

PATTERN OF ADMINISTRATION

Department of Comparative Studies

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I. Introduction

This document provides a brief description of the Department of Comparative 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 rules, policies and procedures, and changes in them take precedence over statements in this document.

This Pattern of Administration is subject to continuing revision. It must be reviewed and either revised or reaffirmed on appointment or reappointment of the department chair. However, revisions may be made at any time. Changes, which will be made in consultation with the department faculty, will be disseminated to department faculty in memos until sufficient changes have accumulated to warrant printing and distributing a complete new document. All revisions, as well as periodic reaffirmation, are subject to approval by the college office and the Office of Academic Affairs.

II. Department Mission

The Department of Comparative Studies encourages critical reflection about culture across boundaries of discipline, nation, and language. Comparative Studies scholars attend to the construction of knowledge and the dynamics of power and authority in a range of historical discourses and practices: social, religious, literary, aesthetic, technological, scientific, political, and material. Our comparative methods interrogate the constructs that shape humanistic study, as we work to account for the historical, material complexities of social relations and human existence. In this sense, "comparison" entails a self-reflective, critical analysis of our own social, cultural, historical and political contexts even as it heightens our sensitivity to the immediate specificities of the intellectual and material issues at hand. Our work is informed by a commitment to social justice, and energized by critical questions about how justice is to be defined and how it can be realized. We encourage and help our students to become effective global citizens, guided by an ethos of mutual respect and persistent questioning, and recognition of the value and pleasures of critical intellectual work.

The department includes in its mission the achievement of international distinction in the kinds of interdisciplinary and cross-cultural research outlined above, and is also committed to sharing this knowledge through superlative teaching and service to the people of Ohio and the nation, and to fostering cooperation in research and teaching among arts and sciences faculty at The Ohio State University. The department offers a Bachelor of Arts degree in Comparative Studies, provides students across the university with innovative courses that fulfill general education requirements for both the Bachelor of Arts and Bachelor of Science degree, and administers undergraduate minors; it also houses a Bachelor of Arts in World Literatures. On the graduate level, the department offers a Master of Arts degree in Comparative Studies, a Ph.D. Minor in Comparative Cultural Studies, and a Ph.D. in Comparative Studies. Many of the department's interdisciplinary seminars attract graduate students from other departments in the

Colleges of the Arts and Sciences as well as the university's professional schools. The department's faculty regularly advise and sit on degree committees of graduate students in Comparative Studies as well as a wide variety of departments and programs across the university. On regional campuses, the department is committed to excellence in implementing the instructional undergraduate program of the humanities, and supports the specific mission mandated for those campuses by the Board of Regents of the State of Ohio.

The department acknowledges the importance of achieving excellence in research, teaching, and service, and hence values and encourages scholarly and pedagogical innovation as well as professional and community service that promote its mission as stated above. More broadly, the department is committed to contributing to an intellectual foundation for public discourse on the complexities of a culturally diverse nation and world.

III 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 (<http://oaa.osu.edu/rightsandresponsibilities.html>).

IV. Faculty

The faculty of the department include all those tenure-track faculty whose tenure home is in the Department of Comparative Studies or whose positions are supported, wholly or in part, by the department. Department faculty serve on the Columbus campus as well as on regional campuses. The President of the university and the Dean of the College of Arts and Sciences are also members of the department faculty.

A. Voting Faculty

The voting faculty of the department consists of (a) tenure-track faculty whose tenure home is in the department, (b) tenure-track faculty with joint appointments that are at least 50% within the department, but whose tenure home is elsewhere (c) faculty who have been granted voting rights in a memorandum of understanding approved by the department faculty. Voting on promotion and tenure cases, however, is restricted to faculty members whose tenure home (TIU) is Comparative Studies.

B. Department Council

The department council consists of the faculty of the department and the assistant to the chair of the department, along with one representative each of the senior lecturers, the graduate students, and the undergraduate majors, to be selected annually by the chair.

The chair may, at his or her discretion, invite members of the associated graduate faculty, to participate in meetings of the department council, usually for a specific purpose and a limited time. However, only members of the voting faculty exercise voting rights.

The department council is the general policy-making unit of the department. It is responsible for deciding all questions of administrative and curricular policy that may be presented to it by the chair, the standing committees, ad hoc committees, and individual members or groups of members from the council. All recommendations about programmatic or curricular changes are subject to council approval and may not be forwarded to higher levels of the university administration for action until after the council has acted upon them. The council also advises the chair with regard to hiring priorities, the appointment of visiting faculty, and the undertaking of major initiatives such as the organization of scholarly colloquia.

C. Graduate Faculty

All members of the department faculty are members of the graduate faculty. In addition the chair of the department may, with the approval of the graduate studies committee and the voting faculty of the department, invite faculty from other units in the university to become members of the “Associated Graduate Faculty.”

V. Organization of Department Services and Staff

A. Academic Program Coordinator

The person holding this position is responsible for overseeing the daily administrative operations of the department, including hiring, assigning, training, scheduling, and supervising student employees and ensuring appropriate coverage for front office reception area; planning, coordinating, and implementing program and administrative support for the Department of Comparative Studies; collaborating with other departments to work on projects and improve efficiency in the department’s operations; representing the department and serving as a liaison to College and University offices; responding independently to inquiries from students, faculty and the public; providing administrative support to the department’s chair, faculty, administrative staff and graduate associates/students and undergraduates; coordinating graduate admissions for the department; preparing recruitment materials; coordinating course scheduling for the department, including being responsible for locating rooms for events, speakers, reviews and exams upon request; communicating with undergraduate majors and minors as requested; providing enrollment statistics and reports regarding department course schedule; participating in special projects as directed; and providing back-up coverage for other departmental Academic Coordinators in Hagerty Hall for specified clerical tasks. The assistant to the chair has primary responsibility, in consultation with the chair, for the coordination of teaching and advising in the department and for the administration of the

degree programs. The assistant carries out other assignments from the chair as needed, and serves as secretary to the department council.

B. Administrative Services Team

All human resources and fiscal operations will be handled by the Administrative Services Team for the fourth floor of Hagerty Hall. The specific duties of this team are spelled out in the HR Memos of Spring, 2013 that detail the reorganization of the Hagerty Hall staff.

C. Advising Team

All undergraduate student advising will be handled by the Advising team for Hagerty Hall. The specific duties of this team are spelled out in the HR Memos of Spring 2013 that detail the reorganization of the Hagerty Hall Staff.

VI. Overview of Department Administration and Decision Making

Department governance proceeds on the general principle that the more important the matter to be decided, the more widespread the agreement on a decision needs to be. Open discussions, both formal and informal, constitute the primary means of reaching agreement on decisions of central importance. Whenever a vote in the department council, a standing committee or an ad hoc committee is requested by a member of the voting faculty or required by University rules, a vote is taken. Except where stipulated otherwise by University rules, only a simple majority is required.

VII. Department Administration

A. Chair

The chair of the department carries out the duties of the unit's chief administrative officer as defined in Faculty Rule 3335-3-35. In accordance with this rule, the chair will develop or revise, in consultation with the faculty, a Pattern of Administration with specified minimum content, and will prepare or revise, in consultation with the faculty, a document setting forth policies and procedures pertinent to promotion and tenure, in accordance with Faculty Rule 3335-6 (<http://trustees.osu.edu/rules/university-rules/rules3/ru3-35.html>).

In addition, the chair presides over the meetings of the department council; serves as an ex-officio member of all standing and ad hoc committees, and may vote as a member of all committees except the promotion and tenure committee; implements the policy decisions of the department; serves as a liaison between the faculty of the department and other administrative units of the university; and seeks to promote the interdisciplinary research and teaching missions of the department.

The chair is appointed by the dean for a four-year term. In the spring of the third year, the chair indicates to the dean whether he or she is willing to be considered for reappointment. If the chair is not willing, or if a vacancy occurs for any other reason, a department chair search committee is appointed by the dean in consultation with the department faculty. The dean determines whether the chair is to be drawn from the faculty within the unit, is to be selected following a national search, or is to be selected in some other way. The committee includes members of the voting faculty from each rank, a staff member, a student, and a representative appointed by the dean of the college; the committee excludes the sitting chair. The search committee interviews candidates for the position; consults with faculty, staff, and students in the department; and presents the dean with an unranked list of candidates deemed acceptable to the department and a statement of the strengths and weaknesses of each candidate. The dean then appoints the chair from the candidates on that list.

If the sitting chair is willing to be reconsidered for reappointment, a department chair review committee is appointed by the dean in consultation with the department faculty. The committee includes members of the voting faculty from each rank, a staff member, a student, and a representative appointed by the dean of the college; the committee excludes the sitting chair. The review committee consults with faculty, staff, and students in the department; presents the dean with a statement of the strengths and weakness of the chair; and makes a recommendation to the dean concerning reappointment. After reviewing the recommendation, the dean decides whether to make a reappointment or to initiate a search following the procedures described above. In the event the dean authorizes an external search, it may be necessary to appoint an interim chair. See also the College of Arts and Sciences Pattern of Administration, section V.

If the chair is on leave for one or more semesters, an acting chair may be appointed by the dean in consultation with the voting faculty of the department.

The chair appoints or reappoints the following officers of the department on an annual basis:

1. Chair of the Graduate Studies Committee

The graduate studies chair convenes regular meetings of the committee, communicates the committee's recommendations to the department council, coordinates the regular assessment of the department's graduate curricular offerings, and serves as liaison with the graduate school and the graduate committee of the college. The graduate studies chair usually serves as acting chair of the department in the chair's absence if less than a semester.

2. Chair of the Undergraduate Studies Committee

The undergraduate studies chair convenes regular meetings of the committee, communicates the committee's recommendations to the department council, coordinates

the regular assessment of the department's undergraduate curricular offerings, and serves as liaison with the undergraduate committee of the college.

3. Program Coordinators

Program coordinators supervise emergent or established curricular programs within the department. Coordinators convene meetings of the program committees as needed, work with the academic program coordinator to provide undergraduate advising and other student services, and serve as liaisons with other relevant committees within and outside the department.

4. Library Coordinator

The library coordinator consults on a regular basis with all members of the faculty about the ordering of books, serials, and other library materials in their areas of expertise. After such consultation, he or she authorizes the book orders of the department, discusses the department's library budget with the director of the libraries or his or her designee, works together with appropriate acquisitions librarians to assure that the needs of the department's faculty and students are met, and reports results to the department faculty. The coordinator also serves as liaison with the library committee of the college.

B. Committees

All faculty appointments to committees are made by the chair in consultation with the faculty. The department has the following standing committees:

1. Graduate Studies Committee

The graduate studies committee consists of at least two members of the department faculty, the academic program coordinator, and a graduate student representative elected by the graduate students of the department.

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

2. Undergraduate Studies Committee

The undergraduate studies committee consists of at least two members of the department faculty, the academic program coordinator, a graduate student teaching associate

appointed by the chair of the department, and an undergraduate student, usually a Comparative Studies major, appointed by the chair of the department. Whenever practicable, the faculty members of the committee include a representative from one of the regional campuses.

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

3. Chair's Advisory Committee

The advisory committee consists of the full professor members of the voting faculty of the department.

The committee advises the chair on matters of promotion and tenure, and evaluates the progress of the associate professors in the Annual Review process. It identifies possible candidates for early tenure and promotion or for promotion to full professor, assesses the status and adequacy of dossiers helps to identify suitable outside evaluators of candidates' published or in-progress work, and evaluates FPL applications.

4. Committee on Promotion and Tenure

The composition, duties, and procedures of the committee on promotion and tenure are described in the department's Appointment, Promotion and Tenure Document. Procedures governing faculty with joint appointments are described in memoranda of understanding signed at the time of appointment or reappointment, and in the Office of Academic Affairs Policies and Procedures Handbook (http://oaa.osu.edu/OAAP_PHandbook.php).

5. Committee on Curriculum and Instruction

The committee on curriculum and instruction consists of the chairs of the undergraduate and graduate studies committees, the academic program coordinator, and the chair of the department.

The committee is responsible for reviewing procedures for scheduling courses, for student and peer evaluation of teaching, for assessing instructional technology needs, and for otherwise advancing the curricular and teaching mission of the department. The committee may also select faculty and graduate students for teaching awards.

6. Salary Advisory Committee

The committee consists of two tenured faculty elected by the voting members of the faculty; no one may serve on the committee for more than two consecutive years.

The committee reviews annual activity reports of the faculty and makes recommendations concerning merit salary increases to the chair of the department.

7. Program Committees

Program committees may be appointed by program coordinators or by the chair in consultation with program coordinators. These committees may make recommendations about curriculum, degrees and advising in the program area; links between academic and other programming; and departmental outreach.

8. Ad hoc Committees

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

VIII Faculty Meetings

Before the start of each semester, the chair provides to all faculty members a schedule of regular meetings of the department council (Rule 3335-5-18 of the Administrative Code). Regular meetings are called by the chair. A meeting is also called if it is requested by one-third or more of the voting faculty. The chair or acting chair presides at all meetings.

The chair provides all members of the council with an agenda by electronic mail prior to the meeting. Any individual who wishes an item of business to be placed on the agenda presents it to the chair in advance of the meeting. Minutes are taken by the administrative associate and approved at the next regularly scheduled meeting of the council. Minutes are available online to all members of the department on the department share file.

A quorum is constituted by sixty percent of the on-duty, voting faculty. A quorum is not determined unless called for by a member of the voting faculty. All matters requiring a vote by the council, except personnel decisions, are decided by a simple majority of the voting faculty; personnel decisions require a two-thirds vote. In the event of tie votes, the chair has the right to cast the deciding vote. Voting may be by voice, show of hands, or ballot. A secret ballot may be requested by any member of the voting faculty; secret ballots are required for faculty appointments, fourth year reviews of probationary faculty, and all promotion and tenure decisions. In the event the chair disagrees with a decision made by the department council, he or she informs the council in writing of the reasons for the disagreement.

Whenever council meetings result in recommendations that are to be reported to the college or the university, these recommendations are communicated by the chair, who retains the right to report in writing his or her own disagreements with such action to appropriate university officials. However, a copy of this dissenting report is in all cases made available to the members of the department council, and an opportunity for comment is provided, before the report is forwarded to the college or university. 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.

IX. Distribution of Faculty Duties and Responsibilities

The university's policy with respect to faculty duties and responsibilities is set forth in the Office of Academic Affairs Policies and Procedures Handbook, Volume 1, Chapter 2, Section 1.4.1 (<http://oaa.osu.edu/handbook.html>). The information provided below supplements these policies.

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

Special Assignments

Information on special assignments is presented in Volume 2 of the Office of Academic Affairs Policies and Procedures Handbook (<http://hr.osu.edu/policy/>). The information provided below supplements these policies.

Reasonable efforts will be made to provide SA opportunities to all productive faculty on a rotating basis subject to the quality of faculty proposals, including their potential benefit to the department, and the need to assure that sufficient faculty are always present to carry out department work.

A. Teaching

The college's policy with respect to faculty teaching load is set forth in the College of Arts and Sciences Pattern of Administration.

(<http://oaa.osu.edu/assets/files/documents/ASC-POA.pdf>) The information provided below supplements these policies.

As an academic unit with active baccalaureate, master's, and doctoral degree programs, the department expects that teaching activities will constitute on average fifty percent of the total department workload with the remainder devoted to research, service, and other professional activities consistent with the department's mission.

The standard teaching load for tenure track faculty is four courses per year unless contractually specified otherwise; jointly appointed faculty have a teaching load that is proportional to their appointment. Probationary faculty have a teaching load of three courses per year during their first four years of service as an assistant professor. A one-course reduction is provided to the chair of the graduate studies committee. Evaluations of research activity and service performance are made annually by the chair, and faculty are informed in their annual review letters of their teaching responsibilities for the following year.

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

A full teaching load for associated faculty is four courses per semester. Specific assignments and partial loads will be assigned by the chair.

Teaching assignments are made by the chair in consultation with the faculty, program coordinators, and the chairs of undergraduate and graduate studies. The chair may set enrollment thresholds to ensure equity in teaching workload.

The department recognizes the value of team-teaching to the pursuit of its interdisciplinary mission. It is expected that team-teachers collaborate on every aspect of the course, attend all class meetings, and share fully in the evaluation of students. In such cases, the chair may, in consultation with the dean of the college, award full course credit to each teacher of the team-taught course.

B. Research

The department expects its faculty to engage in research continually, to present their findings regularly to their professional peers, and to integrate their research into their

teaching. The normal level of scholarly productivity expected of tenured members does not differ markedly from probationary faculty, who are commonly expected during their probationary period to complete a major body of scholarship that they began during their doctoral programs.

Beyond the publication of research findings, the department also values many research-related activities that contribute to the national and international standing of faculty. These activities include, but are not limited to: obtaining external grants and competitive awards; editing journals; refereeing manuscripts or proposals as members of editorial boards, for publishers, or for granting agencies; presenting invited lectures and participating in scholarly meetings in the United States and abroad.

C. Service

All faculty are expected to serve conscientiously on the department council and on assigned department committees, and to represent the department on college and university committees when called upon to do so. In keeping with the interdisciplinary mission of the department, it is expected that faculty will work actively to develop cross-departmental and cross-college collaborations.

XI. Course Offerings and Teaching Schedule

The department chair will annually develop a schedule of course offerings and teaching schedules in consultation with the academic program coordinator, the committee on curriculum and instruction, the program coordinators, and other on-duty faculty, both collectively and individually. While every effort will be made to accommodate the individual preferences of faculty, final responsibility for teaching assignments rests with the chair. 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 3335-8-17 (<http://trustees.osu.edu/rules/university-rules/rules3/ru3-35.html>) 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.

XII. Allocation of Department Resources

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

Travel funds

The department encourages its faculty and graduate students to participate in professional conferences and provides an allowance to support the costs of travel. The amount of the allowance is determined by the chair and announced at the beginning of the academic year.

XIII Leaves and Absences

The university's policies and procedures with respect to leaves and absences are set forth in the Office of Academic Affairs Policies and Procedures Handbook (<http://oaa.osu.edu/policiesprocedureshandbook.html>) and Office of Human Resources Policies and Procedures website (<http://hr.osu.edu/policy/>). The information provided below supplements these policies.

A Discretionary Absence

Faculty are expected to complete a Business Leave Form [<http://busleave.osu.edu>.] 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 of ten or more consecutive business days.

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 (<http://hr.osu.edu/policy/>).

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 the Office of Academic Affairs Policies and Procedures Handbook (<http://hr.osu.edu/policy/>)

D Faculty Professional Leave

Information on faculty professional leaves is presented in Volume 2 of the Office of Academic Affairs Policies and Procedures Handbook (<http://hr.osu.edu/policy/>). The information provided below supplements these policies.

The chair's advisory committee reviews all requests for faculty professional leave and makes a recommendation to the department chair based on the quality of the project and its value to the professional development of the faculty member.

The chair's recommendation to the dean regarding an FPL proposal will be based on the quality of the proposal and its potential benefit to the department and to the faculty member as well as the ability of the department to accommodate the leave at the time requested.

XIV Supplemental Compensation and Paid External Consulting Activities

The university's policies with respect to supplemental compensation and paid external consulting are set forth in the Office of Academic Affairs Policies and Procedures Handbook (<http://oaa.osu.edu/assets/files/documents/paidexternalconsulting.pdf>). The 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 the requirement to seek approval for external consulting, will be subject to disciplinary action.

XV 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 (<http://www.hr.osu.edu/policy/policy130.pdf>). 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.

XVI Grievance Procedures

Whenever possible, efforts are made to resolve grievances of students, staff, and faculty through informal consultations with the chair. However, allegations of serious misconduct, including academic misconduct or sexual harassment, and grievances related to tenure and promotion must be handled in conformity with published college and university guidelines. Procedures for the review of specific types of complaints and grievances are as follows.

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 (details of which can be found in the Office of Academic Affairs Policies and Procedures Handbook, <http://oaa.osu.edu/policiesprocedureshandbook.html>) See also the ASC Policy on the Salary Appeals Process at the College Policies site: <https://intranet.asc.ohio-state/policies>

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 (<http://www.hr.osu.edu/>).

B Faculty Misconduct

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04, (<http://trustees.osu.edu/rules/university-rules.html>).

C Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05, (<http://trustees.osu.edu/rules/university-rules.html>)

D Sexual Harassment

The university's policy and procedures related to sexual harassment are set forth in OHR Policy 1.15, <http://hr.osu.edu/policy/>.

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.

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 (see <http://oaa.osu.edu/coam.html>).

The Code of Student Conduct is Faculty Rule 3335-23, <http://trustees.osu.edu/rules/code-of-student-conduct.html>.