

**Pattern of Administration  
for  
The Ohio State University  
Department of Spanish and  
Portuguese**

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## **I. PREFACE**

This document provides a brief description of the department of Spanish and Portuguese as well as a description of its guidelines and procedures. It supplements the [Rules of the University Faculty](#) and other policies and procedures of the University to which the department and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document. In keeping with Faculty Rule [3335-3-35\(C\)\(2\)](#), this Pattern of Administration must be revised or reaffirmed by the chair, whether newly appointed or reappointed, in consultation with the faculty, during his or her first year in office. Any revisions shall be made with broad faculty input, obtained in a manner consistent with the department's established practices and procedures. Potential revisions will be discussed in the Advisory Committee and those revisions deemed consequential enough to warrant consultation of Departmental Council will be referred to the Departmental Council. Amendments may also be made at any time at regularly convened meetings of the departmental council. Amendments must be approved by a majority of those present and voting. Not less frequently than every four years, the Pattern of Administration shall be reviewed by the Advisory Committee. All revisions, as well as periodic reaffirmation, are subject to approval by the college office and the Office of Academic Affairs.

## **II. DEPARTMENT VISION AND MISSION**

### **Vision**

The Department of Spanish and Portuguese (SPPO) will be among the top undergraduate and graduate programs in the United States in the fields of Hispanic Linguistics, Iberian Studies, Latin American and Latinx Literary and Cultural Studies, and Portuguese.

### **Mission**

To teach, create and exchange knowledge about the languages, linguistics, literatures and cultures of Latin America, Portugal, Spain, the United States, and Portuguese- and Spanish-speaking Africa and Asia through teaching and learning, research and creative activity, and community engagement from local to global levels.

To realize this vision and mission, we will dedicate ourselves to the following goals that demonstrate our commitment to the productive interrelationships between research, teaching and community engagement:

### **Excellent Faculty and Academic Programs**

- Support innovative and relevant research about language, language contact, linguistic phenomena, literature, film and visual studies, and overarching cultural dynamics in Latin America, Portugal, Spain, the United States, and Portuguese- and Spanish- speaking Africa and Asia
- Offer programs of distinction; and support innovative teaching
- Promote interdisciplinary research and collaboration

## **Values**

- Promote the understanding of and engagement with the rich diversity of the languages, literatures and cultures of Latin America, Portugal, Spain, the United States, and Portuguese- and Spanish-speaking Africa and Asia in the classroom and outside of it
- Foster an environment of productive exchange of viewpoints

## **Citizenship and Advocacy**

- Prepare our students to be leaders and engaged citizens on local, regional, national and global levels by promoting multilingual and cross-cultural competencies
- Affirm the vital importance of education in diverse languages, literatures and cultures to the preparation of student-citizens

## **Community Engagement**

- Foster collaborations between faculty, students, and community partners (on local, regional, national, and global levels) through classes and extracurricular activities
- Support innovative efforts to integrate teaching, research/creative activity and community engagement with the Spanish- and Portuguese-speaking communities in central Ohio

## **Access, Affordability, and Student Success**

- Expand access to teaching and learning opportunities through the use of new digital technologies
- Streamline undergraduate programs and provide cost-efficient study abroad opportunities to Latin America, Portugal and Spain.
- Enhance linkages between classroom and experiential learning and post-university opportunities

## **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 and teaching faculty with compensated FTEs of at least 50% in the department, and associated faculty.

The Department of Spanish and Portuguese 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 Spanish and Portuguese makes teaching appointments. Teaching faculty titles are teaching instructor; assistant teaching professor; associate teaching professor; and teaching

professor.

Teaching faculty may vote in all matters of departmental governance except tenure-track faculty appointment, promotion and tenure decisions. Teaching faculty may vote on teaching faculty appointment, reappointment, and promotion reviews.

#### **A. Teaching Faculty Appointment Cap**

This department's appointment cap on teaching faculty is established in the [college pattern of administration](#).

The Department of Spanish and Portuguese makes associated faculty appointments. Associated faculty titles include tenure-track faculty on less than a 50% appointment, adjunct titles, lecturer titles, and visiting titles.

Associated faculty, with the exception of visiting faculty, may vote in all matters of departmental governance except personnel decisions. Visiting faculty may be 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.

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 [Appointments Promotion and Tenure document](#).

#### **V. ORGANIZATION OF DEPARTMENT SERVICES AND STAFF**

The department currently has the following staff positions:

- \* Business Operations Manager (shared with FRIT and CLLC)
- \* Fiscal Associate (shared with FRIT and CLLC)
- \* Academic Program Manager
- \* Associate Spanish Language Program Director
- \* Assistant Spanish Language Program Director
- \* Assistant Spanish Language Program Director
- \* Assistant Spanish Language Program Director
- \* Office Associate

#### **VI. OVERVIEW OF 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 the participation in decision-making needs to be. Open discussions, both formal and informal, constitute the primary means of reaching consensus on decisions of central importance.

## **VII. DEPARTMENTAL ADMINISTRATION**

### **A. Department Chair**

The primary responsibilities of the chair of the department are set forth in Faculty Rule [3335-3-35](#) and are herein incorporated by reference. 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 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 departmental 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 departmentally 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 the 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's 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 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
- To maintain minutes of all faculty (Departmental Council) meetings and to maintain records of all other actions covered by the pattern of administration

Day-to-day responsibility for specific matters may be delegated to others, but the chair retains final responsibility and authority for all matters covered by this Pattern, subject when relevant to the approval of the dean, Office of Academic Affairs, and Board of Trustees.

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

## **B. Other Administrators**

### **1. Vice Chair**

The chair may appoint, in consultation with the departmental faculty, a vice chair who will discharge the chair's duties in his/her absence as well as other duties deemed appropriate. The



Vice Chair will serve a term of two academic years. While the duties of the office may vary, they will include curricular leadership and oversight of the academic programs.

## **2. Director of Graduate Studies**

The director of graduate studies is a faculty member of the Columbus campus departmental faculty holding category P status in the Graduate School. He or she is appointed by the department chair after consultation with the departmental faculty, serves as chair of the graduate studies committee, and oversees departmental graduate programs, graduate advising, M.A. and Ph.D. examinations, and such other tasks related to graduate studies as the department chair may assign. The Director of Graduate Studies will serve a term of two academic years.

## **3. Director of Undergraduate Studies**

The director of undergraduate studies is a member of the Columbus campus departmental faculty who is appointed by the department chair after consultation with the departmental faculty. He or she serves as chair of the undergraduate studies committee and oversees departmental undergraduate programs, undergraduate advising, departmental international studies opportunities, and such other tasks related to undergraduate studies as the department chair may assign. The Director of Undergraduate Studies will serve a term of two academic years.

## **4. Director of Language Programs**

The director of the Spanish language program is a tenure-track faculty member appointed by the department chair after consultation with the departmental faculty. S/he serves on and may chair the language studies committee, oversees curriculum and instruction in the Spanish language program, makes recommendations to the faculty about changes in the programs, and provides overall leadership in program development. A director of the Portuguese language program may be appointed from the associated faculty ranks when needed.

## **C. Departmental Committees**

Much of the development and implementation of the department's policies and programs is carried out by constituted, standing, and ad hoc committees as defined below. Faculty members on all standing and ad hoc committees are selected from among the departmental faculty. All committees are open to all members of the departmental faculty to the extent compatible with the definition of committee membership qualifications given below. Faculty members on regional campuses may request in writing to the department chair to be considered for discretionary committee service on the Columbus campus for a given year. 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. Unless otherwise noted, all committee chairs are appointed by the department chair to serve one-year terms.

Meetings of all committees shall be governed by applicable regulations of the department, the College of Arts and Sciences, the Graduate School, and the University and other pertinent documents. In principle, wherever a procedural question arises, such meetings follow *Robert's Rules of Order. Newly Revised* (latest edition).

## **Constituted Committees**

Constituted committees are those whose faculty members are seated automatically on the basis of their attainment of appropriate rank and faculty type within the department. Student members, if any, are named in the manner described in the subsections below.

### **1. Eligible Faculty**

The committee of eligible faculty consists of tenured and tenure track faculty and teaching faculty members and handles all matters related to the appointment, tenure and promotion of personnel as described in the SPPO [APT document](#).

### **2. Departmental Council**

The departmental council consists of the following members:

- all tenured and tenure-track members of the departmental faculty, as defined above (may vote on all matters)
- all teaching faculty members of the departmental faculty, as defined above (may vote on all matters except tenure-track faculty promotion and tenure decisions)
- a representative of the lecturers, selected by and from the lecturers for a one-year term (may vote on all matters except graduate curriculum and personnel matters)
- all departmental personnel on administrative, professional and civil-service appointments (may vote on all matters except curriculum and personnel matters)
- one graduate student member selected by and from the departmental graduate student body for a one-year term (may vote on all matters except personnel matters and matters that involve student confidentiality).

The department chair serves as chair of Departmental Council.

## **Standing Committees**

Standing committees are elected or appointed annually as specified below to carry out their charge within the framework of the policies of the faculty and the University. All standing committees report in succinct written form to the departmental council at least once a year. The decisions of all standing committees go to the department chair and/or to the departmental council as recommendations for action. Meetings of standing committees shall be called with due advance notice in writing, including an agenda detailing the major points to be covered at the meeting.

### *Elected Standing Committees*

### **3. Advisory Committee**

The Advisory Committee consists of three tenure-track faculty members, at least one from each rank. There will also be a representative of the teaching faculty, a representative of the associated faculty and a representative of the graduate students. Members are elected for staggered terms of two years, where numerically possible. They shall be ineligible for reelection for one year, again,

where numerically possible. Vacancies on the committee will be filled by an election held early each Spring semester for the following academic year. Tenure-track faculty vote only for tenure-track faculty representatives that share their same rank, and may vote for as many faculty members within that rank for which there are openings on the committee. Teaching faculty members of all ranks may vote for the teaching faculty representative. Associated faculty members vote for the associated faculty representative. Graduate students vote for the graduate student representative. The openings will be offered to the departmental faculty member(s) or graduate student representative who receives the largest number of votes. The chair will resolve ties.

The committee meets on an ad hoc basis, with a dedicated weekly time slot reserved so that they can meet to address issues of the moment. The committee allows the chair to consult the department in an agile fashion on matters of policy, budget, salary increases, and other topics except where prevented from doing so by University rule. Any Advisory Committee member may introduce an item for the agenda. The committee may refer items to the departmental council or another appropriate body. Minutes of meetings will be distributed to all departmental faculty members.

#### *Appointed Standing Committees*

#### **4. Graduate Studies Committee**

The Graduate Studies committee is appointed by the department chair to serve for one academic year and consists of the director of graduate studies who serves as chair, plus four or five other members of the departmental faculty holding graduate faculty status (M or P), and one graduate student selected by and from the departmental graduate student body. The graduate student has full voting rights, except in cases of degree conferral, evaluation of examinations, and student petitions.

A reasonable representation of departmental areas of graduate interest should be maintained through judicious committee composition and membership rotation.

The committee meets at least once during each regular academic semester. The committee oversees graduate advising, examinations for M.A. degrees, and the candidacy and Final Oral Examinations in the Ph.D. program. The committee considers curricular and course proposals relating to the graduate program and selects candidates for graduate admissions. The committee nominates candidates for fellowships, makes recommendations to the department chair for financial aid offers, coordinates graduate student recruitment, and deals with other graduate studies matters. The committee may consult with any faculty member regarding specific students under its jurisdiction.

#### **5. Undergraduate Studies Committee**

The Undergraduate Studies committee is appointed by the department chair to serve for one academic year and consists of the director of undergraduate studies who serves as chair, at least four tenure-track faculty members of the departmental faculty, and one undergraduate student selected by the chair of the committee in consultation with the undergraduate advisor(s) from

among the departmental undergraduate majors. The undergraduate student has full voting rights except in matters of personnel and matters pertaining to student grades and petitions. A reasonable representation of departmental areas of undergraduate interests should be maintained through judicious committee composition and membership rotation. The department's program manager, undergraduate Advisor(s) and the director of the Language program are ex-officio members of the committee.

The committee meets at least once during each academic semester. The committee oversees the major/minor advising process, considers and makes decisions concerning curricular and course proposals relating to the undergraduate program, excluding the curriculum managed by the Language Studies Committee; decides on matters relating to the honors program in the department; and may deal with other undergraduate studies matters. The committee may consult with any faculty member regarding specific students under its jurisdiction.

## **6. Communication and Library Committee**

The Communication and Library committee is appointed by the department chair to serve for one academic year. It consists of three tenure-track departmental faculty members and one graduate student with full voting rights, selected by and from the graduate student body of the department, and a library liaison. The chair and faculty members of the committee are appointed by the department chair. The committee is in charge of gathering and disseminating departmental information in coordination with the chair—including maintaining and updating the department's website and social media interfaces. The committee coordinates departmental library concerns and represents the interests of the department with appropriate University library officials. The committee makes recommendations to the department chair regarding the acquisition, organization, and storage of audiovisual materials and other artefacts used in connection with departmental instruction and community engagement. The committee also makes recommendations to the chair regarding the use of technology for instruction including web connections and like matters. The committee meets at least once during each regular academic semester.

## **7. Language Studies Committee**

The Language Studies committee is appointed by the departmental chair to serve for one academic year. It consists of at least three tenure-track faculty members. The Language Program Director serves on and may chair the committee. The committee includes at least one GTA and at least one lecturer involved in the teaching of introductory and intermediate language courses. The committee is responsible for the administration and promotion of the 1100-2200 level Spanish and Portuguese courses, as well as the introductory and intermediate levels for Quechua, Catalan, and other potential language offerings. It considers curricular and course proposals relating to the introductory and intermediate level courses in all languages offered through the department. It also maintains a pool of potential lecturers, conducts interviews, and advises the chair on the hiring of lecturers to fulfill the needs of the language program; and is responsible for the observation and evaluation of GTA's and lecturers' teaching and performance. The committee will meet at least twice each semester.

## **8. Research Committee**

The main purpose of the Research Committee [RC] is to promote faculty research and work with the appropriate committees to showcase its results at the departmental and college levels. One of its most important tasks is to advise the department Chair on the ranking of faculty research proposals, such as SA and FPL applications and/or other special research proposals that involve faculty course load reductions. (AH Larger and Smaller Grant applications are not reviewed by the RC and should be forwarded directly to the Department Chair, who will evaluate their merits and provide the necessary signature of endorsement.) The RC meets on demand and at least twice per academic year.

The RC consists of a minimum of three tenure-track faculty members appointed by the department Chair selected to represent both the tenure-eligible and tenured ranks. Appointed RC members serve for one academic year. One of these members is appointed as Chair by the department Chair. Members of the research committee should not serve more than two years in a row and an effort will be made to implement a staggered-term structure to facilitate both members' rotation and continuity of the committee's work.

## **9. Outreach Committee**

The Outreach Committee consists of at least four faculty members, either tenure-track or teaching faculty, and chair, appointed by the department chair to serve for one academic year, as well as one graduate student selected by and from the departmental graduate student body who may vote on all matters. The mission of the committee is to engage constituents beyond the department and beyond the university in the intellectual enterprise of the department, whether in the form of knowledge dissemination to community members or in the form of deployment of intellectual assets for the benefit of the community. The goal of this outreach is to develop ties beyond the department and to foster the growth of programs that integrate the department with the larger communities in which we are embedded. The committee meets at least once during each regular academic semester. The committee identifies outreach targets, develops strategies and objectives for the year, advises the chair on opportunities for outreach and regularly communicates the status of ongoing outreach projects to the department faculty.

## **10. Promotion & Tenure Committee**

As indicated in the department's [Appointment, Promotion and Tenure document](#), SPPO utilizes a P&T committee consisting of a minimum of three tenured faculty members to assist the Committee of the Eligible Faculty in managing promotion and reappointment cases. The members of the committee are appointed by the chair, must be at rank higher than the candidate, and include at least one member within the candidate's primary field(s) of expertise. When there is more than one promotion and tenure case under consideration in a given year, the department chair will appoint separate P&T committees, each corresponding to the candidates' areas of expertise. When a teaching faculty member is reviewed for promotion and/or reappointment, the chair may assign a non-probationary teaching faculty member of higher rank to the committee.

## **11. Ad Hoc Committees and Task Forces**

Ad hoc committees may be created by the department chair or by action of the Departmental Council whenever deemed necessary to deal with a specific question. They receive their particular and limited charge from the constituting authority and may not be created primarily to take up functions assigned by this Pattern of Administration to duly constituted standing committees.

Meetings shall be scheduled with enough advance notice to give all members the opportunity to participate fully. A summary agenda shall be provided with the call for a meeting. The annual committee report to the departmental council shall also be based on information kept by the committee chair. Meetings of committees shall be called by the respective chairs as needed to transact the business required by the committee's charge(s).

## **VIII. Faculty Meetings (Departmental Council and Committee of the Eligible Faculty)**

Faculty meetings in the department take place through meetings of Departmental Council (non-personnel matters) and meetings of the Committee of the Eligible Faculty (personnel matters), both of which are defined as constituted committees (See Section VII.C). The department chair presides over and sets the agenda for Departmental Council Meetings.

The departmental council makes recommendations to the chair on all matters brought before it, including major policy issues and graduate and undergraduate degree programs. It receives at least an annual report from standing committees. At the discretion of the department chair, persons who are not members of the departmental council with a particular interest in specific items on the agenda may be invited to participate in the discussion of those items.

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 departmental 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.

### **Call for Meetings and Meeting Schedules**

The department chair will provide the faculty with a schedule of meetings of the Departmental Council and the Committee of the Eligible Faculty at the beginning of each academic term. The schedule will provide for at least two meetings per academic semester and normally will provide for monthly meetings. The Departmental Council or the Committee of the Eligible Faculty may also be called into session by the department chair, the advisory committee, or by petition of one fourth of the departmental faculty. The department chair will make reasonable efforts to have the meeting take place within one week of such a request. The agenda will be delivered to faculty by e-mail before a scheduled meeting, and reasonable efforts will be made to do so at least three business days before the meeting.

Special policies pertain to voting on personnel matters by the Committee of the Eligible Faculty

and these are set forth in the department's [Appointments, Promotion, and Tenure](#) document. The remainder of this section refers to voting on non-personnel matters by the Departmental Council.

## **Quorum**

For purposes of discussing departmental 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 at least half of the voting members of the committee.

## **Voting**

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. Voting shall be by voice, show of hands or ballot. A secret written ballot may be requested by any voting member. Balloting may 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. Absentee and proxy votes are not allowed. 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.

## **Minutes**

At all Departmental Council meetings, abbreviated minutes shall be taken and distributed to the members of the committee, the department chair, and to others when appropriate. A secretary shall be appointed at the outset of all committee meetings. If there are personnel or student evaluation issues on the agenda, the corresponding items in the minutes shall be treated as confidential information. A copy of each set of minutes will be kept on permanent file in the office of the departmental office associate. The department chair will distribute minutes of Departmental Council meetings to faculty by e-mail within seven days of the meeting if possible. These minutes may be amended at the next Departmental Council meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes.

## **IX. Distribution of Faculty Duties, Responsibilities, & 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 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**

All 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**

A standard instructional course load for tenure-track faculty is four courses per 9-month academic year (50% time allocation to total workload). Deviations from this standard load may be approved by the chair in consultation with the divisional dean according to departmental need, within the parameters of the course assignment inventory and employing the Special Assignment and Faculty Professional Leave provisions outlined below.

Teaching involves more than class time. It also includes advising, mentoring, directing theses and dissertations, preparation of course related materials and of revised and new course proposals, updating research and teaching techniques, etc.

Lowering of the course load may take place: (a) as a result of appointment negotiations; (b) due to service obligations as a departmental officer or for special assignments as determined by the chair; (c) as a result of grants providing replacement funds; (d) due to heavy instructional



involvement beyond formal classroom teaching; and (e) when the department chair in consultation with the Research Committee determines that a faculty member's research is of exceptional urgency and excellence. In such cases the course load may be temporarily reduced. Raising of the teaching load to five, or in exceptional cases a maximum of six, courses per year may be appropriate if a faculty member's major professional activity occurs in this area, or if a faculty member is significantly less active in research or service; any such adjustments for an upcoming academic year are outlined in the annual review letter. Individual determination of course load is made each year by the chair in consultation with the Advisory Committee (excluding the graduate student member) after reviewing the faculty member's overall performance for the last three years, in consultation with the divisional dean and within the parameters of the course assignment inventory and employing the Special Assignment and Faculty Professional Leave provisions outlined below.

The department chair may consider requests to change course assignments when such changes do not affect the coherence of the department's offerings or disrupt overall service assignments. Team teaching implies that both teachers collaborate on all aspects of the course and are equally responsible for the entire course. Both attend all class sessions and both share fully in the grading. In such a case, both teachers receive full-course credit for their team-taught course as long as the minimum enrollment of 40 students is reached. Faculty proposing to team-teach in a given academic year must submit a written proposal to the chair no later than the end of Autumn semester of the previous academic year. The chair will consider the proposal within the context of departmental programs and needs. Since this staffing pattern brings with it an otherwise not compensated reduction by one faculty-taught section for the year, any such proposal must present a strong rationale for teamed instruction. The inclusion of a team-taught course in the schedule will depend on formal approval by the chair.

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 or the college. 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.

Evaluation of teaching will mainly consider documentable quality of outcome (including peer evaluations of instruction and required student evaluation of each formal course) and materials, as well as quantity with regard to non-classroom teaching activities. All adjustments to the standard course load must be approved by the dean.

## **Research**

All tenure-track faculty members in the department are expected to pursue an active research program with progressive quality and quantity of output 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% time allocation to total workload according to the university [workload guideline](#). Research results will be disseminated on a regular basis, and they will also inform the faculty member's teaching, particularly at the graduate level. Research activities are different from teaching and service in that they cannot be assigned with regard to quantity, kind, and eventual significance. In accordance with the departmental APT document,

promotion and tenure, and annual review evaluations will rely on the quality and quantity of research to assess a faculty member's performance in research. For purposes of merit salary increase, the weighting of teaching and research will be proportional to the individual faculty member's workload assignment in each category.

Although research results are difficult to quantify, they are typically communicated in the form of books, editions, translations, textbooks, articles in professional journals, chapters in books, etc., as well as technologically enhanced formats. An important indicator of the quality of published research is the professional reputation of a press, journal, or other dissemination channel, and its selectivity. The value of each of these publication formats varies from area to area within the department and cannot be quantified.

Beyond the publication of research findings, the department also values many research-related activities which are essential to a faculty member's national and international standing. A partial listing of these activities includes: obtaining external grants and competitive awards; editing journals; refereeing manuscripts or proposals as members of editorial boards of journals, publishers, or granting agencies; presenting invited lectures and participating in scholarly meetings in the US and abroad, etc.

## **Service**

Faculty members are expected to be engaged in service and outreach to the department, university, profession, and/or community. The standard service workload expectation for full-time tenure-track faculty members is 10% time allocation to total workload according to the university [workload guideline](#). All faculty are expected to perform functions on mandated and assigned committees in reasonable amount and equitable distribution to produce effective service of high quality. This duty includes but is not limited to attending meetings and participating in their work. Service assignments are made at the beginning of each academic year by the chair after consultation with the faculty member. Special efforts requiring some form of additional compensation will be contracted with the chair. All service in furtherance of the department's mission will be evaluated for quality and quantity based on self-reporting, outcome of service activities, summary committee reports, and peer evaluation.

Service loads should be discussed and agreed to during annual performance and merit reviews. When heavy service obligations outside of the department are primarily volunteer in nature, the department chair is not obligated to modify the department service load of the faculty member or reduce teaching and/or scholarly obligation. 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 and may be considered when distributing the faculty member's other duties and considered for the AMC Process. The department chair should also consider this additional service burden in managing equity of service loads among faculty.

### **1. 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 course reductions during the probationary period are negotiated and outlined in the offer letter to best meet the needs of the individual faculty member and the department. The department's research committee will evaluate all SA proposals and make recommendations to the chair. The 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.

## **B. Teaching Faculty**

The Department of Spanish and Portuguese appoints teaching faculty. These appointments exist for faculty members who focus principally on the education needs of the department. Teaching faculty members are expected to contribute to the university's mission via teaching and service, and to a lesser extent scholarship.

The standard workload expectations for full-time teaching faculty members are 65-100% teaching, 0-30% scholarship, and 0-30% service, depending on the terms of their individual appointments. The standard teaching assignment for full-time teaching faculty members with a 100% teaching workload is eight courses per academic year.

## **C. 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.

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

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

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

The standard course load for all full-time lecturers with a 100% teaching workload is eight courses per academic year. Lecturers who are assigned instructional coordination duties may be considered for a reduced course load.

## **D. Modification of Duties**

The Department of Spanish and Portuguese 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 Science's 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.

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 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**

All tenured, tenure-track, and teaching faculty are expected to contribute to their unit's teaching, including large enrollment, general education, and specialized courses for undergraduates and graduate students (graduate faculty only).

The department chair will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty, both collectively and individually. 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. In this department, the chair delegates some of the responsibilities for teaching assignments to scheduling coordinators and the Vice Chair.

Each year, the chair appoints one or more course scheduling coordinator(s) to convene the faculty of each of the areas (Iberian Studies, Latin American, Portuguese, Hispanic Linguistics) and to propose a schedule to satisfy the programmatic needs of their areas as set by the course rotation pattern for undergraduate major and graduate courses with the area's specific teaching capacity and the individual faculty members' interests. The scheduling coordinators communicate these programs to the vice chair. The vice chair, in consultation with the directors of graduate, undergraduate, and language studies, will prepare a proposal of course offerings for the next academic year for approval by the department chair. The details of the final teaching schedule are arranged in collaboration with the vice chair and the departmental academic program manager. There will be appropriate consultation with the area faculty for substantive changes from their original proposals. A complete, but tentative program of offerings for the following academic year will be ready by the end of the Autumn semester. However, the dean and divisional deans are ultimately responsible for approving course offerings and teaching schedules.

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 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.

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.

## **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. Departmental resources, including course load reductions, are allocated by the chair, in consultation with the Advisory committee, the Research committee, the Lecture committee and/or the departmental faculty, as appropriate. Graduate students on any committee are excluded from discussions of course load reductions and other matters related to personnel. The chair will seek approval from the departmental faculty before making major changes in the allocation of resources controlled at the departmental level.

The chair will discuss the departmental 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 department encourages its faculty and students to participate in professional conferences. The allocation of travel funds is made according to annually updated departmental travel policy. The allocation of salary funds is discussed in the [Appointments, Promotion and Tenure document](#).

## **XII. Leaves and Absences**

The university's policies and procedures with respect to leaves and absences are set forth in the [Office of Human Resources Policies and Forms](#) website. The information provided below supplements these policies. In general, there are four kinds of leaves and absences taken by faculty (in addition to a parental leave, which is detailed in the [Parental Care Guidebook](#)).

### **A. Discretionary Absence**

Faculty are expected to complete a travel request or [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 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 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](#). Faculty members requiring an unpaid leave should inform the Department Chair of the intent to pursue an unpaid leave of absence. The Department Chair will request approval from the divisional dean for all faculty members on unpaid leave in the Department of Spanish and Portuguese.

## **D. Faculty Professional Leave**

Information on faculty professional leaves is presented in the OAA [Policy on Faculty Professional Leave](#). The information provided below supplements this policy.

The department's research committee will review all requests for faculty professional leave and make a recommendation to the department chair based on the following criteria:

1. a clear statement of the scope and nature of the project, the specific objective for the Faculty Professional Leave period and the purpose of the study being undertaken;
2. evidence that the projected study will make a significant contribution to the field involved;
3. evidence that the applicant will be able to make substantial progress on the projected study or in the area of study during the requested leave period;
4. the qualifications of the applicant to undertake the proposed study

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](#).

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 departmental 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 department chair and 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 (UGSC or GSC) 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**

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.

External professional service is any professional service in a faculty member's discipline, whether compensated or not, that is provided for any entity other than the University.



Publication, creation of works of art and other creative and scholarly activities undertaken as part of a faculty member's University responsibilities are not considered external professional service.

Staff engaging in outside professional employment must avoid the use of information or procedures that may involve a conflict of interest with assigned University responsibilities, particularly as related to an ongoing area of research.

External professional service activities that reflect normal and expected public and/or professional service activities of faculty and that do not entail compensation beyond reimbursement for expenses and/or a nominal honorarium do not require any special approval. These activities include service to governmental agencies and boards such as peer review panels and advisory bodies to other universities; occasional lectures to either professional or public audiences in such forums as professional societies, libraries, and other universities, and peer review activities undertaken for either for profit or nonprofit publishers.

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.

## **XV. Grievance Procedures**

Members of the department with grievances should discuss them with the chair who will review the matter as appropriate and either seek resolution or explain why resolution is not possible. Content below describes procedures for the review of specific types of complaints and grievances.

### **A. Salary Grievances**

A faculty or staff member who believes that his or her salary is inappropriately low should discuss the matter with the chair. The faculty or staff member should provide documentation to support the complaint.

Faculty members who wish to pursue the matter may be eligible to file an appeal with the College of Arts and Sciences Faculty Salary Appeals Committee, as described in the college's [Pattern of Administration](#). A formal salary appeal can also be filed with the Office of Academic 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 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.

#### **G. Academic Misconduct**

In accordance with the [Code of Student Conduct](#), faculty members will report any instances of academic misconduct to the [Committee on Academic Misconduct](#). See also [Board of Trustees Rule 3335-23-05](#).