

Pattern of Administration
Department of French and Italian
Revised: 3/25/2014

Table of Contents

1			
2			
3			
4			
5			
6			
7			
8	I	Introduction.....	3
9	II	Department Mission.....	3
10	III	Academic Rights and Responsibilities.....	3
11	IV	Faculty.....	3
12	V	Organization of Department Services and Staff	4
13	VI	Overview of Department Administration and Decision-Making.....	4
14	VII	Department Administration	4
15	A	Chair.....	4
16	B	Other Administrators	5
17	C	Committees	6
18	VIII	Faculty Meetings.....	10
19	IX	Distribution of Faculty Duties and Responsibilities	11
20	A	Tenure-track Faculty	11
21		i. Special Assignments	13
22	D	Associated Faculty	13
23	E	Parental Modification of Duties.....	14
24	X	Course Offerings and Teaching Schedule.....	14
25	XI	Allocation of Department Resources	14
26	XII	Leaves and Absences	15
27	A	Discretionary Absence	15
28	B	Absence for Medical Reasons.....	15
29	C	Unpaid Leaves of Absence	15
30	D	Faculty Professional Leave	15
31	XIII	Supplemental Compensation and Paid External Consulting	16
32	XIV	Financial Conflicts of Interest.....	16
33	XV	Grievance Procedures	17
34	A	Salary Grievances	17
35	B	Faculty Misconduct.....	17
36	C	Faculty Promotion and Tenure Appeals	17
37	D	Sexual Harassment.....	17
38	E	Student Complaints.....	18

1 F Code of Student Conduct 18
2

1 **Pattern of Administration**

2 **Department of French and Italian**

3
4 **I Introduction**

5
6 This document provides a brief description of the Department of French and Italian as well as a
7 description of its guidelines and procedures. It supplements the Rules of the University Faculty,
8 and other policies and procedures of the university to which the department and its faculty are
9 subject. The latter rules, policies and procedures, and changes in them, take precedence over
10 statements in this document.

11
12 This Pattern of Administration is subject to continuing revision. It must be reviewed and either
13 revised or reaffirmed on appointment or reappointment of the department chair. However,
14 revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are
15 subject to approval by the college office and the Office of Academic Affairs.

16
17 **II Department Mission**

18
19 The mission of the Department of French and Italian is threefold: to attract and cultivate a world-
20 class faculty whose research contributes in innovative and substantial ways to the fields of
21 French and Italian Studies; to attract high-achieving graduate students and train them to become
22 outstanding scholars and teachers at the university level; and to attract high-achieving
23 undergraduate students from Ohio and beyond and provide them with the practical and critical
24 skills in language and culture necessary to succeed in a globalized world.

25
26 **III Academic Rights and Responsibilities**

27
28 In April 2006, the university issued a reaffirmation of academic rights, responsibilities, and
29 processes for addressing concerns. This statement can be found on the Office of Academic
30 Affairs website, <http://oaa.osu.edu/rightsandresponsibilities.html>.

31
32 **IV Faculty**

33
34 Faculty Rule 3335-5-19 (<http://trustees.osu.edu/rules/university-rules.html>) defines the types of
35 faculty appointments possible at The Ohio State University and the rights and restrictions
36 associated with each type of appointment. For purposes of governance, the faculty of this
37 department are tenure-track faculty with compensated FTEs of at least 50% in the department.
38 Associated faculty, emeritus faculty, and tenure-track faculty joint appointees with FTEs below
39 50% in this department are invited to participate in discussions on nonpersonnel matters, but may
40 not participate in personnel matters, including promotion and tenure reviews, and may not vote
41 on any matter.

42
43 Detailed information about the appointment criteria and procedures for the various types of
44 faculty appointments made in this department is provided in the Appointments, Promotion and
45 Tenure Document (see <http://oaa.osu.edu/governance>).

46

1 **V Organization of Department Services and Staff**

2
3 The daily operations of the department are handled by the front office staff, which is overseen by
4 the chair. The office staff includes an Academic Program Coordinator (100% FTE); a Fiscal/HR
5 Manager (50%); and a Fiscal Associate (50%); and a number of work-study students, who are
6 managed by the Program Coordinator.
7

8 **VI Overview of Department Administration and Decision-Making**

9
10 Policy and program decisions are made in a number of ways: by the department faculty as a
11 whole, by standing or special committees of the department, or by the chair. The nature and
12 importance of any individual matter determine how it is addressed. Department governance
13 proceeds on the general principle that the more important the matter to be decided, the more
14 inclusive participation in decision making needs to be. Open discussions, both formal and
15 informal, constitute the primary means of reaching decisions of central importance.
16

17 **VII Department Administration**

18
19 **A Chair**

20
21 The primary responsibilities of the chair are set forth in Faculty Rule 3335-3-35,
22 <http://trustees.osu.edu/rules/university-rules.html>. This rule requires the chair to develop, in
23 consultation with the faculty, a Pattern of Administration with specified minimum content. The
24 rule, along with Faculty Rule 3335-6, <http://trustees.osu.edu/rules/university-rules.html>, also
25 requires the chair to prepare, in consultation with the faculty, a document setting forth policies
26 and procedures pertinent to promotion and tenure.
27

28 Other responsibilities of the chair, not specifically noted elsewhere in this Pattern of
29 Administration, are paraphrased and summarized below.
30

- 31 • To have general administrative responsibility for department programs, subject to the
32 approval of the dean of the college, and to conduct the business of the department
33 efficiently. This broad responsibility includes the acquisition and management of funds
34 and the hiring and supervision of faculty and staff.
35
- 36 • To plan with the members of the faculty and the dean of the college a progressive
37 program; to plan and oversee the yearly teaching schedule; and to encourage research and
38 educational investigations.
39
- 40 • To evaluate and improve instructional and administrative processes on an ongoing basis;
41 to promote improvement of instruction by providing for the evaluation of each course
42 when offered, including written evaluation by students of the course and instructors, and
43 periodic course review by the faculty.
44
- 45 • To evaluate faculty members annually in accordance with both university and department
46 established criteria; to inform faculty members when they receive their annual review of

1 their right to review their primary personnel file maintained by their department and to
2 place in that file a response to any evaluation, comment, or other material contained in
3 the file.
4

- 5 • To recommend appointments, promotions, dismissals, and matters affecting the tenure of
6 members of the department faculty to the dean of the college, in accordance with
7 procedures set forth in Faculty Rule 3335-6 ([http://trustees.osu.edu/rules/university-
9 rules.html](http://trustees.osu.edu/rules/university-
8 rules.html)) and this department's Appointments, Promotion and Tenure Document.
- 10 • To see that all faculty members, regardless of their assigned location, are offered the
11 departmental privileges and responsibilities appropriate to their rank; and in general to
12 lead in maintaining a high level of morale.
13
- 14 • To see that adequate supervision and training are given to those members of the faculty
15 and staff who may profit by such assistance.
16

17 Day-to-day responsibility for specific matters may be delegated to others, but the chair retains
18 final responsibility and authority for all matters covered by this Pattern, subject when relevant to
19 the approval of the dean, Office of Academic Affairs, and Board of Trustees.
20

21 Operational efficiency requires that the chair exercise a degree of autonomy in establishing and
22 managing administrative processes. The articulation and achievement of department academic
23 goals, however, is most successful when all faculty members participate in discussing and
24 deciding matters of importance. The chair will therefore consult with the faculty on all
25 educational and academic policy issues and will respect the principle of majority rule. When a
26 departure from majority rule is judged to be necessary, the chair will explain to the faculty the
27 reasons for the departure, ideally before action is taken.
28

29 **B Other Administrators**

30 Graduate Chairs

31 The department has two Graduate Chairs, one for the graduate program in French and one for the
32 graduate program in Italian. The Graduate Chairs are members of the Department's Graduate
33 Faculty holding Category P status in the Graduate School and are appointed by the Department
34 Chair.
35

36 The primary duties of the Graduate Chairs in their respective programs are:

- 37 a. To coordinate graduate student advising and advisors.
- 38 b. To serve as the Department's Ph.D. Coordinating Advisors.
- 39 c. To serve as advisors to the French and Italian Graduate Student Association (FIGSA)
- 40 d. To oversee all record-keeping concerning graduate students.
- 41 e. To oversee the coordination of all graduate examinations and
42 examining committees.
- 43 f. To chair the formal meeting of the Dissertation Committee at which a Ph.D.
44 candidate's written prospectus of the dissertation topic is presented for approval.
45

- 1 g. To oversee the coordination of recruitment, admission, and retention of students for
2 the Department's graduate programs and for Graduate Teaching Associate positions.
3 h. To review and revise, in consultation with the Chair, the Guide to Graduate Studies in
4 FRIT each summer.

5
6 In recognition of the work involved in the exercise of these duties, the Graduate Chairs will
7 receive appropriate adjustments in their teaching assignments.
8

9 Directors of Undergraduate Language Programs

10 The department has two Directors of Undergraduate Language Programs, one in French and one
11 in Italian, and they are appointed by the Chair. The primary duties of the Directors are:
12

- 13
14 a. To provide orientation, train, supervise, and evaluate GTAs and lecturers.
15 b. To oversee the French and Italian 7301 Workshop for new GTAS.
16 c. To appoint, in consultation with the Department Chair, the Directors of the Center for
17 Individualized Instruction.
18 d. To oversee and monitor 1000-level language courses taught by GTAs and lecturers.
19 e. To make recommendations to the Chair each term for the staffing of language courses
20 taught by GTAs and lecturers.
21 f. To work with the Chair and the faculty in maintaining a high level of quality in the
22 undergraduate language program.
23 g. To oversee the administration of proficiency tests to incoming Ph.D. students and to
24 coordinate entrance-level placement tests.
25 h. To work with the Center for Languages, Literatures, and Cultures to review the
26 undergraduate language programs regularly.
27

28 In recognition of the work involved in the exercise of these duties, the Directors of
29 Undergraduate Language Programs will receive appropriate adjustments in their teaching
30 assignments.
31

32 33 **C Committees**

34
35 Much of the development and implementation of the department's policies and programs is
36 carried out by standing and ad hoc committees. The chair is an ex officio member of all
37 department committees and may vote as a member on all committees except the Committee of
38 Eligible Faculty and the Promotion and Tenure Committee. The following committees are
39 appointed annually to function within the framework of the Faculty and University Policies.
40 They make recommendations to the Chair and/or faculty orally or in writing. The Chair appoints
41 committee members for the following year after consultation with faculty. A roster of
42 appointments is presented to the faculty each summer.
43

44 STANDING COMMITTEES

45 46 **1. Departmental Graduate Studies Committee**

1 The Departmental Graduate Studies Committee (DGSC) is composed of two sub-committees, the
2 French Graduate Studies Committee (FGSC) and the Italian Graduate Studies Committee
3 (IGSC).

4
5 When meetings of the DGSC are convened, the Chairs of the two committees—*Robert's Rules of*
6 *Order* notwithstanding in this specific case—vote on all motions. In the event of a tie vote, a
7 motion does not carry.

8
9 The French Graduate Studies Committee consists of at least three professors in French appointed
10 by the Department Chair (including the French Graduate Chair who presides at meetings of the
11 sub-committee).

12
13 The Italian Graduate Studies Committee consists of at least three professors in Italian appointed
14 by the Department Chair (including the Italian Graduate Chair who presides at meetings of the
15 sub-committee).

16
17 b. Meetings and Procedures:

18 Since much of the Department's graduate studies business specifically and/or exclusively
19 involves or affects one or the other sub-committee, the FGSC and the IGSC will typically meet
20 independently, as often as deemed necessary by the respective Graduate Chairs, but no less than
21 once a semester.

22
23 In matters involving or affecting the Department as a whole, the Chairs of the Graduate Studies
24 Committees will, upon their own initiative or in consultation with or response to others, call a
25 meeting of the DGSC for the discussion and determination of such matters.

26
27 In the event of a conflict arising out of the independent functioning of the FGSC and the IGSC,
28 the issue(s) will be resolved by a majority vote of the DGSC.

29
30 c. Functions

31 The following functions may involve actions taken independently by the FGSC and/or IGSC or
32 jointly by the DGSC, in keeping with the procedures outlined above.

- 33
34 1. To discuss and administer those matters pertaining to graduate programs listed in the
35 Graduate School Handbook.
36 2. To prepare recommendations on all matters pertaining to the Department's graduate
37 programs for presentation to the faculty and/or the Department Chair, including the
38 initiation of changes in graduate programs, curriculum, and examination structures.
39 3. To examine, in consultation with the Department Chair, the dossiers of applicants for
40 admission and to recommend candidates for admission and fellowships; also to
41 recommend, in consultation with the appropriate Director of the Undergraduate Language
42 Program, initial appointments of GTAs.
43 4. To facilitate the performance of these functions, the Department Chair will annually
44 appoint Graduate Student Selection Committees for both French and Italian. Each
45 Committee will consist of the appropriate Graduate Chair, the appropriate Undergraduate
46 Language Director and the faculty members of the FGSC or the IGSC.

- 1 5. To maintain standards in graduate work through an annual review of the Department's
- 2 Guide to Graduate Studies in FRIT and an academic review of graduate students
- 3 conducted with French and Italian Graduate Faculty during Spring semester.
- 4 6. To act on student petitions concerning transfer credit, special program or examination
- 5 arrangements, and other issues affecting graduate students.
- 6 7. To coordinate the recruitment, admission, and retention of graduate students with proper
- 7 attention to minority students and to prepare and distribute effective advertising of
- 8 graduate programs.
- 9 8. To establish rules and procedures for the keeping of records of graduate students.
- 10 9. To foster and facilitate the professional development and placement of graduate students
- 11 of the Department of French and Italian.
- 12 10. To consult with the Chair on an annual basis as to the distribution of specially endowed
- 13 funds for graduate students (e.g., Bulatkin-Pardo endowed fund, and special funds from
- 14 the graduate school).
- 15
- 16

17 **Undergraduate Studies Committee**

18 Membership:

19 The two Undergraduate Chairs (French and Italian) and additional members as needed on an ad
20 hoc basis.

21 Meetings:

22 Called by the either of the Undergraduate Chairs as needed, but at least once each semester.

23 Functions:

24 The primary functions of the Undergraduate Committee are:

- 25 1. To handle all matters involving undergraduates and undergraduate majors and minors
- 26 including the Honors program and the recruitment and retention of majors and minors.
- 27 2. To review periodically the undergraduate French and Italian curricula and present any
- 28 suggestions for changes to the rest of the faculty.
- 29 3. To advertise and select recipients of departmental undergraduate prizes and scholarships.
- 30 4. To review and revise, in consultation with the Chair, the Department's Undergraduate
- 31 Handbook each summer.
- 32
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38 **Lectures and Special Events Committee**

39 Membership:

40 At least three faculty members, at least one of whom must be in Italian, appointed by the Chair;
41 and one advanced graduate student, selected by the faculty members of the committee,
42 alternating between French and Italian each year.

43 Meetings:

44 Called by the Committee Chair as needed.

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Functions:

The primary functions of the Lectures and Special Events Committee are:

1. To plan and arrange, in consultation with other members of the Department, lectures, special events, and other appropriate activities.
2. To recommend appropriately balanced Departmental support for such activities.

Salary Advisory Committee

Membership:

The Chair will appoint three tenured faculty members, at least one of whom will be in Italian. When the number of eligible faculty members in each section permits, membership on the Committee will change every year, and no member who has served one year will be reappointed the following year. The Committee will be chaired by the Chair of the Department.

Functions:

The primary function of the Salary Advisory Committee is to advise the Chair on the distribution of Annual Merit Raises.

Committee of the Eligible Faculty

The Committee of the Eligible Faculty conducts two types of reviews, (1) the Annual Reviews of probationary faculty members (the reviews in years 1, 2, 3, and 5; the Fourth-Year Review; and the Tenure Review during year 6), and (2) the reviews of Associate Professors seeking promotion to the rank of Professor. Committee membership varies according to the type of review being conducted.

Membership:

For the annual reviews of probationary faculty members, the Committee of the Eligible Faculty will comprise all tenured faculty members. In the case of Associate Professors seeking promotion, the committee will comprise only full Professors. The Chair of the Department will normally chair the meetings of the Committee. If the Chair of the Department is not a full Professor, arrangements concerning the chair of the Committee will be made in consultation with the Dean of the College when the faculty member being reviewed is an Associate Professor.

[Back to index](#)

One of the members of the committee will be named Procedures Oversight Designee.

Meetings and Functions:

The meetings and functions of the Committee of the Eligible Faculty are described in "Appointments, Promotion and Tenure: Criteria and Procedures for the Department of French and Italian".

Promotion and Tenure Committee

1 The Chair of the Department will appoint a sub-committee consisting of three or four faculty
2 members, preferably at least two full Professors and one Associate Professor. The Promotion and
3 Tenure Committee assists the Committee of the Eligible Faculty in managing the personnel and
4 promotion and tenure issues. The chair of the sub-committee will be appointed by the Chair of
5 the Department. When the number of eligible faculty members permits, two of the sub-
6 committee members will be replaced each year and members will not serve for more than two
7 consecutive years.

8 9 AD HOC COMMITTEES

10
11 In addition to standing Committees, ad hoc Committees may be formed by the Chair on his or
12 her own initiative or on the recommendation of the faculty. These Committees will include
13 students whenever appropriate.
14

15 16 **VIII Faculty Meetings**

17
18 The chair will provide to the faculty a schedule of department faculty meetings at the beginning
19 of each academic term. The schedule will provide for at least one meeting per semester and
20 normally will provide for monthly meetings. A call for agenda items and completed agenda will
21 be delivered to faculty by e-mail before a scheduled meeting. Reasonable efforts will be made to
22 call for agenda items at least seven days before the meeting, and to distribute the agenda by e-
23 mail at least three business days before the meeting. A meeting of the department faculty will
24 also be scheduled on written request of 25% of the department faculty. The chair will make
25 reasonable efforts to have the meeting take place within one week of receipt of the request.
26

27 Special policies pertain to voting on personnel matters, and these are set forth in the department's
28 Appointments, Promotion and Tenure Document.
29

30 For purposes of discussing department business other than personnel matters, and for making
31 decisions where consensus is possible and a reasonable basis for action, a quorum will be defined
32 as a simple majority of all faculty members eligible to vote.
33

34 Either the chair or one-third of all faculty members eligible to vote may determine that a formal
35 vote conducted by written ballot is necessary on matters of special importance. For purposes of a
36 formal vote, a matter will be considered decided when a particular position is supported by at
37 least a majority of all faculty members eligible to vote. Balloting will be conducted by mail or e-
38 mail when necessary to assure maximum participation in voting. When conducting a ballot by
39 mail or email, faculty members will be given one week to respond.
40

41 When a matter must be decided and a simple majority of all faculty members eligible to vote
42 cannot be achieved on behalf of any position, the chair will necessarily make the final decision.
43

44 The department accepts the fundamental importance of full and free discussion but also
45 recognizes that such discussion can only be achieved in an atmosphere of mutual respect and
46 civility. Normally department meetings will be conducted with no more formality than is needed

1 to attain the goals of full and free discussion and the orderly conduct of business. However,
2 Robert's Rules of Order will be invoked when more formality is needed to serve these goals.

3 4 **IX Distribution of Faculty Duties and Responsibilities**

5
6 The Office of Academic Affairs requires departments to have guidelines on the distribution of
7 faculty duties and responsibilities (See the OAA Policies and Procedures Handbook, Volume 1,
8 Chapter 2, Section 1.4.5, <http://oaa.osu.edu/handbook.html>).

9
10 During on-duty periods, faculty members are expected to be available for interaction with
11 students and for departmental meetings and events even if they have no formal course
12 assignment. The department recommends that on-duty faculty members schedule at least two
13 office hours per week; if they are not teaching, they must at least make themselves available to
14 students and colleagues electronically. On-duty faculty members should not be away from
15 campus for extended periods of time unless on an approved leave or approved travel.

16
17 The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the
18 demands and resources of the department and the individual circumstances of faculty members
19 may warrant temporary deviations from these guidelines. Assignments and expectations for the
20 upcoming year are addressed as part of the annual review by the department chair.

21
22 A full-time faculty member's primary professional commitment is to Ohio State University, and
23 the guidelines below are based on that commitment. Faculty who have professional
24 commitments outside of Ohio State during on-duty periods (including teaching at another
25 institution; conducting research for an entity outside of Ohio State; external consulting) must
26 disclose and discuss these with the chair in order to ensure that no conflict of commitment
27 exists. Information on faculty conflicts of commitment is presented in the OAA Faculty Conflict
28 of Commitment policy (<http://oaa.osu.edu/assets/files/documents/conflictofcommitment.pdf>).

29 30 **A Tenure-track Faculty**

31
32 Tenure-track faculty members are expected to contribute to the university's mission via teaching,
33 scholarship, and service. When a faculty member's contributions decrease in one of these three
34 areas, additional activity in one or both of the other areas is expected.

35 36 **Teaching**

37
38 All tenure-track faculty are expected to contribute to the department's teaching, including large
39 enrollment and specialized courses in both the undergraduate and graduate curriculums. The
40 standard teaching assignment for full-time tenure-track faculty members is four courses per
41 academic year. Faculty members are also expected to advise undergraduate and graduate
42 students and supervise independent studies and thesis and dissertation work.

43
44 Adjustments to the standard teaching assignment may be made to account for teaching a new
45 class, the size of the class, whether the class is taught on-line or team-taught, and other factors
46 that may affect the preparation time involved in teaching the course.

1
2 The standard teaching assignment may vary for individual faculty members based on their
3 research and/or service activity. Faculty members who are especially active in research can be
4 assigned an enhanced research status that includes a reduced teaching assignment. Likewise,
5 faculty members who are relatively inactive in research can be assigned an enhanced teaching
6 status that includes an increased teaching assignment. Faculty members who are engaged in
7 extraordinary service activities (to the department, college, university, and in special
8 circumstances professional organizations within the discipline) can be assigned an enhanced
9 service assignment that includes a reduced teaching assignment.

10
11 The chair is responsible for making teaching assignments on an annual basis, and may decline to
12 approve requests for adjustments when approval of such requests is not judged to be in the best
13 interests of the department. All faculty members must do some formal instruction and advising
14 over the course of the academic year.

15
16 In recognition of the work involved in the exercise of their duties, the Directors of
17 Undergraduate Language Programs will receive appropriate adjustments in their teaching
18 assignments. Normally, the Directors of the French and the Italian Language Programs, who also
19 supervise the Graduate Teaching Associates in the Ph.D. programs in French and Italian, will
20 have a one-course reduction in teaching. The Chair of the Departmental Graduate Studies
21 Committee will receive an appropriate adjustment in departmental duties. (A one-course
22 reduction in teaching or a reduction in other committee assignments are examples of "an
23 appropriate adjustment.") The number of courses taught by the Chair is determined in
24 consultation with the Dean. Normally, the Chair teaches a maximum of two courses annually.

25
26 The above guidelines do not constitute a contractual obligation. Fluctuations in demands and
27 resources in the Department and the individual circumstances of faculty members may warrant
28 temporary deviations from the guidelines. The Chair in consultation with the Dean must approve
29 course reductions.

30 31 **Scholarship**

32
33 All tenure-track faculty members are expected to be engaged in scholarship as defined in the
34 department's Appointments, Promotion, and Tenure Document
35 (<http://oaa.osu.edu/governance.html>). Criteria for scholarly productivity, applied in evaluation by
36 the Chair with the Salary Advisory Committee in annual review, vary according to areas of
37 research (linguistics, pedagogy at the university level, literary and/or cultural analysis, for
38 example, have differing discipline-specific research traditions and expectations) and are
39 sometimes weighted according to the nature of teaching assignment (curriculum development or
40 preparation of assigned course sequences requiring large investments of time). Faculty members
41 are expected to publish, or have had accepted for publication, over a three-year period, an
42 average of at least one scholarly article annually. In addition, they are expected to read at least
43 one paper at a professional/scholarly conference each year. Evidence must also be given, over a
44 three-year period, of sustained progress on a larger research project, most often in the form of a
45 book-length manuscript.

1 **Service**

2
3 Faculty members are expected to be engaged in service and outreach to the department,
4 university, profession and community. Typically this will include two service roles within the
5 department (for example, as a member and/or chair of the Graduate Studies, Curriculum and
6 Scheduling, Lectures and Special Events, or Undergraduate Studies Committees) and, for
7 tenured faculty, one outside of the department, although this number may vary depending on
8 departmental need. This pattern can also be adjusted depending on the nature of the assignment
9 (e.g. service as committee chair, service on a particularly time-intensive committee, organizing a
10 professional conference, leadership in an educational outreach activity, service in an
11 administrative position within the department, college, or university) and on the percentage of
12 his/her appointment the faculty member holds with the department.

13
14 All faculty members are expected to attend and participate in faculty meetings, recruitment
15 activities, and other department events.

16 [Back to index](#)

17
18 **i. Special Assignments**

19
20 Information on special assignments (SAs) is presented in the Office of Academic Affairs Special
21 Assignment Policy (<http://oaa.osu.edu/assets/files/documents/specialassignment.pdf>). The
22 information provided below supplements these policies.

23
24 Reasonable efforts will be made to award SA opportunities to all tenured faculty members
25 subject to the quality of faculty proposals, including their potential benefit to the department or
26 university, and the need to assure that sufficient faculty are always present to carry out
27 department work. When more than one faculty member applies for an SA during the same term,
28 the Chair will appoint an ad-hoc committee, consisting of the faculty members who are not
29 applying for an SA that year, to evaluate all proposals and to make recommendations to the
30 chair. The chair's recommendation to the dean regarding an SA proposal will be based on the
31 quality of the proposal and its potential benefit to the department or university and to the faculty
32 member as well as the ability of the department to accommodate the SA at the time requested.

33
34 **D Associated Faculty**

35
36 Compensated associated faculty members are expected to contribute to the university's mission
37 via teaching or research depending on the terms of their individual appointments.

38
39 Faculty members with tenure-track titles and appointments <50% FTE will have reduced
40 expectations based on their appointment level.

41
42 Expectations for compensated visiting faculty members will be based on the terms of their
43 appointment and are comparable to that of tenure-track faculty members except that service is
44 not required.

45
46 The standard teaching assignment for full-time lecturers is eight courses per academic year.

1
2 **E Parental Modification of Duties**
3

4 The Department of French and Italian strives to be a family-friendly unit in its efforts to recruit
5 and retain high quality faculty members. To this end, the department is committed to adhering to
6 the College of Arts and Sciences's guidelines on parental modification of duties to provide its
7 faculty members flexibility in meeting work responsibilities within the first year of
8 childbirth/adoption. See the college pattern of administration at
9 (<http://oaa.osu.edu/governance.html>) for details.
10

11 The faculty member requesting the modification of duties for childbirth/adoption and the
12 department Chair should be creative and flexible in developing a solution that is fair to both the
13 individual and the unit while addressing the needs of the university. Expectations must be spelled
14 out in an MOU that is approved by the dean.
15

16 **X Course Offerings and Teaching Schedule**
17

18 The department Chair will annually develop a schedule of course offerings and instructor
19 assignments in consultation with the faculty, both collectively and individually. While every
20 effort will be made to accommodate the individual preferences of faculty, the department's first
21 obligation is to offer the courses needed by students at times and in formats, including on-line
22 instruction, most likely to meet student needs. To assure classroom availability, reasonable
23 efforts must be made to distribute course offerings across the day and week. To meet student
24 needs, reasonable efforts must be made to assure that course offerings match student demand and
25 that timing conflicts with other courses students are known to take in tandem are avoided. A
26 scheduled course that does not attract the minimum number of students required by Faculty Rule
27 3335-8-17 (<http://trustees.osu.edu/rules/university-rules.html>) will normally be cancelled and the
28 faculty member scheduled to teach that course will be assigned to another course for that or a
29 subsequent semester. Finally, to the extent possible, courses required in any curriculum or
30 courses with routinely high demand will be taught by at least two faculty members across
31 semesters of offering to assure that instructional expertise is always available for such courses.
32

33 **XI Allocation of Department Resources**
34

35 The chair is responsible for the fiscal and academic health of the department and for assuring that
36 all resources—fiscal, human, and physical—are allocated in a manner that will optimize
37 achievement of department goals.
38

39 The chair will discuss the department budget at least annually with the faculty and attempt to
40 achieve consensus regarding the use of funds across general categories. However, final decisions
41 on budgetary matters rest with the chair.
42

43 The allocation of office space will include considerations such as achieving proximity of faculty
44 in subdisciplines and productivity and grouping staff functions to maximize efficiency.
45

1 The allocation of salary funds is discussed in the Appointments, Promotion and Tenure
2 Document.

3
4 Each year tenure-track faculty members will have access to a travel fund whose value will be set
5 by the chair at the beginning of each fiscal year, dependent on the department's budget. This
6 fund may be used for travel for purposes such as presenting work at a conference, conducting
7 research, or attending a professional development workshop. All use of faculty travel funds must
8 be approved by the Chair. A travel order must be submitted to the department's Fiscal Associate
9 at least two weeks (preferably earlier) prior to the start of travel.

10 **XII Leaves and Absences**

11
12 The university's policies and procedures with respect to leaves and absences are set forth in the
13 Office of Academic Affairs Policies and Procedures Handbook
14 (<http://oaa.osu.edu/handbook.html>) and Office of Human Resources Policies and Procedures
15 website, www.hr.osu.edu/policy/policyhome.htm.

16 **A Discretionary Absence**

17
18 Faculty are expected to complete a travel request or an Application for Leave form
19 (eleave.osu.edu) well in advance of a planned absence (for attendance at a professional meeting
20 or to engage in consulting) to provide time for its consideration and approval and time to assure
21 that instructional and other commitments are covered. Discretionary absence from duty is not a
22 right and the chair retains the authority to disapprove a proposed absence when it will interfere
23 with instructional and other comparable commitments. Such an occurrence is most likely when the
24 number of absences in a particular semester is substantial. Rules of the University Faculty
25 require that the Office of Academic Affairs approve any discretionary absence longer than 10
26 consecutive business days (See Faculty Rule 3335-5-08) and must be requested at
27 <https://eleave.osu.edu/>.

28 **B Absence for Medical Reasons**

29
30 When absences for medical reasons are anticipated, faculty members are expected to complete an
31 Application for Leave form as early as possible. When such absences are unexpected, the faculty
32 member, or someone speaking for the faculty member, should let the Chair know promptly so
33 that instructional and other commitments can be managed. Faculty members are always expected
34 to use sick leave for any absence covered by sick leave (personal illness, illness of family
35 members, medical appointments). Sick leave is a benefit to be used—not banked. For additional
36 details see OHR Policy 6.27, www.hr.osu.edu/policy/index.aspx.

37 **C Unpaid Leaves of Absence**

38
39 The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of
40 absence are set forth in OHR Policy 6.45, www.hr.osu.edu/policy/index.aspx.

41 **D Faculty Professional Leave**

1
2 Information on faculty professional leaves is presented in the OAA Policy on Faculty
3 Professional Leaves (FPLs)
4 (<http://oaa.osu.edu/assets/files/documents/facultyprofessionalleaves.pdf>). The information
5 provided below supplements these policies.
6

7 When more than one faculty member applies for an FPL during the same term, the Chair will
8 appoint an ad-hoc committee, consisting of the faculty members who are not applying for an FPL
9 that year, to evaluate all proposals and to make recommendations to the chair. The chair's
10 recommendation to the dean regarding an FPL proposal will be based on:

- 11 1. The viability and merit of the project and its potential to benefit the faculty member and
12 the department.
- 13 2. The length of time since the faculty member's last FPL or, if s/he has never received one,
14 since his/her date of hire.
- 15 3. The staffing needs of the department at the time of the request.
16

17 18 19 **XIII Supplemental Compensation and Paid External Consulting**

20
21 Information on faculty supplemental compensation is presented in the OAA Policy on Faculty
22 Compensation (<http://oaa.osu.edu/assets/files/documents/facultycompensation.pdf>). Information
23 on paid external consulting is presented in the university's Policy on Faculty Paid External
24 Consulting (<http://oaa.osu.edu/assets/files/documents/paidexternalconsulting.pdf>). The
25 information provided below supplements these policies.
26

27 This department adheres to these policies in every respect. In particular, this department expects
28 faculty members to carry out the duties associated with their primary appointment with the
29 university at a high level of competence before seeking other income-enhancing opportunities.
30 All activities providing supplemental compensation must be approved by the department Chair
31 regardless of the source of compensation. External consulting must also be approved. Approval
32 will be contingent on the extent to which a faculty member is carrying out regular duties at an
33 acceptable level, the extent to which the extra income activity appears likely to interfere with
34 regular duties, and the academic value of the proposed consulting activity to the department. In
35 addition, it is university policy that faculty may not spend more than one business day per week
36 on supplementally compensated activities and external consulting combined.
37

38 Faculty who fail to adhere to the university's policies on these matters, including seeking
39 approval for external consulting, will be subject to disciplinary action.
40

41 **XIV Financial Conflicts of Interest**

42
43 Information on faculty financial conflicts of interest is presented in the university's Policy on
44 Faculty Financial Conflict of Interest
45 (<http://oaa.osu.edu/assets/files/documents/financialconflictinterest.pdf>). A conflict of interest
46 exists if financial interests or other opportunities for tangible personal benefit may exert a

1 substantial and improper influence upon a faculty member or administrator's professional
2 judgment in exercising any university duty or responsibility, including designing, conducting or
3 reporting research.

4
5 Faculty members with external funding or otherwise required by university policy are required to
6 file conflict of interest screening forms annually and more often if prospective new activities
7 pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to
8 cooperate with university officials in the avoidance or management of potential conflicts will be
9 subject to disciplinary action.

10 11 **XV Grievance Procedures**

12
13 Members of the department with grievances should discuss them with the Chair who will review
14 the matter as appropriate and either seek resolution or explain why resolution is not possible.
15 Content below describes procedures for the review of specific types of complaints and
16 grievances

17 18 **A Salary Grievances**

19
20 A faculty or staff member who believes that his or her salary is inappropriately low should
21 discuss the matter with the Chair. The faculty or staff member should provide documentation to
22 support the complaint.

23
24 Faculty members who are not satisfied with the outcome of the discussion with the chair and
25 wish to pursue the matter may be eligible to file a more formal salary appeal, described in the
26 Office of Academic Affairs Policies and Procedures Handbook,
27 <http://oaa.osu.edu/handbook.html>. The College of Arts and Sciences procedures for Faculty
28 Salary Appeals can be found in Appendix C of the College POA
29 <http://oaa.osu.edu/assets/files/documents/ASC-POA.pdf>.

30
31 Staff members who are not satisfied with the outcome of the discussion with the chair and wish
32 to pursue the matter should contact Consulting Services in the Office of Human Resources
33 (www.hr.osu.edu/).

34 35 **B Faculty Misconduct**

36
37 Complaints alleging faculty misconduct or incompetence should follow the procedures set forth
38 in Faculty Rule 3335-5-04, <http://trustees.osu.edu/rules/university-rules.html>.

39 40 **C Faculty Promotion and Tenure Appeals**

41
42 Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05,
43 <http://trustees.osu.edu/rules/university-rules.html>.

44 45 **D Sexual Harassment**

46

1 The university's policy and procedures related to sexual harassment are set forth in OHR Policy
2 1.15, www.hr.osu.edu/policy/index.aspx.

3 4 **E Student Complaints**

5
6 Normally student complaints about courses, grades, and related matters are brought to the
7 attention of individual faculty members. In receiving such complaints, faculty should treat
8 students with respect regardless of the apparent merit of the complaint and provide a considered
9 response. When students bring complaints about courses and instructors to the department chair,
10 the chair will first ascertain whether or not the students require confidentiality. If confidentiality
11 is not required, the chair will investigate the matter as fully and fairly as possible and provide a
12 response to both the students and any affected faculty. If confidentiality is required, the chair will
13 explain that it is not possible to fully investigate a complaint in such circumstances and will
14 advise the student(s) on options to pursue without prejudice as to whether the complaint is valid
15 or not.

16
17 Faculty complaints regarding students must always be handled strictly in accordance with
18 university rules and policies. Faculty should seek the advice and assistance of the chair and
19 others with appropriate knowledge of policies and procedures when problematic situations arise.
20 In particular, evidence of academic misconduct must be brought to the attention of the
21 Committee on Academic Misconduct (see www.oaa.osu.edu/coam/home.html and
22 <http://senate.osu.edu/committees/COAM/COAM.html>).

23 24 **F Code of Student Conduct**

25
26 In accordance with the Code of Student Conduct ([http://trustees.osu.edu/rules/code-of-student-](http://trustees.osu.edu/rules/code-of-student-contact.html)
27 [contact.html](http://trustees.osu.edu/rules/code-of-student-contact.html)), faculty members will report any instances of academic misconduct to the
28 Committee of Academic Misconduct.