Pattern of Administration for the Department of Anthropology

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Table of Contents

INTRODUCTION 4

I. GENERAL CONSIDERATIONS 4

A. MISSION STATEMENT 4

B. FACULTY 4
   1. Regular faculty 4
   2. Auxiliary faculty 4
   3. Courtesy faculty 5
   4. Emeritus faculty 5

C. GOVERNANCE PROCEDURES 5
   1. Duties of department chair 5
   2. Pattern of departmental administration 5
   3. Faculty meetings 6

D. COMMITTEES 7
   1. Promotion and Tenure Committee 7
   2. Promotion Committee 8
   3. Faculty Search Committee 8
   4. Graduate Studies Committee 8
   5. Undergraduate Studies Committee 8
   6. Speakers Committee 9
   7. Awards Committee 9
   8. Ad hoc committees 9
   9. Graduate student membership 9

II. POLICY ON FACULTY DUTIES AND RESPONSIBILITIES 9

A. EXPECTED LEVEL OF FACULTY INSTRUCTION AND SCHOLARLY ACTIVITY 9
   1. Normal teaching load 9
   2. Exceptions to the five-course load 10
   3. Course cancellation due to under-enrollment 10
   4. Equitable distribution of faculty responsibilities 10
   5. Minimum number of office hours 11
   6. Normal range of number of courses taught per faculty 11
   7. Normal number of courses taught per faculty 11
   8. Course number not contractual 11

B. BIRTH AND ADOPTION POLICY 11

III. POLICY ON SUPPLEMENTAL COMPENSATION 12

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Section IX approved 12/02/13
IV. POLICY ON EXTERNAL CONSULTING
V. POLICY ON FINANCIAL CONFLICT OF INTEREST
VI. POLICY ON LEAVES OF ABSENCE
   A. ENTREPRENEURIAL UNPAID LEAVE OF ABSENCE
   B. SPECIAL RESEARCH ASSIGNMENT
   C. UNPAID LEAVE OF ABSENCE
   D. FACULTY PROFESSIONAL LEAVE
VII. ALLOCATION OF DEPARTMENT RESOURCES
VIII. POLICY ON NONDISCRIMINATION
IX. POLICY ON SEXUAL HARASSMENT
X. HEARING PROCEDURES FOR COMPLAINTS AGAINST FACULTY
XI. CODE OF STUDENT CONDUCT
INTRODUCTION

The Pattern of Administration for the Department of Anthropology at the Ohio State University is divided into the following 11 major sections. This document serves as a supplement to the Rules of the University Faculty and other policies and procedures of the University to which the Department of Anthropology and its faculty are subject (see http://oaa.ohio-state.edu/handbook/tc.html). University rules and guidelines of the Office of Academic Affairs supersede this Pattern of Administration in any instance where there is a conflict.

SECTION I. GENERAL CONSIDERATIONS

A. Mission Statement

The Department of Anthropology strives for excellence in teaching, research, and service. Excellence in research means attainment of national and international recognition, as evidenced by comparative rankings, publications in peer-reviewed journals and other important outlets, external funding, awards, and honors in research. Through innovative research and educational programs, the department will remain at the forefront of anthropological scholarship and education. Our teaching programs will consistently strive to attain high quality in undergraduate and graduate teaching. Strategic emphasis will be placed on the development of focused undergraduate and graduate programs emphasizing areas of faculty expertise that enhance the quality and reputation of research and teaching. The Department of Anthropology strives to increase public awareness of the important role that the discipline plays in contributing to the growing understanding of human behavior, culture, and biology.

B. Faculty

The Department of Anthropology faculty is comprised of regular faculty, auxiliary, courtesy, emeriti faculty members as defined by the Office of Academic Affairs.

1. Regular Faculty

The regular faculty is comprised of all persons with the rank of Professor, Associate Professor, and Assistant Professor whose 100% of their appointment is in the Department of Anthropology.

2. Auxiliary Faculty

a. The auxiliary faculty is comprised of all individuals with adjunct titles, clinical titles, visiting titles, and lecturer and part-time (less than 50% service to the Department of Anthropology and University) professors, associate professors, assistant professors, and instructors.

b. Members of the auxiliary faculty are active participants in the Department of Anthropology’s research, teaching, and service activities. Auxiliary faculty can neither
accrue time towards or be granted tenure in the Department of Anthropology.

c. Auxiliary faculty appointments are used to confer faculty status on individuals who have the credentials equivalent (or better) to regular faculty with equivalent rank in the Department of Anthropology. The expectation is that these individuals provide significant contributions to research, teaching, and/or service. Examples of significant contributions include teaching one or more classes on a regular basis per academic year, serving on graduate committees, and pursuing an active research agenda. These individuals may or may not be compensated. Promotion of auxiliary faculty will be based on the same criteria as for regular faculty, except that auxiliary faculty are not eligible for tenure. Auxiliary faculty are renewed on an annual basis. Those who are adjunct appointments are never compensated.

d. The visiting faculty title may be conferred on an individual with a temporary appointment from other institutions. They may or may not be compensated by Ohio State.

3. Courtesy Faculty
   No-salary joint appointments can be extended to regular faculty from other tenure-initiating units at Ohio State who provide substantive contributions to the Department of Anthropology in research, teaching, or service. These appointments do not require annual renewal, but continuation of substantive contributions to the department mission is expected.

4. Emeritus Faculty
   An appointment of emeritus status is provided to retired faculty who have distinguished themselves in the Department of Anthropology. Involvement in department activities is negotiated with the department Chair.

C. Governance Procedures

The Department of Anthropology follows Faculty Rule 3335-3-35 in its Pattern of Administration. An elaboration of that rule as it applies to the Department of Anthropology is as follows:

1. Duties of the Department Chair (per Faculty Rule 3335-3-35)

2. Pattern of Departmental Administration

The department is administered by the department Chair who acts in consultation with the faculty on matters of faculty concern. Consultation can occur through conferences with individual faculty, groups of faculty, with faculty committees, and at regularly scheduled faculty meetings. The emphasis in these meetings is a collegial exchange of opinion. The weight of the majority of faculty opinion should be reflected in the department Chair’s decision. When the department Chair departs from the majority opinion, the Chair should inform the faculty, giving reasons for the divergence and
inviting comments.

3. Faculty Meetings

a. Departmental faculty meetings will normally be held at least once a quarter during the academic year. Meetings may be scheduled more frequently by the Chair or at the request of 50% of the regular faculty.

b. Procedure of faculty meetings

i. Normally, proposals for policy or action are to be presented by chairs of department committees (after due consideration by their committees). Faculty will be provided with an agenda at least one week prior to a faculty meeting. Regular faculty members wishing to include an item(s) on the agenda will do so in writing (including email), listing the item or items with a brief descriptive background. This should be presented to the department Chair at least one week prior to the meeting so it can be included on the agenda.

ii. Proposals made by individual faculty members as "items of new business" are not ordinarily brought to a vote at the meeting during which they are presented. They are voted upon at the meeting of presentation only if it is the clear sense of the meeting (as determined by the department Chair) that the matter is sufficiently urgent and that sufficient information is available to require and justify an immediate vote. Otherwise, proposals of this sort are to be referred to an appropriate department committee and scheduled for a later department meeting.

iii. Voting privileges are limited to regular faculty having 100% FTE appointments in the Department of Anthropology. If circumstances prevent attendance at a faculty meeting, a written proxy vote is acceptable. Abstentions are not votes and are not counted or reported. When at least half of the regular faculty are present at a meeting, this shall constitute a quorum. A resolution is considered passed if a simple majority of those voting vote in favor. A resolution is not considered passed if a simple majority of those voting vote against.

iv. Resolutions passed at faculty meetings are advisory to the department Chair.

v. Minutes of the faculty meeting will be recorded by a member of the faculty, to be determined alphabetically. The scribe will distribute the minutes no later than the distribution of the agenda for the next faculty meeting. Minutes are archived in the Department of Anthropology office.

vi. Relevant policy matters relating to the department will be brought to the faculty as a whole, under the general principle that the more important the matter to be decided, the more broad-based agreement is needed.

vii. Appointment recommendations for new faculty on the Columbus and
regional campuses are made by the regular faculty. Procedures concerning the review of faculty members for continuation, promotion, and tenure are delineated in Section II of this Pattern of Administration.

D. Committees

The department Chair appoints all committees, including the chair of the committee and its other members.

1. Promotion and Tenure Committee

The Promotion and Tenure Committee is comprised of all regular tenured faculty. As with every department committee, the department Chair shall be an ex-officio member of the Promotion and Tenure Committee. For the Promotion and Tenure Committee, the department chair is non-voting. Candidates cannot serve as members of their own review committee. All meetings of this committee should include all the members of the committee. However, a committee member on leave, out of the country, or otherwise absent can submit a written statement to be read at the meeting. The committee considers and recommends on all fourth-year reviews and promotion and tenure decisions for probationary faculty. The chair is appointed for a term not to exceed two years. The chair of the P&T committee schedules and conducts meetings of the P&T committee as needed to undertake and complete annual reviews of probationary faculty, fourth-year reviews, and consideration for promotion and tenure.

The department Chair will appoint a subset of the P&T Committee in order to constitute a Promotion and Tenure Review Committee. The Review Committee serves to evaluate all assistant professors being reviewed for promotion and tenure. The committee membership is three regular, tenured faculty from the OSU Columbus campus. The composition of the Review Committee must be the same for all candidates considered for promotion and tenure during the same year. One of the three members of the Review Committee—normally the chair of the committee—will be appointed by the department Chair to serve as the Procedural Oversight Designee (POD) as required by OAA guidelines. The Review Committee is responsible for evaluating the probationary faculty credentials and for peer evaluations for all candidates who are undergoing the fourth-year review and for candidates who are being reviewed for tenure and promotion in each year. The Review Committee presents their assessment of each candidate to the full P&T committee when the full committee is convened to review the record of each candidate and to vote.

The Review Committee evaluates the following materials for each candidate: core dossier, publications, syllabi and other instructional materials, teaching evaluations, and other materials submitted by the candidate. The Review Committee also verifies the accuracy of publications and other elements of the core dossier. The Review Committee assists the P&T chair in providing him/her with a detailed evaluation of publications, including citation rates, quality of journals and other outlets, impact factors of journals, and other indicators of quality. The Review Committee is also responsible for preparing
the final report in consultation with the full committee following the vote by the full committee. The report becomes part of the candidate’s dossier. Emeriti faculty may not participate in promotion and tenure activities.

2. Promotion Committee

The Promotion Committee is comprised of individuals with the rank of Professor. The Promotion Committee considers promotion of associate professors to full professor. The committee must have at least three members, including a chair and two other members. The department Chair cannot be a member of the committee. If three tenured faculty members holding a rank higher than that for which the candidate is being considered are not available in the Department of Anthropology, then the number of faculty members needed to constitute the committee will be chosen from faculty at the Columbus campus of The Ohio State University. The department Chair selects the non-departmental members to serve on the Promotion Committee. Typically, the non-departmental members are courtesy appointment faculty. The list of potential non-departmental members of the Promotion Committee is shown to the candidate to identify (and delete) individuals who may have a conflict of interest. The faculty member(s) chosen must be knowledgeable about some aspect of the candidate's areas of expertise. The non-anthropology member(s) are invited to serve by the Chair of the Department of Anthropology. Emeriti and auxiliary faculty may not participate in the promotion process.

3. Faculty Search Committee

Whenever a faculty position is to be filled (other than the department Chair), the department Chair appoints a Faculty Search Committee and its chair.

4. Graduate Studies Committee

A Graduate Studies Committee consisting of three regular faculty members (normally including at least one archaeologist, one cultural anthropologist, and one physical anthropologist) shall be appointed by the department Chair. The department Chair also appoints the chair of the committee. The appointment is usually for two years.

The Graduate Studies Committee administers the graduate program of the department in accordance with university rules and regulations specified in the *Graduate Faculty Handbook* and with departmental rules and regulations given in the *Graduate Student Handbook*.

5. Undergraduate Studies Committee

The Undergraduate Studies Committee advises on undergraduate matters, new courses, changes in existing courses, the Honors and Scholars Program, other curriculum matters, reviewing, and modifying the Undergraduate Handbook. Undergraduate Studies Committee membership is comprised of three regular Columbus faculty, including the
Undergraduate Advisor who also is the Undergraduate Committee Chair, and the departmental Honors and Scholars Program advisor. All are chosen by the department Chair and, normally, serve a two-year term.

6. Speakers Committee

The Speakers Committee identifies speakers in consultation with the regular faculty. The committee membership includes three members from the regular faculty. The term for membership on the committee is a maximum of two years.

7. Awards Committee

The Awards Committee is responsible for selecting recipients of key awards. The only award as of this writing is the annual Outstanding Graduate Student Teacher Award. The committee membership is comprised of three members of the Columbus campus faculty on regular contract. Membership is for a maximum of two years.

8. Ad Hoc Committees

The departmental Chair appoints other committees as the need arises to assist in the administration of the department.

9. Graduate Student Membership

All committees except the Promotion and Tenure Committee, the Promotion Committee, and the Undergraduate Studies Committee have a graduate student member. The graduate students via the Graduate Student Anthropology Association choose this representative. Graduate student representatives are not permitted a vote.

SECTION II. POLICY ON FACULTY DUTIES AND RESPONSIBILITIES

Note: This policy is based on regular faculty prorated by their FTE appointment on the Columbus campus only. All expectations are based on the quarter system.

A. Expected level of faculty instruction and scholarly activity

1. The normal teaching load is five courses per academic year. The distribution is normally three undergraduate courses (100 to 600 level) and two graduate courses (600 to 900 level) annually. This load is based on several expectations of the faculty.

   a. Faculty are expected to publish peer-reviewed manuscripts in ranked journals and other key outlets (e.g., book chapters or scholarly books) published by internationally recognized publishers. All faculty members are expected and encouraged to seek research funding.

   b. All faculty are expected to have at least one major committee assignment at the
departmental and at the college or university level. Faculty also are expected to provide professional service, such as reviewing grant proposals and manuscripts, serving in disciplinary profession offices and as journal editors and on editorial boards.

2. Exceptions to the five-course teaching load

Faculty in the Department of Anthropology are expected to maintain a productive research program. The expectation is that they will produce on average one refereed journal article or book chapter per year. Faculty members exceeding this expectation over a three-year period will be candidates for an enhanced research load (one course less than five courses). Faculty producing below expectation will be a candidate for an enhanced teaching load (more than five courses). Faculty with no publications will receive an enhanced teaching load.

In addition to classroom teaching, faculty are expected to supervise graduate students, individual studies, and service on examination and thesis/dissertation committees. The chair of the Undergraduate Studies Committee will receive a one-course reduction. New faculty receive a three-course teaching load for a period not to exceed three years. Under special arrangement with the chair, an enhanced research load may be requested under circumstances involving a major grant. If the granting agency provides teaching release, a course may be "bought" at 20% of the faculty member’s salary and benefits. Such an arrangement must be negotiated prior to submission of the grant. This list of circumstances potentially leading to an enhanced research load is not exhaustive because all considerations cannot be foreseen. Exceptions are handled on an individual basis. All requests for an enhanced research load must be substantiated and submitted in writing to the department Chair. Faculty members not meeting the expected levels of performance as noted above are candidates for an enhanced teaching load of six courses or higher.

3. Course cancellation due to under-enrollment

Faculty members whose courses were canceled for reasons of low enrollment normally must make up that course or offer another course during the same academic year or in the following Autumn quarter if the course is cancelled in the Spring quarter. The department chair is responsible for determining whether a scheduled course is to be cancelled. Faculty may not cancel a course on their own.

4. The department strives for an equitable distribution of faculty responsibilities by balancing the involvement of each in instruction, research, and service

Generally, this is evaluated by considering the record over time. It would be impossible to develop a set of rules, or formula, to determine an equitable distribution of faculty duties and responsibilities. Ultimately, then, in implementing a differential workload policy, the department Chair must make discretionary judgments within guidelines such as those articulated in this section, and be held accountable accordingly.
5. Faculty will have a minimum of 3 office hours per week.

6. The normal range of courses taught per year is 4 to 6.

7. Normal number of courses taught per faculty member per year is 5.

8. Course load assignment is not a contractual agreement – the individual circumstances of faculty members may warrant temporary deviations from the policy.

B. Birth and Adoption Policy

The Department birth and adoption policy mirrors the policy of the College of Social and Behavioral Sciences and the university. The university provides a number of maternity related benefits to its faculty including exclusion of time from the probationary period to reflect the care giving responsibilities associated with the birth of a child and setting aside pre-tax dollars for child care expenses in a flexible spending account. In regard to the university policy, faculty are automatically granted an exclusion of one year for the birth of a child or the adoption of a child over age 6. The maximum number of years that can be excluded is three years. The university also allows faculty to use accumulated leave balances according to a specific schedule as described in the Human Resources Policy and Procedures Manual: Paid Leave Programs- 6.27. The college augments these policies by providing for a rearrangement of eligible faculty’s workloads.

This policy provides a reduction in formal teaching for one academic quarter for regular faculty members who 1) give birth to a child; 2) are the birth father or domestic partner of an individual giving birth to a child; or 3) are an adoptive mother, father, or domestic partner. The reduction in formal teaching is available only to those who select not to use accumulated leave balances for a “birth of a child” or “adoption” “event” as described in the Human Resources Policy and Procedures Manual: Paid Leave Programs- 6.27. Eligible faculty will be expected to increase other workload activities during this period to offset the formal teaching reduction.

Eligible faculty will receive a one-third reduction in their annual formal teaching. The number of formal courses involved in the reduction may vary according to departmental considerations, but will typically range from one to two. At the option of the faculty member, the reduction can be taken in the academic quarter during or immediately after the birth or adoption of the child. To the extent practical, faculty are to provide one full quarter’s advance notice to their chair on the election of the quarter for the reduction.

The college will provide the department with vacancy credit for replacement teaching at the standard rate in effect for that fiscal year.

Faculty participating in this plan remain eligible to apply for SRAs, FPLAs, or other leaves of absence. Faculty, taking advantage of this policy in combination with other college and department policies that reduce teaching, cannot reduce their teaching loads to less than one course per academic year.
SECTION III. POLICY ON SUPPLEMENTAL COMPENSATION

The Department of Anthropology follows University policy on matters involving supplemental compensation: http://oaa.osu.edu/handbook/iii_facestracomp.html. Supplemental compensation is for temporary work beyond the faculty member's normal assignments, such as from external grants and contracts or off-duty quarter teaching. All such arrangements are approved by the department Chair.

SECTION IV. POLICY ON EXTERNAL CONSULTING

The Department of Anthropology follows University policy on matters involving external consulting: http://oaa.osu.edu/handbook/paidexternal.html. External consulting refers in particular to paid external consulting in relation to activities that are related to the mission of the Department, College, and University. Normally during on-duty quarters, this should not exceed one business day per week. Off-duty quarters have no time limitations. Paid external consulting requires the pre-approval of the department Chair and the Dean of the College of Social and Behavioral Sciences.

SECTION V. POLICY ON FINANCIAL CONFLICT OF INTEREST

The Department of Anthropology follows University policy on matters dealing with conflict of interest: http://oaa.osu.edu/handbook/coipolicy.html. Per University policy, conflict of interest "exists if financial interests or other opportunities for tangible personal benefit may exert 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." All faculty members will be required to review their professional activities to identify conflicts of interest and to avoid activities that result in conflict of interest.

SECTION VI. POLICY ON LEAVES OF ABSENCE

A. Entrepreneurial Unpaid Leave of Absence

The Department of Anthropology follows University policy on entrepreneurial-related leaves of absence: http://oaa.osu.edu/handbook/ix_loaentrepren.html. This refers to situations when a company offers a paid position to a faculty member because of their expertise or knowledge of an area. The leave is granted for a period on more than two years, but not granted to untenured faculty in their terminal year of employment at Ohio State University or to a faculty member who has accepted new permanent employment.

B. Special Research Assignment

The Department of Anthropology follows University policy on special research assignments (SRAs): http://oaa.osu.edu/handbook/ix_sra.html. An SRA is granted to a faculty member to relieve them of normal duties of up to one quarter so that they can pursue a scholarly endeavor or a brief professional activity. Approvals are required by the department Chair and the SBS
C. Unpaid Leave of Absence

The Department of Anthropology follows University policy on matters relating to unpaid leaves of absence: http://oaa.osu.edu/handbook/ix_loa.html. Unpaid LOAs can be granted for either personal or professional reasons. Approvals are required by the department Chair, SBS Dean, Office of Academic Affairs, and the Board of Trustees.

D. Faculty Professional Leave

The Department of Anthropology follows University policy on Faculty Professional Leaves (FPLs). An FPL entails the faculty member preparing a detailed proposal that specifically focuses on how the leave will enhance research skills and or knowledge. The FPL program is intended to give faculty an uninterrupted time period to invest in professional development. FPLs may be requested for 1 or 2 quarters at full salary or 3 or 4 quarters at 2/3 salary. The proposal must be approved by the department Chair, the SBS Dean, Office of Academic Affairs, and the Board of Trustees.

SECTION VII. ALLOCATION OF DEPARTMENT RESOURCES

The Department resources pertain to allocation of space (office and laboratory). Office space will be allocated on the basis of availability. Laboratory space will be allocated on the basis of productivity, including but not limited to external funding. It will be reallocated periodically as needs change. Allocation of salary funds is discussed in the department’s Appointments, Promotion and Tenure document.

SECTION VIII. POLICY ON NONDISCRIMINATION

The Department of Anthropology is committed to building a diverse faculty and staff and to promote a work environment that is nondiscriminatory with regard to age, skin pigmentation, disability, gender identification, national origin, ethnic origin (“race”), religion or belief system, sexual orientation, or veteran status (see Policy 1.10 at http://www.hr.osu.edu/policy/policyhome.htm). The Department of Anthropology follows policy of Ohio State University.

Harassment or harassing conduct is not tolerated under any circumstances. Complaints procedures in this regard are addressed in Guidelines for Investigating Complaints of Discrimination and Harassment (available as a PDF document on http://www.hr.osu.edu/policy/policyhome.htm). If a faculty, staff, or student has a concern or complaint, they will contact the department Chair.

SECTION IX. POLICY ON SEXUAL HARASSMENT

The Department of Anthropology is committed to providing a work and study environment that is free from sexual harassment (see Policy 1.15 at http://hr.osu.edu/policy/policyhome.htm). The Department follows policy of Ohio State University. Procedures for filing and the investigation of allegations of sexual harassment are detailed in Guidelines for Investigating Complaints of Discrimination and Harassment (available as a PDF document on
SECTION X. HEARING PROCEDURES FOR COMPLAINTS AGAINST FACULTY

All formal complaints against faculty can be filed under Faculty rule 3335-5-04 (http://trustees.osu.edu/rules5/ru5-04). Allegations of misconduct are presented following University procedures whereby the complaint can be filed by the department Chair, SBS Dean, Provost, or President. Regardless, it will be referred to the department Chair should it be submitted to the Dean, Provost, or President. All steps as outlined in Faculty rule 3335-5-04 will be followed until the complaint is ultimately resolved.

SECTION XI. CODE OF STUDENT CONDUCT

The Department of Anthropology follows explicitly the code of student conduct (Faculty Rule 3335-23; see http://trustees.osu.edu/Rules23/index.html). The code applies to all on-campus conduct of students and student organizations. Prohibited conduct refers in particular to academic misconduct, endangered health or safety, sexual misconduct, destruction of property, dangerous weapons or devices, dishonest conduct, theft/unauthorized use of property, failure to comply with university or civil authority, drugs, alcohol, unauthorized presence, hazing, judicial system abuse, violation of university rules, and riotous behavior.

The judicial procedures commence with investigation of the code violation. The Department follows all procedures outlined in the code of student conduct.
IX. Distribution of Faculty Duties and Responsibilities (Revised 18 November 2013)

Note: These guidelines are based on tenure-track faculty prorated by their FTE appointment on the Columbus campus only. All expectations are based on the semester system.

A. Scholarship/Research Expectation

1. Faculty in the Department of Anthropology are expected to maintain productive research programs. Faculty are expected to publish manuscripts in peer-reviewed, ranked journals (ranking per Social Science Citation, Science Citation, Arts and Humanities indexes) and other scholarly outlets (e.g., book chapters, edited or authored scholarly books) published by leading university and commercial presses. The expectation is that they will produce on average over a three-year period more than one refereed journal article or book chapter per year. All faculty members are expected and encouraged to seek extramural funding in support of their ongoing research programs.

B. Faculty Teaching and Service Assignments

1. Course assignments and course load per academic year are determined by the department Chair in consultation with faculty. The normal teaching load is four courses per academic year. The distribution includes a mixture of undergraduate courses and graduate courses annually. This load is based on several expectations of faculty productivity, per the following:

   a. Faculty publishing below expectation will be a candidate for an increased teaching load (more than four courses). If no publications are produced in a three-year period, then faculty will teach at least five courses per academic year.

   b. In addition to classroom teaching, faculty are expected to supervise graduate students (e.g., dissertations), individual studies, and to serve on examination and thesis/dissertation committees.

   c. All faculty are expected to have at least one major committee assignment at the departmental and at the college or university level. Faculty also are expected to provide professional service, such as reviewing grant proposals and manuscripts, serving as journal editors, on editorial boards, and in leadership positions in professional organizations.

2. Course reduction due to service and research circumstances

The chair of the Undergraduate Studies Committee will receive a one-course reduction. New faculty receive a three-course teaching load for a period not to exceed three years. Under special arrangement with the chair, a reduced teaching load may be requested under circumstances involving other service assignments. In addition, course buyout can be negotiated. If the grant fund source provides teaching release from a course or courses, the cumulative buyout rate for salary and benefits is 12% for the first course,
32% for two courses, and 57% for three courses. All faculty are required to teach no fewer than one course per academic year. Such an arrangement must be negotiated prior to submission of the grant and is subject to approval of the department Chair. The list of circumstances potentially leading to an enhanced research load is not exhaustive because all considerations cannot be foreseen. Faculty members not meeting the expected levels of performance as noted above are candidates for an enhanced teaching load (five courses or higher).

3. Course cancellation due to under-enrollment

Faculty members whose courses were canceled for reasons of low enrollment normally must make up that course or offer another course during the same academic year or in the following academic year. The department chair is responsible for determining whether a scheduled course is to be cancelled. Faculty may not cancel a course on their own.

4. The department strives for an equitable distribution of faculty responsibilities by balancing the involvement of each in instruction, research, and service.

Generally, this is evaluated by considering the record over time. It would be impossible to develop a set of rules, or formula, to determine an equitable distribution of faculty duties and responsibilities. Ultimately, then, in implementing a differential workload, the department Chair must make discretionary judgments within guidelines such as those articulated in this section, and be held accountable accordingly.

5. Faculty will have a minimum of 3 office hours per week.

6. Course load assignment is not a contractual agreement – the individual circumstances of faculty members may warrant temporary deviations from these guidelines.

i. Special Assignments

Information on special assignments (SAs) is presented in the Office of Academic Affairs Special Assignment Policy (http://oaa.osu.edu/assets/files/documents/specialassignment.pdf). The information provided below supplements these policies.

Reasonable efforts will be made to award SA opportunities to faculty members subject to the quality of faculty proposals, including their potential benefit to the department or university, and the need to assure that sufficient faculty are always present to carry out department work. The department’s Chair Advisory Committee will evaluate all SA proposals and make recommendations to the chair. The chair’s recommendation to the dean regarding an SA proposal will be based on the quality of the proposal and its potential benefit to the department or university and to the faculty member as well as the ability of the department to accommodate the SA at the time requested.

D 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 <50% 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 lecturers is eight courses per academic year.

**E Parental Modification of Duties**

The Department of Anthropology 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 the 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 of childbirth/adoption. See the College of Arts and Sciences pattern of administration at [http://oaa.osu.edu/assets/files/documents/ASC-POA.pdf](http://oaa.osu.edu/assets/files/documents/ASC-POA.pdf) 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 an MOU that is approved by the dean.