

DEPARTMENT OF HISTORY
PATTERN OF DEPARTMENTAL ADMINISTRATION

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PATTERN OF DEPARTMENTAL ADMINISTRATION

Introduction

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

This document provides a brief description of the department's guidelines and procedures. It supplements the Rules of the University Faculty, and other policies and procedures of the university to which the department and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document.

This Pattern of Administration is subject to continuing revision. It must be reviewed and either revised or reaffirmed on appointment or reappointment of the department chair. However, revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the college office and the Office of Academic Affairs.

Department Mission

The history department at The Ohio State University aspires to distinction in scholarship, teaching, and service. As a top-tier department in an eminent public university, we seek to advance the highest standards of our discipline. Because we believe that research inspires great teaching, our mission is to promote the finest historical scholarship, and to offer both graduate and undergraduate students the most rigorous and intellectually challenging education. Espousing the values of a diverse and collegial community of historians, we explore connections across areas, eras, and themes. We strive to provide comprehensive and challenging understandings of the complexity of the human past to audiences across the state, the nation, and the world at large.

Academic Rights and Responsibilities

In April 2006, the university issued a reaffirmation of academic rights, responsibilities, and processes for addressing concerns. This statement can be found on the Office of Academic Affairs website, <http://oaa.osu.edu/rightsandresponsibilities.html>.

Faculty

Faculty Rule 3335-5-19 (<http://trustees.osu.edu>) defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of this department includes tenure-track faculty and associated faculty.

Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in this department is provided in the Appointments, Promotion and Tenure Document (see <http://oaa.osu.edu/governance>).

Organization of Department Services and Staff

The administrative offices and staff of the department and their responsibilities are described at <https://history.osu.edu/sites/history.osu.edu/files/2016-2017%20Faculty%20Handbook.pdf>.

Overview of Department Administration and Decision-Making

Policy and program decisions are made in a number of ways: by the department faculty as a whole, by standing or special committees of the department, or by the chair. The nature and importance of any individual matter determine how it is addressed. Department governance proceeds on the general principle that the more important the matter to be decided, the more inclusive participation in decision making needs to be. Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance.

A. THE DEPARTMENT IN MEETING

The Department chair calls all department meetings. Those meetings operate according to the principles of parliamentary procedures as outlined in Robert's *Rules of Order*. Department meetings include all tenure-eligible and tenured faculty on all campuses whose tenure-initiating unit is History. Emeritus faculty do not ordinarily participate in department meetings. Department meetings will be held on weekdays during autumn and spring semesters. The chair will provide to the faculty a schedule of department faculty meetings at the beginning of each academic term. The schedule will provide for at least one meeting per semester and normally will provide for monthly meetings. A meeting may also be scheduled on written request of 25% of the department faculty. The chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. The chair will provide an agenda prior to each meeting. Reasonable efforts will be made to call for agenda items at least seven days before the meeting, and to distribute the agenda by email at least three business days before the meeting. Minutes will be distributed to faculty by email –within seven days of the meeting if possible. These minutes will be approved by the members of the faculty and may be amended at the next department meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes. The minutes will be kept on file in the department to maintain a record of all actions. The chair will use department meetings to consult on all policy matters. The department meeting will transact business only in the presence of a quorum, which consists of 35 percent or more of the on-duty members

of the faculty eligible to transact the business on the agenda. With respect to meetings held to change the department's basic operating procedures, a quorum will consist of 35 percent of the department's faculty. Regional campus faculty who make use of video conferencing technology to observe department meetings on the Columbus campus are considered "present" for quorum purposes and may participate fully in the meeting and may vote on motions. The department chair may occasionally authorize Columbus faculty to make use of video conferencing technology under special circumstances. Policy matters thus discussed and decided upon will be carried as determined by a vote by the faculty, and majority opinion will be followed, a majority consisting of more than half of all the yes and no votes cast (abstentions or other forms of voting such as blank ballots will not be counted). Any department member who cannot attend the meeting may cast an absentee ballot on a non-personnel matter. Such ballots shall be counted at the discretion of the chair, based on the extent of discussion at the meeting. University rules prohibit absentee ballots on personnel matters. In the event that the chair disagrees with the recommendation of a departmental body, he or she may override such action provided he or she explains the decision. This explanation shall outline the decision of the majority of the faculty, the decision of the chair, and the reasons the decisions differ. The explanation will be communicated to the faculty in writing, where possible, or at a faculty meeting, with an opportunity provided for faculty comment. When a matter must be decided and a simple majority of all faculty members eligible to vote cannot be achieved on behalf of any position, the chair will necessarily make the final decision.

B. DEPARTMENT OFFICERS

(1) Chair

The duties of the department chair are described in Faculty Rule 3335-3-35 (<https://trustees.osu.edu>).

See also:

<https://trustees.osu.edu/rules/university-rules/chapter-3335-3-administration.html>

Appointment or reappointment of the department chair is governed by Section VI/A/1 of the Pattern of Administration of the College of Art & Sciences.

See also:

https://oaa.osu.edu/assets/files/governance/college-of-arts-and-sciences/ASC_POA_2017-01-15.pdf

The chair appoints the following officers, usually for two-year terms, to assist in the administration of departmental business:

(2) Vice Chair

Duties of the office vary from year to year, but generally include such responsibilities as assisting the chair in preparing the department's annual budget, in determining salary recommendations, in the annual review of new faculty, in the preparation of promotion and tenure dossiers, in the collection of names of potential external evaluators for tenure and/or promotion candidacies, in the nomination of faculty for various awards, and in matters affecting regional campus faculty. The vice chair also handles grade complaints, and represents the chair when the chair is absent from campus. The vice chair may also serve as undergraduate studies chair.

(3) Graduate Studies Chair

The graduate studies chair is responsible for supervising the following aspects of the department's graduate program: the curriculum, changes to program requirements, monitoring students' progress towards their degrees, petitions, nominations for Presidential Fellowships, the awarding of graduate associateships, planning orientation for incoming students, revising the graduate handbook, and day-to-day administration of graduate student-related matters including applications for examinations and graduation. They chair the Graduate Studies Committee.

(4) Director of Graduate Admissions

The director of graduate admissions is responsible for answering questions from prospective students, recruitment of new students, overseeing the graduate admissions process including the review of applications, coordinating, nominations for fellowships and writing nomination letters, coordinating the ranking of applications for teaching associateships, and planning and hosting graduate visitation day.

(5) Undergraduate Studies Chair

The undergraduate studies chair is responsible for supervising all aspects of the department's undergraduate instruction, including

the curriculum, the major, the minor, online teaching, academic advising, academic misconduct, student evaluation of teaching, and peer review of teaching. They chair the Undergraduate Teaching Committee.

(6) Honors Coordinator

The honors coordinator is responsible for supervising all aspects of the honors program.

(7) Library Coordinator

The library coordinator, in consultation with interested members of the faculty, is responsible for authorizing all book orders for the department and for discussing the department library budget with the director of the library or an appropriate substitute. They also work with the history librarian to see that the needs of departmental faculty and graduate students are met.

(8) Graduate Placement Officer

The graduate placement officer helps to prepare graduate students for the job market by distributing job announcements, advising students on application strategies, reviewing draft CV's and teaching portfolios, holding mock interviews, and providing other kinds of information and advice.

(9) Undergraduate Enhancement Officer

The undergraduate enhancement officer provides assistance and guidance to undergraduates seeking to prepare for admission to and academic success in graduate school, oversees production of the monthly undergraduate newsletter, and contributes interviews with faculty and alumni to the department webpage.

C. DEPARTMENT COMMITTEES

The members of all committees of the department are appointed by the chair of the department and have tenure during the autumn and spring Semesters. Other committees, as necessary, are appointed for the summer semester. Ad hoc committees are appointed at the chair's discretion. The chair of the department appoints the chairs of all committees. The chair is an

ex-officio member of all department committees, non-voting on the Committee of the Eligible Faculty.

(1) Graduate Studies Committee

The Graduate Studies Committee consists of the graduate studies chair, the director of graduate admissions, members of the tenure-track faculty, the graduate studies coordinator, and a graduate student representative, (the graduate student representative participates and votes on all matters before the committee except when the committee is considering graduate awards, appointments, and other personnel matters). This committee is responsible for supervising all aspects of the graduate program to ensure that it serves its defined mission as effectively as possible. The committee has responsibility for decisions on graduate admissions and graduate-level curriculum, review of graduate student progress, maintenance of regular communication between the department and graduate students, and regular review of the needs and performance of the graduate program. The committee also recommends to the faculty of the department those graduate students it deems qualified for appointment as graduate associates.

The Graduate Studies Committee reviews and approves (or rejects) any petition from an instructor of a graduate course to assign a textbook authored by the instructor.

(2) Undergraduate Teaching Committee

The Undergraduate Teaching Committee consists of the undergraduate studies chair, appropriate members of the tenure-track faculty, a representative from the regional campus faculty, a member of the advising staff, a graduate student, and an undergraduate student. The student members participate and vote on all matters before the committee. Ex-officio members include the academic studies coordinator, the undergraduate program manager, the undergraduate enhancement officer, and the honors coordinator. The committee has responsibility for the enhancement and evaluation of teaching, the undergraduate major and minor programs, academic advising, and the undergraduate curriculum.

The Undergraduate Teaching Committee reviews and approves (or rejects) any petition from an instructor of an undergraduate course to assign a textbook authored by the instructor.

(3) Committee of the Eligible Faculty and Promotion and Tenure Committee

The Committee of the Eligible Faculty and the Promotion and Tenure Committee are described in the department's "Appointment, Promotion and Tenure" document.

(4) Search Committees

Search committees coordinate faculty recruitment efforts. Committees consult the faculty during the review and selection of new and replacement faculty members. Search committees include a non-voting graduate student representative.

(5) Diversity & Inclusion Committee

The Diversity & Inclusion Committee consists of faculty, graduate student, and staff representatives. The committee will oversee diversity-related projects and make recommendations on diversity issues as appropriate. It will work with or make suggestions to other committees as needed. The chair of the Diversity & Inclusion Committee will serve as the departmental procedures oversight designee, providing guidance on diversity issues and being available as a point of contact for complaints of discrimination or harassment as well as a point of contact for requests for reasonable accommodation by persons with disabilities recognized by the university's Office of Human Resources.

(6) Advisory Committee

The Advisory Committee advises the chair on concerns relating to the general program of the department, including long-range appointment matters, the annual budget, and other matters the chair brings to it. The committee is composed of the chair, the vice chair, one staff member elected by the staff, a graduate student elected by the graduate students, an undergraduate representative (who is invited to meetings where appropriate items are on the agenda), and seven tenure-track faculty members elected by the faculty (two at each rank on the Columbus campus and one from

the regional campuses, with all on-duty faculty appearing on the ballot and with service on the advisory committee considered a major service obligation). Columbus campus members cannot serve for more than two consecutive years. Assistant professors will be excluded from the ballot after serving for two years as elected members at that rank. Regional campus members are excused from the ballot for two years after one year of service. Elections are held in the spring for the following academic year. All faculty members may vote on the faculty representatives from the three ranks and the regional faculty representative. Ties in the election to the Advisory Committee will be resolved by lottery.

(7) Awards and Prizes Committee

The Awards and Prizes Committee consists of members of the tenure-track faculty, the graduate studies chair, the honors coordinator, and a member of the staff. It recommends faculty members in the history department for nomination for special awards and prizes within the university and the profession. The Awards and Prizes Committee also reviews and rank orders departmental applications for university or college grant or leave applications, such as Special Assignments and Faculty Professional Leaves. The Awards and Prizes Committee is also responsible for providing guidelines for special undergraduate and graduate student scholarships and awards available within the department, college, and university; for announcing competitions for the awards; for compiling and screening applications and supporting materials; for determining award recipients and amounts. The committee reports to the graduate studies chair, the chair of the department, and the department.

(8) Grievance Committee

The Grievance Committee considers complaints about academic issues or other matters that are not resolved by the vice chair or another member of the departmental administration. Students, staff, and faculty may bring grievances to the committee. In addition to members of the faculty, the committee will include a graduate student representative and a member of the departmental staff.

(9) Salary Advisory Committee

The Salary Advisory Committee (SAC) consists of the vice chair and four elected members of the Advisory Committee, three drawn from the Columbus campus, one at each rank, excluding at each rank the faculty member who served most recently on the SAC (in cases where the timing of previous service is equal for both faculty members at each rank, then membership on the SAC will be determined by lottery), and the member drawn from the regional campus. Members of the committee review the annual activity reports, SEI data, and CVs of the faculty and make a collective recommendation to guide the chair and the dean in their merit pay decisions.

(10) Workplace Climate Committee

The Workplace Climate Committee (WCC) consists of the three elected members of the Advisory Committee from the Columbus campus faculty who are not assigned to the Salary Advisory Committee. The department chair will appoint one of those members to chair the WCC. The WCC will monitor workplace conditions among faculty, staff, graduate associates, and other instructors and recommend to the chair and the Advisory Committee reforms to departmental practices, structures, and habits that would enhance the intellectual and professional climate. The WCC may welcome additional members of the faculty and staff to participate in its deliberations.

D. THE OHIO STATE UNIVERSITY CENTER FOR HISTORICAL RESEARCH

The Ohio State University Center for Historical Research was established in 2006. The center is designed to provide a stimulating intellectual environment for the study of important historical issues around the world. Each year the center brings together scholars from various disciplines to examine issues of broad contemporary relevance in historical perspective. The center's annual program is organized around a central theme to be explored through a series of seminars. When funds allow, the center welcomes for year-long residency visiting senior fellows, junior fellows, and dissertation fellows chosen through an international competition. Additional visiting and OSU faculty will join the program to conduct seminars. Fellows will be chosen according to the relevance of their research projects to the annual

theme of the center. Because history is inherently a discipline that draws inspiration from the research methods of other academic disciplines, in addition to historians, visiting fellows and seminar leaders are drawn not only from history but also from fields whose scholarship relates to the annual themes, such as anthropology, archaeology, art history, economics, geography, law, literary and cultural studies, philosophy, and political science.

Administrative oversight of the center is performed by the department chair in consultation with the Divisional Dean of Arts & Humanities. The department chair appoints a center director, normally to a four-year term, and a program chair and a Program Committee. The director is responsible for implementation of programming, publicity, and supervision of budgetary matters. Programming is designed by members of the department. Groups of faculty, which can include members of other university departments, submit proposals for two-year programs. The center director helps interested faculty in developing programs. The final selection of the program is left to a vote of the faculty. Once a program is selected, the director assists the Program Committee in applying for additional outside funding, and for arranging graduate courses to coincide with the seminars. All seminars are open to the public.

Each year, the director, in collaboration with the Program Committee, solicits and evaluates applications for the senior fellowship, junior fellowship, and dissertation fellowship. All department and university guidelines pertaining to diversity will be followed in the process. After consultation with the director, the chair appoints the senior fellow, junior fellow, and dissertation fellow.

E. DISTRIBUTION OF FACULTY DUTIES AND RESPONSIBILITIES

A full-time faculty member's primary professional commitment is to The Ohio State University and the guidelines below are based on that commitment. Faculty who have professional commitments outside of Ohio State during on-duty periods (including teaching at another institution; conducting research for an entity outside of Ohio State; external consulting) must disclose and discuss these with the chair in order to ensure that no conflict of commitment exists. Information on faculty conflicts of commitment is presented in the OAA Faculty Conflict of Commitment policy. See also:

<http://oaa.osu.edu/assets/files/documents/conflictofcommitment.pdf>

(1) Tenured and Tenure-Track Faculty

(a) Teaching

Faculty offer courses distributed over the introductory, intermediate, and advanced undergraduate and the graduate curriculum. Faculty serve on graduate examination committees, advise majors and graduate students, direct honors and masters theses, and supervise doctoral dissertations, while also providing individualized directed study and research for both undergraduate and graduate students. Faculty on duty are expected to hold two regularly scheduled weekly office hours during the autumn and spring semesters including during the final exam period.

The chair of the department annually arranges teaching assignments in consultation with members of the faculty so they may make the most positive contribution possible to the department's mission and overall work load. While every effort will be made to accommodate the individual preferences of faculty, the department's first obligation is to offer the courses needed by students at times and in formats, including on-line instruction, most likely to meet student needs. To assure classroom availability, reasonable efforts must be made to distribute course offerings across the day and week. To meet student needs, reasonable efforts must be made to assure that course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by Faculty Rule 33335-8-16 (<https://trustees.osu.edu>) may be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester. Finally, to the extent possible, courses required in any curriculum or courses with routinely high demand will be taught by at least two faculty members across semesters of offering to assure that instructional expertise is always available for such courses.

The normal teaching load for faculty is four courses per year. Teaching loads may be reduced in negotiated arrangements or as a result of particularly demanding service obligations, such as vice chair, graduate studies chair, undergraduate studies chair, or major national professional offices. All teaching reductions must be approved by the chair in consultation with the executive dean.

Those faculty whose particular contribution lies in the area of teaching may be assigned additional courses as well as a mix of courses that emphasize undergraduate instruction. The minimum number of formal courses is two per year unless the faculty member is on an approved sabbatical or fellowship, and the maximum is six. Formal course loads also depend in part on enrollment and the level of instruction.

Individual teaching loads are negotiable rather than permanent. Besides assuring equity with respect to the distribution of the department's total work, this mix is designed to promote its central missions of teaching and research and to enhance its ability to recruit and retain an accomplished and productive faculty.

Information on Special Assignments is presented in Chapter 3 of the Office of Academic Affairs Policies and Procedures Handbook (oaa.osu.edu/policiesprocedureshandbook.html). Special Assignments are awarded under guidelines from the Division of Arts & Humanities. The Awards and Prizes Committee assesses all applications and recommends a ranked list to the chair, who conducts an independent evaluation and awards the Special Assignments.

(b) Research

The department expects its members to engage in research continuously, to present their findings regularly to their professional peers, and to integrate their research into their teaching. The normal level of scholarly productivity expected of tenured members does not differ markedly from that of tenure-track faculty, who are commonly expected during their probationary period to complete a major body of research that they began during their doctoral programs. In both quantitative and qualitative terms, this scholarly profile is characteristic of a teaching and research discipline that still prizes original research and the scholarly monograph above all. It typically includes substantial books published by major presses in addition to textbooks, works of synthesis, edited volumes, scholarly papers, review articles, chapters in books, and peer-reviewed research articles in leading professional journals. The department understands that its ability to recruit and retain a world-class faculty depends upon its members' meeting this standard of performance. The department also knows that this same excellence allows it to recruit high-quality graduate students, whose services

as graduate teaching associates provide necessary assistance to the faculty in teaching undergraduate courses.

Being professionally active thus lies at the heart of the department's mission. Although publication is central, the department is also interested in such indices of scholarly distinction as major grants and awards, memberships on boards of editors, leadership roles in prominent professional societies, and visiting lectureships both in the United States and abroad.

(c) Service

Every member of the department is expected to serve the university through participating in its corporate governance and to render service to the profession and/or the community as well. "Good citizenship" is valued in the department. Being a good citizen means, in part, serving as a member or chair of its various committees. Faculty are also expected to attend and participate constructively in meetings of the department, promotion and tenure meetings and deliberations, and interviews of job candidates. As noted above, only the most time-consuming of these assignments carry with them a reduction in formal class load.

Many faculty in the department serve as part- or full-time administrators for other units within the university and the college. In these cases, adjustments in their usual responsibilities are negotiated among the concerned parties, that is, the chair of the department, the faculty member, and the appropriate college or university officials. Members also serve on committees outside the department. Faculty with a heavy extra-departmental service burden may negotiate an adjustment in committee obligations to the department.

Members also commonly assume service responsibilities in their professional associations and in local, state, and national affairs--serving as media consultants, testifying before legislative committees, volunteering as public speakers and editorial writers, and advising government agencies and business organizations. Such service makes this department a good citizen within the historical profession and the public community at large. A faculty member's mix of service responsibilities, local and national/international, often changes and is individually adjusted.

The guidelines above for teaching, research and service responsibilities do not constitute a contractual obligation. Fluctuations in demands and resources in the department and the individual circumstances of faculty members may warrant temporary deviations from it.

(2) Associated Faculty

Compensated associated faculty members are expected to contribute to the university's mission via teaching or research depending on the terms of their individual appointments.

Faculty members with tenure-track titles and appointments less than 50% full-time equivalent (FTE) will have reduced expectations based on their appointment level.

Expectations for compensated visiting faculty members will be based on the terms of their appointment and are comparable to that of tenure-track faculty members except that service is not required.

The standard teaching assignment for full-time senior lecturers is eight courses per academic year.

(3) Parental Modification of Duties

The Department of History strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty members. To this end, the department is committed to adhering to College of Arts and Sciences guidelines on parental modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year after childbirth/adoption. See the College Pattern of Administration (<http://oaa.osu.edu/governance.html>) for details.

The faculty member requesting the modification of duties for childbirth/adoption and the department chair should be creative and flexible in developing a solution that is fair to both the individual and the unit while addressing the needs of the university. Expectations must be spelled out in a memorandum of understanding that is approved by the dean.

F. FACULTY APPOINTMENTS, PROMOTION, AND TENURE

The department maintains and revises with approval of the faculty a document on "Appointment, Promotion and Tenure." This document, which conforms to college

and University policies, sets forth the criteria and procedures according to which recommendations are made concerning appointments, dismissals, promotions in rank, and matters affecting the tenure of faculty. This statement shall be made available to all present and prospective members of the department, and a copy shall be deposited in the office of the Executive Dean of Arts & Sciences and in the office of the Provost. The chair may ask the Promotion and Tenure Committee or another committee to recommend alterations, deletions, and additions to this document. Such recommendations shall be discussed and voted on by the faculty in meeting.

G. RECOMMENDATIONS FOR CATEGORY P STATUS OF THE GRADUATE FACULTY

Nominations for Category P status comes from the chair of the Graduate Studies Committee. The Graduate School Handbook specifies the criteria for such an appointment.

H. ELEVATION OF FACULTY TO ENDOWED CHAIRS AND HONORIFIC TITLES

When an endowed chair is vacated, it is customary that the department will conduct an external search for a new chair appointee. If justified by personnel, budgetary, or other circumstances, the department may consider elevating a current colleague to the endowed chair instead of conducting an external search. In those instances, the department chair should consult with the faculty before making a recommendation to the dean.

I. OTHER UNIVERSITY POLICIES AND DEPARTMENT GUIDELINES

(1) Allocation of Department Resources

The chair is responsible for the fiscal and academic health of the department and for assuring that all resources—fiscal, human, and physical—are allocated in a manner that will optimize achievement of department goals.

The chair will discuss the department budget at least annually with the faculty and attempt to achieve consensus regarding the use of funds across general categories. However, final decisions on budgetary matters rest with the chair.

The allocation of office space will include considerations such as achieving proximity of faculty in sub-disciplines and productivity and grouping staff functions to maximize efficiency.

The allocation of salary funds is discussed in the Appointments, Promotion and Tenure (APT) document.

Department funds will be allocated to individual Columbus faculty members for use in their research. Subject to approval of the department chair, individual faculty members may elect to spend their resources on their own travel to conferences, travel to archives, purchase of equipment or books, or other research needs. Funds available for research will be distributed evenly among all Columbus faculty, except to faculty members who have negotiated a specific research fund allocation. In the case of the latter research funds, they will be reviewed and reauthorized every five years (or as specified in individual letters of offer) by the divisional dean. Faculty on any campus may apply for the department's RTAP Faculty Fellowships.

(2) Leaves and Absences

The university's policies and procedures with respect to leaves and absences are set forth in the Office of Academic Affairs Policies and Procedures Handbook

at oaa.osu.edu/policiesprocedureshandbook.html

and Office of Human Resources Policies and Forms website

at <https://hr.osu.edu/policies-forms>.

The information provided below supplements these policies.

Faculty members are expected to contribute in all areas of the university's mission via teaching, research, and service. When a faculty member's contributions decrease in one of these three areas, additional activity in one or both of the other areas is expected. During on-duty semesters, faculty members are expected to be available to interact with students and carry out service responsibilities, even though they may have no formal teaching obligations. On-duty faculty members who are off campus for extended periods of time must be on an approved Faculty Professional Leave or other approved leave.

As part of its promotion of excellence in research, the department expects and encourages faculty to travel to research archives and

professional conference venues. Faculty are encouraged to avoid out-of-town travel during the cyclical peaks in department business (e.g., P&T reviews in autumn and hiring in spring), and are required to check the department calendar before making out-of-town commitments.

Discretionary Absence (pertains to all on-duty semesters)

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

Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty members are expected to complete an Application for Leave form as early as possible.

When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the chair know promptly so that instructional and other commitments can be managed. Faculty members are always expected to use sick leave for any absence covered by sick leave (personal illness, illness of family members, medical appointments). Sick leave is a benefit to be used—not banked. Additional details appear in Office of Human Resources Policy 6.27, <https://hr.osu.edu/public/documents/policy/policy627.pdf>.

Unpaid Leaves of Absence

The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of absence are set forth in OHR Policy 6.45 at

<https://hr.osu.edu/public/documents/policy/policy645.pdf>

and in the OAA Policies handbook at

oaa.osu.edu/policiesprocedureshandbook.html.

Faculty Professional Leave

The University's Policy on Faculty Professional Leave is presented in the Office of Academic Affairs Policies and Procedures Handbook (oaa.osu.edu/policiesprocedureshandbook.html). The information provided below supplements this policy.

The Awards & Prizes Committee assesses all applications and recommends a ranked list to the chair, who conducts an independent evaluation and recommends a ranked list to the Dean. The chair's recommendation to the Dean regarding an FPL proposal will be based on the quality of the proposal and its potential benefit to the department and to the faculty member as well as the ability of the department to accommodate the leave at the time requested.

(3) Supplemental Compensation and Paid External Consulting Activity

Information on faculty supplemental compensation is presented in the OAA Policy on Faculty Compensation (<http://oaa.osu.edu/assets/files/documents/facultycompensation.pdf>). Information on paid external consulting is presented in the university's Policy on Faculty Paid External Consulting (<http://oaa.osu.edu/assets/files/documents/paidexternalconsulting.pdf>). The information provided below supplements these policies.

The department adheres to these policies in every respect. In particular, the department expects faculty members to carry out the duties associated with their primary appointment with the university at a high level of competence before seeking other income-enhancing opportunities. All activities providing supplemental compensation must be approved by the department chair regardless of the source of compensation. External consulting must also be approved. Approval will be contingent on the extent to which a faculty member is carrying out regular duties at an acceptable level, the extent to which the extra income activity appears likely to interfere

with regular duties, and the academic value of the proposed consulting activity to the department. In addition, it is university policy that faculty may not spend more than one business day per week on supplementally compensated activities and external consulting combined.

Faculty who fail to adhere to the university's policies on these matters, including seeking approval for external consulting, will be subject to disciplinary action.

(4) Financial Conflicts of Interest

Information on faculty financial conflicts of interest is presented in the university's Policy on Faculty Financial Conflict of Interest at

<http://orc.osu.edu/files/2013/02/Policy-on-Faculty-Financial-Conflict-of-Interest.pdf>.

A conflict of interest exists if financial interests or other opportunities for tangible personal benefit may exert a substantial and improper influence upon a faculty member or administrator's professional judgment in exercising any university duty or responsibility, including designing, conducting, or reporting research.

Faculty members are required to file conflict of interest screening forms annually and more often if prospective new activities pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to cooperate with university officials in the avoidance or management of potential conflicts will be subject to disciplinary action.

In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment that arise in relation to consulting or other work done for external entities. Further information about conflicts of commitment is included in section D above.

(5) Grievance Procedures

Members of the department with grievances should discuss them with the chair who will review the matter as appropriate and either seek resolution or explain why resolution is not possible. Content below describes procedures for the review of specific types of complaints and grievances.

Salary Grievances

A faculty or staff member who believes that his or her salary is inappropriately low should discuss the matter with the chair. The faculty or staff member should provide documentation to support the complaint.

Faculty members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter may be eligible to file a more formal salary appeal (see Chapter 8 of the Office of Academic Affairs Policies and Procedures Handbook [oaa.osu.edu/policiesprocedureshandbook.html]).

Staff members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter should contact Consulting Services in the Office of Human Resources, www.hr.osu.edu/.

Faculty Misconduct

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04 (<https://trustees.osu.edu>).

Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335- 5-05 (<https://trustees.osu.edu>).

Sexual Misconduct

The university's policy and procedures related to sexual misconduct are set forth in OHR Policy 1.15 (<https://hr.osu.edu/public/documents/policy/policy115.pdf>).

Student complaints

Student complaints about courses, grades, and related matters are brought to the attention of individual instructors. In receiving such complaints, instructors should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. If the student and the instructor cannot arrive at a mutually

agreeable settlement, the student may take the complaint to the vice chair of the department (who acts on behalf of the chair). The vice chair will first ascertain whether or not the student requires confidentiality. If confidentiality is not required, the vice chair will investigate the matter as fully and fairly as possible and provide a response to both the student and any affected instructor. If confidentiality is required, the vice chair, in consultation with the chair, will explain that it is not possible fully to investigate a complaint in such circumstances and will advise the student on options to pursue without prejudice as to whether the complaint is valid or not.

Faculty complaints regarding students must always be handled strictly in accordance with university rules and policies. Faculty should seek the advice and assistance of the chair and others with appropriate knowledge of policies and procedures when problematic situations arise. In particular, evidence of academic misconduct must be brought to the attention of the Committee on Academic Misconduct (<https://oaa.osu.edu/coam.html> and <http://senate.osu.edu/committees/COAM/COAM.html>).

The Code of Student Conduct is found at <https://trustees.osu.edu/rules/code-of-student-conduct/>.

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