

**Pattern of Administration
for
The Ohio State University
Department of Psychology**

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**PATTERN OF ADMINISTRATION
DEPARTMENT OF PSYCHOLOGY**

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PATTERN OF ADMINISTRATION

Department of Psychology

I. Introduction

This document provides a brief description of the Department of Psychology as well as a description of Department guidelines and procedures. This 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.

Our pattern of administration must be reviewed and either revised or reaffirmed on appointment or reappointment of the Department Chair. In keeping with Faculty Rule [3335-3-35\(C\)\(2\)](#), within the first year of their appointment or reappointment, the Chair shall review the Pattern of Administration in consultation with the faculty. Any revisions shall be made with broad faculty input, obtained in a manner consistent with the department's established practices and procedures of posting a revised Pattern of Administration Document for two weeks during which comments are solicited followed by discussion of any questioned revisions at the next scheduled faculty meeting. At other times, revisions may be proposed by the Department Chair or recommended to the Chair by unit committees or members of the faculty. The process for revision is the same as above. Although it is desirable for the Chair and faculty to reach consensus on the document, formal faculty acceptance of the document is not required. All revisions are subject to approval by the College and the Office of Academic Affairs.

II. Mission Statement

The Ohio State University Department of Psychology aims to produce exceptional, innovative research to advance knowledge about mind, brain, and behavior, with the goal of understanding and improving the human condition. We create, synthesize, and translate knowledge about behavioral, psychological, and brain processes to provide a foundation for educating our students and the public. We train undergraduate, graduate, and post-doctoral scholars to become 21st-century psychological scientists able to evaluate, apply, and create knowledge. We value inclusion of persons, perspectives, and approaches because it enriches our work and fosters a supportive and intellectually stimulating department community.

The department embraces and seeks to implement the university's [Shared Values](#) initiative. We are committed to academic freedom, to ensuring responsible research practices, to building nurturing cultures, to fostering an ethic of care and mutual respect, and to promoting justice.

III. Academic Rights and Responsibilities

In April 2006, the university issued a [reaffirmation of academic rights](#), responsibilities, and processes for addressing concerns.

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, professional practice, and research faculty with compensated FTEs of at least 50% in the department, and associated faculty.

The department of psychology makes tenure-track appointments with the title of Professor, Associate Professor, Assistant Professor, and Instructor. Tenure-track faculty may vote in all matters of department governance.

The department of psychology makes Professional Practice Faculty appointments with the title of Professional Practice Professor, Professional Practice Associate Professor, and Professional Practice Assistant Professor. These are non-tenure-track fixed term contract positions.

Professional practice faculty are engaged in clinical service provision and supervision and/or teaching/training in the professional practice of psychology or otherwise making substantial contributions to the teaching mission of the Department, in addition to service related to the mission and goals of the Department.

Professional Practice Faculty may vote in all matters of departmental governance except tenure-track faculty appointment, promotion and tenure decisions and research faculty appointment, reappointment, and promotion reviews. Professional practice faculty may vote on professional practice faculty matters including appointment, reappointment, and promotion reviews.

The department of psychology makes Research Faculty appointments with the title of Research Professor of Psychology, Research Associate Professor of Psychology, and Research Assistant Professor of Psychology. These are non-tenure-track fixed term contract positions. Research faculty shall be engaged in funded research related to the mission and goals of the Department. Research Faculty may vote in all matters of departmental governance except tenure-track faculty appointment, promotion and tenure decisions and professional practice faculty appointment, reappointment, and promotion reviews. Research faculty may vote on research faculty matters including appointment, reappointment, and promotion reviews.

A Professional Practice Faculty Appointment Cap

The number of professional practice faculty in the Department of Psychology may not exceed 20% of the total tenure-track, professional practice, and research faculty in the department.

B Research Faculty Appointment Cap

In accordance with Faculty Rule [3335-7-32](#), unless otherwise authorized by a majority vote of the tenure-track faculty in the department, research faculty must comprise no more than 20% of the number of tenure-track faculty in the department. In all cases, however, the number of research faculty positions must constitute a minority with respect to the number of tenure-track faculty in the unit.

The department of psychology makes associated faculty appointments. Associated Faculty titles include tenure-track faculty with less than a 50% appointment, Adjunct titles, Visiting titles, and Lecturer titles. Associated faculty may not participate in personnel matters, including appointment, promotion, and tenure reviews, and may not vote on any matter.

Emeritus faculty in this department are invited to participate in discussions on nonpersonnel 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 [Appointments, Promotion and Tenure Document](#).

V. Organization of Department Services and Staff

The Department of Psychology is a large and complex department that requires a wide variety of support personnel to carry out the academic mission. These support staff include fiscal officers, administrative assistants, department managers, technical staff, academic advisors, and clinical staff, among others. The Chair is ultimately responsible for hiring all support staff, though faculty who are affected by such hires are routinely consulted prior to each hiring decision. For example, faculty with grants are normally consulted prior to hiring a department grants administrator, and the Undergraduate Studies Committee may be consulted prior to hiring undergraduate advisors.

VI. Overview of Department Decision Making

Although the Chair is ultimately responsible for all decisions, some decision making authority can be delegated by the chair to the Vice Chair(s), various standing or special committees of the Department, to faculty constituting the doctoral study program in the traditional areas (currently consisting of: behavioral neuroscience, clinical, cognitive, developmental, quantitative, intellectual and developmental disabilities, and social), or faculty representing cross-disciplinary tracks: Decision Psychology and Cognitive Neuroscience. The primary consultative bodies in the Department will be the Executive Committee (consisting of the coordinators of each of the doctoral program areas and cross areas), the Undergraduate Studies Committee, and the Graduate Studies Committee. For most non-trivial matters, the Chair will seek input from the Executive Committee and either the Graduate or Undergraduate Studies Committee, depending on the matter at hand. However, the nature and importance of any individual matter determines the approach to addressing it. Department governance proceeds on the general principle that matters of greater importance affecting larger numbers of faculty require more widespread consultation and discussion. Open discussions, both formal and informal in relevant standing and special committees, and in general faculty meetings, constitute the primary means of reaching decisions of central importance.

VII. Department Administration

A. Chair

The primary responsibilities of the chair are set forth in Faculty Rule [3335-3-35](#). This rule requires the chair to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content. The rule, along with Faculty Rule [3335-6](#), also requires the 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 chair, not specifically noted elsewhere in this Pattern of Administration, are paraphrased and summarized below.

- To uphold expectations of the Leadership Philosophy:
 - Uphold Ohio State's [Shared Values](#) and engender trust through words and actions.
 - Care for people and create conditions for well-being and productivity.
 - Set clear direction and goals for their teams and align to the mission of the department.
 - Solve problems and support their teams to adapt to changing contexts.
 - Drive cross-functional collaborations to advance goals of the department.
 - Demonstrate commitment to continuous growth for themselves and their teams.
- 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 university, college, 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 Rules [3335-6](#) and [3335-7](#) 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 appointment type and 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 from 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 chair exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of department 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 department chair will explain to the faculty the reasons for the departure, ideally before action is taken.

B. Other Administrators

The Chair may appoint, at his or her discretion, one or more Vice Chairs to assume certain designated administrative responsibilities. At present, there are two Vice Chairs. One Vice Chair is for Instruction (undergraduate/graduate). This Vice Chair coordinates all aspects of the Department teaching mission. The second Vice Chair focuses on Faculty Research, Promotion, and Tenure, including Chairing the Department's P&T Committee. The Vice Chairs work closely with the Department Chair and relevant committees of the Department to carry out their responsibilities. The Vice Chairs also will represent the Chair on relevant occasions when the Chair is unable to attend and will take on other responsibilities as agreed to with the Chair. Compensation for Vice Chair duties could include additional pay and/or course relief to be negotiated on an individual basis in accord with college policies.

The academic organization of the Department includes seven graduate specialty areas in psychology: Behavioral Neuroscience, Clinical, Cognitive, Developmental, Intellectual and Developmental Disabilities, Quantitative, and Social. The Department also offers cross-area specializations in Cognitive Neuroscience and Decision Psychology. Cross-area specializations require each faculty member to maintain affiliation with one of the graduate specialty areas, in addition to the cross-area program.

Each faculty member has a primary affiliation with one of the seven core areas, but affiliations with additional core areas and cross-area specializations is encouraged wherever appropriate. Area members traditionally make final decisions regarding additions to their traditional or cross-area faculty groups. Cross-area training specialties can be established with the approval of the Department Chair, the Graduate Studies Committee, and the Department as a whole. Cross-area training specialties are established when faculty from at least two core areas develop a training program that cuts across core area boundaries.

The faculty in each core area and cross-disciplinary area have the primary responsibility for

graduate education and training in the respective specialty field (e.g., course requirements, admission of graduate students, candidacy examinations) within the broader requirements set forth by the departmental faculty in its entirety as well as the general Graduate School requirements of The Ohio State University (monitored by the Graduate Studies Committee). Traditional areas, as well as cross-disciplinary areas, will be encouraged to establish similarly timed program landmarks for progress toward degree (e.g., completion of master's degree, the candidacy exam).

Each core area and cross-area has a Faculty Coordinator who serves as the primary administrative liaison for the graduate program. The Department Chair confirms the Faculty Coordinator for each graduate program after consulting with the relevant faculty in the program. Service is generally on a rotating basis. Program coordinators should be tenured faculty members.

The clinical area shall have a faculty member designated as Director of Clinical Training who will be appointed by the Chair for a three-year term upon the recommendation of the area faculty. The Director of Clinical Training also may assume normal rotational duties as area coordinator or departmental administrative positions, such as Vice Chair.

Regional campus faculty of the Department comprise a separate administrative group. For administrative convenience, the regional campus faculty are treated as a Departmental area.

The Faculty Coordinators from each graduate program specialty constitute the Executive Committee of the department (see below).

C. Committees

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

The Department currently operates with a standing committee structure as a mechanism to accomplish many of the normal routine administrative activities necessary for a major graduate department. Each summer, the Chair shall obtain a slate of nominees from each core area and cross-area coordinator listing suggestions for membership on some or all of the Department standing committees. With the exception of the elected Peer Review Committee, the Chair then will appoint the committees for the following year based upon these nominations along with the Chair's evaluation of the capacity of the faculty member to contribute to the charges of the committee. Unless specified otherwise, each committee will consist of at least three tenure track faculty members from different academic specialty areas. Chairs of Committees are selected by the Department Chair. The Graduate Studies Committee includes a graduate student member who is typically the elected chair of the Psychology Graduate Student Association (PGSA). Unless otherwise noted, committee members and committee chairs are appointed for a one-year term.

All standing and ad hoc committees serve to make action recommendations that are advisory to

the Department Chair.

The following standing committees are among the major committees that currently comprise the departmental committee structure. Although this committee structure reflects the current status of the Department, changes in the structure, including the adding or disbanding of committees, may occur at the discretion of the Chair, normally in consultation with faculty members. Unless otherwise noted, the size of committees may vary from year to year.

1. **Awards Committee:** This committee is charged with preparing nominations of faculty for various internal (e.g., Distinguished Scholar) and external (e.g., APA Early Career) awards for research, teaching, and service activities. This committee also makes recommendations for our annual Distinguished Alumni Award to a graduate of our doctoral training program.

2. **Communications and Development Committee:** This committee consults with the Chair regarding communication of accomplishments in the department, especially when such communication can help serve alumni relations, identifying/nurturing donor activity, and facilitating connections between current faculty and prospective donors.

3. **Equipment and Technical Services Committee:** The purpose of this committee is to recommend to the Chair allocations regarding equipment expenditures and to make recommendations to the Chair regarding enhancement of the technological infrastructure of the Department. This includes providing advice on hiring of technical staff and purchase of general equipment of benefit to the Department as a whole.

4. **Executive Committee:** This committee consists of the faculty coordinators for each of the Department's graduate training core area and cross-disciplinary area programs. The primary duty of the coordinators is to oversee operation of their graduate programs and the delivery of undergraduate courses needed by the Department. The Executive Committee also serves as the primary advisory committee to the Chair on long-term planning issues and strategies for enhancing the Department's profile in its research, teaching, and service missions. It also advises the Chair on strategies for addressing any short- and long-term problems facing the Department.

5. **Graduate Studies Committee:** This committee is responsible for all matters regarding graduate education. The committee consists of one tenure-track faculty member from each of the graduate program core areas and cross-disciplinary tracks appointed by the Chair as well as a faculty Chair. There will also be one graduate student representative appointed to this committee who will have voting privileges on all matters other than evaluation of graduate student progress. It is the responsibility of this committee to oversee all graduate training programs in the Department and make recommendations regarding any revisions. In addition, this committee formulates and administers policy regarding the submission and awarding of University Fellowships and departmental teaching associateships. It is the responsibility of this committee to ensure that the Department policies and procedures are in conformity with the requirements of the Graduate School and any other University policies concerning graduate education. Changes in the graduate curriculum are ordinarily the purview of the faculty within each training program; however, general matters of programming, or policy, are to be considered, and approved, by the general faculty who are members of the graduate faculty following deliberation by this committee.

6. Peer Review Committee. At the beginning of Spring semester, this committee reviews the teaching, research, and service activities of all tenure-track and tenured faculty and conveys performance evaluations to the Chair. A document outlining the procedures and criteria used by this committee to evaluate research, teaching, and service is made available to all faculty by the Department Chair. The committee evaluates all tenure-track and tenured faculty based on information entered into the Department Annual Activity Report, an online document to which all faculty are provided access. Probationary faculty also must update the OAA core dossier annually for review. Committee members will not rate themselves and will recuse themselves from rating any faculty member for whom a conflict of interest exists (e.g., a familial or comparable relationship, close research collaboration). The committee will have an initial meeting with the Chair to review the charge to the committee and guidelines for review. The committee then schedules four additional meetings to review research of regional faculty, research of Columbus faculty, teaching of Columbus faculty, and service of Columbus faculty (i.e., one performance domain reviewed at each meeting). For Columbus faculty, the committee evaluations are used as input for annual salary adjustments and other resource allocation decisions made by the Chair. For regional faculty, ratings are made in research only and these evaluations are conveyed by the Chair to the appropriate regional campus Dean.

The committee is composed of the Department Chair or a designated Vice Chair, four elected members of the tenured Columbus faculty, and one elected member from among the tenured regional campus faculty. Only elected members make ratings, and the regional campus member only participates in the regional faculty research evaluation meeting. The Vice-Chair for Instruction participates in the teaching evaluation meetings to provide clarification of any questions pertaining to teaching assignments and to make note of comments that will be used in writing teaching evaluations for annual letters to faculty. However, the Vice-Chair does not vote. Members of the committee are elected from three rosters of faculty, grouped by program area, to ensure that there is representation across the academic areas of the Department. Members must be tenured and serve two-year terms [with appointments staggered so that two members rotate off each year]. Members cannot stand for re-election for two years following a term of committee service.

7. Promotion and Tenure Committee. This committee is charged with the responsibility of compiling, describing, and presenting to the full Committee of Eligible Faculty cases for tenure and promotion in the Department. (For a full description of the Eligible Faculty, please see the [Department of Psychology Appointments, Promotion and Tenure document](#) Section III.A.) The committee also coordinates the process of fourth-year reviews of Assistant Professors, 4th year (penultimate year) reviews for probationary professional practice and research faculty, and reappointment reviews for nonprobationary professional practice and research faculty. The committee normally consists of five or six faculty members (4-5 from the Columbus campus and 1 faculty representative from the regional campuses) appointed by the Department Chair. One of the committee members also serves as the Procedures Oversight Designee for the committee. Typically, 3-4 of the members of the committee will be Professors and two will be Associate Professors, but covering diverse areas of expertise within the Department is paramount. If there are no regional cases in a given year, the Chair may forgo appointment of a regional campus representative. If there are non-tenure track faculty promotions for review, the Chair may consider appointing a non-probationary, non-tenure track faculty member at the rank of associate professor or professor, as appropriate to the case, to the committee. Specifically, a

professional practice faculty member may be included when a professional practice faculty candidate is being considered, and a research faculty member may be included when a research faculty member is being considered. Unless there is a conflict of interest or some other extenuating circumstance, the chair of the committee will be the Vice Chair for Faculty Research, Promotion, and Tenure. The Vice Chair for Faculty Research, Promotion, and Tenure is ultimately responsible for preparing all P&T reports and documents for individual candidates.

8. **Psychological Services Committee.** This committee, consisting of at least one member from the clinical area, is charged with overseeing the operation of the Department Training Clinic. The clinic is a primary site for practicum training of students in the clinical graduate program, and the clinic clientele include members of the University community as well as adults from the greater Columbus metropolitan area. The committee makes recommendations to the Chair regarding appointment of the Director of the Clinic.

9. **Research Experience Program (REP) Committee.** This committee administers the introductory psychology requirement for research participation and makes decisions concerning the award of participant hours to faculty and students.

10. **Speakers Committee:** The purpose of this committee is to coordinate the Departmental colloquium series and oversee the expenditure of Departmental colloquium funds.

11. **Undergraduate Studies Committee:** It is the responsibility of this committee to oversee and review all facets of the undergraduate curriculum, including the major and minor programs, undergraduate advising, operationalization of learning goals, assessment of achieving of learning goals, and other undergraduate programming. This committee also makes recommendations to the Department Chair and faculty concerning retention and revision of the undergraduate curriculum. Major changes in the undergraduate curriculum will be considered and voted on by the general faculty; however, this vote is advisory to the Department Chair. The Committee is co-chaired by the Director of Undergraduate Programs and the Vice-Chair for Instruction. In addition to the co-Chairs, the membership will generally consist of tenure-track (at least 3- 4) and associated faculty (at least 1 or 2).

VIII. Faculty Meetings

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

Special policies pertain to voting on personnel matters, and these are set forth in the department's

[Appointments, Promotion and Tenure Document.](#)

For purposes of discussing department business other than personnel matters, and for making decisions where consensus is possible and a reasonable basis for action, a quorum will be defined as a simple majority of all faculty members eligible to vote.

Either the Department chair or one-third of all faculty members eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance. For purposes of a formal vote, a matter will be considered decided when a particular position is supported by at least a majority of all faculty members eligible to vote. Balloting will be conducted electronically when necessary to assure maximum participation in voting. When conducting a ballot electronically faculty members will be given a specific deadline for response (generally the next business day).

Faculty votes are generally accomplished online with a specified deadline for response. Only yes or no votes are valid. Abstentions are not votes. Online ballots without an accompanying meeting may also be used when urgent matters arise and there is insufficient time to call for a faculty meeting. Votes on personnel matters are by confidential ballot. Where votes on other matters are required, any faculty member may request that a confidential ballot be used. Following a confidential ballot, votes are counted by the chair's associate and announced to the faculty. Special policies pertain to voting on personnel matters, and these are set forth in the Department Appointments, Promotion and Tenure Document. All votes are advisory to the Chair. In cases where the Chair delegates decision-making authority to the faculty, majority rule will apply.

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 Department chair will necessarily make the final decision.

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

Nine faculty meetings per academic year (one each month) are generally scheduled by the Department Chair in advance of the academic year. Meetings are not held over the summer. However, additional meetings may be called by the Chair when matters of general concern require it and meetings may be cancelled when insufficient business warrants. Generally, only tenure-track, professional practice, and research faculty attend these meetings; however, associated faculty are welcome to attend in a non-voting capacity. Also, staff and guests are sometimes permitted when they bring particular expertise to the issues under discussion. All tenure-track and professional practice members are expected to attend the meetings. When discussing faculty appointments or promotion and tenure decisions, all faculty attendees without voting rights for the case under consideration are excused from the meeting. The agenda is set by the Department

Chair in consultation with the chairs of the Department's standing and ad hoc committees. The Department Chair's associate maintains records of the meetings. Department meetings are intended to advance the business of the Department with efficiency and dispatch and should reflect a spirit of open exchange. Therefore, wide consultation of the faculty by the Chair should characterize all policy matters, and it is crucial that consultation occur prior to the formal consideration of issues by the full faculty. Faculty meetings are intended to foster open and thorough discussion, leading to general agreement. Agreement is best reached when issues are developed thoroughly, in committee or elsewhere, and with wide consultation in advance of their consideration by the faculty. For important strategic issues, the Executive Committee will ordinarily review the matter and advise the chair prior to deliberation or discussion by the full faculty.

When consultation with the faculty reveals an easy consensus, less time for general discussion will be required. The more important the matter to be decided, the more widespread the discussion ordinarily will be. Matters that are of general and critical concern to the faculty should dominate the agenda for Department meetings. These matters ordinarily include such topics as curricular revisions and changes in departmental policies. Procedural matters, and policy matters of more narrow concern, are typically made in standing committees of the Department, special *ad hoc* committees, within the academic areas recognized by the Department, or by the Chair.

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. When a faculty member's contributions decrease in one of the areas in which they contribute, additional activity in one or more of the other areas is expected.

During on-duty periods, faculty members are expected to be available for interaction with students, research, and department meetings and events even if they have no formal course assignment. Every member of the faculty who is assigned instruction is expected to establish and maintain regular office hours in order to be readily available to students. On-duty faculty members should not be away from campus for extended periods of time unless 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 department, 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.

The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the demands and resources of the department and the individual circumstances of faculty members may warrant temporary deviations from these guidelines.

A full-time faculty member's primary professional commitment is to Ohio State University and the guidelines below are based on that commitment. Faculty who have professional commitments outside of Ohio State during on-duty periods (including teaching at another institution; conducting research for an entity outside of Ohio State; external consulting) must disclose and discuss these with the chair in order to ensure that no conflict of commitment exists. Information on faculty conflicts of commitment is presented in the 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 mission via teaching, scholarship, and service. When a faculty member's contributions decrease in one of these three areas, additional activity in one or both of the other areas is expected.

Teaching

All tenure-track faculty are expected to contribute to the department's teaching, including large enrollment, general education, and specialized courses in both the undergraduate and graduate curriculums. Faculty members are also expected to advise undergraduate and graduate students and supervise independent studies and thesis and dissertation work. The standard teaching workload expectation for full-time tenure-track faculty members is 30-50% time allocation to total workload, in line with the university [workload guideline](#).

It is recognized that the effort required to teach a course is related to a variety of factors such as: the number of students enrolled, the availability of instructional support staff, the nature of the material being taught, the number and type of assignments to be graded, the method of instructional delivery, and other factors. In addition, consideration of effort allocated to teaching includes not only formal classroom teaching, but also non-classroom activities that contribute to the education of graduate and undergraduate students such as mentoring graduate student theses and dissertations, serving on graduate exam committees, advising undergraduates in independent study projects, and serving on undergraduate honors thesis committees.

The 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. The research-active workload for Columbus faculty in the Department of Psychology corresponds to 50% research, 30% teaching/mentoring, 20% service. This workload assumes that the faculty member has an active research program as defined by the Department's workload guidelines regarding a minimum number of publications or grants received during the previous 3 years. Currently, publishing approximately 6 high quality articles over a 3-year period would be sufficient to

qualify for a research-active teaching load, but other factors are considered (e.g., authorship of books and chapters; awarded grants). The Chair will make available to all faculty the specific criteria for being assigned a regular or a teaching-enhanced workload. These criteria are set by the Chair, in consultation with the Executive Committee and Vice Chair for Instruction. The criteria are reviewed periodically and may be adjusted by the Chair, as needed, to address Department teaching needs. By college guidelines, faculty cannot reduce their course load to zero as long as they are receiving any support from the University general funds, including in situations where faculty have external grants to buy out of teaching.

Faculty members who are less active in research can be assigned an enhanced teaching status that includes an increased teaching assignment (i.e., 30% research, 50% teaching/mentoring, 20% service).

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 assignment that includes a reduced teaching or research assignment.

Adjustments to the standard teaching assignment may also be made to account for teaching 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 department chair is responsible for making teaching assignments on an annual basis in consultation with the divisional dean 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 and the college. All tenure-track faculty members must do some formal instruction and advising over the course of the academic year. Providing high quality graduate and undergraduate education is an essential aspect of the Department's mission. Each faculty member is expected to engage in activities that contribute to the Department's graduate and undergraduate programs including both large service courses as well as specialized honors and graduate seminars. More specifically, over a 3-year period, it is expected that all faculty teach both undergraduate and graduate courses involving direct contact between the faculty member and students at least once a week. Faculty members also are expected to supervise both undergraduate and graduate students in research (e.g., honors theses, master's theses, doctoral dissertations).

Scholarship

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 research-active tenure-track faculty members is 40-50% time allocation to total workload. Over a four-year rolling period a faculty member who is actively engaged in scholarship will be expected to publish regularly in high quality peer-reviewed journals as well as in other appropriate venues, such as edited book chapters of similar quality and length as articles. Faculty members are also expected to seek extramural funding and appropriate opportunities to obtain patents and engage in other commercial activities stemming from their research where appropriate.

The Department of Psychology is a premier research department and aims to maintain and

enhance this status. Thus, faculty are expected to engage in a continuous program of high-quality research that contributes to the advancement of psychology as a science and to the international prestige of the Department. Faculty also are expected to seek external support for their research efforts and to make periodic presentations at regional, national, and international professional meetings. It is also expected that faculty publications will have an impact on the field as assessed by citations to the faculty members' work. Ordinarily, the expectation is that the research program of individual faculty members will result in a minimum of 2-3 peer-reviewed publications in good journal outlets, per year. Such publications are the primary criteria determining research (vs teaching) assignments, as grant funding availability varies across areas, and requirements for conducting the research (in terms of funding) differ across programs as well. Each year, the Chair will provide the faculty with guidelines to document their research productivity for the purpose of qualifying for a research-enhanced course load, a standard course load, or a teaching enhanced course load. The Chair may grant new faculty members course reductions to facilitate initiation of their research programs.

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](#). Typically, this will include service on two committees within the department and one outside the department. This pattern can be adjusted depending on the nature of the assignment (e.g. service as committee chair, service on a particularly time-intensive committee, organizing a professional conference, leadership in an educational outreach activity, service in an administrative position within the department, college, or university).

All faculty members are expected to attend and participate in faculty meetings, recruitment activities, and other department events.

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 head 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 head should also consider this additional service burden in managing equity of service loads among faculty.

Academic, administrative, and professional services are an integral aspect of faculty responsibilities and thus faculty are expected to devote approximately 10-20% of their overall effort to university, department, and professional service. Faculty are expected to contribute to the day-to-day operation of their graduate program or cross-disciplinary area(s), serve on one or two standing or ad hoc departmental committees, and participate in college and university service activities periodically. Faculty also are expected to make periodic contributions to the profession by serving on editorial boards and holding office in professional societies. Service responsibilities will fall disproportionately on tenured faculty, but all faculty are expected to function as good citizens toward the needs of the area, Department, College, and University. On

occasion, individual faculty will be called upon to perform extraordinary service to the department, the university, or the field. To the extent that such service (e.g., becoming a journal editor) contributes to the department's overall mission but is unusually time consuming, modifications to one's expected contributions to the teaching or research areas may occasionally be made by the Chair. For extraordinary service assignments, the faculty member will be responsible for documenting the time commitment associated with such service and, if necessary, justifying the value of this service to the department. Faculty who are engaged in extraordinary service activities can receive a course reduction based on the value of the activity to the Department and the amount of effort involved. However, such course reductions are rare. Faculty who are only minimally involved in service (i.e., significantly less than the expected 10-20% effort) may be assigned an additional course to help balance the workload in the Department.

i. Special Assignments

Information on special assignments (SAs) is presented in the Office of Academic Affairs [Special Assignment Policy](#). The information provided below supplements these policies.

Probationary tenure-track faculty are normally not eligible for SAs as any course reductions in the probationary period are negotiated and outlined in the offer letter. Reasonable efforts will be made to award SA opportunities to all other tenure-track faculty members subject to the quality of faculty proposals, including their potential benefit to the department or university, and the need to assure that sufficient faculty are always present to carry out department work. The Executive Committee will evaluate all SA proposals and make recommendations to the department chair. The department chair's recommendation to the dean regarding an SA proposal will be based on the quality of the proposal and its potential benefit to the department or university and to the faculty member as well as the ability of the department to accommodate the SA at the time requested. More generally, reasonable efforts will be made to award SA opportunities to all deserving faculty members subject to the quality of faculty proposals (their potential benefit to the Department or University), as well as the need to assure that sufficient faculty are present to carry out the teaching needs of the Department.

B. Professional Practice Faculty

The department of psychology appoints professional practice faculty. These appointments exist for faculty members who focus principally on the education/training and clinical supervision needs for the department. Professional practice faculty members are expected to contribute to the department's research and education missions by participating in graduate program development and teaching. That is, professional practice faculty members are expected to contribute via teaching and service, and to a lesser extent scholarship. The standard workload expectations for full-time professional practice faculty members are 65-100% teaching, 0-30% scholarship, and 0-30% service.

All professional practice faculty are expected to contribute to the Department's teaching/training in courses or instructional situations involving patients or clients, courses or instructional situations involving the simulation of patients or clients, or courses or instructional situations involving teaching of professional skills.

C. Research Faculty

Research faculty members are expected to contribute to the university's mission via research.

In accord with Faculty Rule [3335-7-34](#),

a research faculty member may, but is not required to, participate in limited teaching activities in the area of his or her expertise. However, teaching opportunities for research faculty must be approved by a majority vote of the department tenure-track faculty. Under no circumstances may a member of the research faculty be continuously engaged over an extended period of time in the same instructional activities as tenure-track faculty.

Standard workload expectations for full-time research faculty members are 0-10% teaching (student mentoring), 90-100% research, and 0-10% service, depending on specific expectations as spelled out in the letter of offer.

D. 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.

Faculty members with tenure-track titles and appointments <50% FTE will have each dimension of their workload responsibility (teaching, research, service) adjusted proportionally to 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.

Associated faculty members with lecturer and senior lecturer titles will be hired to help fulfill the teaching mission of the Department, especially for courses at the 1000-4000 level.

Lecturers and senior lecturers who teach 6 or more courses per academic year are expected to devote 10% of their time in service to the Department. The Vice-Chair for Instruction, with approval of the Chair, will define these service commitments, as well as determine specific course assignments, and conduct annual evaluations of associated faculty.

Lecturers are hired on one-year contracts. Lecturers with strong teaching performance will become eligible for promotion to senior lecturer, with the possibility of 3-year contracts.

E. Modification of Duties

The Department of Psychology strives to be a family-friendly unit in its efforts to recruit and

retain high quality faculty members. To this end, the department is committed to adhering to the College of Arts and Sciences' guidelines on modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of 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.

A faculty member requesting a 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 an MOU that is approved by the dean. A faculty member who is relieved of teaching duties for a semester under the modified duties process cannot be required to make up the teaching at a later time.

X. Course Offerings, Teaching Schedule, and Grade Assignments

The department chair will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty, both collectively and individually. However, the dean and divisional deans are ultimately responsible for approving course offerings and teaching schedules. In order to achieve equitable workloads for all faculty, the teaching responsibilities for an individual faculty member may be adjusted in response to variations in research, service, and other activities.

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 department chair 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.

Within the department, area coordinators are responsible for working with individual faculty to develop teaching plans. In October of each year, the coordinator will collect course preferences for the following academic year from faculty members in their area. Area coordinators are

responsible for balancing those preferences so that each area offers a coherent and sensible program for graduate and undergraduate students. The Area coordinator acknowledges this by signing-off on the plans of individual faculty. The Vice-Chair for Instruction collects course preferences from area coordinators in November and is responsible for ensuring that the collective area course submissions meet the needs of the Department's graduate and undergraduate curricula. While efforts will be made to accommodate the wishes of the faculty, the Department Chair, in consultation with the Vice-Chair for Instruction and the oversight staff for undergraduate instruction, is responsible for decisions about teaching, including the courses to be taught, the faculty who will teach them, and the days and times on which they will be taught.

In an effort to comply with College and University rules, the Department requires that undergraduate courses should have a minimum enrollment of at least fifteen and graduate courses should have a minimum enrollment of eight. Courses that do not meet these minimums are likely not to count toward a faculty member's workload and are subject to cancellation (pending a review by the Chair and the divisional dean). The Vice-Chair for Instruction and Department Chair will review at least annually the patterns of enrollment in all the Department course offerings and identify offerings that represent a less than optimal use of instructional resources. Courses that are continually below minimum enrollments should not be offered or at least not offered again until there is reason to expect adequate enrollment. Faculty who teach such courses, or whose courses are canceled because of low enrollment, should be assigned other courses. The Chair, in consultation with the divisional dean, is responsible for determining whether a scheduled course is to be canceled. Faculty or staff may not cancel courses on their own.

XI. Allocation of Department Resources

The department 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 unit goals.

The department 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 department chair.

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

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

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

Allocations to faculty are based on instructional needs (e.g., course enrollments) and individual merit (e.g., based on ratings from the Peer Review Committee). For example, specific space (labs and offices) belongs to the Department and not to individuals or to program areas. For some departmental resources, decisions on allocations are delegated to Departmental committees (e.g., Equipment, Speakers). Ordinarily, the Chair will engage in greater consultation with the

faculty the more valuable the resource to be allocated.

IX. 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 on the Office of Human Resources [Policies and Forms website](#). The information provided below supplements these policies.

A Discretionary Absence

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 TIU head 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)

Information on faculty professional leaves is presented in the OAA [Policy on Faculty Professional Leave](#). The Department Chair, in consultation with the Executive Committee, reviews all requests for Faculty Professional Leave (FPL) and makes a recommendation to the divisional Dean based on the quality of the proposal in terms of contributing to the scholarship of the discipline, the future research output of the faculty member, and the likelihood of the leave aiding in receipt of external funding. The ability of the Department to fulfill teaching commitments at the time of the requested leave also will be a critical consideration. In general, FPL proposals should not be used solely to finish existing projects that could be completed in the normal course of activity but should enhance professional development of the faculty member.

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](#).

In some circumstances, a modified workload for a period of time may offer a better solution than the use of leave. The College of Arts and Sciences has developed a modified duty practice for faculty that exists within the framework of the university's leave policies. See [Section IX.D.](#) of this document and Appendix A in the College of Arts and Sciences' [Pattern of Administration](#) for more details.

XIII. Additional Compensation and Outside Activities

Information on additional compensation is presented in the OAA [Policy on Faculty Compensation](#). Information on outside activities is presented in the university's [Policy on Outside Activities and Conflicts](#). 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 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/her/them, such textbook or material may be required for a course by the faculty member only if (1) the faculty member's department chair and/or dean or designee have approved the use of the textbook or material for the course taught by the faculty member, or (2) an appropriate committee of the department or college reviews and approves the use of the textbook or material 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 Policy

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

X. 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

Any faculty or staff member who believes that their 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 an appeal with the college's Faculty Salary Appeals Committee. A formal salary appeal can also be filed with the Office of Faculty Affairs (see Chapter 4, Section 2 of the Office of Academic Affairs [Policies and Procedures Handbook](#)).

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](#).

Any student, faculty, or staff member may report complaints against staff to the department chair. 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 undergraduate courses and instructors to the department chair, the department chair will consult with the Vice Chair for Instruction and, if appropriate, the Director for Undergraduate Programs. The Vice Chair will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the Vice 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 Vice 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](#). Any complaints about graduate courses or faculty will be referred to the Chair of the Graduate Studies Committee or other member of the committee if there is a perceived conflict for the Chair.

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 department chair and others with appropriate knowledge of policies and procedures when problematic situations arise.

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](#).