

**Pattern of Administration (POA)
for
The Ohio State University
Department of Geography**

Reviewed by the Faculty: 08/28/2020; College Approved 7/2021

Approved by the Office of Academic Affairs: 08/07/2021

A. Table of Contents

I	Introduction	3
II	Department of Geography Mission.....	3
III	Academic Rights and Responsibilities	3
IV	Faculty.....	3
V	Organization of Department of Geography Services and Staff	5
VI	Overview of Department of Geography Administration and Decision-Making.....	7
VII	Department of Geography Administration.....	7
	A Department of Geography Chair.....	7
	B Other Administrators	8
	C Committees	9
VIII	Faculty Meetings.....	11
IX	Distribution of Faculty Duties and Responsibilities	11
	A Tenure-track Faculty	12
	i Special Assignments.....	14
	B Teaching and Practice Faculty.....	14
	C Research Faculty	14
	DC Associated Faculty	14
	ED Parental Modification of Duties.....	15
X	Course Offerings and Teaching Schedule.....	15
XI	Allocation of Department of Geography Resources	15
XII	Leaves and Absences.....	16
	A Discretionary Absence.....	16
	B Absence for Medical Reasons	16
	C Unpaid Leaves of Absence.....	17
	D Faculty Professional Leave	17
	ED Parental Leave	17
XIII	Supplemental Compensation and Paid External Consulting	17
XIV	Financial Conflicts of Interest	18
XV	Grievance Procedures	19
	A Salary Grievances.....	19
	B Faculty Misconduct	19
	C Faculty Promotion and Tenure Appeals	19
	D Harassment, Discrimination, and Sexual Misconduct	19
	E Violations of Laws, Rules, Regulations, or Policies	19
	F Complaints by and about Students	20
	G Academic Misconduct	20
	H Department Code of Conduct	20

I. Introduction

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

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

II. Department Mission

To support generative and creative science, the department prioritizes a culture of mutual respect, collaboration, and co-learning. The department strives to be a place where ideas can be exchanged and new ideas sparked through dynamic teaching and mentoring, a robust speaker series, and regular social interaction. The department welcomes diversity in its composition and scholarly remit, which it considers fundamental to stimulate and support robust and meaningful knowledge creation. The department recognizes the importance of outward-facing science as an essential means to recruit new generations of scholars and to ensure that our insights contribute to addressing the world's social and environmental challenges.

The undergraduate programs of study in the department reflect a range of perspectives across human, physical and geospatial geography. Overall, our pedagogical program is intended to educate students as critical thinkers capable of being flexible in their career paths, whether it is in academia, private industry, the public or non-profit sectors.

The graduate program in the Department of Geography offers critical education leading to Master's and PhD degrees in areas of specialization that include: GIS and spatial analysis, physical and human-environment geography, and atmospheric sciences. Specific faculty research strengths include urban sustainability, health and epidemiology, remote sensing, natural resource management, human geography; poststructuralist, feminist, post/decolonial, and Marxist theory; atmospheric and climate sciences, land-systems science, nature-society relations, and political ecology.

III. Academic Rights and Responsibilities

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

IV Faculty and Voting Rights

Faculty Rule [3335-5-19](#) defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of this department includes tenured and tenure-track, teaching and practice, and research faculty with compensated FTEs of at least 50% in the department, and associated faculty.

A Tenured and Tenure-Track Faculty

The tenured and tenure-track faculty is composed of all persons with the title of professor, associate professor and assistant professor who have their TIU home in the Department of Geography. Tenure-track faculty may vote in all matters of departmental governance.

B Teaching and Practice Faculty

The teaching and practice faculty is composed of all persons with the following titles: assistant professor of teaching Geography, associate professor of teaching Geography, and professor of teaching Geography; and assistant professor of practice Geography, associate professor of practice Geography, and professor of practice Geography. Teaching and practice faculty may vote in all matters of departmental governance except tenure-track appointment, promotion and tenure decisions and research appointment and promotion decisions. Any teaching or practice faculty member appointed by the department may stand for election to serve as a representative in the University Senate subject to representation restrictions noted in [Faculty Rule 3335-7-11\(C\)\(2\)](#). The number of teaching and practice faculty must be fewer in number than 25% of total faculty members in the department.

C Associated Faculty

The associated faculty is comprised of all persons with adjunct titles, visiting titles, Lecturer titles and part-time (less than 50 percent appointment to the department or university) professors, associate professors, assistant professors, and instructors.

A faculty member outside the Department of Geography may request an adjunct title or they may be nominated by one of the tenured or tenure-track faculty. This appointment is subject to a vote by the tenured and tenure-track faculty. Associated faculty do not have voting rights in the department.

D Research Faculty

The Department of Geography makes research appointments. Research faculty titles are research assistant professor of Geography, research associate professor of Geography, and research professor of Geography. Research faculty can comprise no more than 20% of the tenure-track faculty. In all cases, however, the number of research faculty positions must constitute a minority with respect to the number of tenure-track faculty in the unit. Research faculty do not have voting rights in the department.

E 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 promotion and tenure reviews, and may not vote on any matter.

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

V Organization of Department of Geography Services and Staff

The departmental staff addresses six areas of responsibility.

A Department Manager

This staff member manages the department main office and other staff. The duties of the Department Manager are to:

- Manage department staff, engage in performance review process and set development goals
- Manage departmental budgets, advancement budgets, and aid faculty in creating budgets for grant submission
- Reconcile departmental financial documents;
- Oversee compliance with OSU training, financial, and travel policies,
- Manages physical facilities, updates, and renovation projects
- Serves as the liaison with the College of Arts and other University offices,
- Monitor time sheets for all departmental biweekly employees
- Process all human resources transactions.
- Oversee operational management of department
- Manages communications, outreach efforts, and visual identity for the department

B Graduate Program Coordinator

This staff member oversees the administration of the graduate program. The duties of the Graduate Program Coordinator (GPC) are to:

- Maintain graduate student records,
- Organize applications to the graduate program and coordinates with the faculty Graduate Studies Committee in review of applications for the annual admissions cycle;
- Meet with all prospective graduate students and assists with arrangement of visits to the OSU campus;
- Process all graduate student contracts
- Manage student schedules and verify that proper credits are maintained
- Arrange and implement departmental policies and handbook edits
- maintain and update the department website, social media pages, and coordinates newsletter submission to ASC Communications
- Manage key control, and basis lock upkeep
- Complete data entry for graduate student supplies, equipment, and travel,

C Academic Planning Specialist

This staff member works toward department objectives regarding curriculum and program development, as well as advising students toward career success. The duties of the Academic Planning Specialist include:

- Assist the Chair of Undergraduate Studies with online submission of course and degree proposals and assessment data
- Advises students on program goals, curriculum, and graduation requirements
- Participates in new student orientation sessions and teaches sections of university survey for new freshman
- Coordinates all department undergraduate recruitment efforts
- Evaluates courses for priority enrollment for majors and monitors enrollments for long-term planning
- In addition to these staff positions, an undergraduate advisor is assigned by the College of the Arts and Sciences to the department on a part-time basis. This individual assists geography students with program planning and other undergraduate advising needs.

D Information Technologist

This staff member, assigned to us through ASC Tech, maintains departmental information technology and computing. The duties of the Information Technologist are to:

- Purchase and maintain departmental computers and software;
- Coordinate with ASC Tech to implement recommended and required technology policies within the department;
- Assist faculty and graduate students with department-owned hardware and software
- Maintain computer lab equipment and required software for curriculum requirements

E Office Administrative Associate

This staff member performs a variety of duties in support of department operations and serves as administrative assistant to the department chair. The duties of the Office Administrative Associate are to:

- Collect faculty, lecturer, and graduate teaching associate syllabi
- Assist faculty and GTAs with grade changes,
- Complete data entry for supplies, equipment, and travel,
- Implement the scheduling of all courses for the Department of Geography
- Serves as alumni touchstone for the department
- Serves as Building Coordinator
- Coordinate faculty annual review and peer review processes
- Departmental purchasing card manager and reconciles monthly activity

F Senior Researcher

This staff member performs a variety of duties in support of research in conjunction with the physical geography and atmospheric sciences programs and student/department support. The duties of the Senior Researcher are to:

- Serves as associate to State Climate Office
- Participates in research activities associated with State Climate Office

- Teaches geography courses and assists in developing materials and lesson plans for existing and new courses
- Maintains departments physical equipment coordinator
- Serves as department listserv coordinator
- Serves as technical/instrument consultant for physical geography and atmospheric sciences

VI Overview of Department Administration and Decision-Making

Policy and program decisions are made in a number of ways: by the Department of Geography faculty as a whole, by standing or special committees of the department, in consultation with the Executive Committee, or by the department chair. The nature and importance of any individual matter determine how it is addressed. Department governance proceeds on the general principle that the more important the matter to be decided, the more inclusive participation in decision making needs to be. Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance.

VII Department Administration

A Department Chair

The primary responsibilities of the Department of Geography Chair are set forth in Faculty Rule [3335-3-35](#). This rule requires the Department of Geography 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 of Geography 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 of Geography chair, not specifically noted elsewhere in this Pattern of Administration, are paraphrased and summarized below.

To have general administrative responsibility for Department of Geography programs, subject to the approval of the dean of the college, and to conduct the business of the Department of Geography efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.

To plan with the members of the faculty and the dean of the college a progressive program; to encourage research and educational investigations.

To 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 of Geography 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 Department of Geography and to place in that file a response to any evaluation, comment, or other material contained in the file.

To recommend, after consultation with the eligible faculty, appointments, reappointments, promotions, dismissals, and matters affecting the tenure of members of the Department of Geography faculty to the dean of the college, in accordance with procedures set forth in Faculty Rules [3335-6](#) and [3335-7](#) and this Department of Geography's Appointments, Promotion and Tenure Document.

To see that all faculty members, regardless of their assigned location, are offered the privileges and responsibilities appropriate to their rank; and in general, to lead in maintaining a high level of morale.

To maintain a curriculum vitae for all personnel teaching a course in the Department of Geography'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 ensure a working and learning environment that is free from harassment and hostility, including but not limited to sex, gender, and racial discrimination. Please see Section XV, H for the Department Geography's code of conduct.

To facilitate and participate in prescribed [academic program review](#) processes, in collaboration with the dean of the college and the Office of Academic Affairs.

Day-to-day responsibility for specific matters may be delegated to others, but the Department of Geography 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 of Geography chair exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of Department of Geography academic goals, however, is most successful when all faculty members participate in discussing and deciding matters of importance. The Department of Geography 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 of Geography chair will explain to the faculty the reasons for the departure, ideally before action is taken.

B Other Administrators

Other important positions include chairs of Promotion and Tenure, Graduate Studies, and Undergraduate Studies committees as described in committees below.

C Committees

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

Personnel Committee

The Personnel Committee advises on matters of faculty personnel such as Annual Reviews of assistant and associate professors, as defined in the APT document, and the promotion and tenure processes.

Membership of the Personnel Committee is 6 Columbus-campus faculty. The committee is supplemented with a regional campus colleague chosen by the chair; this member serves at meetings involving regional campus appointments. The committee Chair is chosen by the Geography Chair, with a term that normally will correspond with that of the Department Chair. Other members -- 3 Professors, and 1 Associate Professor-- are elected by Columbus-campus faculty under an anonymous ballot procedure. When an Assistant or Associate Professor of Teaching or Practice is being evaluated, that committee will also include an elected member from the Teaching or Practice non-probationary faculty. Each elected member serves a three-year term, rotating and staggered for the Professor component of the Committee. In the case when an elected member leaves the Committee before completing a full term, a substitute will be elected to fill out the remainder of the term. Faculty who have completed their term are not eligible for re-election until one year after the formal date at which their term is completed.

Should there be no eligible Associate or Assistant Professors, or no eligible Associate Professors Teaching or Practice, from whom to elect a Personnel Committee member, those positions will be vacant.

Graduate Studies Committee

The Graduate Studies Committee advises on matters concerning the department's graduate programs in Geography and Atmospheric Science. This includes graduate student appointments and awards, initiating proceedings to obtain appropriate Graduate School status for new faculty (related to service on MA, MS, and PhD committees), reviewing, and modifying the Graduate Manual.

Membership of the Graduate Studies Committee (GSC) is four Columbus-campus members (to represent the different specialty fields in the Geography and Atmospheric Science graduate programs) and a Chair, each chosen by the Chair of Geography. The tenure of the Graduate Committee Chair normally will correspond with that of the Department Chair. Committee members normally serve a three-year, rotating and staggered term. The GSC member who represents Atmospheric Science serves as chair of the Atmospheric Science graduate program and participates in funding meetings.

Undergraduate Studies Committee

The Undergraduate Studies Committee advises on undergraduate matters, new courses, changes in existing courses, other curriculum matters, reviewing, and modifying the Undergraduate Manual.

Undergraduate Studies Committee membership is comprised of representatives of the four major specializations within the department's instructional mission, the Academic Planning Specialist, and an Undergraduate Committee Chair. All are chosen by the Department Chair and, normally, serve a term that corresponds with that of the Department Chair.

Executive Committee

The Executive Committee is advisory to the chair and ordinarily consists of the chairs of the Undergraduate, Graduate, and Personnel committees, plus one elected tenure-track faculty member, rotating every two years. Its function is to serve as a sounding board for issues affecting the department. The committee also serves as a sounding board for issues of importance to the faculty.

Visiting Speakers Committee

The visiting speakers committee arranges for timely invitations to high quality speakers in connection with the Taaffe and Robinson lectures. Other visits, when funds permit, are also run by the visiting speakers committee. The chair of this committee and two faculty members are appointed by the Department Chair, rotating every three years.

Awards Committee

The awards committee consists of a chair and two regular members who work in coordination with the Personnel Committee to identify faculty members eligible for internal and external awards, each year. The chair of this committee and two faculty members are appointed by the Department Chair, rotating every three years.

Ad Hoc Committees

A number of ad hoc committees will exist, depending on need, with members appointed by the Department Chair. Examples of such committees include Diversity; Grievance; Library, to handle book orders and other matters related to library services; and Newsletter, to collect information for and edit all forms of media communications.

Graduate Student Membership

All committees except personnel and executive have at least one graduate student member, except when disallowed under University rules or deemed inadvisable by the Department Chair. This representative is chosen by the graduate students. A graduate student representative also will be appointed to attend faculty meetings. Normally, graduate student representatives will not vote and presence of a graduate student member will be at the discretion of the Committee, or Department Chair.

VIII Faculty Meetings

The Department of Geography chair will provide to the faculty a schedule of department faculty meetings at the beginning of each academic term. The schedule will provide for at least one meeting per semester and normally will provide for monthly meetings. A call for agenda items and completed agenda will be delivered to faculty by e-mail before a scheduled meeting. Reasonable efforts will be made to call for agenda items at least seven calendar days before the meeting, and to distribute the agenda by e-mail at least three business days before the meeting. A meeting of the faculty will also be scheduled on written request of 25% of the faculty. The chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. The chair will distribute minutes of faculty meetings to faculty by e-mail—within seven days of the meeting if possible. These minutes may be amended at the next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes.

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

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

Either the chair or one-third of all faculty members eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance. For purposes of a formal vote, a matter will be considered decided when a particular position is supported by at least a majority of all faculty members eligible to vote. Balloting will be conducted by mail, e-mail, or electronic survey options when necessary to assure maximum participation in voting. When conducting a ballot by alternate options to in-person voting, faculty members will be given one calendar week to respond.

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

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

IX Distribution of Faculty Duties and Responsibilities

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

Faculty assignments are described in the initial letter of offer. Assignments and expectations for the upcoming year are addressed as part of the annual review by the department chair based on departmental needs as well as faculty productivity and career development.

During on-duty periods, faculty members are expected to be available for interaction with students, research, and Department of Geography meetings and events even if they have no formal course assignment. Faculty will have a minimum of three office hours per week, regardless of teaching assignments. 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 of Geography 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 The 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 of Geography 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.

Teaching

All tenure-track faculty are expected to contribute to the department's teaching, including large enrollment and specialized courses in both the undergraduate and graduate curriculums. The standard course assignment for departmental faculty on the Columbus campus at 100% FTE is three courses of classroom teaching in the departmental curriculum per academic year. Faculty members with enhanced instructional assignments normally teach more than three courses. Formal course assignments typically will involve at least one undergraduate General Education or introductory "service" course. Faculty members also are expected to fulfill their share of responsibilities for advising undergraduate majors, training graduate students, sponsoring

independent study courses, and supervising honors and graduate theses. Faculty with no involvement in graduate student training normally will have a higher course assignment.

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

The standard teaching assignment may vary for individual faculty members based on their research or service activity. 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. For faculty on enhanced teaching loads, merit evaluations will attach a higher weight to instructional performance.

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

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

Scholarship

All tenure-track faculty members are expected to be engaged in scholarship as defined in the department's [Appointments, Promotion, and Tenure Document](#). Productive research programs are characterized by a sustained pattern of publication appropriate to their subfield evaluated over a three-year period. Such a pattern would include article publication in high quality peer-reviewed journals, peer-reviewed book chapters in edited volumes, research monographs published by scholarly publishing houses, or extramural research awards. Faculty engaged in basic or applied research are expected to attract extramural funding.

Precise publication expectations vary, but two papers per year is a target level of productivity. Other activities Includes work on book manuscripts or presentations at national or international conferences.

Service

Faculty members are expected to be engaged in service and outreach to the department, university, profession and community. Typically, this will include service on a committee within the department and one outside of the department. This pattern can be adjusted depending on the nature of the assignment (e.g. service as committee chair, service on a particularly time-intensive committee, organizing a professional conference, leadership in an educational outreach activity, service in an administrative position within the department, college, or university).

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

i Special Assignments

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

Reasonable efforts will be made to award SA opportunities to faculty members subject to the quality of faculty proposals, including their potential benefit to the department or university, and the need to assure that sufficient faculty are always present to carry out department work. The Executive Committee will evaluate all SA proposals and make recommendations to the chair. The chair's recommendation to the dean regarding an SA proposal will be based on the quality of the proposal and its potential benefit to the department or university and to the faculty member as well as the ability of the department to accommodate the SA at the time requested.

B Teaching and Practice Faculty

Teaching and practice appointments exist for faculty members who focus principally on the department's education needs. Teaching and practice faculty members are expected to contribute to the department's research and education missions, as reflected by participation in graduate program development and teaching. Teaching and practice faculty members are expected to contribute to the university's mission via teaching and service, and to a lesser extent scholarship. Service expectations are similar to those for the tenure-track.

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

C 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 Department of Geography'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.

D 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.

E Parental Modification of Duties

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

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

X Course Offerings and Teaching Schedule

The Department of Geography chair will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty, both collectively and individually. While every effort will be made to accommodate the individual preferences of faculty, the Department of Geography'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 canceled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester. Faculty members whose courses were canceled for reasons of low enrollment normally must make up that course or offer another course during the same academic year or in the following academic year. The department chair is responsible for determining whether a scheduled course is to be canceled. Faculty may not cancel a course on their own. Finally, to the extent possible, courses required in any curriculum or courses with routinely high demand will be taught by at least two faculty members across semesters of offering to assure that instructional expertise is always available for such courses.

XI Allocation of Department of Geography Resources

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

The Department of Geography chair will discuss the Department of Geography 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 of Geography chair.

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

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.

Normally travel funds will be allocated equitably amongst the tenure-track faculty. The amount available for faculty travel will be determined on an annual basis by the chair. The department also endeavors to reward faculty for externally funded grants that generate indirect support.

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 and a [request for absence form](#) well in advance of a planned absence (for attendance at a professional meeting, research activities, 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 department chair retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular semester is substantial. [Rules of the University Faculty](#) require that the Office of Academic Affairs approve any discretionary absence longer than 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 of Geography chair know promptly so that instructional and other commitments can be managed. Faculty members are always expected to use sick leave for any absence covered by sick leave (personal

illness, illness of family members, medical appointments). Sick leave is a benefit to be used—not banked. For additional details see OHR [Policy 6.27](#).

C Unpaid Leaves of Absence

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

D Faculty Professional Leave

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

Ohio Revised Code 3345.28 specifies that only tenured faculty members with at least seven years of service in a tenure track position at Ohio State are eligible for an FPL at this institution. Time served at another university; as an associated faculty member at Ohio State; or on unpaid leave does not count towards the seven-year requirement.

The FPL program is intended to give faculty an uninterrupted time period to invest in professional development. An FPL entails the faculty member preparing a detailed proposal that specifically focuses on how the leave will enhance research skills and/or knowledge. FPLs may be requested for one semester at full salary or two semesters at 2/3 salary.

The Personnel Committee will review all requests for faculty professional leave and make a recommendation to the department chair based on the following criteria:

The quality of the proposal (including its likelihood of successful completion during the leave period and the proposal's potential benefit to the department and the faculty member)

The ability of the department to accommodate the leave at the time requested

Following rigorous review by the Executive Committee (or an ad hoc committee if significant conflicts of interest exist), the results of the review will be taken in advisement by the department chair. If the department chair approves the proposal, then the proposal will then be sent to the Executive Dean or designee, the Office of Academic Affairs, and the Board of Trustees through the approval process. No more than 10% of the faculty can be granted an FPL or SA in any given academic year.

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 of Geography adheres to these policies in every respect. In particular, this Department of Geography expects faculty members to carry out the duties associated with their primary appointment with the university at a high level of competence before seeking other income-enhancing opportunities. All activities providing supplemental compensation must be approved by the Department of Geography 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 of Geography. 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 who fail to adhere to the university's policies on these matters, including seeking approval for external consulting, will be subject to disciplinary action.

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 of Geography 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 Department of Geography 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 of Geography or college reviews and approves the use of the textbook or material for use in the course taught by the faculty member.

XIV Financial Conflicts of Interest

Information on faculty financial conflicts of interest is presented in the university's [Policy on 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 are required by university policy 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 of Geography with grievances should discuss them with the Department of Geography chair who will review the matter as appropriate and either seek resolution or explain why resolution is not possible. Content below describes procedures for the review of specific types of complaints and grievances

A Salary Grievances

A faculty or staff member who believes that his or her salary is inappropriately low should discuss the matter with the Department of Geography 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 Department of Geography 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 Department of Geography chair and wish to pursue the matter should contact [Employee and Labor Relations](#) in the Office of Human Resources.

B Faculty Misconduct

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

C Faculty Promotion and Tenure Appeals

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

D Harassment, Discrimination, and Sexual Misconduct

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

Ohio State's policy and procedures related to affirmative action, equal employment opportunity, and non-discrimination/harassment are set forth in university [Policy 1.10](#). The university's policy and procedures related to sexual misconduct are set forth in OHR [Policy 1.15](#).

E Violations of Laws, Rules, Regulations, or Policies

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

F Complaints by and about Students

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

Faculty complaints regarding students must always be handled strictly in accordance with university rules and policies. Faculty should seek the advice and assistance of the Department of Geography chair and others with appropriate knowledge of policies and procedures when problematic situations arise. In particular, evidence of academic misconduct must be brought to the attention of the [Committee on Academic Misconduct](#) (see also Faculty Rule [3335-23-05](#)).

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](#).

H Department Code of Conduct

We are a group of scholars, teachers, students, staff, coworkers, supervisors / subordinates, and colleagues. Our collective success depends on how well we work together, and abuse or mistreatment of any of us is corrosive to the whole.

All of us deserve a working and learning environment that is free from harassment and hostility, including but not limited to sex, gender, and racial discrimination.

We are all entitled to bodily integrity at all times. Any inappropriate or unwanted comments, touch or sexual or romantic advances are not acceptable.

It is never appropriate to vent frustrations by demeaning, threatening or verbally abusing another, in person or online (e.g., through social media). Yelling at or intimidating others are examples of actions that diminish our workplace and will not be tolerated.

We expect that everyone will model appropriate behavior in all circumstances. Appropriate behavior means using good judgment and committing to acting in ways that preserve each individual's sense of dignity, safety and bodily integrity.

Everyone, no matter who they are, will be held to these standards. Within academia, there is an implicit and explicit hierarchy (student-supervisor-professor-chair-dean, etc.). These hierarchies make it harder for us to speak up and demand respect, particularly due to fear of retribution. Our university has strict anti-retribution policies in place, and as a department we commit to supporting and doing what we can to protect anyone who comes forward.

If you have witnessed or been the target of any inappropriate behavior, please talk to your supervisor or departmental leadership. We will work together to address any problems proactively.