

**DEPARTMENT OF CLASSICS**  
**PATTERN OF DEPARTMENTAL ADMINISTRATION**  
**STATEMENT OF PROCEDURES AND CRITERIA**  
**REDRAFTED MAY 2017**

**Contents**

I. INTRODUCTION.....	2
II. MISSION.....	2
III. FACULTY.....	3
IV. DEPARTMENTAL ADMINISTRATION AND DECISION MAKING.....	3
A. Overview.....	3
B. Departmental Council.....	3
C. Faculty Meetings.....	4
D. Chair.....	4
E. Acting Chair.....	5
F. Committees.....	5
F1. Graduate Student Advisory Committee.....	5
F2. Graduate Studies Committee.....	6
F3. Undergraduate Studies Committee.....	7
F4. Curriculum Committee.....	8
F5. Teaching Evaluation Coordinator.....	8
F6. Awards Committee.....	8
G. Program Directors.....	9
G1. Modern Greek Program Director (MGP).....	9
G2. Director of the Elementary Latin Program.....	9
H. Representatives.....	10
H1. Library Representative.....	10
V. FACULTY RIGHTS, DUTIES AND RESPONSIBILITIES.....	10
A. Tenure-track faculty.....	10
A1. Instructional Activity.....	10
A2. Scholarly Activity.....	11
A3. Service Activity.....	11
A4. Mentoring.....	12
A5. Special Assignments (SA).....	12
B. Associated Faculty.....	12
C. Visiting Faculty.....	13
D. Parental Modification of Duties.....	13
VI. PROMOTION AND TENURE.....	13
VII. SALARIES: CRITERIA AND PROCEDURES.....	13
VIII. GENERAL ADMINISTRATIVE GUIDELINES.....	13
A. The Departmental Reading Room.....	13
B. Support Staff.....	14
C. Travel.....	14

D. Supplementary Funds .....	14
E. Summer Appointments .....	15
F. Undergraduate Appointments .....	15
G. Leaves and Absences .....	15
G1. Discretionary Absence .....	16
G2. Absence for Medical Reasons .....	16
G3. Unpaid Leaves of Absence .....	16
G4. Faculty Professional Leave (FPL) .....	16
H. Supplemental Compensation and Paid External Consulting Activity .....	17
I. Financial Conflicts of Interest .....	17
J. Grievance Procedures .....	18
J1. Salary Grievances.....	18
J2. Faculty Misconduct .....	18
J3. Faculty Promotion and Tenure Appeals .....	18
J4. Sexual Misconduct .....	19
J5. Student complaints .....	19
J6. Code of Student Conduct .....	19
IX. CENTER FOR EPIGRAPHICAL AND PALEOGRAPHICAL STUDIES .....	19
A. Mission .....	19
B. Administration .....	20
B1. Co-Directors .....	20
B2. Director of Special Projects .....	20
C. Center Staff .....	21
D. Fellows .....	21
D1. Resident Fellows .....	22
D2. Visiting Fellows .....	22
E. Faculty Affiliates .....	22
F. External Affiliates .....	22
X. GUIDELINES FOR THE APPOINTMENT AND EVALUATION OF GRADUATE STUDENTS .....	23

## **I. INTRODUCTION**

This document briefly describes the Department of Classics, its policies and procedures. It supplements the Rules of the University Faculty and other policies and procedures of the university, which take precedence over it. This pattern of administration is subject to continuing revision. It must be revised or reaffirmed upon the appointment and reappointment of the department chair. However, revisions may be made at any time in consultation with the department faculty. No change to the POA becomes effective prior to approval by the Office of Academic Affairs (OAA).

## **II. MISSION**

The academic mission of the Department of Classics is to promote the study of the languages, literatures, and cultures of Greeks and Romans in all periods from antiquity to the present, specifically through the publication of original research that engages directly with broader philosophical debates about the constitution of knowledge in the Humanities. The teaching of this knowledge, its sources, and methodological and theoretical approaches challenges

the undergraduate and graduate students to prepare some for a professional future in the field and all for a life of learning and critical thinking. The Department's goal is to make this knowledge available to a wide constituency of colleagues and friends of Greek and Roman studies, inside and outside the university, and to foster a collegial environment that promotes excellence in research, teaching, and discussion. Further, we recognize service to the needs of the department, the college, the university, and the community as an essential element of good academic citizenship.

### **III. FACULTY**

Faculty Rule 3335-5-19 (<http://trustees.osu.edu>) defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of this department includes tenure-track and associated faculty.

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

### **IV. DEPARTMENTAL ADMINISTRATION AND DECISION MAKING**

#### **A. Overview**

Policy, program, and personnel decisions are made by the department council, by the department faculty, by standing or special committees of the department, or by the chair, according to the guidelines in this section. Department governance follows the general principle that the more important the matter to be decided, the more widespread the agreement on a decision needs to be. Open discussion is the primary means of reaching consensus on important decisions.

#### **B. Departmental Council**

1. The departmental council consists of all tenure-eligible and tenured faculty members on all campuses, including joint appointments or other part-time tenure-track faculty, but excluding associated faculty or visiting, adjunct, and part-time appointments; the members of the graduate student advisory committee (non-voting); and one designated undergraduate major (non-voting), if possible an officer of the undergraduate classics club. Unless otherwise specified here, all members of the department council may vote. Visiting and adjunct faculty, lecturers or other associated part-time members of the department are welcome to attend department council meetings, but do not vote. Joint appointment tenure-track faculty vote on all business except on personnel matters, where they vote only in the department that is designated as their tenure initiating unit (TIU).

2. The departmental council is the general policy-making unit of the department. It may initiate action; it discusses

questions of departmental policy, administration, and any business other than personnel matters; and it makes recommendations upon matters put before it by the chair, standing committees, or individual members or groups within the department.

3. The departmental council meets at least twice during each Autumn and Spring semester. The chair schedules regular departmental council meetings. An extraordinary meeting is convened whenever one-fourth of the departmental council requests it. Meetings will be announced at least four days in advance along with a summary of the agenda.

4. The chair presides at department council meetings. 50% of the eligible faculty members constitute a quorum. The membership includes regional faculty whose TIU is Classics. Decisions are taken by majority vote. The chair votes only in case of a tie.

5. When the chair disagrees with a majority decision and believes it necessary to override it, s/he must so inform the departmental council at a meeting. Should this meeting fail to produce agreement, the chair in acting or recommending action to the college or university administration will report the difference of opinion in writing to the dean or university administrator, and will make copies available to the departmental council.

6. A member of the departmental secretarial staff acts as secretary for the departmental council. Minutes of the meetings are kept in department files and are available for consultation.

### **C. Faculty Meetings**

Personnel matters are discussed and decided at meetings of the tenure-track faculty. They are announced at least four days in advance, with a summary of their agenda. The chair presides and a quorum is two thirds of the eligible faculty. Special policies pertain to voting on personnel matters, and these are set forth in the department's Appointments, Promotion and Tenure Document. Non-personnel decisions are taken by a majority vote.

### **D. Chair**

1. The position and duties of the chair as the administrative head of the department are stipulated in Rule 3335-3-35 (<http://trustees.osu.edu>).

2. In consultation with the faculty, the dean appoints the chair and determines whether to reappoint the sitting chair or identify a new appointee. The processes for new appointments and reappointments are specified in the college guidelines on chair appointments and searches.

### **E. Acting Chair**

1. An acting chair administers the department in the absence of the chair during the regular academic year or for the summer term (other than for short periods: see 3. below).
2. The dean, in consultation with the faculty, appoints the acting chair. The dean appoints summer acting chairs.
3. In the absence of the chair for short periods that do not require the appointment of an acting chair, a member of the tenured faculty on duty is designated by the chair to supervise the day-to-day administration of the department. This is usually the director of graduate studies, who has signature authority.

### **F. Committees**

The chair ensures that all faculty members take an equitable share in committee responsibilities and that there is an appropriate representation of tenured and probationary faculty members on each committee. It is understood that probationary faculty should not be over-burdened with service obligations that may impede their successful progress toward fulfilling the research and publication requirements of tenure. The Modern Greek Program director and teaching staff are responsible for committee assignments within that program, provided that the chair, acting in concert with the rest of the faculty, has ultimate authority as provided by departmental, college, and university rules and regulations. The chair is an ex officio member of all department committees, non-voting on the committee of the eligible faculty. Ad hoc committees (such as search committees) are appointed at the chair's discretion.

#### **F1. Graduate Student Advisory Committee**

- 2.1 This committee consists of three graduate students elected from and by the graduate student body. One member will be in the first year of graduate study. The committee's term of service is annual, and re-election is possible.
- 2.2 The committee is primarily responsible for informing the chair and the director of graduate studies about all departmental matters of interest to the graduate students. The committee may ask to meet with the chair and/or the director of graduate studies.
- 2.3 The committee acts as a committee on committees for the graduate student body, being responsible for the selection of its successor committee and of graduate student members of any departmental committee, and also for recommending members to any college or graduate school committees.
- 2.4 The committee will arrange for graduate students to meet with candidates for appointment to the faculty and will report to the departmental council in accordance with the procedures set forth in the department's "Appointments,

Promotion, and Tenure Document.”

## **F2. Graduate Studies Committee**

The composition and responsibility of the graduate studies committee are set forth in the *Graduate School Handbook*, IV section 2. Within those rules, the following departmental rules and procedures also apply:

3.1 The graduate studies committee consists of the director of graduate studies, who is the chair of the committee, the departmental chair, two other members of the graduate faculty whose functions are defined below, the director of the elementary Latin program (when the committee is sitting to advise the chair on teaching assignments), and the members of the graduate student advisory committee (GSAC).

3.2 The director of graduate studies is appointed by the chair for a three-year term. The other members of the committee, other than the GSAC representatives, are appointed by the chair for staggered terms of three years, after consultation with the director of graduate studies, with the possibility of reappointment. The chair fills interim vacancies in consultation with the director of graduate studies.

3.3 The graduate studies committee is generally responsible for matters of policy and procedure regarding the graduate program as well as its day-to-day administration; this entails review of the graduate program, including requirements and curriculum. The duties of the graduate studies committee are divided as follows.

3.4 The director of graduate studies is primarily responsible for advising graduate students until they have established a candidacy committee and for organizing graduate language examinations (both modern and ancient). The director ensures that students are placed with individual supervisors in preparation for their candidacy examinations, and schedules student presentations, including dissertation prospectus talks to the department. The director arranges for mock interviews for the job market and acts a mentor for the graduate students when they teach their first lecture courses, even if that occurs after they defend and are employed as lecturers by the department. Before that, the director coordinates with the faculty to find appropriate opportunities for the students to deliver guest lectures in courses for which they are not their main instructors. After consulting with the chair, the director of graduate studies may delegate tasks and responsibilities to faculty members outside the graduate committee.

3.5 Another faculty member of the graduate committee is the director of graduate admissions. Although the entire committee reviews the application materials and deliberates as a group, it is the director of admissions who makes recommendations for admissions and fellowships, on the advice of the graduate studies committee, contacts the students admitted to the program, maintains the correspondence with them until they accept or decline the department's offer, organizes their campus visits, and coordinates with the Graduate School regarding admissions, fellowships, and other relevant issues. S/he also answers questions about the program and the process from

interested students before they apply.

3.6 The third faculty member of the graduate committee oversees assessment of the graduate programs. S/he liaises between the department and any office of the university that requires a formal assessment of the department's graduate programs; s/he also coordinates and assists the faculty, lecturers, and staff who collect the materials and input them into the university's data platform. In consultation with the faculty, s/he devises an assessment strategy and ensures that the right materials are collected such as will result in a formally acceptable assessment according to the university's expectations and guidelines at any time. This committee member attends any necessary workshops and meetings on academic assessment, and helps the faculty with all assessment-related matters (albeit the assessment of individual courses remain ultimately the responsibility of their instructors).

3.7 The graduate studies committee advises the chair in the assignment of teaching and grading duties to graduate teaching associates and in the assignment of other duties for which stipends are paid to teaching, research, and administrative associates. In recommending these assignments, the committee will consider the graduate students' ranked preferences and the needs of the department. The chair will make final decisions. Changes in assignment or additional assignments are made by the chair based on the information available from the process described above and further consultation, if required. These may be necessitated by changes in enrollment or course offerings.

### **F3. Undergraduate Studies Committee**

4.1 The undergraduate studies committee consists of the director of undergraduate studies, one other member of the tenure-track faculty, and, when relevant, the director of the elementary Latin program.

4.2 The chair appoints the director of undergraduate studies for a term of three years. The other faculty member is appointed by the chair in consultation with the director, also for a term of three years, typically staggered. Reappointment to the committee or its chairship is possible. Interim vacancies are filled by the departmental chair in consultation with the director.

4.3 The undergraduate committee is responsible for the general policies, procedures, and oversight of the undergraduate programs, and acts as the curriculum committee for undergraduate matters. The committee is responsible for liaising with the honors program and administering EM credit (i.e., credit by examination), K (transfer) credits, and placement examinations. The committee liaises with the Director of the Modern Greek Program for any matters of common concern and interest. After consulting with the chair, the director may delegate certain responsibilities to faculty members outside the undergraduate committee.

4.4 The director advises majors and minors and seeks strategies to disseminate knowledge about the department's programs to the general undergraduate population and to attract new majors and minors, working toward this goal

with the faculty and graduate student instructors.

4.5 The other faculty member of the committee oversees the assessment of the Department's undergraduate programs. S/he liaises between the department and any office of the university that requires a formal assessment of the department's graduate programs, and coordinates and assists the faculty, lecturers, and staff who collect the materials and input them into the university's data platform. In consultation with the faculty, s/he devises an assessment strategy and ensures that the right materials are collected such as will result in a formally acceptable assessment according to the university's expectations and guidelines at any time. This committee member attends any necessary workshops and meetings on academic assessment, and helps the faculty with all assessment-related matters (albeit the assessment of individual courses remain ultimately the responsibility of their instructors).

#### **F4. Curriculum Committee**

5.1 The curriculum committee for the undergraduate curriculum (except the Modern Greek Program) consists of the undergraduate studies committee. The curriculum committee for the Modern Greek curriculum consists of the Modern Greek program faculty. The curriculum committee for the graduate curriculum consists of the graduate studies committee.

5.2 As appropriate, the curriculum committees review, develop, or prepare new course proposals and proposals to modify the curriculum of studies in their respective domains, before those proposals are put before the Departmental Council for approval.

#### **F5. Teaching Evaluation Coordinator**

The teaching evaluation coordinator is a full or associate professor appointed by the chair for a term of one year, with the possibility of reappointment. The coordinator's responsibility is to assign, oversee, and, if necessary, personally conduct peer reviews of teaching, as stipulated in the department's AP&T document.

#### **F6. Awards Committee**

8.1 The awards committee consists of three members of the tenure-track faculty appointed by the chair for a term of one year with the possibility of reappointment. The chair will appoint one of the faculty members to chair the committee.

8.2 The awards committee will inform the faculty about the awards and scholarships for which students (both graduate and undergraduate) may compete in each year. It will then review nominations or applications for any scholarships, awards, or prizes, based usually on project proposals or papers. The available awards should be listed

on the Department's 'Scholarships and Awards' webpage. A member of the Modern Greek faculty must be present at the discussion and selection of the Kozyris Award recipient (as a full member of the Committee in this case). Any discussion regarding the administration and allocation of the Kozyris Award must include at least one member of the Modern Greek faculty.

8.3 The committee will recommend candidates to the chair, who will make the final decisions and then inform the recipients and the rest of the department.

## **G. Program Directors**

### **G1. Modern Greek Program Director (MGP)**

1.1 The MGP is autonomous as an instructional section within the Department of Classics. The faculty of the MGP retains full authority for its undergraduate program and all instructional matters at the undergraduate level, advising, curriculum design, and all questions and problems that may arise in any of the Modern Greek sections, subject to the governance provisions established above.

1.2 The director of the Modern Greek Program is appointed by the chair in consultation with the faculty of the Modern Greek Program. The appointment is for a period of four years, after which it may be renewed.

1.3 The scheduling of courses in the MGP is the responsibility of the director in consultation with the chair and the office staff. Final decisions concerning scheduling, staffing, and adjusting the course offerings, as mandated by the respective enrollments and college guidelines, rest with the chair.

### **G2. Director of the Elementary Latin Program**

2.1 The director of the elementary Latin program is appointed by the chair from the tenured faculty for a term of one year, with the possibility of reappointment.

2.2 The director is responsible for the general supervision of the 1000-level Latin courses; for curriculum development in the elementary Latin program, in cooperation with the departmental curriculum committee; for the recommendation and review of goals and teaching guidelines in elementary Latin courses; for overseeing the GTAs' performance in the elementary Latin sequence; and for supervising the mentoring and evaluation of Latin GTAs.

2.3 The director reports to the director of graduate studies on the progress of the GTAs, and to the faculty at the time of graduate student evaluations.

## **H. Representatives**

### **H1. Library Representative**

The library representative works with the Classics librarian to ensure that the needs of the departmental faculty and graduate students are met. The representative is also responsible for the maintenance of the departmental reading room, and is advised and helped by a member of GSAC designated to this task.

## **V. FACULTY RIGHTS, DUTIES AND RESPONSIBILITIES**

In April 2006, the university issued a reaffirmation of academic rights, responsibilities, and processes for addressing concerns. This statement can be found on the website of the Office of Academic Affairs:

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

The faculty members of the Department of Classics are expected to perform duties in the three traditional areas of research, teaching, and service, with tenure-track faculty having greater emphasis on the first two. A full-time faculty member's primary professional commitment is to The Ohio State University and the guidelines below are based on that commitment. Faculty with 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.pdf>).

### **A. Tenure-track faculty**

#### **A1. Instructional Activity**

##### *a. Faculty Teaching Load Guidelines*

Normally a faculty member in the Department of Classics is required to teach four courses a year. In addition, a faculty member is expected to advise MA and PhD students, set graduate exams, and supervise individual studies, honors theses, and senior theses. Teaching reductions for administrative service are made at the chair's discretion, at the time of appointment to each position. Typically, the director of graduate studies receives a course reduction of a single course in a three-year term.

##### *b. Class Assignments and Schedules*

Course offerings and class assignments are determined by the chair on the advice of the director of graduate studies, the director of the MGP, and the director of undergraduate studies. Course assignments will balance the interests and expertise of the individual faculty member with the department's need to offer courses of all types and levels and to maintain its enrollments. The chair will consult with faculty in making these assignments. All changes, including those in class meeting times, must be cleared through the chair. Cancellation of a class due to insufficient enrollment does not entail a course reduction: the canceled class must be made up. Enrollment in MGP will be measured with reference to other "less frequently taught languages" (e.g., Urdu, Persian, Turkish, and Swedish). In the event that an MG course fails to meet the enrollment criteria and must be canceled, every attempt will be made to offer another MG course in its stead, save where another arrangement is made by mutual agreement with the chair.

## **A2. Scholarly Activity**

### ***a. Research Guidelines***

Faculty members are required to maintain active programs of research and publication at a level that is esteemed by the international scholarly community. This usually takes the form of published books, articles, and edited volumes, and papers presented at other universities, scholarly conferences, or meetings of regional, national, and international associations. It may also take the form of electronic publications, provided that they are vetted in a manner comparable with that of traditional monographs or journals. The department expects both productivity in one or more of these areas each year and periodic recognition by the larger scholarly community. Such recognition takes the form of reviews, fellowship awards, offices in professional associations, journal editorships, membership on editorial boards, invitations to speak, to referee journal articles and books, and to review programs at other institutions, and other generally recognized measures of prestige.

Applications for grants-in-aid, outside funds, and external fellowships must be discussed in advance with the chair, so that the impact of a successful application upon the department's teaching schedule can be assessed.

## **A3. Service Activity**

Service covers three basic areas:

a. Service to the department, college, and university, i.e., administrative and committee work at all levels of this institution, including course development, participation in recruitment of students and faculty, and reviewing promotion and tenure dossiers.

b. Service to the profession, i.e., committee work in local, regional, national, and international professional organizations; evaluating scholarly papers and books; reviewing promotion and tenure dossiers from other universities; and the organization of colloquia and conferences.

c. In addition, many of the faculty participate in a variety of community services, in fundraising efforts, and on maintaining contact with foreign institutions and governments.

Regular participation in category a., especially service on departmental and college committees, is the minimum requirement of all full-time members of the faculty, and some service activities will fall even into their unpaid summer semester. Regular service does not constitute a justification for a course reduction. Faculty members who do not supervise graduate students are expected to commit more of their time to service activity.

#### **A4. Mentoring**

The chair assigns a tenured faculty member as a mentor to each probationary faculty member, after consultations with both parties. The mentor reports to the chair.

#### **A5. Special Assignments (SA)**

Special assignments (SAs) are granted by the dean on the recommendation of the chair. All full-time faculty members are eligible to apply for an SA. Faculty members seeking SAs should consult with the chair at the earliest possible opportunity, preferably one year in advance. They will be asked to submit a detailed statement of their proposed research or other project as stipulated by the college office. This statement is then submitted to the chair, who will rank requests for special assignments. The applications for an SA then goes to the college office. Other considerations will include prior research support; past achievement and likelihood of productive work during the SA semester; service to the Department or University, especially insofar as it has affected the individual's research; and current teaching load.

The OAA policy regarding Special Assignments is at

<http://oaa.osu.edu/assets/files/documents/specialassignment.pdf>. SAs are normally one semester in length and are designed to provide a faculty member with time away from one set of duties (e.g., teaching) in order to concentrate effort on another (e.g., research, but also teaching or service, as the case may be). 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 to facilitate travel related to research that is less than a semester in duration but more than a week or two, provided classroom teaching is not disrupted.

#### **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 positions and

appointments <50% FTE will have reduced expectations based on their appointment level. The standard teaching assignment for full-time lecturers is eight courses per academic year.

### **C. Visiting Faculty**

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

### **D. Parental Modification of Duties**

The Department of Classics strives to be a family-friendly unit in its efforts to recruit and retain high-quality faculty members. To this end, it adheres to the College of Arts and Science's guidelines on parental modification of duties to provide its faculty members with flexibility in meeting work responsibilities within the first year of childbirth or adoption. See the College Pattern of Administration (<http://oaa.osu.edu/governance.html>) for details.

A faculty member requesting the modification of duties for childbirth or adoption and the 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.

## **VI. PROMOTION AND TENURE**

The policies and procedures that govern promotion and tenure in the Department of Classics are set forth in the Department's "Appointment, Promotion, and Tenure Document."

## **VII. SALARIES: CRITERIA AND PROCEDURES**

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

## **VIII. GENERAL ADMINISTRATIVE GUIDELINES**

### **A. The Departmental Reading Room**

The departmental reading room is located off the graduate teaching associate office complex. It is a reference collection; materials do not circulate. The library tables are to be used for research and silent study by students and faculty. The reading room is regularly used for graduate student examinations, certain graduate courses including Latin pedagogy and the proseminar in classical philology, and advising of undergraduate students by GTAs. It may be reserved for these and other purposes by contacting the office staff.

## **B. Support Staff**

1. The permanent staff of the department consists of an HR/Fiscal administrative assistant and a program coordinator. The administrative assistant is primarily responsible for assisting the chair, in financial and personnel matters, and scheduling, among other duties. The administrative assistant also acts as office manager and clerical staff supervisor. The department program coordinator is primarily responsible for assisting the director of graduate studies and the director of undergraduate studies, for maintaining student records, corresponding with students, communicating with other university offices regarding curricular matters and student enrollments, ordering textbooks, publicizing classes, and other duties assigned by the chair or the administrative assistant. The department program coordinator also acts as receptionist.
2. Faculty members with administrative responsibilities in regional or national organizations may ask the staff to perform work for them only if it does not interfere with the primary responsibilities outlined above. Outside commitments that require prolonged or regular secretarial work must not be entered into without prior discussion with the chair, and in no case can the department be committed to postal and other expenses for the work of outside organizations without assurance of reimbursement.
3. The department will pay only for photocopying and postal expenses (including the use of delivery services such as FedEx and DHL) that are directly concerned with the regular university responsibilities of the faculty, teaching, and administrative staff.

## **C. Travel**

Reimbursement for travel is authorized only in accordance with university policy and subject to the availability of funds.

1. In August of each year, or whenever the budget is announced by the dean, the Chair will establish a fixed annual allocation for every faculty member for travel to national and international professional conferences. Use of departmental travel allocations is expected to follow all university guidelines.
2. Members of a Departmental search committee will be reimbursed for airfare and hotel in accordance with University guidelines. This reimbursement will not count toward the faculty member's annual travel allocation.

## **D. Supplementary Funds**

The department has several endowment accounts, which are listed on its website. The interest earned from money designated for a particular endowment or sub-fund may be used only for the purposes designated. The chair will administer these funds in a timely manner in consultation with appropriate departmental committees. The MGP retains authority for the administration and oversight of all scholarship funds attributed to it, as well as administration of the overseas Modern Greek programs, in consultation with the department chair. The chair also acts as a fund-raiser for the department and encourages all faculty members to participate in the aim of expanding these supplementary funds.

### **E. Summer Appointments**

1. In general, the department does not appoint tenure-track faculty to special summer semester appointments. Faculty interested in such an appointment, should one become available, should inform the chair no later than the previous autumn.
2. The on-duty staff for the summer semester is too small to handle the graduate and administrative responsibilities of the department. Faculty on 9-month appointment should expect to discharge at least some of these responsibilities during the summer off-duty period as part of their regular duties, with due flexibility during the other semesters.
3. Funds for discharging such responsibilities on special appointment during a semester off are not normally available. Where a faculty member on 9-month appointment has to give up substantial time on such responsibilities during an off-duty semester, the chair will consider some adjustment in the teaching schedule during the remaining part of the academic year.

### **F. Undergraduate Appointments**

1. The chair may appoint undergraduate students as administrative or instructional aides.
2. The availability of such appointments will be announced to suitable undergraduate students and a deadline set for the submission of applications.

### **G. 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/policiesprocedureshandbook.html>, and the Office of Human Resources Policies and Procedures website: <https://hr.osu.edu/policies-forms>. The information provided below supplements these policies at the department level.

### **G1. Discretionary Absence**

Faculty members are expected to complete an application for leave form (<https://eleave.osu.edu>) well in advance of a planned absence (e.g., for attendance at a professional meeting) to provide time for its consideration and approval and to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the chair retains the authority to refuse 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 semester is substantial. Faculty rules require that the Office of Academic Affairs approve any discretionary absence of ten or more consecutive business days (See Faculty Rule 3335-5-08).

### **G2. Absence for Medical Reasons**

When absences for medical reasons are anticipated, faculty members are expected to complete an application for leave form 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). Sick leave is a benefit to be used—not banked. See Office of Human Resources, Policy 6.27 for details: <http://hr.osu.edu/policy/policy627.pdf>.

### **G3. Unpaid Leaves of Absence**

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 written request must be submitted 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 its positive or negative impact on the department. Unpaid leaves of absence require the approval of the dean, office of academic affairs, and board of trustees. For details, see OHR Policy 6.45, <https://hr.osu.edu/public/documents/policy/policy645.pdf>.

### **G4. Faculty Professional Leave (FPL)**

A faculty professional leave constitutes a more formal departure from regular academic duties than a special assignment and may be one or two semesters in length. FPLs involve salary reductions and other considerations established by the Ohio legislature and university board of trustees. Faculty considering an FPL should fully acquaint themselves with these policies before applying for leave. Information is presented in the OAA Policy on FLPs: <http://oaa.osu.edu/assets/files/documents/facultyprofessionalleaves.pdf>. The information provided below supplements these policies.

Faculty members who desire an FPL should discuss the matter with the chair as early as possible. The 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, faculty should submit FPL proposals for a particular year no later than the end of Autumn Semester of the preceding year, except when the development of an unexpected opportunity precludes such timing.

The chair will review all requests for faculty professional leave and make a recommendation to the dean based on the following criteria: benefit to the professional career of the applicant; benefit to the department, whether in its research profile or its teaching; and length of time since the applicant's last period of professional 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.

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

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

All activities providing supplemental compensation must be approved by the chair regardless of the source of compensation, including external consulting but with the exception of honoraria and royalties for activities that reflect normal and expected professional activities of faculty. 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.

#### **I. 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.

## **J. Grievance Procedures**

Members of the department with grievances should discuss them with the chair who will review the matter and either seek resolution or explain why resolution is not possible.

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 (see 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 Consulting Services in the Office of Human Resources ([www.hr.osu.edu](http://www.hr.osu.edu)).

The following describes procedures for the review of specific types of complaints and grievances.

### **J1. 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.. Details about the college's faculty salary appeals process are in Appendix C of the College of Arts and Sciences' Pattern of Administration, <https://oaa.osu.edu/governance.html>.

### **J2. Faculty Misconduct**

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

### **J3. Faculty Promotion and Tenure Appeals**

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05:

<http://trustees.osu.edu/university/facultyrules>

#### **J4. Sexual Misconduct**

The university's policy and procedures related to sexual misconduct are set forth in Office of Human Resources Policy 1.15: <https://hr.osu.edu/policies-forms>.

#### **J5. Student complaints**

Normally, students bring complaints about courses, grades, and related matters to individual faculty members. In receiving such complaints, faculty must 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 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 (see [www.oaa.osu.edu/coam/home.html](http://www.oaa.osu.edu/coam/home.html)).

#### **J6. Code of Student Conduct**

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

### **IX. CENTER FOR EPIGRAPHICAL AND PALEOGRAPHICAL STUDIES**

#### **A. Mission**

The Center for Epigraphical and Paleographical Studies is a comprehensive research facility for the study of Greek and Latin inscriptions and manuscripts. Its purpose is to foster such study, to promote research opportunities for those interested in these primary sources of information for the ancient and medieval world, to solicit and carry out

sponsored research projects on ancient and medieval inscriptions and manuscripts, and to disseminate the knowledge of epigraphy and palaeography.

## **B. Administration**

The center is administered by two co-directors, a director of Epigraphy and a director of Palaeography, acting under the authority of and in consultation with the chair of the department. The co-directors are assisted by the curator. Some externally funded projects, namely those funded by the Packard Humanities Institute, are administered by the director of special projects. The director of special projects is assisted by a project manager and other staff.

### **B1. Co-Directors**

#### *a. Terms of Office and Compensation*

The co-directors are appointed for a four-year term by the chair in consultation with the dean of the College of Arts and Sciences, and are eligible for reappointment. The co-directors each receive a research fund of up to \$2500 per year, paid from the departmental administration component of the Packard Humanities Institute IG Project Grant for as long as the grant income is sufficient to cover the cost. There are no workload adjustments for this service.

#### *b. Duties*

The duties of the co-directors are to

1. Formulate, in consultation with the Chair, and administer a program that carries out the mission of the center.
2. Raise funds for the center.
3. Manage the day-to-day operations of the center, with the assistance of the curator.
4. Maintain and enhance the library and other collections and resources of the center.
5. Recruit, select, and supervise research fellows.
6. Arrange for appropriate lectures, workshops, and conferences.
7. Submit an annual report to the chair regarding the activities and accomplishments of the center.

### **B2. Director of Special Projects**

#### *a. Terms of Office and Compensation:*

The director of special projects is appointed by the chair of the department for the duration of the projects. The director of special projects receives an honorarium of \$500 per year and travel expenses for up to two visits to

Columbus per year. This is paid from the departmental administration component of the Packard Humanities Institute IG Project Grant and will continue for as long as the grant income is sufficient to cover the cost.

*b. Duties:*

The duties of the director of special projects are to:

1. Coordinate and supervise all projects funded by the Packard Humanities Institute.
2. Solicit the necessary funds and grants to carry out these projects.
3. Select and supervise a project manager to run the day-to-day operation of the PHI projects.
4. Submit an annual report to the chair regarding the activities, accomplishments, and funding of the PHI projects.

**C. Center Staff**

The staff of the center includes a full-time project manager for the Classical Greek Epigraphical Database, paid by the Packard Humanities Institute grants, and a full time curator, paid by the department. In addition, there may be other short-term employees hired by the Packard Grant or other grants.

The duties of the project manager are to:

1. Manage the day-to-day operations of the Classical Greek Epigraphical Database.
2. Review and report on annual progress and develop plans for future directions; help develop funding proposals.
3. Collect bibliographical data; select and edit Latin and Greek inscriptions; enter edited inscriptions into a computerized database; prepare reports on the project; and coordinate and collaborate with the Greek Epigraphy Project at Cornell University.
4. Select and supervise graduate assistants or other temporary staff to work on the projects.

The duties of the curator are to:

1. Maintain and enhance the equipment, library, collections and resources of the center under the supervision of the co-directors.
2. Keep the center open for the public, answer telephone and e-mail inquiries, assist users of the center and its collections during hours that the center is open and give introductory tours for visitors.
3. Manage the business affairs of the center under the supervision of the co-directors and the departmental fiscal officer.
4. Carry out other duties as assigned by the co-directors of the center.

**D. Fellows**

The center appoints resident, post-doctoral and visiting fellows to pursue research in the center. Fellows are selected from applicants who can demonstrate that (a) they have the appropriate scholarly credentials, (b) they have a justifiable reason to use the facilities and resources of the center, and (c) their work conforms to the mission of the center.

#### **D1. Resident Fellows**

Resident fellows are appointed to short-term fellowships of one to four months, supported by the endowment of the center. They are paid \$1500 per month plus travel to and from Columbus. They are selected annually by the co-directors of the center from among qualified applicants. The number and length of tenure depend on the financial resources available. Resident fellows have full use of the center's facilities, library, collections, and equipment, and any other university resources as may be negotiated by the directors. They work under supervision of one of the co-directors.

#### **D2. Visiting Fellows**

Visiting fellows may be appointed by the co-directors of the center without financial support for a limited period of time. Their number and length of tenure depend on the availability of the resources of the center, with the understanding that faculty affiliates, resident Fellows, and affiliated university post-doctoral fellows have priority in the use of the facilities. Visiting fellows have full use of the center's facility, library, collections, equipment and any other university resources as may be negotiated by the directors. They work under the supervision of one of the co-directors.

#### **E. Faculty Affiliates**

Any OSU faculty member who needs to use the research facilities of the center may become an affiliate of the center upon nomination by either of the co-directors. This includes the classical and medieval faculty of the department of Classics, the ancient and medieval historians of the department of History, and any other faculty concerned with ancient or medieval writings in Greek or Latin.

#### **F. External Affiliates**

Scholars outside OSU who have an interest in the use and the activities of the center may become external affiliates upon nomination by either of the co-directors. The center will provide library and parking privileges for an external affiliate while the affiliate is using the center.

## **X. GUIDELINES FOR THE APPOINTMENT AND EVALUATION OF GRADUATE STUDENTS**

Guidelines for GTAs are set forth in the *Graduate School Handbook*, section 11. Within those guidelines, and the rules regarding the Graduate Studies Committee (above), the following departmental guidelines apply:

1. Graduate teaching associates are appointed normally for the full academic year. Appointments for the Summer Semester Short-term and special appointments may be made as the need arises.
2. Normally 50% teaching associateships entail service of not more than 20 hours per week, including time spent in preparation, in the classroom and laboratory, in advising students, in grading papers or in any combination of these or other activities in which GTAs are customarily engaged. These may include teaching an elementary language course or Classics course, grading for a Classics course such as Classics 2220, duties in the Forbes Center or Museum of Classical Archaeology, or a research assistantship. While there may be variations in the workload from week to week, it is the responsibility of the chair, in consultation with the teaching assignments committee or course instructor, to maintain an equitable sharing of workloads consistent with the average load of 20 hours per week.
3. A Packard Project graduate research associate will be appointed upon recommendation by the director of Epigraphy in consultation with the Packard Project Manager.
4. The availability of special appointments (e.g., study abroad, and research associateships) will be made known equally to all qualified students, and adequate time will be given to allow for the submission of an application before a specified deadline.
5. Teaching associates (and graduate students generally) should report grievances, either in person or through the graduate student advisory committee, to the director of graduate studies. Only if the director cannot resolve the matter will it be brought to the chair's attention. When a resolution cannot be reached through departmental intervention, the procedures outlined in the *Graduate School Handbook*, sections 11-8 and 11-12-3, will apply.