotion and Tenure Committee chair) serves as the official conduit for communication with the candidate. Each member of the appropriate faculty body is responsible for reviewing the candidate's materials and assessing both strengths and weaknesses of the candidate's record in research, teaching, and service. For criteria for promotion from assistant professor to associate professor with tenure and for promotion to professor, see the Department's Appointment, Promotion and Tenure document at [oaa.osu.edu/governance.html](http://oaa.osu.edu/governance.html).

Complete policies and procedures are outlined in the Office for Academic Affairs Policies and Procedures Handbook for Promotion and Tenure Review online at: [oaa.osu.edu/policiesprocedureshandbook.html](http://oaa.osu.edu/policiesprocedureshandbook.html).

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## VITA

[Vita](#) is an institution-wide data management system that provides Ohio State users with the ability to record and collect teaching, research, and service accomplishments. Vita is your doorway to your Promotion and Tenure dossier.

Research in View, Ohio State's previous system, has been replaced by Vita. All profiles and data in Research in View were moved over to Vita automatically, so there is no need to re-enter activities you have already recorded. To get started with Vita, visit [vita.osu.edu/#](http://vita.osu.edu/#).

## ANNUAL ACTIVITY REPORT

Each year, each department faculty member provides the chair with a current CV and Annual Activity Report (AAR) listing activities and providing supporting documentation in the areas of teaching, research, and service. Instructions and a template of the AAR materials are provided via email several weeks before the due date. Please submit all AAR materials in one combined pdf file.

## DEPARTMENT COMMITTEE SERVICE

All committees of the department are appointed by the chair and have tenure during the fall and spring semesters. Ad hoc committees are appointed at the chair's discretion. Descriptions of committees are available in the [Pattern of Departmental Administration](#) (POA) document. Committee rosters are available online at [history.osu.edu/about/committees](http://history.osu.edu/about/committees).

## INTRAMURAL SUPPORT OF FACULTY RESEARCH

To date, the department has been able to provide each faculty member whose appointment does not include a designated research fund with a personal research fund to use for travel to conferences, research trips, or other professional expenses, such as memberships or books required for research. These funds are not guaranteed and are subject to review by the department chair. Each faculty member can decide how to spend their annual research fund.

Resources beyond the annual research fund provided by the department are available to faculty members through the Division of Arts and Humanities. The Faculty Research and Creative Activity Support programs include small and larger grants and external fellowship subsidies for Columbus campus faculty. Regional faculty have access to funds to support research and creative activities that include travel for research and research-related conferences. Visit [artsandsciences.osu.edu](http://artsandsciences.osu.edu) for a summary of funding opportunities, policies and procedures, and application processes.

[The Office of International Affairs](#) funds grants that are made available to faculty members for interdisciplinary conferences and workshops on international themes; international travel; and international collaborative research. In addition, the [Mershon Center for International Security Studies](#) offers support for faculty to conduct research projects related to international and national security. Mershon is also interested in projects that emphasize the role of peace-building and development initiatives globally, in addition to projects that strengthen Ohio State's global gateways in Brazil, China, and India.

Ohio State recently initiated the Connect and Collaborate Grants program to leverage teams and partnerships addressing challenges or opportunities related to the Discovery Themes areas. Opportunities in this program include Impact Grants, Service-Learning Grants, and Undergraduate and Faculty Community-Based Research Grants.

Additional internal funding opportunities are listed at [go.osu.edu/funding](http://go.osu.edu/funding).

## EXTRAMURAL FUNDING OPPORTUNITIES

The department and college offer services for identifying funding opportunities, reviewing proposal narratives and budgets, and working with the [Office of Sponsored Programs](#) (OSP) to ensure proposals meet university requirements and sponsor requirements. [Kristina Ward](#) serves as your point of contact for pursuing extramural funding as she can assist with vetting sponsor funding opportunities; answer questions about cost-sharing, tuition waivers, off-duty compensation, etc.; assist with application submission; and review proposal narratives for compliance with sponsor guidelines. A list of potential funding opportunities for faculty and graduate students in history is available at [u.osu.edu/historyfundingopportunities/](http://u.osu.edu/historyfundingopportunities/) (please note you must sign in with your OSU username and password). [Andrea Ward Ross](#), Assistant Executive Dean for Research can answer questions about research in the arts and sciences and individual faculty research profiles. Contact [Tom Muzyka](#), Sponsored Program Officer for Grants and Contracts, for questions on existing sponsored research projects.

## UNIVERSITY LIBRARIES

The Ohio State University Libraries provide patrons with access to information at fifteen locations across the Columbus campus and online at [library.osu.edu](http://library.osu.edu). Research databases can be found at [library.osu.edu/find/databases](http://library.osu.edu/find/databases). [David Lincove](#) (lincove.1) is the history, political science, public affairs & philosophy librarian. David maintains history resources, compiles class guides, and orders new material for the library's history collection.

# Teaching

## ACADEMIC CALENDAR

Semester calendars through academic years 2019-2020 are available online through the University Registrar at <http://registrar.osu.edu/staff/bigcal.asp>.

## BUCKEYELINK.OSU.EDU: OHIO STATE'S ONLINE ACADEMIC CENTER

[Buckeye Link](#) is used by faculty, staff, and students to access course information, check important dates and deadlines, consult academic policies, etc. Through Buckeye Link, you can access the Faculty Center, which allows faculty to manage their classes including viewing and printing class and grade rosters, using the grade book, and specifying [Student Evaluation of Instruction \(SEI\)](#) options and viewing SEI reports. An overview of the Faculty Center is available online.

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## CARMENCANVAS

“Old Carmen” has been decommissioned and is no longer available. The new “CarmenCanvas” provides a set of integrated web course tools that can be used to supplement a class taught mostly face-to-face or can be used to teach an online course.

While Carmen is the overall system, the **application** at the core is called **Canvas**.

For more information on Canvas, visit [resourcecenter.odee.osu.edu/carmencanvas](http://resourcecenter.odee.osu.edu/carmencanvas).

## COURSE ADD/DROP PROCEDURES

[Maria Mazon](#) will circulate a memo prior to each semester outlining the procedures for students who wish to add a course after the start of the semester. The department requires that students be registered by the end of the second week of the semester. Generally, the procedure is as follows:

- During the first week of the semester, a student can still add via the web IF the course is open. However, if the course is full, the instructor will need to sign and date a note giving permission. The student will then take that note to their advisor who will then fill out the course enrollment permission form for the student. The student takes the form to his or her college office for processing.

- During the second week of the semester, registration online via buckeyelink is closed. Therefore, if an instructor wishes to give a student permission to add your course, you must sign and date a note indicating you are giving such permission. The student must bring this note to their advisor who will then fill out the course enrollment permission form for the student. The student will take that form to his or her college office for processing.
- The department requires that students be registered by the end of the second week. After the second week of the semester, exceptions will be granted only by petition. Petitions will be approved only on the basis of clearly documented clerical error or unusual and extenuating circumstances beyond the student's control. Additions also require the permission of the instructor via signature on the Late Add Petition (form) and a written statement on department letterhead describing the student's attendance record and circumstances beyond the control of the student which prevented them from registering for the course earlier.

Additional information on registration, fees and important dates can be found online at the Office of the University Registrar website at <http://registrar.osu.edu/registration/index.asp>.

## GENERAL EDUCATION COURSES

The [College of Arts and Sciences Office of Curriculum & Assessment Services](#) updates the list of general education (GE) courses before the beginning of each semester and posts the list at <https://artsandsciences.osu.edu/academics/current-students/advising/ge>. Courses carried over from the quarter system and renumbered for semesters carry only GE status in historical study, unless faculty applied for an additional status in global studies or social diversity in the United States. You can confirm whether your course carries a particular GE status through the class search feature on [buckeyelink](#). Each course syllabus should list the relevant GE category along with the GE goals and expected learning outcomes. A brief statement explaining how the particular course will satisfy the stated GE learning outcomes should follow.

General education requirements for the Bachelor of Arts Degree established by the College of Arts and Sciences is available at <https://artsandsciences.osu.edu/academics/current-students/advising/ge>.

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Favorites Main Menu

Course Catalog Search

Catalog Search Results [Return to Search](#)

**HISTORY 2205 - Western Civilizations to 1600: Rise, Collapse, and Recovery**

<b>Course Detail</b>		<b>Campus</b>	Columbus
<b>Units</b>	3 units	<b>Career</b>	Undergraduate
<b>Grading Basis</b>	Graded		
<b>Course Components:</b>	Lecture	Required	
	Recitation	Required	

**Enrollment Information**

**Course Attributes:** GE Historical Study, GE Diversity: Global Studies

**Description:**  
Thematic approach to the history of Western Civilization from prehistory to the early seventeenth century. Sometimes this course is offered in a distance-only format.  
Prereq or concur: English 1110.xx, or permission of instructor. Not open to students with credit for 1211. GE historical study and diversity global studies course.

[Return to search](#)



## COURSE PROPOSALS/COURSE CHANGE REQUESTS

Submit proposals for new courses and requests for course changes to [Ashley Bowerman](#) by November 1 for autumn, March 1 for spring, and October 1 for summer (the earlier the better, though). Please include:

- Course title
- Brief description of the course or the change being proposed
- Brief rationale for the proposed change (for change requests only)
- Brief description of the course goals
- At least five general topics that will be covered in the course (i.e. capitalism, American Revolution, etc.)
- A complete syllabus, including GE language (category, expected learning outcomes, and statements that explain how the course will satisfy the expected learning outcomes); list of required texts and course materials (and information on where they are available); assignment and grading information; and statements on academic misconduct and disability services.

## GOLDBERG CENTER FOR EXCELLENCE IN TEACHING

The Harvey [Goldberg Center](#) for Excellence in Teaching is an instructional technology center, promoting innovative and effective teaching strategies, and a hub of community outreach. The Center sponsors occasional teaching colloquia, a “technology and teaching” speaker series, an annual Goldberg lecture, [Clio Society](#) events, and professional development workshops for K-12 social studies teachers. The Goldberg Center produces publications that provide learning opportunities for history teachers across the country, including [Origins: Current Events in Historical Perspective](#), a monthly online news magazine that investigates timely issues.

## OFFICE HOURS

For each semester, please send [Ashley Bowerman](#) the following information:

- Your office hours (days and times)
- Your office room number
- Your office phone number
- Your email address

## TEXTBOOK ORDERS

Instructors should place their own textbook orders online through [Barnes & Noble](#) or [SBX](#). If you need desk copies, forward your book order confirmation email to [Ashley Bowerman](#) or send an email to Ashley after you have placed your book order listing the author, title, publisher, ISBN, and number of desk copies needed. Desk copy requests should be sent to Ashley no later than one month before the start of the semester. Complete textbook ordering procedures and deadlines are available at [https://germanic.osu.edu/sites/germanic.osu.edu/files/HEOA\\_Textbook\\_Provision\\_0.pdf](https://germanic.osu.edu/sites/germanic.osu.edu/files/HEOA_Textbook_Provision_0.pdf).

Barnes & Noble's Quick Start Guide is available at:

[https://english.osu.edu/sites/english.osu.edu/files/Faculty\\_Enlight\\_Quick\\_Start\\_Guide.pdf](https://english.osu.edu/sites/english.osu.edu/files/Faculty_Enlight_Quick_Start_Guide.pdf)

## RETRIEVING THE AMERICAN PAST (RTAP)\*

Retrieving the American Past ([RTAP](#)) is a customized U.S. history reader published by the Department of History and Pearson Custom Publishing. The reader contains a wide variety of chapters covering both halves of the U.S. history survey. Each chapter includes an introduction, primary documents section, secondary sources section, and recommendations for further reading. Follow-up questions are included at the end of both the primary and secondary source sections. Proceeds from RTAP fund research and travel fellowships for faculty and graduate students in the Department of History and support other worthy causes.

\*RTAP is currently under revision.

## STUDENT EVALUATION OF INSTRUCTION

The department expects its instructors to adhere to all university guidelines regarding student evaluation of instruction, especially the rule that students in every course must have an opportunity to evaluate their instructor. The ten-item SEI document is the official university-wide instrument provided for this purpose.

Instructors are expected to administer the SEI form consistent with university protocols. Online SEIs are automatically generated for all instructors, and are activated when 90% of the class is over.

Response rate can be increased by:

- Allowing time during class for students to complete the evaluation.
- Having electronic devices available to do the evaluation.
- Offering a small amount of extra credit when a defined number of students (e.g. 90% of students) complete the evaluation.
- Explaining how you use SEI information to modify instruction.
- Explaining the role of the SEI in performance and tenure reviews.

SEI data must be included in promotion dossiers. SEI reports must also be appended to Annual Activity Reports by faculty members. Information on how to obtain an SEI report is available online.

Instructors are encouraged to consider using a supplementary means of student evaluation of their instruction. Faculty may develop and use whatever means of collecting supplemental qualitative data they prefer. These discursive student evaluations might prompt students about their most (or least) favorite part of the course; what about the course or instructor helped them (or did not help them); how valuable certain assignments were; and, what they thought about course reading. Also include space for additional comments. A faculty member may or may not include such data in their promotion dossier. However, if any such data is included in the promotion dossier, all data collected by such means of supplemental evaluation must be included. Summaries of such data for the dossier will be composed by members of the Promotion and Tenure Committee.

## PEER REVIEW OF TEACHING

Members of the faculty are responsible for requesting peer reviews of teaching and adhering to university rules. Details are outlined in the [APT's](#) Procedures for Student and Peer Evaluation of Teaching.



## GRADE POSTING

Although instructors can track and maintain assignment grades using a variety of methods, final grades must be posted via the Faculty Center Grade Roster. **Regardless of the method used to enter the grades, you must “POST” the grades in the Faculty Center for them to be logged into the student’s permanent academic record. For all terms, grades for graduating seniors must be posted within 48 hours after the class’s scheduled exam time or within 24 hours if the scheduled exam is the last day of the final exam period.** For grade posting deadlines, see the [University Registrar](#)'s website. Department staff will also circulate reminders to instructors of upcoming grade posting deadlines.

**Please refer to the Faculty Center ASSIST Training for more information and assistance with posting final grades using the Grade Roster.** Office of the Chief Information Officer staff at 688-HELP can also provide assistance.

An “I” (incomplete) may be posted for a student who has completed a major portion of the work in the course in a satisfactory manner but who has not yet completed all of the requirements for the course for reasons judged by the instructor to be valid. Once the student has completed the required work, a final grade is reported using the online grade change form: <https://registrar.osu.edu/secure/forms/FreqUsedForms.aspx>. Faculty should be sure to select "Assign Final Grade for Incomplete" rather than "Change of Grade" from the drop-down menu in the form when submitting a final grade for an Incomplete. Any questions regarding grade changes or online grade change form should be directed to [Ashley Bowerman](#). A final grade must be reported no later than noon on the sixth Saturday of the semester following that in which the “I” was received.

## GRADE DISPUTES

Grade disputes that cannot be resolved informally by a faculty member and a student go in the first instance to the department vice chair and, should no resolution acceptable to both parties be reached, to the department chair for final adjudication. Course syllabi should explicitly list how attendance is recorded and include all procedures for completing and submitting assignments, and should be referred to in cases of grade disputes.

## COURSE AUDITING

Students may audit courses at the discretion of the instructor. Students do not receive grades for audited courses and the courses do not count toward degrees. To audit a course, students must complete a Course Enrollment Permission Form with the instructor’s signature and return to their College office. Individuals who have not been admitted to Ohio State must contact the Office of Distance Education and eLearning ([odee.osu.edu](http://odee.osu.edu)) for information on auditing.

## EXAMS

At the close of each course, an examination will be given on the student’s capabilities relative to the stated course objectives - the method of examining is determined by the instructor. Examinations in seminar courses are optional at the instructor’s discretion. Final exams are administered according to the university schedule. In extenuating circumstances, final exams may be administered early. The department offers several make-up exam dates throughout the semester. [Ashley Bowerman](#) will circulate the schedule and instructions for submitting exam material and protocol at the beginning of the semester. Instructors may schedule their own make-up exam time but will need to secure a proctor and reserve a room for administering the exam. The University Registrar’s Testing Center can also administer exams - information of the service is available at <http://registrar.osu.edu/testing/>.

## DISABILITY SERVICES

The Office of Disability Services ([ods.ohio-state.edu](http://ods.ohio-state.edu)) provides individualized accommodations and support services for students with disabilities. Please refer students to them for assistance. Their primary services include: exam accommodations; alternative media; sign language interpreting/transcribing services; assistive technology and training center; note taking assistance; and counseling and auxiliary aids staff support. For additional information, refer to the *Instructor Handbook: Teaching Students with Disabilities* ([ods.ohio-state.edu/faculty-staff/instructor-handbook/](http://ods.ohio-state.edu/faculty-staff/instructor-handbook/)).

## ACADEMIC MISCONDUCT

The [Committee on Academic Misconduct](#) (COAM) is charged with maintaining the academic integrity of The Ohio State University by establishing procedures for and investigating all reported cases of alleged academic misconduct by students.

In those instances where a student is found to have violated the university's [Code of Student Conduct](#), the Committee determines a suitable disciplinary sanction.

If you suspect academic misconduct:

- Determine names of student(s) involved. (In an exam setting, allow the students to complete their work.)
- Collect the documentary evidence and make copies.
- Inform the student(s) involved of your suspicions, preferably with a witness present.
- Take notes on student response.
- Go to the COAM's website at [oaa.osu.edu/coamresources.html](http://oaa.osu.edu/coamresources.html) and complete the template for submitting allegations.
- Give a copy of your material to the department's Undergraduate Teaching Committee chair, who will send it to COAM with a letter of transmittal.
- Report the incident to the department chair.
- Wait to hear from the COAM coordinator.
- If your case will not be heard in the current semester, give the student(s) involved the grade of "I" for the course, with an alternate grade of "E."

*[Note: your alternatives are to follow through on your suspicions by sending the case to the COAM, or to do nothing at all and to treat the student(s) without prejudice, i.e. as though no misconduct took place. Do not make any "deals" with the student(s) involved. If you do, you are violating the students' rights.]*

## SYLLABI

The [College of Arts and Sciences Curriculum and Assessment Services](#) offers a syllabus template at <https://ascas.osu.edu/curriculum/asc-syllabus-elements>. Syllabi for history courses should include the following information:

- A space for the instructor's contact information, including name, office location, phone, e-mail, and office hours
- A space for the name and contact information for the course coordinator, if the syllabus is standard for several sections
- A space for meeting days and times, and classroom location
- Course number and title
- Format of instruction (e.g., lecture, recitation, lab) and number of contact hours per week
- If the course is a [GE](#) course, it must include the following: GE category or categories it fulfills (e.g. Cultures and ideas); the [GE Expected Learning Outcomes](#) boilerplate language pertaining to the appropriate area(s); and, a statement beneath these that explains how the course will satisfy the stated Expected Learning Outcomes.

- A description of the course
- A list of required texts and other course materials, and information on where they are available.
- Information about the length and format of all papers, homework, laboratory assignments, and examinations.
- Grading information, indicating the percentages assigned to various requirements.
- A grading scale
- Information about the scheduling of examinations and due dates for assignments
- A class attendance policy
- A weekly topical outline of course meetings, including topics to be covered, readings, film screenings, and homework
- The following statement on academic misconduct:

*It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct.*

- The following statement about disability services (recommended 16 point font):

*Students with disabilities (including mental health, chronic or temporary medical conditions) that have been certified by the Office of Student Life Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office of Student Life Disability Services is located in 098 Baker Hall, 113 W. 12th Avenue; telephone 614-292-3307; [slds@osu.edu](mailto:slds@osu.edu); [slds.osu.edu](http://slds.osu.edu).*

- If you wish to add language on sexual misconduct/relationship violence, the university recommends using the following:

*Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at [titleix@osu.edu](mailto:titleix@osu.edu).*

- If you wish to add language on diversity, the university recommends using the following:

*The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.*

We ask that you upload a copy of your syllabus to the Enrollment Services Syllabus Upload Website at [http://registrar.osu.edu/scheduling/syllabus\\_upload\\_faq.asp](http://registrar.osu.edu/scheduling/syllabus_upload_faq.asp). Click **Log-In**, then select the course you need to upload.

## TECHNOLOGY IN THE CLASSROOM

The [Office of Distance Education and eLearning](#) offers numerous resources for using technology in the classroom (equipment loan, video conferencing, eLearning toolbox, technology workshops, etc.). See their resources at <http://resourcecenter.odee.osu.edu/> for classroom and computing spaces and classroom technology. For assistance with equipment in your assigned classroom, contact the **Classroom Helpline** at **614 247-4357** (4-HELP). There are also various faculty, graduate student and staff resources listed on our website at [history.osu.edu/faculty-staff](http://history.osu.edu/faculty-staff).

The ASCTech eLearning team enables instructors within the Ohio State College of Arts and Sciences to use technology within their courses, whether in person, partially or fully online.

Instructors have access to Ohio State's [Secured Media Library](#), an online portal for securing streaming movies to the classroom and to students outside the class. Instructors can access and exhibit all of the resources within the repository with the ability to create assignments for their students to access from home or on the go as homework or review.

[Mediasite](#) is a presentation tool that allows instructors to record class sessions or lectures and upload the recording to university servers. The [Desktop Recorder](#) allows instructors to record presentations from a computer's desktop, during a class session or at any other time. All full-time Ohio State employees may download the Desktop Recorder. The **Hardware Recorder** is available for instructors teaching in large lecture halls that are equipped to video record lectures automatically according to the class schedule. Instructors who want to use this option must request that it be enabled during their class time. Laura Seeger (614 292-3831) is available to assist you with the Secured Media Library. Classroom Services (614 247-4357) can assist your with the use of Mediasite in the classroom.

[CarmenConnect](#) is Adobe Connect for the Ohio State University. It is a browser-based internet tool that allows people to participate in a course or meeting without having to travel to a specific location. You can hold virtual discussions, seminars, office hours and even one-to-one tutoring. It can also be used to record lectures for online courses.

## Getting Connected

### AREA CENTERS

- [Center for African Studies](#)
- [Center for Latin American Studies](#)
- [Center for Slavic and East European Studies](#)
- [East Asian Studies Center](#)
- [Institute for Chinese Studies](#)
- [Institute for Japanese Studies](#)
- [Institute for Korean Studies](#)
- [Middle East Studies Center](#)

### UNIVERSITY, COLLEGE AND EXTERNALLY-FUNDED CENTERS

- [Center for Historical Research](#)
- [Center for Medieval and Renaissance Studies](#)
- [Center for the Study of Religion](#)
- [Melton Center for Jewish Studies](#)
- [Mershon Center for International Security Studies](#)
- [OSU Excavations at Isthmia](#)
- [Criminal Justice Research Center](#)
- [OSU Newark Earthworks Center](#)

## DEPARTMENT-BASED SEMINARS AND WORKSHOPS

- [Center for Historical Research Seminars](#)
- [Ohio Seminar in Early American History and Culture](#)
- [The Premodernist Group](#)
- [Seminar in Russian, East European and Eurasian History](#)
- [Women's, Gender and Sexuality History Workshop](#)
- [Race, Ethnicity, and Nation Seminar](#)

## UNIVERSITY RESOURCES

- [BuckeyeBox](#) - an easy way for faculty, staff and students to share files and folders - secure access with your OSU username and password.
- [u.osu.edu](#) - provides free space for a web site for your class, personal blog or portfolio.
- [Digital Union](#) - provides support for teaching and learning with technology.
- [Faculty Club](#) - new faculty receive a one-year complimentary membership.
- [University Center for the Advancement of Teaching](#) - includes Teaching FAQs on topics such as academic misconduct, student absence, and accommodating students with disabilities.
- [The Women's Place](#) - expands opportunities for women's growth, leadership and power in an inclusive, supportive and safe university environment consistent with the goals of the Academic and Diversity Plans.

# Faculty Contact Information

Name	name.#	telephone	office
<b>Greg Anderson</b>	<a href="#">anderson.1381</a>	614 247-8040	271 Dulles
<b>Paul Baker</b>	<a href="#">baker.973</a>	614 688-4634	255 Dulles
<b>Alison Beach</b>	<a href="#">beach.174</a>	614 292-6594	257 Dulles
<b>Stanley Blake</b>	<a href="#">blake.166</a>	419 995-8643	470A Gavin
<b>Elizabeth Bond</b>	<a href="#">bond.282</a>	614 292-6858	359 Dulles
<b>David Brakke</b>	<a href="#">brakke.2</a>	614 292-2174	230 Dulles
<b>Nicholas Breyfogle</b>	<a href="#">breyfogle.1</a>	614 292-3560	159 Dulles
<b>John Brooke</b>	<a href="#">brooke.10</a>	614 292-8757	273 Dulles
<b>Phil Brown</b>	<a href="#">brown.113</a>	614 292-0904	246 Dulles
<b>Sara Butler</b>	<a href="#">butler.960</a>	614 688-2598	165 Dulles
<b>Bruno Cabanes</b>	<a href="#">cabanes.2</a>	614 688-1679	261 Dulles
<b>Joan Cashin</b>	<a href="#">cashin.2</a>	614 292-0434	244 Dulles
<b>Mollie Cavender</b>	<a href="#">cavender.13</a>	419 755-4318	307 Ovalwood
<b>Mary Cayton</b>	<a href="#">cayton.14</a>	614 688-8278	248 Dulles
<b>Alice Conklin</b>	<a href="#">conklin.44</a>	614 292-6325	232 Dulles
<b>Kip Curtis</b>	<a href="#">curtis.457</a>	419 755-4380	Ovalwood Hall
<b>Theodora Dragostinova</b>	<a href="#">dragostinova.1</a>	614 292-1602	236 Dulles
<b>Alcira Dueñas</b>	<a href="#">duenas.2</a>		244 Reese
<b>Jennifer Eaglin</b>	<a href="#">eaglin.5</a>	614 292-2613	146 Dulles
<b>Bart Elmore</b>	<a href="#">elmore.83</a>	614 247-6037	167 Dulles
<b>James Genova</b>	<a href="#">genova.2</a>	740 725-6215	112 Morrill
<b>Matt Goldish</b>	<a href="#">goldish.1</a>	614 292-1358	148 Dulles
<b>Timothy Gregory</b>	<a href="#">gregory.4</a>	614 292-1949	338 Dulles
<b>Mark Grimsley</b>	<a href="#">grimsley.1</a>	614 292-1855	330 Dulles
<b>Peter Hahn</b>	<a href="#">hahn.29</a>	614 292-2077	186 University Hall
<b>Bert Harrill</b>	<a href="#">harrill.5</a>	614 292-5404	238 Dulles
<b>Jane Hathaway</b>	<a href="#">hathaway.24</a>	614 292-7138	339A Dulles
<b>Tryntje Helfferich</b>	<a href="#">helfferich.1</a>	419 995-8469	460F Gavin
<b>David Hoffmann</b>	<a href="#">hoffmann.218</a>	614 292-5576	212 Dulles
<b>Clayton Howard</b>	<a href="#">howard.1141</a>	614 292-8301	163 Dulles
<b>Meiyu Hsieh</b>	<a href="#">hsieh.230</a>		113 Morrill
<b>Thomas Ingersoll</b>	<a href="#">ingersoll.11</a>	419 995-8373	401B Gavin
<b>Hasan Jeffries</b>	<a href="#">jeffries.57</a>	614 688-4120	336 Dulles
<b>Robin Judd</b>	<a href="#">judd.18</a>	614 292-9313	267 Dulles



## Faculty Contact Information

Name	name.#	telephone	office
<b>Alexander Kaye</b>	<a href="#">kaye.74</a>	614 292-4638	348 Dulles
<b>Stephen Kern</b>	<a href="#">kern.193</a>	614 292-7308	242 Dulles
<b>Ousman Kobo</b>	<a href="#">kobo.1</a>	614 292-2719	157 Dulles
<b>Susan Lawrence</b>	<a href="#">lawrence.578</a>	614 292-5479	253 Dulles
<b>Mitchell Lerner</b>	<a href="#">lerner.26</a>	614 688-3166	246 Warner
<b>Scott Levi</b>	<a href="#">levi.18</a>	614 292-2447	269 Dulles
<b>Peter Mansoor</b>	<a href="#">mansoor.1</a>	614 247-6719	214 Dulles
<b>Katherine Marino</b>	<a href="#">marino.118</a>	614 292-6312	334 Dulles
<b>Dodie McDow</b>	<a href="#">mcdow.4</a>	614 292-6722	361 Dulles
<b>Lucy Murphy</b>	<a href="#">murphy.500</a>	740 364-9592	Founders Hall
<b>Margaret Newell</b>	<a href="#">newell.20</a>	614 292-2495	265 Dulles
<b>Chris Otter</b>	<a href="#">otter.4</a>	614 292-4234	263 Dulles
<b>Geoffrey Parker</b>	<a href="#">parker.277</a>	614 292-6721	173 Dulles
<b>Joe Parrott</b>	<a href="#">parrott.36</a>		153 Dulles
<b>Chris Reed</b>	<a href="#">reed.434</a>	614 292-0853	161 Dulles
<b>Daniel Rivers</b>	<a href="#">rivers.91</a>	614 292-5478	369 Dulles
<b>Nate Rosenstein</b>	<a href="#">rosenstein.1</a>	614 292-7645	106B Dulles
<b>Randy Roth</b>	<a href="#">roth.5</a>	614 292-6843	373 Dulles
<b>Kristina Sessa</b>	<a href="#">sessa.3</a>	614 292-7244	332 Dulles
<b>Stephanie Shaw</b>	<a href="#">shaw.1</a>	614 292-1983	251 Dulles
<b>Jennifer Siegel</b>	<a href="#">siegel.83</a>	614 292-0314	371 Dulles
<b>Ahmad Sikainga</b>	<a href="#">sikainga.1</a>	614 292-1869	171 Dulles
<b>Stephanie Smith</b>	<a href="#">smith.4858</a>	614 292-6216	340 Dulles
<b>Birgitte Søland</b>	<a href="#">soland.1</a>	614 292-7426	234 Dulles
<b>Mytheli Sreenivas</b>	<a href="#">sreenivas.2</a>	614 247-8057	365 Dulles
<b>David Staley</b>	<a href="#">staley.3</a>	614 292-5344	210 Dulles
<b>David Stebenne</b>	<a href="#">stebenne.1</a>	614 292-5359	240 Dulles
<b>Dave Steigerwald</b>	<a href="#">steigerwald.2</a>	614 292-7014	204 Dulles
<b>Margaret Sumner</b>	<a href="#">sumner.27</a>	740 725-6108	110 Morrill
<b>Heather Tanner</b>	<a href="#">tanner.87</a>	419 755-4368	245 Ovalwood
<b>Gleb Tsipursky</b>	<a href="#">tsipursky.1</a>	740 755-7806	287 LeFevre
<b>Sarah Van Beurden</b>	<a href="#">van-beurden.1</a>	614 292-9298	486G University
<b>Sam White</b>	<a href="#">white.2426</a>	614 292-5596	259 Dulles
<b>Ying Zhang</b>	<a href="#">zhang.1889</a>	614 292-0156	363 Dulles

# Emergency Information

<b>Emergency</b>	9-1-1
<b>University Police (non-emergency)</b>	614 292-2121
<b>Emergency Management</b>	614 247-4911
<b>Fire Prevention</b>	614 247-3473
<b>Safe Ride (service boundaries apply)</b>	614 292-3322

## EMERGENCY PROCEDURES

### [Reporting Emergencies](#)

1. Always try to remain calm.
2. Speak slowly and clearly.
3. Try to provide all information, to the best of your ability, that the dispatcher is requesting.
4. Remain on the phone with the dispatcher.
5. Instruct someone to meet emergency personnel and escort them to the incident.

You are the first line of defense, the eyes and ears watching out for the safety of Ohio State. All of us must take responsibility for our own safety and assist those around us.

See something, say something! Report the unusual or suspicious.

Visit [dps.osu.edu/emergency-procedures](https://dps.osu.edu/emergency-procedures) for more information.

### [Reporting a Building Fire/Explosion](#)

If Odor, Smoke, Fire or Explosion/Alarm

1. Try to remain calm.
2. Immediately call 9-1-1.
3. **Rescue** persons in immediate danger, if possible. This includes yourself!
4. **Alarm** - Pull fire alarm. NOTE: Not all alarms report directly to 9-1-1; immediately notify 9-1-1.
5. **Contain** fire by closing doors while leaving the building.
6. **Evacuate** to a safe location. Move away from the building (at least 300 feet).
7. If the fire is small and you have received training, attempt to extinguish it with a fire extinguisher or other available means. Do not jeopardize your personal safety.
8. Never allow fire to come between you and an exit.
9. Stay outside until told to return to the building.

If Confined/Trapped

1. Try to remain calm.
2. Call 9-1-1 to report your location.
3. Feel door knob with the back of the hand to see if it is hot. DO NOT open door if door knob is warm.
4. Stuff towels under door to keep out smoke.
5. Keep doors closed to prevent the spread of fire and smoke.
6. Look for a window, open it, and stick your head out to get fresh air.
7. Find a towel or something to wave from the window to attract attention to your position.
8. If you have to move, stay as close to the floor as possible by crawling.

## Medical Emergencies

1. Call 9-1-1.
2. Unless trained, do not render assistance above basic first aid.
3. Do not attempt to move the injured person unless they are in immediate danger.
4. Clear the area of unnecessary people.
5. Have someone meet and escort the medical team to the victim.
6. Limit your communications with the ill or injured person to quiet reassurances.
7. After the person's immediate needs have been met, remain to assist the investigating officer with pertinent information about the incident.
8. If the victim is a staff member, notify his/her supervisor.

## Active Shooter

### **RUN**

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

### **HIDE**

- Your second option should be to hide
- Do not huddle together as it makes one easy target
- Lock and barricade doors and shut off lights

### **FIGHT**

- Fighting is a last resort to be used only when your life is in imminent danger
- Attempt to incapacitate the active shooter
- Find an object to use as a weapon such as a fire extinguisher or chair

Information you should provide to the 9-1-1 operator

- Clarify if you are on The Ohio State University campus
- Location of the active shooter
- Number of shooters, if more than one
- Physical descriptions of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

How to react when law enforcement arrives

- Remain clam and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

## Evacuation

1. Try to remain calm.
2. Leave immediately. Walk with purpose.
3. If requested, quickly check nearby restrooms, copier rooms, and storage rooms for occupants who may not have heard the evacuation signal.
4. If requested, accompany and assist persons with disabilities.
5. Take with you essential personal items ONLY (cellphone, ID, keys, medications).
6. Move quickly, but in an orderly manner out of the building. DO NOT PUSH OR SHOVE.
7. Once out of the building, move at least 300 feet from the structure or as instructed by Public Safety officials.

