Pattern of Administration
for
The Ohio State University
Department of Women's, Gender and Sexuality Studies

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TABLE OF CONTENTS

I. INTRODUCTION 3

II. MISSION STATEMENT 3

III. ACADEMIC RIGHTS AND RESPONSIBILITIES 3

IV. FACULTY AND VOTING RIGHTS 3

A. Teaching Faculty Appointment Cap 4

V. ORGANIZATION OF WGSS SERVICES AND STAFF 4

VI. OVERVIEW OF WGSS DECISION-MAKING 4

VII. WGSS ADMINISTRATION 5

A. The Chair of WGSS 5

B. Other Administrators 6

C. Committees 6

1. Advisory Committee 6
2. Promotion and Tenure Committee 7
3. Undergraduate Studies Committee 7
4. Graduate Studies Committee 7
5. Grants and Awards Committee 7
6. Speakers and Events Planning Committee 7
7. Ad Hoc Committees 8

VIII. FACULTY MEETINGS 8

IX. DISTRIBUTION OF FACULTY DUTIES, RESPONSIBILITIES, AND WORKLOAD 8

A. Tenure Track Faculty 9

B. Teaching Faculty 11

C. Associated Faculty 11

D. Modification of Duties 11

X. COURSE OFFERINGS, TEACHING SCHEDULES, AND GRADE ASSIGNMENTS 11

XI. ALLOCATION OF DEPARTMENTAL RESOURCES 12

A. Travel and Research Expenses 12

XII. LEAVES AND ABSENCES 12

A. Discretionary Absence 12

B. Absence for Medical Reasons 13

C. Unpaid Leaves of Absence 13

D. Faculty Professional Leave (FPL) 13

E. Parental Leave 13

XIII. ADDITIONAL COMPENSATION & OUTSIDE ACTIVITIES 13

XIV. FINANCIAL CONFLICTS OF INTEREST 14

XV. GRIEVANCE PROCEDURES 14
A. Salary Grievances 14
B. Faculty Promotion and Tenure Appeals 15
C. Faculty and Staff Misconduct 15
D. Harassment, Discrimination, and Sexual Misconduct 15
E. Violations of Laws, Rules, Regulations, or Policies 15
F. Complaints by and about Students 15
G. Academic Misconduct 15

I. INTRODUCTION

This document provides a brief description of the Department of Women's, Gender and Sexuality Studies as well as a description of its policies and procedures. It supplements the Rules of the University Faculty and other policies and procedures of the College of Arts and Sciences and the University to which the Department and its faculty are subject. The latter rules, policies and procedures, and changes in these rules, take precedence over statements in this document. This 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 Department 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 which include discussion at faculty meetings and consultation with the Advisory Committee. At other times, revisions may be proposed by the Department Chair or recommended to the Department Chair by departmental committees or members of the faculty. The process for revision is the same as above. All revisions, as well as periodic reaffirmation, are subject to approval by the College office and the Office of Academic Affairs.

II. MISSION STATEMENT

The mission of the Department of Women's, Gender and Sexuality Studies (WGSS) is to generate new interdisciplinary forms of knowledge about the complex, globalized interplay of power and difference, especially as inflected by categories such as gender, sexuality, race, class, age, ability, nationality, and citizenship, across a vast array of contemporary and historical cultures. We foster multiple modes of intellectual inquiry, transformative pedagogies, public engagement and activism. We strive to enhance the Department's national and international leadership role in the growing field of women's, gender and sexuality studies through continued excellence in research, teaching and service.

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 diverse and inclusive 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. The faculty of this department includes tenure-track, teaching, affiliated, and associated faculty.

The Department of Women's, Gender and Sexuality Studies makes tenure-track appointments with the titles of instructor, assistant professor, associate professor, or professor. Tenure-track faculty may vote in all matters of department governance. Joint-appointed faculty may vote on promotion and tenure cases only in their TIU (see Faculty Appointments Policy)

The Department of Women's, Gender and Sexuality Studies makes teaching appointments. Teaching faculty titles are assistant teaching professor, associate teaching professor, and teaching professor. Teaching faculty may participate in discussions of teaching faculty matters, including promotion reviews. Teaching faculty are permitted to vote on other matters, including curriculum, appointment of additional teaching faculty, and on the

promotion and reappointment of teaching and associated faculty. As indicated by Faculty Rule 3335-7-11, teaching faculty do not have a vote on appointments or promotions of tenure-track faculty. As defined by Faculty Rule 3335-7-11 teaching faculty may be nominated and may serve if elected on the University Senate as a representative of the college.

A. Teaching Faculty Appointment Cap

The department's appointment cap on teaching faculty is set at a maximum of 20% of the total of the tenure-track faculty in the department. The number of teaching faculty members will always be fewer than the number of tenure-track faculty members in the department.

The Department of Women's, Gender and Sexuality Studies makes associated faculty appointments. Associated faculty titles include lecturers, senior lecturers, and visiting faculty. Associated faculty may not vote in matters of departmental governance, including personnel decisions.

The Department of Women's, Gender and Sexuality Studies makes courtesy faculty appointments of tenure-track faculty from other units at the university. The department unofficially refers to faculty with courtesy appointments as affiliated faculty. See also the WGSS Appointments, Promotion, and Tenure document Sections III.A.6 and III.B.7. Affiliated faculty may not vote in matters of departmental governance, including personnel decisions.

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 WGSS SERVICES AND STAFF

The daily operations of the department are handled by the staff, which is overseen by the chair. The WGSS staff includes the following positions:

Business Operations Manager: This position is responsible for cross-functional management and administration of department and center resources, including but not limited to budget, processes and operations, staffing, facilities, equipment, systems, and communication.

Education Program Specialist: This position contributes to the development and delivery of the WGSS curriculum and assessment and provides administrative support to the department.

Senior Academic Program Services Specialist: This position is responsible for the administrative functions of the WGSS graduate program and provides administrative support to the department.

Fiscal Associate: This position is responsible for initiating Workday financial transactions, coordinating all aspects of procurement and physical assets, managing records in compliance with the university general records retention schedule, and provides support to the Fiscal Officer, Business Operations Manager, and the department.

VI. OVERVIEW OF WGSS DECISION-MAKING

Policy and program decisions are made in various ways: by the Department faculty as a whole, by standing or special committees of the Department, or by the Chair. The nature and importance of any individual matter determines how it is addressed. Department governance proceeds on the general principle that the more important the matter to be decided, the more widespread the agreement on a decision should be. Open discussions, both formal and informal, constitute the primary means of reaching consensus on decisions of central importance.

VII. WGSS ADMINISTRATION

A. The Chair of WGSS

The primary responsibilities of the chair as the administrative head of the department are set forth in Rule 3335-3-35 of the Rules of the University Faculty. This rule requires the TIU head 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 TIU head to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to appointments, reappointments, promotion and tenure. The process for selecting and reviewing the department chair is contained in the College of Arts and Sciences Pattern of Administration, Section VI.A.1. Other responsibilities of the TIU head, 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 WGSS programs, subject to the approval of the dean of the college, and to conduct the business of the WGSS 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 TIU's workload guidelines (see Section IX) and faculty appointment type (and rank).
- To evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty.
- To evaluate faculty members annually in accordance with both university and WGSS 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 WGSS 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 WGSS 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 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 WGSS 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 WGSS 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 WGSS Department Chair exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of WGSS' academic goals, however, are most successful when all faculty members participate in discussing and deciding matters of importance. The WGSS 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 WGSS Department Chair will explain to the faculty the reasons for the departure, ideally before action is taken.

B. Other Administrators

Responsibilities of other administrators are summarized below.

Graduate Studies Committee Chair

- Provide primary oversight of the graduate program, including the MA, PhD, and Graduate Minor
- In consultation with the faculty, lead all aspects of the department's graduate admissions process, including recruitment, admissions decisions, and fellowship nominations

Undergraduate Studies Committee Chair

- Provide primary oversight of the undergraduate program
- In consultation with the faculty, lead the department's efforts in maintaining, updating, and revising the undergraduate curriculum, the major program, and minor programs

C. Committees

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

The following committees constitute the faculty governance structure of the Department of Women's, Gender and Sexuality Studies. Faculty members of committees will serve staggered two- or three-year terms (as indicated). Students, affiliated faculty, and others shall serve for one year (although they may be re-appointed) and hold voting rights on usual committee issues. Chairs and faculty members of all committees are selected by the Chair of the department. Committees meet on a regularly assigned schedule to ensure that their work is completed in a timely manner. Faculty members are expected to continue their departmental service obligation when on Special Assignments and other assignments for which they remain "on duty."

1. Advisory Committee

Membership: The Chair, the Chairs of the Undergraduate and Graduate Committees, and one probationary tenure-track faculty member who serves a one-year term and may be reappointed. The Department Chair is the Chair of the Committee, which is scheduled to meet monthly, as needed.

Functions: The primary function of this committee is to advise and aid the Chair in conducting the business of the Department. Its activities include: advising the Chair on matters of departmental policy, public and alumni relations; hearing grievances; and consulting with the Chair on all questions of Department policy and administration on which the Chair requests advice or decision.

2. Promotion and Tenure Committee

For information on the promotion and tenure committee, see the department's Appointments, Promotion, and Tenure Document.

3. Undergraduate Studies Committee

Membership: Three tenure-track or teaching faculty members on staggered two-year terms; one affiliated faculty member, one graduate student, and two undergraduate students serve one-year terms. The graduate student is selected by the WGSS graduate student organization, Intersections. The undergraduate students are selected by the Undergraduate Studies Committee Chair. Students will be excluded from sessions that involve student confidentiality. The Chair of the Undergraduate Studies Committee must be a tenured faculty member and is the Director of Undergraduate Studies. The Chair serves a two-year term.

Function: To evaluate criteria for the WGSS undergraduate major and minors; to revise the major and minors as deemed necessary by the faculty; to recommend and evaluate proposed new courses and cross-listed courses, including proposals from graduate students to create a 3320 course; to handle assessment and progression issues, including the assessment mechanisms reported to the College; to award undergraduate prizes and scholarships; and to report decisions to the WGSS faculty.

4. Graduate Studies Committee

Membership: Three tenure-track or teaching faculty members, at least one of whom must be tenured, on staggered two-year terms; one affiliated faculty member and one graduate student serve one-year terms. The graduate student is selected by the WGSS graduate student organization, Intersections. Students will be excluded from sessions that involve student confidentiality. The Chair of the Graduate Studies Committee must be a tenured faculty member and is the Director of Graduate Studies. The Chair serves a two-year term.

Function: To create policy for and to supervise the conduct of the WGSS graduate program; to evaluate criteria for the WGSS Ph.D., M.A., and Graduate Minor programs; to revise the graduate program and curriculum as deemed necessary by the faculty; to handle progress toward degree issues for graduate students; to evaluate faculty for membership in the Department's affiliated faculty; to select and admit graduate students; to create workshops for professional development for WGSS graduate students; and to report decisions and bring recommendations to the WGSS faculty and graduate students.

5. Grants and Awards Committee

Membership: Two tenure-track or teaching faculty members on staggered two-year terms.

Functions: To support and facilitate faculty and graduate student research, working with resources in the Division and College; to administer departmental grants and awards programs for graduate students; to oversee administration of professional development activities; to nominate faculty, graduate students, and staff for relevant college and university awards; and to consult with the department chair on FPL proposals.

6. Speakers and Events Planning Committee

Membership: Two tenure-track or teaching faculty members on staggered two-year terms and one graduate student on a one-year term. The graduate student is selected by the WGSS graduate student organization, Intersections.

Functions: To plan speakers' visits, departmental seminars, conferences and other activities for the department; to advertise and broadcast departmental events to appropriate communities on and off campus; to coordinate and respond to requests for WGSS co-sponsorship.

7. Ad Hoc Committees

In addition to these standing committees, the Advisory Committee shall establish search committees and other ad hoc committees whenever necessary. Members of such committees shall be appointed by the Chair, in consultation with the Advisory Committee.

VIII. FACULTY MEETINGS

The tenure-track and teaching faculty will generally meet three or four times each semester to discuss matters of direct concern to the faculty and their relationship to the Division, College, and University. The chair will provide to the faculty a schedule of faculty meetings at the beginning of each academic term. A call for agenda items and completed agenda will be delivered to faculty by e-mail before a scheduled meeting. Reasonable efforts will be made to call for agenda items at least seven days before the meeting, and to distribute the agenda by e-mail at least three business days before the meeting. A meeting of the department faculty will also be scheduled on written request of 25% of the department faculty. The chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. The chair will distribute minutes of faculty meetings to faculty by e-mail—within seven days of the meeting, if possible. These minutes may be amended at the next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes.

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

For purposes of discussing 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 a simple majority of all faculty members eligible to vote. Either the chair or one-third of all faculty members eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance. For purposes of a formal vote, a simple majority of all faculty members eligible to vote will decide the issue. Balloting will be conducted by mail or e-mail when necessary to assure maximum participation in voting. When conducting a ballot by mail or email, faculty members will be given one week to respond.

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 WGSS 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.

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 review by the Department Chair based on departmental needs as well as faculty productivity and career development.

The Chair is responsible for ensuring that every faculty member has duties and responsibilities commensurate with her/his/their appointment and that the departmental workload is distributed equitably among faculty.

During on-duty semesters, faculty members are expected to hold regular office hours, at a minimum of one hour per week for each three-credit hour course taught, so that they are available to interact with students. Faculty members are also expected to carry out service responsibilities, including attendance at WGSS faculty meetings and events, even though they may have no formal teaching obligations. On-duty faculty members who are off campus for extended periods of time must be on approved Faculty Professional Leave or other approved leave or approved travel. (See Section XII of this document.)

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 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 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. Assignments and expectations for the upcoming year are addressed as part of the annual review by the department chair.

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 OAA Policy on Outside Activities and Conflicts

In crisis situations, faculty duties and responsibilities may be adjusted by the department chair to consider the impact over time of the crisis. These adjustments may include modifying research expectations to maintain teaching obligations. These assignment changes must be considered in annual reviews.

A. Tenure Track Faculty

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

Teaching

All tenure-track faculty are expected to contribute to the department's teaching, including large enrollment and specialized courses in both the undergraduate and graduate curricula. The standard teaching workload expectations for full-time tenure-track faculty members is 40-50% time allocation to total workload according to the university workload guideline. Under the Division of Arts & Humanities guidelines, the standard teaching load for tenure-track faculty in 100% appointments in the WGSS Department is 4 courses per academic year (those in 75% appointments have a standard load of 3 courses annually; those in 50% appointments 2 courses; and faculty in 25% appointments teach one course annually for WGSS). All tenure-track faculty members must be involved in the advising of graduate students and are encouraged to mentor undergraduate students. Graduate student advising is a priority responsibility.

Faculty members who are relatively inactive in research can be assigned an enhanced teaching status that includes an increased teaching assignment. Faculty members who are engaged in extraordinary service activities (to the department, college, university, and in special circumstances professional organizations within the discipline) can be assigned an enhanced service assignment that includes a reduced teaching assignment. Faculty members who are especially active in research can be assigned an enhanced research status that includes a reduced teaching assignment.

The Chair is responsible for making teaching assignments on an annual basis in consultation with the P&T Committee and subject to approval of the divisional dean. All faculty members who are not on a 100% administrative appointment must do some formal instruction and advising over the course of the academic year.

Scholarship

All tenure-track faculty members are expected to be engaged in scholarship as defined in the WGSS Appointments, Promotion, and Tenure Document. The standard scholarship workload expectation for full-time tenure-track faculty members is 40-50% time allocation to total workload according to the university workload guideline. Over a three-year rolling period, faculty who are actively engaged in scholarship will be expected to maintain an active research agenda that may include publication, exhibition, performance, or new forms of distribution of knowledge.

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, at least one of which must be in 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 departmental events. The Department Chair will make every effort to spread service assignments as equitably as possible across the faculty.

Faculty with joint appointments will, per individual Memoranda of Understanding, rotate service with the other unit every two years.

Faculty may elect to serve on additional committees as the need arises, especially search committees.

The department chair will consult with the chairs of the departments of faculty in joint appointments to make sure that the service load of these faculty members is reasonable and comparable to service performed by faculty in 100% appointments.

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 AMCP Process. The department chair should also consider this additional service burden in managing equity of service loads among faculty.

Special Assignment: Information on special assignments (SAs) is presented in the Office of Academic Affairs Special Assignment Policy. The information provided below supplements this policy. Reasonable efforts will be

made to award SA opportunities to 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, including the ability to meet the threshold of teaching faculty per academic year as mandated by the College. The chair evaluates all SA proposals and makes a recommendation to the Dean of the Division of Arts & Humanities. The recommendation will be based on ability of the department to accommodate the SA at the time requested as well as the quality of the proposal and its potential benefit to the field of WGSS scholarship, the department, the university, and the faculty member.

B. Teaching Faculty

All teaching faculty are expected to contribute to the university's mission via teaching and/or service depending upon the terms of their individual appointments. The standard workload expectations for full-time teaching faculty members are 65-100% teaching, 0-30% scholarship, and 0-30% service. Teaching and service assignments are determined at the time of appointment and specified in the letter of offer to the candidate.

C. Associated Faculty

Compensated associated faculty members are expected to contribute to the university's mission via teaching, research, and/or service depending on the terms of their individual appointments. Standard workload expectations for compensated associated faculty members are 80-100% teaching, 0-20% scholarship, and 0-20% service, depending on the terms of their individual appointments.

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

D. Modification of Duties

The Department of Women's, Gender and Sexuality Studies 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. See the OHR Parental Care Guidebook, the college pattern of administration, and the Parental Leave Policy in section XII for details. 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.

X. COURSE OFFERINGS, TEACHING SCHEDULES, AND GRADE ASSIGNMENTS

The department chair will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty, both collectively and individually. However, the dean and divisional deans are ultimately responsible for course offerings and teaching schedules and assuring that courses needed by students are being offered, class availability is distributed across the day and week, and that minimum class sizes are maintained as required by Faculty Rule 3335-8-16.

Department staff will send out a survey in Autumn semester ascertaining preferences for teaching schedules for the following academic year. The Chair of the Department will make the final decisions for each faculty member's teaching assignment and schedule. 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 ensure that course offerings match student demand and that timing conflicts with other courses are avoided as much as possible. 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.

XI. ALLOCATION OF DEPARTMENTAL 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's 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.

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. Office space will be assigned on the basis of seniority. Seniority considers rank and years of experience. When a faculty member is away for a full year, the Department reserves the right to temporarily re-assign the office or to use it for some departmental purpose. All office furniture and equipment purchased with departmental funds belong to the Department, College, or University. Certain types of office equipment may be taken home or with faculty members on various types of research leaves. However, faculty members should request departmental approval when doing so. The Department keeps a record of all its resources and the location of those resources. The allocation of salary funds is discussed in the Appointments, Promotion and Tenure Document.

A. Travel and Research Expenses

Resource allocation amounts and guidelines for faculty travel and research expenses, including GRA support, will be determined by the Chair, based on annual budgetary constraints, faculty research productivity, faculty rank, and equitable distribution across faculty.

XII. LEAVES AND ABSENCES

In general, there are four types of leaves and absences taken by faculty (in addition to parental leave, which is detailed in the Parental Care Guidebook). The university's policies and procedures with respect to leaves and absences are set forth 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 TIU head 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 Chair will consult with the Grants and Awards Committee on all FPL proposals, given that the FPL policy requires peer review at the departmental level. Applications will be evaluated based on the following criteria: (a) a well-developed research plan; and (b) the scope of the project can be carried out in the time for the leave; and (c) the application clearly indicates how the faculty member and the department will benefit from the leave. 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 Program Policy 6.27, and the Family and Medical Leave Policy 6.05

XIII. ADDITIONAL COMPENSATION & OUTSIDE ACTIVITIES

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

The WGSS Department adheres to these policies in every respect. In particular, this department expects faculty members to carry out the duties associated with their primary appointment with the university at a high level of competence before seeking other income-enhancing opportunities. All activities providing supplemental compensation must be approved by the Department Chair regardless of the source of compensation. External consulting must also be approved. Approval will be contingent on the extent to which a faculty member is carrying out regular duties at an acceptable level, the extent to which the extra income activity appears likely to interfere with regular duties, and the academic value of the proposed consulting activity to the department. In addition, it is university policy that faculty may not spend more than one business day per week on supplementally compensated activities and external consulting combined.

Faculty 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 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 her/him/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 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 fails to adhere to the university's policies on these matters, including seeking approval for external consulting, will be subject to disciplinary action.

XIV. FINANCIAL CONFLICTS OF INTEREST

Information on faculty financial conflicts of interest is presented in the university's Policy on Outside Activities and Conflicts. A conflict of interest exists if financial interests or other opportunities for tangible personal benefit may exert a substantial and improper influence upon a faculty member or administrator's professional judgment in exercising any university duty or responsibility, including designing, conducting or reporting research.

Faculty members with external funding or otherwise required by university policy are required to file conflict of interest screening forms annually and more often if prospective new activities pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to cooperate with university officials in the avoidance or management of potential conflicts will be subject to disciplinary action.

In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment that arise in relation to consulting or other work done for external entities. Further information about conflicts of commitment is included in section IX above.

XV. GRIEVANCE PROCEDURES

Department members 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. Below are procedures for the review of specific types of complaints and grievances.

A. Salary Grievances

A faculty or staff member who believes that her/his/their salary is inappropriately low should discuss the matter with the department chair. The faculty or staff member should provide documentation to support the complaint. Procedures for filing a formal salary appeal are described in the College of Arts and Sciences Pattern of Administration. 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 department 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 and non-discrimination/harassment are set forth in university's policy on equal employment opportunity.

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

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

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

F. Complaints by and about Students

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring complaints about courses and instructors to the Department Chair, the Chair will first ascertain whether 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 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.

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