

DEPARTMENT OF HISTORY OF ART

PATTERN OF DEPARTMENT ADMINISTRATION

(Revised August 2015)

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I INTRODUCTION

This document provides a brief description of the Department of History of Art and 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 subject to approval by the college office and the Office of Academic Affairs.

II DEPARTMENT MISSION

The Department of History of Art seeks to establish and maintain a strong and central presence for art history as a mode of humanistic inquiry within The Ohio State University. This entails:

1. contributing a broad range of introductory courses in archaeology and the history of art (including architecture and film) to the university's general education curriculum;
2. providing an undergraduate major that demands broad competence in global art history as well as the development of focused analytical, research, and writing skills;
3. providing a graduate program that aims at producing scholars capable of first-rate research and teaching at major universities, as well as curators with the expertise to stage innovative exhibitions at important venues;
4. fostering a faculty that contributes actively and consequentially to the ongoing intellectual work within the history of art, not only by developing expertise in particular subfields but also by engaging productively in the broad and ever-shifting philosophical, scholarly, and institutional debates that determine the structure and content of the discipline;
5. enriching the overall intellectual and cultural life of the university community and the citizenry of Ohio through a sustained program of outreach and engagement aimed at producing and maintaining a lively dialogue around the visual arts.

The ultimate aim of the department, in pursuing these five goals, is to gain and sustain an international reputation for excellence in the production and dissemination of knowledge in the history of art. In doing so, the department seeks to contribute significantly to the stated goal of the university's Academic Plan, which is to make OSU "one of the world's great public research and teaching universities."

III ACADEMIC RIGHTS AND RESPONSIBILITIES

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

IV FACULTY

Faculty Rule 3335-5-19 (<http://trustees.osu.edu/rules/university-rules.html>) 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 regular faculty with compensated FTEs of at least 50% in the department. Associated faculty, emeritus faculty, and regular faculty joint appointees with FTEs below 50% in this department are invited to participate in discussions on nonpersonnel 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.

V ORGANIZATION OF THE DEPARTMENT SERVICES AND STAFF

The daily operations of the department are handled by the front office staff, which is overseen by the chair. The technological, visual-resource and communications needs of the department are generally handled by the staff of the Visual Resources Library, which likewise reports to the chair of the department. The chair will hold regular monthly staff meetings in order to ensure the coordination of efforts and smooth delivery of services, as well as to provide staff with an opportunity to voice concerns, discuss policy, and generate new ideas for streamlining, enhancing, or otherwise benefitting the ongoing work of the department.

VI OVERVIEW OF DEPARTMENTAL ADMINISTRATION & 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 principal 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 consensus on the decisions of central importance.

VII DEPARTMENT ADMINISTRATION

Chair

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

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

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

Day-to-day responsibility for specific matters may be delegated to others, but the chair retains final responsibility and authority for all matters covered by this Pattern, subject

when relevant to the approval of the dean, Office of Academic Affairs, and Board of Trustees.

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

Departmental Committees

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

The Department shall have a **Graduate Studies Committee**, an **Undergraduate Studies and Advisory Committee**, a **Personnel Committee**, a **Promotion and Tenure Committee**, a **Chair's Advisory Committee**, a **Group for the Intellectual Development of the Department (GILD)**, and any other committees that the chair deems necessary for the well-being of the Department. All committees are advisory to the chair of the Department and/or through the chair to the department faculty.

Committee assignments, including those of the chairs, are made by the chair of the department in the spring semester for the subsequent academic year. With the exception of the Director of Graduate Studies, committee chairs generally serve two- to three-year terms. Other committee appointments are considered annual, although renewable up to three years. An effort is made by the departmental chair to rotate committee membership and to make appointments in accordance with the perceived preferences and strengths of individual faculty members. The chair also attempts to ensure appropriate committee representation of each of the broad areas of specialization within the department.

1. Graduate Studies Committee

The Graduate Studies Committee consists of the Director of Graduate Studies (DGS), three faculty members, and a voting graduate student representative, elected by the graduate students, who participates in discussions of policy. The Director of Graduate Studies is appointed by the chair in consultation with the faculty and will generally serve a four-year term. The Director of Graduate Studies is responsible for all aspects of the department's graduate program, including recruiting, selection and retention of students, orientation and advising, and the distribution of travel/research funds. As chair of the Graduate Studies Committee, the DGS oversees the graduate curriculum and the institution of any changes

in policy regarding the graduate program. She or he arranges for the maintenance of all records relating to the graduate program and arranges and conducts the annual review of each student's academic progress and, where appropriate, performance as teaching associates. She or he advises the chair on the assigning of teaching assistantships and summer appointments.

The Graduate Studies Committee carries out the duties assigned to it in the Graduate School Handbook, including the oversight of all matters relating to the graduate curriculum; additionally, it organizes advising of prospective, first-year, and conditional students, and assists with fellowship applications and job placement. The GSC oversees revisions of the History of Art Graduate Handbook and, with the help of the graduate program coordinator, organizes the faculty's annual review of the graduate students.

2. Undergraduate Studies and Advisory Committee

The Undergraduate Studies and Advisory Committee consists of four faculty members, including a chair, an Honors advisor, and two faculty members-at-large, who also serve as advisors to History of Art majors & minors. The Undergraduate Studies committee is responsible for recruiting and advising undergraduates, overseeing all matters relating to the undergraduate curriculum (including the review of new course proposals), and for maintaining records relating to the undergraduate program. It oversees all changes to the major and minor programs. The chair of the Undergraduate Committee will also help the department chair in planning and scheduling the undergraduate offerings for each semester, and work with the Program Coordinator, as well GILD, to organize extracurricular events beneficial to History of Art majors and minors.

3. Personnel Committee

The Personnel Committee is composed of at least three faculty members. This committee advises the chair in the hiring of permanent and temporary faculty and staff as well as on requests for Faculty Professional Leaves (FPLs), Special Assignments (SAs), and on funding for faculty and staff travel. The Personnel Committee also oversees post-tenure teaching reviews.

4. The Promotion and Tenure Committee

The Promotion and Tenure Committee consists of four tenured members of the departmental faculty, one of whom serves as the Procedures Oversight Designee. The composition, duties, and procedures of the committee on promotion and tenure are described in the department's Appointment, Promotion and Tenure (APT) Document. They include arranging for the classroom observation and peer evaluation of teaching of all probationary faculty; reviewing the dossiers of all probationary faculty; and voting and then making a formal recommendation to the department chair concerning the reappointment of the faculty in question.

5. Group for the Intellectual Life of the Department (GILD)
This committee consists of a chair and three faculty and/or staff members, as well as one graduate student representative elected by the graduate students and an undergraduate representative chosen by the rest of the committee after a general call for nominations (and self-nominations). The committee develops and coordinates all extra-curricular programming within the department, including public lectures and symposia, workshops, etc.

6. Chair's Advisory Committee
The chairs of all standing committees (Graduate Studies, Undergraduate Studies, Personnel, P&T, and GILD) constitute a departmental Advisory Committee. This group, along with the departmental administrative coordinator and other appropriate members of the staff will meet as needed to advise the chair on issues of general concern to the department. In addition to the individuals cited above, one at-large member to the Advisory Committee may be appointed at the discretion of the chair.

5. Other *ad-hoc* Appointments and Committees
The chair may also appoint faculty to temporary or *ad-hoc* positions or committees to address specific, time-sensitive concerns of the department.

VIII FACULTY MEETINGS

The chair will provide to the faculty a schedule of department faculty meetings before the beginning of each academic term. This schedule will provide for at least two meetings per semester. A call for agenda items and completed agenda will be delivered to faculty by e-mail 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 e-mail at least three business days before the meeting. A meeting of the department faculty will also be scheduled on written request of 25% of the department regular faculty. The chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. The chair will distribute minutes of faculty meetings to faculty by e-mail—within seven days of the meeting, if possible. These minutes may be amended at the next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes.

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

For purposes of discussing 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 members eligible to vote.

Either the chair or one-third of all faculty members eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance.

For purposes of a formal vote, a matter will be considered decided when a particular position is supported by at least a majority of all faculty members eligible to vote.

Balloting will be conducted by e-mail when necessary to assure maximum participation in voting. When conducting a ballot by email, faculty members will be given one week to respond.

When a matter must be decided and a simple majority of all faculty members 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.

IX DISTRIBUTION OF FACULTY DUTIES AND RESPONSIBILITIES

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 these guidelines.

Tenure-Track Faculty

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. 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 (see section XIII).

Expected level of instructional, service, and scholarly activity:

Instructional Activity:

The standard teaching assignment for full-time faculty members in the Department of History of Art is four courses per academic year. As part of the standard start-up package offered by 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. 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 (e.g., 4001, 4005, 6001) per academic year. Faculty members active in the graduate program can also expect to teach at least one graduate seminar every other year.

All faculty members are expected to play an active role in the supervision of student research and in the advising of both graduate and undergraduate students.

Scholarly Activity:

Engagement in ongoing research activity and the public dissemination thereof, as demonstrated e.g., by publications (of books, museum or exhibition catalogues, articles and book reviews in scholarly journals), research grants, presentation of scholarly papers, curating of museum exhibitions, and archaeological fieldwork.

Service Activity:

Active participation on departmental committees; on college-wide and/or university-wide committees; in regional, national and international professional organizations; and, where appropriate, in outreach and engagement activities.

Mechanisms for departure from standard:

1. Mechanisms for deviating from the standard 4-course teaching load for purposes of research are described above, under the heading of “Expected Level of Instructional Activity.”

Exceptional service activity may, on an *ad hoc* basis, be accommodated by a reduction in teaching load; however, apart from the position of Director of Graduate Studies, there is no standing policy that associates any specific assignment or activity with a specific course-load reduction.

2. Faculty members with exceptionally pressing research demands (e.g., a book manuscript deadline) may be given a temporary reduction in their service assignment by the chair.

The above policy does not constitute a contractual obligation. Fluctuations in demands and resources in the department (college, regional campus) and the individual circumstances of faculty members may warrant temporary deviations from the policy.

Associated Faculty

Compensated Associated faculty members are expected to contribute to the department’s mission via teaching or research, depending on the terms of their individual appointments.

Faculty members with regular titles and appointments <50% FTE will have reduced expectations based on their appointment level.

Expectations for compensated visiting faculty members will be based on the terms of their appointment and are comparable to that of regular tenure-track faculty members—i.e., a teaching load of four courses per academic year—except that service is not required.

In accord with Faculty Rule 3335-5-19, lecturers’ and senior lecturers’ responsibilities are

limited to formal course instruction. The standard teaching assignment for full-time lecturers is eight courses per academic year.

Special Assignment (SA) Guidelines

Policies:

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

Reasonable efforts will be made to award SA opportunities to all productive faculty members on a rotating basis subject to the quality and scope of faculty proposals, including their potential benefit to the department or university, and the need to assure that sufficient faculty are always present to carry out the work of the department. (In general, faculty members should not expect to receive SAs more frequently than once every three years.) The department's Personnel Committee will evaluate all SA applications and make recommendations to the chair. The chair's recommendations to the dean regarding SA proposals will be ranked according to the quality and scope of the individual proposals and their potential benefit to the department or university and to the faculty member as well as the ability of the department to accommodate the SA at the time requested. In addition, priority will generally be given to advanced rather than embryonic projects and/or to those with a firm and imminent deadline. All other things being equal, priority will be given to applicants with the least recent SA or other form of paid leave or release from teaching (excluding FPLs).

Parental Modification of Duties

The Department of History 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 Sciences'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.

X COURSE OFFERINGS AND TEACHING SCHEDULES

Faculty members submit proposals for course offerings in the autumn for the next academic year. The chair, in consultation with the Director of Graduate Studies and the chair of the Undergraduate Studies Committee, then plans the full year's schedule with

the aim of achieving the most effective distribution of GE, undergraduate and graduate courses throughout all areas of the curriculum. 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. A scheduled course that does not attract the minimum number of students required by Faculty Rule 3335-8-17 (<http://trustees.osu.edu/university/facultyrules>) will normally be cancelled, and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester.

XI 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.

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

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

Recommendations for funds for faculty and staff professional travel are made annually by the Personnel Committee.

XII LEAVES AND ABSENCES

The university's policies and procedures 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, www.hr.osu.edu/policy/policyhome.htm. The information provided below supplements these policies.

Requests for faculty leaves are considered by the chair in consultation with the Personnel Committee for recommendation to the dean for further approval.

A Discretionary Absence

Faculty are expected to complete a Business Leave Form (<https://eleave.osu.edu>) well in advance of a planned absence (e.g. 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 semester is substantial. Rules of the University Faculty require that the Office of Academic Affairs approve any discretionary absence longer than 10 continuous business days (See Faculty Rule 3335- 5-08) and must be requested through a Business Leave Form.

B 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. For additional details see OHR Policy 6.27, www.hr.osu.edu/policy/index.aspx.

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. The information provided below supplements these policies.

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, Office of Academic Affairs, and Board of Trustees.

D Faculty Professional Leave (FPL) Guidelines

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

The department's Personnel Committee will review all requests for faculty professional leaves and make a recommendation to the department chair based on the quality of the proposal and its potential benefit to the department and to the faculty members. The chair's recommendation to the dean regarding FPL proposals will likewise be ranked according to 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.

XIII SUPPLEMENTAL COMPENSATION & PAID EXTERNAL CONSULTING ACTIVITY

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 supplementally 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.

XIV FINANCIAL CONFLICTS OF INTEREST

Information on faculty financial conflicts of interest is presented in the university's Policy on Faculty Financial Conflict of Interest (<http://orc.osu.edu/files/2013/02/Policy-on-Faculty-Financial-Conflict-of-Interest.pdf>). 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.

In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment that arise in relation to consulting or other work done for external entities.

XIV GRIEVANCE PROCEDURES

Whenever possible, efforts are made to resolve grievances of students, staff, and faculty through informal consultations with the chair. However, allegations of serious

misconduct, including academic misconduct or sexual harassment, and grievances related to tenure and promotion must be handled in conformity with published college and university guidelines. Procedures for the review of specific types of complaints and grievances are as follows.

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 (details of which can be found in the Office of Academic Affairs Policies and Procedures Handbook, <http://oaa.osu.edu/handbook.html>). See also the ASC Policy on the Salary Appeals Process at the College Policies site: <https://intranet.asc.ohio-state/policies>

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/).

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/rules/university-rules.html>.

C. Faculty Promotion and Tenure Appeals

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

D. Sexual Harassment

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

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 or not the students require confidentiality. If confidentiality is not required, the chair will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty. If confidentiality is required, the chair will explain that it is not possible to fully investigate a complaint in such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid or not.

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

F. Code of Student Conduct

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