

DEPARTMENT OF HISTORY

FACULTY HANDBOOK
2015-2016



THE OHIO STATE
UNIVERSITY

FACULTY HANDBOOK
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I. DEPARTMENT AND COLLEGE ADMINISTRATION

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 five campuses: Columbus, Lima, Mansfield, Marion, and Newark.

The College of Arts and Sciences (ASC) was reunified in 2010, incorporating the five legacy colleges of the former Federation of the Colleges of the Arts and Sciences, including Arts, Biological Sciences, Humanities, Mathematical and Physical Sciences, and Social and Behavioral Sciences. The reunified College was organized in three divisions: Arts & Humanities, Social & Behavioral Sciences, and Natural & 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.

A. Personnel

Department of History: Officers

Description of officer duties and selection is available in the [Pattern of Departmental Administration](#) (POA)



Interim Chair
[Nathan Rosenstein](#)



Vice Chair
[Margaret Newell](#)



Graduate Studies Chair
[Randolph Roth](#)



Director of Graduate Admissions
[Philip Brown](#)



Undergraduate Studies Chair
[David Stebenne](#)



Honors Coordinator
[Susan Lawrence](#)



Promotion and Tenure Chair
[David Steigerwald](#)



Graduate Placement Officer
[Thomas \(Dodie\) McDow](#)



Undergraduate Enhancement Officer
[Scott Levi](#)

Department of History: Staff



James Bach, Graduate Studies Coordinator

bach.27@osu.edu; 292-4909

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 also prepares the annual Graduate Handbook, maintains files and databases of former, current, and prospective graduate students, and assists in scheduling duties.



Ashley Bowerman, Program Coordinator

bowerman.14@osu.edu; 292-0396

Ashley is a multi-tasker. She 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 RTAP orders and desk copy orders of adopted course textbooks; assists with the coordination of special events.



Chris Adams, Fiscal Associate

Adams.913@osu.edu; 292-9305

Chris has your travel needs covered. She processes travel requests and reimbursements for faculty, staff, visitors, and students, makes travel arrangements, and issues T-numbers (see travel policy on page 6). She supervises office management by serving as equipment coordinator, forwarding mail, ordering office supplies, serving as building coordinator, and managing key distribution. On the fiscal end, Chris manages Department p-cards and makes deposits.



Ray Irwin, Academic Advisor

Irwin.8@osu.edu; 292-6961

Ray 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. Further, Ray helps students know and understand policies and procedures including registration deadlines, requirement exceptions, and curriculum petitions. Much of this advising happens in both face-to-face appointments and email correspondence. He also participates in new-student orientation planning and implementation and refers students to university resources where appropriate. Ray serves as the advisor for Phi Alpha Theta and coordinates the department's honors program.



Maria Mazon, Undergraduate Studies Coordinator

mazon.1@osu.edu; 292-6793

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 EM credits, transfer credits and study abroad credit and change of section and add form; prepares the Undergraduate Handbook and course description books; serves as SEI coordinator (see page 12); gives presentations in History 2800 class; and plans the spring Career Evening program.



Steve McCann, Administrative Manager

Mccann.251@osu.edu; 292-9308

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.



Laura Seeger, Web and e Learning Manager

Seeger.16@osu.edu; 292-3831

Laura is the manager of history.osu.edu! In addition, she supports faculty, staff, and students in the use of college and university web platforms; manages contract programmers and student staff in the Goldberg Center; coordinates with College and external programming groups to resolve problems; manages department's e-learning projects and social media presence; and provides end user support for the department's technology enhanced meeting spaces, video conference, and other mediated events.



Kristina Ward, Administrative Associate

ward.768@osu.edu; 292-3001

Kristina's administrative duties are many and varied. This includes managing faculty hires; coordinating the promotion & tenure process; coordinating external communication and promotional material; and overseeing production of annual reports and faculty load reports. She serves as department liaison to the ASC Development Office and acts as official contact and maintains records for alumni, donors, and friends. She maintains the Chair's schedule and is cross-trained in maintaining the schedule of departmental rooms. Finally, she writes and edits [Making History](#) and History Happenings (internal newsletter).



Beau Brammer, Program Manager

brammer.18@osu.edu; 247-6037

Beau oversees the department's advising office and academic services as well as manages student and alumni outreach. He coordinates and executes undergraduate recruitment efforts; develops and implements enhanced programs and features for students; coordinates the department's internship program; assists the Graduate Studies Director in supervision of Graduate Associates; and ensures Graduate Teaching Associates receive appropriate training and orientation.

College of Arts and Sciences: Leadership



David C. Manderscheid, Executive Dean and Vice Provost



Peter L. Hahn, Divisional Dean, Arts and Humanities



Steven Fink, Associate Executive Dean for Curriculum and Instruction



Rich Hall, Associate Executive Dean for Research and Facilities



Garrett Heysel, Assistant Dean, Arts and Humanities

B. College of Arts and Sciences Administrative Units

- [Advising and Academic Services](#)
- [Business Services Center](#)
- [Communications Services](#)
- [Development and Alumni Relations](#)
- [Technology Services](#)
- [Recruitment and Diversity Services](#)
- [STEM Initiatives](#)

II. OFFICE OPERATIONS AND POLICIES

A. Office Space in Dulles Hall

Every faculty member is provided an office with a desk, table, filing cabinets, chairs, bookshelves, a computer, and a printer. When a faculty member is on leave, his/her 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 Dulles Hall (for after-hours access) can be obtained from Chris Adams.

B. Classroom and Meeting Space in Dulles Hall

Dulles Hall rooms 168, 235, 250, and 344 are internally managed by, and for, Department of History personnel. Their use is primarily 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 (Bowerman.14@osu.edu). Contact Kristina Ward or James Bach if Ashley is not available. Keypad codes for 168, 235, and 344 are available at the front reception desk.

Primary functions on the rooms:

- **Dulles Hall 168**
 - 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 a.m. (tertiary)

- **Dulles Hall 235**
 - Graduate seminars (primary)
 - Undergraduate seminars (secondary)
- **Dulles Hall 250**
 - Graduate student defenses (primary)
 - Department committee meetings (primary)
 - Lunch space (secondary)
 - Graduate seminars (if 235 is unavailable) (secondary)
- **Dulles Hall 344**
 - Graduate reading room

C. Student Assignment Submission Policy

The department cannot accept any student assignments that are completed for a grade at the front desk. Please instruct students to slide assignments under your office door or make alternate arrangements directly with you to submit assignments.

D. Department Events/Calendar

An [Event Listing](#) is maintained on the department website. The events include sponsored lectures, seminars, department meetings, and special events (such as the Spring Awards Reception). To submit an event to the calendar, use the [online submission form](#) or send details to Laura Seeger at seeger.16@osu.edu.

Events submitted to the Department calendar are fed into the Arts and Sciences calendar. Send event details to OSUToday@osu.edu for inclusion in OSUToday, a daily electronic publication of the latest news and information for faculty and staff.

Flyer templates designed using the university [brand guidelines](#) are available at <http://history.osu.edu/templates> to use when publicizing your event.

E. Communication

Faculty and student achievements are disseminated internally through *History Happenings*, a monthly department newsletter, and OSUToday, and externally through [Making History](#) online and social media ([Facebook](#), [Twitter](#), and Google+ [Page](#)). Send details of publications, presentations, and awards to Kristina Ward for inclusion in these outlets. Also, you can submit details of your research, projects, accomplishments, and star students to the College of Arts and Sciences at ascomm@osu.edu.

F. Office Equipment

- **Computers**
Faculty should contact [Arts and Sciences Technology Services](#) (ASC Tech) at 688-4447 or asctech@osu.edu for service and support. Contact Chris Adams (adams.913@osu.edu) for supplies such as ink cartridges and software.
- **Copiers**
There are two Xerox copiers located in Dulles Hall 106. The “small” copier (DU106-Xeros5775) can be used as a scanner to send documents via email. Please see a staff member for instructions. 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 and the user will be charged

\$.05 per copy. Money collected will be deposited into the Department's operating account. There is no charge for copying classroom, administrative, research, and committee work. Duplication of teaching packages for students' purchase should be arranged by the instructor using the services of [UniPrint](#). Whenever possible copying should be two-sided to save paper and money. Faculty are also encouraged to post course material on [Carmen](#) to reduce photocopying costs. Also, for security reasons, if you copy your own exam, please be sure to take the original exam with you. 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 (DU106-HPLJ4015) or the networked copiers (DU106-Xeros5775 and DU106-XeroxWC5875) in Dulles Hall 106. Printing of manuscripts should be done during non-peak work hours.

- **Supplies**

Office supplies are located in the metal cabinets in Dulles Hall 106. Please contact Chris Adams (adams.913@osu.edu) for out-of-stock or special request items.

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

H. Video Conferencing

The department encourages the use of the **Cisco** system housed in Dulles Hall 168 for videoconferences. Cisco allows you to communicate on the H.323 protocol, which provides superior call quality, on-campus support, and a more secure, controllable connection. Participants of videoconferences on Cisco will need to download [Jamvee](#). Kristina Ward can provide instructions for downloading and formatting Jamvee and using Cisco. If your computer does not support Jamvee, Laura Seeger will assist you in setting up a **Skype** audio or video call in Dulles Hall 168, 235, or the Goldberg Center.

I. Travel

An approved travel request must be on file **before** your travel commences. To initiate a travel request and obtain a T-number, provide Chris Adams with the following information and documentation:

- Dates of departure and return
- Destination/s
- An estimated budget
- Purpose of travel, with documentation of the business nature of the travel

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 (toll free) or 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 p-card 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 either [mileage](#) or the lowest cost for airfare.

After the travel is complete, return all receipts – 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](#) for Travel Policy, per diem rates, mileage chart, currency converter, and rental car and hotel information.

Guest speakers receiving honorarium payment of travel reimbursement must be in Ohio State’s vendor file. Please provide your guest with a “[Vendor Setup Form](#)” or IRS Substitute W-9 and return the completed form to Chris Adams or Steve McCann.

J. 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). Log in 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 classes 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/disapprove 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.

From the Pattern of Departmental Administration:

Discretionary Absence (pertains to all on-duty semesters)

Faculty are expected to complete an Application for Leave form 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 rules require that the Office of Academic Affairs approve any discretionary absence of ten or more days.

In the event of the need for unplanned leave (last-minute sick leave or some other emergency), please call department reception, 292-2674, at the very first opportunity so that word can be distributed to your students about the cancellation of class or other arrangements. In these cases, also be sure to complete the leave form as soon as possible.

K. 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 includes student **social security numbers, grades, and medical history**. Please familiarize yourself with information on [Buckeye Secure](#) on how to protect your personal and professional data against loss and exposure.

L. Alcohol Policy

The [Office of Legal Affairs](#) outlines the use of alcohol on campus and provides guidelines for authorization to serve alcohol.

M. 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 292-2262 and using the aforementioned member number. Kristina Ward (ward.768@osu.edu) 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.

N. Online Profile

Each faculty member has a profile in the directory on the Department's website history.osu.edu. To activate your profile, send a biography and photograph to Laura Seeger at seeger.16@osu.edu. Following activation, you will be able to update content in your profile.

III. RESEARCH and SERVICE

The policy on faculty duties and responsibilities in regard to teaching, research, and service is outlined in the department's [Pattern of Departmental Administration \(POA\)](#).

A. 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 [Research in View](#).

The Chair and/or his/her designee (normally the Vice Chair and/or Chair of the Committee on Promotion and Tenure) 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.

Complete policies and procedures are outlined in the Office of Academic Affairs Policies and Procedures Handbook for [Promotion and Tenure Review](#).

B. Research in View

[Research In View](#) is an institution-wide data management system that provides Ohio State University users with the ability to record and collect teaching, research, and service accomplishments. From this data, individual user reports such as a CV, Dossier Report, or Annual Review can be created. The Dossier Report produced from Research in View will automatically follow the Office of Academic Affairs guidelines. The Office of Academic Affairs offers this [tutorial](#) for using Research in View. The Office of the Distance Education and eLearning also provides Research in View [workshops](#).

C. Annual Activity Report

Each year, each department faculty member provides the Chair with a current c.v. and an Annual Activity Report (AAR) listing and providing supporting documentation in the areas of teaching, research, and service. A template of the AAR is provided via email several weeks before the due date.

D. 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 on pages 3-6 of the [Pattern of Departmental Administration \(POA\)](#). Committee rosters are available at <http://history.osu.edu/committees>.

E. Support of Faculty Research

Every faculty member in the Department of History has a personal research fund to use for travel to conferences, for research trips, or for other professional expenses, such as memberships or books required for research. Subject to review by the Department Chair, each faculty member can decide how to spend the 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 Arts and Humanities' Support for Research/Creative Activity Handbook is available at http://artsandsciences.osu.edu/faculty_research. The handbook provides 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.

F. Office of Research, Office of Sponsored Programs

The Ohio State University has a few requirements of faculty submitting proposals for external grant funding. The Office of Sponsored Programs (OSP) can assist with University requirements and requirements of sponsors. For more information on how OSP can assist you with proposal submission, budgeting, and compliance, visit their [website](#) or contact Tom Muzyka, Sponsored Program Officer for Grants and Contracts at Muzyka.2@osu.edu or 2-3721.

G. University Libraries

The Ohio State University Libraries provides patrons with access to information at 15 locations across the Columbus campus and through the web site, library.osu.edu. Research databases can be found at <http://library.osu.edu/find/databases/>. **David Lincove** (lincove.1@osu.edu) is the History, Political Science, Public Affairs & Philosophy Librarian. Mr. Lincove maintains [History Resources](#), compiles class guides, and orders new material for the Library's history collection.

IV. TEACHING

A. Academic Calendar

Semester calendars for the Academic Years 2014-2015 through 2019-2020 are available through the [University Registrar](#). Autumn 2015 Semester “important dates” are available [here](#).

B. Buckeye Link: 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 gradebook, and specifying Student Evaluation of Instruction (SEI) options and viewing SEI reports. An Overview of Faculty Center is available [here](#).

C. Carmen

[Carmen](#), Ohio State’s online learning management system, automatically provides a blank course shell for every course in the Registrar’s Master Schedule. Each course shell comes complete with a class roster and a set of course tools. Carmen allows instructors to post course material, create and moderate discussion forums, track attendance and grades, and receive assignments. Instructors must [activate](#) their courses when they are ready for student access. Carmen [workshops](#) are provided by the Office of Distance Education and eLearning and online tutorials are available at <http://resourcecenter.odde.osu.edu/carmen>.

D. Course Add/Drop Procedures

Maria Mazon will circulate a memo prior to each semester outlining the procedure 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 & date a note giving permission. The student will then take that note to the receptionist 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 [Buckeye Link](#) is closed. Therefore, if you as an instructor wish 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 the receptionist 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 but 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 and a written statement on department letterhead describing the student’s attendance record and circumstances beyond the control of the student which prevented him/her from registering for the course earlier.

Additional information on registration, fees and important dates can be found on the Office of the University Registrar [website](#). Autumn 2015 Semester dates are available [here](#).

E. 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 [here](#). Courses carried over from the quarter system and renumbered for semesters carry only GE status in Historical Study, unless faculty applied this year 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 Buckeye Link. Syllabi should list relevant GE category/ies 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 [here](#).

The screenshot shows the Oracle Class Search interface for HISTORY 2205 - 0010. The page is titled "The Ohio State University" and "ORACLE". The left sidebar contains a "Menu" with options like "Self Service", "Class Search", "Course Catalog Search", "Quarter Course Catalog Search", "Course Conversion Guide Search", "Campus Community", and "Curriculum Management". The main content area is titled "Class Search" and "Class Detail". The class details section shows the following information:

CLASS DETAILS	
Status	●
Class Number	1409
Session	Regular Academic Term
Units	3 units
Instruction Mode	In Person
Class Components	Lecture Required Recitation Required
Career	Undergraduate
Dates	8/21/2013 - 12/3/2013
Grading	Graded A-E
Location	Columbus Campus
Campus	Columbus

The Meeting Information section shows the following details:

Days & Times	Room	Instructor	Meeting Dates
MoWe 12:40PM - 1:35PM	University Hall 0014	Noel Geoffrey Parker	8/21/2013 - 12/3/2013

The Enrollment Information section shows the following class attributes:

Class Attributes
GE Historical Study GE Diversity: Global Studies Regular Delivery with Moderate Use of Technology

F. Course Proposals/Course Change Requests

Submit proposals for new courses and requests for course changes to Ashley Bowerman at bowerman.14@osu.edu by **November 1** for **Autumn**, **June 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,” “The 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.

G. 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 Center produces publications that provide learning opportunities for history teachers across the country; these include [Origins: Current Events in Historical Perspective](#), a monthly on-line news magazine that investigates timely issues.

H. Office Hours

For each semester, please send to Ashley Bowerman (bowerman.14@osu.edu) the following information:

- Your office hours (day and times)
- Your office room number
- Your office phone number
- Your e-mail address

I. Ordering Textbooks

Instructors should place their own textbooks order on-line through the [University Bookstore](#) or [SBX](#). If you need desk copies, send an email to Ashley Bowerman (bowerman.14@osu.edu) indicating the author, title, publisher, ISBN, and number of desk copies needed **no later than one month** before the start of the semester. Complete textbook ordering procedures and deadlines are available [here](#).

J. Retrieving the American Past (RTAP) and Exploring the European Past (ETEP)*

The Department of History produces two customizable textbooks for American and European history. Content is divided topically into modules, and each textbook is assembled from a variety of modules selected from a library of modules by the course instructor. Each module includes excerpts of secondary and primary sources, images, discussion questions, and suggestions for further reading. RTAP and ETEP are designed for use at the survey level, but some instructors employ the texts in upper-level courses. Proceeds from RTAP and ETEP fund research and travel fellowships for faculty and graduate students in the Department of History and support other worthy causes.

Ordering: Faculty interested in previewing RTAP/ETEP content or placing an order should contact Ashley Bowerman at rtap@osu.edu or bowerman.14@osu.edu *at least six weeks before the first day of the semester*.

*As of Summer 2013, the ETEP project is under revision. Please contact Timothy Gregory at gregory.4@osu.edu to request use of the content as scanned PDFs.

K. 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 10-item SEI document is the official university-wide instrument provided for this purpose. Instructors in the

Department are expected to administer the [Student Evaluation of Instruction](#) (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 at [SEI Instructor Reports](#).

Instructors are encouraged to consider using a supplementary means of student evaluations 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 his or her promotion dossier. However, if any such data is included 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 Committee on Promotion and Tenure.

L. Peer Review of Teaching

Member 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](#)."

M. Submitting 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 [Autumn 2015 Semester Important Dates](#). Department staff will also circulate reminders to instructors of upcoming grade posting deadlines.

Please refer 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 a grade change form, which are available through 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.

N. 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.

O. 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](#) for information on auditing.

P. 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 on the service is available [here](#).

Q. Disability Services

The [Office of Disability Services](#) 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](#).

R. 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:

1. Determine names of student(s) involved. (In an exam setting, allow the students to complete their work).
2. Collect the documentary evidence and make copies.
3. Inform the student(s) involved of your suspicions, preferably with a witness present. Take notes on student response.

4. 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, Paula Baker (baker.973@osu.edu), who will send it to COAM with a letter of transmittal.
5. 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.]

S. Syllabi

The College of Arts and Sciences Curriculum and Assessment Services offers a [syllabus template](#). Syllabi for History courses should include the following information:

- Instructor's contact information, including name, office location, phone number, e-mail, and office hours
- Course number and title
- Meeting days and times and classroom location
- Course description
- Course objectives/learning outcomes
- Relevant GE category/ies along with the GE [goals and expected learning outcomes](#)
- List of required text and other course material, and information on where the material is available
- Information about the scheduling of examinations and due dates for assignments
- Grading information, indicating the percentages assigned to various requirements
- Grading scale
- Weekly topical outline of course meetings with topics to be covered, reading, film screenings, and homework
- Enrollment 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 Department Chair after that time. Enrolling officially and on time is solely the responsibility of the student.
- Academic misconduct statement:
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 (<http://sja.osu.edu/page.asp?id=1>).
- Disability services statement:
Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated, and should inform the instructor as soon as possible of their needs. The Office for Disability Services is located in 150 Pomerene Hall, 1760 Neil Avenue; telephone 292-3307, TDD 292-0901; <http://www.ods.ohio-state.edu>.

T. 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](#) for classroom and computing spaces and classroom technology. For assistance with equipment in your assigned classroom, contact the **Classroom Helpline** at 4-HELP.

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. In February 2014, the department approved recommendations drafted by the eLearning Task Force chaired by Tim Gregory.

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.

The Office of Distance Education and eLearning recently released [Mediasite](#), 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 classtime. See the [Mediasite: Hardware Recorder](#) article for details. Laura Seeger (seeger.16@osu.edu or 2-3831) is available to assist you with the **Secured Media Library** and **Mediasite**.

V. GETTING CONNECTED

A. Area Studies Centers

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

B. University, College, and Externally-funded Centers

- [Center for Historical Research](#)
- [Center for Medieval and Renaissance Studies](#)
- [Kirwan Institute for the Study of Race and Ethnicity](#)
- [Melton Center for Jewish Studies](#)
- [Mershon Center for International Security Studies](#)
- [OSU Global History of Health Project](#)
- [OSU Excavations at Isthmia](#)
- [Historical Violence Database Project](#) (Criminal Justice Research Center)
- [OSU Newark Earthworks Center](#)

C. Department-based Seminars

- Early Modern Seminar
- Modern US History Seminar
- [Ohio Seminar in Early American History and Culture](#)
- [Race, Ethnicity, and Nation Seminar](#)

- [Seminar in Russian, East European, and Eurasian History](#)
- [Women's, Gender, and Sexuality History Workshop](#)

D. University Resources

- [Buckeye Box](#): an easy way for faculty, staff, and students to share files and folders – secure access with your OSU username and password.
- [Digital Union](#): provides support for teaching and learning with technology. The Union offers free access to Lynda.com [online tutorials](#) to Ohio State faculty, staff, and students.
- [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.
- [Yammer](#): a social media site to connect with the OSU community.
- [onCampus Bulletin Board](#): an online community for faculty and staff to exchange goods, services, information and ideas. It provides forums for posting meeting notices, awards, classifieds, photos, services and events.