

1 **Pattern of Administration**
2 **for**
3 **The Ohio State University**
4 **Department of Linguistics**

5
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1 **I Introduction**

2
3 This document provides a brief description of the Department of Linguistics, as well as a description of
4 its guidelines and procedures. It supplements the [Rules of the University Faculty](#), and other policies and
5 procedures of the university to which the department and its faculty are subject. The latter rules, policies
6 and procedures, and changes in them, take precedence over statements in this document.
7

8 This Pattern of Administration is subject to continuing revision. It must be reviewed and either revised or
9 reaffirmed on appointment or reappointment of the department chair. However, revisions may be made at
10 any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the college
11 office and the Office of Academic Affairs.
12

13 This Pattern of Administration can be amended by consensus of the Committee of the Whole. If
14 consensus cannot be reached, a two-thirds positive vote of the Committee of the Whole (Section VI) will
15 be required to amend this document. Proposed amendments must be made in writing to the department
16 chair at least two weeks before the next scheduled meeting of the Committee of the Whole.
17

18 **II Department Mission**

19
20 The overall mission of the Department of Linguistics is to pursue the scientific investigation of language
21 as a human phenomenon in its historical, psychological, and social dimensions, through effective and
22 innovative undergraduate teaching, a research-oriented graduate program, and high-quality faculty and
23 student research covering the major subareas within the discipline of linguistics.
24

25 **III Academic Rights and Responsibilities**

26
27 In April 2006, the university issued a [reaffirmation](#) of academic rights, responsibilities, and processes for
28 addressing concerns.
29

30 **IV Faculty**

31
32 Faculty Rule [3335-5-19](#) defines the types of faculty appointments possible at The Ohio State University
33 and the rights and restrictions associated with each type of appointment. For purposes of governance, the
34 faculty of this department includes tenure-track faculty and teaching faculty with compensated FTEs of at
35 least 51% in the Department, and associated faculty.
36

37 The department makes tenure-track appointments with titles of instructor, assistant professor, associate
38 professor, or professor.
39

40 The department makes teaching appointments. Teaching faculty titles are assistant teaching professor,
41 associate teaching professor, and teaching professor. The percentage of teaching faculty will not exceed
42 20% of the total of the tenure-track, clinical/teaching/ practice, and research faculty in the college. The
43 percentage of teaching faculty will not exceed 20% of the total of the tenure-track and teaching faculty in
44 the department.
45

46 Associated faculty include lecturers and senior lecturers, tenure-track faculty and teaching faculty with 1-
47 50% appointments, visiting faculty, and adjunct faculty. These individuals may be appointed by the
48 department chair on the recommendation of the departmental faculty in cases of instructional need,
49 usually to cover the absence of permanent faculty. The amount of remuneration is determined by the
50 department chair, with approval by the executive dean or designee.
51

1 Visiting faculty (at the rank of instructor, assistant professor, associate professor, or professor), are
2 appointed by the department chair in consultation with faculty according to their expertise and subject to
3 the approval of the executive dean or designee. These full-time, compensated appointments are renewable
4 up to three years. The department encourages visits of international scholars, however, the department
5 chair may limit the number of visitors in a manner consistent with available departmental resources. The
6 department chair must assure that at least one faculty member is willing to take responsibility for
7 sponsoring the visitor.
8

9 Courtesy appointments, which may be made by the department chair on recommendation of the
10 departmental faculty and approval of the executive dean or designee, are not paid, and may be renewed.
11

12 Emeritus Faculty may be re-hired on short-term agreements subject to programmatic needs, availability of
13 funds, and university policy, including approval by the Office of Academic Affairs.
14

15 Tenure-track faculty are eligible to vote on all matters of faculty governance within the department.
16 Teaching faculty may vote in all matters of department governance except tenure-track appointment,
17 promotion and tenure decisions. The tenure-track and teaching faculty may vote to extend department
18 governance rights to associated faculty, except tenure-track and teaching faculty appointment, promotion,
19 and tenure decisions. Emeritus faculty in this department are invited to participate in discussions on non-
20 personnel matters, but may not participate in personnel matters, including promotion and tenure reviews,
21 and may not vote on any matter.
22

23 Detailed information about the appointment criteria and procedures for the various types of faculty
24 appointments made in this department is provided in the [Appointments, Promotion and Tenure](#)
25 [Document](#).
26

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

28

29 The operations of the department are supported by three full-time staff members.
30

31 *Department Manager*

32

33 The department manager serves as the fiscal and human resources manager for the Department of
34 Linguistics; manages all budget/financial functions for the department, including development funds,
35 earnings funds, research funds, sponsored project funds, and private contracts; monitors fiscal and HR
36 activity; collaborates with the department chair to prepare budget projections and plans; prepares budget
37 reports; prepares budgets for sponsored research grants in collaboration with principal investigators and
38 the Office of Sponsored Programs; monitors grant activity to ensure compliance with sponsor regulations;
39 oversees personnel appointments on grants and contracts; manages time and effort reporting on grant
40 activities; advises the department chair regarding finances and reports; reconciles fiscal and HR data and
41 reports; manages performance management process for the department; analyzes HR activity and data to
42 advise the department chair in decision making; resolves operating problems and employee relations
43 issues; analyzes fiscal data; works closely with the Business Services Center on processing of HR and
44 fiscal transactions; manages the department's purchasing card; and completes other duties as assigned.
45

46 *Graduate Program Coordinator*

47

48 The graduate program coordinator coordinates the department's graduate program; coordinates the
49 department's communications in collaboration with ASC Communication; analyzes enrollment statistics;
50 coordinates special events; coordinates development activities; coordinates promotion and tenure and

1 faculty reviews; supervises undergraduate student office employees; provides general office management;
2 teaches Linguistics course(s); and completes other duties as assigned.

3 4 *Undergraduate Program Coordinator*

5
6 The undergraduate program coordinator serves as academic counselor and counseling coordinator; assists
7 students in selection of courses consistent with their developing goals and interests; participates in
8 orientation and recruitment activities; participates on department, college, and other relevant
9 administrative committees; maintains a database of undergraduate students; produces regular detailed
10 reports related to advising performance and expectations; organizes visits of prospective undergraduate
11 students; organizes course scheduling and room assignments; monitors enrollments and oversees course
12 evaluation; manages curricular flow and curricular concurrence; reviews curricular requests; provides
13 advice to faculty members regarding curricular issues; manages and coordinates assessment process for
14 undergraduate program; oversees assessment initiatives involving data collection and analysis; supervises
15 and evaluates lecturers; coordinates special events, including social events, conferences, workshops,
16 outreach activities and initiatives, booking accommodations; performs administrative job actions; teaches
17 Linguistics course(s) as needed; and completes other duties as assigned.

18 19 **VI Overview of Department Administration and Decision-Making**

20
21 The administrative procedures of the Department of Linguistics are designed to foster the widest possible
22 participation in departmental decision-making by the faculty and its students. To the extent possible,
23 decision-making is carried out in faculty department meetings, wherein the tenure-track faculty and one
24 elected representative of the graduate students act as a Committee of the Whole. If it is necessary or
25 expedient, decisions may be reached through consultation by the department chair with the members of
26 the Committee of the Whole individually, through face-to-face meetings or electronically.

27
28 The implementation of departmental policy is the responsibility of the chair, although in certain cases this
29 responsibility will normally be delegated, e.g., to the Graduate Studies Committee chair, the
30 Undergraduate Studies Committee chair, or the chair of the various M.A. and Ph.D. committees, etc. The
31 department chair will regard himself/herself as bound by any majority vote of the Committee of the
32 Whole (where matters at hand fall within the province of the department) unless he/she believes that there
33 are compelling reasons for acting otherwise. In this latter event, he/she is to convene the departmental
34 members and elected student representative (if appropriate), advise them of his/her belief, and give those
35 present an opportunity to change the vote or to persuade him/her that his/her reasons are not compelling.
36 Should this meeting fail to produce agreement, the department chair and a representative of the dissenting
37 faculty will each prepare representations to the university official within whose province the issue at
38 dispute lies detailing the reasons for their positions. The department and department chair will be bound
39 by a decision of this university official. In certain exceptional cases (e.g., during the summer or when
40 great speed in decision making is indicated) the department chair may elect to assume the responsibility
41 of decision-making. However, the department chair is expected to make every effort to consult with
42 available faculty and the elected representative of the students before coming to a decision in such cases
43 and any decision made is subject to review and possible modification at the next regularly scheduled
44 faculty meeting.

45 46 **VII Department Administration**

47 48 **A Department Chair**

49
50 The Department Chair is selected, appointed and re-appointed according to a process specified in the
51 [Pattern of Administration of the College of Arts and Sciences](#) (Section VI.A.1) and Faculty Rule

1 [3335-3-35](#). In the decision processes to select, appoint, reappoint, and conduct an internal vs. external
2 search for the chair, the executive dean of the college or designee will consider feedback from the
3 department.
4

5 The primary responsibilities of the department chair are set forth in Faculty Rule [3335-3-35](#). This rule
6 requires the department chair to develop, in consultation with the faculty, a Pattern of Administration
7 with specified minimum content. The rule, along with Faculty Rule [3335-6](#), also requires the
8 department chair to prepare, in consultation with the faculty, a document setting forth policies and
9 procedures pertinent to appointments, reappointments, promotion, and tenure.
10

11 Other responsibilities of the department chair, not specifically noted elsewhere in this Pattern of
12 Administration, are paraphrased and summarized below.
13

- 14 • To have general administrative responsibility for department programs, subject to the approval of
15 the dean of the college, and to conduct the business of the department efficiently. This broad
16 responsibility includes the acquisition and management of funds and the hiring and supervision of
17 faculty and staff.
18
- 19 • To plan with the members of the faculty and the executive dean of the college or designee a
20 progressive program; to encourage research and educational investigations.
21
- 22 • To evaluate and improve instructional and administrative processes on an ongoing basis; to
23 promote improvement of instruction by providing for the evaluation of each course when offered,
24 including written evaluation by students of the course and instructors, and periodic course review
25 by the faculty.
26
- 27 • To evaluate faculty members annually in accordance with both university and department
28 established criteria; to inform faculty members when they receive their annual performance and
29 merit review of their right to review their primary personnel file maintained by their department
30 and to place in that file a response to any evaluation, comment, or other material contained in the
31 file.
32
- 33 • To recommend, after consultation with the eligible faculty, appointments, reappointments,
34 promotions, dismissals, and matters affecting the tenure of members of the department faculty to
35 the dean of the college, in accordance with procedures set forth in Faculty Rules [3335-6](#) and
36 [3335-7](#) and this department's Appointments, Promotion and Tenure Document.
37
- 38 • To see that all faculty members, regardless of their assigned location, are offered the privileges
39 and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of
40 morale.
41
- 42 • To maintain a curriculum vitae for all personnel teaching a course in the department's curriculum.
43
- 44 • To see that adequate supervision and training are given to those members of the faculty and staff
45 who may profit by such assistance.
46
- 47 • To prepare annual budget recommendations for the consideration of the dean of the college.
48

1 Day-to-day responsibility for specific matters may be delegated to others, but the department chair
2 retains final responsibility and authority for all matters covered by this document, subject when
3 relevant to the approval of the college dean, Office of Academic Affairs, and Board of Trustees.
4

5 Operational efficiency requires that the department chair exercise a degree of autonomy in
6 establishing and managing administrative processes. The articulation and achievement of department
7 academic goals, however, are most successful when all faculty members participate in discussing and
8 deciding matters of importance. The department chair will therefore consult with the faculty on all
9 educational and academic policy issues and will respect the principle of majority rule. When a
10 departure from majority rule is judged to be necessary, the department chair will explain to the faculty
11 the reasons for the departure, ideally before action is taken.
12

13 **B Other Administrators**

14 *Director of Graduate Studies*

15
16
17 The director of graduate studies serves as chair of the Graduate Studies Committee. The primary
18 responsibilities of the director of graduate studies are to oversee and administer the department's
19 graduate degree programs and to serve as the liaison between the Graduate School and the graduate
20 faculty members in the graduate program. Other responsibilities of the director of graduate studies
21 include, but are not limited to: overseeing graduate student recruitment, admissions, and fellowship
22 nominations; leading biannual reviews of graduate student progress; and evaluating and improving
23 instructional and administrative processes in the graduate program on an ongoing basis.
24

25 *Director of Undergraduate Studies*

26
27 The director of undergraduate studies serves as chair of the Undergraduate Studies Committee and
28 Honors Advisor. The primary responsibility of the director of undergraduate studies is to oversee and
29 administer the department's undergraduate degree programs and curriculum. Other responsibilities of
30 the director of undergraduate studies include, but are not limited to: academic advising of Honors
31 majors and minors in linguistics; overseeing undergraduate student recruitment; and evaluating and
32 improving instructional and administrative processes in the undergraduate program on an ongoing
33 basis.
34

35 *GTA Coordinator*

36
37 The GTA coordinator, who may be a senior lecturer or teaching faculty, oversees all graduate
38 teaching associates in the department. The responsibilities of the GTA coordinator include, but are
39 not limited to: reviewing all GTA syllabi prior to the start of each semester; conducting in-class
40 evaluations of all GTAs each semester; teaching LING 6000 Teaching Introductory Linguistics and
41 LING 7890.01 TA Workshop; overseeing revision of the *Language Files*; and compiling nominations
42 of GTAs for internal and external teaching awards.
43

44 **C Committees**

45
46 Much of the development and implementation of the department's policies and programs is carried
47 out by standing and ad hoc committees. The department chair is an ex officio member of all
48 department committees and may vote as a member on all committees except the Committee of the
49 Eligible Faculty.
50

1 Except for the Committee of the Whole, all faculty appointments to committees, including committee
2 chairs, and other service assignments are made by the department chair, who may consult with the
3 faculty to determine appropriate assignments. Appointments are normally for a one-year period, and
4 are renewable. Except where otherwise noted, e.g., for ad hoc committees, for which the department
5 chair will make the appointment, all student members of committees are elected by the students. All
6 committee members, including faculty, staff, and student members, are voting members, except
7 where otherwise noted.

8
9 *Arts & Science Senator and Alternate*

10
11 One faculty member serves as the Arts & Sciences Senator and a second faculty member as the
12 Alternate. The Senator, or Alternate in the Senator's absence, represents the department in the Faculty
13 Senate of the College of Arts & Sciences.

14
15 *Development Committee*

16
17 The Development Committee consists of a faculty chair, one additional faculty member, the graduate
18 program coordinator, and at least three graduate students. The committee is responsible for
19 developing and/or encouraging fundraising initiatives for the department, making recommendations
20 to the department chair regarding awarding funds from department development accounts, and
21 producing the department's biannual alumni newsletter.

22
23 *Diversity and Outreach Committee*

24
25 The Diversity and Outreach Committee consists of one faculty chair, one other faculty member, and
26 at least one graduate student member. Its responsibilities are to raise the profile of the department
27 across the university and in the broader community, to ensure recruitment across a broad cross-
28 section of students, and to collect, archive, and make available to members of the department
29 information relevant to diversity and outreach activities. The committee will work to foster ties with
30 the Office of Diversity and Inclusion, the Office of Ohio State ADVANCE, and the Office of STEM
31 Initiatives to gain access to, develop, and/or encourage initiatives that may enhance diversity within
32 the department or the university more generally. The Diversity and Outreach Committee also works
33 closely with the Diversity Advocate of each search committee to review candidates for open faculty
34 positions.

35
36 *Faculty Awards Committee*

37
38 The Faculty Awards Committee consists of one faculty chair, and at least one additional faculty
39 member. The committee is responsible for coordinating university internal and external award
40 nominations for the department's faculty members.

41
42 *Graduate Studies Committee*

43
44 The Graduate Studies Committee consists of a faculty chair, at least two members of the graduate
45 faculty as appointed by the department chair, and an elected student member. The elected student
46 member must be in at least their third year in the program to stand for election. The duties of the
47 Graduate Studies Committee are to supervise any correspondence with prospective graduate students,
48 to screen applicants for admission to the graduate program and for fellowship nominations (the final
49 decisions to be made by the full faculty), to jointly oversee, with the Undergraduate Studies
50 Committee, the MA program, and to perform other duties of a departmental graduate studies
51 committee as set forth in the Graduate School Handbook. The committee serves as advisory to the

1 department chair concerning graduate course offerings. The student member participates in all
2 activities related to the graduate program, except for those involving specific students, including
3 prospective students. The student member therefore does not participate in admissions or biannual
4 student reviews, among other activities.

5
6 *Junior Faculty Mentoring Committees*
7

8 Each non-tenured tenure-track faculty member and, where feasible, each associate professor, shall be
9 assigned a mentor or mentoring committee made up one or more faculty members more senior than
10 the mentee. The committee is responsible for mentoring the junior faculty member in publishing,
11 teaching, service, and other areas, as relevant.

12
13 *Laboratory and Computing Committee*
14

15 The Laboratory and Computing Committee consists of a faculty chair, at least two other faculty
16 members, an IT staff member, and at least two graduate student members. Its purpose is to oversee
17 the functions of the department's computing equipment including copiers and printers, to administer
18 their operation, maintenance, and improvement, and to organize and run tutorials, typically 3-4 per
19 year, on technical and professionalization topics. Upon request, the committee provides the
20 department chair with a proposed budget for the following year, based on their assessment of the
21 department's computational needs. The chair of the committee serves as liaison to the systems
22 support staff.

23
24 *Language Files Committee*
25

26 The Language Files Committee consists of the GTA coordinator and the department chair. Graduate
27 students may be asked to contribute to the work of the committee on an ad hoc basis. The committee
28 is responsible for vetting enquiries regarding *Language Files*, for maintaining a record of revisions to
29 past editions and those proposed for future editions, and producing new editions.

30
31 *Library Liaison*
32

33 One faculty member serves as Library Liaison. Members of the department may recommend
34 linguistic materials for acquisition to the Library Liaison or send the request directly to the University
35 Acquisitions Librarian for languages and linguistics. The Library Liaison represents the department in
36 any deliberations within the university concerning university library policy.

37
38 *Linguistics Outside the Classroom Committee*
39

40 The Linguistics Outside the Classroom (LOC) Committee consists of the PI of the Comprehensive
41 Research Protocol in Linguistics as approved by the Office of Responsible Research Practices, the
42 GTA coordinator, and at least two graduate students. Either the PI of the Comprehensive Research
43 Protocol in Linguistics or the GTA coordinator may serve as chair of the committee. The committee
44 is responsible for administering and maintaining the LOC requirements in undergraduate courses and
45 for keeping IRB approval of the departmental research protocol, including the subject pool protocol,
46 current.

47
48 *Peer Review of Teaching Committee*
49

50 The peer review of teaching committee is described in full in the [Appointments, Promotion and](#)
51 [Tenure Document](#).

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Committee of the Eligible Faculty

The Committee of the Eligible Faculty serves as the promotion and tenure committee for the Department of Linguistics. The membership and duties of the Committee of the Eligible Faculty are described in the [Appointments, Promotion and Tenure Document](#). A committee chair is appointed annually by the department chair.

Social Events Committee

The social events committee is made up of four department members, including faculty, staff, and graduate students. The committee is chaired by a faculty or staff member appointed by the department chair. The committee is responsible for coordinating department social events, such as parties and other functions.

Speakers Committee

The Speakers Committee consists of a faculty chair and at least five graduate student members. Members of the committee share the responsibility of maintaining the department’s calendar of events, scheduling the department’s colloquium series, notifying the linguistics community of upcoming talks, and of assuring that there is a faculty or student host assigned to coordinate the visit of each external speaker. The host need not be a member of the Speakers Committee. The Speakers Committee chair will take the lead in organizing graduate student talks relating to requirements of the graduate program. The Speakers Committee coordinates its funding activities with the Department Manager and department chair.

Teaching Awards Committee

The Teaching Awards Committee consists of a faculty chair (who may be a senior lecturer), at least one student member who is a former Teaching Award winner, and, where feasible, one other faculty member. Its purpose is to screen nominations for the Departmental Award(s) for Excellence in Teaching Linguistics by graduate teaching associates and to make a decision about the current year's awardee(s).

Travel Committee

The Travel Committee consists of a faculty chair and one other faculty member. Its purpose is to review applications and recommend funding for graduate students to travel to present their work at scholarly conferences, conduct research, or attend workshops or summer schools related to their research. The Travel Committee coordinates its funding activities with the Department Manager and department chair through a dedicated database.

Undergraduate Studies Committee

The Undergraduate Studies Committee consists of a faculty chair who also serves as honors advisor, the undergraduate program coordinator, the GTA coordinator, and other faculty as appointed by the department chair. The committee is responsible for overseeing the linguistics undergraduate programs and the linguistics general education courses, and for jointly overseeing, with the Graduate Studies Committee, the MA program. The committee serves as advisory to the department chair concerning undergraduate course offerings.

1 *Advisory and Ad Hoc Committees*
2

3 In addition to the standing committees described above, the chair may appoint advisory committees to
4 advise him/her on administrative matters. In addition, the chair may appoint ad hoc committees from
5 time to time for special tasks, such as searching for candidates for an open faculty position,
6 supervising a departmental publication, etc. Unless the nature of the committee's task demands
7 otherwise, at least one student from the department will be included in any such committee. Any
8 other positions required of TIUs by other University organizations will be filled in the prescribed
9 manner.
10

11 **VIII Department Meetings**
12

13 The policies of the Department of Linguistics are determined in department meetings, chaired by the
14 department chair, which are open to all members of the faculty (tenure-track and associated), all staff, and
15 all graduate and undergraduate students majoring in linguistics, as well as to anyone else as prescribed by
16 Ohio law. The department chair will provide to the faculty, staff, and graduate students a schedule of
17 department faculty meetings at the beginning of each academic term. The schedule will provide for at
18 least one meeting per semester and normally will provide for biweekly meetings. A call for agenda items
19 and completed agenda will be delivered to the faculty, staff, and graduate students by email before a
20 scheduled meeting. A meeting of the department faculty will also be scheduled on written request of 25%
21 of the faculty. The department chair will make reasonable efforts to have the meeting take place within
22 one week of receipt of the request. Any faculty member or student may have a policy question placed on
23 the agenda. The department chair will be responsible for seeing that minutes are maintained for all
24 department meetings on the department's internal website.
25

26 Special policies pertain to voting on personnel matters, and these are set forth in the department's
27 Appointments, Promotion and Tenure Document. In the event that an item on the agenda of a faculty
28 meeting concerns an individual student or faculty member, all students will be excluded from the
29 meeting. Staff and associated faculty will also be excluded from the meeting, unless their assigned duties
30 are relevant to the meeting agenda (e.g., GTA coordinator, graduate program coordinator).
31

32 For purposes of discussing department business other than personnel matters, and for making decisions
33 where consensus is possible and a reasonable basis for action, a quorum will be defined as a simple
34 majority of all members of the Committee of the Whole who are eligible to vote. Only tenure-track
35 faculty members and one elected representative of the department's students may vote on policy questions
36 decided by the Committee of the Whole. Decisions on policy questions will be decided by a majority
37 vote. In order for the vote to be valid, at least two-thirds of all the eligible voters must vote. Abstentions
38 are not votes. Eligible voters may vote by conference call or video conference, and those who are not
39 physically present at the time of the vote may vote by absentee ballot. In general, an attempt will always
40 be made to reach a decision on departmental matters by consensus of those present at all department
41 meetings, an actual vote being taken only if a consensus fails to be reached after discussion of the issues
42 involved.
43

44 Either the department chair or one-third of all faculty members eligible to vote may determine that a
45 formal vote conducted by written ballot is necessary on matters of special importance. For purposes of a
46 formal vote, a matter will be considered decided when a particular position is supported by at least a
47 majority of all faculty members eligible to vote. Balloting will be conducted by mail or email when
48 necessary to assure maximum participation in voting. When conducting a ballot by mail or email, faculty
49 members will be given one week to respond.
50

1 When a matter must be decided and a simple majority of all faculty members eligible to vote cannot be
2 achieved on behalf of any position, the department chair will necessarily make the final decision.

3
4 The Department of Linguistics accepts the fundamental importance of full and free discussion but also
5 recognizes that such discussion can only be achieved in an atmosphere of mutual respect and civility.
6 Normally department meetings will be conducted with no more formality than is needed to attain the
7 goals of full and free discussion and the orderly conduct of business. However, Robert's Rules of Order
8 will be invoked when more formality is needed to serve these goals.

9 10 **IX Distribution of Faculty Duties and Responsibilities**

11
12 The Office of Academic Affairs requires TIUs to have guidelines on the distribution of faculty duties and
13 responsibilities (See the OAA [Policies and Procedures Handbook](#), Volume 1, Chapter 2, Section 1.4.3).

14
15 During on-duty periods, faculty members are expected to be available for interaction with students,
16 research, and department meetings and events even if they have no formal course assignment. On-duty
17 faculty members should not be away from campus for extended periods of time unless on an approved
18 leave (see section XII) or on approved travel.

19
20 The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the demands and
21 resources of the department and the individual circumstances of faculty members may warrant temporary
22 deviations from these guidelines. Assignments and expectations for the upcoming year are addressed as
23 part of the annual review by the department chair.

24
25 A full-time faculty member's primary professional commitment is to Ohio State University and the
26 guidelines below are based on that commitment. Faculty who have professional commitments outside of
27 Ohio State during on-duty periods (including teaching at another institution; conducting research for an
28 entity outside of Ohio State; external consulting) must disclose and discuss these with the department
29 chair in order to ensure that no conflict of commitment exists. Information on faculty conflicts of
30 commitment is presented in the OAA [Policy on Faculty Conflict of Commitment](#).

31 32 **A Tenure-track Faculty**

33
34 Tenure-track faculty members are expected to contribute to the university's mission via teaching,
35 scholarship, and service. When a faculty member's contributions decrease in one of these three areas,
36 additional activity in one or both of the other areas is expected.

37 38 **Teaching**

39
40 All tenure-track faculty are expected to contribute to the department's teaching, including large
41 enrollment and specialized courses in both the undergraduate and graduate curriculums. The standard
42 teaching assignment for full-time tenure-track faculty members in the Department of Linguistics is
43 four courses per academic year. The maximum course load per year is eight courses for faculty who
44 do no service, advising, publication, or research. The minimum is zero for faculty on leave for the
45 entire year. In addition, faculty are expected to advise majors, minors, and graduate students, serve on
46 graduate examining committees, direct honors, bachelors, and masters theses, and serve on doctoral
47 committees in other units, while also providing individualized directed study and research for both
48 undergraduate and graduate students.

49
50 Adjustments to the standard teaching assignment may be made to account for teaching a new class,
51 the size of the class, whether the class is taught on-line or team-taught, and other factors that may

1 affect the preparation time involved in teaching the course. Teaching loads may also be reduced as a
2 result of contractual negotiations, as a result of grants and fellowships, as a result of SAs and FPLs, or
3 at the discretion of the chair for particularly demanding service obligations (such as graduate studies
4 chair, undergraduate studies chair, major national professional offices, or major editorships).

5
6 The teaching assignments of any given academic year are to be determined by the department chair in
7 consultation with each faculty member. Courses that fall within the expertise of more than one faculty
8 member are to rotate among those having this expertise when feasible. In the planning of course
9 offerings by the department chair and members of the faculty, the following factors will be given
10 consideration: the faculty's views as to what courses and seminar topics constitute a valuable and
11 academically sound program in linguistics, the students' views as to what courses and topics they
12 most wish to take, and overall curricular needs of various tracks within the graduate program, of the
13 undergraduate program, and of other programs on campus. Typically, each member of the faculty will
14 teach at all levels of the curriculum in each year, including lower-division undergraduate courses, GE
15 courses, courses for majors, and graduate courses.

16
17 The Department of Linguistics, recognizing the importance of evaluation in the furthering of effective
18 teaching, requires that course and instructor evaluation forms be completed by the end of the
19 semester. Teaching excellence is to be measured primarily by means of Student Evaluation of
20 Instructor (eSEI) forms and peer evaluations, both of which are considered necessary to the annual
21 review of all faculty and to the promotion and tenure review of probationary faculty. Comparable
22 evaluation methods are to be used for LING 7890 discussion groups.

23 24 **Scholarship**

25
26 All tenure-track faculty members are expected to be engaged in scholarship as defined in the
27 department's [Appointments, Promotion, and Tenure Document](#). Faculty in the Department of
28 Linguistics are expected to maintain an active research program, as evidenced by the publication of
29 books, articles in scholarly journals, participation in professional meetings and publications in their
30 proceedings, and seeking and obtaining external funding where such funding is available and relevant
31 for the faculty member's research. The typical quantity of published work is approximately one major
32 piece per year or the equivalent, but this should not be taken as either necessary or sufficient for
33 promotion. Here and elsewhere, a major piece consists of a monograph or an article in a peer-refereed
34 journal or proceeding, or a chapter in an editor-refereed volume. Faculty with the opportunity to
35 obtain external funding are expected to be funded or seeking funding at all times.

36 37 **Service**

38
39 Faculty members are expected to be engaged in service and outreach to the department, university,
40 profession, and community. All faculty in the Department of Linguistics are expected to participate in
41 department, college, and university governance when called to do so, and to participate in the
42 appropriate professional organizations.

43
44 All faculty members are expected to attend and participate in department meetings, recruitment
45 activities, and other department events.

46 47 **i Special Assignments**

48
49 Information on special assignments (SAs) is presented in the Office of Academic Affairs [Special](#)
50 [Assignment Policy](#). The information provided below supplements these policies.

51

1 Requests for Special Assignments (SA) for a given year are to be given to the department chair in
2 the form of an explicit, written research proposal, normally in the early spring of the preceding
3 academic year. The department chair will recommend a candidate for SA to the executive dean of
4 the college or designee provided that he/she is convinced that (a) the department can adjust its
5 teaching schedule and committee work to the absence of the faculty member; (b) the proposed
6 research is of importance to the field of linguistics; and (c) the proposed research can be
7 completed during the time period requested. In the event that more proposals are submitted than
8 can be accommodated by the teaching schedule of the department in a given year, the department
9 chair will make his/her recommendations to the college on the basis of the relative merits of the
10 proposals. When proposals are of roughly equal merit, the department chair will make his/her
11 recommendations in such a way as to distribute SAs as equitably as possible among the members
12 of the department.

13 **B Teaching Faculty**

14 All teaching faculty are expected to contribute to the university's mission via teaching, research, and
15 service, depending upon the terms of their individual appointments. Teaching and service
16 assignments are determined at the time of appointment and specified in the letter of offer to the
17 candidate.
18
19

20
21 The standard teaching assignment for full-time teaching faculty members is eight courses per
22 academic year. For a full-time teaching faculty member serving as the GTA coordinator, the standard
23 teaching assignment is six courses per academic year, typically to include two sections each of LING
24 6000, Teaching Introductory Linguistics, and LING 7890.01, TA Workshop, and two other courses as
25 assigned. Other adjustments to the standard teaching assignment may be made to account for
26 particularly demanding service obligations.
27

28 **C Associated Faculty**

29
30 Compensated associated faculty members are expected to contribute to the university's mission via
31 teaching or research depending on the terms of their individual appointments.
32

33 Faculty members with tenure-track titles and appointments <50% FTE will have reduced expectations
34 based on their appointment level.
35

36 Expectations for compensated visiting faculty members will be based on the terms of their
37 appointment and are comparable to that of tenure-track faculty members except that service is not
38 required.
39

40 The standard teaching assignment for full-time lecturers is eight courses per academic year.
41

42 **D Parental Modification of Duties**

43
44 The department of the Department of Linguistics strives to be a family-friendly unit in its efforts to
45 recruit and retain high quality faculty members. To this end, the department is committed to adhering
46 to the College of Arts and Sciences's guidelines on parental modification of duties to provide its
47 faculty members flexibility in meeting work responsibilities within the first year of
48 childbirth/adoption. See the [college pattern of administration](#) for details.
49

50 The faculty member requesting the modification of duties for childbirth/adoption and the department
51 chair should be creative and flexible in developing a solution that is fair to both the individual and the

1 unit while addressing the needs of the university. Expectations must be spelled out in an MOU that is
2 approved by the dean.
3

4 **X Course Offerings and Teaching Schedule** 5

6 The department chair will annually develop a schedule of course offerings and teaching schedules in
7 consultation with the faculty, both collectively and individually. While every effort will be made to
8 accommodate the individual preferences of faculty, the department's first obligation is to offer the courses
9 needed by students at times and in formats, including online instruction, most likely to meet student
10 needs. To assure classroom availability, reasonable efforts must be made to distribute course offerings
11 across the day and week. To meet student needs, reasonable efforts must be made to assure that course
12 offerings match student demand and that timing conflicts with other courses students are known to take in
13 tandem are avoided. A scheduled course that does not attract the minimum number of students required
14 by Faculty Rule [3335-8-16](#) may need to be canceled at the discretion of the department chair and the
15 faculty member scheduled to teach that course will be assigned to another course for that or a subsequent
16 semester. Finally, to the extent possible, courses required in any curriculum or courses with routinely high
17 demand will be taught by at least two faculty members across semesters of offering to assure that
18 instructional expertise is always available for such courses.
19

20 **XI Allocation of Department Resources** 21

22 The department chair is responsible for the fiscal and academic health of the department and for assuring
23 that all resources—fiscal, human, and physical—are allocated in a manner that will optimize achievement
24 of unit goals.
25

26 The department chair will discuss the department budget with the faculty, as appropriate, and attempt to
27 achieve consensus regarding the use of funds across general categories. However, final decisions on
28 budgetary matters rest with the department chair.
29

30 Research space shall be allocated on the basis of research productivity, including external funding, and
31 will be reallocated periodically as these faculty-specific variables change.
32

33 The allocation of office space will include considerations such as achieving proximity of faculty in
34 subdisciplines and productivity and grouping staff functions to maximize efficiency.
35

36 The allocation of salary funds is discussed in the Appointments, Promotion, and Tenure Document.
37

38 Offers of appointment as Graduate Teaching Associates (GTA) or Graduate Research Associates (GRA)
39 are made to incoming students by the department chair upon the advice of the faculty after review of
40 applications from these students. Appointments or reappointments of current graduate students as GTAs
41 and GRAs are decided by the faculty as a whole in a faculty meeting, except that the department chair
42 alone will make decisions about such appointments when events require that these be made at a time
43 when the faculty cannot be consulted. Appointment and reappointment as a GTA requires successful
44 completion of LING 6000 and evidence of good teaching ability, as measured by observation of teaching
45 by a faculty member or the GTA coordinator and Student Evaluations of Instruction. These may be
46 supplemented by other forms of teaching evaluation, as necessary and appropriate to determine all
47 evidence of a GTA's potential to teach well. However, a student is not guaranteed reappointment as a
48 GTA or GRA if his/her progress toward a degree is not deemed satisfactory. If the number of qualified
49 graduate students exceeds the number of GTA/GRA positions available, decisions as to which students
50 receive support will be made on the basis of both the student's ability as a GTA or GRA and the student's
51 promise as a scholar of linguistics. Allotment of the various kinds of GTA and GRA positions among

1 qualified graduate students is made on the basis of both the department's needs (e.g., faculty research
2 projects, *Language Files* revision, etc.) and the student's preferences.
3

4 Admission of a student into the Ph.D. program implies that the department will make every effort to
5 ensure that the student is funded for at least the first five years in the program, assuming normal progress
6 in the program.
7

8 Travel funds for graduate students are allocated by the Travel Committee. For other members of the
9 department, funds are allocated by the department chair for travel in the conduct of departmental business
10 or to present papers or engage in colloquia at significant meetings of linguists or scholars in related
11 disciplines. In general, the policy of the department is to disburse funds for travel in as equitable a manner
12 as is possible, but also taking into account the relative scholarly significance of proposed trips.
13

14 **XII Leaves and Absences**

15
16 In general, there are four types of leaves and absences taken by faculty (in addition to parental leave,
17 which is detailed in the [Parental Care Guidebook](#)). The university's policies and procedures with respect to
18 leaves and absences are set forth in the Office of Academic Affairs [Policies and Procedures Handbook](#)
19 and Office of Human Resources [Policies and Forms website](#). The information provided below
20 supplements these policies.
21

22 **A Discretionary Absence**

23
24 Discretionary absence from duty (for attendance at a professional meeting or to engage in consulting)
25 will be coordinated so as not to interfere with instructional or other comparable commitments. Faculty
26 are expected to complete a travel request or an [Application for Leave form](#) well in advance of a
27 planned absence to provide time for its consideration and approval and time to assure that
28 instructional and other commitments are covered. Discretionary absence from duty is not a right, and
29 the department chair retains the authority to disapprove a proposed absence when it will interfere with
30 instructional or other comparable commitments. Such an occurrence is most likely when the number
31 of absences in a particular semester is substantial. [Rules of the University Faculty](#) require that the
32 Office of Academic Affairs approve any discretionary absence longer than 10 consecutive business
33 days (see Faculty Rule [3335-5-08](#)) and such leaves must be requested on the [Application for Leave](#)
34 [form](#).
35

36 **B Absence for Medical Reasons**

37
38 When absences for medical reasons are anticipated, faculty members are expected to complete an
39 [Application for Leave form](#) as early as possible. When such absences are unexpected, the faculty
40 member, or someone speaking for the faculty member, should let the department chair know
41 promptly so that instructional and other commitments can be managed. Faculty members are always
42 expected to use sick leave for any absence covered by sick leave (personal illness, illness of family
43 members, medical appointments). Sick leave is a benefit to be used—not banked. For additional
44 details see OHR [Policy 6.27](#).
45

46 **C Unpaid Leaves of Absence**

47
48 The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of
49 absence are set forth in OHR [Policy 6.45](#). <http://www.hr.osu.edu/policy/index.aspx>
50

1 **D Faculty Professional Leave**
2

3 Information on faculty professional leaves is presented in the OAA [Policy on Faculty Professional](#)
4 [Leave](#). The information provided below supplements these policies.
5

6 The department’s ad hoc FPL committee will be convened for those terms when FPL applications are
7 submitted for review, and will be composed of the Graduate Studies Committee chair and the
8 Undergraduate Studies Committee chair. If a conflict of interest arises such that a member of the
9 committee must recuse himself/herself, the department chair will appoint another faculty member as a
10 replacement. The committee will review all requests for FPL, and make a recommendation to the
11 department chair based on the following criteria:
12

- 13 • The importance of the proposed research to the field of linguistics.
- 14 • The likelihood that the proposed research will contribute to the goals of the department and
15 the future success of the faculty member's research program.
- 16 • The likelihood that the proposed research can be completed during the time period requested.
17

18 The department chair’s recommendation to the dean regarding an FPL proposal will be based on the
19 quality of the proposal and its potential benefit to the department and to the faculty member, as well
20 as the ability of the department to accommodate the leave at the time requested. In the event that more
21 proposals are submitted than can be accommodated to the work of the department of a given year, the
22 department chair will make his/her recommendations to the dean on the basis of the relative merits of
23 the proposals. When proposals are of roughly equal merit, the department chair will make the
24 recommendations in such a way as to distribute FPLs as equitably as possible among the members of
25 the department.
26

27 **XIII Supplemental Compensation and Paid External Consulting**
28

29 Information on faculty supplemental compensation is presented in the OAA [Policy on Faculty](#)
30 [Compensation](#). Information on paid external consulting is presented in the university’s [Policy on Faculty](#)
31 [Paid External Consulting](#). The information provided below supplements these policies.
32

33 This department adheres to these policies in every respect. In particular, this department expects faculty
34 members to carry out the duties associated with their primary appointment with the university at a high
35 level of competence before seeking other income-enhancing opportunities. All activities providing
36 supplemental compensation must be approved by the department chair regardless of the source of
37 compensation. External consulting must also be approved. Approval will be contingent on the extent to
38 which a faculty member is carrying out regular duties at an acceptable level, the extent to which the extra
39 income activity appears likely to interfere with regular duties, and the academic value of the proposed
40 consulting activity to the department. In addition, it is university policy that faculty may not spend more
41 than one business day per week on supplementally compensated activities and external consulting
42 combined.
43

44 Faculty who fail to adhere to the university's policies on these matters, including seeking approval for
45 external consulting, will be subject to disciplinary action.
46

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

1
2 Should a department faculty member wish to use a textbook or other material that is authored by the
3 faculty member and the sale of which results in a royalty being paid to him or her, such textbook or
4 material may be required for a course by the faculty member only if (1) the faculty member's department
5 chair and dean or designee have approved the use of the textbook or material for the course taught by the
6 faculty member, or (2) an appropriate committee of the department or college reviews and approves the
7 use of the textbook or material for use in the course taught by the faculty member.
8

9 **XIV Financial Conflicts of Interest**

10
11 Information on faculty financial conflicts of interest is presented in the university's [Policy on Faculty](#)
12 [Financial Conflict of Interest](#). A conflict of interest exists if financial interests or other opportunities for
13 tangible personal benefit may exert a substantial and improper influence upon a faculty member or
14 administrator's professional judgment in exercising any university duty or responsibility, including
15 designing, conducting, or reporting research.
16

17 Faculty members with external funding or otherwise required by university policy are required to file
18 conflict of interest screening forms annually and more often if prospective new activities pose the
19 possibility of financial conflicts of interest. Faculty who fail to file such forms or to cooperate with
20 university officials in the avoidance or management of potential conflicts will be subject to disciplinary
21 action.
22

23 In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment that arise
24 in relation to consulting or other work done for external entities. Further information about conflicts of
25 commitment is included in Section IX above.
26

27 **XV Grievance Procedures**

28
29 Members of the department with grievances should discuss them with the department chair who will
30 review the matter as appropriate and either seek resolution or explain why resolution is not possible.
31 Content below describes procedures for the review of specific types of complaints and grievances.
32

33 **A Salary Grievances**

34
35 A faculty or staff member who believes that his or her salary is inappropriately low should discuss the
36 matter with the department chair. The faculty or staff member should provide documentation to
37 support the complaint.
38

39 Faculty members who are not satisfied with the outcome of the discussion with the department chair
40 and wish to pursue the matter may be eligible to file a more formal salary appeal (see the Office of
41 Academic Affairs [Policies and Procedures Handbook](#)).
42

43 Staff members who are not satisfied with the outcome of the discussion with the department chair and
44 wish to pursue the matter should contact [Employee and Labor Relations](#) in the Office of Human
45 Resources.
46

47 **B Faculty Misconduct**

48
49 Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in
50 Faculty Rule [3335-5-04](#).
51

1 **C Faculty Promotion and Tenure Appeals**

2
3 Promotion and tenure appeals procedures are set forth in Faculty Rule [3335-5-05](#).

4
5 **D Sexual Misconduct**

6
7 The university's policy and procedures related to sexual misconduct are set forth in OHR [Policy 1.15](#).

8
9 **E Student Complaints**

10
11 Normally student complaints about courses, grades, and related matters are brought to the attention of
12 individual faculty members. In receiving such complaints, faculty should treat students with respect
13 regardless of the apparent merit of the complaint and provide a considered response. When students
14 bring complaints about courses and instructors to the department chair, the department chair will first
15 ascertain whether or not the students require confidentiality. If confidentiality is not required, the
16 department chair will investigate the matter as fully and fairly as possible and provide a response to
17 both the students and any affected faculty. If confidentiality is required, the department chair will
18 explain that it is not possible to fully investigate a complaint in such circumstances and will advise
19 the student(s) on options to pursue without prejudice as to whether the complaint is valid or not. See
20 Faculty Rule [3335-8-23](#).

21
22 Faculty complaints regarding students must always be handled strictly in accordance with university
23 rules and policies. Faculty should seek the advice and assistance of the department chair and others
24 with appropriate knowledge of policies and procedures when problematic situations arise. In
25 particular, evidence of academic misconduct must be brought to the attention of the [Committee on](#)
26 [Academic Misconduct](#) (see also **Error! Hyperlink reference not valid.** Faculty Rule [3335-23-](#)
27 [05](#)).<http://senate.osu.edu/committees/COAM/COAM.html>

28
29 **F Code of Student Conduct**

30
31 In accordance with the [Code of Student Conduct](#), faculty members will report any instances of
32 academic misconduct to the Committee on Academic Misconduct.