

**Department of African American and
African Studies**

Pattern of Administration

**Adopted by the Faculty of the
Department of African American and African Studies**

in

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and

**Amended by the Faculty of the Department of African American
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PATTERN OF ADMINISTRATION
Criteria and Procedures for the Department of
African American and African Studies

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I. INTRODUCTION

This document provides a brief description of the Department of African American and African Studies as well as a description of its policies and procedures. It supplements the Rules of the University Faculty and other policies and procedures of the University to which the Department and its faculty are subject. The latter's rules, policies, and procedures, and changes in them, take precedence over statements in this document. A copy of this document shall be made available to all present and prospective members of the Department and a copy shall be deposited in the Office of the executive Dean of the College of Arts and Sciences and in the Office of the Provost.

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 subject to approval by the College of Arts and Sciences and the Office of Academic Affairs.

II. MISSION STATEMENT

- The mission of the department is to produce and disseminate knowledge and understanding about African peoples globally. The department offers students from all communities the opportunity to acquire the theories, practices, methodologies, critical thinking, and communication skills necessary to master an interdisciplinary approach to the historical, cultural, social, psychological, political and economic experiences of people of African descent throughout the world
- To foster and maintain an intellectual environment in our community on and off campus, assisting students and community members in their development as lifelong learners and informed citizens, seeking to better the community, nation, and world.

III. VISION

We envision a Department of African American and African Studies at The Ohio State University that ranks among the top Africana Studies departments in the nation, recognized for the quality and character of its graduates; the outstanding teaching and scholarship of its faculty; and the outreach and engagement of its Community Extension Center.

This document shall be made available to all present and prospective members of the department and a copy shall be deposited in the office of the executive dean of the college and in the office of the executive vice president and provost.

IV. ACADEMIC RIGHTS AND RESPONSIBILITIES

In April 2006, the university issued a reaffirmation of academic rights, responsibilities, and processes for addressing concerns. This statement can be found on the Office of Academic Affairs website, oaa.osu.edu/rightsandresponsibilities.html.

V. DEPARTMENT FACULTY

1. The Department of African American and African Studies Faculty shall comprise all full-time tenure-track faculty. The faculty of the Department shall make recommendations on educational policies to the executive Dean of the College of Arts and Sciences.
2. All members of the teaching staff on duty during a given semester are expected to report for duty and be available for consultation and organization at least one day preceding the day designated on the calendar as the day on which classes begin; other information about duties and responsibilities is contained in Faculty Rule 3335-5-07 at <http://trustees.osu.edu/rules/university-rules/rules5/ru5-07.html>.
3. The official examination schedules must be strictly adhered to by all instructors.
4. The absence of any member of the teaching staff from ordinary service in the University, for any cause other than sickness, must be with the knowledge and approval of the Chair and of the executive Dean of the college and if for longer than ten (10) consecutive business days, with the approval of the Executive Vice President and Provost. The executive Dean must approve all teaching reductions that involve course credit.
5. Faculty members who hold at least a 50% FTE (full-time equivalent) salaried appointment in African American and African Studies, whether African American and African Studies is the tenure-initiating unit or not, will be accorded all rights and responsibilities as faculty who hold 100% FTE salaried appointments in the Department except in matters of promotion and tenure, where only faculty members whose Tenure Initiating Unit (TIU) is AAAS may vote. If the appointment is less than 50% FTE, jointly appointed faculty are not extended such rights. All non-salaried faculty courtesy appointments and associated faculty are not extended voting rights.
6. In deciding salary increases, the chair will consult colleagues, as necessary, and review all the evidence required in order to assess the quality of a faculty member's teaching, scholarship, and service during the previous calendar year.
7. The Department faculty is the primary policy-making body of the Department. It may initiate action; it discusses questions of departmental policy and administration; it makes decisions upon matters put before it by the Chair, standing committees, or individual members. The faculty shall be consulted in the review and selection of new faculty members for appointment.

8. The Department faculty shall meet at least once each semester during the regular academic year (more often if necessary) or upon request of at least one-fourth of its members. Meetings shall normally be called by the Chair. The Chair will provide a schedule of all regular faculty meetings to all faculty members before the start of each semester. The provisions of the Ohio “Sunshine Law” (SSB 74) will be observed. The voting membership shall consist solely of tenure-track faculty members. Visiting faculty are ineligible to vote, although they may be invited to attend faculty meetings on an individual basis. Representatives of graduate and undergraduate majors in African American and African Studies may be invited to attend faculty meetings in a non-voting capacity.
9. The Chair of the Department shall preside at faculty meetings. A quorum shall consist of one-half of the total membership of the faculty. If a quorum is not present, a faculty meeting shall be held, but no voting may occur. Decisions shall be obtained by a simple majority vote, except in those instances cited in the Pattern of Administration in which a two-thirds or three-fourths majority is required. The Chair shall vote only in cases of a tie. Absentee ballots cast by faculty are counted toward the composition of a quorum for voting purposes.
10. In cases where the Chair feels it necessary to depart from the majority opinion, the Chair shall so inform the Department faculty when they are present together in a meeting. Should this meeting fail to produce agreement, the Chair in acting or recommending action to the college or University administration, will specify in writing to the college or University administrator concerned, the differences of opinion and will make copies available to members of the Department faculty.
11. The Department’s administrative assistant shall act as secretary at the departmental meeting. Minutes of meetings shall be circulated to all faculty members and kept in Department files and made available on request. If the administrative assistant is unable to attend the meeting, another member of the secretarial staff shall take his/her place as recording secretary.

12. Associated Faculty

- a. 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.
- b. Faculty members with tenure-track titles and appointments <50% FTE will have reduced expectations based on their appointment level.
- c. Expectations for compensated visiting faculty members will be based on the terms of their appointment and are comparable to that of regular tenure-track faculty members except that service is not required.

In accord with Faculty Rule 3335-5-19, lecturers’ and senior lecturers’ responsibilities are limited to teaching as defined in Faculty Rule 3335-6-02.

VI. ORGANIZATION OF DEPARTMENT SERVICES AND STAFF

A. ADMINISTRATIVE STAFF, OFFICE PROCEDURES, AND OFFICE SPACE AND EQUIPMENT

1. The Department of African American and African Studies' administrative staff is primarily responsible for providing administrative assistance to the Chair including budget, personnel matters, and scheduling; it is also responsible for the record-keeping work of the Department, schedules, and other office materials; and for processing information and effecting decisions essential in carrying out the programs and activities sponsored by the Department and the Community Extension Center, including lectures, symposia, conferences, and publications.
2. The foregoing responsibilities take priority. Secretaries will perform various duties for faculty members in connection with their regular university work as time permits.
3. For major typing assignments, for example monographs or books, faculty members should consult with the Chair about special arrangements for assistance in these cases.
4. Outside commitments that require prolonged or regular secretarial work must not be entered into without prior discussion with the Chair and in no case is the Department to be committed to postal and other expenses for the work of outside organizations without assurance of reimbursement.
5. The Department will pay only copy and postal expenses that are directly incurred in fulfilling the regular university responsibilities of the faculty and teaching staff.
6. Department staff who are employed to type seminar papers, dissertations, and theses for graduate students may only do such work outside regular working hours.
7. The Department of African American and African Studies will provide office space for all those for whom African American and African Studies serves as the Tenure Initiating Unit (TIU). When a faculty member is away for a full year, the Department reserves the right to temporarily reassign the office or use it for some departmental purpose. All office furniture and equipment purchased with research or departmental funds remain the property of the university.

VII. OVERVIEW OF DEPARTMENT ADMINISTRATION AND DECISION MAKING

Policy and program decisions are made in a number of ways: by the department faculty as a whole, by standing committees of the department, or by the 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 is; the more inclusive the participation in the decision making needs to be. Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance.

VIII. DEPARTMENT ADMINISTRATION

A. DEPARTMENT CHAIR

1. The Chair is the administrative head of the Department. Upon appointment by the executive Dean of the College of Arts and sciences, the Chair will serve a term of four (4) years. In selecting a Chair, the executive Dean shall consult the Department's faculty and solicit their recommendation.
2. When there is a need to select a new chair, a departmental chair search committee will be appointed by the Dean and will exclude the sitting chair.
3. The position and duties of the Department Chair are outlined in 3335-3-35 Section C of the rules of the University Faculty. Section C states:

The duties of the chair of a department or the director of a school shall be as follows:

- a. A statement requiring the chair to provide a schedule of all regular faculty meetings (see rule 3335-5-18 of the Administrative Code) to all faculty members before the start of each semester, summer term, or session.*
- b. A statement requiring the chair to maintain minutes of all faculty meetings and to maintain records of all other actions covered by the pattern of administration.*
- c. A statement that the chair will consult with the faculty as a whole on all policy matters, and that such consideration will, whenever practicable, be undertaken at a meeting of the faculty as a whole.*
- d. A statement recognizing in principle the presumption favoring majority faculty rule on all matters covered by the pattern of administration. This statement shall further provide that whenever majority faculty rule is not followed, the department or faculty chair, or school director, or dean and director of a regional campus, whichever is the case, shall explain the reasons for the departure to enhance communication and to facilitate understanding within the department. Where possible, this statement of reasons shall be provided before the departure occurs. This explanation shall outline the decision of the majority of the faculty, the decision of the department or faculty chair, or school director, or dean and director of the regional campus, whichever is the case, and the reasons the decisions differ. The explanation shall be communicated to the faculty in writing, where possible, or at a faculty meeting, with an opportunity provided for faculty to comment.*

e. A statement affirming that the faculty shall be consulted in the initiation and in the review and selection of new faculty members for appointment.

f. A statement explaining how faculty duties and responsibilities in instruction, scholarship, and service are to be assigned and distributed equitably.

4. To prepare, after consultation with the faculty and in accordance with the pattern of departmental administration, a statement setting forth the criteria and procedures according to which recommendations are made concerning appointments and/or dismissals, salary adjustments, promotions in rank, and matters affecting the tenure of the faculty. This statement shall be made available to all present and prospective members of the department or school and a copy shall be deposited in the office of the executive dean of the college and in the office of the executive vice president and provost. At the beginning of each four-year term of the chair of a department or the director of a school, the members of the department or school, the office of the executive dean of the college, and the office of the executive vice president and provost shall receive either a revision or reaffirmation of the original statement.

5. To operate the business of the department or school with efficiency and dispatch.

6. To plan with the members of the faculty and the executive dean of the college a progressive program.

7. To evaluate continuously the instructional and administrative processes and lead in the study of methods of improving them.

8. To evaluate faculty members periodically in accordance with criteria approved by the board of trustees and subject to instructions from the executive vice president and provost and also according to such supplemental criteria as may be set up by the department or school.

9. To inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their tenure initiating unit and to place in that file a response to any evaluation, comment, or other material contained in the file.

10. To recommend to the executive dean of the college, after consultation with the faculty in accordance with paragraph (C)(3) of this rule, appointments, promotions, dismissals, and matters affecting the tenure of members of the department or school faculty.

11. To encourage research and educational investigations.

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

13. To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.

14. To prepare (after consultation with the professors, associate professors, and assistant professors with tenure) annual budget recommendations for the consideration of the executive dean of the college.

15. 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.

B. In the absence of the Chair during the regular academic year, other than for temporary absences, the Department shall be administered by an Acting Chairperson. The Acting Chairperson shall be appointed by the executive Dean upon the recommendation of the Chair. Prior to this recommendation, a faculty meeting must be held to permit faculty consultation in the decision.

C. In the absence of the Chair during the Summer Term or for periods that do not require the appointment of an Acting Chairperson, a member of the regular faculty on duty will be designated by the Chair to supervise the day-to-day administration of the Department.

D. There may be a vice chairperson who shall be appointed by the Chair.

E. COMMITTEES

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 on all committees except the Committee of the Eligible Faculty.

F. FACULTY COMMITTEES

1. The Department shall have five standing committees: 1) the Committee of the Eligible Faculty, which consists of all tenured associate and full professors; 2) the Graduate Studies and Curriculum Committee; 3) the Undergraduate Studies and Curriculum Committee; and 4) the Research, Publications, and Lectures Committee. The Chair may also appoint an Advisory Committee to advise him or her on matters of policy, and s/he may appoint faculty members to serve on ad hoc committees.

2. Ordinarily, non-tenured assistant professors shall serve on only one (1) departmental standing committee. They may also be appointed, however, to serve on ad hoc committees. All chairs of standing committees must be full professors or tenured associate professors. All committees are required to meet regularly, to

maintain records of their activities, decisions, and the attendance of committee members.

3. All committees, both standing and ad hoc, operate in an advisory capacity to both the Chair and the Department as a whole. They have no final decision-making responsibility over matters of policy that affect the entire Department. Rather, their role is to formulate policy alternatives, to evaluate issues, and to make recommendations based on relevant information. All significant proposals from committees must be first discussed and reviewed with the Chair before they are scheduled for discussion in the general faculty meeting.

4. Membership on standing committees is determined by the Chair, after consultation with the individual committee Chairs. Members are appointed to serve on an annual basis, prior to the beginning of the autumn semester. Members of committees may be removed by the department Chair for lack of attendance at meetings and/or lack of participation in committee business. Vacancies shall be filled by the Department Chair, in consultation with the Committee Chair.

5. With the exception of the Committee of the Eligible Faculty, the department Chair, after consultation with an individual committee chair, may appoint a graduate or undergraduate major to serve as a voting member of standing or ad hoc committees. Student members will have the right to address all issues and participate in the work of the committee with the exception of activities that would make them privy to confidential student records such as academic transcripts, letters of recommendation, standardized test scores, etc.

6. The Graduate Studies and Curriculum Committee consists of no more than seven (7) members of the graduate faculty, including the Director of Graduate Studies who shall serve as Chair of the committee.

a. Graduate Studies and Curriculum Committee is responsible for monitoring the administration of the entire graduate program of the Department. Specific duties include admissions; evaluation of graduate students and teaching associates; supervision of graduate examinations; updating of program literature, admissions requirements, and curriculum; teaching associate appointments; setting projected teaching schedules for all graduate level courses, in consultation with the Department Chair; and monitoring the progress of all graduate students toward the fulfillment of all requirements, including theses and examinations.

b. The Director of Graduate Studies assumes day-to-day responsibilities for graduate advising and graduate examinations. The Director maintains graduate records and is responsible for making them available to committee members. The Director keeps records of meetings and prepares meeting agendas, assists in the supervision of graduate teaching associates and research associates, coordinates regular informational meetings with

graduate students in African American and African Studies, and is responsible for organizing orientation programs for the graduate students.

c. The Graduate Studies and Curriculum Committee also advises the Department Chair on all appointments of graduate teaching associates and supervises all pre-doctoral and post-doctoral fellowships associated with the Department.

7. The Undergraduate Studies and Curriculum Committee consists of no more than seven (7) members of the faculty, including the Director of Undergraduate Studies, who serves as chair of the committee.

a. The Undergraduate Studies and Curriculum Committee is generally responsible for the Department's undergraduate program, including the requirements and curriculum, addressing deferred credit; undergraduate major and minor concentrations, recruitment and advising; and setting projected teaching schedules for all undergraduate level courses, in consultation with the Department Chair.

b. The Director of Undergraduate Studies assumes day-to-day responsibilities for undergraduate advising; maintains records and is responsible for making information available to committee members; keeps records of committee meetings and prepares meeting agendas; and serves as the Department's "ombudsperson" for undergraduate affairs, receiving concerns and complaints from any undergraduate student in Department courses and takes steps to resolve them.

8. The Research, Publications, and Lecture Series Committee consists of no more than seven (7) members of the faculty.

a. The Research, Publications, and Lecture Series Committee is responsible for coordinating the major academic lectures sponsored by the Department, including the arrangement of the itinerary of scholars who visit the campus as guests of the Department. Other responsibilities include developing and submitting funding proposals for general departmental projects to campus-based agencies (e.g., Affirmative Action Grants, Office of Continuing Education grants, etc.) and to outside agencies; coordinating for the Department the organization and printing of any occasional papers or volumes of research papers, which are the result of research conferences or lectures sponsored by the Department; upon the request of individual faculty members, providing assistance in writing proposals submitted by faculty; and coordinating faculty research symposia.

b. The Chair of the Research, Publications, and Lecture Series Committee keeps records of committee meetings and prepares meeting agendas; directly contacts external speakers in the lecture series and, with the

Department's administrative assistant, coordinates hospitality, publicity, and the itinerary of all lecturers; serves as the primary contact for all academic lectures cosponsored by the Department in conjunction with other programs and departments; is the chief liaison for cooperative research activities with other departments; serves as a managing editor for the Department's occasional papers series or projected edited volumes; is the coordinator of faculty research forums and lectures; develops new proposals for outside and university funding; works with the Director of the Community Extension Center in the development of research-related activities and conferences based at the Center; and serves as the Department's chief liaison to the University's libraries.

G. DIRECTOR OF THE AFRICAN AMERICAN AND AFRICAN STUDIES COMMUNITY EXTENSION CENTER

1. The Director of the African American and African Studies Community Extension Center is appointed by the Chair following consultation with the executive dean of the college and Department faculty and is responsible for the general supervision of community-related departmental programs at the Center. Duties and responsibilities which are assigned by the Chair include the following:

- a. Serving as Director of the African American and African Studies Community Extension Center. The Director of the Center is responsible for developing and implementing programs at the Center through which the University may adequately contribute to the social, economic, educational, and cultural well-being of the Black community.
- b. Serving as chief liaison between the Department and the wider community and being responsible for the resourceful articulation of the Department's interest in the wider community served through the Community Extension Center.
- c. To assist faculty and staff personnel who represent the Department in community activities and make recommendations to the Department through the Chair on the allocation of resources in sponsoring such activities.
- d. To maintain budgetary, personnel, and other essential records of the Community Extension Center and produce such records as required by appropriate departmental or University agencies.
- e. To draft proposals to funding agencies, which would provide support for departmental research and community-related programs

f. To supervise the planning and organization of regular public lectures, symposia, and research conferences and other educational programs that have specific relevance to the Black community.

g. To make annual reports to the Department faculty regarding the quality and viability of departmental community outreach programs.

2. The Director is also responsible for serving as chief contact with the Community Extension Center Advisory Board. This Board is comprised of individuals from the greater Columbus community who have expressed an interest in providing support for the community-oriented programs of the Department of African American and African Studies. The membership and organizational procedures of the Advisory Board are to be determined by the Department Chair, the Director, and an appointed faculty representative to the Board. The appointed faculty representative shall serve as the Advisory Board Chair.

IX. FACULTY DUTIES AND RESPONSIBILITIES

A. TEACHING WORKLOAD

All teaching reductions that involve course credit must be approved by the executive Dean. According to the Department of African American and African Studies Faculty Workload guidelines, as approved by the Office of Academic Affairs, the standard teaching load for African American and African Studies joint appointment faculty is two or three courses per year in alternating years (added to the same load in their other unit, totaling four courses per year). Because African American and African Studies courses are generally three credit hours each, individual joint-appointment faculty teaching loads range from three to six semester hours per year. Full-time faculty members are expected to teach four African American and African Studies courses per year. The range of activities included under “teaching” is outlined in the Department’s Workload Policy. In the case of joint appointments, teaching load reductions will be negotiated with the faculty member and the other academic unit, resulting in cooperative arrangements for an equitable teaching assignment.

Class assignments and schedules are the responsibility of the Chair, on the advice of the Directors of Graduate Studies and Undergraduate Studies. All changes, including those in class meeting times, must be cleared through the Chair. However, individual faculty members will always be consulted as to their preferences before classes are scheduled. While efforts will be made to accommodate their preferences, these will, of course, not always be successful. In every instance, in scheduling classes, the curricular needs of the Department shall be the primary purposes which shall be served. Faculty will be asked to provide the Chair and the relevant Curriculum Committee with annual course projections, in which their teaching preferences are explained. Whenever possible, the teaching schedule will be determined a year in advance.

All faculty members must be involved in the advising of undergraduate and graduate students. The Department assigns faculty majors to advise in numbers that are consistent

with the percentage of faculty appointments in the Department. Full-time faculty loads for senior faculty will generally be double those of joint-appointments. Junior faculty advising loads will be adjusted to accommodate their developing research agendas.

Graduate student advising is a priority responsibility. Faculty on leave should continue to fulfill their advising responsibilities. Faculty on approved leave from duty must help students arrange for alternative advisors or continue to advise students themselves, even if they are not in town. Provision of independent study courses will be left to the discretion of individual faculty members. The extra load of supervising more than three independent study courses (more than 9 credit hours) in any one year, as well as the teaching of large lecture courses and the development of new courses, will be considered when possible in teaching assignments.

All faculty members must provide students with the opportunity to evaluate the course. In addition to any discursive evaluation that a faculty member may choose to use, faculty should use SEIs. SEIs will be considered necessary to the annual review of all faculty. (See the Department of African American and African Studies' AP&T document).

B. FACULTY DUTIES AND RESPONSIBILITIES

This statement does not constitute a contractual obligation. Fluctuations in demands and resources in the Department and the individual circumstances of faculty members may warrant temporary deviations from it.

Tenure-track faculty

1. Teaching

Expectations for participating in the instructional mission of the Department are specified above in Section XIII, A.

2. Scholarship

a. Scholarship is a creative activity measured primarily by publication, but also by such activities as public lecturing at universities around the world and the direction of conferences, all of which contribute to the production of new knowledge. Scholarly duties cannot be assigned, for only faculty are in a position to initiate scholarship. But it is the responsibility of faculty regularly to publish respected contributions to the field of African American and African Studies. Many factors are taken into consideration to assure that faculty meet their obligations in the area of scholarship. This determination is made according to the criteria of quality and consistency through the process of Annual Review. (See the Department of African American and African Studies AP&T document.)

b. Applications for grants-in-aid or for outside funds should be discussed in advance with the Chair, so that the impact of a successful application upon the Department's program can be assessed. However, neither the Department nor the

Chair shall attempt to require modifications of grant proposals written by individual faculty members.

Upon the availability of funds, the Community Extension Center may create research associateships, which would permit faculty to pursue research projects for periods of one (1) semester or more. Such research projects must relate to the ongoing activities and research priorities of the Center. Faculty members of the Department of African American and African Studies, and faculty with adjunct non-compensated courtesy appointments, will receive top priority in the awarding of such research associate positions. Proposals for such positions will be evaluated by the Chair who shall invite comments on these proposals from the Director of the Community Extension Center.

c. **Special Assignments:** Information on special assignments (SAs) is presented in the Office of Academic Affairs Special Assignment Policy (<http://oaa.osu.edu/assets/files/documents/specialassignment.pdf>). The information provided below supplements these policies.

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 or university and the need to assure that sufficient faculty are always present to carry out department work. The department chair will evaluate all SA proposals and make recommendations to the dean. 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.

3. Service

Faculty members are expected to serve on standing committees of the Department (see Section IV) as well as on ad hoc committees, including search committees. In addition, faculty of the Department are expected to accept appointments to Division and University committees or faculty-governance bodies, with the approval of the Chair. Similarly, service to the profession is expected and encouraged.

C. ASSOCIATED FACULTY

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

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

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

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

D. PARENTAL MODIFICATION OF DUTIES

The Department of African American and African Studies 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 Science's 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 at (<http://oaa.osu.edu/governance.html>) for details.

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

X. DEPARTMENT TRAVEL GUIDELINES

A. The Department of African American and African Studies strongly encourages its faculty to be active in professional organizations by presenting papers or serving as discussants at academic conferences, etc. Accordingly, travel subsidies, if available, will be provided by the Department to defray some of the costs of transportation, registration, meals, and hotel accommodations at academic conferences. However, because some members of the faculty hold joint appointments, in the interest of fairness, it is necessary to treat the matter of travel support differently, considering that one group of the faculty has at its disposal other potential sources of fiscal support for its scholarly activities, if funds permit. All faculty members will receive a minimum amount of travel money for each academic year. Full-time (100% FTE) African American and African Studies faculty will receive higher minimum amounts than faculty who hold joint appointments.

B. The Chair is responsible for formulating equitable travel guidelines each academic year, which is based on the annual budget approved by the Division. A statement of travel guidelines shall be made available to all faculty no later than the beginning of the Autumn Semester of each year.

C. The faculty are strongly encouraged to solicit additional travel funds from the college, the Graduate School, and other academic units. However, the solicitation of funds for domestic travel must be initiated in the Department. Additional support may be requested from other units after the Department has reviewed and responded to the request for funds.

D. Faculty who obtain travel grants, stipends, or other assistance from the college, other academic units, or from outside the University will not be denied their full travel stipends from the Department. Faculty who receive SAs or professional leave will be eligible for departmental travel support. Faculty excluded from departmental travel funds for an

academic year include (1) faculty members who are not on duty for an entire academic year (two consecutive semesters) through any combination of professional leaves, etc.; (2) faculty who hold no teaching or administrative responsibilities during the period; and (3) faculty members who have special arrangements with the university for research support.

XI. LEAVES & ABSENCES

The University's policies with respect to leaves and absences are set forth on the Office of Academic Affairs Policies' website, oaa.osu.edu/handbook, and in the Procedures Handbook and the Office of Human Resources Policies and Procedures' website, hr.osu.edu/policy.

A. DISCRETIONARY ABSENCE

Faculty are expected to complete a travel request or an Application for Leave 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) and must be requested at <https://eleave.osu.edu/>.

B. ABSENCE FOR MEDICAL REASONS

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

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, www.hr.osu.edu/policy/index.aspx. The information provided below supplements these policies.

1. Faculty Professional Leave (FPL) is awarded by the Dean on the recommendation of the Chair and the Research Committee of the Division of Arts and Humanities. A faculty member seeking a FPL should consult at least one year in advance with the Chair. He/she will be asked to submit a detailed statement of the proposed research and this will form the basis upon which each application is judged. Other considerations will include past achievement and likelihood of productive work during the FPL semester; service to the Department or university, especially insofar as it has affected the individual's research; and current teaching load. FPL applications must be

submitted for final approval to the Office of Academic Affairs (which then submits it to the Board of Trustees) no later than six months before the requested leave is to begin (unless there are extenuating circumstances). The greatest weight will be placed on the merits of the proposal in light of the faculty member's plans for advancing his or her research and the advancement of the academic mission of the Department and the Division of Arts & Humanities.

XII. SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY

The University's policies with respect to supplemental compensation and external consulting are set forth in the Office of Academic Affairs Policies and Procedures Handbook.

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

XIII. FINANCIAL CONFLICTS OF INTEREST

The University's policy with respect to financial conflicts of interest is set forth in the Office of Academic Affairs Policies and Procedures Handbook. 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 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.

XIV. GRIEVANCE PROCEDURES

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

A. SALARY GRIEVANCES

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

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

Staff members who are not satisfied with the outcome of the discussion with the Chair and wish to pursue the matter should contact Consulting Services in the Office of Human Resources (hr.osu.edu).

B. FACULTY MISCONDUCT

Faculty misconduct/incompetence: 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 and 3335-6-05.

D. SEXUAL HARASSMENT

The University's policy and procedures related to sexual harassment are set forth in OHR Policy 1.15.

E. STUDENT COMPLAINTS

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

F. FACULTY COMPLAINTS

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

situations arise. In particular, evidence of academic misconduct must be brought to the attention of the Committee on Academic Misconduct. The Code of Student Conduct is Faculty Rule 3335-23.

G. CODE OF STUDENT CONDUCT

In accordance with the Code of Student Conduct (<http://trustees.osu.edu/rules/code-of-student-contact.html>), faculty members will report any instances of academic misconduct to the Committee of Academic Misconduct.