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College Administration

The College of Arts and Sciences (ASC) is often called the academic heart of Ohio State. This isn't just because of our size. It's because this is where arts, humanities, and natural, mathematical, social and behavioral sciences can converge in unique and unexpected ways. When we combine different perspectives and expertise, we can better investigate critical problems through creative and scholarly inquiry, engage the public in reciprocal community collaborations, and deliver an exceptional education for Ohio State students.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>name.#</th>
<th>telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gretchen Ritter</td>
<td>Executive Dean and Vice Provost</td>
<td>ritter.1596</td>
<td></td>
</tr>
<tr>
<td>Heather Core</td>
<td>Sr. Executive Assistant to the Executive Dean</td>
<td>core.53</td>
<td>614-292-3236</td>
</tr>
<tr>
<td>Peter Hahn</td>
<td>Dean of Arts &amp; Humanities, Outreach and Engagement</td>
<td>hahn.29</td>
<td></td>
</tr>
<tr>
<td>Caitlin Brendel</td>
<td>Executive Assistant to Peter Hahn</td>
<td>brendel.3</td>
<td>614-292-2077</td>
</tr>
<tr>
<td>Steven Fink</td>
<td>Associate Executive Dean for Curriculum and Instruction</td>
<td>fink.5</td>
<td>614-292-4063</td>
</tr>
<tr>
<td>Linda Hood</td>
<td>Executive Assistant to Steven Fink</td>
<td>hood.82</td>
<td>614-292-2090</td>
</tr>
<tr>
<td>Garrett Heysel</td>
<td>Assistant Dean, Arts and Humanities, International Programs</td>
<td>heysel.1</td>
<td>614-292-4063</td>
</tr>
<tr>
<td>Tina Henkin</td>
<td>Associate Dean for Faculty Affairs</td>
<td>henkin.3</td>
<td>614-292-1431</td>
</tr>
</tbody>
</table>
## COLLEGE OF ARTS AND SCIENCES ADMINISTRATIVE UNITS

- Administrative Services (includes Fiscal Services and Human Resources)
- Advancement: Development and Alumni Relations
- Advising and Academic Services
- Business Intelligence
- Business Services Center (BSC)
- Center for Career and Professional Success
- Curriculum and Assessment Services
- Marketing and Communications
- Office of Undergraduate Recruitment
- Research 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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<th>Name</th>
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<tbody>
<tr>
<td>Scott Levi</td>
<td>Department Chair</td>
<td>levi.18</td>
<td>614 292-2447</td>
</tr>
<tr>
<td>Sara Butler</td>
<td>Vice Chair</td>
<td>butler.960</td>
<td>614 688-2598</td>
</tr>
<tr>
<td>Kristina Sessa</td>
<td>Graduate Studies Committee Chair</td>
<td>sessa.3</td>
<td>614-292-7244</td>
</tr>
<tr>
<td>Alison Beach</td>
<td>Director of Graduate Admissions</td>
<td>beach.174</td>
<td>614 292-6594</td>
</tr>
<tr>
<td>Bart Elmore</td>
<td>Undergraduate Teaching Committee Chair</td>
<td>elmore.83</td>
<td></td>
</tr>
<tr>
<td>Stephanie Shaw</td>
<td>Honors Coordinator</td>
<td>shaw.1</td>
<td>614 292-1983</td>
</tr>
<tr>
<td>Matt Goldish</td>
<td>Library Coordinator</td>
<td>goldish1</td>
<td>614 292-1358</td>
</tr>
<tr>
<td>Clay Howard</td>
<td>Graduate Placement Officer</td>
<td>howard.1141</td>
<td>614 292-8301</td>
</tr>
<tr>
<td>Randy Roth</td>
<td>Undergraduate Enhancement Officer</td>
<td>roth.5</td>
<td>614 292-6843</td>
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</table>

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 or on the department’s faculty resource page at history.osu.edu/resources/faculty.
### DEPARTMENT OF HISTORY STAFF

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Chris Adams</td>
<td>Fiscal Associate</td>
<td>adams.913</td>
<td>614 292-9305</td>
</tr>
<tr>
<td>Ashley Bowerman</td>
<td>Graduate Studies Coordinator</td>
<td>bowerman.14</td>
<td>614 292-0396</td>
</tr>
<tr>
<td>Jacklyn Heikes</td>
<td>Program Coordinator</td>
<td>heikes.6</td>
<td>614-292-6058</td>
</tr>
<tr>
<td>Ray Irwin</td>
<td>Program Manager</td>
<td>irwin.8</td>
<td>614 292-7101</td>
</tr>
<tr>
<td>Rhonda Maynard</td>
<td>Administrative Associate</td>
<td>maynard.20</td>
<td>614 292-3001</td>
</tr>
<tr>
<td>Maria Mazon</td>
<td>Academic Advisor and Staff Assistant</td>
<td>mazon.1</td>
<td>614 292-6793</td>
</tr>
<tr>
<td>Steve McCann</td>
<td>Administrative Manager</td>
<td>mccann.251</td>
<td>614 292-9308</td>
</tr>
<tr>
<td>Laura Seeger</td>
<td>Web and eLearning Manager</td>
<td>seeger.16</td>
<td>614 292-3831</td>
</tr>
</tbody>
</table>

**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 8). She maintains faculty and graduate student funding accounts and submits e-requests for all purchases. Additionally, Chris serves as equipment coordinator and orders office supplies. 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, research funds, office equipment, office supplies*

**Ashley Bowerman | Graduate Studies Coordinator**

Ashley manages and coordinates the Department's graduate program, serving as the initial contact for prospective students and guiding accepted students through the program. Ashley processes program applications; coordinates the preparation and submission of fellowship materials; coordinates recruitment, including visits and events; advises students; arranges exams and MA and PhD defenses; monitors student progress and conducts audits for graduation; compiles and disseminates graduate statistics and reports; assists with departmental activities related to graduate placement in academic and alternative careers; manages job placement data and dossier service for the department's graduate students; manages GA appointment documents; and assigns GAs as small-section leaders, discussion-section leaders, graders, and research associates.

*Keywords: graduate students, GAs, candidacy exams, MA and PhD defenses*

**Jacklyn Heikes | Program Coordinator**

Jacklyn 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, including departmental rooms in Dulles Hall (168, 239, 250, 264 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 primary responsibility is that of assistant to the department chair, which encompasses a variety of duties, for instance maintaining the chair’s schedule, acting as department liaison to ASC Advancement, and maintaining records of alumni, donors and friends. She also works closely with faculty and staff on a number of departmental committee activities, such as coordinating the promotion and tenure process, among others. Her general service to the department includes assisting search committees with faculty searches; event planning and coordination; managing external communication and promotional material; producing meeting minutes; express shipping; managing front desk employees; copier maintenance; building maintenance coordination; and key distribution. Finally, she is associate editor of the annual department magazine Making History.
Keywords: building, chair schedule, copiers, dossier preparation, faculty searches, keys, meeting minutes, publich relations, shipping, special events, student employees, 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
As Web and eLearning Manager, Laura provides e-learning support, handles our social media presence, provides end user support for departmental technology, and manages the Department of History web sites. She also supports department faculty, staff, and students with 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 handles content development, site building and oversees outsourced programming work. She also is a Carmen Affiliate. Additionally, Laura serves as Video Production Specialist for the Department of History and Origins: Current Events in Historical Perspective. She establishes strategies, schedules, and management plans to produce videos and digital content.
Keywords: website, video production, digital history, social media, technology
Office Operations and Policies

OFFICE SPACE IN DULLES

The department provides every faculty member with an office that includes 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 Rhonda Maynard.

CLASSROOM AND MEETINGS SPACES IN DULLES

Dulles Hall rooms 168, 250, 264 (formerly 235) and 344 are internally managed by, and for, Department of History personnel. Room use is for official department meetings, committee meetings, job talks, special lecturers hosted by faculty, classroom instruction, and graduate student defenses.

Reservations are managed by Jacklyn Heikes. (Contact Rhonda Maynard if Jacklyn 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)

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

264 Dulles (formerly 235 Dulles)
- Graduate seminars (primary)
- Undergraduate seminars (secondary)

344 Dulles
- Graduate reading room

STUDENT ASSIGNMENT SUBMISSION POLICY

The department cannot accept student assignments at the front desk. Faculty should encourage students to upload assignments directly within Carmen. If a hard copy is required, please instruct students to slide assignments under your office door or make alternate arrangements directly with you. Faculty should never instruct students to leave assignments in a box outside of their office. Further, it is a violation of the University's data policy to leave graded assignments in a box outside of your office for student pickup.
DEPARTMENT EVENTS/CALENDAR

An event listing is maintained on the department website at 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. To submit an item to onCampus Today fill out the form at go.osu.edu/umrequest.

Flyer templates and graphics designed using the university brand guidelines are available at 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 asccomm@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 and 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 for IT service and support. Faculty should complete and submit a form AM0004 in order to use your computer at home. Contact Chris Adams for a form AM0004. You can also order supplies such as ink and toner cartridges and software from Chris.

Printers

Faculty should use the printers in their offices for most work. If printing lengthy items that do not require a color printer, you may prefer to print directly to the Xerox copiers or HP printer in 106 Dulles. To add the copiers and/or printer to your computer (PCs only), go to \webprint, then scroll down the list of printers until you find DU106-XeroxWC5875, DU106-Xerox5875-02, and HPLJ4015x, shift+click on the three printers to select them, right click on one of the devices you selected, click on "Connect" to install. [Note: Sometimes there is a slight delay before the copiers/printer appear on your list of available printers.] At this time, we ask that Mac users take their laptops to ASC Tech, located in the basement of Denney Hall to add networked printers. If using an iMac, you can enter a service request at asctech.osu.edu to have an expert come to your office. Printing of manuscripts should be done during non-peak work hours.

Copiers/Scanners

There are two Xerox copiers located in 106 Dulles Hall. One is listed on the network as DU106-XeroxWC5875 and the other is listed as DU106-Xerox5875-02 (see above for instructions on how to add copiers to your computer). Both copiers 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 student staff member or Rhonda Maynard for instructions on how to scan, print or copy.
VIDEO CONFERENCING

Beginning in July 2019, all faculty, staff and students at Ohio State have been given Pro accounts with Zoom. With a Pro account, you can setup an online meeting for up to 300 participants. Pro accounts also come with automatic closed-captioning for recorded meetings, plus 180 days of cloud storage. You may access Zoom here or at osu.zoom.us.

We have noticed that Zoom is significantly more stable than Skype or Blue Jeans. Participants find Zoom is easier to use, as well.

Laura Seeger can assist you in setting up an online meeting in rooms 168, 250, 264, or in the Goldberg Center. If Laura is unavailable, feel free to contact Rhonda Maynard.

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.

Extraordinary work requests or special concerns should be directed to Steve McCann.

Office Supplies

Office supplies are located in the metal cabinets in 106 Dulles. White copy paper is stored under the brown tables directly across from the Xerox copiers in 106 Dulles.

Please contact Chris Adams to order toner or special request items.

TECHNOLOGY ASSISTANCE

In addition to ASC Tech, the BuckeyeBar, with locations at 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.

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/. Faculty are encouraged to post course material on Carmen to reduce photocopying costs.
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. Reimbursements will be made only if an approved travel request and T-number are in place before travel commences. To purchase airline tickets, contact Corporate Travel Planners at (855) 784-9282 or book online via the Travel webpage. Corporate Travel Planners and Uniglobe (for group travel) are the only designated agencies authorized to provide pre-paid tickets to University travelers. If you drive, the university will reimburse the lower of mileage or airfare comparison. After travel is complete, return all itemized receipts, except receipts for per diem expenses, to Chris Adams for reimbursement. Your reimbursement will be rejected if you fail to turn in itemized receipts.

See the university’s travel site at osustravel.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 eLeave if you will be absent from campus during an on-duty day (whether or not you have class on that day). Go to ascintranet.osu.edu and click on eLeave. 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
In the event of the need for unplanned leave (last-minute sick leave or some other emergency), please email the chair and the department administrative associate, at the very first opportunity so that instructional 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.

**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) 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.

**USING THE FACULTY CLUB**

Obtain approval from the chair to use the department’s account (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. Send content for your page to Laura Seeger at seeger.16@osu.edu. To add a photo to your profile page, visit 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 from associate professor to professor, see the [Department’s Appointment, Promotion and Tenure document](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](oaa.osu.edu/policiesprocedureshandbook.html).

**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/#](vita.osu.edu/#).

**ANNUAL ACTIVITY REPORT**

Each year, every 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 in December, several weeks before the due date. AARs are due in February.

**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](history.osu.edu/about/committees) (POA) document. Committee rosters are available online at [history.osu.edu/about/committees](history.osu.edu/about/committees).
FACULTY RESEARCH SUPPORT

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 the Research Support Administrative Gateway 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.

The Connect and Collaborate Grants program is on hold for the 2019-2020 academic year. All grants awarded during the most recent cycle will continue to be supported this year. To see additional funding opportunities for university-community partnerships, please visit https://engage.osu.edu/faculty-and-staff-grants-and-funding.

Additional internal funding opportunities are listed at go.osu.edu/funding.

OTHER FUNDING OPPORTUNITIES

The Office of Sponsored Programs (OSP) provides the necessary tools, resources and training to enable investigators to successfully engage in scholarly activities. Contact Arie Senya Bonsu or Maureen McCormack in the Office of Sponsored Programs, or Andrea Ward Ross, Assistant Executive Dean for Research, with questions.

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. Research databases can be found at guides.osu.edu/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 2027-2028 are available online through the University Registrar at [http://registrar.osu.edu/staff/bigcal.asp](http://registrar.osu.edu/staff/bigcal.asp).

FACULTY CENTER | BUCKEYELINK

You can access the Faculty Center via buckeyelink. The Faculty Center allows faculty to manage classes, view and print class rosters, enter grades, and manage student evaluations. Beginning with Summer Term 2018, the University transitioned from the old student evaluation of instruction (SEI) system to Blue. More information about Blue is available on the Registrar’s website.

CARMEN

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.

Many will just use the term "Carmen" when referencing CarmenCanvas.

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

GENERAL EDUCATION COURSES

The [College of Arts and Sciences Office of Curriculum & Assessment Services](https://artsandsciences.osu.edu/academics/current-students/advising/ge) 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](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](https://artsandsciences.osu.edu/academics/current-students/advising/ge).
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 students to register 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.

COURSE PROPOSALS/COURSE CHANGE REQUESTS

Submit proposals for new courses and requests for course changes to Jacklyn Heikes 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.
TEXTBOOK ORDERS

Instructors should place their own textbook orders online. If ordering from Barnes & Noble The Ohio State University Bookstore, you can learn more here.

If you need desk copies, forward your book order confirmation email to Jacklyn Heikes or send and email to Jacklyn 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 Jacklyn no later than one month before the start of the semester.

OFFICE HOURS

Faculty on duty are expected to hold two regularly scheduled weekly office hours, including during the final exam period. Prior to each semester, please send the following information to Jacklyn Heikes:

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

SYLLABI

The College of Arts and Sciences Curriculum and Assessment Services offers a syllabus template at https://asccas.osu.edu/curriculum/asc-syllabus-elements; however, syllabus requirements for history courses are available on the Faculty and Staff Resources page on our website. For your convenience, we have detailed the information below. All syllabi should include:

• The instructor’s contact information, including name, office location, phone number, e-mail address, and office hours
• The following statement:

  All students must be officially enrolled in the course by the end of the second full week of the semester. No requests to add the course will be approved by the Chair after that time. Enrolling officially and on time is solely the responsibility of the student.

• Class 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
• Course Objectives/Learning Outcomes. Each syllabus must include the following Historical Study Expected Learning Outcomes:

  History courses develop students’ knowledge of how past events influence today's society and help them understand how humans view themselves.
  a. Students acquire a perspective on history and an understanding of the factors that shape human activity.
  b. Students display knowledge about the origins and nature of contemporary issues and develop a foundation for future comparative understanding.
  c. Students think, speak, and write critically about primary and secondary historical sources by examining diverse interpretations of past events and ideas in their historical contexts.

[For history courses that fulfill other GEC categories, include those objectives/learning outcomes, as well. Other GEC categories.]
• Description of the course.
• 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.
• Grading scale
• Information about the scheduling of examinations and due dates for assignments
• Class attendance policy
• Weekly topical outline of course meetings, including topics to be covered, readings, film screenings, and homework (the committee wants a sense of how much work is required of students).
• 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):

If you have a mental or physical condition that impacts your ability to succeed in the classroom, please register with the Student Life Disabilities Services (SLDS) in Baker Hall 009. Once registered, you can receive services that will level the playing field with your peers. Examples include but not limited to: a peer note-taker or a special recording pen, extended time or distraction-free space for exams, flexible attendance and deadlines. The SLDS will provide a letter listing only the services you need; you have every right to keep your health conditions private from me. Bring that letter with you to discuss the ways I can help you in my course. You are more than welcome to set up an appointment with me to discuss this matter privately. There is no need to come during my office hours when my door is open to other people. However, if you have a readily apparent need for accommodations, let us talk and determine the best course of action, to maximize your success and participation in the course.

Self-advocacy is a critical life skill and it is important that you reach out to SLDS and me to ensure your own success. For more information, go to slds.osu.edu, call 614-292-3307, or email slds@osu.edu.

• (Optional) The following mental health statement:

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling 614-292-5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at 614-292-5766. If you are thinking of harming yourself or need a safe, non-judgmental place to talk, or if you are worried about someone else and need advice about what to do, 24 hour emergency help is also available through the Suicide Prevention Hotline at 614-221-5445 / 1-800-273-8255; or text 4hope to 741741, or visit suicidepreventionlifeline.org.
• (Optional) The following statement about sexual misconduct/relationship violence:

All students and employees at Ohio State have the right to work and learn in an environment free from harassment and discrimination based on sex or gender, and the university can arrange interim measures, provide support resources, and explain investigation options, including referral to confidential resources.

If you or someone you know has been harassed or discriminated against based on your sex or gender, sexual harassment, sexual assault, relationship violence, stalking, or sexual exploitation, you may find information about your rights and options at titleix.osu.edu or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu. Title IX is part of the Office of Institutional Equity (OIE) at Ohio State, which responds to all bias-motivated incidents of harassment and discrimination, such as race, religion, national origin and disability. For more information on OIE, visit equity.osu.edu or email equity@osu.edu.

• (Optional) The following statement about diversity:

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. Click Log-In, then select the course you need to upload.

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 department’s APT.

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.
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. Jacklyn Heikes 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/](http://registrar.osu.edu/testing/).

POSTING GRADES

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](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 Jacklyn Heikes. 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.

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.

• Explaining how you use SEI information to modify instruction.
• Explaining the role of the SEI in performance and tenure reviews.
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.

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 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. (Please include the student’s name when reporting the incident to the 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.]

AUDITING COURSES

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) for information on auditing.
Teaching Resources

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.

DISABILITY SERVICES

The Office of Disability Services (slds.osu.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. Go here to access more information.

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.

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 Thompson Library for securing streaming movies to the classroom and to students outside the class. If videos are not available via the library, the Secured Media Library, an online portal, is another resource. Instructors can access and exhibit all of the resources within the repository.

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.

Zoom 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.
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.
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<td>anderson.1381</td>
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Emergency Information

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<td>University Police (non-emergency)</td>
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<td>Fire Prevention</td>
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<tr>
<td>Safe Ride (service boundaries apply)</td>
<td>614 292-3322</td>
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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 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 [View the video]

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.