

**Pattern of Administration for
The Ohio State University
Department of
Slavic and East European
Languages and Cultures**

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Introduction

This document provides a brief description of the Department of Slavic and East European Languages & Cultures as well as a description of its policies and procedures. It supplements the [Rules of the University Faculty](#) and other policies and procedures of the 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. All revisions, as well as periodic reaffirmation, are subject to approval by the college office and the Office of Academic Affairs.

Department Mission

Established in 1962, the Department of Slavic and East European Languages and Cultures is dedicated to researching and teaching the languages, literatures, and cultures of the East, Central, and Southeast European nations and peoples. From the outset, the department has embraced the identity of a genuinely "Slavic and East European" (rather than "Russian") department, and it has maintained that broad scope ever since. At the same time, the department has responded to recent needs to serve a diverse body of students with interests in a variety of disciplines outside the Humanities by making the transition from a traditional "languages, linguistics, and literatures" department to one that increasingly explores Slavic and other cultures of the region from an interdisciplinary perspective. Active engagement with research in turn enhances the teaching, advising, and community outreach missions of the department. The activities the department engages in to achieve its mission comprise, but are not limited to:

- Serving three main constituencies: undergraduate students, in particular those majoring and minoring in Departmental programs or pursuing double majors, students in General Education courses, and graduate students at the master's and doctoral levels;
- Supporting innovative research in literary history and criticism, cultural studies, Slavic linguistics, second language acquisition and language pedagogy;
- Offering effective instruction in Russian, Bosnian/Croatian/Serbian, Polish and Romanian, and occasionally Albanian, Czech, Hungarian, and other languages, in support of the mission of the department;
- Advancing diversity, equity and inclusion through their research, teaching and/or outreach and engagement activities;
- Appointing qualified faculty who will enhance or have strong potential to enhance its excellence in teaching, research and service;
- Sponsoring and organizing scholarly and cultural activities such as conferences,

symposia, guest lecturers by distinguished speakers, and a variety of educational events to create a stimulating atmosphere of intellectual exchange;

- Engaging international audiences through publication, collaboration, and scholarly presentations;
- Encouraging interdisciplinary research and collaboration among faculty and students from the department and with other units on campus and groups within the wider community who share related interests;
- Disseminating knowledge and enhancing community outreach and engagement through presentation, events, and other opportunities to network with community organizations.

Academic Rights and Responsibilities

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

Faculty and Voting Rights

For purposes of governance the faculty of this department include tenure-track faculty and teaching faculty with 50% or higher appointment for whom SEELC is the TIU.

Tenure-track faculty

The Department of Slavic and East European Languages and Cultures makes tenure-track appointments with titles of instructor, assistant professor, associate professor, or professor. Tenure-track faculty with compensated FTEs of at least 50% may vote in all matters of departmental governance.

- Tenure-track faculty joint appointees whose TIU is another department may participate in all governance matters and may vote on all governance matters except appointment, promotion and tenure reviews. In accordance with OAA policy, voting rights on appointment, promotion and tenure reviews are not granted to faculty whose TIU is another department. However, the department strives to ensure that joint appointees are afforded equal opportunity for input on appointment, promotion, and tenure.

Teaching faculty

The Department of Slavic and East European Languages and Cultures makes teaching appointments. Teaching faculty titles are assistant teaching professor, associate teaching professor, and teaching professor.

Teaching faculty may participate in discussions of teaching faculty matters, including promotion reviews. Teaching faculty are permitted to vote on other matters, including curriculum, appointment of teaching faculty, and if eligible, on the promotion and reappointment of teaching faculty.

As defined by Faculty Rule [3335-7-11](#) teaching faculty may be nominated and may serve if elected on the University Senate as a representative of the college.

- Teaching Faculty Appointment Cap

The percentage of teaching faculty will not exceed 50% of the total of the tenure-track and tenured faculty in the department.

Associated Faculty

The Department of Slavic and East European Languages and Cultures makes associated faculty appointments. Associated Faculty comprises those persons:

1. With adjunct or visiting titles;
2. Lecturers and senior lecturers.

Associated Faculty have no voting rights, but they are welcome at department meetings except for when the focus of the meeting are tenure-track personnel issues, and their opinions are valued.

Emeritus Faculty

Emeritus faculty in this department are invited to participate in discussions on non-personnel matters, but may not participate in personnel matters, including appointment, promotion and tenure reviews, and may not vote on any matter.

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

Organization of Department Services & Staff

Academic Program Coordinator

The person holding this position is responsible for overseeing the daily administrative operations of the department, including hiring, assigning, training, scheduling, and supervising student employees and ensuring appropriate coverage for front office reception area; planning, coordinating, and implementing program and administrative support for the department; collaborating with other departments to work on projects and improve efficiency in the department's operations; representing the department and serving as a liaison to college and university offices; responding independently to inquiries from students, faculty and the public; providing administrative support to the department's chair, faculty, administrative staff and graduate associates/students and undergraduates; coordinating graduate admissions for the

department; preparing recruitment materials; coordinating course scheduling for the department, including being responsible for locating rooms for events, speakers, reviews and exams upon request; communicating with undergraduate majors and minors as requested; providing enrollment statistics and reports regarding department course schedule; participating in special projects as directed.

Director of Language Programs

The duties of the Director (DLP) include planning, coordinating and supervising the training and teaching of the language programs, including Russian, Polish, Bosnian-Croatian-Serbian, and other Slavic languages as needed. The DLP develops methodology and policies for lecturers and Graduate Teaching Associates (GTAs), trains lecturers and GTAs in language proficiency testing and teaching methodology, and assesses their performance. In addition, the DLP facilitates the professional development of lecturers and graduate students in language proficiency assessment and other areas.

The DLP is also charged with designing and maintaining up-to-date language program materials and administering Russian language proficiency/evaluation testing as well as coordinating and/or conducting Oral Proficiency Testing for Russian, Polish, Ukrainian, Romanian, Bulgarian, Bosnian-Croatian-Serbian, as well as teaching undergraduate and graduate Russian language courses and select graduate courses on theoretical aspects of Russian and on acquisition of Slavic languages as foreign languages as needed. The DLP serves in an advisory capacity to the department chair as well as the chairs of the UGS and graduate studies programs and as such serves on the Executive Committee, advising on course scheduling, assisting with graduate admissions and both undergraduate and graduate fellowship decisions, and serving as department liaison for language study abroad programs, high school Russian language teachers, and the CLLC.

Resource Center for Medieval Slavic Studies Academic Coordinator (RCMSS)

RCMSS is part of SEELC's administrative structure. RCMSS's academic program coordinator serves mainly the mission of RCMSS and also assists SEELC with event planning and communication tasks. When funding is not available this position remains vacant.

Administrative Services Team

The Administrative Services Team for the fourth floor of Hagerty Hall handles all human resources and fiscal operations.

Advising Team

All undergraduate student advising is handled by the Advising team for Hagerty Hall.

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 determines 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.

Department Administration

Department Chair

The primary responsibilities of the department 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 and to encourage research and educational investigations;
- To assign workload according to the department's workload guidelines (see section on Faculty Duties, Responsibilities, and Workload) 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 performance and merit review of their right to review their primary personnel file maintained by their TIU and to place in that file a response to any evaluation, comment, or other material contained in the file;
- After consultation with the eligible faculty, to recommend appointments,

reappointments, 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 department's curriculum;
- To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance;
- To prepare, after consultation with the faculty, annual budget recommendations for the consideration of the dean of the college;
- To facilitate and participate in prescribed [academic program review](#) processes, in collaboration with the dean of the college and the Office of Academic Affairs;
- In the event that the department chair feels it necessary to depart from the majority opinion on matters covered by the Pattern of Administration, s/he will explain the reasons for the departure and facilitate understanding with the department, in accordance with Faculty Rule [3335-3-35\(C\)\(2\)\(d\)](#).

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 divisional and/or executive 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.

Chair of the Graduate Studies Committee

The graduate studies chair convenes regular meetings of the committee, communicates the committee's recommendations to the department council, coordinates the regular assessment of the department's graduate curricular offerings and the overall program, consults the department chair on GTAs' teaching assignments, and serves as liaison with the graduate school and the graduate committee of the college. The graduate studies chair usually serves as acting chair of

the department in the chair's absence, if this absence is less than a semester. The graduate studies chair maintains relations with the graduate student liaison and arranges town hall meetings as needed, no less frequently than one time per semester. The graduate studies chair also serves on the CLLC Committee. This appointment is usually for a three-year term.

Chair of the Undergraduate Studies Committee

The undergraduate studies chair convenes regular meetings of the committee, communicates the committee's recommendations to the department council, coordinates the regular assessment of the department's undergraduate curricular offerings and of the department's major and minor programs, and serves as liaison with the undergraduate committee of the college. The undergraduate studies chair maintains relations with the major liaison and invites that student to a committee meeting no less frequently than one time per year. The chair of the undergraduate studies committee also serves on the CLLC Committee. This appointment is usually for a three-year term.

Diversity, Equity and Inclusion Designee

The chair appoints a diversity, equity and inclusion designee, usually for a three-year term. This designee works with one member of the undergraduate studies committee and one member of the graduate studies committee to promote and ensure diversity, equity and inclusion in curricular, programmatic, and policy areas. The designee promotes the values of diversity, inclusion, and equal opportunity for all department members (faculty, staff, and students), oversees and assesses departmental initiatives, policies, and culture to ensure an equitable environment for working, learning, and teaching, makes recommendations to the Chair when appropriate, and affirms diversity in thought and expression for all members of the Department.

Committees

The chair makes all faculty appointments to committees. Usually, graduate students are not appointed to serve on committees. Ideally, faculty will serve three-year terms on a standing committee with no more than one person rotating off each year. Faculty may serve on more than one committee, and they may serve consecutive terms as needed. The chair is an ex-officio member of the graduate and undergraduate studies standing committees. The department has the following standing committees:

Graduate Studies Committee

The graduate studies committee consists of the committee's chair (appointed by the department chair), at least two members of the department faculty, the academic program coordinator, and the director of the language program. The advisor to the Russian for the Professions program also serves on this committee, and on an annual basis the graduate studies chair chooses a faculty committee member to work with the departmental DEI designee.

The committee supervises all aspects of the graduate program. It is responsible for graduate admissions, graduate-level curriculum, evaluation of the progress of graduate students, and review of the effectiveness and changing needs of the graduate program. Curricular proposals may be initiated by the committee or by individual faculty members. The graduate studies committee recommends qualified students for awards and coordinates efforts to help graduate students find appropriate employment in academia, government, or the private sector. The committee also considers faculty for associated graduate faculty status and makes recommendations on such matters to the chair of the department.

The Graduate Studies chair advises the department chair on the agenda for department meetings and maintains close communication with the chair, the academic program coordinator, and the director of language programs as well as the DEI designee.

Undergraduate Studies Committee

The undergraduate studies committee consists of the committee's chair (appointed by the department chair), at least two members of the department faculty, the academic program coordinator, and the director of the language program. On an annual basis the undergraduate studies chair chooses one faculty committee member to work with the departmental DEI designee.

The committee is responsible for reviewing undergraduate curricular proposals, for coordinating the department's general education and honors offerings, and for conducting periodic reviews of the effectiveness and changing needs of the undergraduate program. Curricular proposals may be initiated by the committee or by individuals. The committee also nominates qualified undergraduate students for appropriate awards and fellowships.

The Undergraduate Studies chair advises the department chair on the agenda for department meetings and maintains close communication with the chair, the academic program coordinator, and the director of language programs as well as the DEI designee.

Committee of the Eligible Faculty

Information on the Committee of the Eligible Faculty is contained in the department's [Appointments, Promotion and Tenure Document](#).

Executive Committee

The executive committee consists of the graduate studies chair, undergraduate studies chair, DEI designee, director of the language program, and academic program coordinator. The committee will meet each autumn and create a complete, but tentative, program of course offerings for the following academic year before the end of the Autumn semester. The committee will meet again early in the spring term to discuss any possible issues that may have arisen since the initial autumn schedule was entered in SIS during the previous autumn term.

The executive committee will advise the chair on matters of departmental guidelines and policy. It will assist in planning to make sure that faculty and all teaching staff, including graduate teaching associates, have input into the rotation of their teaching assignments and are offered opportunities to teach in all relevant aspects of the department's curriculum, including study abroad, GE courses, major courses and graduate courses as appropriate.

Personnel Committee

The Personnel Committee seeks internal and external grant, fellowship, and award opportunities to nominate staff and faculty for university and/or other major awards. The chair and member(s) of the committee are appointed by the department chair, usually for a three-year term and may include teaching faculty. In addition, the personnel committee will assist with peer teaching review, monitoring how tenure-track and other faculty are observed at regular intervals and suggesting possible reviewers to the department chair. The committee will also develop and maintain a template for peer evaluation that will ensure equity and fairness across peer review letters, and the chair may charge the committee with creating and maintaining salary recommendation guidelines to value the teaching, service and research contributions of departmental faculty. The personnel committee may as needed keep track of SRA and FPL assignments and recommend a fair distribution of these assignments to the chair. These additional duties help to ensure equity and buy-in for all faculty.

Ad hoc Committees

The chair appoints ad hoc committees when they are needed to carry out the teaching, research and service missions of the department. The composition and duties of faculty search committees are discussed in the department's Appointments, Promotion, and Tenure Document.

Department Chair Appointment Search Committee

In line with the process described in the college's Pattern of Administration, the committee is appointed by the divisional dean in the Fall of the chair's fourth year. It will include a representative for the dean and will exclude the sitting chair. The committee will present the dean with an unranked list of candidates deemed acceptable to the department as determined by a systematic screening and consultation process. The college dean then appoints the chair from the candidates on that list.

Department Chair Reappointment Review Committee

When a sitting chair informs the divisional dean of his or her willingness to continue, that dean will appoint a Review Committee. This committee, which includes an external representative for the dean, will conduct its review in the fall of the chair's fourth year of service. The college office will also provide an on-line survey instrument to inform the review. It will prepare a report for the dean summarizing the faculty members', lecturers', staff members', and graduate students' views and opinions of the chair and a statement about his or her merits and demerits.

Departmental faculty may propose other candidates for the position of chair and advise the dean individually. After reviewing the summaries, the college dean will decide to make a reappointment or to initiate a search following the procedures described above.

Department Faculty Meetings

The chair calls regular meetings. A meeting is also called if it is requested by at least fifty percent of the voting faculty. The chair will provide the faculty with a schedule of department faculty meetings at the beginning of each academic year. The schedule will provide for at least one meeting per semester and normally will provide for monthly meetings. A call for agenda items and a completed agenda will be delivered to faculty by e-mail before a scheduled meeting. 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.

Voting

A quorum shall consist of a simple majority of all faculty members eligible to vote. For purposes of a formal vote, a matter will be considered decided when a particular position is supported by at least a majority of all faculty members eligible to vote. Voting may be by voice, show of hands, or ballot. Any member of the voting faculty may request a secret ballot; secret ballots are required for faculty and chair appointments, fourth year reviews of probationary faculty, and all promotion and tenure decisions. 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.

Minutes

The academic program coordinator will take and distribute minutes of faculty meetings to faculty by e-mail, within seven days of the meeting if possible. The minutes will be distributed to faculty for their comments and consideration. If no comments are received the minutes will be filed as is. If comments are received, minutes will be revised and filed. If revisions are significant, minutes may be amended at the next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes.

Distribution of Faculty Duties, Responsibilities, and Workload

The university's policy with respect to faculty duties and responsibilities is set forth in the Office of Academic Affairs [Policies and Procedures Handbook](#), Volume 1, Chapter 2, Section 1.4.3. The information provided below supplements these policies.

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

department chair based on departmental needs as well as faculty productivity and career development.

During on-duty semesters, faculty members are expected to be available for interaction with students, service responsibilities, and other responsibilities even if they have no formal course assignment that semester. Faculty are expected to hold at least one office hour per week for each course taught during on-duty semesters. On-duty faculty members should not be away from campus for extended periods of time unless on an approved Faculty Professional Leave or other approved leave.

Telework exception: Faculty members with responsibilities requiring in-person interaction are to work at a university worksite to perform those responsibilities. Telework and the use of remote, virtual meetings are allowed at the discretion of the department chair if such work can be performed effectively and faculty members are able to fulfill their responsibilities. Telework will be encouraged under certain circumstances if it serves the needs of the department, college, university, and/or community. The department chair has the discretion to require faculty to work on campus if there are concerns that responsibilities are not being fulfilled through telework.

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

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

In crisis situations, such as life-threatening disease (COVID, for example) or physical dangers (natural disasters, for example), faculty duties, responsibilities, and workload may be adjusted by the department chair to take into account the impact over time of the crisis. These adjustments may include modifying research expectations in order to maintain teaching obligations. These assignment changes must be considered in annual reviews.

Tenure-track Faculty

Teaching

The college's guidelines with respect to faculty teaching load are set forth in the College of Arts and Sciences Pattern of Administration. The standard teaching load for tenure track faculty is four courses per nine-month academic year (50% time allocation to total workload), with the remainder of their time allocated to research and service, unless contractually specified otherwise; jointly appointed faculty have a teaching load that is

proportional to their appointment.

Probationary faculty have a teaching load of three courses per year during their first four years of service as an assistant professor.

Normally, tenure-track faculty teach at least one lower-division GE course per year; the remaining courses include lower-division undergraduate, upper-division undergraduate, and graduate courses. In addition, faculty advise majors and graduate students, serve on graduate examining committees, direct honors and masters' theses, and serve on doctoral committees. They may also provide individualized directed study and research for both undergraduate and graduate students.

Faculty members who are especially active in research and/or receive large external grants which directly benefit the mission of the department may be assigned an enhanced research status that includes a reduced teaching assignment, particularly if course buyout funds are included in research or other external grants. Likewise, faculty members who are relatively inactive in research may 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 will assign specific assignments and partial loads. The chair, in consultation with the faculty, will make teaching assignments.

Scholarship

All tenure-track faculty are expected to be engaged in scholarship as defined in the department's [Appointments, Promotion, and Tenure Document](#). Over a four-year rolling period a faculty member who is actively engaged in scholarship will be expected to publish regularly in high quality peer-reviewed journals as well as in other appropriate venues, such as edited book chapters of similar quality and length as articles. The normal level of scholarly productivity expected of tenured members does not differ markedly from probationary faculty, who are commonly expected during their probationary period to complete a major body of scholarship. Beyond the publication of research findings, the department also values many research related activities that contribute to the national and international standing of faculty. These activities include, but are not limited to: obtaining external grants and competitive awards; producing innovative digital scholarship; editing journals; refereeing manuscripts or proposals as members of editorial boards, for publishers, for journals, or for granting agencies; presenting invited lectures and participating in scholarly meetings in the United States and abroad.

Service

Faculty members are expected to be conscientiously engaged in service and, when possible, engagement to the department, university, profession, and community. For tenured faculty,

this will typically include service on *at least* one standing committee within the department. Service on committees outside of the department is encouraged and should be clearly communicated to the chair. All faculty members are expected to attend and participate in faculty meetings, recruitment activities, and other departmental events. All service in furtherance of the department's mission will be evaluated for quality and quantity based on self-reporting, outcome of service activities, summary committee reports, and peer evaluation.

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 Annual Merit and Compensation Process (AMCP). The department chair should also consider this additional service burden in managing equity of service loads among faculty.

Special Assignments

Information on special assignments is presented in the Office of Academic Affairs [Special Assignment Policy](#). Reasonable efforts will be made to ensure equal opportunities to all productive faculty on a rotating basis subject to the quality of faculty proposals, including their potential benefit to the department, and the need to assure that sufficient faculty are always present to carry out department work.

Teaching Faculty

Teaching appointments exist for faculty members who focus principally on the education needs for the Department of Slavic and East European Languages and Cultures. All teaching faculty are expected to contribute to the university's mission via teaching and service and to a lesser extent scholarship. Initial teaching and service assignments are determined at the time of appointment and specified in the letter of offer to the candidate. They may change annually depending on the needs of the department.

Service assignments can include but are not limited to:

- Curriculum development

- Organizing cultural and linguistic activities such as talent shows, film screenings and food-related events
- Advising student organizations
- Serving as a Master's thesis advisor or exam committee member (Category M status, recommended by the Graduate Studies committee and approved by the Graduate School, is required)
- Certifying oral proficiency
- Helping with outreach to the community, particularly to high schools and prospective university students.

Teaching faculty with a reduction for service are also expected to advise undergraduate students and, when appropriate based upon discipline, be involved in graduate student advising at the MA level. They should be actively involved in curriculum development, including proposing new courses and actively assessing the effectiveness of programs. Teaching faculty may also take on a proportionally larger role in advising MA students on the "Russian for the Professions" track and/or serve as major advisor to that track.

The standard teaching assignment for full-time teaching faculty members is six courses per academic year.

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.

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 24 credit hours per academic year. In the case of language instructors, this is often seven courses, since first through third year language courses are worth four credits.

Modification of Duties

The Department of Slavic & East European Languages and Cultures 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 & 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.

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 divisional dean.

While the department strives to be sensitive to family situations, including the childcare and/or elder care needs and schedules of individual faculty members, the department chair assumes that with sufficient notice faculty members will perform service or attend meetings, in person or virtually as appropriate, at any time during the normal workday and will make alternative arrangements for care of dependents as needed.

Course Offerings, Teaching Schedule, and Grade Assignments

The department chair will annually develop a schedule of course offerings and teaching schedules in consultation with the executive committee and the faculty. 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, popular/necessary courses will be taught every semester by at least one faculty member 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, the department chair may determine an appropriate course of action, including assigning a faculty member to evaluate student materials and post 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.

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

The department encourages its faculty and graduate students to participate in professional

conferences and provides an allowance to support the costs of travel. The amount of the allowance is determined by the chair and announced at the beginning of the academic year.

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

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

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](#).

Discretionary Absence

Faculty are expected to complete a travel request or a [request for absence form](#) well in advance of a planned absence (for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and 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 requires that the Office of Academic Affairs approve any discretionary absence longer than 10 consecutive business days (See Faculty Rule [3335-5-08](#)).

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](#).

Unpaid Leaves of Absence

The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of absence are set forth in OHR [Policy 6.45](#).

Faculty Professional Leave

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

The chair evaluates individual FPL proposals and assigns an ad-hoc FPL evaluation committee to review and rank multiple requests. The committee makes its recommendation to the chair based on the quality of the proposal and its value to the professional development of the faculty member. If necessitated by the lack of peer evaluators in the department, the chair will seek faculty from other departments to serve on the committee. The committee's ranking of proposals and feedback will be given to the FPL-requesters. The chair's recommendation to the divisional dean regarding an FPL proposal will be based on the quality of the proposal and its potential benefit to the department and to the faculty member as well as the ability of the department to accommodate the leave at the time requested.

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](#).

Additional Compensation and Outside Activities

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

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

Faculty with an administrative position (for example, chair, associate/assistant dean, center director) remain subject to the [Policy on Outside Activities and Conflicts](#) and with appropriate approval, are permitted to engage in paid external work activities. However, faculty members with administrative positions are not permitted to accept compensation/honoraria for services that relate to or are the result of their administrative duties and responsibilities.

Faculty are responsible for selecting textbooks for their courses, considering appropriate content and level. They should also be mindful of cost to students. Should a faculty member wish to use

a textbook or other material that is authored by that faculty member and the sale of which results in a royalty being paid to him/her/them, such textbook or material may be required for a course by the faculty member only if the department chair has approved the use of the textbook or material for the course taught by the faculty member.

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

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 the section on the Distribution of Faculty Duties, Responsibilities, and Workload above.

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.

Salary Grievances

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

Faculty members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter may be eligible to file an appeal with the Arts and Sciences Salary Appeals Committee. A formal salary appeal can also be filed with the Office of Faculty Affairs (see Volume 1, Chapter 3 of the Office of Academic Affairs [Policies and Procedures Handbook](#)).

Staff members who are not satisfied with the outcome of the discussion with the chair and wish

to pursue the matter should contact [Employee and Labor Relations](#) in the Office of Human Resources.

Additional information about the College's Faculty Salary Appeals process can be found in Appendix C of the College's [POA document](#)

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.

Faculty Promotion and Tenure Appeals

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

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](#).

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](#).

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.

Academic Misconduct

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

APPENDIX: Description of Student Contributors to the Business of the Department

Major Liaison

Each year a student will be chosen as the major liaison by the department faculty. The major liaison will attend at least one meeting of the Undergraduate Studies Committee each term and will convey student interests, ideas, and concerns to the Undergraduate Studies Committee on a regular basis. The liaison will also convey information about relevant departmental and university courses and events, opportunities at Ohio State and beyond including scholarships, study abroad, internships, etc., and other important information to the undergraduate student body, especially majors, minors, and potential majors and minors, in a weekly or otherwise regular email distributed to the student list.

Graduate Student Liaison

Each year the department chair, in consultation with the Graduate Studies Chair, will appoint a graduate student to function as liaison between the faculty and the graduate student cohort. Any concerns shall be communicated in either direction. The graduate student liaison will also take the lead in making sure town hall meetings are scheduled at least once a term and as needed and that at such town hall meetings conversations remain open and productive.