

**Pattern of Administration  
for  
The Ohio State University  
Department of French and Italian**

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## **Pattern of Administration**

### **I Introduction**

This document provides a brief description of the Department of French and Italian (FRIT) 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.

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

### **II Department Mission**

We are a multicultural and international department with a commitment to equity, diversity, access, and inclusion. Faculty, staff, and graduate students all aim to manifest the utility and indispensable nature of world languages to a vibrant university ecosystem, fostering plurilingualism and interculturalism in Ohio and beyond. We are engaged in groundbreaking research, multi- and cross-disciplinary endeavors, curricular innovation, and service and engagement efforts with the aim of adding to the well-being of members of the department, Ohio State students and staff, the university more broadly, the Columbus community, and the many disciplines with which we enter in dialogue. Therefore, the department values innovation in scholarship, pedagogy, and engagement efforts.

Our faculty have national and international reputations and are at the forefront of research in second language acquisition, language change and development, world language pedagogy, African diaspora and postcolonial studies, transatlantic and migration studies, identity politics and ethnic minorities in France, Medieval and Renaissance Studies, eighteenth-century Studies, literary and critical theory, study of the novel or narrative prose, history of the body, screen studies, fashion studies, comics studies, creative writing, popular music, theatre and performance, ecocritical studies, medical humanities, gender, sexuality, and queer studies, and the influence of French, Francophone, and Italian heritage in the state of Ohio. We are committed to stimulating the development of new ideas and scholarly innovation, and we write, think, and teach about global issues, such as: migration; contending with coloniality; ethnocentrism; empathy; new strategies of transnational connection; global health and wellness; and the ethics of consumption.

Our teaching staff is comprised of valued pedagogical and curricular innovators who demonstrate the value of the Humanities by guiding students throughout the university and beyond to think about and participate in transforming the world. For undergraduate students, we aim to convey our research in an accessible and broadly applicable fashion, and we emphasize the development of critical thinking and writing skills that are transferable to many professional contexts. We offer students in our language courses a unique curriculum that is informed by faculty research and is committed to an interactive and purposeful methodology and culture-based learning. Additionally, for our majors and minors, we are committed to honing linguistic, analytic, and

critical thinking skills which they will carry with them and apply to all their future endeavors. Our graduate mission is to develop excellent researchers and teachers who are prepared for a variety of careers. To this end, students participate in the research of the department, and we urge students to find and refine their own academic voices as writers and educators. We encourage all graduate and undergraduate students to incorporate study abroad into their course of study to contribute to their development of language skills and intercultural competence.

We are committed to outreach and engagement efforts in the university, in the community, and globally. We seek to work with area schools, immigrant populations, the Wexner Medical Center, the Wexner Center for the Arts, and local arts initiatives and institutions with the aim of cultivating important connections and joining in lively dialogues surrounding the value of interacting in and understanding cultural diversity through world languages.

FRIT also serves as the tenure initiating unit for the American Sign Language (ASL) program administered by the Center for Languages, Literatures, and Cultures (CLLC). In providing an institutional home for this program, we express a commitment to the broader mission of World Language instruction. We support accessible language acquisition training for many types of learners and learning styles and to training university-level instructors in this growing field.

We strive to have our voices heard on campus, in our professional societies, and globally. We are committed to enriching the intellectual and cultural life of the university, the community, and the profession through, for example, engaging in collaborative exchanges; holding leadership roles on university committees and in international professional organizations; and serving as journal editors and officers of learned societies.

In pursuing our commitments to department members, to students, to community partners, and to our profession, we aim to bring our department local, national, and international distinction in French, Francophone, and Italian studies.

### **III Academic Rights and Responsibilities**

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

### **IV Faculty and Voting Rights**

Faculty Rule [3335-5-19](#) defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. The faculty of this department includes tenure-track, teaching, and associated faculty.

The Department of French and Italian makes tenure-track appointments with titles of instructor, assistant professor, associate professor, or professor. Tenure-track faculty with a 50% or more compensated appointment, whose TIU is in the department, may vote in all matters of departmental governance.

The Department of French and Italian makes teaching faculty appointments. Teaching faculty titles are assistant teaching professor, associate teaching professor, and teaching professor. FRIT

teaching faculty with a 50% or more compensated appointment, whose primary appointment is in the department, may vote in all matters of departmental governance except tenure-track faculty promotion and tenure decisions. Teaching faculty may participate in discussions of teaching faculty matters including promotion reviews. Any teaching faculty member appointed by the unit may stand for election to serve as a representative in the University Senate subject to representation restrictions noted in [Faculty Rule 3335-7-11\(C\)\(2\)](#). While teaching faculty are not appointed to the college promotion and tenure committee, they may be appointed to other department- or college-level committees as appropriate. ASL teaching faculty will not vote in matters of FRIT departmental governance.

## **A Teaching Faculty Appointment Cap**

The percentage of teaching faculty will not exceed 20% of the total of the tenure-track, clinical/teaching/practice and research faculty in the college, including tenure-track faculty appointed at regional campuses, as established in the [college pattern of administration](#). The percentage of French and Italian teaching faculty will not exceed 37% of the total of the tenure-track faculty in the department. ASL teaching faculty will not be included in that calculation.

The Department of French and Italian 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 may not participate in discussion of or votes on personnel matters.

Visiting faculty may be invited to participate in discussions on nonpersonnel matters, but may not participate in personnel matters, including appointment, promotion and tenure reviews, and may not vote on any matter.

Emeritus faculty may be invited to participate in discussions on nonpersonnel matters, but may not participate in personnel matters, including appointment, promotion and tenure reviews, and may not vote on any matter.

Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in this department is provided in the [Appointments, Promotion and Tenure Document](#).

## **V Organization of Department Services and Staff**

The daily operations of the department are handled by the front office staff, which is overseen by the chair. The office staff includes an Academic Program Coordinator; an Administrative Manager; a Fiscal Associate; and an Office Associate; and work-study students, who are managed by the Program Coordinator.

## **VI Overview of Department Decision-Making**

Policy and program decisions are made in a number of ways: by the department faculty as a whole, by standing or special committees of the department, or by the chair. The nature and importance of any individual matter determine how it is addressed. Department governance

proceeds on the general principle that the more important the matter to be decided, the more inclusive participation in decision making needs to be. Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance.

## **VII Department Administration**

### **A. Chair**

The primary responsibilities of the chair are set forth in Faculty Rule [3335-3-35](#). This rule requires the chair to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content. The rule, along with Faculty Rule [3335-6](#), also requires the chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to promotion and tenure.

Other responsibilities of the chair, not specifically noted elsewhere in this Pattern of Administration, are paraphrased and summarized below.

- To have general administrative responsibility for department programs, subject to the approval of the dean of the college, and to conduct the business of the department efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.
- To plan with the members of the faculty and the dean of the college a progressive program; to plan and oversee the yearly teaching schedule; and to encourage research and educational investigations.
- To assign workload according to the department's workload guidelines (see Section IX) and faculty appointment type (and rank).
- To evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty.
- To evaluate faculty members annually in accordance with both university and department established criteria; to inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their department and to place in that file a response to any evaluation, comment, or other material contained in the file.
- To recommend, after consultation with the eligible faculty, appointments, promotions, dismissals, and matters affecting the tenure of members of the department faculty to the dean of the college, in accordance with procedures set forth in Faculty 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 departmental 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 TIU's curriculum.
- To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.
- To prepare, after consultation with the faculty, annual budget recommendations for the consideration of the dean of the college.
- To facilitate and participate in prescribed [academic program review](#) processes, in collaboration with the dean of the college and the Office of Academic Affairs.

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

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

### Director of Graduate Studies

The Director of Graduate Studies is a member of the Department's Graduate Faculty holding Category P status in the Graduate School and is appointed by the Department Chair. Three-year term.

The primary duties of the Director of Graduate Studies are:

1. To convene regular meetings of the graduate studies committee and communicate the committee's recommendations to the faculty.
2. To act as liaison with the graduate school (university and college).
3. To coordinate graduate student advising and advisors.
4. To organize a meeting with all graduate students and the Graduate Studies Committee at the beginning of the year.
5. To serve as advisor to the French and Italian Graduate Student Association (FIGSA).
6. Together with the Program Coordinator, to oversee the coordination of all record-keeping concerning graduate students.
7. Together with the Program Coordinator, to oversee the coordination of all graduate examinations and examining committees.

8. To oversee the coordination of recruitment, admission, and retention of students for the Department's graduate programs and for Graduate Teaching Associate positions.
9. To write and/or to oversee the coordination of the writing of fellowship letters.
10. To review and revise, in consultation with the Chair, the Guide to Graduate Studies in FRIT each summer.
11. To work with the Assessment Officer to ensure that graduate program assessment data is gathered and uploaded.
12. To recommend faculty for P and M status to the graduate school for confirmation. Tenure-track faculty should be recommended for P status upon arrival. Teaching faculty may be recommended for M status to serve on master's and doctoral examination committees in certain instances, although this is not among their primary duties.

In recognition of the work involved in the exercise of these duties, the Director of Graduate Studies will receive one course release per year.

#### Director of Undergraduate Studies

The Director of Undergraduate Studies is appointed by the Department Chair. Three year term.

The primary duties of the Director of Undergraduate Studies are:

1. To convene meetings of the undergraduate studies committee as needed to discuss matters such as curricular revision and undergraduate recruitment strategies. To communicate the committee's recommendations to the faculty.
2. To assign a committee member to advise each of the clubs.
3. To serve as liaison with the undergraduate committee of the college.
4. To work with the Assessment Officer and the Language Program Directors to revise the assessment procedures when necessary, ensure that assessment data is gathered and uploaded into Trac Dat, and to present the results at the first Autumn faculty meeting.
5. To assign two committee members to complete the course schedule in French and in Italian.
6. Together with the chair, to oversee summer recruitment of incoming freshmen.
7. To attend meetings with the CLLC.
8. To assign the advising of majors and minors, and honor's majors to committee members.
9. Together with the Program Coordinator and the Chair, to track enrollments in courses above 1103, and to adjust the course schedule accordingly.
10. Together with the chair, to oversee the service duties of the associated faculty.

In recognition of the work involved in the exercise of these duties, the Director of Undergraduate Studies will receive one course release per year.

#### Director of Undergraduate Language Programs

The department has two Directors of Undergraduate Language Programs, one in French and one in Italian, and they are appointed by the Chair. The primary duties of the Directors are:



1. To provide orientation, train, supervise, and evaluate GTAs and associated faculty.
2. To oversee the French and Italian 7301 Workshop for new GTAS.
3. In French, to appoint, in consultation with the Department Chair, the Directors of the Center for Individualized Instruction.
4. To oversee and monitor 1000-level language courses taught by GTAs and associated faculty.
5. To make recommendations to the Chair each term for the staffing of language courses taught by GTAs and associated faculty.
6. To work with the Chair and the faculty in maintaining a high level of quality in the undergraduate language program.
7. To oversee the administration of proficiency tests to incoming Ph.D. students and to coordinate entrance-level placement tests.
8. To work with the Center for Languages, Literatures, and Cultures to review the undergraduate language programs regularly.

#### Director of the French Center of Excellence

The Ohio State University French Center of Excellence exists in connection with the Cultural Services of the French Embassy in the United States. The director of the Center of Excellence is appointed by the cultural attaché following an application process. The director initiates and maintains this contact with the Embassy. The director serves by consent of the department chair, with regard to the granting of departmental support such as course release, GA or staff support, financial support for programming, and website and publicity.

The primary duties of the Director of the French Center of Excellence are:

1. To serve as a liaison to the French Cultural Services in the US/Bureau du livre/Consulate of France in Chicago, including required committee service to the network.
2. To organize a lecture series, the annual Jules Verne Writing Residency program, and other events.
3. To manage the funding for the Center activities. This includes submitting an annual proposal requesting funds from the French Cultural Services and making an annual accounting (“Memorandum of Understanding”) of how funds were used; requesting funding from the department; as well as seeking outside sources of funding from donors and co-sponsorships.

In recognition of the work involved in the exercise of these duties and the prestige the Center brings to the university, the Director of the Center of Excellence will receive a release of three credits of per year. This arrangement may be reconsidered by the faculty every three years, or as need if the department course inventory falls below the minimum threshold established by the dean.

#### **C      Committees**

Much of the development and implementation of the department's policies and programs is carried out by standing and ad hoc committees. The chair is an ex officio member of all department committees and may vote as a member on all committees except the Committee of Eligible Faculty and the Promotion and Tenure Committee. The following committees are appointed annually to function within the framework of the Faculty and University Policies. They make recommendations to the Chair and/or faculty orally or in writing. The Chair appoints committee members for the following year after consultation with faculty. A roster of appointments is presented to the faculty each summer.

## STANDING COMMITTEES

### **Graduate Studies Committee**

Membership: The director of graduate studies, who will serve as chair; at least two members of the department faculty; the academic program coordinator; and a graduate student. Faculty members are appointed by the department chair and serve a three year term. The graduate student is the Vice-President of The French and Italian Graduate Student Association. Only faculty members have voting rights in the committee.

When meetings of the GSC are convened, the Chair of the committee—*Robert's Rules of Order* notwithstanding in this specific case—votes on all motions. In the event of a tie vote, a motion does not carry.

Meetings and Procedures: The GSC will meet no less than once a semester.

The following functions are executed by the Graduate Studies Committee.

1. To oversee doctoral programs, making adjustments accordingly.
2. To consider faculty outside of the department for Category P or M Status.
3. To prepare recommendations on all matters pertaining to the Department's graduate programs for presentation to the faculty and/or the Department Chair, including the initiation of changes in graduate programs, curriculum, and examination structures.
4. To coordinate the recruitment, admission, and retention of graduate students with proper attention to increasing diversity in the department and to preparing and distributing effective advertising of graduate programs.
5. To examine the dossiers of applicants for admission and to recommend candidates for admission and fellowships; to conduct Skype interviews with all prospective admits; also to recommend, in consultation with the appropriate Director of the Undergraduate Language Program, initial appointments of GTAs.
6. To nominate qualified graduate students for appropriate awards and fellowships.
7. To maintain standards in graduate work through an annual review of the Department's Guide to Graduate Studies in FRIT and an academic review of graduate students conducted with French and Italian Graduate Faculty during Spring semester.
8. To act on student petitions concerning transfer credit, special program or examination arrangements, and other issues affecting graduate students.
9. To establish rules and procedures for the keeping of records of graduate students.
10. To foster and facilitate the professional development and placement of graduate students of the Department of French and Italian.
11. To decide on annual basis the distribution of specially endowed funds for graduate

students (e.g., Bulatkin-Pardo endowed fund, and special funds from the graduate school) and the awarding of an additional year of funding.

### **Associated Faculty Committee**

**Membership:** At least two tenure-track faculty, at least one associated faculty, one staff member. Committee members are appointed by the chair for a three-year term. Only faculty members (tenure-track and associated) have voting rights in this committee.

**Meetings and Procedures:** The Associated Faculty Committee will meet no less than once a semester.

The following functions are executed by the Associated Faculty Committee:

1. To hold a meeting at the beginning of the academic year with all associated faculty;
2. To nominate one or two outstanding associated faculty annually for teaching awards;
3. To oversee annual teaching observations;
4. To oversee associated faculty annual reviews (each year associated faculty will submit a dossier consisting of teaching evaluations, a current CV, and a brief statement reflecting on their service and teaching experiences over the previous year);
5. To recommend contract renewals and solicit upcoming year availability for non-contract associated faculty.
6. To vet applications for new associated faculty positions.

### **Promotion and Tenure Committee**

The Chair of the Department will appoint a sub-committee of the full eligible faculty consisting of three or four tenure-track faculty members, preferably at least two Professors and one Associate Professor. The Promotion and Tenure Committee assists the Committee of the Eligible Faculty in managing the personnel and promotion and tenure issues. The chair of the sub-committee will be appointed by the Chair of the Department. When the number of eligible faculty members permits, two of the sub-committee members will be replaced each year and members will not serve for more than two consecutive years.

When considering cases involving teaching faculty, the Promotion and Tenure Committee may be augmented by one nonprobationary teaching faculty member at the rank of associate professor or professor, as appropriate to the case.

ASL teaching faculty are not eligible to serve on the P&T Committee for French and Italian.

### **Salary Advisory Committee**

**Membership:** The Chair will appoint three faculty members at the rank of professor or associate professor, at least one of whom will be from Italian and at least one of whom will be from French. When the number of eligible faculty members in each section permits, membership on the Committee will change every year, and no member who has served one year will be reappointed the following year. The Committee will be chaired by the Chair of the Department. The primary function of the Salary Advisory Committee is to advise the Chair on

the distribution of Annual Merit Raises.

### **Undergraduate Studies Committee**

**Membership:** The Director of Undergraduate Studies, who will serve as chair; at least two members of the department faculty; the academic program coordinator; and one undergraduate student. Department faculty members are appointed by the chair for a three-year term, and the Undergraduate Studies Committee appoints the undergraduate student for ideally a two-year term, although a one-year term is acceptable. Only faculty members have voting rights in this committee.

**Meetings:** Called by the Director of Undergraduate Studies as needed, but at least once each semester.

The following functions are executed by the Undergraduate Studies Committee:

1. To handle all matters, curricular or otherwise, involving undergraduates and undergraduate majors and minors, including the Honors program and the recruitment and retention of undergraduate students. To prepare recommendations on all matters pertaining to the Department's undergraduate programs for presentation to the faculty and/or the Department Chair, including the initiation of changes in undergraduate majors or minors, curricula and program and GE assessment.
2. To present the results of the assessment reports to the faculty.
3. To advertise and select recipients of departmental undergraduate prizes and scholarships.
4. To review and revise, in consultation with the Chair, the Department's Undergraduate Handbook at the end of Spring semester.
5. To organize recruitment initiatives.
6. To nominate qualified undergraduate students for appropriate awards and fellowships.
7. To organize a welcome event for prospective majors and minors in Autumn semester.
8. To assist the language clubs in organizing a speaker for Spring semester.
9. To create the teaching schedule and all course assignments in courses above the 1000-level.

### **Diversity, Equity, Inclusion (DEI) and Engagement Committee**

**Membership:** Two faculty members, one of whom will serve as chair, one graduate student, and one staff member, all of whom are voting members. Faculty members will be appointed by the chair for a three-year term.

**Meetings:** Called by the Chair of the committee as needed, but at least once each semester.

The following functions are executed by the DEI & Engagement Committee:

1. Promotes the values of diversity, inclusion, and Shared Values for all department members (faculty, staff, students).
2. Oversees and assesses departmental initiatives, policies, and culture to ensure an equitable environment for working, learning, and teaching.

3. Makes recommendations to the Chair when appropriate.
4. Affirms diversity in thought and expression for all members of the Department.
5. Provide updates, guidelines, and opportunities concerning trainings, workshops, information, and OSU policies.
6. Serves as a platform for interaction and liaison with the university's Office of Diversity and Inclusion and other Diversity, Equity, and Inclusion entities at OSU in accord with FRITs needs and objectives.
7. Initiates and supports Engagement efforts to include community members in the mission of the department and recruit future students from diverse backgrounds.

### AD HOC COMMITTEES

In addition to standing Committees, ad hoc Committees may be formed by the Chair on their own initiative or on the recommendation of the faculty. These Committees will include students whenever appropriate.

### **VIII Department Meetings**

Department meetings are open to all tenure-track faculty, teaching faculty, a graduate student representative, an associated faculty representative, and a staff representative. The graduate student representative, associated faculty representative, and staff representative are non-voting members. The chair will provide a schedule of department meetings at the beginning of each academic term. The schedule will provide for at least one meeting per semester and normally will provide for monthly meetings. A call for agenda items and completed agenda will be delivered 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 department meeting will also be scheduled on written request of 25% of the total of tenure-track and teaching faculty and the three representatives. The chair will make reasonable efforts to have the meeting take place within one week of receipt of the request.

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

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

Either the chair or one-third of all faculty members eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance. For purposes of a formal vote, a matter will be considered decided when a particular position is supported by at least a majority of all faculty members eligible to vote. Balloting will be conducted 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 chair will necessarily make the final decision.

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

## **IX Distribution of Faculty Duties, Responsibilities, and Workload**

Faculty assignments are described in the initial letter of offer. Assignments and expectations for the upcoming year are addressed as part of the annual performance and merit review by the 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 and for departmental meetings and events even if they have no formal course assignment. The department requires that on-duty faculty members schedule at least two office hours per week; if they are not teaching, they must at least make themselves available to students and colleagues electronically. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave or 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 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. 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 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 and responsibilities may be adjusted by the department chair to take into account the impact over time of the crisis. These adjustments may include modifying research expectations in order to maintain teaching obligations. These assignment changes must be considered in annual reviews.

### **A Tenure-track Faculty**

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

### **Teaching**

All tenure-track faculty are expected to contribute to the department's teaching, including large enrollment and specialized courses in both the undergraduate and graduate curriculums. The standard teaching assignment for full-time tenure-track faculty members is four courses (or equivalent teaching load) per nine-month academic year (50% time allocation to total workload), with the remainder of their time allocated to research and service. Faculty members are also expected to advise undergraduate and graduate students and supervise independent studies and thesis and dissertation work.

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

The standard teaching assignment may vary for individual faculty members based on their research and/or service activity. Faculty members who are especially active in research can be assigned an enhanced research status that includes a reduced teaching assignment. Likewise, faculty members who are relatively inactive in research can be assigned an enhanced teaching status that includes an increased teaching assignment. Faculty members who are engaged in extraordinary service activities (to the department, college, university, and in special circumstances professional organizations within the discipline) can be assigned an enhanced service assignment that includes a reduced teaching assignment.

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

In recognition of the work involved in the exercise of their duties, the Directors of Undergraduate Language Programs, the Director of Graduate Studies and the Director of Undergraduate Studies will receive appropriate adjustments in their teaching assignments when possible given the teaching inventory. The number of courses taught by the Chair is determined in consultation with the Dean. Normally, the Chair teaches a maximum of two courses annually.

The above guidelines do not constitute a contractual obligation. Fluctuations in demands and resources in the Department and the individual circumstances of faculty members may warrant temporary deviations from the guidelines. The Chair in consultation with the Dean must approve course reductions.

### **Scholarship**

All tenure-track faculty members are expected to be engaged in scholarship as defined in the

department's [Appointments, Promotion, and Tenure Document](#). Criteria for scholarly productivity, applied in evaluation by the Chair with the Salary Advisory Committee in annual review, vary according to areas of research (linguistics, pedagogy at the university level, literary and/or cultural analysis, for example, have differing discipline-specific research traditions and expectations) and are sometimes weighted according to the nature of teaching assignment (curriculum development or preparation of assigned course sequences requiring large investments of time). Faculty members are expected to publish, or have had accepted for publication, over a three-year period, an average of at least one scholarly article annually. In addition, they are expected to read at least one paper at a professional/scholarly conference each year. Evidence must also be given, over a three-year period, of sustained progress on a larger research project, most often in the form of a book-length manuscript.

## **Service**

Faculty members are expected to be engaged in service and outreach to the department, university, profession and community. Typically this will include two service roles within the department (for example, as a member and/or chair of the Graduate Studies, Undergraduate Studies, Promotion and Tenure, Salary, or Diversity and Inclusion Committees, or an advising or service role) and, for tenured faculty, one outside of the department, although this number may vary depending on departmental need. This pattern can also 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) and on the percentage of their appointment the faculty member holds with the department.

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

The department recognizes that some of its faculty members bear an inherent additional service burden. That burden accrues when faculty members, often women and/or underrepresented colleagues, are recognized as uniquely positioned to assist with work at the department, college, or university levels. Such individuals may be expected to provide more service than normal because their particular expertise, perspective, or voice can help working groups, for example, or task forces or students (through their mentorship of them) understand context, options, and opportunities in new ways. This additional service burden does not derive from volunteerism. Rather, it is an unwarranted and inequitable expectation.

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



## **i Special Assignments**

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

Reasonable efforts will be made to award SA opportunities to all tenured 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. When more than one faculty member applies for an SA during the same term, the Chair will appoint an ad-hoc committee, consisting of the faculty members who are not applying for an SA that year, to evaluate all proposals and to 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.

Assistant professors are not eligible for SAs because their recruitment packages afford them course releases.

## **B Teaching Faculty**

### **i French and Italian Teaching Faculty**

All teaching faculty are expected to contribute to the department's research and education missions, as reflected by participation in graduate program development and teaching. Teaching faculty members are expected to contribute to the university's mission via teaching and service and to a lesser extent scholarship. Service expectations are similar to those for the tenure-track. Teaching and service assignments are determined at the time of appointment and specified in the letter of offer to the candidate. The standard teaching assignment for full-time teaching faculty members is seven courses per academic year.

Teaching faculty with a reduction for service are also expected to advise undergraduate students and, when appropriate based upon discipline, may be involved in graduate student advising at the MA level, including acting as a member of the qualifying exam committee once a teaching faculty is granted M status.

### **ii American Sign Language Teaching Faculty**

By arrangement with the Ohio State University Center for Languages, Literatures, and Cultures (CLLC), the Department of French and Italian serves as the TIU for American Sign Language (ASL) teaching faculty. Their duties, responsibilities, and workload are described in the Appendix to the department's [Appointments, Promotion, and Tenure document](#).

## **C Associated Faculty**

Compensated associated faculty members are expected to contribute to the university's mission

via teaching or research depending on the terms of their individual appointments.

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

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

The standard teaching assignment for full-time lecturers is eight courses or equivalent with a reduction for service per academic year.

## **D Modification of Duties**

The Department of French and Italian 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.

## **X Course Offerings, Teaching Schedule, and Grade Assignments**

The department Chair will annually develop a schedule of course offerings and instructor assignments in consultation with the faculty, both collectively and individually. While every effort will be made to accommodate the individual preferences of faculty, the department's first obligation is to offer the courses needed by students at times and in formats, including on-line instruction, most likely to meet student needs. To assure classroom availability, reasonable efforts must be made to distribute course offerings across the day and week. To meet student needs, reasonable efforts must be made to assure that course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by Faculty Rule [3335-8-16](#) will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester. Finally, to the extent possible, courses required in any curriculum or courses with routinely high demand will be taught by at least two faculty members across semesters of offering to assure that instructional expertise is always available for such courses.

If an instructor of record is unable to assign grades due to an unexpected situation (i.e. health or

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

## **XI Allocation of Department Resources**

The chair is responsible for the fiscal and academic health of the department and for assuring that all resources—fiscal, human, and physical—are allocated in a manner that will optimize achievement of department goals.

The chair will discuss the department budget at least annually with the faculty and attempt to achieve consensus regarding the use of funds across general categories. However, final decisions on budgetary matters rest with the chair.

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

The allocation of salary funds is discussed in the [Appointments, Promotion and Tenure Document](#).

Each year tenure-track faculty will have access to a travel fund whose value will be set by the chair at the beginning of each fiscal year, dependent on the department's budget. This fund may be used for travel for purposes such as presenting work at a conference, conducting research, or attending a professional development workshop. All use of faculty travel funds must be approved by the Chair. A travel order must be submitted to the department's Fiscal Associate at least two weeks (preferably earlier) prior to the start of travel.

## **XII Leaves and Absences**

The university's policies and procedures with respect to leaves and absences are set forth in the Office of Academic Affairs [Policies and Procedures Handbook](#) and Office of Human Resources [Policies and Forms website](#).

### **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 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](#).

## **D Faculty Professional Leave**

Information on faculty professional leaves (FPFs) is presented in the OAA [Policy on Faculty Professional Leave](#). The information provided below supplements this policy. When more than one faculty member applies for an FPL during the same term, the Chair will appoint an ad-hoc committee, consisting of the faculty members who are not applying for an FPL that year, to evaluate all proposals and to make recommendations to the chair. The chair's recommendation to the dean regarding an FPL proposal will be based on:

1. The viability and merit of the project and its potential to benefit the faculty member and the department.
2. The length of time since the faculty member's last FPL or, if they have never received one, since their date of hire.
3. The staffing needs of the department at the time of the request.

## **E Parental Leave**

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

## **XIII Additional Compensation and Outside Activities**

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

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 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.

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.

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 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.

#### **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**

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 their salary is inappropriately low should discuss the matter with the Chair. The faculty or staff member should provide documentation to support the complaint.

Faculty members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter may be eligible to file a more formal salary appeal, described in the Office of Academic Affairs [Policies and Procedures Handbook](#) (see Volume 1, Chapter 3). The College of Arts and Sciences procedures for Faculty Salary Appeals can be found in Appendix C of the College [POA](#).

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 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.

## **C Faculty Promotion and Tenure Appeals**

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

## **D Harassment, Discrimination, and Sexual Misconduct**

The [Office of Institutional Equity](#) 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 affirmative action and equal employment opportunity are set forth in the university's [policy on affirmative action and equal employment opportunity](#).

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

## **E Violations of Laws, Rules, Regulations, or Policies**

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

## **F Complaints by and about Students**

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring complaints about courses and instructors to the department chair, the chair will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the chair will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty. If confidentiality is required, the chair will explain that it is not possible to fully investigate a complaint in such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid or not. See Faculty Rule [3335-8-23](#).

Faculty complaints regarding students must always be handled strictly in accordance with university rules and policies. Faculty should seek the advice and assistance of the chair and others with appropriate knowledge of policies and procedures when problematic situations arise.

## **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](#).