



PATTERN OF ADMINISTRATION (POA) FOR THE OHIO STATE UNIVERSITY DEPARTMENT OF SOCIOLOGY

Office of Academic Affairs

The Ohio State University

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I INTRODUCTION

This document describes the administration of the Department of Sociology and its guidelines and procedures. It supplements the University Faculty Rules 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. Other departmental documents including the Appointments, Promotion, and Tenure document and policies of the graduate and undergraduate programs further specify departmental operations.

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 and approved by the Executive Dean of Arts and Sciences and the Office of Academic Affairs. Although it is desirable for the department chair and faculty to reach consensus on this document, formal faculty acceptance of the document is not required. Where divisions in the department inhibit consensus or formal faculty approval, the department chair may implement a pattern of administration without consensus.

Revisions may be made at any time. Changes, which will be made in consultation with department faculty, will be disseminated to department faculty in memos and updated on the document posted on the Office of Academic Affairs' website. All revisions, as well as periodic reaffirmation, are subject to approval by the college office and the Office of Academic Affairs.

II DEPARTMENT MISSION

The mission of the OSU Department of Sociology is to achieve excellence in scholarly research, teaching, and service commensurate with its standing as one of the nation's leading departments of sociology and with its goal of maintaining and continually improving its quality. Research and contributions to the scientific and scholarly literature are fundamental components of this mission, with research inspiring and informing our teaching, engagement, and service. Our undergraduate, graduate, and postdoctoral programs train succeeding generations of sociologists to critically evaluate, apply, and create knowledge. Faculty further use their professional expertise to inform and serve scientific and scholarly bodies and public agencies and citizen groups at the local, state, national and international levels. In all efforts, we embrace the university's core principles of inclusion and equity (i.e., upholding equal rights and advancing institutional equity and fairness) and diversity and innovation (i.e., welcoming differences and making connections among people and ideas).

III ACADEMIC RIGHTS AND RESPONSIBILITIES

In April 2006, the university issued a reaffirmation of academic rights, responsibilities, and processes for addressing concerns. The Department of Sociology strongly endorses this unwavering commitment to academic freedom, respect for multiple points of view, and the civil and open discussion of these views.

IV FACULTY AND VOTING RIGHTS

Faculty Rule 3335-5-19 defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of this department include tenure-track faculty with compensated FTEs of at least 50% in the

department. The Department of Sociology makes tenure-track appointments with titles of assistant professor, associate professor, or professor. Tenure-track faculty may vote in all matters of department governance.

The Department of Sociology makes research faculty appointments. Research faculty titles include research assistant professor, research associate professor, and research professor. Research faculty may vote in all matters of departmental governance except tenure-track promotion and tenure decisions. Research faculty may participate in discussions of research faculty matters including promotion reviews.

A. RESEARCH FACULTY APPOINTMENT CAP

In accordance with Faculty Rule [3335-7-32](#), unless otherwise authorized by a majority vote of the tenure-track faculty in the department, research faculty must comprise no more than 20% of the number of tenure-track faculty in the department. In all cases, however, the number of research faculty positions must constitute a minority with respect to the number of tenure-track faculty.

The Department of Sociology makes associated faculty appointments. Associated faculty titles include tenure-track faculty appointees with FTEs below 50%, adjunct titles, lecturer titles, and visiting titles. Associated faculty and emeritus faculty may be invited to participate in discussions on non-personnel matters, but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter. Detailed information about the appointment criteria and procedures for the distinct types of faculty appointments made in this department is provided in the [Appointments, Promotion and Tenure document](#).

V ORGANIZATION OF DEPARTMENT SERVICES AND STAFF

The Department of Sociology requires support personnel to carry out its academic mission. Department services are provided by staff in the main office, Survey Research Lab, and Student Advising Office. The front office staff includes a Fiscal and Human Resources Officer, an Administrative Assistant to the Chair, and other regular support staff members considered necessary by the department chair. The Survey Research Lab includes system managers. The Student Advising Office includes the Graduate Program Coordinator and Undergraduate Advisors. Work study or hourly students are hired in support roles in these areas. The department chair is responsible for hiring all supporting staff, with the advice of the appropriate department committees.

VI OVERVIEW OF DEPARTMENT ADMINISTRATION AND DECISION MAKING

Policy and program decisions are made in several ways: by the department faculty, by standing or special committees of the department, or by the department 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 decision, the more inclusive participation in decision making should be. Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance.

VII DEPARTMENT ADMINISTRATION

A. CHAIR

The primary responsibilities of the department chair are set forth in Faculty Rule [3335-3-35](#). This rule requires the department 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 department chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to appointments, reappointments, promotion and tenure.

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

The department chair has general administrative responsibility for the program. Specific responsibilities include developing a pattern of administration; recruiting new faculty; evaluating faculty for reappointment, dismissal, tenure, promotion, salary, and professional leave and making recommendations to the dean regarding these matters; setting teaching assignments; appointing committees; ensuring that all faculty are offered the departmental privileges and responsibilities appropriate to their rank; encouraging excellent research and teaching by allocating departmental resources to faculty; allocating space; facilitating and participating in prescribed [academic program review](#) processes, and preparing annual budget recommendations to the dean--all after appropriate consultation with department members.

The department chair also conducts faculty meetings and appoints a faculty member to take meeting minutes; is responsible for compliance with university policies; represents the department's interests to the division and college; serves as the department's representative to the SBS Executive Committee; transmits information from the division, college, and the Office of Academic Affairs to the department; hires and supervises non-faculty instructional, clerical, administrative, and professional staff; and is responsible for the organization of services in the department, maintaining department records including faculty meeting minutes, authorizing departmental expenditures, and preparing an annual report.

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

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

B. OTHER ADMINISTRATORS

1. Vice Chair

The department chair appoints the vice chair who oversees and coordinates all departmental instruction

in consultation with the chair. Specific responsibilities include scheduling courses; working with the instructional coordinator to assign courses to faculty, graduate students, and lecturers; hiring lecturers as needed; maintaining and revising instructional guidelines and policies; working with the Instructional Development Committee to evaluate instruction and conduct annual performance evaluation of lecturers; strategizing with Directors of Graduate and Undergraduate Studies to revise curricular offerings as needed to enhance enrollment and ensure optimal use of instructional resources; managing undergraduate student complaints and faculty complaints of student misconduct (see XIV E and F), consulting the department chair as needed; and serving as acting department chair during rare periods of the department chair's absence. The Vice Chair is typically appointed to a one-year term (July 1 – June 30) that is renewable, contingent on policy developments and satisfactory performance.

2. Director of Undergraduate Studies

The department chair appoints the Director of Undergraduate Studies who is responsible for applying university, college, and department rules concerning undergraduate degrees in the department. She/he maintains the records of current and past students, coordinates the advising of majors, reviews course transfer requests, grade grievances, and concurrence requests, develops and submits new and revised course requests, oversees undergraduate student recruitment, engagement, and scholarships/awards, supervises the undergraduate advisers, chairs the Undergraduate Studies Committee; assists the vice chair in matters including course scheduling, undergraduate course offerings, and appointments of lecturers. She/he or a designee serves as the department's representative to the College Curriculum Committee and oversees annual program and course evaluations as requested by University and College curriculum committees. The Director of Undergraduate Studies is typically appointed to a one-year term (July 1 – June 30) that is renewable, contingent on policy developments and satisfactory performance.

3. Director of Graduate Studies

The department chair appoints the Director of Graduate Studies (DGS) who chairs the Graduate Studies Committee and the Graduate Recruitment/Admission Committee and is responsible for applying University, College and Department rules concerning graduate degrees in the Department. The DGS coordinates graduate admissions and university fellowships, advises graduate students and faculty, supervises the graduate program coordinator, maintains records of current and former students, and assists the department chair in matters including teaching assignments to graduate students and graduate course offerings. Also serves as the department's representative to the Graduate School, transmits information from the Graduate School to the department, and submits nominations of department faculty members to the Graduate School for Graduate Faculty membership. The Director of Graduate Studies is typically appointed to a one-year term (July 1 – June 30) that is renewable, contingent on policy developments and satisfactory performance.

4. Undergraduate Honors Coordinator

The department chair appoints the Undergraduate Honors Advisor who is responsible for overseeing the administration of the honors program. Duties include advising and developing an honors contract for each student, recruiting honors students to the department, and assisting students in identifying faculty advisors and in developing undergraduate research scholarship proposals. The Undergraduate Honors Coordinator is typically appointed to a one-year term (July 1 – June 30) that is renewable, contingent on

policy developments and satisfactory performance.

C. COMMITTEES

Departmental committees serve an important function in department administration by proposing and administering its policies and procedures. In addition to the standing committees listed below, the department chair will name ad hoc committees as necessary. The department chair appoints committee chairs and selects members from the tenure-track faculty before the beginning of each academic year. To maintain committee continuity, an individual may serve on the same committee for more than one year, but some annual transition in committee membership is desirable will often be necessary to ensure equitable distribution of faculty workloads. In consultation with the department chair, the Sociology Graduate Student Association appoints graduate student representatives to committees on which students serve.

The department chair is an ex-officio member of all department committees and serves as committee chairperson on the Executive Committee and Faculty Annual Review Committee. The department chair may vote as a member on all committees except the Committee of Eligible Faculty. All standing and ad hoc committees serve to make action recommendations that are advisory to the department chair.

Membership numbers listed in this document are guidelines that may be adjusted by the department chair when increased or decreased annual workloads are anticipated.

1. Diversity, Equity, and Inclusion (DEI) Committee

The purpose of the committee is to make recommendations to the department chair and faculty to promote diversity, equity, and inclusion in all departmental endeavors. A member of the DEI committee will serve on each recruitment committee, the graduate admissions committee, and the graduate studies committee. The committee includes four or five tenure-track faculty members, one or two graduate students (with voting privileges), one lecturer, and one staff member.

2. Technology/Laboratory Committee

This committee oversees the operation of the Sociology Research and Instructional Labs and recommends policy regarding laboratory operations, expenditures, and department technology resources. The committee includes two tenure-track faculty members and one graduate student (with voting privileges); department computer specialists are non-voting ex-officio members of this committee.

3. Development Committee

This committee assists the department chair with development, including contacts with alumni, organizing events and meetings of the Sociology Advisory Board, and preparing the annual departmental newsletter. At least two tenure-track faculty members serve on the committee.

4. Executive Committee

This committee advises the department chair on departmental policy and administration. The committee consists of six members of the tenure-track faculty: The vice chair, director of graduate studies, director of undergraduate studies, chair of the Diversity, Equity, and Inclusion Committee, and two members-at-large selected by the department chair. One at-large member will be a professor and the other will be an associate or assistant professor. At-large members are ineligible to serve again as an at-large member for a period of two years following completion of a term. In selecting at-large members, the chair will make every effort to ensure that all tenure-track faculty have equitable opportunities to serve on the Executive Committee.

5. Grade Grievance Committee

This committee is chaired by the Director of Undergraduate Studies and consists of one additional tenure-track faculty member on the Undergraduate Studies Committee. It reviews grievances brought by students who allege either procedural errors or bias in their final grade. The committee will review the written evidence, consult with the parties involved, and make a written recommendation to the department chair.

6. Graduate Placement Committee

This committee works with students and tenure-track faculty to place our PhDs. The committee includes two tenure-track faculty members and one graduate student (with voting privileges).

7. Graduate Studies Committee

This committee oversees the MA and PhD programs. It evaluates, recommends, and monitors degree requirements, and applies the rules for graduate study from the department, Graduate School, and other university units. It also evaluates and recommends changes in all department offerings open to graduate students, considers proposed courses, and recommends policy on graduate education to the department chair and the faculty. This committee evaluates current students annually and makes recommendations to the chair on financial assistance to graduate students. This committee also coordinates graduate recruitment and admissions, proposing and implementing recruitment strategies, evaluating applicants, and submitting fellowship applications. The Director of Graduate Studies chairs this committee, which includes five members of the tenure-track faculty with graduate-faculty status and one graduate student. The student member will be absent when the committee evaluates individual students or faculty.

8. Instructional Development Committee

In consultation with the department chair and vice chair, this committee coordinates annual evaluations of associated faculty (i.e., lecturers), excluding associated tenure-track faculty (those with FTEs below 50%). The committee plans and conducts annual peer teaching evaluations of lecturers and drafts and submits to the department chair annual performance evaluations of the teaching of associated faculty. The committee may also recommend policies and procedures for training, supervising, and evaluating the instructional activities of GTAs and lecturers. This committee includes three tenure-track faculty members, one senior lecturer who serves as instructional coordinator, and a graduate student. The graduate student member will be absent during evaluations of individual graduate students or lecturers and is a non-voting

member of this committee.

9. Committee of the Eligible Faculty

This committee evaluates faculty for appointment, and for tenure and promotion to associate professor and professor ranks. The Committee of the Eligible Faculty is described in Section III.A of the Appointments, Promotion, and Tenure document. The department chair is a non-voting member of the Committee of the Eligible Faculty.

10. Reading Committee(s)

The department chair appoints a reading committee for each promotion and tenure case to assist the eligible faculty in managing individual promotion and tenure reviews. Each reading committee typically consists of two members of the eligible faculty who serve a one-year term.

11. Recruitment Committee

This committee, in consultation with the department chair, actively searches for new faculty as part of an ongoing process, coordinates faculty recruitment activities, and evaluates the applicant pool(s), from which it selects a short list for presentation to the department chair. The department chair then presents the short list to the tenure-track faculty to discuss and make recommendations to the department chair about interview invitations. One member of the committee serves as the committee's representative on the department's Diversity, Equity, and Inclusion Committee. The department chair may appoint more than one recruitment committee each year. Three or four tenure-track faculty and one or two graduate students may be appointed to a committee. Graduate students are non-voting members of this committee.

12. Research and Awards Committee

This committee evaluates the overall research capabilities and productivity of the department, recommends ways to enhance them, and assists the department chair in implementing departmental policies in this respect. It also evaluates applications for special assignments and research assistants; recommends graduate student, staff, and faculty awards (including Faculty Professional Leave); and develops departmental nominations for university and professional awards. This committee includes two to four tenure-track faculty members.

13. Undergraduate Studies Committee

This committee oversees the department's undergraduate majors and the honors program on the Columbus campus. It evaluates, recommends, and monitors requirements for these programs and recommends changes in the departmental offerings for undergraduates on the Columbus campus. It monitors courses offered by other departments and professional schools, evaluating requirements, and making recommendations whenever appropriate, and keeps abreast of General Education (GE) curriculum. It assists the department chair in responding to requests from other departments concerning proposed courses that relate to our discipline. The Director of Undergraduate Studies chairs this committee, which typically consists of three tenure-track faculty members from the Columbus campus, one regional-

campus tenure-track faculty member, and the undergraduate advisors.

14. Faculty Annual Review Committee

This committee evaluates tenure-track and research faculty members' contributions to research, teaching, and service, based on their annual contributions reports and their vitae. It recommends merit rankings and enhanced teaching assignments for Columbus faculty. This committee consists of four members of the tenure-track faculty, including one from each faculty rank (professor, associate professor, assistant professor). In selecting members, the chair will make every effort to ensure that all tenure-track faculty have equitable opportunities to serve on this committee.

VIII FACULTY MEETINGS

Faculty meetings are typically held once a month from September through May. The time and place are announced at the beginning of each semester. The department chair may call additional meetings, as necessary. A meeting of the department faculty will also be scheduled on written request of 25% of the department faculty. All tenure-track faculty members are expected to attend faculty meetings. The department chair prepares the agenda, in consultation with chairs of departmental committees. The vice chair or their delegate records the meeting minutes and the chair's assistant maintains and distributes the minutes of all faculty meetings.

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

A simple majority of those tenure-track faculty who are present is required to pass or defeat a motion. Votes on personnel matters, which include initial appointments, reappointments, and promotion and tenure, are by secret ballot. Faculty members can also request a secret ballot on other matters. A faculty member who cannot be physically present at the meeting during which a vote occurs may vote via private communication to the chair if virtually present (via video conference call) for the entire discussion of the matter requiring a vote. All votes are advisory to the department chair. In cases in which the department chair delegates decision-making authority to the faculty, majority rule will apply.

When the faculty meeting agenda includes discussion of a significant policy change pertaining to a non-faculty constituency, a representative of the relevant constituency will be invited as a non-voting attendee for a scheduled portion of the faculty meeting.

IX DISTRIBUTION OF FACULTY DUTIES AND RESPONSIBILITIES

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 periods, faculty members are expected to be available for interaction with students, research, and department meetings and events even if they have no formal course assignment. The department has no official guidelines on faculty office hours, but faculty are expected to be available to

meet with students by appointment. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave (see section XII) or on approved travel.

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

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

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

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

A. TENURE-TRACK FACULTY

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

1. Teaching

All tenure-track faculty are expected to contribute to the department's teaching, in keeping with the department's needs, including large enrollment and specialized courses in both the undergraduate and graduate curriculums. During an academic year, faculty will typically teach at least one undergraduate GE course. Faculty members are also expected to advise undergraduate and graduate students, to serve on examination committees, and to supervise undergraduate and graduate theses and dissertations.

The standard teaching assignment for research productive full-time tenure-track faculty members at the Columbus campus is three courses per academic year. Productive research programs are characterized by a sustained pattern of article publication in the discipline's major journals or the leading specialty journals, research monographs published by scholarly publishing houses, and extramural research awards, all of

which are evaluated over a three-year period. The course load may vary as defined below.

Enhanced service assignments (ESAs). Tenure-track faculty who hold major administrative roles in the department (e.g., the vice chair and directors of graduate and undergraduate studies) are typically eligible for a one-course reduction to their teaching load.

Enhanced teaching assignments (ETAs). Tenure-track faculty who do not maintain a productive research program (e.g., a well-below average or sparse publication record over the three-year evaluation period) may be assigned an enhanced teaching assignment of four or five courses. Merit evaluations of faculty assigned five courses will attach a higher weight to instructional performance.

2. Scholarship

All tenure-track faculty members are expected to maintain an active research program aimed at producing new knowledge that leads to the presentation of papers at professional meetings and to publications in high-quality, peer-reviewed outlets. Faculty are expected to seek external funds to support their research.

3. Service

All tenure-track faculty are expected to participate in departmental governance (except during leaves of absence), including service on departmental committees, fulfillment of additional responsibilities assigned by the department chair (such as peer evaluation of colleagues' teaching), and assistance in recruiting graduate students and faculty. Service responsibilities will fall disproportionately on tenured faculty. Tenured faculty are further expected to be engaged in service and outreach to the college, university, and profession. Extraordinary service contributions to the department, university, and profession will be considered in faculty merit evaluations.

All tenure-track faculty members are expected to attend and participate in faculty meetings, recruitment activities, and other departmental events.

4. Special Assignments (SAs)

Information on special assignments (SAs) is presented in the Office of Academic Affairs [Special Assignment Policy](#). The number of SAs awarded is at the department chair's discretion as regulated by college and university policies.

B. Research Faculty

Research faculty members are expected to contribute to the university's mission via research. In accord with Faculty Rule [3335-7-34](#),

a research faculty member may, but is not required to, participate in limited educational activities in the area of his or her expertise. However, teaching opportunities for each research faculty member must be approved by a majority vote of the TIU's tenure-track faculty. Under

no circumstances may a member of the research faculty be continuously engaged over an extended period of time in the same instructional activities as tenure-track faculty.

Research faculty expectations for research are similar to those for the tenure-track, albeit proportionally greater since 100% of effort for research faculty members is devoted to research. Specific expectations are spelled out in the letter of offer.

C. Associated Faculty

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

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

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

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

D. Modification of Duties

The Department of Sociology strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty members. To this end, the department is committed to adhering to the College of Arts and Sciences' guidelines on modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption/fostering, or care for an immediate family member who has a serious health condition, or a qualifying exigency arising out of the fact that the employee's immediate family member is on covered active duty in a foreign country or call to covered active duty status. See the OHR [Parental Care Guidebook](#) and the [College of Arts and Sciences' Pattern of Administration](#) for details.

The faculty member requesting the modification of duties for childbirth/adoption/fostering and the department chair should be creative and flexible in developing a solution that is fair to both the individual and the unit while addressing the needs of the university. Expectations must be spelled out in an MOU that is approved by the dean.

See also Leaves and Absences in Section XII.

X COURSE OFFERINGS AND TEACHING SCHEDULES

Teaching Schedules. Teaching schedules are arranged by the vice chair in consultation with the chair and faculty. Paramount considerations are given to fulfilling the needs of the department to offer a balanced, attractive, and effective program, and maintain equity in loads while considering research and service performance and individual preferences as much as possible.

Time and semester scheduling is the responsibility of the vice chair. The requirements of our majors and

degree programs, the availability of space, university requirements for the distribution of classes across hours of the day and days of the week, and conflicts among offerings constrain what faculty teach and when they teach it. Subject to these constraints, the vice chair attempts to accommodate faculty members' preferences. 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.

New courses. All new courses must be approved by the appropriate department committees, the department chair, and college and university curriculum committees. Faculty members may offer courses under the number 2194 and 5194, either as a trial run for addition to the curriculum, or as a one-time offering in response to a group of students' special situations or events. Because these courses take faculty time away from the regular program and typically do not enroll many students, it is better to allow time for new courses to be approved and listed in the course catalog before offering them. Before 2194 or 5194 courses are added to a faculty members' teaching schedule, the proposal must be reviewed by the Undergraduate Studies and/or Graduate Studies Committee(s) and the vice chair of the department. The introduction of new seminars follows the same process. Consultations on such courses should be started at least two semesters in advance of the initial offering to allow sufficient time for the process to be completed before scheduling.

XI ALLOCATION OF DEPARTMENT RESOURCES

The chair is responsible for the fiscal and academic health of the department and for assuring that all resources—fiscal, human, and physical—are allocated in a manner that will optimize achievement of unit goals. The allocation of office space will include considerations such as achieving proximity of faculty in subdisciplines and productivity and grouping staff functions to maximize efficiency. The allocation of salary funds is discussed in the Appointments, Promotion and Tenure Document.

Because research is fundamental to the department's mission, every effort will be made to provide the environment, support facilities, and incentives conducive to sound and rigorous research. While the department cannot fund research projects, it can support research by offering seed grants for faculty research, transmitting requests for proposals and opportunities for grants, and aiding in the preparation of applications for outside support. When department funds permit, the department may offer seed grants that are awarded through a competitive process of evaluation by the Research and Awards committee, with awards for successful proposals approved by the chair.

Extramural research awards may be used for faculty course releases. Course releases will be charged at the prevailing three-course load rate as determined by the College of Arts and Sciences. The department will maintain research accounts for faculty members whose external funding compensates the department for their released time for one or two courses per year. These accounts are credited with a proportion of the released time that is returned to the department, after covering the cost of a replacement instructor. The proportion credited to research accounts is determined annually by the chair. Balances in release-time accounts can typically be carried over into a new fiscal year.

Each faculty member has a departmental travel allocation set annually for each fiscal year. In addition, faculty are encouraged to request travel funds in applications for external and internal funding. Faculty may use their allocation toward expenses in connection with presenting papers (as sole or senior authors), chairing sessions, participating as panelists or discussants, or serving as general or section

officers at professional meetings. These funds may be used for one or more meetings, up to the maximum amount set.

XII LEAVES AND ABSENCES

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

A. DISCRETIONARY ABSENCE

Faculty are expected to complete a travel request or a request for absence form well in advance of a planned absence (for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right, and the chair retains the authority to disapprove a proposed absence when it interferes with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular semester is substantial. Rules of the University Faculty require that the Office of Academic Affairs approve any discretionary absence longer than 10 consecutive business days (see Faculty Rule 3335-5-08).

B. ABSENCE FOR MEDICAL REASONS

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

C. UNPAID LEAVES OF ABSENCE

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

D. FACULTY PROFESSIONAL LEAVES (FPLs)

Information on faculty professional leaves is presented in the OAA Policy on Faculty Professional Leave. Faculty applications for university-sponsored faculty professional leaves are reviewed by the Research and Awards Committee who provide a summary of each application and priority ranking to the chair. The chair's recommendation to the dean regarding an FPL proposal will be based on the quality of the proposal and its potential benefit to the department and the faculty member as well as the ability of the department to accommodate the leave at the time requested.

E. PARENTAL LEAVE

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

XIII SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING

Information on faculty supplemental compensation is presented in the OAA Policy on Faculty Compensation. Information on paid external consulting is presented in the university's Policy on Faculty Paid External Consulting. The information provided below supplements these policies.

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

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

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

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

XIV FINANCIAL CONFLICTS OF INTEREST

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

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

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

XV GRIEVANCE PROCEDURES

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

A. SALARY GRIEVANCES

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

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

Staff members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter should contact Employee and Labor Relations in the Office of Human Resources.

B. FACULTY PROMOTION AND TENURE APPEALS

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

C. FACULTY AND STAFF MISCONDUCT

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04.

Any student, faculty, or staff member may report complaints against staff to the department chair. The [Office of Employee and Labor Relations](#) in the Office of Human Resources can provide assistance with questions, conflicts, and issues that arise in the workplace.

D. HARASSMENT, DISCRIMINATION, AND SEXUAL MISCONDUCT

The [Office of Institutional Equity](#) exists to help the Ohio State community prevent and respond to all forms of harassment, discrimination, and sexual misconduct.

Ohio State's policy and procedures related to affirmative action, equal employment opportunity, and non-discrimination/harassment are set forth in the university's [policy on affirmative action and equal employment opportunity](#).

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

E. VIOLATIONS OF LAWS, RULES, REGULATIONS, OR POLICIES

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

F. COMPLAINTS BY AND ABOUT STUDENTS

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

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

G. ACADEMIC MISCONDUCT

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