

PATTERN OF ADMINISTRATION OF THE DEPARTMENT OF LINGUISTICS

The Ohio State University

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I. Introduction.

This document provides a brief description of the Department of Linguistics as well as a description of its 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 these rules, take precedence over statements in this document. A copy of this document shall be made available to all present and prospective members of the Department, and a copy shall be deposited in the office of the Dean of the College of Arts and Sciences, and in the office of the Provost.

This Pattern of Administration is subject to continuing revision. It must be reviewed and either revised or reaffirmed on the appointment or reappointment of the Department Chair. However, revisions may be made at any time subject to approval by the College office and the Office of Academic Affairs. This Pattern of Administration can be amended by consensus of the Committee of the Whole. If consensus cannot be reached, a two-thirds positive vote of the Committee of the Whole (Section V) will be required to amend this document. Proposed amendments must be made in writing to the Chair at least two weeks before the next scheduled meeting of the Committee of the Whole.

Members of the Department should be aware of the "Appointments, Promotion, and Tenure: Criteria and Procedures for the Department of Linguistics" document which supplements this Pattern of Administration.

II. Mission.

The overall mission of the Department of Linguistics is to pursue the scientific investigation of language as a human phenomenon in its historical, psychological, and social dimensions, through effective and innovative undergraduate teaching, a research-oriented graduate program, and high-quality faculty and student research covering the major subareas within the discipline of linguistics.

III. 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>.

IV. 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, with compensated FTEs of at least 51% in the department, and associated faculty.

Associated faculty include lecturers and senior lecturers, tenure-track faculty with 1-50% appointments, visiting faculty, and adjunct faculty. These individuals may be appointed by the Department Chair on the recommendation of program faculty in cases of instructional need, usually to cover the absence of permanent faculty. The amount of remuneration is determined by the Department Chair, with approval by the Dean.

Visiting faculty (at the rank of instructor, assistant, associate, or professor), are appointed by the Department Chair in consultation with faculty according to their expertise and subject to the approval of the Dean. These full-time, compensated appointments are renewable up to three years. The department encourages visits of international scholars, however, the Department Chair may limit the number of visitors in a manner consistent with available department resources. The Department Chair must assure that at least one faculty member is willing to take responsibility for sponsoring the visitor.

Courtesy appointments may be made by the Department Chair on recommendation of program faculty and approval of the Dean, are not paid and may be renewed.

Emeritus Faculty may be re-hired on short-term agreements subject to programmatic needs, availability of funds, and University policy, including approval by Office of Academic Affairs.

Tenure-track faculty are eligible to vote on all matters of faculty governance within the department. The department faculty may vote to extend department governance rights to associated faculty except tenure-track appointment, promotion and tenure decisions.

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>).

V. Departmental Administration.

The administrative procedures of the Department of Linguistics are designed to foster the widest possible participation in departmental decision making by the faculty and its students. To the extent possible, decision making is carried out in faculty department meetings, wherein the tenure-track

faculty and one elected representative of the graduate students act as a Committee of the Whole. If it is necessary or expedient, decisions may be reached through consultation by the Department Chair with the members of the Committee of the Whole individually, through face-to-face meetings or electronically.

A. Departmental Chair.

Selection and appointment of the Chair.

The Department Chair is selected, appointed and re-appointed according to a process specified in the POA of the College of Arts and Sciences, Section VI A 1 and Faculty Rule 3335-3-35. In the decision processes to select, appoint, reappoint, and conduct an internal vs. external search for the chair, the Executive Dean and Divisional Dean consider feedback from the department.

Duties.

Faculty Rule 3335-3-35 requires the chair to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content. The rule, along with Faculty Rule 3335-6, <http://trustees.osu.edu>, also requires the chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to promotion and tenure.

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

- To have general administrative responsibility for department programs, subject to the approval of the dean of the college, and to conduct the business of the department efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.
- To plan with the members of the faculty and the dean of the college a progressive program; to encourage research and educational investigations.
- To evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty.
- To evaluate faculty members annually in accordance with both university and department established criteria; to inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their department and to place in that file a response to any evaluation, comment, or other material contained in the file.
- To recommend appointments, promotions, dismissals, and matters affecting the tenure of members of the department faculty to the dean of the college, in accordance with procedures set forth in Faculty Rule 3335-6 (<http://trustees.osu.edu>) and this department's Appointments, Promotion and Tenure Document.

- To see that all faculty members, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of morale.
- To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.

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

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

B. Committees

Much of the development and implementation of the department's policies and programs is carried out by standing and ad hoc committees. The chair is an ex officio member of all department committees and may vote as a member on all committees except the Committee of Eligible Faculty and the Promotion and Tenure Committee.

Departmental Committees and other Service Assignments.

Except for the Committee of the Whole, all faculty appointments to committees and other service assignments are made by the chair, who may consult with the faculty to determine appropriate assignments. Appointments are normally for a one-year period, and are renewable. Except where otherwise noted, e.g. for ad hoc committees, for which the chair will make the appointment, all student members of committees are elected by the students.

Committee of the Whole

The policies of the Department of Linguistics are determined in department meetings, chaired by the chair, which are open to all members of the faculty and all graduate and undergraduate students majoring in linguistics, as well as to anyone else as prescribed by Ohio law. Faculty meetings are held biweekly, unless otherwise announced, with the chair being responsible for providing ample notice of these meetings to all faculty members and students, along with an agenda. A quorum is one-half of the voting members on duty. Any faculty member or student may have a policy question placed on the agenda. The Chair will be responsible for seeing that minutes are maintained for all department meetings.

In the event that an item on the agenda of a faculty meeting concerns an individual student or faculty member, all students will be excluded from the meeting. Only tenure-track faculty members and one elected representative of the department's students may vote on policy questions decided by the Committee of the Whole. Decisions on policy questions will be decided by a majority vote. In order for the vote to be valid, at least two-thirds of all those the eligible voters must vote. Abstentions are not votes. Eligible voters may vote by conference call, and those who are not physically present at the time of the vote may vote by absentee ballot. In general, an attempt will always be made to reach a decision on departmental matters by consensus of those present at all department meetings, an actual vote being taken only if a consensus fails to be reached after discussion of the issues involved.

The implementation of departmental policy is the responsibility of the chair, although in certain cases this responsibility will normally be delegated, e.g. to the Graduate Studies Committee chair, the chair of the Linguistics Undergraduate Studies Committee, and the chair of the various M.A. and Ph.D. committees, etc. The department chair will regard himself/herself as bound by any majority vote of the department (where matters at hand fall within the province of the department) unless he/she believes that there are compelling reasons for acting otherwise. In this latter event, he/she is to convene the departmental members and elected student representative (if appropriate), advise them of his/her belief, and give those present an opportunity to change the vote or to persuade him/her that his/her reasons are not compelling. Should this meeting fail to produce agreement, the chair and a representative of the dissenting faculty will each prepare representations to the university official within whose province the issue at dispute lies detailing the reasons for their positions. The department and chair will be bound by a decision of this university official. In certain exceptional cases (e.g. during the summer or when great speed in decision making is indicated) the chair of the department may elect to assume the responsibility of decision making. However, the chair is expected to make every effort to consult with available faculty and the elected representative of the students before coming to a decision in such cases and any decision made is subject to review and possible modification at the next regularly scheduled faculty meeting.

Graduate Studies Committee

The Graduate Studies Committee consists of a faculty Graduate Studies Committee Chair and at least two members of the graduate faculty as appointed by the Department Chair. The duties of the Graduate Studies Committee are to supervise any correspondence with prospective graduate students, to screen applicants for admission to the graduate program and for fellowship nominations (the final decisions to be made by the full faculty), to jointly oversee, with the Undergraduate Studies Committee, the MA program, and to perform other duties of a departmental graduate studies committee as set forth in the Graduate School Handbook. The committee serves as advisory to the department chair concerning graduate course offerings.

Undergraduate Studies Committee

The Undergraduate Studies Committee consists of a faculty chair who also serves as honors advisor, the undergraduate program coordinator, the department GTA coordinator and other faculty as appointed by the Department Chair. The committee is responsible for overseeing the linguistics

undergraduate programs and the linguistics general education courses, and for jointly overseeing, with the graduate studies committee, the MA program. The committee serves as advisory to the department chair concerning undergraduate course offerings.

Tenure and Promotion Committees

The membership of the tenure and promotion committees is determined by the "Appointments, Promotion, and Tenure: Criteria and Procedures for the Department of Linguistics" document.

Speakers Committee

The Speakers Committee consists of one faculty member who will serve as chair, one other faculty member, and at least five student members. Members of the committee share the responsibility of maintaining the department's calendar of events, scheduling the department's colloquium series, notifying the linguistics community of upcoming talks, and of assuring that there is a faculty or student host assigned to coordinate the visit of each external speaker. The host need not be a member of the Speakers Committee. The Speakers Committee chair will take the lead in organizing graduate student talks relating to milestones of the graduate program. The Speakers Committee coordinates its funding activities with the department's Fiscal Officer and the Chair through a dedicated database.

The Diversity and Outreach Committee

The Diversity and Outreach Committee consists of one faculty chair, one other faculty member and at least one graduate student member. Its responsibilities are to raise the profile of the department across the university and in the broader community, to ensure recruitment across a broad cross-section of students, and to collect, archive and make available to members of the Department information relevant to diversity and outreach activities. The committee will work to foster ties with the Office of Diversity and Inclusion, the Office of Ohio State ADVANCE and the Office of STEM Initiatives to gain access to, develop and/or encourage initiatives that may enhance diversity within the Department or university more generally. The Diversity Committee also works closely with the Diversity Advocate of each search committee that the Department Chair may appoint to review candidates for an open position.

The Working Papers Committee

The Working Papers Committee consists of one faculty chair and where feasible one other faculty member and at least two graduate student members. Its purpose is to oversee the publication of volumes of Ohio State University Working Papers in Linguistics.

The Laboratory and Computing Committee

The Laboratory and Computing Committee consists of a faculty chair, at least two other faculty members, an IT staff member and at least two graduate student members. Its purpose is to oversee the functions of the department's computing equipment including copiers and printers, and to administer their operation, maintenance, and improvement. In spring quarter, the committee provides

the department chair with a proposed budget for the following year, based on their assessment of the department's computational needs. The chair of the committee serves as liaison to the systems support staff.

Teaching Awards Committee

The Teaching Awards Committee consists of a faculty chair (who may be a Senior Lecturer), at least one student member who is a former Teaching Award winner, and, where feasible, one other faculty member. Its purpose is to screen nominations for the Departmental Award(s) for Excellence in Teaching Linguistics by graduate teaching associates and to make a decision about the current year's awardee(s).

Faculty Awards Committee

The Faculty Awards Committee consists of one faculty chair, and at least one additional faculty member. The committee is responsible for coordinating university internal and external award nominations for the department's faculty members.

Travel Committee

The Travel Committee consists of a faculty chair, one other faculty member, and at least two graduate students. Its purpose is to review applications and recommend funding for graduate students to travel in order to present their work at scholarly conferences. The Travel Committee coordinates its funding activities with the department's Fiscal Officer and the Chair through a dedicated database.

Junior Faculty Mentoring Committees

Each non-tenured tenure-track faculty member and, where feasible, each Associate Professor, shall be assigned a mentor or mentoring committee made up one or more faculty members more senior than the mentee. The committee is responsible for mentoring the junior faculty member in publishing, teaching, service, and other areas, as relevant.

Language Files Committee

The Language Files Committee consists of at least two students, the GTA coordinator and the department chair. The committee members will preferably include at least one past editor and a potential future editor of Language Files. The committee is responsible for vetting enquiries regarding Language Files and for maintaining a record of revisions to past editions and those proposed for future editions.

Development Committee

The Development Committee consists of a faculty chair, where feasible one additional faculty member and one graduate student. The committee is responsible for developing and/or encouraging

fund-raising initiatives for the department.

Arts & Science Senator and Alternate

One faculty member serves as the Arts & Sciences Senator and a second faculty member as the Alternate. The Senator, or Alternate in the Senator's absence, represents the department in the Faculty Senate of the College of Arts & Sciences.

Social Events Committee

The social events committee is made up of four department members. The committee is responsible for coordinating department social events, such as parties and other functions.

Library Liaison

One faculty member serves as Library Liaison. Members of the Department may recommend linguistic materials for acquisition to the Library Liaison or send the request directly to the University Acquisitions Librarian for languages and linguistics. The Library Liaison represents the Department in any deliberations within the university concerning university library policy.

Linguistics Outside the Classroom Committee

The Linguistics Outside the Classroom (LOC) Committee is made up of the PI of the Comprehensive Research Protocol in Linguistics as approved by the Office of Responsible Research Practices, who serves as chair, the GTA coordinator and at least two graduate students. The committee is responsible for administering and maintaining the LOC requirements in undergraduate courses and for keeping IRB approval of the departmental research protocol, including the subject pool protocol, current.

Peer Review of Teaching Committee

Annually the department chair appoints a faculty member to chair the Peer Review of Teaching Committee. The committee chair recruits a number of committee members sufficient to meet the volume and necessary timing of peer review activity expected that year, without overburdening any of the members. The term of service is one year, with reappointment possible. To the extent possible, peer reviewers will be of equal or higher rank than the faculty member being reviewed.

The responsibilities of the Peer Review of Teaching Committee are as follows:

- to review the teaching of probationary tenure-track professors at least once per year during the first three years of service, and at least twice more before the commencement of the mandatory tenure review, with the goal of assessing teaching at all the levels of instruction to which the faculty member is assigned

- to review the teaching of tenured associate professors at least once every other year, with the goal of assessing teaching at all the levels of instruction to which the faculty member is assigned, having at least two peer reviews of teaching during the six-year period preceding a promotion review
- to review the teaching of tenured full professors at least once every four years with the goal of assessing teaching at all the levels of instruction to which the faculty member is assigned
- to review the teaching of a faculty member outside the regular schedule for review, upon that individual's request, or upon the request of the department chair, to the extent that time and staffing permit.

Reviews conducted upon the request of the department chair or the faculty member will focus on the specific aspects of instruction requested by the chair or faculty member and may take a form appropriate to the request.

Regularly scheduled peer teaching evaluations (the first three situations listed above) are comprehensive and should include class visitation and review of course syllabi and related instructional materials. In the case of peer review for the purposes of promotion and tenure reviews, peer reviewers will be of equal or higher rank than the faculty member being reviewed. Peer evaluations of teaching will result in a written report to the department chair, copied to the reviewed faculty member. The report will become part of the faculty member's record for inclusion in annual reviews and promotion dossiers, and may be considered as well in the determination of merit salary increases.

Advisory and Ad Hoc Committees

In addition to the standing committees described above, the chair may appoint advisory committees to advise him/her on administrative matters. In addition, the chair may appoint ad hoc committees from time to time for special tasks, such as searching for candidates for an open faculty position, supervising a departmental publication, etc. Unless the nature of the committee's task demands otherwise, at least one student from the department will be included in any such committee. Any other positions required of departments by other University organizations will be filled in the prescribed manner.

VI. Departmental Guidelines

Distribution of Faculty Duties and Responsibilities

The OAA Handbook (Volume 1, Chapter 2)

(<http://oaa.osu.edu/assets/files/documents/1.2HBUnitAdmin.pdf>) states, in part:

"[t]he chair is responsible for assuring that every faculty member has duties and responsibilities commensurate with his or her appointment and that departmental workload is distributed equitably among faculty. While faculty are expected to exercise "self-determination" in conducting their research or other scholarly activity, the chair assigns

teaching and in most cases departmental service.

In making these assignments the chair must balance the needs of the department with the preferences of the faculty member within the context of the department's policy on faculty duties and responsibilities described below.

Many faculty members voluntarily take on a variety of professional activities that fall outside the department's policy on faculty duties and responsibilities. These activities often benefit the department or university and, to the extent possible, should be taken into account in considering a faculty member's total distribution of duties. However, fairness to other faculty and the department's need to meet its programmatic obligations may become issues when a faculty member seeks relief from departmental obligations in order to devote considerable time to personal professional interests that may not contribute to departmental goals. The chair may decline to approve such requests when approval is not judged to be in the best interests of the department.

While on duty, faculty members are expected to be available for interaction with students, service assignments, and other responsibilities even if they have no formal course assignment that semester/term. In accordance with faculty rule 3335-5-08, on-duty faculty members who need to be away from campus to conduct research or other university business may do so with the approval of the chair, dean and OAA through an approved leave of absence form. Absences of more than ten consecutive business days require approval by OAA.”

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

Tenure-track faculty

Teaching Assignments.

The teaching assignments of any given academic year are to be determined by the Chair in consultation with each faculty member. Courses that fall within the expertise of more than one faculty member are to rotate among those having this expertise when feasible. The normal annual teaching load for the department is four courses. All teaching reductions must be approved by the Chair in consultation with the Divisional Dean. In other words, the Dean must approve all teaching reductions that involve course credit. Teaching loads may be reduced as a result of contractual negotiations, as a result of grants and fellowships, as a result of SAs and FPLs, or at the discretion of the chair for particularly demanding service obligations (such as graduate studies chair, undergraduate advisor, major national professional offices, or major editorships).

VII. Course Offerings.

The College of Arts & Sciences Pattern of Administration states:

Teaching loads in the ASC will be determined at the discipline level and involve discussion between the department chairs and divisional deans. All tenured and tenure-track faculty will be expected to contribute to their department's teaching, including large enrollment and specialized courses. Average teaching loads for faculty in the different disciplines should be compatible with the appropriate benchmarks in peer universities. In order to achieve equitable workloads for all faculty, teaching load for an individual faculty member will be adjusted appropriately in response to variations in research and/or service activities.

For the Department of Linguistics, the standard teaching load is four courses per year. The maximum course load per year is eight courses for faculty who do no service, advising, publication, or research. The minimum is zero for faculty on leave for the entire year. In addition, faculty advise majors, minors and graduate students, serve on graduate examining committees, direct honors, bachelors and masters theses, and serve on doctoral committees in other units, while also providing individualized directed study and research for both undergraduate and graduate students.

In the planning of course offerings by the Chair and members of the faculty, the following factors will be given consideration: the faculty's views as to what courses and seminar topics constitute a valuable and academically sound program in linguistics, the students' views as to what courses and topics they most wish to take, and overall curricular needs of various tracks within the graduate program, of the undergraduate program, and of other programs on campus.

Typically, each member of the faculty will teach at all levels of the curriculum in each year, including lower-division undergraduate courses, GE courses, courses for majors, and graduate courses.

Scholarly productivity

OAA policy states:

"[a] unit's policy on faculty duties and responsibilities must include a statement describing the average level of scholarly productivity expected within a time frame appropriate to the discipline.

In departments in which seeking and obtaining external funding is customary, the policy should state the expectations for seeking and obtaining such funding.

The degree of specificity in all such statements will vary widely across disciplines. Since scholarly activity is self-generated rather than assigned, however, the language in this section should be sufficiently explicit to communicate expectations clearly and to provide a basis for adjusting duties and responsibilities in instruction and service in response to variations in the level of scholarly productivity."

Faculty in the Department of Linguistics are expected to maintain an active research program, as evidenced by the publication of books, articles in scholarly journals, participation in professional meetings and publications in their proceedings, and seeking and obtaining external funding where such funding is available and relevant for the faculty member's research. The typical rate of

publication expected of faculty is a minimum of approximately one major article every two years or a book within a three-year period, as well as various minor pieces. Faculty whose main outlet for reporting on research are refereed conferences are expected to produce at least one such piece per year. Faculty with the opportunity to obtain external funding are expected to be funded or seeking funding at all times.

Service Activity

All faculty in the Department of Linguistics are expected to participate in department, college, and University governance when called to do so, and to participate in the appropriate professional organizations.

Special Assignment

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.

Requests for Special Assignments (SA) for a given year are to be given to the Chair of the department in the form of an explicit, written research proposal, normally in the early spring of the preceding academic year. The Chair will recommend a candidate for SA to the Dean of the College of Arts and Sciences provided that he/she is convinced that (a) the department can adjust its teaching schedule and committee work to the absence of the faculty member; (b) the proposed research is of importance to the field of linguistics; and (c) the proposed research can be completed during the time period requested. In the event that more proposals are submitted than can be accommodated to the teaching schedule and the committee work of the department of a given year, the Chair will make his/her recommendations to the Dean on the basis of the relative merits of the proposals. When proposals are of roughly equal merit, the Chair will make his/her recommendations in such a way as to distribute SAs as equitably as possible among the members of the department.

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.

Parental Modification of Duties

The Department of Linguistics 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 Science's guidelines on parental modification of duties to provide its faculty members flexibility in meeting work responsibilities. See the college pattern of administration at (<http://oaa.osu.edu/governance.html>) for details on modifications within the first year of childbirth/adoption.

VIII. Allocation of Department Resources

Faculty Salaries

Faculty salaries will be determined by the Chair subject to the approval of the Dean of the College of Arts and Sciences. The criteria, procedures, and documentation for merit salary increases are described in Section 5 of the "Appointments, Promotion, and Tenure: Criteria and Procedures for the Department of Linguistics" document.

Appointment of Graduate Teaching Associates, Graduate Research Associates

Offers of appointment as Graduate Teaching Associates (GTA) or Graduate Research Associates (GRA) are made to incoming students by the Chair upon the advice of the Graduate faculty after review of applications from these students. Appointments or reappointments of current graduate students as GTAs and GRAs are decided by the faculty as a whole in a faculty meeting, except that the Chair alone will make decisions about such appointments when events require that these be made at a time when the faculty cannot be consulted. The primary criterion for appointment and reappointment as a GTA is evidence of good teaching ability, as measured by observation of teaching by a faculty member or the GTA coordinator and Student Evaluations of Instruction. These may be supplemented by other forms of teaching evaluation, as necessary and appropriate to determine all evidence of a GTA's potential to teach well. However, a student is not guaranteed reappointment as a GTA or GRA if his/her progress toward a degree is not deemed satisfactory. If the number of qualified graduate students exceeds the number of GTA/GRA positions available, then decisions as to which students receive support will be made on the basis of both the student's ability as a GTA or GRA and the student's promise as a scholar of linguistics. Allotment of the various kinds of GTA and GRA positions among qualified graduate students is made on the basis of both the department's needs (e.g., faculty research projects, Language Files revision, etc.) and the student's preferences.

Admission of a student into the Ph.D. program implies that the department will make every effort to ensure that the student is funded for at least the first five years in the program, assuming normal progress in the program.

Travel

Travel funds for graduate students are allocated by the Travel Committee. For other members of the department, funds are allocated by the Chair for travel in the conduct of departmental business or to present papers or engage in colloquia at significant meetings of linguists or scholars in related

disciplines. In general, the policy of the department is to disburse funds for travel in as equitable a manner as is possible, but also taking into account the relative scholarly significance of proposed trips.

IX. Leaves of Absence

In general, requests for leave of absence without compensation are to be recommended to the Dean of the College of Arts and Sciences provided that the request is for leave not exceeding twelve months, the request is sufficiently early to allow arrangements to cover the faculty member's responsibilities in his/her absence. The period of absence may serve an educational or scholarly purpose, or may be for personal reasons. See the OAA Handbook (<http://oaa.osu.edu/handbook.html>) for additional information.

- Discretionary Absence

Discretionary absence from duty (for attendance at a professional meeting or to engage in consulting) will be coordinated so as not to interfere with instructional or other comparable commitments. Rules of the University Faculty require that the Office of Academic Affairs approve any discretionary absence longer than 10 consecutive business days (See Faculty Rule 3335-5-08) and must be requested at <https://eleave.osu.edu/>.

- Absence for Medical Reasons

When absences are for medical reasons, arrangements should be made promptly so that instructional and other commitments can be managed. For additional details see OHR Policy 6.27, www.hr.osu.edu/policy/index.aspx.

- 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, www.hr.osu.edu/policy/index.aspx.

- Faculty Professional Leave

Information on faculty professional leaves is presented in the OAA Policy on Faculty Professional Leaves (<http://oaa.osu.edu/assets/files/documents/facultyprofessionalleaves.pdf>). The department's Ad-hoc committee on FPLs will be convened for those terms when FPL applications are submitted for review, and will be composed of the Graduate Studies Committee Chair and the Undergraduate Studies Committee Chair. If a conflict of interest arises such that a member of the committee must recuse themselves, the Department Chair will appoint another faculty member as a replacement. The committee will review all requests for FPL, and make a recommendation to the Department Chair based on the following criteria:

- The importance of the proposed research to the field of linguistics
- The likelihood that the proposed research will contribute to the goals of the department and the future success of the faculty member's research program

- The likelihood that the proposed research can be completed during the time period requested

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. In the event that more proposals are submitted than can be accommodated to the work of the department of a given year, the Chair will make his/her recommendations to the Dean on the basis of the relative merits of the proposals. When proposals are of roughly equal merit, the Chair will make the recommendations in such a way as to distribute FPLs as equitably as possible among the members of the department.

X. Teaching Evaluations.

The Department of Linguistics, recognizing the importance of evaluation in the furthering of effective teaching, requires that course and instructor evaluation forms be completed by the end of the semester. Teaching excellence is to be measured primarily by means of Student Evaluation of Instructor (eSEI) forms and peer evaluations, both of which are considered necessary to the annual review of all faculty and to the promotion-and-tenure review of probationary faculty. Comparable evaluation methods are to be used for Ling7890 discussion groups.

XI. Supplemental Compensation and Paid External Consulting

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 in the following sections supplements these policies.

XII. Financial Conflicts of Interest

Information on faculty financial conflicts of interest is presented in the university's Policy on Faculty Financial Conflict of Interest (<http://orc.osu.edu/files/2013/02/Policy-on-Faculty-Financial-Conflict-of-Interest.pdf>). Faculty members with external funding or otherwise required by university policy 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.

XIII. 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 (Policies and Procedures Handbook, <http://oaa.osu.edu/handbook.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 (<http://trustees.osu.edu>)

- Faculty Promotion and Tenure Appeals

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

- Sexual Misconduct and Harassment

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

- Student Complaints

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring complaints about courses and instructors to the department chair, the chair will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the chair will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty. If confidentiality is required, the chair will explain that it is not possible to fully investigate a complaint in such circumstances and will advise the student(s) 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 (see <http://oaa.osu.edu/coam.html>).

- Code of Student Conduct

In accordance with the Code of Student Conduct

(<http://studentconduct.osu.edu/page.asp?id=1>), faculty members will report any instances of academic misconduct to the Committee of Academic Misconduct.