

**Pattern of Administration
for
The Ohio State University
Department of Speech
and Hearing Science**

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I. INTRODUCTION

This document provides a description of the Department of Speech and Hearing Science 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 University rules, policies and procedures, and changes in them, as well as published guidelines from the Office of Academic Affairs supersede the Department's Pattern of Administration when they are in conflict. Information concerning the appointment and review of faculty members can be found in the document *Appointments, Promotion and Tenure Document: Criteria and Procedures*.

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 of Arts and Sciences and the Office of Academic Affairs.

II. MISSION STATEMENT

The mission of the Department of Speech and Hearing Science is to serve and advocate for persons affected by communication disorders through advancing knowledge of normal and disordered communications and promoting excellence by educating leaders in speech and language pathology and audiology. The Department Vision is to strive to be universally recognized and respected for diversity, innovation, and inspiration in our synthesis of science and practice.

The programs of the Department encompass the research, education and clinical service activities required in scholarly pursuits in the areas of speech-language pathology, audiology, and speech science and hearing science. The Department maintains an undergraduate major (which also serves as an undergraduate pre-professional program in speech-language pathology and audiology) as well as two professional graduate programs --a MA program in speech-language pathology and a Doctor of Audiology (AuD) program in audiology—and a PhD program. The faculty of the Department consists of individuals whose research interests and expertise maintain an appropriate balance among the areas of the discipline. The Department seeks continuous improvement in all areas of research, instruction, and service to the University and to our discipline.

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 the Department of Speech and Hearing Science includes tenure-track, clinical, and research faculty with compensated FTEs of at least 75% in the Department, and associated faculty. The Department also recognizes the contributions of those A&P staff and associated faculty who are certified and licensed professionals (speech-language pathology or audiology) who provide clinical education for students in the MA-SLP and AuD programs.

A. Tenure-track Faculty

The tenure-track faculty is comprised of all persons with the title of assistant professor, associate professor and professor who have a faculty appointment involving at least a 50% appointment in the Department of Speech and Hearing Science.

B. Clinical Faculty

The clinical faculty is comprised of all persons with the title of professor of clinical speech and hearing science, associate professor of clinical speech and hearing science, and assistant professor of clinical speech and hearing science. These are non-tenure-track positions and serve under fixed term contracts as described in Chapter [3335-7](#) of the Administrative Code. Clinical faculty members shall be engaged in activities related to the education and training of students in the pre-professional undergraduate program, the professional MA-SLP program and the AuD program and to clinical research related to professional activities and training. The primary responsibilities of clinical faculty members are anticipated to fall in teaching of clinical or practical courses and practicum supervision. The supervision component includes placement of graduate students into external clinical sites and monitoring students' performance (as well as that of the external supervisor). The courses to be taught by clinical faculty are anticipated to be almost exclusively practitioner-oriented courses, rather than theoretical or empirical courses.

Clinical faculty members can serve as a member of the Curriculum Committee, the Facilities Committee, the Audiology Oversight Subcommittee, the Speech-Language Oversight Subcommittee, the Graduate Studies Committee, the Diversity, Equity and Inclusion Committee, the Banquet Committee, Faculty Search Committees and the Student Award Committee as well as other ad hoc committees. Clinical faculty members may not serve on the Committee of the Eligible Faculty for tenure-track or research faculty. Clinical faculty may vote in all matters of Speech and Hearing Science matters except tenure-track appointment, promotion, or tenure decisions and research faculty appointment or promotion decisions. Clinical associate professors may serve on the Committee of the Eligible Faculty or Search Committees for clinical assistant professors. Clinical professors may serve on Committee of the Eligible Faculty or Search Committees for clinical associate professors. Clinical faculty members may also serve as co-advisors on MA or AuD Committees and members of PhD Committees. Any clinical faculty member appointed by the unit may stand for election to serve as a representative in the University Senate subject to representation restrictions noted in [Faculty Rule 3335-7-11\(C\)\(2\)](#). As established in the [Pattern of Administration](#) of the College of Arts and Sciences, the cap on the number of clinical faculty members is 20% of the total number of tenure-track, clinical, and research faculty members in the College of Arts and Sciences. Within the department, the number of clinical faculty members must be fewer than the number of tenure-track faculty.

C. Research Faculty

The research faculty is comprised of all persons with the title of research assistant professor, research associate professor, and research professor. These are non-tenure-track positions. Research faculty may vote in all matters of Department governance except tenure-track appointment and promotion and tenure decisions and clinical appointment and promotion decisions. Research faculty may participate in discussions of research faculty matters including promotion reviews. Research faculty members are researchers and shall be engaged in research related to the mission and goals of the academic unit. Research faculty members may serve (but are not required to serve) as members of the Facilities Committee, the Audiology Oversight Subcommittee, the Speech-Language Oversight Subcommittee, the Graduate Studies Committee, Student Award Committees, etc. Research faculty members cannot serve on the Committee of the Eligible Faculty or on Search Committees for tenure-track or clinical faculty. Research faculty members may also

serve as co-advisors on MA or AuD Committees and members of PhD Committees. The cap on the number of research faculty members is 20% of the total number of tenure-track faculty members. This cap can be changed by a majority-vote 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 department.

D. Associated Faculty

Associated faculty members are persons with adjunct titles, visiting titles, and lecturer titles; also, professors, associate professors, assistant professors, and instructors who serve on appointments totaling <50% service to the University. Persons with tenure-track, clinical, or research faculty titles may not hold associated titles. Persons holding associated titles are not eligible for tenure and may not participate in the promotion and tenure reviews of tenure-track, clinical, or research faculty (See Faculty rule [3335-5-19](#)) but may provide Departmental Service (e.g., serving on Departmental and student committees).

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.

E. Courtesy Faculty

Courtesy appointments can be extended to tenure-track, clinical, or research faculty from other tenure-initiating units at The Ohio State University who make a substantive contribution to the Department of Speech and Hearing Science. Although courtesy appointments do not require annual renewal, continuing contribution to the Department is assumed for those holding such appointments. Reappointment decisions must be made, in consultation with the Department's tenure-track faculty members.

F. Voting Privileges

- Voting privileges on matters related to faculty appointments/hiring, promotion and tenure are explained in the Department's Appointments, Promotion, and Tenure (APT) Document.
- Voting privileges on other matters will be extended to tenure-track, research and clinical faculty who have a 50% or greater appointment in the Department.
- Emeritus faculty, associated faculty and courtesy faculty do not have voting privileges on Departmental matters.
- Although A&P Staff members employed by the Department as clinical supervisors do not have voting privileges, per se, clinical staff members with a 50% appointment or greater in the Department will be consulted on matters related to the pre-professional and professional programs.

V. ORGANIZATION OF DEPARTMENT SERVICES AND STAFF

The Department of Speech and Hearing Science requires a wide variety of support personnel to carry out its academic mission. These support staff include a fiscal officer, administrative assistants, technical staff, clinical staff, and so forth. The Chair is ultimately responsible for hiring all support staff, though faculty who are impacted by such hires will be routinely consulted prior to each hiring decision. For example, the Chair of the Graduate Studies Committee would normally be consulted prior to hiring a Graduate Program Coordinator and the Director of the Speech-Language-Hearing Clinic would be consulted prior to hiring a clinical staff member, and so forth.

VI. OVERVIEW OF DEPARTMENT ADMINISTRATION AND DECISION MAKING

Policy and program decisions are made in several ways: by the Department faculty as a whole, by standing or special committees of the Department, or by the Chair. The nature and importance of any individual matter determines how it is addressed. Department governance proceeds on the general principle that the more important the matter to be decided, the more widespread the consultation on a decision needs to be. Open discussions—both formal and informal—constitute the primary means of reaching consensus on decisions of central importance. The Department may develop advisory bodies to consider and make recommendations on any issue requiring a decision, from program requirements to salary recommendations. However, the Chair is ultimately responsible for all decisions and/or recommendations to a higher level of administration. The Chair has ultimate responsibility for allocating the Department's resources in a way that makes the most fiscal and programmatic sense and cannot delegate that responsibility.

VII. DEPARTMENT ADMINISTRATION

A. Chair

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

The title "Chair" is used to designate the head of the unit, as stipulated in the Rules of the University Faculty (Section [3335-3-34](#)).

Other responsibilities of Chair of the Department of Speech and Hearing Science, not specifically noted elsewhere in this Pattern of Administration, are paraphrased, and summarized below.

- The Chair has general administrative responsibility for the program, subject to the approval of the Executive Dean of the College of Arts and Sciences, and to conduct the business of the Department efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.
- To plan with members of the faculty and the Dean of the College of Arts and Sciences 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 Speech and Hearing Science 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 the Department and to place in that file a response to any evaluation, comment, or other material contained in the file.
- To recommend, after consultation with the eligible faculty, appointments, reappointments, promotions, dismissals, and matters affecting the tenure of members of the Department faculty to the executive dean of the college, in accordance with procedures set forth in Faculty Rules [3335-6](#) and [3335-7](#) and the Department'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's curriculum.
- To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.
- To prepare, after consultation with the faculty, annual budget recommendations for the consideration of the dean of the college.
- To facilitate and participate in prescribed [academic program review](#) processes, in collaboration with the executive dean of the college or designee and the Office of Academic Affairs.
- The Chair shall provide a schedule of all regular Department meetings to all faculty and staff members before the start of each semester. General meetings are called by the Chair when necessary, usually monthly but in no case less frequently than once per semester ([3335-5-18](#)).
- Proposed Agenda and Minutes of all Department meetings and records of all other actions covered by the POA will be maintained in the Department office and will be available online on the Department's folder on the college computer server.
- The Chair shall be reviewed at a time and by procedures in accordance with current rules of the University and guidelines of the College of Arts and Sciences.

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

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

B. Committees and Coordinators

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

Unless otherwise indicated, each standing, and ad hoc committee reports its deliberations and recommendations to the faculty for action. The Department Chair makes all committee chair appointments, unless indicated otherwise. Student representatives for all committees will be selected by the chair of the respective committees except for the Committee of Eligible Faculty which will have no student representative. Each committee will determine the student qualifications and voting privileges.

1. Graduate Studies Committee

The Graduate Studies Committee (GSC) is responsible for administering the graduate programs of the academic unit and is the liaison between the Graduate School and the graduate faculty of the unit. Some of the major responsibilities of this committee are those specified in the current Graduate School Rules. Also included in these responsibilities is the recruitment of highly qualified graduate students (especially in the PhD program), oversight of admissions procedures, and review of graduate curriculum, rules, and procedures on an annual basis. Changes to curriculum, rules and/or procedures may be initiated by member of the GCS or by the AuD Program Oversight Committee or the MA-SLP Program Oversight Committee. Specific proposals for such changes will be brought to the Department's graduate faculty for discussion and approval. All official communications with the Graduate School will be the responsibility of the GSC Chair.

There will be three graduate faculty members of the Graduate Studies Committee. This will include the Chair of the Audiology Program Oversight Committee, the Chair of the Speech-Language Program Oversight Committee, and the PhD Program Coordinator. One of these three faculty members will be appointed by the Department Chair to function as the Chair of the GSC. The appointment shall be for a term of three years (with one reappointment possible, though not guaranteed). There will also be a student member of the GCS who will be a PhD student in good standing. The term of appointment for the student will be one-year, with one reappointment possible. The student member will be chosen by the Chair of the GSC in consultation with other members of the graduate faculty. Serving as an *ex officio* member of the GSC will be the Graduate Program Coordinator (a staff position).

2. Audiology Program Oversight Committee

Day-to-day administration of the graduate professional program in audiology (the AuD program) will be the responsibility of the Audiology Program Oversight Committee (APOC).

Specific responsibilities of the APOC will include the implementation of the rules and procedures established by the GSC and the Graduate School as they relate to the AuD Program. This will include determination of course offerings, examinations and student advising. The APOC shall also be responsible for reviewing applications to the AuD Program and making recommendations to the GSC regarding graduate admissions to the program. The APOC will also support the GSC in recruiting students into the AuD Program (and the PhD Program).

The members of this committee will include full-time faculty members who hold a 50% or greater appointment in the Department who are significantly involved in audiology and hearing science. In particular, members will include tenure-track faculty members who teach audiology or hearing-science courses at either the undergraduate or graduate level or

who conduct research in these areas. Members of this committee will be selected by the Department Chair. The clinical faculty members in audiology are also members of this Committee as well as other staff members who make significant contributions in the area.

The Chair of the APOC will be appointed by the Department Chair in consultation with and following recommendations by members of the APOC. The term of office will be three years (with one possible reappointment).

3. Speech-Language Program Oversight Committee

Day-to-day administration of the graduate professional program in speech-language pathology (the MA-SLP program) will be the responsibility of the Speech-Language Program Oversight Committee (SPOC).

Specific responsibilities of the SPOC will be the implementation of the rules and procedures established by the GSC and the Graduate School as they relate to the MA-SLP Program. This will include determination of course offerings, examinations and student advising. The SPOC shall also be responsible for reviewing applications to the MA-SLP Program and making recommendations to the GSC regarding graduate admissions to the program. The SPOC will also support the GSC in recruiting students into the MA-SLP Program (and the PhD Program).

The members of this committee will include full-time faculty members who hold a 50% or greater appointment in the Department who are significantly involved in speech-language pathology, speech science or language science. In particular, members will include tenure-track faculty members who teach speech-pathology, speech-science or language-science courses at either the undergraduate or graduate level or who conduct research in these areas. Members of this committee will be selected by the Department Chair. The clinical faculty members in speech-language pathology are also members of this Committee as well as other staff members who make significant contributions in the area.

The Chair of the SPOC will be appointed by the Department Chair in consultation with and following recommendations by members of the SPOC. The term of office will be three years (with one possible reappointment).

4. PhD Coordinator

One tenured graduate faculty member will serve as the Coordinator of the PhD program. In this capacity the Coordinator will review the curriculum, rules and policies related to the PhD program, will present their recommendations for changes to the graduate faculty, will coordinate a review of the applicants for the PhD program by the graduate faculty, and will implement all relevant rules and policies related to the PhD program. The Coordinator will also coordinate with the tenure-track faculty, the admission of students to the doctoral program and Graduate Fellowship nominations. The Coordinator will consult with the tenure-track faculty and will propose to the Chair the doctoral-level seminars that will be offered in the next academic year. The Coordinator along with the other members of the GSC will make recommendations to the Department Chair regarding funding of PhD students.

The PhD Coordinator will be appointed by the Department Chair. The term of office will be three years (with one possible reappointment).

5. Undergraduate Committee

Day-to-day administration of the undergraduate program will be the responsibility of the Undergraduate Committee.

The Undergraduate Committee is responsible for undergraduate major (and minor) curriculum recommendations, enrollment and counseling of undergraduate students, and credit evaluations. The Committee is also responsible for oversight of the undergraduate Honors Program. The Chair of the Undergraduate Committee will be appointed by the Department Chair. The term of office will be three years (with one possible reappointment).

Other members of the committee will include the clinical faculty member who is the advisor for the undergraduate student organization (the Ohio State Chapter of the National Student Speech-Language-Hearing Association, NSSLHA) and the Undergraduate Advisor (a staff position). The term of office will be three years (with one possible reappointment).

6. Clinic Committee

The Clinic Committee is responsible for assuring quality clinical services, student supervision/preceptorship in clinical practica, clinical education, and complying with the rules and procedures of the College of Arts. The Clinic Committee is also expected to support and facilitate clinical research to be conducted in the Speech-Language-Hearing Clinic by tenure-track faculty members and/or clinical faculty.

Proposed rule and/or policy changes affecting the academic program, students, or faculty or proposed changes in clinical program goals shall be presented at faculty meetings as recommendations for action. The committee will consist of clinical faculty members and clinic supervisors/preceptors who hold staff positions and two graduate students (one AuD student and one MA-SLP student). Faculty and student appointments will be made by the Department Chair. The Director of Clinical Instruction and Research shall serve as Chair of the Clinic Committee.

The Clinic Committee may also have subcommittees devoted to clinical procedures and rules for either the MA-SLP program and/or the AuD program. These subcommittees will report to the Clinic Committee. The Chair of these subcommittees will be appointed by the Chair.

7. Committee of the Eligible Faculty

The Committee of the Eligible Faculty is responsible for recommendations concerning promotion and tenure. Details on the committee are contained in the Appointments, Promotion, and Tenure Document.

8. Facilities Committee

The Facilities Committee is responsible for recommendations to the Chair and faculty concerning keys, space and equipment policies and maintenance. The Chair of the committee may be a tenure-track, clinical or research faculty member or an A&P staff member. Members of the committee will include at least one clinical faculty member, one

tenure-track faculty member and one staff member responsible for space issues in the Clinic. All members of this committee shall be appointed by the Department Chair for a term of two years and may serve two consecutive terms if reappointed.

9. Diversity, Equity, and Inclusion Committee

The Diversity, Equity, and Inclusion Committee was formed as a mechanism for increasing diversity in the field of communication sciences in disorders. Its short-term focus is to recruit and retain racial/ethnic minorities and first-generation college students by leveraging University, College, and Department resources. The long-term focus is to bring linguistic diversity to the field of communicative disorders by training graduate clinicians who are becoming bilingual SLPs/AuDs and by training students who will examine bilingual populations at the UG or PhD levels. The Chair of the committee will be a tenure-track faculty member. Other members of the committee will include at least one clinical faculty member and one staff member. All members of this committee shall be appointed by the Department Chair for a term of three years and may serve two consecutive terms if reappointed.

10. Curriculum Coordinator

The Curriculum Coordinator will be responsible for submitting new course requests and modifications of existing courses to the Curriculum Committee of the College of Arts and Sciences for approval. The Curriculum Coordinator will be a tenure-track faculty member and will be appointed by the Department Chair for a term of two years. This individual may serve up to two consecutive terms if reappointed.

11. GTA Coordinator

The GTA Coordinator will be a member of the Undergraduate Committee. He/she shall be responsible for the review of the teaching performance of GTAs who are solely responsible for an undergraduate course (GTAs who are working in support of a faculty instructor, will be reviewed by that faculty member). This will include a review of the course syllabus, the materials on the Carmen site for the course (if used), course readings, exams and SEIs. The Coordinator will be appointed by the Chair of the Undergraduate Committee (in consultation with the Department Chair) for a term of two years. This individual may serve up to two consecutive terms if reappointed.

12. Library Coordinator

The Library Coordinator is responsible for coordinating with the various Ohio State Libraries in terms of new acquisitions and policies related to the Department. The Library Coordinator shall be either a Faculty or Staff member appointed by the Department Chair for a term of two years and may serve two consecutive terms if reappointed by the Department Chair.

13. Ad hoc Committees

Ad hoc committees are temporary committees that are responsible for carrying out duties in a specific area and for a particular purpose (e.g. recruiting new faculty, developing policies or procedures for use of space and equipment) as outlined by the Chair. All members of

these committees shall be appointed by the Department Chair for a term of one year and may serve two consecutive terms if reappointed by the Department Chair.

14. Executive Advisory Committee

The members of the Graduate Studies Committee and the Chair of the Undergraduate Committee will constitute the “Executive Advisory Committee” to the Department Chair. The Chair will consult with this Committee on issues involving teaching assignments, faculty support, development, student affairs, etc.

C. Department/Faculty Meetings

The Department may have either Department or Faculty meetings scheduled. Department meetings will include all faculty and staff; Faculty meetings will include only faculty. The decision to have a Department meeting or a Faculty meeting will be made by the Chair; this decision is based on the topics of the meeting. The Chair will provide to the faculty and staff 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 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 on a Department server 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’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 either in-person or by mail or e-mail when necessary to assure maximum participation in voting. When conducting a ballot by mail or email, faculty members will be given one week to respond.

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

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

VIII. DISTRIBUTION OF FACULTY DUTIES AND RESPONSIBILITIES

A. Overview

The Office of Academic Affairs requires Departments 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 meetings and events even if they have no formal course assignment. Faculty should post weekly office hours for students when teaching a course. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave (see section XI) 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 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.

B. 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 number of teaching opportunities in the Department for tenure-track faculty members (following guidelines established by the Office of the Executive Dean of the College of Arts and Sciences and the Divisional Dean of Social and Behavioral Sciences) will thus be established for an individual faculty member at either three or four courses per academic year. In addition to minimal adjustments for service contributions, the determination of the specific number of course assignments will be based on the research productivity of the faculty member over the preceding three years. The course assignments for individual faculty members will be determined by the Chair in consultation with the Chair's Executive Advisory Committee. Faculty members who have a one semester FPL (or SA) will have a course assignment of two courses for the semester in which he or she is in residence. Faculty members may reduce the number of assigned courses through "buy-outs" using external grant funding following the guidelines established by the College of Arts and Sciences. However, by college requirements, tenure-track faculty members cannot reduce their number of course assignments to zero, even with grants, if they are receiving any general funds support from the university.

It is expected that the reduction of teaching opportunities should result in increased research productivity (in the form of peer-reviewed research articles and grant activities). Faculty members who fail to demonstrate the expected level of research productivity will have their course assignments remain at four courses per year or increased to five courses per year until the faculty member shows a demonstrable and significant increase in research activities. Faculty members who demonstrate an extraordinary level of research productivity (especially in terms of success in obtaining extramural funding) will have their assignments remain at three courses per year.

It is expected that as a product of hiring negotiations new tenure-track faculty members (particularly assistant professors) may be granted a lower number of course assignments in their first two years of residence (e.g., assigned two courses in their first year, and three courses in their second year). Only under extraordinary circumstances will a new assistant professor be allowed to reduce the number of course assignments in the initial year through external funding.

The standard teaching assignment for full-time tenure-track faculty members is three-four courses per academic year. Faculty members are also expected to advise undergraduate and graduate students and supervise independent studies and thesis and dissertation work. While faculty are expected to exercise "self-determination" in conducting their program of research or other scholarly activity, the Chair assigns teaching (in consultation with the APOC, SPOC and the PhD Coordinator as well as individual faculty members) and in most cases Departmental service. In making these assignments, the Chair must balance the needs of the Department with the preferences of the faculty member as well as his or her total workload within the context of the Department's policy on faculty duties and responsibilities.

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.

Scholarship

All tenure-track faculty members are expected to be engaged in scholarship as defined in the Department's Appointments, Promotion and Tenure Document. Over a three-year rolling period a

faculty member who is actively engaged in scholarship will be expected to publish regularly in high quality peer-reviewed journals as well as in other appropriate venues, such as books and edited book chapters of similar quality and length as articles. Faculty engaged in basic or applied research are expected to attract extramural funding that supports AY release time and that supports graduate students (GRAs). Faculty members are also expected to seek appropriate opportunities to obtain patents and engage in other commercial activities stemming from their research. Faculty are also expected to make scholarly presentations at national and/or international conferences at least once per year. Similarly, faculty are expected to publish one-two peer reviewed articles (or their equivalent) per year.

Service

Faculty members are expected to be engaged in service and outreach to the Department, the University, the profession, and the community. Typically, this will include service on two committees within the Department and some service outside the unit (this can be in the form of College Committees, University Committees, local or state professional organization, national organizations, etc.). 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, the College, or the University).

All faculty members are expected to attend and participate in faculty meetings, recruitment activities, and other Department events. Faculty Rule [3335-5-08](#) requires that absence from campus for more than 10 consecutive business days during a semester be approved by the Chair, Dean, and Executive Vice President and Provost.

1. 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.

Untenured faculty will normally be provided an SA for research for one semester during their probationary period. Reasonable efforts will be made to award SA opportunities to all other faculty members subject to the quality of faculty proposals, including their potential benefit to the department, college, or university, and the need to assure that sufficient faculty are always present to carry out departmental work. The Executive Advisory Committee will evaluate all SA proposals and make recommendations to the Department Chair. The Chair's recommendation to the Executive Dean regarding an SA proposal will be based on the quality of the proposal and its potential benefit to the department, college, or university and to the faculty member as well as the ability of the department to accommodate the SA at the time requested.

C. Clinical Faculty

The Department of Speech and Hearing Science uses the title clinical faculty. These appointments exist for faculty members who focus principally on the clinical education needs for the Department. Clinical faculty members are expected to contribute to the Department's clinical education, clinical provision, and clinical research missions in either the MA-SLP or the AuD programs. This may include course instruction, clinical supervision, clinical placements for students, etc. The proportion of time spent on instruction, supervision, direct clinical services, clinical placements, etc., are determined by the Chair for each individual clinical faculty member – there is no single template

across all clinical faculty. Rather, the general expectation a clinical faculty member provides 75% of their time on clinical education, 20% on service and 5% on scholarly activities. The nature of service activities is like those for tenure-track faculty members.

D. 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 like 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.

E. Associated Faculty

Where appropriate, associated faculty—specifically, lecturers—may be hired to teach individual courses. Occasionally, lecturers may be hired to teach individual courses. Currently the Department appoints such lecturers on a semester-by-semester basis and follows the guidelines of the College of Arts and Sciences and the Office of Academic Affairs in making such appointments. 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.

The standard teaching assignment for full-time lecturers is eight courses per academic year; however, the Department of Speech and Hearing Science normally appoints only part-time lecturers.

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.

F. Parental Modification of Duties

The Department of Speech and Hearing Science 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 parental modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption. See the OHR [Parental Care Guidebook](#) and the [Pattern of Administration](#) of the College of Arts and Sciences for details.

The faculty member requesting the modification of duties for childbirth/adoption and the 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.

IX. COURSE OFFERINGS AND TEACHING SCHEDULE

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

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

Research space shall be allocated based on 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.

When the Department and College budgets allow, Faculty will be provided with travel funds to present at national and/or international conferences. The amount will be determined at the start of each academic year (based, in part, on the general funds available to the Department).

XI. 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 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 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](#). Requests should be made to the Department Chair in advance of the absence. This request needs to include the reasons for the unpaid leave and how the faculty member's responsibilities will be handled in her/his absence.

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.

The Department Chair's Executive Advisory Committee will review all requests for faculty professional leave and make a recommendation to the Chair based on the following criteria:

- A specific proposal regarding activities being pursued during the FPL and how they relate to the faculty member's program of research
- An outline of publication productivity that will result from the FPL (including development of an external grant proposal and planned peer-reviewed publications)
- Knowledge/experience the faculty member will gain

The Chair's recommendation to the Executive Dean or designee regarding an FPL proposal will be based on the quality of the proposal and its potential benefit to the Department and to the faculty member as well as the ability of the Department to accommodate the leave at the time requested.

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](#).

XII. 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. In particular, the Department of Speech and Hearing Science 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 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 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 Department 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 of Arts and Sciences reviews and approves the use of the textbook or material for use in the course taught by the faculty member.

XIII. 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.

XIV. GRIEVANCE PROCEDURES

Appeals and grievances can involve a wide range of issues. While it is impossible to address every possible form of grievance, several common types of complaints are addressed here.

When any type of complaint or appeal is lodged, it is important for all members of the Department to understand, and for the Chair to communicate where appropriate, that retaliation of any form against a person who complains will not be tolerated by the University. When presented with a complaint, the Chair shall consult with the College and with University personnel knowledgeable in handling complaints (i.e., relevant Vice Provost, Office of Human Resources, Legal Affairs) if there is any question regarding proper process or if the complaint includes complex issues or mandatory reporting.

The Department follows current College and University procedures with respect to grievances including such matters as:

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 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](#)). The College salary appeals process is spelled out in its [Pattern of Administration](#).

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 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 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 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 Department 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](#).