

# Pattern of Administration, Department of Art

**Pattern of Administration  
Department of Art  
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# **Pattern of Administration, Department of Art**

## **I. Introduction**

This document provides a brief description of the Department of Art 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 them, take precedence over statements in this document.

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

## **II. Department Mission and Description**

The Department of Art at The Ohio State University is broad-based, both discipline intensive and boundary pushing, a modern laboratory in which to create and explore art and ideas. Through the production, examination, and evaluation of the visual arts, the Department of Art serves as a place where students and faculty can experiment with material and content, and where a diverse audience can take part in our exhibitions, public lectures, and educational programming.

Established on a foundation of comprehensive artistic visualization, we strive to be at the forefront of developments in contemporary aesthetic thought, and practice. Our programs have a fierce commitment to purposeful connection that firmly aligns with the university's mission of education, research, and service.

We teach undergraduate and graduate students to develop as autonomous artists through seven professional courses of study: Art and Technology, Ceramics, Glass, Painting and Drawing, Photography, Printmaking, and Sculpture. In addition to training our undergraduate majors and graduate students, we offer genuine studio experiences for students throughout The Ohio State University. We have a strong commitment to continuing education and equal access.

In concert with the mission of The Ohio State University, the faculty of the Department are fully committed to excellence in teaching, research, and service. Our faculty make significant contributions to the cultural life of the university, city, state, nation, and world through research that results in creative activities, exhibitions, public lectures, and other professional activities.

The Department recognizes that the discipline of Art, as well as the standards and expectations that define the discipline are always changing. In this regard, the Department is accordingly committed to improving itself in all aspects of its mission. This property of continuous improvement will drive all areas of curriculum development, recruitment, ongoing reflection and evaluation, and service to entities related to the university and beyond.

## **III. Academic Rights and Responsibilities**

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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 include tenure-track faculty with compensated FTEs of at least 50 percent in the department. Associated faculty, emeritus faculty, and tenure-track faculty joint appointees with FTEs below 50 percent in this department may be invited to participate in discussions on non-personnel matters, but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

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.

#### **A. Graduate Faculty**

The Graduate School issues rules about eligibility for the various levels of graduate faculty and the tasks that may be undertaken by persons at those levels. The Department of Art adheres to those rules, which are available from the graduate school website.

Persons with the tenure-track faculty ranks of professor, associate professor, and assistant professor are eligible to be appointed as Category M and P graduate faculty. To obtain this status, a review by the Graduate Studies Committee must be completed and a request by the Chair of Graduate Studies, at the request of the Graduate Faculty, is forwarded to the Graduate School for final approval. Lecturers, visiting artists, and one-year replacement faculty can teach 7000- and 8000-level courses (except 7999) and serve as a guest on review/thesis committees with approval of the Graduate School.

### **V. Overview of Departmental Administration and Decision Making**

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

Policy and matters of the most general importance are to be dealt with first in one of the standing committees and then in a full departmental meeting. Matters of less importance or of a more specific nature may be decided by the committees themselves or by the chair. Any such matters and related decisions can be brought up for review in the full departmental meetings; they can be placed on the agenda by the chair; a committee, or interested members of the faculty. The department accepts the fundamental importance of full and free discussion but also recognizes that such discussion can only be achieved in an atmosphere of mutual respect and civility.

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### VI. Department Administration

#### A. Chair

The primary responsibilities of the chair are set forth in Faculty Rule 3335-3-35 (<http://trustees.osu.edu>). This rule 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, also requires the chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to promotion and tenure (the Appointments, Promotion and Tenure document; see <http://oaa.osu.edu/policiesprocedureshandbook.html>.)

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 University, College 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, the Graduate School, and Board of Trustees.

Operational efficiency requires that the chair exercise a degree of autonomy in establishing and managing administrative processes. Achievement of department academic goals is most successful with all faculty

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participation and discussion concerning matters of importance. The chair should, whenever possible, 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. The chair is responsible for the organization of services in the department.

### **B Other Administrators**

In addition to the administrative roles of the members of the advisory committee, chairs of standing committees and the coordinators of program areas, other services are organized into these entities:

#### **i. Undergraduate Program Coordinator**

The Undergraduate Program Coordinator supports the Undergraduate Studies Chair. Duties include the coordination and management of resources to assure the following: providing information to prospective students, coordinating application materials for area reviews, notifying applicants of acceptance decisions, counseling students on department, program, and university procedures, and recording and maintaining minutes of Undergraduate Studies Committee meetings. All matters pertaining to the Undergraduate Program and applications that require office support should be directed to the Undergraduate Program Coordinator

#### **ii. Graduate Program Coordinator**

The Graduate Program Coordinator supports the Graduate Studies Chair. Duties include the coordination and management of resources to assure the following: providing information to prospective graduate students, processing application materials, coordinating application materials for area reviews, notifying applicants of acceptance decisions, counseling graduate students on department, program, and university procedures, and recording and maintaining minutes of Graduate Studies Committee meetings. All matters pertaining to the Graduate Studies Program and applications that require office support should be directed to the Graduate Program Coordinator.

#### **iii. Department Manger**

The Department manager is responsible for the daily running of the administrative office, which includes both graduate and undergraduate program coordinators, as well as the fiscal officer and has oversight for the Arts advisor and the technical staff deployed throughout the department. The Manager keeps the faculty informed about procedures to be followed in submitting work to the office staff as well as helping faculty to determine whom it needs to be directed to. The Manger handles all HR questions and is available to assist faculty with questions related to grant dispersal.

#### **iv. Technical Staff**

There are several technical staff deployed across the Department to help support the various emphasis areas. The staff have traditionally been assigned to discipline areas however the department is committed to a more inclusive model of support.

#### **v. Arts Advisor**

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The Arts advisor works in close collaboration with the Undergraduate Studies Chair to facilitate communication between the faculty, students, and the ASC Advising Center about programmatic goals and requirements as well as assisting with internships and other opportunities.

### C. Committees

#### i. Standing Committees

The standing committees of the Department represent areas of departmental functioning that are either mandated by the University or College or are required for the effective operation of the Department. The Chair appoints members unless otherwise indicated. 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 with the exception of the Promotion and Tenure Committee.

Committees are formed through a process of discussion, nomination, elections, and appointment. This is conducted in an open, transparent process that engages the entire faculty and focuses their energies to the tasks at hand. Nominations for all standing committees will take place in the spring semester with appointments made prior to the beginning of the autumn term, with the exception of the Promotion and Tenure Committee, who begin work on mandatory and non-mandatory reviews for promotion during the spring and summer terms. The chair will consider all nominations and elections for committee membership and then makes the final appointments. This is done in part to assure a fair distribution of service effort among faculty and in part to assure appropriate membership in terms of expertise, diversity, and other considerations. The chair will inform faculty should nominations or elections for committees be adjusted/changed for the reasons stated above.

#### ii. Department Faculty Committee

**Presiding:** Department Chair

**Membership:** All tenure-track faculty of the Department of Art. Staff, student representatives and/or visiting faculty members may be invited to participate in meetings but will not have voting privileges.

**Function:** To serve as the principle policy-making body for the department and to act as an information and communications exchange for the Chair and faculty on all matters concerning departmental operations.

**Convening:** One meeting per academic term minimum; usually monthly meetings will be held.

#### iii. Faculty Advisory Committee

**Presiding:** Department Chair

**Membership:** The Faculty Advisory Committee consists of four tenure-track faculty members appointed by the chair on a rotating basis for a term of one year. When possible, the members will represent every rank (assistant, associate, and full) across broad disciplinary areas. Members become eligible for reappointment one year after their previous term has been completed.

**Function:** To advise the Chair

- Bring information to the Chair for discussion or action
- Act as a liaison between Departmental committees

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- Consult on departmental matters related to curricular and operational policy for the Department of Art.
- Consult on the assignment of teaching and service for faculty.
- Evaluate all special assignments (SA) and Faculty Professional Leave (FPL) proposals and make recommendations.
- Evaluate and recommend support for student travel.

**Convening:** Monthly or more frequently at the direction of the Chair and/ or request of the committee.

### iv. Undergraduate Studies Committee

**Presiding:** Undergraduate Studies Chair

**Membership:** The Undergraduate Studies Chair, the Arts advisor, and three additional faculty members. All nominations and elections should be held during the spring term prior to the coming academic year; the staff representative is the Undergraduate Program Coordinator.

**Function:** Oversees all aspects of the Undergraduate Program including:

- New course requests and course change requests.
- Recruiting of undergraduate students.
- Oversight of the admission of students to the accredited program.
- Coordinating process used for department faculty review.
- Keeping the program and program course syllabi current.
- Preparing appropriate accreditation reports and materials.
- Hearing student curriculum and instructional grievances and providing advice to the Department Chair on the merits of such grievances and possible solutions.
- Participation in Department, College, and University panels concerning student dismissals and probation.
- Preparing student files and recommendations for possible award of University Fellowships or scholarships or for other honors.
- Representing the department on all college and university committees and councils related to Honors Programs.
- In tandem with the emphasis areas, serve as a resource for GTAs and lecturers for teaching, with particular oversight of foundational teaching.

**Convening:** at the notification of the Undergraduate Studies Chair or as directed by the Department Chair, usually not less than twice a term.

The committee brings recommendations for policy changes (including degree requirements), and significant initiatives that may affect the distribution of departmental resources to the Faculty Advisory Committee for review, followed by full faculty vote when appropriate.

Given the duties and responsibilities of this position, the Undergraduate Studies Chair may receive a one-course reduction in teaching. This reduction must be approved by the Chair. While teaching assignments will vary, it is suggested that the Graduate Teaching Seminar be included in the teaching load. The Chair of Undergraduate Studies serves for a maximum term of three years.

### v. Graduate Studies Committee

**Presiding:** Graduate Studies Chair

**Membership:** The Department of Art graduate faculty will nominate candidates for service on the Graduate Studies Committee, and the chair will make final appointments. Two graduate student members of the



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committee will be elected by his or her peers. It is further stipulated that the graduate students must not be from the same area, and that one be a first-year and one a second-year student. All such nominations and elections should be held during the spring term prior to the coming academic year; the staff representative is the Graduate Program Coordinator.

- **Function:** Oversees all aspects of the Graduate Program including:
- Developing and recommending policy, curriculum, instructional content and structure of the graduate program.
- Reviewing graduate-level new course requests or course change requests.
- Developing advising procedures and establishing administrative authority for the graduate program.
- Updating and maintaining the graduate student handbook
- Participating in recruiting graduate students.
- Monitoring student progress and provides information, help, and oversight as necessary to apprise the student of the best methods for ensuring satisfactory progress.
- Making GTA hiring recommendations to the Chair, overseeing work assignments, and mentoring and assessment of current department GTAs.
- Hearing student curriculum and instructional grievances and provides advice to the Department Chair on the merits of such grievances and possible solutions.
- Preparing student files and recommendations for possible award of University Fellowships or scholarships or for other honors.
- Participating on College or University committees responsible for graduate education (the Chair of this committee is the representative on such College and University committees).
- Assessing the graduate advising status of the faculty.

The committee brings recommendations for policy changes (including degree requirements), and significant initiatives that may affect the distribution of departmental resources to the Faculty Advisory Committee for review, followed by full faculty vote when appropriate.

**Convening:** at the notification of the graduate studies Chair or as directed by the Department Chair, usually not less than twice a term.

Given the duties and responsibilities of this position, the Graduate Studies Chair may receive a reduction in teaching. This reduction must be approved by the Chair. The Chair of Graduate Studies serves for a maximum term of three years.

### vi. Promotion and Tenure Committee

**Presiding:** Committee Chair (appointed to a three-year term by the Department Chair from the membership of the committee). Term may be renewed.

**Membership:** Three or more senior faculty at the full professor or associate professor level, typically appointed to a three-year term by the Department Chair.

**Function:** To support the Faculty

- Performs an annual review of the University and the OSU College of Arts and Sciences promotion and tenure criteria and procedures to ensure that Department policies are in compliance.
- Performs continuous evaluation of Department P&T procedures and criteria as well as formulates and recommends revisions by the faculty where appropriate and necessary.
- Reviews dossiers prepared by candidates for promotion, promotion and tenure, and fourth-year review, and prepares for the eligible faculty a detailed quantitative and qualitative evaluation of the candidate in

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terms of his/her own field and role in the Department, revising this evaluation, if necessary, to reflect the final vote of the eligible faculty.

- Assembles the eligible faculty to identify associate professors for possible promotion to full professor.
- Provides an annual review of every non-tenured faculty member (this evaluation will augment the annual evaluation provided by the Department Chair and concentrate on progress toward tenure related to the areas of teaching, research and service).

**Convening:** In advance of College and University deadlines for fourth or sixth year faculty reviews; for reviews related to tenure and promotion from associate to full professor, the meeting schedule is based on the mandated sequence of events in the multi-level review process. In this case, the committee meets to review a faculty member's core dossier and support materials early in autumn semester and prepares a letter to the departmental Chair outlining the recommendation of the committee and discussions with the faculty as a whole.

### vii. Technology Committee

**Presiding:** Committee Chair (appointed to a two-year term by the Department Chair from the membership of the committee).

**Membership:** Three or more faculty, and 2 technical staff, appointed annually by the Department Chair.

**Function:** To support technology

- Assist the chair in developing planning and strategies that will enable the department to keep pace with the demands of technology.
- Seek guidance from students, faculty, staff, and instructors as to the needs of the program.
- Make recommendations for the allocations of funds collected through student fees for technology.
- Seek opportunities for shared resources within the department and college
- Establish long-range goals for the integration of technology infrastructure into teaching creative practice.

**Convening:** Called by committee or chair, not less than once a term.

### viii. Cultural Events Committee

**Presiding:** Committee Chair (appointed to a three-year term by the Department Chair from the membership of the committee).

**Membership:** Three or more faculty representative of different discipline areas, appointed annually by the Department Chair. This committee is generally reserved for Assistant Professor service.

**Function:** To support the program

- Develops an annual program of events that may include lectures, workshops, or symposia
- Identifies prospective experts/scholars/creative practitioners to participate in the department's annual lecture program.
- Seeks and applies for or recruits external funding to support department's annual lecture program in coordination with the College of Arts and Sciences Development Office.
- Produces digital and printed (if appropriate) announcements for events and coordinates media/marketing material to promote events.

**Convening:** Called by committee or chair, generally not less than once a term.

### ix. The Diversity and Inclusion Committee

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**Presiding:** Committee Chair (appointed to a three-year term by the Department Chair from the membership of the committee).

**Membership:** Three or more faculty representatives of different discipline areas, elected annually by the faculty.

**Function:** promoting the values of diversity and equal opportunity for the students, faculty, and staff in the Department.

- Assesses the initiatives, policies, and culture of the Department to ensure an equitable environment for working, learning, and teaching.
- Affirms diversity in thought and expression for the members of the Department.
- Advocates for enhancing diversity in hiring processes and also functions,
- Brings to the chair concerns or grievances about discrimination or harassment in accordance with the OSU Affirmative Action, Equal Employment Opportunity and Non-Discrimination/Harassment policy, <https://HR.osu/public/document/policy/policy110.pdf>

**Convening:** Called by committee or chair, generally not less than once a term.

### x. Student Advisory Committee (SAC)

**Presiding:** Student (undergraduate or graduate) elected from the committee membership

**Membership:** Three undergraduate students and two graduate students (representing the breadth of the program areas), elected annually by the student members of each group. Following their election, the SAC members hold an organizational meeting (called by the Department Chair) to elect its own chair and secretary.

**Function:** To give voice to student concerns

- The Student Advisory Committee represents the interests of undergraduate and graduate students in the Department of Art.
- The SAC serves to represent students in the deliberations of the department; provides a mechanism for presenting student concerns; and may be called upon to represent students at standing committee meetings.

**Convening:** Called by committee or chair, generally not less than once a term. Following their election, the SAC members hold an organizational meeting (called by the Department Chair) to elect its own chair and secretary.

### xi. Peer Review of Teaching Committee

**Presiding:** Committee Chair (appointed annually by the Department Chair from the membership of the committee)

**Membership:** Three or more faculty representative of program breadth, appointed annually by the Department Chair.

**Function:** To support quality teaching in accordance to policies and procedures and schedules described in the AP&T document.

- Establishes schedule of annual reviews in consultation with the Department Chair.
- Oversees peer evaluations of teaching for the purpose of promotion and tenure,
- Conducts peer evaluations for teaching awards and special appointments requiring demonstrated high quality teaching ability.
- Reviews guidelines and makes suggestions about ways in which to improve teaching measures.

**Convening:** Called by committee, beginning and end of term to schedule and evaluate.

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### xii. Curricular Committee

**Membership:** One faculty member appointed by Chair, Grad Studies Chair, Undergraduate Studies Chair.

**Function:** Insure curricular flexibility and timely revisions.

- Coordinate and oversee curricular pathways in both the graduate and undergraduate programs
- Steer approved curricular changes from inception to completion.
- Committee Chair is liaison to ASC office.

**Convening:** Called by committee or chair, generally not less than once a term.

### xiii. Area Coordinators

**Membership:** a representative from each studio area of the program. Coordinators will be elected on an annual basis by the faculty of the curriculum area.

**Function:**

- Evaluate and plan area programming.
- Coordinate and supervise the academic program.
- Provide suggestions for the schedules of course offerings and recommend teaching assignments.
- Assist in evaluating performance of graduate teaching associates and lecturers.
- Recommend course assignments for Graduate Teaching Assistants (GTAs).
- Coordinate projects undertaken by the technical studios staff.
- Supervise utilization and maintenance of space and equipment.
- Prepare requisitions and submit to chairperson for approval.
- Call such meetings of the area faculty as are necessary for the proper conduct of area business.
- Recommend honorific and financial awards for graduate and undergraduate students.

**Convening:** Called by committee or chair, generally not less than once a term.

### xiv. Ad Hoc Committees

Functions that occur irregularly will be discussed in ad hoc committees. These include new initiatives, faculty concerns, accreditation and other investigative or advisory functions. Ad Hoc Committees are formed through a process of nominations and election at the request of the chair or at the request of the faculty.

#### a. Faculty Search Committee

The department chair appoints search committees for faculty positions. Tenure-track position search committees are comprised of five faculty members. Whenever possible three faculty members will possess the discipline expertise being sought in this search. The department chair appoints the committee chair. If fewer than three faculty members represent the discipline area in which a search is taking place, the department chair will appoint additional faculty members to bring the membership up to a minimum of three.

Further information on the duties and processes for the Search Committee are detailed in the department Appointment, Promotion and Tenure document.

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### **xvi. Representatives: Department, College, and University**

- The department has one representative on the Arts and Sciences Curriculum Committee. This is typically the Undergraduate Chair.
- The department has one representative on the Arts and Science Senate. It is a three-year term and elected by the faculty.
- The department chair appoints one faculty member to represent the department at each commencement. A rotational system is used.

### **VII. Faculty Meetings**

The chair will provide to the faculty a schedule of department faculty meetings at the beginning of each academic term. The schedule will provide for at least one meeting per academic term and normally will provide for monthly meetings. A call for agenda items and completed agenda will be delivered to faculty by email before a scheduled meeting. Reasonable efforts will be made to call for agenda items at least seven days before the meeting and to distribute the agenda by email at least three business days before the meeting. A meeting of the department faculty will also be scheduled on written request of 25 percent of the department tenure-track 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 email, 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 department 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 eligible to vote and currently on duty at all campuses.

Either the chair or one-third of all faculty 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 matter will be considered decided when a particular position is supported by at least 51 percent of all faculty eligible to vote unless otherwise stated in the APT document. Balloting will be conducted by mail or email when necessary to assure maximum participation in voting.

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

The department accepts the fundamental importance of full and free discussion but also recognizes that such discussion can only be achieved in an atmosphere of mutual respect and civility. Normally department meetings will be conducted with no more formality than is needed to attain the goals of full and free discussion and the orderly conduct of business. However, Robert's Rules of Order will be invoked when more formality is needed to serve these goals.

### **VIII. Distribution of Faculty Duties and Responsibilities**

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The Office of Academic Affairs requires departments to have guidelines on faculty duties and responsibilities (See the OAA Policies and Procedures Handbook, Volume 1, Chapter 2, Section 1.4.5

<http://oaa.osu.edu/handbook.html>

The information provided below supplements the OAA policy. 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 Faculty Conflict of Commitment policy:

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

During on-duty semesters, faculty members are expected to be available for interaction with students, service responsibilities and other responsibilities even if they have no formal course assignment that semester. Department of Art faculty members are expected to hold office hours for two hours per course taught per week during the academic year, and to provide information concerning those hours to the administrative staff. On-duty faculty members should not be away from campus for extended periods of time unless on an approved Faculty Professional Leave or other approved leaves.

There are significant differences in the missions of the many OSU departments and, as a result, there are differences among departments in the relative amounts of effort faculty spend in their teaching, research/creative activity, and service responsibilities. Teaching, research and service responsibilities are determined according to the needs of the Department of Art. The faculty of the Department of Art teach students in a variety of modes:

- Formal instruction of undergraduates and graduate students in lectures and studio courses.
- Extensive individual instruction, primarily of graduate students, under standard independent study course numbers.
- Supervision of theses and project research activities and writing.

The Chair assigns teaching and service assignments in consultation with the faculty through the Chair's Faculty Advisory Committee. Teaching assignments may be reduced to accommodate an unusual level of research or service activities at the Chair's discretion. Faculty duties and responsibilities within the department related to instructional, scholarly and service activities are outlined below.

### **A. Teaching Load Guidelines**

All Department of Art tenure-track faculty will normally teach four courses during an academic year (two courses in each of the two semesters). Independent studies with graduate and/or undergraduate students are also a regular responsibility for all faculty each semester. Student advising is required of all tenure-track faculty. Teaching assignments on regional campuses are governed by those campuses' guidelines on distribution of duties. Teaching loads may be adjusted for tenure-track faculty for a variety of reasons, including special service responsibilities, as determined appropriate by the chair.

### **B. Instructional Activity**

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The undergraduate and graduate course load for faculty is 4 courses per year. The standard teaching assignment for full-time faculty members in the Department of Art is four courses per academic year. As part of the standard start-up package offered by the Division of Arts and Humanities within the College of Arts and Sciences, Assistant Professors are awarded an annual 25% course reduction for their first four years of service. The chair may reduce the four-course load of other individual faculty members to accommodate extraordinary research or service commitments (see also Section F below). In addition, faculty members who are not actively engaged in research may opt for a heavier course load in order to earn consideration for annual merit pay increases. Every faculty member is generally expected to teach at least one lower-level GE or service course per academic year. Faculty members active in the graduate program can also expect to teach at least one graduate seminar or upper level special topics course every other year. Variations from this number may occur, depending on extenuating circumstances (SA and FPLs, enrollment requirements, honors involvement, etc.), course type and structure, and research and service activities.

Contact hours for individual studio, seminar and lecture courses range from three to nine hours per week with additional time required outside of class for preparation, grading, critique sessions, student advising, and meetings related to instructional productivity or enhancement. Graduate advising loads vary from year to year according to graduate student interests and faculty availability. It is expected that all faculty members will participate on an equal basis in the graduate student advising process.

In addition to the above course load, faculty will advise graduate students and direct honors and masters' theses, while also providing individualized directed study and research for both undergraduate and graduate students. Assignment of teaching and workload responsibilities to each faculty member is the responsibility of the Department Chair. In meeting this responsibility, first priority for course assignment will be to meet the degree requirements for undergraduate and graduate students.

No course will be cancelled or scheduled (or rescheduled) without approval of the Department Chair. If a course is cancelled for any reason, the Chair can approve an alternative use of the faculty member's time. This policy in no way will have an effect on the service role nor will it have an effect on merit raises, although those faculty who choose to teach additional courses per year will receive consideration for this increased teaching load in terms of merit raises.

### **C. Scholarly Activity**

Recognizing that scholarly research is a basic component of the art program at OSU, all faculty are expected to establish and to maintain active research programs engaging undergraduate and graduate students. The level of scholarly and creative activities varies with individual faculty members, but it is expected that faculty will maintain an average of 30% of total time devoted to these activities. Faculty are required to maintain some form of scholarly and/or creative activity related to their professional discipline and/or the mission of the department but these activities are self-generated rather than assigned.

Full-time faculty are permitted to engage in professional outside consulting activities. As a general rule, the proportion of a faculty member's professional effort devoted to consulting should not exceed one business day per week, subject to the University rules:

<http://oaa.osu.edu/handbook.html>

Faculty who do not maintain a high level of scholarly and/or creative activity, as evidenced by the required report submitted to the Chair as part of the annual review process, may be assigned additional teaching and/or service activities.

## Pattern of Administration, Department of Art

### D. Service Activity

Faculty are expected to contribute an average of 20% of total time to service activities, examples of which are:

- Recruiting, fundraising and public relations activities.
- Advisory and evaluation committees for this University and for other universities, government agencies and professional societies.
- Outreach and affirmative action activities.
- Service on Department, college and university governance bodies.

Service activities in the Department, College or University are either assigned or recommended by the Chair, or peers may elect faculty. External or professional service, when not involving an honorary or elected appointment at the national or international level, should not supersede service responsibilities within the department.

Note: the above guidelines related to instructional, scholarly, and service activities do not constitute a contractual obligation. Fluctuations in demands and resources in the department and the individual circumstances of faculty members may warrant temporary deviations from the guidelines. Completion of expected levels of activity does not necessarily constitute meritorious performance.

### E. Course Offerings and Teaching Schedules

Area coordinators in consultation with faculty will establish a preliminary draft of area courses with faculty preferences and GTA and lecturer abilities noted early in the term for the next academic semester. The Advisory Committee and will determine the final schedule, with input and final approval by the department chair. Leaves, personnel changes, enrollment projections, and other circumstances may necessitate revisions and adjustments of that schedule.

While every effort will be made to accommodate the individual preferences of faculty, the department's first obligation is to offer the courses needed by students at times most likely to meet student needs. To assure classroom availability reasonable efforts must be made to distribute course offerings across the day and week. To meet student needs, reasonable efforts must be made to assure that course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided.

Paramount consideration is given to fulfilling the needs of the department and maintaining equity in loads while meeting individual needs as much as possible. Time scheduling is a responsibility of the chair. However, conventional patterns for courses, the availability of appropriate space, limited resources and conflicts among offerings constitute real constraints. Within the degrees of freedom that remain, every effort is made to accommodate the desires of faculty members. The goal of the department is to offer a balanced and effective program.

A scheduled course that does not attract the minimum number of students required by Faculty Rule 3335-8-17 (<http://trustees.osu.edu>) will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent term.



## **Pattern of Administration, Department of Art**

The department course schedule will be consistent with information on offerings published by the university registrar. This is important not only for our students but also for those in other departments and schools who depend on this information in planning their degree requirements.

### **F. Special Assignments (SAs)**

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

SAs are normally one semester in length and are designed to provide a faculty member time away from classroom teaching and some other responsibilities in order to concentrate effort on research or a special teaching or service project. SAs are usually, but not necessarily, provided to faculty to develop a new research skill, initiate a new project, or complete an ongoing project. SAs of shorter duration may be provided for such purposes as facilitating travel related to research that is less than a term in duration but more than a week or two provided classroom teaching is not disrupted.

Faculty members who desire an SA should discuss the matter with the department chair during their annual evaluation or as soon thereafter as possible. The department chair will indicate whether submission of a full proposal articulating the purpose and nature of the SA is appropriate. Requests and SA proposals for a particular year follow College guidelines. The Faculty Advisory Committee evaluates applications, making recommendations to the department chair. From these recommendations and with consideration for the department's needs, the chair makes decisions regarding SAs. The chair will normally announce decisions regarding SAs for the next academic year no later than May 30 of the previous academic year, but retains the option of making decisions regarding proposals at other times when circumstances warrant such flexibility.

### **G. Summer Teaching**

Requests for a potential summer appointment are made to the department chair early in spring semester. The chair will make assignments with attention to the need for a broad offering and in so much as funding will allow.

### **H. Associated Faculty**

Expectations for compensated visiting faculty members will be based on the terms of their appointment.

The standard teaching assignment for full-time lecturers is eight courses per academic year and is prorated based on FTE.

### **I. Student Evaluation of Teaching**

As a minimum requirement, each instructor must provide the opportunity in each course for evaluative feedback.

The Department of Art's Criteria and Procedures for Appointments, Reappointments, Promotion and Tenure, Rewards exist as a separate document and describe in much greater and the most current detail all practices regarding these issues and processes.

### **J. Grade Reporting**

## **Pattern of Administration, Department of Art**

Grading and the recording of all grades is a teaching and clerical responsibility of each faculty member. Each faculty member must keep proper and accurate grade records in which are recorded all grades students receive throughout the term. Grade records are to be kept by the faculty member for two terms following the term in which they were recorded and reported.

### **X. Allocation of Department Resources**

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

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

Research space shall be allocated on the basis of research productivity including external funding and will be reallocated periodically as these faculty-specific variables change.

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

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

#### **A. Travel Support**

To the extent that funds are available, the art department funds faculty travel in support of individual faculty members' teaching, research and service. The chair makes decisions in accordance with the following priorities based on the available funding and the goals of the unit:

1. Faculty members who request department funding as a partial match for domestic or international travel grants.
2. Faculty members who are presenting papers, chairing sessions, or taking part as panelists at professional meetings.
3. Faculty members who want to attend professional meetings as observers.
4. Faculty member visits to exhibitions, conferences or other various professional opportunities with unique and significant relevance to faculty/student development.

### **XI. Leaves and Absences**

The University's policies with respect to leaves and absences are set forth in the Office of Academic Affairs Policies and Procedures Handbook <http://oaa.osu.edu/handbook.html> and Office of Human Resources Policies and Procedures website <https://hr.osu.edu>. The information provided below supplements these policies.

#### **A. Discretionary Absence**

## Pattern of Administration, Department of Art

Faculty are expected to complete an e-Leave request well in advance of a planned absence (e.g. as for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the chair retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular term is substantial. Faculty Rules require that the Office of Academic Affairs approve any discretionary absence of ten or more consecutive business days.

### **B. Absence for Medical Reasons**

When absences for medical reasons are anticipated, faculty members are expected to complete an eLeave request as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the chair know promptly so that instructional and other commitments can be managed. Faculty members are always expected to use sick leave for any absence covered by sick leave (personal illness, illness of family members, medical appointments. See OHR Policy 6.27 for details: <https://hr.osu.edu/policy/policy627.pdf>.

### **C. 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](http://www.hr.osu.edu/policy/index.aspx). A faculty member may request an unpaid leave of absence for personal or professional reasons. Professional reasons would include an opportunity to accept a visiting appointment at another institution. A faculty member desiring an unpaid leave of absence should submit a written request for the absence, as far in advance as possible of the time for which the leave is desired. Approval will be based on, but not limited to, the nature of the request, the extent to which the faculty member's responsibilities can be covered or deferred during the proposed absence, and the positive or negative impact on the department of the proposed absence. Unpaid leaves of absence require the approval of the dean and Office of Academic Affairs.

### **D. Faculty Professional Leave**

A Faculty Professional Leave constitutes a more formal departure from regular academic duties than a Special Research Assignment and may be one or two semesters in length for 9-month faculty and for a full year for 12-month faculty. FPLs involve salary reductions and other considerations established by the Ohio legislature and University Board of Trustees and faculty considering an FPL should fully acquaint themselves with these policies before applying for leave: <http://oaa.osu.edu/handbook.html>.

The FPL program is designed to give faculty a period of uninterrupted time to invest in their scholarship and professional development. Activities that entail little or no investment in new skills or knowledge are not appropriate for this program.

Faculty members who desire an FPL should discuss the matter with the department chair during their annual evaluation or as soon thereafter as possible. The department chair will indicate whether submission of a full proposal articulating the purpose and nature of the FPL is appropriate. Because FPL proposals must be approved by the dean, Office of Academic Affairs, and Board of Trustees before they may be implemented,

## **Pattern of Administration, Department of Art**

faculty should submit FPL proposals for a particular year no later than January 15th of the preceding year, except when the development of an unexpected opportunity precludes such timing.

In evaluating FPL proposals, the department chair and the Executive Committee will use criteria consistent with those described in the Arts & Humanities Research Handbook (listed below). These place the greatest weight on the merits of the proposal in light of the faculty member's plans for advancing his or her research/creative activity and the advancement of the academic mission of the Department. Although there are many advantages to spending the FPL at another university or some other appropriate institution, such an appointment is not essential if the plan for the leave is meritorious in its own right. Faculty who apply for an FPL will therefore need to explain clearly why an extended period of time is necessary for the advancement of their scholarship and what outcomes they expect to accomplish during that time.

### **Criteria for Judging Faculty Professional Leave Applications**

A. Review at the Departmental level will examine each application received for:

1. A clear statement of the scope and nature of the project, the specific objective for the Faculty Professional Leave period, and the purpose of the study being undertaken.
2. Evidence that the projected study will make a significant contribution to the field involved.
3. Evidence that the applicant will be able to make substantial progress on the projected study or in the area of study during the requested leave period.
4. The qualifications of the applicant to undertake the proposed study.

The Advisory Committee evaluates FPL applications using the above criteria, making recommendations to the department chair. From these recommendations and with consideration for the department's needs and fiscal limitations, the chair makes recommendations to the dean of the college. 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.

### **E. Parental Modification of Duties**

The Department of Art 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 within the first year of childbirth/adoption.

See the college pattern of administration at (<http://oaa.osu.edu/governance.html>) for details.

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

### **XII. Supplemental Compensation and Paid External Consulting Activity**

The University's policies with respect to supplemental compensation and external consulting are set forth in the Office of Academic Affairs Policies and Procedures Handbook:

<http://oaa.osu.edu/handbook.html>

## **Pattern of Administration, Department of Art**

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

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

### **XIII. Financial Conflicts of Interest**

The University's policy with respect to financial conflicts of interest is set forth in the university's Policy on Faculty Financial Conflict of Interest (<http://orc.osu.edu/files/Policy-on-Faculty-Financial-Conflict-of-Interest.pdf>). A conflict of interest exists if financial interests or other opportunities for tangible personal benefit may exert a substantial and improper influence upon a faculty member or administrator's professional judgment in exercising any University duty or responsibility, including designing, conducting or reporting research.

Faculty members 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.

### **XIV. 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

#### **A. 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, which is set forth in the college POA.

#### **B. Faculty Misconduct**

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

## Pattern of Administration, Department of Art

### C. Faculty Promotion and Tenure Appeals

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

### D. Sexual Harassment

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

### E. 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 the students require confidentiality or not. 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 <http://oaa.osu.edu/coam/home.html> and <http://senate.osu.edu/committees/COAM/COAMDuties.pdf>.

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