

**Pattern of Administration
for
The Ohio State University
Department of French and Italian**

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Pattern of Administration

I Introduction

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

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

II Department Mission

We are a multicultural and international department with a commitment to equity, diversity, and inclusion. Faculty, staff, and graduate students all aim to manifest the utility and indispensable nature of foreign languages to a vibrant university ecosystem, fostering plurilingualism and multiculturalism in Ohio and beyond. We are engaged in groundbreaking- research, multi- and cross-disciplinary endeavors, curricular innovation, and service and outreach efforts with the aim of adding to the well-being of members of the department, Ohio State students and staff, the university more broadly, the Columbus community, and the many disciplines with which we enter in dialogue. Therefore, the department values innovation in scholarship, pedagogy, and outreach.

Our faculty have national and international reputations and are at the forefront of research in second language acquisition, language change and development, foreign language pedagogy, African and postcolonial studies, transatlantic and migration studies, African and Caribbean philosophy, identity politics and ethnic minorities in France, Medieval and Renaissance Studies, eighteenth-century Studies, literary and critical theory, study of the novel or narrative prose, history of the body, screen studies, fashion studies, comics studies, creative writing, popular music, theatre and performance, ecocritical studies, medical humanities, gender, sexuality, and queer studies, and the influence of French, Francophone, and Italian heritage in the state of Ohio. We are committed to stimulating the development of new ideas and scholarly innovation, and we write, think, and teach about important global issues, such as: migration; contending with coloniality; ethnocentrism; empathy; new strategies of transnational connection; health and wellness; and the ethics of consumption.

Our teaching staff is comprised of valued pedagogical and curricular innovators who demonstrate the value of the Humanities by guiding students throughout the university and beyond to think about and participate in transforming the world. For undergraduates at large, we aim to convey our research in an accessible and broadly applicable fashion, and we emphasize the development of critical thinking and writing skills that are transferable to many professional contexts. We offer students in our language courses a unique curriculum that is

informed by faculty research and is committed to an interactive and purposeful methodology and culture-based learning. Additionally, for our majors, minors, and honors students, we are committed to honing linguistic, analytic, and critical thinking skills to a level of mastery which they will carry with them and apply to all their future endeavors. Our graduate mission is to develop excellent researchers and teachers who are prepared for a variety of careers. To this end, students participate in the research of the department, and we urge students to find and refine their own academic voices as writers and educators. We encourage all graduate and undergraduate students to incorporate study abroad experiences into their course of study in a way that fundamentally integrates the development of language skills and intercultural competency.

We are committed to outreach and engagement efforts in the university, in the community, and globally, and we work with area schools, immigrant populations, the Wexner Medical Center, and local arts initiatives and institutions with the aim of cultivating important connections and joining in lively dialogues surrounding the value of interacting in and understanding cultural diversity through foreign languages.

We strive to have our voices heard on campus, in our professional societies, and globally. We are committed to enriching the intellectual and cultural life of the university, the community, and the profession through, for example, engaging in collaborative exchanges; holding leadership roles on university committees and in international professional organizations; and serving as journal editors and officers of learned societies.

In pursuing our commitments to department members, to students, to community partners, and to our profession, we aim to bring our department local, national, and international distinction in French, Francophone, and Italian studies.

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 [here](#).

IV Faculty

A. Faculty Appointments

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. The faculty of this department includes tenure-track, teaching, and associated faculty.

The Department of French and Italian makes tenure-track appointments with titles of instructor, assistant professor, associate professor, or professor.

The Department of French and Italian makes teaching appointments. Teaching faculty titles are assistant professor of teaching French and Italian, associate professor of teaching French and Italian, and professor of teaching French and Italian.

Teaching faculty are fixed-term contract appointments that do not entail tenure but provide a career path for our best non-tenure track faculty that enhances the ability of the department to attract and retain the most qualified individuals for these positions. The percentage of teaching faculty will not exceed 20% of the total of the tenure-track, clinical/teaching/practice and research faculty in the college. The percentage of teaching faculty will not exceed 30% of the total of the tenure-track faculty in the department.

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

B. Voting Rights

Faculty members with a 50% or more compensated appointment, whose TIU is in the department, and who hold an appointment as tenure-track faculty and teaching faculty shall have a full vote at department faculty meetings and in faculty elections.

Tenure-track faculty may participate in discussions of tenure-track and teaching faculty matters, including promotion and tenure reviews.

Teaching faculty may participate in discussions of teaching faculty matters, including promotion reviews. Teaching faculty are permitted to vote on other matters, including curriculum, appointment of additional teaching faculty, and where appropriate, on the promotion and reappointment of teaching faculty. While teaching faculty are not appointed to the college promotion and tenure committee, they may be appointed to other department- or college-level committees as appropriate. As indicated by Faculty Rule [3335-7-11](#), teaching faculty do not have a vote on appointments or promotions of tenure-track faculty or the promotion of research faculty.

As defined by Faculty Rule [3335-7-11](#) teaching faculty may be nominated and may serve if elected on the University Senate as a representative of the college.

Associated and emeritus faculty may not participate in discussion of or votes on personnel matters.

V Organization of Department Services and Staff

The daily operations of the department are handled by the front office staff, which is overseen by the chair. The office staff includes an Academic Program Coordinator (100% FTE); an Administrative Manager (50%); a Fiscal Associate (50%); and an Office Associate (45%); and work-study students, who are managed by the Program Coordinator.

VI 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 or special 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, the more inclusive participation in decision making needs to be. Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance.

VII Department Administration

A Chair

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

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

- To have general administrative responsibility for department programs, subject to the approval of the dean of the college, 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 the members of the faculty and the dean of the college a progressive program; to plan and oversee the yearly teaching schedule; and 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 established criteria; to inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their 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 tenured faculty, appointments, promotions, dismissals, and matters affecting the tenure of members of the department faculty to the dean of the college, in accordance with procedures set forth in Faculty Rule [3335-6](#) and this department's Appointments, Promotion and Tenure Document.
- To see that all faculty members, 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.

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

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 department 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 Other Administrators

Director of Graduate Studies

The Director of Graduate Studies is a member of the Department's Graduate Faculty holding Category P status in the Graduate School and is appointed by the Department Chair. Three-year term.

The primary duties of the Director of Graduate Studies are:

1. To convene regular meetings of the graduate studies committee and communicate the committee's recommendations to the faculty.
2. To act as liaison with the graduate school (university and college).
3. To coordinate graduate student advising and advisors.
4. To organize a meeting with all graduate students and the Graduate Studies Committee at the beginning of the year.
5. To serve as advisor to the French and Italian Graduate Student Association (FIGSA).
6. Together with the Program Coordinator, to oversee the coordination of all record-keeping concerning graduate students.
7. Together with the Program Coordinator, to oversee the coordination of all graduate examinations and examining committees.
8. To oversee the coordination of recruitment, admission, and retention of students for the Department's graduate programs and for Graduate Teaching Associate positions.
9. To write and/or to oversee the coordination of the writing of fellowship letters.
10. To review and revise, in consultation with the Chair, the Guide to Graduate Studies in FRIT each summer.
11. To work with the Assessment Officer to ensure that assessment data is gathered and uploaded into Trac Dat.
12. To assign second readers to French Qualifying Papers (QPs), to organize the Qualifying Paper colloquium, to evaluate QPs and presentations, to schedule and attend QP oral defenses.

Director of Undergraduate Studies

The Director of Undergraduate Studies is appointed by the Department Chair. Three year term.

The primary duties of the Director of Undergraduate Studies are:

1. To convene meetings of the undergraduate studies committee as needed to discuss matters such as curricular revision and undergraduate recruitment strategies. To communicate the committee's recommendations to the faculty.
2. To assign a committee member to advise each of the clubs.
3. To serve as liaison with the undergraduate committee of the college.
4. To work with the Assessment Officer and the Language Program Directors to revise the assessment procedures when necessary, ensure that assessment data is gathered and uploaded into Trac Dat, and to present the results at the first Autumn faculty meeting.
5. To assign two committee members to complete the course schedule in French and in Italian. 6. Together with the chair, to oversee summer recruitment of incoming freshmen.
7. To attend meetings with the CLLC.
8. To assign the advising of majors and minors, and honor's majors to committee members.
9. Together with the Program Coordinator and the Chair, to track enrollments in courses above 1103, and to adjust the course schedule accordingly.
10. Together with the chair, to oversee the service duties of the associated faculty.

In recognition of the work involved in the exercise of these duties, the Director of Undergraduate Studies will receive one course release in a three-year period.

Director of Undergraduate Language Programs

The department has two Directors of Undergraduate Language Programs, one in French and one in Italian, and they are appointed by the Chair. The primary duties of the Directors are:

1. To provide orientation, train, supervise, and evaluate GTAs and associated faculty.
2. To oversee the French and Italian 7301 Workshop for new GTAS.
3. In French, to appoint, in consultation with the Department Chair, the Directors of the Center for Individualized Instruction.
4. To oversee and monitor 1000-level language courses taught by GTAs and associated faculty.
5. To make recommendations to the Chair each term for the staffing of language courses taught by GTAs and associated faculty.
6. To work with the Chair and the faculty in maintaining a high level of quality in the undergraduate language program.
7. To oversee the administration of proficiency tests to incoming Ph.D. students and to coordinate entrance-level placement tests.
8. To work with the Center for Languages, Literatures, and Cultures to review the undergraduate language programs regularly.

C 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 as a member on all committees except the Committee of Eligible Faculty and the Promotion and Tenure Committee. The following committees are appointed annually to function within the framework of the Faculty and University Policies. They make recommendations to the Chair and/or faculty orally or in writing. The Chair appoints committee members for the following year after consultation with faculty. A roster of appointments is presented to the faculty each summer.

STANDING COMMITTEES

Committee of the Eligible Faculty

The Committee of the Eligible Faculty conducts two types of reviews, (1) the Annual Reviews of probationary faculty members (the reviews in years 1, 2, 3, and 5; the Fourth-Year Review; and the Tenure Review during year 6), and (2) the reviews of Associate Professors seeking promotion to the rank of Professor. Committee membership varies according to the type of review being conducted.

Membership: For the annual reviews of probationary faculty members, the Committee of the Eligible Faculty will comprise all tenured faculty members. In the case of Associate Professors seeking promotion, the committee will comprise only Professors. The Chair of the Department will normally chair the meetings of the Committee. If the Chair of the Department is not a Professor, arrangements concerning the chair of the Committee will be made in consultation with the Dean of the College when the faculty member being reviewed is an Associate Professor.

One of the members of the committee will be named Procedures Oversight Designee.

Meetings and Functions: The meetings and functions of the Committee of the Eligible Faculty are described in "[Appointments, Promotion and Tenure: Criteria and Procedures for the Department of French and Italian.](#)"

Diversity and Inclusion Committee

Membership: Two faculty members, one of whom will serve as chair, one graduate student, and one staff member, all of whom are voting members and are appointed by the chair for a three-year term.

Meetings: Called by the Chair of the committee as needed, but at least once each semester.

The following functions are executed by the Diversity and Inclusion Committee:

1. Promotes the values of diversity, inclusion, and equal opportunity for all department members (faculty, staff, students).

2. Oversees and assesses departmental initiatives, policies, and culture to ensure an equitable environment for working, learning, and teaching.
3. Makes recommendations to the Chair when appropriate.
4. Affirms diversity in thought and expression for all members of the Department.

Graduate Studies Committee

Membership: The director of graduate studies, at least two members of the department faculty, the academic program coordinator, and a graduate student. Faculty members appointed by chair and serve a three year term. Graduate student is the Vice-President of The French and Italian Graduate Student Association. Only faculty members have voting rights in the committee.

When meetings of the GSC are convened, the Chair of the committee—*Robert's Rules of Order* notwithstanding in this specific case—votes on all motions. In the event of a tie vote, a motion does not carry.

Meetings and Procedures: The GSC will meet no less than once a semester.

The following functions are executed by the Graduate Studies Committee.

1. To oversee doctoral programs, making adjustments accordingly.
2. To consider faculty outside of the department for Category P or M Status.
3. To prepare recommendations on all matters pertaining to the Department's graduate programs for presentation to the faculty and/or the Department Chair, including the initiation of changes in graduate programs, curriculum, and examination structures.
4. To coordinate the recruitment, admission, and retention of graduate students with proper attention to increasing diversity in the department and to preparing and distributing effective advertising of graduate programs.
5. To examine the dossiers of applicants for admission and to recommend candidates for admission and fellowships; to conduct Skype interviews with all prospective admits; also to recommend, in consultation with the appropriate Director of the Undergraduate Language Program, initial appointments of GTAs.
6. To nominate qualified graduate students for appropriate awards and fellowships.
7. To maintain standards in graduate work through an annual review of the Department's Guide to Graduate Studies in FRIT and an academic review of graduate students conducted with French and Italian Graduate Faculty during Spring semester.
8. To act on student petitions concerning transfer credit, special program or examination arrangements, and other issues affecting graduate students.
9. To establish rules and procedures for the keeping of records of graduate students.
10. To foster and facilitate the professional development and placement of graduate students of the Department of French and Italian.
11. To decide on annual basis the distribution of specially endowed funds for graduate students (e.g., Bulatkin-Pardo endowed fund, and special funds from the graduate school) and the awarding of an additional year of funding.

Associated Faculty Committee

Membership: At least two tenure-track faculty, at least one associated faculty, one staff member. Committee members appointed by chair for a three-year term. Only faculty members (tenure-track and associated) have voting rights in this committee.

Meetings and Procedures: The Associated Faculty Committee will meet no less than once a semester.

The following functions are executed by the Associated Faculty Committee:

1. To hold a meeting at the beginning of the academic year with all associated faculty;
2. To nominate one or two outstanding associated faculty annually for teaching awards;
3. To oversee annual teaching observations;
4. To oversee associated faculty annual reviews (each year associated faculty will submit a dossier consisting of teaching evaluations, a current CV, and a brief statement reflecting on their service and teaching experiences over the previous year);
5. To recommend contract renewals and solicits upcoming year availability for non-contract associated faculty.
6. To vet applications for new associated faculty positions.

Promotion and Tenure Committee

The Chair of the Department will appoint a sub-committee of the full eligible faculty consisting of three or four faculty members, preferably at least two Professors and one Associate Professor. The Promotion and Tenure Committee assists the Committee of the Eligible Faculty in managing the personnel and promotion and tenure issues. The chair of the sub-committee will be appointed by the Chair of the Department. When the number of eligible faculty members permits, two of the sub-committee members will be replaced each year and members will not serve for more than two consecutive years.

Salary Advisory Committee

Membership: The Chair will appoint three tenured faculty members, at least one of whom will be from Italian and at least one of whom will be from French. When the number of eligible faculty members in each section permits, membership on the Committee will change every year, and no member who has served one year will be reappointed the following year. The Committee will be chaired by the Chair of the Department. The primary function of the Salary Advisory Committee is to advise the Chair on the distribution of Annual Merit Raises.

Undergraduate Studies Committee

Membership: The Director of Undergraduate Studies, at least two members of the department faculty, the academic program coordinator, and one undergraduate student. Department faculty members are appointed by the chair for a three-year term, and the Undergraduate Studies Committee appoints the undergraduate student for ideally a two-year term, although a one-year term is acceptable. Only faculty members have voting rights in this committee.

Meetings: Called by the Director of Undergraduate Studies as needed, but at least once each semester.

The following functions are executed by the Undergraduate Studies Committee:

1. To handle all matters, curricular or otherwise, involving undergraduates and undergraduate majors and minors, including the Honors program and the recruitment and retention of undergraduate students. To prepare recommendations on all matters pertaining to the Department's undergraduate programs for presentation to the faculty and/or the Department Chair, including the initiation of changes in undergraduate majors or minors, curricula and program and GE assessment.
2. To present the results of the assessment reports to the faculty.
3. To advertise and select recipients of departmental undergraduate prizes and scholarships.
4. To review and revise, in consultation with the Chair, the Department's Undergraduate Handbook at the end of Spring semester.
5. To organize recruitment initiatives.
6. To nominate qualified undergraduate students for appropriate awards and fellowships.
7. To organize a welcome event for prospective majors and minors in Autumn semester.
8. To assist the language clubs in organizing a speaker for Spring semester.
9. To create the teaching schedule and all course assignments in courses above the 1000-level.

AD HOC COMMITTEES

In addition to standing Committees, ad hoc Committees may be formed by the Chair on their own initiative or on the recommendation of the faculty. These Committees will include students whenever appropriate.

VIII Department Meetings

Department meetings are open to all tenure-track faculty, a graduate student representative, an associated faculty representative, and a staff representative. The graduate student representative, associated faculty representative, and staff representative are non-voting members. The chair will provide a schedule of department 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 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 department meeting will also be scheduled on written request of 25% of the total of tenure-track faculty and the three representatives. The chair will make reasonable efforts to have the meeting take place within one week of receipt of the request.

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 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.

IX Distribution of Faculty Duties and Responsibilities

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).

During on-duty periods, faculty members are expected to be available for interaction with students and for departmental meetings and events even if they have no formal course assignment. The department recommends that on-duty faculty members schedule at least two office hours per week; if they are not teaching, they must at least make themselves available to students and colleagues electronically. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave or approved travel.

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. Assignments and expectations for the upcoming year are addressed as part of the annual review by the department chair.

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 [Faculty Conflict of Commitment policy](#).

A Tenure-track Faculty

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

Teaching

All tenure-track faculty are expected to contribute to the department's teaching, including large enrollment and specialized courses in both the undergraduate and graduate curriculums. The standard teaching assignment for full-time tenure-track faculty members is 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.

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

The standard teaching assignment may vary for individual faculty members based on their research and/or service activity. Faculty members who are especially active in research can be assigned an enhanced research status that includes a reduced teaching assignment. Likewise, faculty members who are relatively inactive in research can be assigned an enhanced teaching status that includes an increased teaching assignment. Faculty members who are engaged in extraordinary service activities (to the department, college, university, and in special circumstances professional organizations within the discipline) can be assigned an enhanced service assignment that includes a reduced teaching assignment.

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

In recognition of the work involved in the exercise of their duties, the Directors of Undergraduate Language Programs, the Director of Graduate Studies and the Director of Undergraduate Studies will receive appropriate adjustments in their teaching assignments when possible given the teaching inventory. The number of courses taught by the Chair is determined in consultation with the Dean. Normally, the Chair teaches a maximum of two courses annually.

The above guidelines do 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 the guidelines. The Chair in consultation with the Dean must approve course reductions.

Scholarship

All tenure-track faculty members are expected to be engaged in scholarship as defined in the department's [Appointments, Promotion, and Tenure Document](#). Criteria for scholarly productivity, applied in evaluation by the Chair with the Salary Advisory Committee in annual review, vary according to areas of research (linguistics, pedagogy at the university level, literary and/or cultural analysis, for example, have differing discipline-specific research traditions and expectations) and are sometimes weighted according to the nature of teaching assignment (curriculum development or preparation of assigned course sequences requiring large investments of time). Faculty members are expected to publish, or have had accepted for publication, over a three-year period, an average of at least one scholarly article annually. In addition, they are expected to read at least one paper at a professional/scholarly conference each year. Evidence must also be given, over a three-year period, of sustained progress on a larger research project, most often in the form of a book-length manuscript.

Service

Faculty members are expected to be engaged in service and outreach to the department, university, profession and community. Typically this will include two service roles within the department (for example, as a member and/or chair of the Graduate Studies, Undergraduate Studies, Promotion and Tenure, Salary, or Diversity and Inclusion Committees, or an advising or service role) and, for tenured faculty, one outside of the department, although this number may vary depending on departmental need. This pattern can also be adjusted depending on the nature of the assignment (e.g. service as committee chair, service on a particularly time-intensive committee, organizing a professional conference, leadership in an educational outreach activity, service in an administrative position within the department, college, or university) and on the percentage of their appointment the faculty member holds with the department.

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

Special Assignments

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

Reasonable efforts will be made to award SA opportunities to all tenured 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. When more than one faculty member applies for an SA during the same term, the Chair will appoint an ad-hoc committee, consisting of the faculty members who are not applying for an SA that year, to evaluate all proposals and to make recommendations to the chair. The chair's recommendation to the dean regarding an SA proposal will be based on the quality of the proposal and its potential benefit to the department or university and to the faculty member as well as the ability of the department to accommodate the SA at the time requested.

B Teaching Faculty

All teaching faculty are expected to contribute to the university's mission via teaching and/or service depending upon the terms of their individual appointments. Teaching and service assignments are determined at the time of appointment and specified in the letter of offer to the candidate.

Teaching faculty with a reduction for service are also expected to advise undergraduate students and, when appropriate based upon discipline, be involved in graduate student advising at the MA level, including acting as a member of the qualifying exam committee once a teaching faculty is granted M status.

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.

The standard teaching assignment for full-time associated faculty is eight courses or equivalent with a reduction for service per academic year.

D Parental Modification of Duties

The Department of French and Italian 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](#) 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 Course Offerings and Teaching Schedule

The department Chair will annually develop a schedule of course offerings and instructor assignments 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.

XI Allocation of Department Resources

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

The allocation of office space will include considerations such as achieving proximity of faculty in sub-disciplines and productivity and grouping staff functions to maximize efficiency.

The allocation of salary funds is discussed in the [Appointments, Promotion and Tenure Document](#).

Each year tenure-track will have access to a travel fund whose value will be set by the chair at the beginning of each fiscal year, dependent on the department's budget. This fund may be used for travel for purposes such as presenting work at a conference, conducting research, or attending a professional development workshop. All use of faculty travel funds must be approved by the Chair. A travel order must be submitted to the department's Fiscal Associate at least two weeks (preferably earlier) prior to the start of travel.

XII 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](#) and Office of Human Resources [Policies and Forms website](#).

A Discretionary Absence

Faculty are expected to complete a travel request or [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 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 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](#)

C Unpaid Leaves of Absence

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

D Faculty Professional Leave

Information on faculty professional leaves is presented in the OAA [Policy on Faculty Professional Leaves](#) (FPLs). The information provided below supplements these policies. When more than one faculty member applies for an FPL during the same term, the Chair will appoint an ad-hoc committee, consisting of the faculty members who are not applying for an FPL that year, to evaluate all proposals and to make recommendations to the chair. The chair's recommendation to the dean regarding an FPL proposal will be based on:

1. The viability and merit of the project and its potential to benefit the faculty member and the department.
2. The length of time since the faculty member's last FPL or, if they has never received one, since their date of hire.
3. The staffing needs of the department at the time of the request.

XIII Supplemental Compensation and Paid External Consulting

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

This department adheres to these policies in every respect. 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.

Should a departmental 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 chair and dean or designee have approved the use of the textbook or material for the course taught by the faculty member, or (2) an appropriate committee of the department or college reviews and approves the use of the textbook or material for use in the course taught by the faculty member.

XIV Financial Conflicts of Interest

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

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

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

XV Grievance Procedures

Members of the department with grievances should discuss them with the Chair who will review the matter as appropriate and either seek resolution or explain why resolution is not possible. 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 their 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, described in the Office of Academic Affairs [Policies and Procedures Handbook](#). The College of Arts and Sciences procedures for Faculty Salary Appeals can be found in Appendix C of the College [POA](#).

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 Sexual Misconduct

The university's policy and procedures related to sexual misconduct 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.

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](#).

F Code of Student Conduct

In accordance with the [Code of Student Conduct](#), faculty members will report any instances of academic misconduct to the Committee on Academic Misconduct.