

Pattern of Administration

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The Ohio State University
College of Arts and Sciences

Department of Theatre
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Contents

I.	Introduction	4
II.	Department Mission	5
III.	Academic Rights and Responsibilities.....	8
IV.	Faculty.....	8
V.	Organization of Department Staff	8
VI.	Overview of Department Administration and Decision Making	9
VII.	Department Administration	10
a.	Chair	10
b.	Other Administrators	11
c.	Committees.....	13
VIII.	Faculty Meetings	18
IX.	Distribution of Faculty Duties and Responsibilities.....	19
a.	Tenure-track faculty.....	20
i.	Special Assignment	23
b.	Associated Faculty	24
c.	Parental Modification of Duties.....	25
X.	Course Offerings and Teaching Schedule.....	25
XI.	Allocation of Department Resources.....	27
XII.	Leaves and Absences	28
a.	Discretionary Absence	28
b.	Absence for Medical Reasons	28
c.	Unpaid Leaves of Absence.....	29
d.	Faculty Professional Leave	29
XIII.	Supplemental Compensation and Paid External Consulting	30
XIV.	Financial Conflicts of Interest.....	31
XV.	Grievance Procedures	31
a.	Salary Grievances	31
b.	Faculty Misconduct.....	32
c.	Faculty Promotion and Tenure Appeals.....	32

d.	Sexual Harassment	32
e.	Student Complaints	32
f.	Code of Student Conduct	32
XVI.	University Closing.....	33
	Appendix A: Learning for a Lifetime.....	34
	Appendix B: Hyperlinks.....	36

I. Introduction

This document provides a brief description of the Department of Theatre 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.

The Department of Theatre Patterns of Administration is founded on the Institutional Principles unanimously adopted by the faculty on May 28, 2009. These principles read as follows:

The principles that characterize the work of the faculty and staff of the Department of Theatre include our commitment to foster an atmosphere conducive to scholarship and creative activity where we place the educational needs of our students first.

We acknowledge the integrated nature of our teaching, research, creative activity, service, and outreach and our multiple obligations to the university at large.

In working together, we exhibit respect for the work of all individuals, embrace direct communication, and expect accountability, all in an atmosphere of mutual support.

We hold collaboration and cooperation as hallmarks of all of our endeavors as we link historical and critical scholarship with artistic creation and performance.

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.

The Department has also prepared a separate Appointments, Promotion and Tenure Document which is available to all faculty. Other departmental materials include student handbooks, a production handbook, and various calendars, lists and directories.

II. Department Mission

The Ohio State University Department of Theatre is dedicated to:

The education and training of theatre artists, scholars and teachers in a creative atmosphere conducive to scholarship, production and performance;^a

Conducting research and creative activities that contribute to the enrichment of the university and to the field of theatre at large;

Offering the citizens of the state of Ohio, the United States, and the international community, through courses, institutes, productions, lectures, screenings and consultations, opportunities for theatre education and production;

Providing opportunity for all members of The Ohio State University--students, faculty, staff and alumni--to participate in theatre as researcher, practitioner or as audience member.

a. Undergraduate Education

The Department provides an undergraduate liberal arts education in theatre introducing students to the broad spectrum of the world of theatre, relating theatre to the other arts, to the humanities and to other cultures. The program is designed to give students an introduction to all the areas of the theatre arts and to prepare him/her for additional study. The course structure begins the development of competencies in acting, directing, design and theatre technology, theatre history, theory, literature, criticism, and script analysis.

The Bachelor of Arts (BA) degree in Theatre, prepares students for a full life in the theatre and the broader cultural sector by nurturing creativity and fostering critical inquiry, foundations of arts production. The BA program is therefore designed to develop skills needed to create and appreciate new theatrical work, to understand the history of theatre, and to help navigate professional lives in the performing arts. This academic exploration incorporates demanding practical training in performance and technical theatre, providing opportunities for our undergraduate students to learn through the laboratory of our productions. The BA forms the beginning of an on-going life of learning about theatre in its many forms, with applications for numerous career paths in the arts industry. The

^a Both the practice and the concept of "theatrical performance" are defined broadly to include not only what has traditionally been called "live" (i.e., performers and spectators joined together in the same space and time) but also film and video representations of human performance. Accordingly, the concept of "live" performance encompasses a broad range of theatrical and performative activities.

Department of Theatre provides all students at The Ohio State University with the opportunity to enhance their general education by gaining an appreciation and understanding of the theatre arts.

b. Graduate Education

The mission of graduate education is to provide the training and education essential for theatre artists and scholars. The Department offers three broad areas of training and education in acting; design and technology; and performance history, and theory.

i. Master of Fine Arts in Acting (MFA)

The Master of Fine Arts in Acting (MFA) with a focus on the creation of new works through outreach and engagement provides concentrated study and training in acting, with experience in classical and contemporary styles within the context of developing methods for creating original work. The program emphasizes the development of actors who can work in a repertory company setting as well as function as independent artists producing original work. The program prepares actors to work in creative ways with local communities in realizing original works and provides concentrated study and training in the areas of movement, voice, and acting theory and practice.

ii. Master of Fine Arts in Design (MFA)

The Master of Fine Arts in Design (MFA) provides concentrated study and comprehensive training in the art and technology of scene, costume and lighting design. In addition to selecting a primary area of design emphasis, a student may select to study another area of design as a secondary emphasis. The three-year program places equal importance on classroom studies and production program activities. The program of study contains course work in all the areas of theatre and related fields that inform and enrich the area of design selected as an emphasis. Because of the equal importance given to academic and practical experiences within the program, a graduate is well suited for teaching in a college or university in addition to being an articulate and capable theatre artist.

iii. Master of Arts (MA)

The Master of Arts (MA) program provides training in theatre studies. Beyond the required course in research methods, students may elect a wide range of courses in theatre history, criticism,

theory, and dramatic literature. There are also opportunities to take courses in acting, directing, and design and to participate in theatre productions. The MA degree, culminating in a MA written thesis offers a generalist foundation in theatre studies appropriate for (1) teaching in secondary schools and some colleges, (2) entering into a doctoral degree program, and (3) beginning a possible professional career in theatre companies, the entertainment media, government arts programs, or private arts institutions. Students develop analytical skills in historical research, critical writing, dramatic interpretation, and the nature of theatrical practice.

iv. Doctor of Philosophy (PhD)

The Doctor of Philosophy (PhD) serves prospective teachers, critics, and scholars in theatre studies. Each student, working with an advisor, develops an individual program of study that includes not only a wide range of general courses in history, critical theory, dramatic literature, performance analysis, and research methods but also a specialized group of courses in the candidate's areas of interest. Each candidate also selects at least one area of production for training (acting, directing, design, or dramaturgy). Students develop a strong foundation in theatre studies through a self-designed program of study, appropriate to their backgrounds and professional aims. Theatre history and historiography, critical and dramatic theory, genre history and theory, production analysis and dramaturgy, women and theatre, archival access and training, contemporary performance arts, and design technology; Russian theatre, Greek theatre, ancient and modern, Asian theatre, English and American theatre and drama are some of the areas of study available.

c. Research and Creative Activity

Research and creative activity is undertaken in the history, theory, literature and criticism of the theatre; in acting theory and technique; in directing concepts and methodology; in dramaturgy; in the writing of plays; in the translation and adaptation of new or obscure works; in the creation of new works; in theatre design concepts and techniques; in the development, production and exhibition of film and video works; in the application of the latest technology to theatrical design and production; and in audience perceptions.

d. Service

A regular and varied season of produced plays and screenings, central to the curricular mission of the department, is a primary service of the

department. The Department produces a tour to Central Ohio schools as part of the outreach mission of the university. The Department also provides public lectures, conferences, symposia, special institutes, teacher seminars, and workshops to the public. The Jerome Lawrence and Robert E. Lee Theatre Research Institute functions as a major resource for theatres and theatre scholars locally, nationally and internationally. Individual faculty members also undertake extensive public service functions working with theatre and media companies and serving in various state, national, and international theatre and film/video organizations as active members and as officers.

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.¹

IV. Faculty

[Faculty Rule 3335-5-19](#)² 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 at least 50% appointment in the department

Emeritus faculty in this department are invited to participate in discussions on nonpersonnel matters, but 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 Department Staff

The Department has a number of academic support staff that serve both the teaching mission and the production operation of the department in multiple areas. Each staff member is supervised by the Chair, Department Manager or the Production Manager who, with input from appropriate faculty members, assists in developing job assignments, establishing studio/lab and/or office procedures, and monitoring workloads to assure appropriate productivity and personal development.

Staff are reviewed on an annual basis. These reviews involve dialogue between the supervisor and the staff member, reflecting on performance during the previous year and projecting ahead to the next. Staff are involved in Department governance in a variety of ways including participation in appropriate committees.

The department has a number of academic support staff who serve both the teaching mission and production operation of the department. The chair is responsible for overall supervision of the department staff.

At the discretion of the chair, there shall exist certain administrative positions, whose duties and responsibilities are assigned by the department chair. These positions include:

- Academic program coordinator
- Costume studio manager
- Department manager
- External relations coordinator
- Lighting studio manager
- Production manager
- Resident technical director
- Scenic studio manager
- Technology manager
- Television studio and lab manager
- Ticket office manager

VI. Overview of Department Administration and Decision Making

The administration of the Department of Theatre is overseen by the Chair who is assisted by a system of committees, directors of graduate and undergraduate studies. 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 who make recommendations to the chair, and/or by the chair. The nature and importance of any matter determines how it is addressed. Generally, the more important the matter to be decided, the more widespread the input on a decision needs to be. Open discussions, both formal and informal, constitute the primary means of administrative dialogue, with the goal that a final decision honors the voice of each faculty member while respecting differences of opinion.

The Jerome Lawrence and Robert E. Lee Theatre Research Institute is housed in the Department of Theatre and is administered jointly by the

Department and the University Libraries. The Department recognizes that the Lawrence and Lee Theatre Research Institute maintain goals in keeping with, but of a more specific nature than, the Department of Theatre.

VII. Department Administration

a. Chair

The primary responsibilities of the chair are set forth in [Faculty Rule 3335-3-35](#).³ 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](#)⁴ 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 and this department's Appointments, Promotion and Tenure document.
- To see that all faculty members, regardless of their assigned location, are offered the departmental privileges and responsibilities

appropriate to their rank; and in general to lead in maintaining a high level of morale.

- To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.
- Day to day responsibility for specific matters may be delegated to others, but the chair retains final responsibility and authority for all matters covered by this Pattern, subject when relevant to the approval of the dean, Office of Academic Affairs, and Board of Trustees.

Operational efficiency requires that the chair exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of department academic goals, however, is most successful when all faculty 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.

In addition to those duties and responsibilities detailed above, the Chair is also charged to:

- Select a production season, by soliciting suggestions for the season from faculty, staff, and students; consulting with faculty, staff, and students for specific plays or topical concerns; identifying casting, directing and staffing issues and programmatic priorities; and recommend the season to the Department faculty for adoption.

b. Other Administrators

i. Associate Chair for Curriculum

The Chair appoints the Associate Chair for Curriculum from among members of the faculty to serve a two-year term. Terms are renewable and are determined by the Chair during the usual annual faculty review process.

The primary role of the current Associate Chair for Curriculum is to support the curricular mission of the Department of Theatre by facilitating educational planning to ensure programmatic and student success. Their duties include but are not limited to:

- Interfacing with area heads, the Director of Undergraduate

Studies and the Director of Graduate Studies about curricular needs

- Course scheduling
- Monitoring student enrollment and faculty loads
- Curricular oversight
- Assessment review

ii. Season Producer

Serve as the producer for the Theatre production season, establishing, implementing and sustaining production guidelines consistent with the department's mission.

iii. TRI Director

The Jerome Lawrence and Robert E. Lee Theatre Research Institute Director is a member of the Department of Theatre faculty and is appointed and reviewed annually by the Department Chair.

iv. Wexner for the Center for the Arts Liaison

Coordinate Wexner Guest Artist residencies and liaises with Theatre faculty and staff.

v. Directors of Undergraduate and Graduate Studies

- 1. A Director of Undergraduate Studies** is appointed by the Chair of the Department from among members of the faculty to serve a two-year term. Terms are renewable and are determined by the Department Chair in consultation with the Director during the usual annual faculty review process. The Director serves as the chair of the Undergraduate Studies Committee and provides leadership in the undergraduate programs of the Department.
- 2. A Director of Graduate Studies** is appointed by the Chair of the Department from among members of the faculty to serve a two-year term. Terms are renewable and are determined by the Department Chair in consultation with the Director during the usual annual faculty review process. The Director serves as the chair of the Graduate Studies Committee and provides leadership in the graduate programs of the Department.

c. Committees

Much of the development and implementation of the department's policies and programs is carried out within a committee structure. The chair is an *ex-officio* member of all department committees and may vote as a member on all committees except the Committee of the Eligible Faculty and the Promotion and Tenure Committee.

The Department of Theatre has four primary standing committees: Undergraduate Studies (UG), Graduate Studies (GS), Season Selection (SS), and the Executive Advisory Committee (EXEC). Standing committees meet at least monthly during the academic year.

Details on the Committee of the Eligible Faculty and the Promotion and Tenure Committee are contained within the department's Appointments, Promotions, and Tenure Document.

In addition, faculty are organized into four discipline/degree area advisory committees: Acting/Directing (AD), Design/Technology (DT), Moving-Image Production (MIP), and Performance, History, and Theory (PHT). Area advisory committees meet twice each semester.

Search Committees are established at the time of an authorized search. Ad Hoc committees are also formed by the Chair to meet special Department needs.

The agenda and minutes of each committee shall be posted and electronically available to all faculty and staff as appropriate. Committee chairs should make every attempt to distribute agenda three business days before a meeting. All faculty and staff are assigned annually by the Department Chair to serve on at least one standing committee as well as an area advisory committee.

i. Undergraduate Studies Committee

The committee oversees and administers the undergraduate degree programs, serves as the department's undergraduate curriculum committee, and vets undergraduate scholarships, petitions, grievances and awards. The committee is supported by one of the office staff members to provide coordination and record keeping.

1. Membership

- a. Director of Undergraduate Studies, chair
- b. Four tenure-track faculty members, representing the

- four program areas
- c. One undergraduate student, selected by APO
 - d. One graduate student, selected by the Graduate Syndicate
 - e. Arts and Science academic advisor for the department
 - f. Theatre 2100 administrator
 - g. Two staff members

2. Duties and Responsibilities

The duties of the UG Committee are to:

- Review assessment guidelines for the undergraduate curriculum
- Propose to the faculty and Chair policy for degree programs
- Coordinate student recruitment and academic programs within the Department and with other departments within the University
- Suggest ways of coordinating course offerings with the production program of the Department
- Provide leadership in support of the Honors and Scholars program and encourage student research/creative activity efforts
- Enable student admissions, program advisor assignments, and program requirements based on area advisory committee recommendations
- Act on student petitions or grievances in coordination with area advisory committees and in compliance with all university standards and procedures
- Select and recommend students for fellowships, scholarships, and other awards and honors in consultation with faculty advisors and supervisors
- Maintain appropriate files on each student

ii. Graduate Studies Committee

The committee oversees and administers the graduate degree programs, serves as the department's graduate curriculum committee, and vets graduate scholarships, petitions, grievances and awards, and serves as the department curriculum committee, the graduate admissions committee, and is a liaison between the department and the Graduate School and the College of Arts and Sciences on curricular matters. The committee is supported by one

of the office staff members to provide coordination and record keeping.

1. Membership

- a. Director of Graduate Studies, chair
- b. Three tenure-track faculty members, representing three of the four program areas
- c. One lecturer
- d. One graduate student, selected by the Graduate Syndicate
- e. Two staff members

2. Duties and Responsibilities

The duties of the Graduate Studies Committee are to:

- Assume the responsibilities and duties of the “Graduate Studies Committee” as outlined in The Ohio State University Graduate School Handbook
- Recommend and review policy
- Evaluate graduate student progress
- Review assessment guidelines for the graduate curriculum
- Propose to the faculty and Chair policy for degree programs
- Coordinate student recruitment and academic programs within the Department and with other departments within the University
- Suggest ways of coordinating course offerings with the production program of the Department
- Encourage student research/creative activity efforts
- Enable student admissions, program advisor assignments, and program requirements based on area advisory committee recommendations
- Act on student petitions or grievances in coordination with area advisory committees and in compliance with all university standards and procedures
- Review graduate teaching associate job performance and make recommendations regarding continuation and future assignments
- Select and recommend students for fellowships, scholarships, and other awards and honors in consultation with faculty advisors and supervisors
- Maintain appropriate files on each student

iii. Season Selection Committee

The Season Selection Committee oversees the production season and related activities that serve as the laboratory experience for all theatre students, serving as the primary advisory body to the Department Chair and Season Producer on all production matters. The committee is chaired by the Production Manager or a faculty member appointed by the Department Chair and is supported by one of the office staff members to provide coordination and record keeping.

1. Membership

- a. Season Producer, chair
- b. Production Manager
- c. Three tenure-track faculty members, representing at least three of the four program areas
- d. One lecturer
- e. One undergraduate student, selected by APO
- f. One graduate student, selected by the Graduate Syndicate
- g. Two staff members

2. Duties and Responsibilities

The duties of the Season Selection Committee are to:

- Seek and propose future season content, projecting ahead two to three years. [Season proposals are solicited from all students, faculty and staff; evaluated and structured by the committee; draft versions are then shared broadly for department input; and a final draft is submitted to the Chair and Season Producer (if they are not chairing the committee) for endorsement by the faculty]
- Recommend production calendar components and structure
- Review Guest Artists and Guest Artist Residency options that support the academic programs and recommend priorities
- Evaluate department production efforts, identifying problems and proposing improvements
- Monitor and respond to partnership requests from

other producing units including other academic units (Music, Dance, ACCAD, etc.) as well as external partners (CAPA, CATCO, ACTORS, etc.)

- Advise on other production activity and assign faculty liaisons as needed (BSTN, InterACT, New Works Lab, Buckeye TV, etc.)

iv. Executive Advisory Committee

1. Membership

- a. Department Chair, chair
- b. Associate Chair
- c. Director of Undergraduate Studies
- d. Director of Graduate Studies
- e. Season Producer
- f. Department Manager
- g. Production Manager
- h. If all of the disciplinary areas are not represented, the department chair will appoint an additional member from that area.

2. Duties and Responsibilities

The Executive Advisory Committee is responsible for evaluating periodically the organization of the Department, for discussing the impact of university issues and policies on the Department, and for providing an opportunity for informal exchange of ideas and opportunities outside the normal committee and faculty meetings. The discussions may indicate a need to refer a problem to a standing committee, to initiate an ad hoc committee, or to simply advise the Chair on administrative actions which are not within the purview of other committees. Executive Committee members are expected to report and discuss all non-confidential issues and concerns with faculty in their discipline/degree areas.

v. Area Advisory Committees

Within their discipline/degree areas (MFA-Acting, MFA-Design, MA/PhD, BA-MIP), the advisory committees recruit, screen and make recommendations regarding prospective students; evaluate the progress of students; recommend advisors; recommend GTA appointments and potential assignments to the Department Chair; and suggest teaching assignments to the Department Chair. Every tenure-track faculty member is assigned to only one area

committee. Heads of these areas advisory committees are elected by their membership. If the committee is unable to successfully elect an area head, then the Department Chair will appoint one. The head of each advisory committee may invite representatives from the graduate student population to attend all or part of their meetings.

vi. Faculty Search Committees

When the Dean has approved a faculty search, a Faculty Search Committee shall be appointed by the Chair with primary representation from the area of study in which the position is located, plus a member from each of the other areas of the department and, if deemed necessary by the Department Chair, an external member from the university community-at-large. The Department Chair will also name the Search Committee chair in this process.

VIII. Faculty Meetings

Regularly scheduled faculty meetings and committee meetings are listed in the department calendar, which is distributed at the beginning of each academic term and available electronically. Any committee chair may call additional meetings, beyond those centrally scheduled. It is the responsibility of a committee chair to notify members of the committee in writing of the cancellation of a scheduled meeting. Full faculty meetings are scheduled no less than once per term for the purpose of considering business relating to the Department as a whole. A meeting of the department faculty will also be scheduled on written request of 25% of the department's tenure-track faculty.

The Department Chair establishes the agenda for full faculty meetings. The Chair may limit time for agenda items. Any faculty member may recommend agenda items. The requests should be submitted by email seven business days in advance to be included in the distribution of the agenda for a meeting.

Faculty meetings are held to share information and to recommend or make departmental policy. 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. These principles observe the right of the majority to make decisions while protecting dissenting opinion. A simple majority vote will suffice to carry any motion except motions that involve the

changing of departmental rules and procedures as outlined in the Department of Theatre Pattern of Administration, The Department of Theatre Appointments, Promotion and Tenure Document, The Department of Theatre Production Handbook, and The Department of Theatre Student Handbooks.

Motions to amend the department Pattern of Administration, Appointments, Promotion, and Tenure Document, Production Handbook, and Graduate Handbook require a $\frac{3}{4}$ majority in order to pass. Such motions may be made by any member of the faculty. They must be submitted in writing for consideration at a faculty meeting. The motion must be seconded at the meeting in order to be discussed. Balloting will be conducted by mail or email to assure maximum participation in voting. Faculty members will be given one week to respond to the ballot.

The normal route for any major item of business concerning policy is through the appropriate committee structure. Minutes of committee meetings will be available electronically in the designated folder on Buckeyebox. Minutes of full faculty meetings shall be uploaded to box within two weeks following a meeting. The minutes of the spring semester faculty meeting will be distributed again with the agenda for the first full faculty meeting in the fall semester. 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.

IX. Distribution of Faculty Duties and Responsibilities

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

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

During on-duty terms faculty members are expected to be available for interaction with students, service assignments, and other responsibilities even if they have no formal course assignment that term. Faculty are expected to maintain a scheduled and published minimum of two open office hours per week. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave (see Section XIII) or on approved travel.

Although the majority of the faculty are on 9-month appointment, faculty are encouraged to inform the Department of Theatre main office of their summer travel plans and contact availability should an issue arise over the course of the summer where faculty consultation is needed. Faculty are encouraged to file their fall semester syllabi with the Department office prior to leaving campus in the spring. In order to comply with the Higher Education Opportunity Act of 2010, book orders for summer and fall academic sessions must be made by March 19 and submitted to B&N—The OSU Bookstore. By knowing the required course materials and having a copy of the syllabi, the Department office will be able to respond to requests for information from units like the Office of Disability Services should such a need arise.

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; and non-departmental production work) 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 Office of Academic Affairs [Faculty Conflict of Commitment Policy](#)⁵.

Required Disclaimer

The department's guidelines on faculty distribution of duties and responsibilities and workload do not constitute contractual obligations. Fluctuations in demands and resources in the department and individual circumstances of faculty members may warrant temporary deviations from these guidelines.

a. Tenure-track faculty

The three traditional academic functions of teaching, scholarship, and service are interactive: research activity informs the teaching and service roles, while these latter two frequently help identify areas in which new knowledge needs to be sought.

It may be useful to remind the community-at-large that faculty who secure external research funding thereby enhance the teaching function: their

own research support releases funds to provide additional teaching personnel as well as to support tuition costs for qualified students.

Teaching

All tenure-track faculty are expected to contribute to the department's teaching, including large enrollment and specialized courses in both the undergraduate and graduate curriculums. The standard teaching assignment for full-time tenure-track faculty members is four courses per academic year. Faculty members are also expected to advise undergraduate and graduate students and supervise independent studies and thesis and dissertation work.

Adjustments to the standard teaching assignment may be made to account for a new class, the size of the class, whether the class is taught on-line or team-taught, and other factors that may affect the preparation time involved in teaching the course.

The standard teaching assignment may vary for individual faculty members based on their research and/or service activity. Faculty members who are especially active in research can be assigned an enhanced research status that includes a reduced teaching assignment. Likewise, faculty members who are relatively inactive in research can be assigned an enhanced teaching status that includes an increased teaching assignment.

Faculty members who are engaged in extraordinary service activities (to the department, college, university, and in special circumstances professional organizations within the discipline) can be assigned an enhanced service status that includes a reduced teaching assignment. Faculty members serving in significant administrative leadership positions within the department such as chairing a major, time-consuming committee may receive a course reduction.

The chair is responsible for making teaching assignments on an annual basis, and may decline to approve requests for adjustments when approval of such requests is not judged to be in the best interests of the department. All faculty members must do some formal instruction and advising over the course of the academic year.

Teaching and Advising 35-50%

- Lecture/Discussion
- Design, Performance and Production Laboratories
- Course Preparation and Development
- Grading
- Teaching Office Hours

- Individual Coaching and Tutoring
- Supervision of Independent Studies
- Supervision of Undergraduate and Graduate Theses
- Production Instruction and Coaching
- Colloquium/Symposium Development
- Student Placement
- Student Advising: Each faculty member averages fifteen undergraduate and five graduate advisees.
- Developing and Disseminating Instructional Materials
- Recruiting Undergraduate and Graduate Students
- Assignments in department productions
 - Director
 - Designer
 - Technical Director
 - Dramaturg
 - Actor
 - Voice or Movement Coach

Creative Activity/Scholarship

Tenure-track faculty members are expected to maintain professional activity on an annual basis as articulated in the Appointments, Promotion and Tenure Document. The Department of Theatre recognizes the creation, performance and exhibition of theatrical production and film/video art as creative research.

Creative Activity and Scholarship: 20-40%

- Designing and Preparing Research Proposals
- Professional Coaching
- Funding Development
- Project Management
- Research Materials Collection and Analysis
- Reviewing Manuscripts/Proposals
- Dramaturgical Research
- Disseminating Research Findings Through:
 - Writing/Publication
 - Journal Editing
 - Performance
 - Design
 - Directing
 - Exhibition
 - Screenings
 - Script Writing and Editing
 - Production Activities

Service

All faculty are expected to participate in service activity which is generally defined as (but not limited to) administrative, curricular and committee work for the department, college, and university; service to the profession (jurying exhibitions and performances, conducting auditions and portfolio reviews, reviewing grant proposals, serving as an officer in professional organizations, etc.); and service to the local, national and international theatre and film/video community. The average faculty member spends approximately five to eight hours per week in service.

Service and Management: 15-35%

- Department, College and University Committees
- Community Service
- Professional Organizations
- Development (Fund Raising)
- College Service
- Continuing Education
- Program Management:
- Admissions/Auditions
- Curriculum Monitoring

i. Special Assignment

Information on special assignments is presented in the [Office of Academic Affairs Policies and Procedures Handbook](#)¹. The information provided below supplements these policies.

Untenured faculty will normally be provided a contractual course reduction or SA during their probationary period. Reasonable efforts will be made to provide SA opportunities to all productive faculty on a rotating basis subject to the quality of faculty proposals, including their potential benefit to the department, and the need to assure that sufficient faculty are always present to carry out department work.

Faculty members who desire an SA should discuss the matter with the department chair during their annual evaluation or as soon thereafter as possible. Normal timetable for submitting an application for an SA for the following academic year is December 6. The applicant should submit electronically their SA proposal, the ASC SA form, CV, requested semester, and any additional supporting materials to the Department Chair, Chair of the P&T Committee and the Department Manager. Also indicate when the last SA was approved.

The Promotion and Tenure Committee will review the SA application and make a recommendation to the Department Chair. The Department Chair conducts his/her own review taking into consideration the committee's recommendation.

The following unranked factors will be taken into consideration by the Promotion and Tenure Committee and the Department Chair when recommending a faculty member for such a leave:

- Promotion and Tenure status
- Value of the project to the individual
- Value of the project to the Department
- Quality of plans to cover classes and other administrative, advising, and production responsibilities
- Time since the last SA granted

The request is forwarded by the Department Chair to the Dean of the College for final approval. The chair will normally announce decisions regarding SAs for the next academic year no later than May of the previous academic year, but retains the option of making decisions regarding proposals at other times when circumstances warrant such flexibility. Each recipient shall, within two months after returning from the SA submit to the Department Chair and the Dean a statement summarizing work completed while on leave.

An SA may be completed on campus or away from campus; faculty members on SAs are expected to make arrangements to participate in personnel meetings and to advise graduate students. The standard service obligations for faculty members also apply.

b. Associated Faculty

Compensated associated faculty members are expected to contribute to the university's mission via teaching or research depending on the terms of their individual appointments.

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

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

The standard teaching assignments for full-time lecturers is eight courses per academic year.

c. Parental Modification of Duties

The Department of Theatre 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 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](#)⁶ 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 should be spelled out in an MOU that is approved by the dean.

X. Course Offerings and Teaching Schedule

The department chair will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty, both collectively and individually. 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 and to advance the mission of the department. 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. In accordance with [Faculty Rule 3335-8-16](#)⁷, a scheduled course that does not attract the minimum number of students required 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. Finally, to the extent possible, courses required in any curriculum or courses with routinely high demand will be taught by at least two faculty members across semesters of offering to assure that instructional experience is always available for such courses.

a. Syllabi

Both instructors and students need to realize that a syllabus plays the role of a contract, outlining the various responsibilities to be successful in a course. The syllabus sets the tone for the course. The minimum standards for syllabi in the Department of Theatre syllabi include:

- Instructor's contact information, including name, location, phone, e-mail, and office hours – Graduate Teaching Associate contact as well when appropriate

- Course title, number, credit hours, meeting days and times, and classroom location
- Course description, goals and learning objectives, prerequisites
- If the course is a GE course, it must include the following:
 - GE category or categories it fulfills
 - “GE Expected Learning Outcomes” boiler plate language pertaining to the appropriate area(s)
 - Statement beneath these that explains how the course will satisfy the stated Expected Learning Outcomes
- A statement on learning outcomes and the course plan for assessment
- Required texts (full bibliographical information), course packets, and supplies, and where they can be purchased
- List of texts on reserve in the library and where the reserve desk is located
- Detailed calendar for the course, including a weekly outline of readings and homework, exams, and date, time, and location of the final
- Length and format of all papers, homework, laboratory assignments, and examinations
- Class attendance policy
- How class attendance and participation are included in the grade, and what is expected of students in order to be successful in this area
- Grading information, indicating the percentages assigned to various requirements and overall grading scale

NOTE: “Participation – Involvement – Growth” should not exceed 20% of the grade and should have demonstrable points of measure.

- The following statement on academic misconduct:

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct <https://trustees.osu.edu/rules/code-of-student-conduct/>.

- The following statement about disability services (Use 16-point font):

Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs.

The Office for Disability Services is located in 098 Baker Hall, 113 W. 12th Ave, Columbus, OH 43210, Phone: 614-292-3307 | Fax: 614-292-4190 | VRS: 614-429-1334 | General Questions: slds@osu.edu

- If the syllabus is standard for several sections, include the name and contact information for the course coordinator
- A separate sheet may be included from the GTA or recitation leader with the contact information and individual policies for courses with several sections
- The phone number for Student Safety Services, which provides escorts to students, faculty, and staff after dark 612-292-3322.

One electronic copy of each course syllabi prepared by a faculty member shall be filled in the Department Office by the end of the Monday of the second week of classes.

b. Grade Reports

Grading and the recording and reporting 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. Academic records are to be kept by the faculty member for two semesters following the semester of the course offering.

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

In addition to salary, faculty may be allotted funding annually for professional

development. These funds may be used for travel to professional meetings or workshops or for funding scholarship and/or other creative work. This funding is contingent upon annual departmental budget allocations.

Faculty have computers, and access to limited office supplies, and equipment to effectively carry-out their teaching and service. Office, teaching, production and research space shall be allocated on the basis of department priorities and may be reallocated periodically as priorities change. Changes to or modifications of space must be approved by the Chair prior to their execution.

Faculty may also apply in writing to the chair for additional funds to support research, guest artists and other special projects that benefit the department. Faculty members approved for additional departmental funding are required to submit a one-page report at the completion of the funded activity outlining how the funds were spent and how this benefitted the department.

XII. 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](#)¹ and [Office of Human Resources Policies](#)⁸ website. The information provided below supplements these policies.

a. Discretionary Absence

Faculty are expected to complete a [University Business Leave](#)⁹ form 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 longer than 10 consecutive business days, and must be requested at <https://eleave.osu.edu>.

b. Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty members are expected to complete an [Application for Leave](#)¹⁰ 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](#).¹¹

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 the [Office of Academic Affairs Policies and Procedures Handbook](#).¹

d. Faculty Professional Leave

Information on faculty professional leaves is presented in the OAA Policy on Faculty Professional Leaves (<https://oaa.osu.edu/policiesprocedureshandbook.html>).¹ The information provided below supplements these policies.

A Faculty Professional Leave constitutes a formal departure from regular academic duties and may be one or two semesters in length for 9-month faculty and one, two or three semesters in length for 12-month faculty. FPLs of more than one semester 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.

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, the Office of Academic Affairs, and the Board of Trustees before they may be implemented, faculty must submit FPL proposals for a particular year no later than January 20 of the preceding year. The College of Arts and Sciences manages FPL requests through an on-line application at <https://intranet.asc.ohio-state.edu/guidelines/fpl> (log-in required).

All leave requests are peer reviewed by the Promotion and Tenure Committee, evaluated as to the appropriateness of the request in light of the faculty members research/creative activity profile, and priority ranked in the context of the department's mission. This ranked list is then submitted to the department chair for consideration in formulating the recommendation to the dean. 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. Normal timetable for submitting an application for an FPL for the following academic year is December 6. The applicant should submit electronically their proposal, CV, requested semester (s), and any additional supporting materials to the Department Chair, Chair of the P&T Committee and the Department Manager. Also indicate when the last leave was approved.

Faculty who are on Faculty Professional Leave may participate in Departmental governance during the leave if they are in residence; however, the primary responsibility during the leave is to take advantage of the research opportunity and to use the time for study and reflection. The Department of Theatre does not require that faculty members participate in governance, including promotion and tenure during their FPL.

XIII. Supplemental Compensation and Paid External Consulting

The university's policies with respect to supplemental compensation and paid external consulting are set forth in the [Office of Academic Affairs Policies and Procedures Handbook](#).¹ The information provided below supplements these policies.

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 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

The university's policies with respect to financial conflicts of interest is set forth in the Office of Academic Affairs Policy on Faculty Paid External Consulting. The information provided below supplements these policies. 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 are required by university policy to file conflict of interest forms annually, (<http://orc.osu.edu/regulations-policies/coi/ecoi/>) and more often if prospective new activities pose the possibility of financial conflicts of interest. The [electronic form](#)¹² is available on the Office of Research Compliance website. 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 members must disclose any conflicts of commitment that arise in relation to consulting or other work done for external entities.

XV. 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 (see [Office of Academic Affairs Policies and Procedures Handbook](#)¹ or [ASC POA](#)).

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](#).¹³

b. Faculty Misconduct

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in [Faculty Rule 3335-5-04](#).¹⁴

c. Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are set forth in [Faculty Rule 3335-5-05](#).¹⁵

d. Sexual Misconduct

The university's policy and procedures related to sexual misconduct are set forth in [OHR Policy 1.15](#).¹⁶

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](#).¹⁷

f. Code of Student Conduct

In accordance with the [Code of Student Conduct](#),¹⁸ faculty members will report any instances of academic misconduct to the [Committee on Academic Misconduct](#).¹⁷

XVI. University Closing

When the university officially closes (in weather emergencies, for national holidays, or other such occasions), the Department offices, studios and theatres are also officially closed unless otherwise indicated in the announcement from the university officials. Graduate Teaching Associates and Work-Study students are expected to consult with their supervisors and to make up missed work at the next available opportunity. No rehearsal or production activities can be conducted during [university closings](#).

Appendix A: Learning for a Lifetime

The Department of Theatre adopts the following statement as a preamble to our mission, approved by the ATHE Board of Governors in January 1997:

THEATRE STUDIES IN HIGHER EDUCATION: LEARNING FOR A LIFETIME

An education in theatre and performance studies gives students useful tools to contribute to and create positive changes in the public as well as the private sphere. Theatre in higher education creates not only strong theatre artists, and articulate theatre educators, but also effective public leaders and compassionate visionaries in all professions.

Theatre in higher education encourages students to understand the unique history, theory and practice of theatre and performance through intellectual and experiential investigation. Students engage in academic coursework in the history and theory of theatre and drama, the study of acting and directing, the exploration of performance and cultural studies, the art of theatrical design and stage technology, the business of theatre administration, and the examination of related interdisciplinary topics such as anthropology, music, English, psychology and dance. Theatre in higher education enables students to learn about diverse historical eras, communities, styles of production, technologies, and playwrights through various types of artistic productions. Theatre in higher education creates opportunities for crossing cultures within the theatrical experience. It challenges students to investigate cultural performances onstage and off, and to imagine new avenues for the creative spirit. The major in theatre arts or performance studies prepares students to pursue professional goals as artists and educators. They may choose careers as teachers, actors, directors, playwrights, critics, dramaturgs, designers, administrators, and managers. These careers can be pursued within the academy, performing arts organizations, related non-profit organizations, and the media.

Theatre in higher education also provides students with crucial life skills which they can use in a wide range of professions as well as in their day-to-day relationships with others. Theatre and performance studies allow students to think precisely in the moment, to speak confidently in public, to write with clarity and intelligence, and to work productively with others, thereby providing them with useful skills for a host of other professions, including business, government, law, journalism, the natural and social sciences, economics, languages and literature, the fine arts, industry, and related disciplines. Theatre and performance studies majors learn to grasp complex problems and produce imaginative solutions, to explore alternative goals and investigate the various means of achieving them, to establish long-range objectives and develop the discipline, organizational skill, artistry, and self-

assurance to achieve those objectives. Because the theatre is a collaborative art, students acquire skills in interpersonal communication and group problem-solving. Because performance is an interdisciplinary pursuit, students learn to coalesce research and insights from a rich variety of sources. Theatre in higher education answers today's market demand for skills in creative, critical, and collaborative thinking.

Theatre in higher education increases students' cognitive abilities. Students' intuitive perceptive capacities-qualities highly valued by the best business managers-are awakened by theatre training. Psychologist Howard Gardner posits a theory of multiple intelligences which states that each individual learns through seven intelligences: linguistic, logical/mathematical, visual/spatial, kinesthetic, musical, interpersonal, and intrapersonal. Theatre education cultivates all of these intelligences. Through experiential learning, students increase their interpersonal skills, including the ability to notice and make distinctions among others' moods, temperaments, motivations and intentions. They also build strong intrapersonal skills, including the ability to access, understand, and discriminate among one's own feelings. This process creates self-aware, motivated, perceptive and passionate communicators. As a result, students have a sense of connectedness to their own lives and the lives of others.

Theatre and performance can help transform human beings by acknowledging and celebrating the cultures and contributions of diverse communities; helping people learn to live in relation to one another; empowering all participants in the art-creators and audience members-to act on and change the conditions of their lives. Creating and participating in theatre is an act of courage-each human being who encounters theatre is encouraged to imagine. And through the imagination, we can make significant, constructive changes in our communities.

Appendix B: Hyperlinks

1. Office of Academic Affairs Policy and Procedures Handbook: <https://oaa.osu.edu/policiesprocedureshandbook.html>
2. Faculty Rule 3335-5-19: <https://trustees.osu.edu/index.php?q=rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html>
3. Faculty Rule 3335-3-35: <https://trustees.osu.edu/rules/university-rules/chapter-3335-3-administration.html>
4. Faculty Rule 3335-6: <https://trustees.osu.edu/index.php?q=rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html>
5. Office of Academic Affairs Conflict of Commitment Policy: <https://oaa.osu.edu/assets/files/documents/conflictofcommitment.pdf>
6. College of Arts and Sciences Pattern of Administration: [college pattern of administration](#)
7. Faculty Rule 3335-8-16: <https://trustees.osu.edu/rules/university-rules/chapter-3335-8-instruction.html>
8. Office of Human Resources Policy Website: <https://hr.osu.edu/policies-forms>
9. University Business Leave Form: <http://buleave.osu.edu>
10. Application for Leave Form: <http://eleave.osu.edu>
11. OHR Policy 6.27: <https://hr.osu.edu/public/documents/policy/policy627.pdf>
12. Electronic Conflict of Interest Form: <http://go.osu.edu/coi>
13. OHR Consulting—Employee and Labor Relations: <http://hr.osu.edu/elr/>
14. Faculty Rule 3335-5-04: <https://trustees.osu.edu/index.php?q=rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html>
15. Faculty Rule 3335-5-05: <https://trustees.osu.edu/index.php?q=rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html>
16. OHR Policy 1.15—Sexual Misconduct: <https://hr.osu.edu/public/documents/policy/policy115.pdf>
17. Committee on Academic Misconduct: <https://oaa.osu.edu/coam.html>

18. Code of Student Conduct: <https://trustees.osu.edu/rules/code-of-student-conduct/>