Pattern of Administration

for

Department of History

Division of Arts & Humanities

College of Arts and Sciences

The Ohio State University

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I. Introduction

The Department of History is one of several academic units included in the College of Arts and Sciences, Division of Arts & Humanities. Faculty of the department serve on five campuses: Columbus, Lima, Mansfield, Marion, and Newark.

This document provides a brief description of the department's guidelines and procedures. It supplements the Rules of the University Faculty, and other policies and procedures of the university and college to which the department and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document.

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

II. Department Mission

The Department of History at The Ohio State University aspires to distinction in scholarship, teaching, and service. As a top-tier department in an eminent public university, we seek to advance the highest standards of our discipline. Because we believe that research inspires great teaching, our mission is to promote the finest historical scholarship, and to offer both graduate and undergraduate students the most rigorous and intellectually challenging education. Espousing the values of a collegial community of historians, we explore connections across areas, eras, and themes. We strive to provide comprehensive and challenging understandings of the complexity of the human past to audiences across the state, the nation, and the world at large.

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 here.

IV. Faculty and Voting Rights

Faculty Rule 3335-5-19 defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of this department includes tenure-track faculty and associated faculty.

The Department of History makes tenure-track appointments with titles of instructor, assistant professor, associate professor, or professor. Tenure-track faculty may vote in all matters of departmental governance.

The Department of History makes associated faculty appointments. Associated faculty titles include adjunct titles, lecturer titles, and visiting titles. An individual with an associated appointment may not vote at any level of departmental governance and may not participate in promotion and tenure matters.

Emeritus faculty in this department are invited to participate in discussions on non-personnel matters, but may not participate in personnel matters, including appointment, 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 department's Appointments, Promotion and Tenure document.

V. Organization of Department Services and Staff

The administrative offices and staff of the department and their responsibilities are described here.

VI. Overview of Department 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 determine how it is addressed. Department governance proceeds on the general principle that the more important the matter to be decided, the more inclusive participation in decision making needs to be. Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance.

VII. Department Administration

A. Department Chair

The primary responsibilities of the department chair are described in Faculty Rule 3335-3-35. This rule requires the department chair to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content. The rule, along with Faculty Rule 3335-6, also requires the department chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to appointments, reappointments, promotion, and tenure. Other responsibilities of the department 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 assign workload according to the department's workload guidelines (see Section IX) and faculty appointment type (and rank).

- 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 performance and merit 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.

- After consultation with the eligible faculty, to make recommendations to the dean of the college regarding appointments, reappointments, promotions, dismissals, and matters affecting the tenure of members of the department faculty, 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 privileges and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of morale.

- To maintain a curriculum vitae for all personnel teaching a course in the department's curriculum.

- To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.

- To prepare, after consultation with the faculty, annual budget recommendations for the consideration of the dean of the college.

- To facilitate and participate in prescribed academic program review processes, in collaboration with the dean of the college and the Office of Academic Affairs.

Day-to-day responsibility for specific matters may be delegated to others, but the department 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 department head exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of the department's academic goals, however, are most successful when all faculty members participate in discussing and deciding matters of importance. The department 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.

Appointment or reappointment of the department chair is governed by Section VI/A/1 of the Pattern of Administration of the College of Art & Sciences.

The chair appoints the following officers, usually for two-year terms, to assist in the administration of departmental business:

B. Other Department Officers

(1) Vice Chair

Duties of the office vary from year to year, but generally include such responsibilities as assisting the chair in preparing the department's annual budget, in determining salary recommendations, in the annual review of new faculty, in the preparation of promotion and tenure dossiers, in the collection of names of potential external evaluators for tenure and/or promotion candidacies, in the nomination of faculty for various awards, and in matters affecting regional campus faculty. The vice chair also handles grade complaints, and represents the chair when the chair is absent from campus. The vice chair may also serve as undergraduate studies chair.

(2) Graduate Studies Chair

The graduate studies chair is responsible for supervising the following aspects of the department's graduate program: the curriculum, changes to program requirements, monitoring students' progress

towards their degrees, petitions, nominations for Presidential Fellowships, the awarding of graduate associateships, planning orientation for incoming students, revising the graduate handbook, and day-to-day administration of graduate student-related matters including applications for examinations and graduation. They chair the Graduate Studies Committee.

The graduate studies chair is also responsible for answering questions from prospective students, recruitment of new students, overseeing the graduate admissions process including the review of applications, coordinating nominations for fellowships and writing nomination letters, coordinating the ranking of applications for teaching associateships, and planning and hosting graduate visitation day.

(3) Undergraduate Studies Chair

The undergraduate studies chair is responsible for supervising all aspects of the department's undergraduate instruction, including the curriculum, the major, the minor, online teaching, academic advising, academic misconduct, student evaluation of teaching, and peer review of teaching. They chair the Undergraduate Teaching Committee (UTC).

(4) Honors Coordinator

The honors coordinator is responsible for supervising all aspects of the honors program.

(5) Library Coordinator

The library coordinator, in consultation with interested members of the faculty, is responsible for authorizing all book orders for the department and for discussing the department library budget with the director of the library or an appropriate substitute. They also work with the history librarian to see that the needs of departmental faculty and graduate students are met.

(6) Graduate Placement Officer

The graduate placement officer helps to prepare graduate students for the job market by distributing job announcements, advising students on application strategies, reviewing draft CV's and teaching

portfolios, holding mock interviews, and providing other kinds of information and advice.

(7) Undergraduate Enhancement Officer

The undergraduate enhancement officer provides assistance and guidance to undergraduates seeking to prepare for admission to and academic success in graduate school, oversees production of the monthly undergraduate newsletter, and contributes interviews with faculty and alumni to the department webpage.

(8) Associated Faculty (Lecturer) Liaison

The Lecturer Liaison is a member of the UTC who will serve as the primary faculty point person for all lecturers, including those who are teaching online. The Lecturer Liaison will contact each lecturer at the beginning of the semester, field questions over the course of the semester, and deliver guidance as may be necessary and helpful. The Lecturer Liaison will review courses for all new lecturers to ensure that they meet departmental standards and report back both to the UTC chair and the department chair.

(9) Grievance Resource Officer

The Grievance Resource Officer provides assistance and guidance to faculty and students with grievances by offering advice and support and directing them to the appropriate departmental officer or university office for resolution. They do not themselves investigate or try to resolve grievances.

(10) Regional Campus Faculty Coordinator

The regional campus faculty coordinator is responsible for overseeing course-sharing arrangements on the regional campuses, organizing a meeting of the regional faculty once per semester, and reporting to the chair issues of concern on the regional campuses. The regional campus faculty coordinator must hold the rank of associate professor or professor with an appointment on one of the regional campuses. The coordinator will be elected annually by the tenure-track faculty appointed on the regional campuses.

C. Committees

The members of all standing committees are appointed by the chair of the department and conduct business during the autumn and spring semesters. Other committees, as necessary, are appointed for the summer semester. Ad hoc committees are appointed at the chair's discretion. The chair of the department appoints the chairs of all committees. The chair is an *ex-officio* member of all department committees, non-voting on the Committee of the Eligible Faculty.

(1) Graduate Studies Committee

The Graduate Studies Committee consists of the graduate studies chair, the director of graduate admissions, members appointed from the tenure-track faculty (the number fluctuates depending on the size of the graduate program), the graduate studies coordinator, and a graduate student representative, (the graduate student representative participates and votes on all matters before the committee except when the committee is considering graduate awards, appointments, and other personnel matters). The committee chair is appointed by the department chair and generally serves a two-year term. Members are appointed by the department chair to serve for terms of a single year.

This committee is responsible for supervising all aspects of the graduate program to ensure that it serves its defined mission as effectively as possible. The committee has responsibility for decisions on graduate admissions and graduate-level curriculum, review of graduate student progress, maintenance of regular communication between the department and graduate students, and regular review of the needs and performance of the graduate program. The committee also recommends to the faculty of the department those graduate students it deems qualified for appointment as graduate associates.

The Graduate Studies Committee reviews and approves (or rejects) any petition from an instructor of a graduate course to assign a textbook authored by the instructor.

Nominations for Category P status come from the chair of the Graduate Studies Committee. The Graduate School Handbook specifies the criteria for such an appointment.

(2) Undergraduate Teaching Committee

The Undergraduate Teaching Committee consists of the undergraduate studies chair, appropriate (approximately eight) members of the tenure-track faculty, a representative from the regional campus faculty, a member of the advising staff, a graduate student, and an undergraduate student. The student members participate and vote on all matters before the committee. Ex-officio members include the academic studies coordinator, the undergraduate program manager, the undergraduate enhancement officer, and the honors coordinator. The committee chair generally serves a two-year term. Members are appointed by the department chair for terms of a single year. The committee has responsibility for the enhancement and evaluation of teaching, the undergraduate major and minor programs, academic advising, and the undergraduate curriculum.

The Undergraduate Teaching Committee reviews and approves (or rejects) any petition from an instructor of an undergraduate course to assign a textbook authored by the instructor.

(3) Committee of the Eligible Faculty and Promotion and Tenure Committee

The Committee of the Eligible Faculty and the Promotion and Tenure Committee are described in the department's "Appointment, Promotion and Tenure" document.

This document, which conforms to college and University policies, sets forth the criteria and procedures according to which recommendations are made concerning appointments, dismissals, promotions in rank, and matters affecting the tenure of faculty. This statement shall be made available to all present and prospective members of the department, and a copy shall be deposited in the office of the Dean of Arts & Sciences and in the office of the Executive Vice President and Provost. The chair may ask the Promotion and Tenure Committee or another committee to recommend alterations, deletions, and additions to this document. Such recommendations shall be discussed and voted on by the faculty in meeting.

(4) Ad Hoc Search Committees

Search committees coordinate faculty recruitment efforts. The chair of the department appoints the search committee chair and other committee members (typically two faculty and one non-voting

graduate representative). Committees consult the faculty during the review and selection of new and replacement faculty members.

(5) Advisory Committee

The Advisory Committee advises the chair on concerns relating to the general program of the department, including long-range appointment matters, the annual budget, and other matters the chair brings to it. The committee is composed of the chair, the vice chair, one staff member elected by the staff, a graduate student elected by the graduate students, an undergraduate representative (who is appointed by the chair and invited to meetings where appropriate items are on the agenda), and four tenure-track faculty members who have been nominated, or self-nominated, and elected by the faculty (one at each rank on the Columbus campus and one from the regional campuses). Service on the advisory committee is considered a major service obligation, and so Advisory Committee members are excused from concurrent service on other standing committees. Columbus campus members elected to the Advisory Committee will serve for two consecutive years. Regional campus members will serve for one year and may be excused from the ballot for two years after one year of service. Elections are held in the spring for the following academic year. All faculty members may vote on the faculty representatives from the three ranks and the regional faculty representative. Ties in the election to the Advisory Committee will be resolved by lottery.

(6) Awards and Prizes Committee

The Awards and Prizes Committee typically consists of seven members of the tenure-track faculty, with the graduate studies chair, the honors coordinator, and a member of the staff serving in an ex officio capacity. It recommends faculty members in the history department for nomination for special awards and prizes within the college, the university and the profession. The Awards and Prizes Committee also reviews and rank orders departmental applications for university or college grant or leave applications, such as Special Assignments and Faculty Professional Leaves. The Awards and Prizes Committee is also responsible for providing guidelines for special undergraduate and graduate student scholarships and awards available within the department, college, and university; for announcing competitions for the awards; for compiling and screening applications and supporting materials; for determining award

recipients and amounts. The committee chair generally serves a two-year term. The committee members are appointed by the department chair for terms of a single year. The committee reports to the graduate studies chair, the chair of the department, and the department.

(7) Salary Advisory Committee

The Salary Advisory Committee (SAC) consists of the vice chair, who serves as chair of the SAC, and the four elected faculty members of the Advisory Committee. Members of the committee review the annual activity reports, student evaluation of instruction (SEI) data, and CVs of the faculty and make a collective recommendation to guide the chair and the dean in their merit pay decisions.

(8) Workplace Climate Committee

The Workplace Climate Committee (WCC) consists of the three elected faculty members of the Advisory Committee from the Columbus campus. The department chair will appoint one of those members to chair the WCC. The WCC will monitor workplace conditions among faculty, staff, graduate associates, and other instructors and recommend to the chair and the Advisory Committee reforms to departmental practices, structures, and habits that would enhance the intellectual and professional climate. The WCC may welcome additional members of the faculty and staff to participate in its deliberations.

D. The Ohio State University History Department Centers

(1) Center for Historical Research

The Ohio State University Center for Historical Research (CHR) was established in 2006. The center is designed to provide a stimulating intellectual environment for the study of important historical issues around the world. Each year, the center brings together scholars from various disciplines to examine issues of broad contemporary relevance in historical perspective. The center's programming, typically on a two-year cycle, is organized around a central theme to be explored through a series of lectures, seminars, and graduate and undergraduate coursework.

Groups of faculty, which can include members of other university departments, develop and submit proposals for two-year CHR programs. Program proposals

are voted on by the faculty, typically in the spring semester a year and half before the launch-date for the program. Because history is inherently a discipline that draws inspiration from the research methods of other academic disciplines, in addition to historians, visiting fellows and seminar leaders are drawn not only from history but also from fields whose scholarship relates to the annual themes, such as anthropology, archaeology, art history, economics, geography, law, literary and cultural studies, philosophy, and political science. When funds allow, the center welcomes year-long residency visiting senior fellows, junior fellows, and dissertation fellows chosen through an international competition. Additional visiting and OSU faculty may join the program to conduct seminars. Fellows will be chosen according to the relevance of their research projects to the bi-annual theme of the center.

Administrative oversight of the center is performed by the department chair in consultation with the Divisional Dean of Arts & Humanities. The department chair appoints a center director, normally to a four-year term, and – following the bi-annual vote of the faculty to choose a new program – a Program Chair and a Program Committee. The director is responsible for general oversight of programming continuity, ongoing publicity, and supervision of budgetary matters. Every two years the center director helps interested faculty in developing programs. Once a program is selected by department vote, the director assists the Program Committee in applying for additional outside funding, and for arranging graduate and undergraduate courses to coincide with the seminars. All center lectures and seminars are open to the public.

Each year, when funds allow, the center director and the program chair, in collaboration with the Program Committee, solicits and evaluates applications for fellowships, to be awarded in some combination of Senior Fellowships, Junior Fellowships, and Dissertation Fellowships. Given the original mandate of the center, these fellowships are offered to scholars who are not affiliated with the university. After consultation with the director and program chair, the department chair appoints the fellows nominated by the Program Committee.

(2) Harvey Goldberg Center for Excellence in Teaching

The Harvey Goldberg Center for Excellence in Teaching is at the heart of the Ohio State Department of History's effort to promote innovative and effective teaching strategies. The Goldberg Center is committed to advancing cutting-edge research, engaged teaching, and substantive community outreach to prepare our students and other citizens to become life-long learners and responsible leaders in all walks of life.

Administrative oversight of the center is performed by the department chair in consultation with the divisional dean of the Arts & Humanities. The department chair appoints a center director, normally to a two-year term. The director is responsible for advancing the three-fold mission of the Goldberg Center: 1) To provide professional development, focused especially on pursuing the best strategies for teaching with technology; 2) To produce a series of publications designed to provide quality teaching and learning materials; 3) To engage in significant public outreach, especially aimed at teachers and students of history. The director is also responsible for overseeing the activities of the Goldberg Center staff.

VIII. Faculty Meetings

The Department chair calls all department meetings. Those meetings operate according to the principles of parliamentary procedures as outlined in *Robert's Rules of Order*. Department meetings include all tenure-eligible and tenured faculty on all campuses whose tenure-initiating unit is the Department of History. Emeritus and associated faculty do not ordinarily participate in department meetings and may not vote. Department meetings will be held on weekdays during autumn and spring semesters. The chair will provide to the faculty a schedule of department faculty meetings at the beginning of each academic term. The schedule will provide for at least one meeting per semester and normally will provide for monthly meetings. A meeting may also be scheduled on written request of 25% of the department faculty. The chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. The chair will provide an agenda prior to each meeting. Reasonable efforts will be made to call for agenda items at least seven days before the meeting, and to distribute the agenda by at least three business days before the meeting.

Minutes will be distributed to faculty by email – within seven days of the meeting if possible. These minutes will be approved by the members of the faculty and may be amended at the next department meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes. The minutes will be kept on file in the department to maintain a record of all actions. The chair will use department meetings to consult on all policy matters. The department meeting will transact business only in the presence of a quorum, which consists of 50 percent or more of the on-duty members of the faculty eligible to transact the business on the agenda. With respect to meetings held to change the department's basic operating procedures, a quorum will consist of 50 percent of the department's tenure-track faculty. Regional campus faculty who make use of video conferencing technology to observe and

participate in department meetings on the Columbus campus are considered "present" for quorum purposes and may participate fully in the meeting and may vote on motions. The department chair may occasionally authorize Columbus faculty to make use of video conferencing technology under special circumstances.

Policy matters thus discussed and decided upon will be carried as determined by a vote by the faculty, and majority opinion will be followed, a majority consisting of more than half of all the yes and no votes cast (abstentions or other forms of voting such as blank ballots will not be counted). Any department member who cannot attend the meeting may cast an absentee ballot on a non-personnel matter. Balloting will be conducted by mail or e-mail when necessary to assure maximum participation in voting. When conducting a ballot by mail or email, faculty members will be given one week to respond. Such ballots shall be counted at the discretion of the chair, based on the extent of discussion at the meeting. University rules prohibit absentee ballots on personnel matters. Special policies pertain to voting on personnel matters, and these are set forth in the department's Appointments, Promotion, and Tenure document.

In the event that the chair disagrees with the recommendation of a departmental body, he or she may override such action provided he or she explains the decision. This explanation shall outline the decision of the majority of the faculty, the decision of the chair, and the reasons the decisions differ. The explanation will be communicated to the faculty in writing, where possible, or at a faculty meeting, with an opportunity provided for faculty comment. 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.

IX. Distribution of Faculty Duties, Responsibilities, and Workload

Faculty roles and responsibilities are described in the initial letter of offer. Workload assignments and expectations for the upcoming year are addressed as part of the annual performance and merit review by the department chair based on departmental needs as well as faculty productivity and career development.

During on-duty semesters, faculty members are expected to be available for interaction with students, research, department meetings, and service responsibilities, even though they may have no formal teaching obligations. Every member of the faculty who is assigned instruction is expected to hold two regularly scheduled weekly office hours during the autumn and spring semesters including during the final exam period. On-duty faculty members who are off campus for extended periods of time must be on an approved leave (see Section XII) or on approved travel.

Telework exception: Faculty members with responsibilities requiring in-person interaction are to work at a university worksite to perform those responsibilities. Telework and the use of remote, virtual meetings are allowed at the discretion of the department chair if such work can be performed effectively and faculty members are able to fulfill their responsibilities. Telework will be encouraged under certain circumstances if it serves the needs of the college, college, university, and/or community. The department chair has the discretion to require faculty to work on campus if there are concerns that responsibilities are not being fulfilled through telework.

As part of its promotion of excellence in research, the department expects and encourages faculty to travel to research archives and professional conference venues. Faculty are encouraged to avoid out-of-town travel during the cyclical peaks in department business (e.g., P&T reviews in autumn and hiring in spring), and are required to check the department calendar before making out-of-town commitments.

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

In crisis situations, such as life-threatening disease (COVID, for example) or physical dangers (natural disasters, for example), faculty duties, responsibilities, and workload may be adjusted by the department chair to take into account the impact over time of the crisis. These adjustments may include modifying research expectations in order to maintain teaching obligations. These assignment changes must be considered in annual reviews.

A. Tenure-Track Faculty

Tenure-track faculty members are expected to contribute to the university's tripartite mission of teaching, research, and service. When a tenured or probationary tenure-track faculty member's contributions decrease in one of these three areas, additional activity in one or both of the other areas is expected.

1. 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 workload expectation for full-time tenure-track faculty members is 40-50% time allocation to total workload according to the university workload guideline. Faculty offer courses distributed over the introductory, intermediate, and advanced undergraduate and the graduate curriculum. Faculty serve on graduate examination committees, advise majors and graduate students, direct honors and master's theses, and supervise doctoral dissertations, while also providing individualized directed study and research for both undergraduate and graduate students.

Teaching loads may be reduced in negotiated arrangements or as a result of particularly demanding service obligations, such as vice chair, graduate studies chair, undergraduate studies chair, or major national professional offices. All teaching reductions must be approved by the chair in consultation with the executive dean. Those faculty whose particular contribution lies in the area of teaching may be assigned additional courses as well as a mix of courses that emphasize undergraduate instruction. Faculty members who are relatively inactive in research can likewise be assigned an enhanced teaching status that includes an increased teaching assignment.

The department 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 tenure-track faculty members must contribute to the mission of education (formal and/or informal instruction, student advising) over the course of the academic year.

Individual teaching assignments are negotiable rather than permanent. Besides assuring equity with respect to the distribution of the department's total work, this mix is designed to promote its central missions of teaching and research and to enhance its ability to recruit and retain an accomplished and productive faculty.

2. Research

All tenure-track faculty members are expected to be engaged in scholarship as defined in the department's Appointments, Promotion, and Tenure Document. The standard scholarship workload expectation for full-time tenure-track faculty members is 40-50% time allocation to total workload according to the university workload guideline. The department expects its tenure-track faculty members to

engage in research continuously, to present their findings regularly to their professional peers, and to integrate their research into their teaching. The normal level of scholarly productivity expected of tenured members does not differ markedly from that of probationary tenure-track faculty, who are commonly expected during their probationary period to complete a major body of research that they began during their doctoral programs. In both quantitative and qualitative terms, this scholarly profile is characteristic of a teaching and research discipline that still prizes original research and the scholarly monograph above all. It typically includes substantial books published by major presses in addition to textbooks, works of synthesis, edited volumes, scholarly papers, review articles, chapters in books, and peer-reviewed research articles in leading professional journals. The department also values collaborative research. The department understands that its ability to recruit and retain a world-class faculty depends upon its members' meeting this standard of performance. The department also knows that this same excellence allows it to recruit high-quality graduate students, whose services as graduate teaching associates provide necessary assistance to the faculty in teaching undergraduate courses.

Being professionally active thus lies at the heart of the department's mission. Although publication is central, the department is also interested in such indices of scholarly distinction as major grants and awards, memberships on boards of editors, leadership roles in prominent professional societies, and visiting lectureships both in the United States and abroad.

3. Service

Faculty members are expected to be engaged in service and outreach to the department, university, profession, and community. The standard service workload expectation for full-time tenure-track faculty members is 10-20% time allocation to total workload according to the university workload guideline. Every tenured and tenure-track member of the department is expected to serve the university through participating in its corporate governance and to render service to the profession and/or the community as well. “Good citizenship” is valued in the department. Being a good citizen means, in part, serving as a member or chair of its various committees. Faculty are also expected to attend and participate constructively in meetings of the department, promotion and tenure meetings and deliberations, and interviews of job candidates. As noted above, only the most time-

consuming of these assignments carry with them a reduction in formal class load.

Many faculty in the department serve as part- or full-time administrators for other units within the university and the college. In these cases, adjustments in their usual responsibilities are negotiated among the concerned parties, that is, the chair of the department, the faculty member, and the appropriate college or university officials. Members also serve on committees outside the department. Faculty with a heavy extra-departmental service burden may negotiate an adjustment in committee obligations to the department.

Members also commonly assume service responsibilities in their professional associations and in local, state, and national affairs--serving as media consultants, testifying before legislative committees, volunteering as public speakers and editorial writers, and advising government agencies and business organizations. Such service makes this department a good citizen within the historical profession and the public community at large. A faculty member's mix of service responsibilities, local and national/international, often changes and is individually adjusted.

Service loads should be discussed and agreed to during annual performance and merit reviews. When heavy service obligations are primarily volunteer in nature, the department chair is not obligated to modify the service load of the faculty member (reduce teaching and/or scholarly obligations). If, however, a heavy service load is due to the faculty member's unique expertise, perspective, or voice, this should be noted in the annual performance review letter, considered when distributing the faculty member's other duties, and taken into account for the AMC Process. The department chair should also consider this additional service burden in managing equity of service loads among faculty.

The guidelines above for teaching, research and service responsibilities do not constitute a contractual obligation. Fluctuations in demands and resources in the department and the individual circumstances of faculty members may warrant temporary deviations from it.

4. Special Assignments

Information on special assignments (SAs) is presented in the Office of Academic Affairs Special Assignment Policy. The information provided

below supplements this policy.

Special Assignments are awarded under guidelines from the Division of Arts & Humanities. The Awards and Prizes Committee assesses all applications and recommends a ranked list to the chair, who conducts an independent evaluation and awards the Special Assignments.

B. Associated Faculty

Standard workload expectations for compensated associated faculty members are 80-100% teaching, 0-20% scholarship, and 0-20% service, depending on the terms of their individual appointments.

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.

C. Modification of Duties

The Department of History 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 College of Arts and Sciences guidelines on parental modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year after childbirth/adoption/fostering, or care for an immediate family member who has a serious health condition, or a qualifying exigency arising out of the fact that the employee's immediate family member is on covered active duty in a foreign country or call to covered active duty status. See the college pattern of administration for details. See also the OHR Parental Care Guidebook and the Parental Leave Policy in Section XII.

The faculty member requesting the modification of duties 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 a memorandum of understanding that is approved by the dean.

X. Course Offerings, Teaching Schedules, and Grade Assignments

The department chair will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty and staff, 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 and in formats, including on-line instruction, 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 3335-8-16 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. 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 expertise is always available for such courses.

If an instructor of record is unable to assign grades due to an unexpected situation (i.e. health or travel), or if they have not submitted grades before the university deadline and are unreachable by all available modes of communication, then the TIU head may determine an appropriate course of action, including assigning a faculty member to evaluate student materials and assign grades for that class. The University Registrar will be made aware of this issue as soon as it is known and will be provided a timeline for grade submission.

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 sub-disciplines and productivity and grouping staff functions to maximize efficiency.

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

Department funds will be allocated to individual Columbus campus faculty members for use in their research. Subject to approval of the department chair, individual faculty members may elect to spend their resources on their own travel to conferences, travel to archives, purchase of equipment or books, or other research needs. Funds available for research will be distributed evenly among all

Columbus faculty, except to faculty members who have negotiated a specific research fund allocation. In the case of the latter research funds, they will be reviewed and reauthorized every five years (or as specified in individual letters of offer) by the divisional dean. Faculty on any campus may apply for internal department research fellowships, including the department's RTAP (Researching the American Past) and Associate Professor Research Faculty Fellowships.

XII. Leaves and Absences

In general, there are four types of leaves and absences taken by faculty (in addition to parental leave, which is detailed in the Parental Care Guidebook). 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 and Office of Human Resources Policies and Forms website. The information provided below supplements these policies.

A. *Discretionary Absence (pertains to all on-duty semesters)*

Faculty are expected to complete a travel request or a request for absence form well in advance of a planned absence (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 department 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 consecutive business days (see Faculty Rule 3335-5-08).

B. *Absence for Medical Reasons*

When absences for medical reasons are anticipated, faculty members are expected to complete a request for absence form as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the department 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.

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.

D. *Faculty Professional Leave (FPL)*

The University's Policy on Faculty Professional Leave is presented in the Office of Academic Affairs Policy on Faculty Professional Leave. The information provided below supplements this policy.

The Awards & Prizes Committee assesses all applications and recommends a ranked list to the chair, who conducts an independent evaluation and recommends a ranked list 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.

E. *Parental Leave*

The university, the college, and this department recognize the importance of parental leave to faculty members. Details are provided in the OHR Parental Care Guidebook, Paid Time Off Policy 6.27, and the Family and Medical Leave Policy 6.05.

XIII. Additional Compensation and Outside Activities

Information on faculty additional compensation is presented in the OAA Policy on Faculty Compensation. Information on paid external consulting is presented in the university's Policy on Outside Activities and Conflicts. The information provided below supplements these policies.

The department adheres to these policies in every respect. In particular, the 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 additional 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 additionally compensated activities and external consulting combined.

Faculty with an administrative position (for example, chair, associate/assistant dean, center director) remain subject to the Policy on Outside Activities and Conflicts and with appropriate approval, are permitted to engage in paid external work activities. However, faculty members with administrative positions are not permitted to accept compensation/honoraria for services that relate to or are the result of their administrative duties and responsibilities.

Should a department faculty member wish to use a textbook or other material that is authored by the faculty member and the sale of which results in a royalty being paid to him or her, such textbook or material may be required for a course by the faculty member only if (1) the faculty member's chair and dean or designee have approved the use of the textbook or material for the course taught by the faculty member, or (2) the department's Undergraduate Teaching Committee reviews the textbook or material and approves it for use in the course taught by the faculty member.

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 Outside Activities and Conflicts.

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 other work done for external entities. Further information about conflicts of commitment is included in section IX above.

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 member who believes that his or her salary is inappropriately low may initiate a Faculty Salary Appeal with the College of Arts and Sciences. The College of Arts and Sciences reviews faculty salary appeals in accordance with university policies and procedures as described in the OAA *Policies and Procedures Handbook* (Volume 1, Chapter 3: Appeals, Section 2.0: Faculty salary equity appeals process). Instructions for initiating a salary appeal are outlined in Appendix B of the College of Arts and Sciences Pattern of Administration. A formal salary appeal can also be filed with the Office of Faculty Affairs in the Office of Academic Affairs.

A staff member who believes their salary is inappropriately low should discuss the matter with the chair. The staff member should provide documentation to support the complaint. Staff members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter should contact Employee and Labor Relations in the Office of Human Resources.

B. Faculty Promotion and Tenure Appeals

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

C. Faculty and Staff Misconduct

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04. The Arts and Sciences Investigation Committee handles cases of faculty misconduct according to procedures outlined in the OAA Policies and Procedures Handbook.

Any student, faculty, or staff member may report complaints against staff to the TIU head. The Office of Employee and Labor Relations in the Office of Human Resources can provide assistance with questions, conflicts, and issues that arise in the workplace.

D. Harassment, Discrimination, and Sexual Misconduct

The Civil Rights Compliance Office exists to help the Ohio State community prevent and respond to all forms of harassment, discrimination, and sexual misconduct.

1. Ohio State's policy and procedures related to equal employment opportunity are set forth in the university's policy on equal employment opportunity.

2. Ohio State's policy and procedures related to nondiscrimination, harassment, and sexual misconduct are set forth in the university's policy on nondiscrimination, harassment, and sexual misconduct.

E. Violations of Laws, Rules, Regulations, or Policies

Concerns about violations of laws, rules, regulations, or policies affecting the university community should be referred to the Office of University Compliance and Integrity. Concerns may also be registered anonymously through the Anonymous Reporting Line.

F. Complaints by and about Students

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. See Faculty Rule 3335-8-23.

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.

The Code of Student Conduct is found here.

G. Academic Misconduct

Faculty members will report any instances of academic misconduct to the Committee on Academic Misconduct, in accordance with the Code of Student Conduct. See also Board of Trustees Rule 3335-23-05.

XVI. Appendix

A. Elevation of Faculty to Endowed Chairs, Professorships, and Honorific Titles

When a vacancy for an endowed position arises, there will be conversation between the chair and the dean. If justified by personnel, budgetary, or other circumstances and approved by the college, a current colleague may be elevated to the position instead of conducting an external search. In those instances, the department chair should convene a screening committee composed of three of the department's existing endowed chairs and professors. Selection will take into consideration Ohio State's policies on Equal Employment Opportunity and Non-Discrimination, Harassment, and Sexual Misconduct. Candidates will be required to submit a dossier (cover letter, CV, three letters of recommendation), but interviews will not be considered necessary. The screening committee will make a recommendation to the department, which will vote to make a recommendation to the chair, who will make a recommendation to the dean. Faculty Members who already hold endowed chairs or professorships are ineligible to apply.