

PATTERN OF ADMINISTRATION

Department of Women's, Gender and
Sexuality Studies

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Pattern of Administration

Department of Women's, Gender and Sexuality Studies

August 2017

I. INTRODUCTION

This document provides a brief description of the Department of Women's, Gender and Sexuality Studies as well as a description of its policies 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.

This Pattern of Administration is subject to continuing revision. It must be reviewed and either revised or reaffirmed on appointment or reappointment of the Department Chair. However, revisions may be made at any time subject to approval by the College office and the Office of Academic Affairs. Changes that are suggested by the faculty must be approved by a two-thirds vote of the core faculty. Proposed amendments must be made in writing to the Chair at least two weeks before the faculty meeting at which they will be introduced.

II. MISSION STATEMENT

The mission of the Department of Women's, Gender and Sexuality Studies (WGSS) is to generate new interdisciplinary forms of knowledge about the complex, globalized interplay of power and difference, especially as inflected by categories such as gender, sexuality, race, class, age, ability, and nationality, across a vast array of contemporary and historical cultures. We interrogate the conditions that render specific populations vulnerable to violence in a range of local and transnational contexts. We also study and cultivate strategies of resistance. To achieve these goals, we foster multiple modes of intellectual inquiry, transformative pedagogies, public engagement and activism. We strive to enhance the Department's national and international leadership role in the growing field of women's, gender and sexuality studies through continued excellence in research, teaching and service.

III. ACADEMIC RIGHTS AND RESPONSIBILITIES

In April 2006, the university issued a [reaffirmation](#) of academic rights, responsibilities, and processes for addressing concerns.

IV. FACULTY AND ADMINISTRATION

A. Departmental Faculty

Faculty Rule [3335-5-19](#) defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. Because of the Department's commitment to a comprehensive curriculum and research profile, the faculty members associated with the program are divided into three categories; membership in these categories is defined by level of involvement with the teaching, research, and service missions of the Department. The categories are:

1. WGSS Core Faculty

This term refers to all faculty on full-time or joint appointments in the Department of Women's, Gender and Sexuality Studies. The core faculty of the Department has primary responsibility for the teaching of WGSS courses. Core faculty has primary responsibility for all educational and administrative policies, including formulation of Department goals and priorities, curriculum development, oversight and development of undergraduate and graduate degree programs, as well as the review and selection of new faculty. Joint-appointed faculty may vote on promotion and tenure cases only in their TIU (see Faculty Appointments Policy, <http://oaa.osu.edu/assets/files/documents/facultyappointments.pdf>).

Qualified core faculty constitutes the primary graduate faculty of the Department of Women's, Gender and Sexuality Studies. Expectations for core faculty performance in the areas of teaching and research are elaborated in the Appointments, Promotion, Tenure Document of the Department.

2. WGSS Affiliated Graduate Faculty

This term refers to all members of the faculty, other than the core faculty of the Department, who are officially affiliated with the Department. Core WGGS faculty

may nominate candidates from other units for affiliated graduate faculty status. Qualifications include a research focus on women, gender and/or sexuality and/or the regular teaching of courses in other departments at the 5000-level and above that are included in the WGSS graduate program. Affiliated graduate faculty members can serve on WGSS doctoral exam and dissertation committees and are invited to serve on selected committees of the Department. The Graduate Studies Committee also nominates and screens candidates for the affiliated graduate faculty and presents their nominations to the core faculty for a vote. A two-thirds vote of the faculty constitutes approval of the nominee for membership.

3. Associated Faculty

This term refers to faculty who are non-tenure-track, including lecturers, senior lecturers, visiting faculty, and part-time 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 those of tenure-track faculty members except that service is not required.

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](#).

B. Administration

1. Overview of Departmental Administration and Decision-Making

Policy and program decisions are made in various ways: by the Department faculty as a whole, by standing or special committees of the Department, or by the Chair. The nature and importance of any individual matter determines how it is addressed. Department governance proceeds on the general principle that the more important the matter to be decided, the more widespread the agreement on a decision should

be. Open discussions, both formal and informal, constitute the primary means of reaching consensus on decisions of central importance.

2. The Chair: Definition, Selection, and Term

The position and responsibilities of the Chair as the administrative head are those stipulated in Rule [3335-3-35](#) of the *Rules of the University Faculty*. The process for selecting and reviewing the department chair is contained in the College of Arts and Sciences Pattern of Administration, Section VI.A.1.

The Chair will convene meetings of the faculty and the Advisory Committee (described below) once per month each semester, on a schedule provided at the start of each academic year. The Chair will consult with the faculty as a whole on all policy matters, as well as in the selection of new faculty members for appointment, generally at regularly scheduled meetings. Decisions about policy will generally be made by two-thirds faculty vote. In cases of deviation from that vote, the Chair shall communicate the reasons to the faculty and provide an opportunity for the faculty to comment. The Chair will also maintain and distribute minutes of meetings and records of all actions covered by this Pattern of Administration. In addition to these duties, the Chair represents the Department to the monthly meetings of chairs in the Division of Arts & Humanities and the College of Arts & Sciences, as well as on appropriate University and College committees.

3. Duties of the Chair according to University Rule [3335-3-35 \(C\)](#):

- (1) To have general administrative responsibility for the Department, subject to the approval of the Executive Dean of the College of Arts & Sciences.
- (2) To develop in consultation with the faculty a Pattern of Administration to be made available to all present and prospective members of the faculty of the Department. A copy shall be sent to the office of the Executive Dean of the College of Arts & Sciences and the office of the Executive Vice President and Provost. For purposes of defining minimum content, the following shall be included in the Pattern of Administration:

- (a) A statement requiring the Chair to provide a schedule of all regular faculty meetings (see rule [3335-5-18](#) of the Administrative Code) to all faculty members before the start of each semester.
 - (b) A statement requiring the chair to maintain minutes of all faculty meetings and to maintain records of all other actions covered by the Pattern of Administration.
 - (c) A statement that the Chair will consult with the faculty as a whole on all policy matters, and that such consideration will, whenever practical, be undertaken at a meeting of the faculty as a whole.
 - (d) A statement recognizing in principle the presumption favoring majority faculty rule on all matters covered in the Pattern of Administration. This statement shall further provide that whenever majority faculty rule is not followed, the Department shall explain the reasons for the departure to enhance communication and to facilitate understanding within the Department. Where possible, this statement of reasons shall be provided before the departure occurs. This explanation shall outline the decision of the majority of the faculty, the decision of the Department Chair and the reasons the decisions differ. This explanation shall be communicated to the faculty in writing, where possible, or at a faculty meeting, with an opportunity provided for faculty to comment.
 - (e) A statement affirming that the faculty shall be consulted in the initiation and in the review and selection of new faculty members for appointment.
 - (f) A statement explaining how faculty duties and responsibilities in instruction, scholarship, and service are to be assigned and distributed equitably.
- (3) To prepare, after consultation with the faculty and in accordance with the pattern of departmental administration, a statement setting forth the criteria and procedures according to which recommendations are made concerning appointments and/or dismissals, salary adjustments, promotions in rank, and matters affecting the tenure of the faculty. This statement shall be made available to all present and prospective members of the Department, and a copy shall be sent to the office of the Executive

Dean of Arts & Sciences and the office of the Executive Vice President and Provost. At the beginning of each four-year term of the Chair of a Department, the members of the Department, the office of the Executive Dean of Arts & Sciences, and the office of the Executive Vice President and Provost shall receive either a revision or reaffirmation of the original statement.

- (4) To operate the business of the Department with efficiency and dispatch.
- (5) To plan, with the members of the faculty, the Dean of the Division of Arts & Humanities, the Executive Dean of Arts & Sciences, a progressive program.
- (6) To evaluate continuously the instructional and administrative processes and lead in the study of methods of improving them.
- (7) To evaluate faculty members periodically in accordance with criteria approved by the Board of Trustees and subject to instructions from the Executive Vice President and Provost, and also according to such supplemental criteria as may be set up by the Department.
- (8) To inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their tenure initiating unit and to place in that file a response to any evaluation, comment or other material contained in the file.
- (9) To recommend to the Executive Dean of Arts & Sciences, after consultation with the faculty in accordance with paragraph 2c of this rule appointments, promotions, dismissals, and matters affecting the tenure of members of the Department.
- (10) To encourage research and educational investigations.
- (11) 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.
- (12) To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.
- (13) To prepare (after consultation with the professors, associate professors, and assistant professors) annual budget recommendations for the consideration of the Dean of the Division of Arts & Humanities and the Executive Dean of the College of Arts and Sciences.

(14) 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.

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 of the Division of Arts & Humanities and the Executive Dean of the College of Arts and Sciences, Office of Academic Affairs, and Board of Trustees.

4. Support Staff

The Department is supported by staff who serve as (1) a department manager, (2) an academic program coordinator, and (3) an office associate. The department manager is responsible for all financial and personnel matters of the department, including managing the departmental budgeting, adhering to administrative policies, coordinating faculty and staff searches, and conducting financial audit and reporting requirements. The program coordinator tracks enrollment statistics; maintains undergraduate and graduate student and program files; manages course scheduling; edits and produces undergraduate and graduate handbooks; and assists with the instructional materials. The office associate provides administrative support to the Chair; coordinates book orders and instructor evaluations; handles promotional needs and communications; organizes special events; and provides administrative support to faculty and instructors.

V. FACULTY MEETINGS

The Core Faculty will generally meet three or four times each semester to discuss matters of direct concern to the faculty and their relationship to the Division, College, and University. The chair will provide to the faculty a schedule of department faculty meetings at the beginning of each academic term. Faculty will receive reminders and an agenda before each meeting. Two-thirds of the faculty will constitute a quorum for purposes of voting on matters that require formal approval. A meeting of the department

faculty will also be scheduled on written request of 25% of the department faculty. The chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. The chair will distribute minutes of faculty meetings to faculty by e-mail—within seven days of the meeting, if possible. These minutes may be amended at the next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes.

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

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

Either the chair or one-third of all faculty members eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance. For purposes of a formal vote, a simple majority of all faculty members eligible to vote will decide the issue.

VI. COMMITTEES

A. Departmental Committees

The following committees constitute the faculty governance structure of the Department of Women's, Gender and Sexuality Studies. Faculty members of committees will serve staggered two- or three-year terms (as indicated). Students, graduate affiliated faculty, and others shall serve for one year (although they may be re-appointed/selected) and hold voting rights on usual committee issues. Chairs of all committees are selected by the Chair of the department and shall serve for one or two years, whenever possible after having served on the committee for at least one year. The Department Chair will be an *ex officio* member of all committees on which she/he is not specifically designated to serve and may vote as a member on all committees except the Committee of Eligible Faculty (described in the department's Appointments, Promotion, and Tenure document) and the

Promotion and Tenure Committee (see below). Committee assignments shall be made by the Chair. Committees shall meet on a regularly assigned schedule to ensure that their work is completed in a timely manner. Senior faculty members are expected to continue their departmental service obligation when on Special Assignments and other assignments for which they remain "on duty."

1. Advisory Committee

Membership: The Chair, the Chairs of the Undergraduate and Graduate Committees, and one junior faculty member. Whenever possible, faculty will serve staggered two year terms. The Department Chair is the Chair of the Committee, which meets at stated intervals during the academic year and also when summoned by the Chair for special sessions.

Functions: The primary function of this committee is to advise and aid the Chair in conducting the business of the Department. Its activities include: advising the Chair on matters of departmental policy, public and alumni relations; advising the Chair upon the need for new tenured and non-tenured positions; hearing grievances; and consulting with the Chair on all questions of Department policy and administration on which the Chair requests advice or decision.

2. Promotion and Tenure

For information on the promotion and tenure committee, see the department's Appointments, Promotion, and Tenure Document.

3. Undergraduate Studies

Membership: Three core faculty members on staggered two-year terms; one graduate student, and two undergraduate students serve one-year terms.

Function: To evaluate criteria for the WGSS undergraduate major and minor; to revise the major and minor as deemed necessary by the faculty; to recommend and evaluate proposed new courses and cross-listed courses, including proposals from graduate students to create a 3320 course; to handle assessment and progression issues, including the assessment mechanisms reported to the College; and to report decisions

to the WGSS faculty. A subcommittee composed of or selected by the Undergraduate Studies Committee will solicit and judge papers and nominations for student awards.

4. Graduate Studies

Membership: Three core faculty members, one of whom must be tenured, on staggered two-year terms; one affiliated graduate faculty member and one graduate student serve one-year terms.

Mission: To create policy for and to supervise the conduct of the WGSS graduate program and to admit new students.

Function: To evaluate criteria for the WGSS Ph.D. and M.A. programs; to revise the graduate program and curriculum as deemed necessary by the faculty; to recommend and evaluate proposed new courses and courses to be approved for credit toward the M.A. and the Ph.D.; to handle progress toward degree issues for graduate students; to evaluate faculty for membership in the Department's affiliated graduate faculty; to select and admit graduate students; and to report decisions and bring recommendations to the WGSS faculty and graduate students.

5. Research and Development Committee

Membership: Two core faculty on staggered two-year terms and one graduate student on one-year term. Additional core and affiliated faculty may be called upon to assist *ad hoc* in reviewing grant proposals and other competitive applications.

Functions: To support and facilitate faculty and graduate student research, working with resources in the Division and College; to develop research resources and administer departmental grant programs; to oversee budgeting and administration of professional development activities (e.g., Graduate Student Travel Grants); to work with the College's development office and the department Chair on fundraising plans and activities.

6. Speakers and Events Planning Committee

Membership: Two core faculty members on staggered two-year terms, and one graduate student on a one-year term.

Functions: To plan speakers' visits, departmental seminars, conferences and other activities for the department and to oversee such events. Committee members may request the help of other faculty and students for specific events.

7. Anti-Racism Committee

Membership: Two core faculty members on staggered two-year terms; one graduate student and one undergraduate student serve one-year terms.

Mission: To develop an actively vigilant stance against racist bias or practices in every aspect of the Department and, when possible, the Division and College.

Function: To develop tools to evaluate and monitor the anti-racist activity of all aspects of the Department, with particular attention to the curriculum and the recruitment and retention of students, faculty, and staff; to interact with each standing committee to ensure the active anti-racist work therein; to offer resources to the Department, Division, College and University, as possible and appropriate; to make recommendations for changes to the faculty as a whole.

8. Ad Hoc Committees

In addition to these standing committees, the Advisory Committee shall establish search committees and other ad hoc committees whenever necessary. Members of such committees shall be appointed by the Chair, in consultation with the Advisory Committee.

VII. FACULTY DUTIES AND RESPONSIBILITIES

Tenure-track members of the faculty are expected to contribute in all areas of the university's mission via teaching, research, and service. When a tenure-track faculty member's contributions decrease in one of these three areas, additional activity in one or both of the other areas is expected. During on-duty semesters, faculty members are expected to hold regular office hours so that they are available to interact with students. Faculty members are also expected to carry out service responsibilities, even though they may have no formal teaching obligations. On-duty faculty members who are off campus for extended periods of time must be on approved Faculty Professional Leave or other approved leave. (See p. 12 of College of Arts and Sciences POA document.)

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.

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

A. Tenure-Track Faculty

The WGSS Department implemented variable work load guidelines beginning in academic year 2007/08. The goals of the guidelines are:

1. To encourage research productivity by assigning reduced teaching loads to faculty members who contribute substantial service to the department;
2. To recognize the different stages of scholarly development in a faculty member's career by offering the option of an increased teaching load during periods of re-conceptualization of or changes in one's research trajectory;
3. To achieve a more equitable distribution of service assignments across the faculty.

1. Teaching Load

Under Arts & Humanities guidelines, the standard teaching load for tenure-track faculty in 100% appointments in the WGSS Department is 4 courses per academic year (those in 75% appointments have a standard load of 3 courses annually; those in 50% appointments 2 courses; and faculty in 25% appointments teach one course annually for WGSS). Tenure-track Assistant Professors have a one-course reduction

for the first four years of their probationary period. In WGSS, the chair of the Graduate Studies Committee, with the heaviest service load, receives a one course reduction per academic year and the chair of the Undergraduate Studies Committee receives a one course reduction per two years of service. Faculty members whose research is in abeyance can request an additional (fifth) course to teach; this allows evaluation for merit raises primarily on their productivity as teachers. Course reductions also can be provided for service and other assignments only under exceptional circumstances (see Departmental service Assignments and Teaching Release Time Guidelines sections below).

Decisions regarding variable teaching loads are made by the Chair in consultation with the P&T Committee (the committee that works with and advises the chair about annual reviews and salary considerations).

Requests for five-course teaching loads

Tenure-track faculty members wishing to request a five-course teaching load for one or two years need to submit a written proposal that includes a rationale for the request. Teaching the additional course allows faculty to be considered for merit salary increases based primarily on teaching performance. A five-course teaching load should not be permanent, but only a temporary solution for faculty who are in a time of transition in their research and publications. Those requesting a five-course load should formulate a plan of research that they will implement once they have completed the one or two years of the five-course load. Should a faculty member who requested a five-course load not develop a research program, she/he can either return to a four-course load or negotiate a five-course load for a longer period of time. Returning to the four-course load indicates that research will be one of the areas considered for evaluation and merit salary increases.

A five-course load does not mean that there is no expectation of research activity. Faculty members carrying this workload are still expected to develop a research plan for the future.

2. Departmental Service Assignments

The Department Chair, in consultation with the Advisory Committee, will make every effort to spread service assignments as equitably as possible across the faculty. The Department recognizes that some committees demand more extensive work than others. In particular, chairing Graduate Studies (GSC) and Undergraduate Studies (UGSC) Committees involves more time and energy than does heading other committees. The workload of these committees varies from year to year and also during the academic year. Graduate Studies is most active during spring semesters when dealing with admissions, while Undergraduate Studies is most active when reviewing the undergraduate curriculum or assessing particular aspects of the curriculum. Other labor intensive committee work includes search committees or serving on the Promotion and Tenure Committee when colleagues undergo tenure and promotion review.

In order that this work not fall disproportionately on the shoulders of only a few faculty members, eligible faculty will rotate through these heavy service committees. Chairs of standing heavy service committees will not serve longer than two consecutive academic years. Heavy service will be accommodated by allowing chairs of these committees to spread their courses over the academic year in such a way that they teach only one course during the particularly demanding semester. Similar accommodations can be made for faculty members who serve on College or University committees (e.g., College P&T Committee).

Only tenured faculty members are eligible to chair GSC and UGSC Committees. Faculty with 100% appointments in WGSS are expected to serve on two committees every academic year; those with 75% appointments will rotate service on one or two committees every other year; those with 50% appointments are expected to serve on one committee annually; and those with 25% or less time in the department are expected to serve on a committee every other year. Faculty may elect to serve on additional committees as the need arises.

The department chair will consult with the chairs of the departments of faculty in joint appointments to make sure that the service load of these faculty members is reasonable and comparable to service performed by faculty in 100% appointments.

3. Relationship of Workload to Salary Increases

Under a variable workload, faculty members contribute differently to the research, teaching and service mission of the department and thus need to be evaluated and rewarded appropriately. As outlined in the Department's AP&T document, the following percentage distributions are the bases for determining merit salary increases for faculty in two teaching categories:

- (a) 4 courses: 45% research, 35% teaching, 20% service
- (b) 5 courses: 30% research, 50% teaching, 20% service

For faculty members who receive a course release for service, the following distribution is suggested as a basis for evaluation:

45% research, 30% teaching, 25% service

4. Teaching Release Time Policy

The baseline cost from external funds for release from teaching one course for faculty who are in a 9-month appointment is 12% of the 9-month salary and benefits. The recovered salary will go to the department to provide a replacement instructor.

5. Scholarship

Scholarship is measured primarily by publications, but also by such activities as public lecturing at universities, juried or invited creative activities, and the writing of proposals for grants in support of scholarly projects, all of which contribute to the production of new knowledge. Scholarly duties cannot be assigned, since only faculty members are in a position to initiate scholarship, but it is the responsibility of faculty to make respected contributions to WGSS scholarship. Many factors are taken into consideration to assure that faculty members meet their obligations in the area of scholarship. This determination is made according to the criteria of quality

and consistency through the process of Annual Review. (See the Department of Women's, Gender and Sexuality Studies AP&T document.)

6. 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, including the ability to meet the 85% threshold of teaching faculty per academic year as mandated by the College.. The chair evaluates all SA proposals and makes a recommendation to the Dean of the Division of Arts & Humanities. The recommendation will be based on ability of the department to accommodate the SA at the time requested as well as the quality of the proposal and its potential benefit to the field of WGSS scholarship, the department, the university, and the faculty member.

7. Advising

All tenure-track faculty members must be involved in the advising of graduate students and are encouraged to mentor undergraduate students. Graduate student advising is a priority responsibility. Senior faculty on SAs should continue to fulfill their advising responsibilities. Faculty on approved leave from duty must help students arrange for alternative advisors or continue to advise students themselves, even if they are not in town. The extra advising responsibilities placed upon colleagues during such leaves should be repaid when faculty members return to campus. Provision of independent study courses will be left to the discretion of individual faculty members.

B. 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.

C. Parental Modification of Duties

The Department of Women's, Gender and Sexuality Studies 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 <http://oaa.osu.edu/governance> 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.

D. Course Evaluations

All faculty members should provide students with the opportunity to evaluate the courses they teach. In addition to any discursive evaluation that a faculty member may choose to use, faculty must use SEIs. SEIs will be considered necessary to the annual review of all tenure-track faculty members. (See the Department of Women's, Gender and Sexuality Studies AP&T document.)

E. Course Offerings and Teaching Schedules

The Chair is responsible for ensuring that every faculty member has duties and responsibilities commensurate with her/his appointment and that the departmental workload is distributed equitably among faculty.

Every Autumn semester, the Chair will send out a survey ascertaining preferences for teaching schedules for the following academic year. All tenure-track faculty members are expected to participate in teaching the undergraduate curriculum. The norm for teaching opportunities in the Graduate Program is one seminar per academic year. After consulting with the Program Coordinator and, as needed, individual faculty and/or the Chairs of the Graduate and/or Undergraduate Studies Committee, the Chair of the Department will make the final decisions for each faculty member's teaching schedule. A scheduled course that does not attract the minimum number of students required by Faculty Rule [3335-8-17](#) will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester.

VIII. Allocation of Departmental Resources

A. Travel and Research Expenses

Resource allocation amounts and guidelines for faculty travel and research expenses, including RA support, will be determined every Autumn by the Chair, based on annual budgetary constraints.

B. Office Space and Equipment

The WGSS Department will seek office space for all those for whom Women's, Gender and Sexuality Studies serves as the Tenure Initiating Unit (TIU). When an office becomes available, the Chair will notify everyone for whom WGSS is the TIU. Office space will be assigned or made available on the basis of seniority. Seniority considers rank and years of experience. When a faculty member is away for a full year, the Department reserves the right to temporarily re-assign the office or to use it for some departmental purpose. All office furniture and equipment purchased with departmental

funds belong to the Department, College, or University. Certain types of office equipment may be taken home or with faculty members on various types of research leaves. However, faculty members should request departmental approval when doing so. The Department keeps a record of all of its resources and the location of those resources.

C. Leaves and Absences

All faculty should inform the Chair of impending plans for extensive leave including SAs and other research assignments at least six months before the time of the projected leave and should complete a travel request or an [Application for Leave form](#) well in advance of a planned absence. In case of a possible conflict, the Chair can seek the advice of the Research & Development Committee regarding departmental priorities. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave. Faculty Rule [3335-5-08](#) requires that absence from campus for more than ten consecutive business days during a semester be approved by the Chair, Dean, and Executive Vice President and Provost. Expectations for scholarly productivity and service are specified in the Department's AP&T document. The following university policies specify how leaves are considered and approved and how absences from duty are handled:

- Faculty Professional Leave (FPL),
<https://oaa.osu.edu/assets/files/documents/facultyprofessionalleave.pdf>
- Absence for Medical Reasons
<https://hr.osu.edu/public/documents/policy/policy627.pdf>
- Unpaid Leave of Absence (LOA)
<https://hr.osu.edu/public/documents/policy/policy645.pdf>
- Entrepreneurial Leave of Absence, <http://hr.osu.edu/policy/policy645.pdf>
- “Tenure Clock”: Exclusion of Time from Probationary Period,
<http://trustees.osu.edu/rules/university-rules.html>
- Extension of Probationary Period for Part-Time Tenure-track Faculty,
<http://trustees.osu.edu/rules/university-rules.html>

1. Faculty Professional Leave

Information on faculty professional leaves is presented in the OAA Policy on Faculty Professional Leaves

(<https://oaa.osu.edu/assets/files/documents/facultyprofessionalleave.pdf>). The information provided below supplements these policies.

The Chair will consult with the Research & Development Committee on all FPL proposals, given that the FPL policy requires peer review at the departmental level. Applications will be evaluated based on the following criteria: (a) a well-developed research plan; and (b) the scope of the project can be carried out in the time for the leave; and (c) the application clearly indicates how the faculty member and the department will benefit from the leave. 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.

D. Supplemental Compensation and Paid External Consulting Activity

The Department's guidelines follow University policies. See <http://oaa.osu.edu/assets/files/documents/facultycompensation.pdf> for faculty compensation policy and <http://oaa.osu.edu/assets/files/documents/paidexternalconsulting.pdf> for paid external consulting.

If a faculty member wishes to assign a textbook or other material that is authored by that faculty member and the sale of which results in a royalty being paid to him or her, he or she should submit the request in writing to the Advisory Committee, who will determine the appropriateness of such use.

1. Financial Conflicts of Interest

Information on faculty supplemental compensation is presented in the university's Policy on Faculty Financial Conflict of Interest

(<https://oaa.osu.edu/assets/files/documents/FinConfInt.pdf>). A conflict of interest exists if financial interests or other opportunities for tangible personal benefit may

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

Faculty members 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. Faculty who fail to file such forms or to cooperate with university officials in the avoidance or management of potential conflicts will be subject to disciplinary action.

IX. GRIEVANCE PROCEDURES

Faculty members 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. Below are procedures for the review of specific types of complaints and grievances.

A. Salary Grievances

A faculty or staff member who believes that her/his 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 (the Office of Academic Affairs 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 Employee and Labor Relations in the Office of Human Resources, <https://hr.osu.edu/services/elr/>.

B. Faculty Misconduct

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule [3335-5-04](#).

C. Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are covered in the Department's APT document and set forth in Faculty Rule [3335-5-05](#).

D. Nondiscrimination Policy

See OHR Policy 1.10 (<https://hr.osu.edu/public/documents/policy/policy110.pdf>).

E. Sexual Misconduct

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

F. 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
(www.oaa.osu.edu/coam/home.html and http://senate.osu.edu/?page_id=183).

In accordance with the Code of Student Conduct (Faculty Rule 3335-23
(<https://trustees.osu.edu/rules/code-of-student-conduct/>), faculty members will report any instances of academic misconduct to the Committee on Academic Misconduct.

Members of the Department should be aware of the following documents that supplement this document: the Graduate Program Handbook of the WGSS Department, Appointments, Promotion and Tenure Document in the WGSS Department, and relevant University and College documents concerning faculty conduct, assignments, and rewards.

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