

**Pattern of Administration  
Department of French and Italian  
Revised:**

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1 **Pattern of Administration**

**Department of French and Italian**

2  
3  
4 **I Introduction**

5  
6 This document provides a brief description of the Department of French and Italian as well as a  
7 description of its guidelines and procedures. It supplements the [Rules of the University Faculty](#),  
8 and other policies and procedures of the university to which the department and its faculty are  
9 subject. The latter rules, policies and procedures, and changes in them, take precedence over  
10 statements in this document.

11  
12 This Pattern of Administration is subject to continuing revision. It must be reviewed and either  
13 revised or reaffirmed on appointment or reappointment of the department chair. However,  
14 revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are  
15 subject to approval by the college office and the Office of Academic Affairs.

16  
17 **II Department Mission**

18  
19 We are a multicultural and international department with a commitment to equity, diversity, and  
20 inclusion. Faculty, staff, and graduate students all aim to manifest the utility and  
21 indispensable nature of foreign languages to a vibrant university ecosystem, fostering  
22 plurilingualism and multiculturalism in Ohio and beyond. We are engaged in groundbreaking-  
23 research, multi- and cross-disciplinary endeavors, curricular innovation, and service and outreach  
24 efforts with the aim of adding to the well-being of members of the department, Ohio State  
25 students and staff, the university more broadly, the Columbus community, and the many  
26 disciplines with which we enter in dialogue. Therefore, the department values innovation in  
27 scholarship, pedagogy, and outreach.

28  
29 Our faculty have national and international reputations and are at the forefront of research in  
30 second language acquisition, language change and development, foreign language pedagogy,  
31 African and postcolonial studies, transatlantic and migration studies, African and Caribbean  
32 philosophy, identity politics and ethnic minorities in France, Medieval and Renaissance Studies,  
33 eighteenth-century Studies, literary and critical theory, study of the novel or narrative prose,  
34 history of the body, screen studies, fashion studies, comics studies, creative writing, popular  
35 music, theatre and performance, ecocritical studies, medical humanities, gender, sexuality, and  
36 queer studies, and the influence of French, Francophone, and Italian heritage in the state of Ohio.  
37 We are committed to stimulating the development of new ideas and scholarly innovation, and we  
38 write, think, and teach about important global issues, such as: migration; contending with  
39 coloniality; ethnocentrism; empathy; new strategies of transnational connection; health and  
40 wellness; and the ethics of consumption.

41  
42 Our teaching staff is comprised of valued pedagogical and curricular innovators who  
43 demonstrate the value of the Humanities by guiding students throughout the university and  
44 beyond to think about and participate in transforming the world. For undergraduates at large, we  
45 aim to convey our research in an accessible and broadly applicable fashion, and we emphasize  
46 the development of critical thinking and writing skills that are transferable to many professional

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

11  
12 We are committed to outreach and engagement efforts in the university, in the community, and  
13 globally, and we work with area schools, immigrant populations, the Wexner Medical Center,  
14 and local arts initiatives and institutions with the aim of cultivating important connections and  
15 joining in lively dialogues surrounding the value of interacting in and understanding cultural  
16 diversity through foreign languages.

17  
18 We strive to have our voices heard on campus, in our professional societies, and globally. We are  
19 committed to enriching the intellectual and cultural life of the university, the community, and the  
20 profession through, for example, engaging in collaborative exchanges; holding leadership roles  
21 on university committees and in international professional organizations; and serving as journal  
22 editors and officers of learned societies.

23  
24 In pursuing our commitments to department members, to students, to community partners, and to  
25 our profession, we aim to bring our department local, national, and international distinction in  
26 French, Francophone, and Italian studies.

### 27 28 **III Academic Rights and Responsibilities**

29  
30 In April 2006, the university issued a reaffirmation of academic rights, responsibilities, and  
31 processes for addressing concerns. This statement can be found on the Office of Academic  
32 Affairs website, <http://oaa.osu.edu/rightsandresponsibilities.html>.

### 33 34 **IV Faculty**

35  
36 Faculty Rule [3335-5-19](#) defines the types of  
37 faculty appointments possible at The Ohio State University and the rights and restrictions  
38 associated with each type of appointment. For purposes of governance, the faculty of this  
39 department are tenure-track faculty with compensated FTEs of at least 50% in the department.  
40 Associated faculty, emeritus faculty, and tenure-track faculty joint appointees with FTEs below  
41 50% in this department are invited to participate in discussions on nonpersonnel matters, but may  
42 not participate in personnel matters, including promotion and tenure reviews, and may not vote  
43 on any matter.  
44

1 Detailed information about the appointment criteria and procedures for the various types of  
2 faculty appointments made in this department is provided in the Appointments, Promotion and  
3 Tenure Document (see <https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure>).  
4

## 5 **V Organization of Department Services and Staff**

6

7 The daily operations of the department are handled by the front office staff, which is overseen by  
8 the chair. The office staff includes an Academic Program Coordinator (100% FTE); an  
9 Administrative Manager (50%); a Fiscal Associate (50%); and an Office Associate (45%); and  
10 work-study students, who are managed by the Program Coordinator.  
11

## 12 **VI Overview of Department Administration and Decision-Making**

13

14 Policy and program decisions are made in a number of ways: by the department faculty as a  
15 whole, by standing or special committees of the department, or by the chair. The nature and  
16 importance of any individual matter determine how it is addressed. Department governance  
17 proceeds on the general principle that the more important the matter to be decided, the more  
18 inclusive participation in decision making needs to be. Open discussions, both formal and  
19 informal, constitute the primary means of reaching decisions of central importance.  
20

## 21 **VII Department Administration**

22

### 23 **A Chair**

24

25 The primary responsibilities of the chair are set forth in Faculty Rule [3335-3-35](#). This rule requires  
26 the chair to develop, in consultation with the faculty, a Pattern of Administration with specified  
27 minimum content. The rule, along with Faculty Rule [3335-6](#), also requires the chair to prepare, in  
28 consultation with the faculty, a document setting forth policies and procedures pertinent to  
29 promotion and tenure.  
30

31 Other responsibilities of the chair, not specifically noted elsewhere in this Pattern of  
32 Administration, are paraphrased and summarized below.  
33

- 35 • To have general administrative responsibility for department programs, subject to the  
36 approval of the dean of the college, and to conduct the business of the department  
37 efficiently. This broad responsibility includes the acquisition and management of funds  
38 and the hiring and supervision of faculty and staff.  
39
- 40 • To plan with the members of the faculty and the dean of the college a progressive  
41 program; to plan and oversee the yearly teaching schedule; and to encourage research and  
42 educational investigations.  
43
- 44 • To evaluate and improve instructional and administrative processes on an ongoing basis;  
45 to promote improvement of instruction by providing for the evaluation of each course

1 when offered, including written evaluation by students of the course and instructors, and  
2 periodic course review by the faculty.

- 3
- 4 • To evaluate faculty members annually in accordance with both university and department  
5 established criteria; to inform faculty members when they receive their annual review of  
6 their right to review their primary personnel file maintained by their department and to  
7 place in that file a response to any evaluation, comment, or other material contained in  
8 the file.
- 9
- 10 • To recommend, after consultation with the tenured faculty, appointments, promotions,  
11 dismissals, and matters affecting the tenure of members of the department faculty to the  
12 dean of the college, in accordance with procedures set forth in Faculty Rule [3335-6](#) and  
13 this department's Appointments, Promotion and Tenure Document.
- 14
- 15
- 16 • To see that all faculty members, regardless of their assigned location, are offered the  
17 departmental privileges and responsibilities appropriate to their rank; and in general to  
18 lead in maintaining a high level of morale.
- 19
- 20 • To see that adequate supervision and training are given to those members of the faculty  
21 and staff who may profit by such assistance.
- 22

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

26

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

## 34

### 35 **B Other Administrators**

#### 36 Director of Graduate Studies

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

39

40

41 The primary duties of the Director of Graduate Studies are:

- 42 1. To convene regular meetings of the graduate studies committee and communicate the  
43 committee's recommendations to the faculty.
- 44 2. To act as liaison with the graduate school (university and college).
- 45 3. To coordinate graduate student advising and advisors.

- 1 4. To organize a meeting with all graduate students and the Graduate Studies Committee at
- 2 the beginning of the year.
- 3 5. To serve as advisor to the French and Italian Graduate Student Association (FIGSA).
- 4 6. Together with the Program Coordinator, to oversee the coordination of all record-keeping
- 5 concerning graduate students.
- 6 7. Together with the Program Coordinator, to oversee the coordination of all graduate
- 7 examinations and examining committees.
- 8 8. To oversee the coordination of recruitment, admission, and retention of students for the
- 9 Department's graduate programs and for Graduate Teaching Associate positions.
- 10 9. To write and/or to oversee the coordination of the writing of fellowship letters.
- 11 10. To review and revise, in consultation with the Chair, the Guide to Graduate Studies in
- 12 FRIT each summer.
- 13 11. To work with the Assessment Officer to ensure that assessment data is gathered and
- 14 uploaded into Trac Dat.
- 15 12. To assign second readers to French Qualifying Papers (QPs), to organize the Qualifying
- 16 Paper colloquium, to evaluate QPs and presentations, to schedule and attend QP oral
- 17 defenses.
- 18

#### Director of Undergraduate Studies

21 The Director of Undergraduate Studies is appointed by the Department Chair.

Three year term.

22

24 The primary duties of the Director of Undergraduate Studies are:

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

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

43

44 Director of Undergraduate Language Programs

45

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

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

## 18 **C Committees**

19  
20 Much of the development and implementation of the department's policies and programs is  
21 carried out by standing and ad hoc committees. The chair is an ex officio member of all  
22 department committees and may vote as a member on all committees except the Committee of  
23 Eligible Faculty and the Promotion and Tenure Committee. The following committees are  
24 appointed annually to function within the framework of the Faculty and University Policies.  
25 They make recommendations to the Chair and/or faculty orally or in writing. The Chair appoints  
26 committee members for the following year after consultation with faculty. A roster of  
27 appointments is presented to the faculty each summer.

### 28 STANDING COMMITTEES

#### 29 **Committee of the Eligible Faculty**

30  
31  
32  
33 The Committee of the Eligible Faculty conducts two types of reviews, (1) the Annual Reviews of  
34 probationary faculty members (the reviews in years 1, 2, 3, and 5; the Fourth-Year Review; and  
35 the Tenure Review during year 6), and (2) the reviews of Associate Professors seeking  
36 promotion to the rank of Professor. Committee membership varies according to the type of  
37 review being conducted.

38  
39 Membership: For the annual reviews of probationary faculty members, the Committee of the  
40 Eligible Faculty will comprise all tenured faculty members. In the case of Associate Professors  
41 seeking promotion, the committee will comprise only Professors. The Chair of the  
42 Department will normally chair the meetings of the Committee. If the Chair of the Department is  
43 not a Professor, arrangements concerning the chair of the Committee will be made in  
44 consultation with the Dean of the College when the faculty member being reviewed is an  
45 Associate Professor.

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

2  
3 Meetings and Functions: The meetings and functions of the Committee of the Eligible Faculty  
4 are described in “Appointments, Promotion and Tenure: Criteria and Procedures for the  
5 Department of French and Italian.”

### 7 **Diversity and Inclusion Committee**

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

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

12  
13 The following functions are executed by the Diversity and Inclusion Committee:

- 14 1. Promotes the values of diversity, inclusion, and equal opportunity for all department  
15 members (faculty, staff, students).
- 16 2. Oversees and assesses departmental initiatives, policies, and culture to ensure an  
17 equitable environment for working, learning, and teaching.
- 18 3. Makes recommendations to the Chair when appropriate.
- 19 4. Affirms diversity in thought and expression for all members of the Department.

### 21 **Graduate Studies Committee**

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

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

29  
30 Meetings and Procedures: The GSC will meet no less than once a semester.

31  
32 The following functions are executed by the Graduate Studies Committee.

- 33 1. To oversee doctoral programs, making adjustments accordingly.
- 34 2. To consider faculty outside of the department for Category P or M Status.
- 35 3. To prepare recommendations on all matters pertaining to the Department's graduate  
36 programs for presentation to the faculty and/or the Department Chair, including the  
37 initiation of changes in graduate programs, curriculum, and examination structures.
- 38 4. To coordinate the recruitment, admission, and retention of graduate students with proper  
39 attention to increasing diversity in the department and to preparing and distributing  
40 effective advertising of graduate programs.
- 41 5. To examine the dossiers of applicants for admission and to recommend candidates for  
42 admission and fellowships; to conduct Skype interviews with all prospective admits; also  
43 to recommend, in consultation with the appropriate Director of the Undergraduate  
44 Language Program, initial appointments of GTAs.
- 45 6. To nominate qualified graduate students for appropriate awards and fellowships.



- 1 7. To maintain standards in graduate work through an annual review of the Department's
- 2 Guide to Graduate Studies in FRIT and an academic review of graduate students
- 3 conducted with French and Italian Graduate Faculty during Spring semester.
- 4 8. To act on student petitions concerning transfer credit, special program or examination
- 5 arrangements, and other issues affecting graduate students.
- 6 9. To establish rules and procedures for the keeping of records of graduate students.
- 7 10. To foster and facilitate the professional development and placement of graduate students
- 8 of the Department of French and Italian.
- 9 11. To decide on annual basis the distribution of specially endowed funds for graduate
- 10 students (e.g., Bulatkin-Pardo endowed fund, and special funds from the graduate school)
- 11 and the awarding of an additional year of funding.
- 12

### 13 **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.

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

19

The following functions are executed by the Associated Faculty Committee:

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

30

### 30 **Promotion and Tenure Committee**

31

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.

32

39

### 40 **Salary Advisory Committee**

41 Membership: The Chair will appoint three tenured faculty members, at least one of whom will be  
1 from Italian and at least one of whom will be from French. When the number of eligible  
2 faculty members in each section permits, membership on the Committee will change every  
3 year, and no member who has served one year will be reappointed the following year. The  
4 Committee will be chaired by the Chair of the Department.

2 The primary function of the Salary Advisory Committee is to advise the Chair on the distribution  
3 of Annual Merit Raises.

#### 4 **Undergraduate Studies Committee**

5 Membership: The Director of Undergraduate Studies, at least two members of the department  
6 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  
terms is acceptable. Only faculty members have voting rights in this committee.

7  
9 Meetings: Called by the Director of Undergraduate Studies as needed, but at least once each  
10 semester.

11  
12 The following functions are executed by the Undergraduate Studies Committee:

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

#### 30 AD HOC COMMITTEES

31  
32 In addition to standing Committees, ad hoc Committees may be formed by the Chair on their  
33 own initiative or on the recommendation of the faculty. These Committees will include students  
34 whenever appropriate.

#### 37 **VIII Department Meetings**

38  
39 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  
40 meeting. Reasonable efforts will be made to call for agenda items at least seven days before the

1 meeting, and to distribute the agenda by e-mail at least three business days before the meeting. A  
2 department meeting will also be scheduled on written request of 25% of the total of tenure-track  
3 faculty and the three representatives. The chair will make reasonable efforts to have the meeting  
4 take place within one week of receipt of the request.

5 Special policies pertain to voting on personnel matters, and these are set forth in the department's  
6 Appointments, Promotion and Tenure Document.

7  
8 For purposes of discussing department business other than personnel matters, and for making  
9 decisions where consensus is possible and a reasonable basis for action, a quorum will be defined  
10 as a simple majority of all faculty members eligible to vote.

11  
12 Either the chair or one-third of all faculty members eligible to vote may determine that a formal  
13 vote conducted by written ballot is necessary on matters of special importance. For purposes of a  
14 formal vote, a matter will be considered decided when a particular position is supported by at  
15 least a majority of all faculty members eligible to vote. Balloting will be conducted by mail or e-  
16 mail when necessary to assure maximum participation in voting. When conducting a ballot by  
17 mail or email, faculty members will be given one week to respond.

18  
19 When a matter must be decided and a simple majority of all faculty members eligible to vote  
20 cannot be achieved on behalf of any position, the chair will necessarily make the final decision.

21  
22 The department accepts the fundamental importance of full and free discussion but also  
23 recognizes that such discussion can only be achieved in an atmosphere of mutual respect and  
24 civility. Normally department meetings will be conducted with no more formality than is needed  
25 to attain the goals of full and free discussion and the orderly conduct of business. However,  
26 Robert's Rules of Order will be invoked when more formality is needed to serve these goals.

## 27 28 **IX Distribution of Faculty Duties and Responsibilities**

29  
30 The Office of Academic Affairs requires departments to have guidelines on the distribution of  
31 faculty duties and responsibilities (See the OAA [Policies and Procedures Handbook](#), Volume 1,  
32 Chapter 2, Section 1.4.3).

33  
34 During on-duty periods, faculty members are expected to be available for interaction with  
35 students and for departmental meetings and events even if they have no formal course  
36 assignment. The department recommends that on-duty faculty members schedule at least two  
37 office hours per week; if they are not teaching, they must at least make themselves available to  
38 students and colleagues electronically. On-duty faculty members should not be away from  
39 campus for extended periods of time unless on an approved leave or approved travel.

40  
41 The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the  
42 demands and resources of the department and the individual circumstances of faculty members  
43 may warrant temporary deviations from these guidelines. Assignments and expectations for the  
44 upcoming year are addressed as part of the annual review by the department chair.

45  
46 A full-time faculty member's primary professional commitment is to Ohio State University, and

1 the guidelines below are based on that commitment. Faculty who have professional  
2 commitments outside of Ohio State during on-duty periods (including teaching at another  
3 institution; conducting research for an entity outside of Ohio State; external consulting) must  
4 disclose and discuss these with the chair in order to ensure that no conflict of commitment exists.  
5 Information on faculty conflicts of commitment is presented in the OAA Faculty Conflict of  
6 Commitment policy  
(<https://oaa.osu.edu/assets/files/documents/conflictofcommitment.pdf>).

## 7 8 **A Tenure-track Faculty**

9  
10 Tenure-track faculty members are expected to contribute to the university's mission via teaching,  
11 scholarship, and service. When a faculty member's contributions decrease in one of these three  
12 areas, additional activity in one or both of the other areas is expected.

### 13 14 **Teaching**

15  
16 All tenure-track faculty are expected to contribute to the department's teaching, including large  
17 enrollment and specialized courses in both the undergraduate and graduate curriculums. The  
18 standard teaching assignment for full-time tenure-track faculty members is four courses per  
19 academic year. Faculty members are also expected to advise undergraduate and graduate  
20 students and supervise independent studies and thesis and dissertation work.

21  
22 Adjustments to the standard teaching assignment may be made to account for teaching a new  
23 class, the size of the class, whether the class is taught on-line or team-taught, and other factors  
24 that may affect the preparation time involved in teaching the course.

25  
26 The standard teaching assignment may vary for individual faculty members based on their  
27 research and/or service activity. Faculty members who are especially active in research can be  
28 assigned an enhanced research status that includes a reduced teaching assignment. Likewise,  
29 faculty members who are relatively inactive in research can be assigned an enhanced teaching  
30 status that includes an increased teaching assignment. Faculty members who are engaged in  
31 extraordinary service activities (to the department, college, university, and in special  
32 circumstances professional organizations within the discipline) can be assigned an enhanced  
33 service assignment that includes a reduced teaching assignment.

34  
35 The chair is responsible for making teaching assignments on an annual basis, and may decline to  
36 approve requests for adjustments when approval of such requests is not judged to be in the best  
37 interests of the department. All faculty members must do some formal instruction and advising  
38 over the course of the academic year.

39  
40 In recognition of the work involved in the exercise of their duties, the Directors of  
41 Undergraduate Language Programs, the Director of Graduate Studies and the Director of  
42 Undergraduate Studies will receive appropriate adjustments in their teaching assignments when  
43 possible given the teaching inventory. The number of courses taught by the Chair is determined  
44 in consultation with the Dean. Normally, the Chair teaches a maximum of two courses annually.

45  
46 The above guidelines do not constitute a contractual obligation. Fluctuations in demands and

1 resources in the Department and the individual circumstances of faculty members may warrant  
2 temporary deviations from the guidelines. The Chair in consultation with the Dean must approve  
3 course reductions.

## 4 5 **Scholarship**

6  
7 All tenure-track faculty members are expected to be engaged in scholarship as defined in the  
8 department's Appointments, Promotion, and Tenure Document  
9 (<http://oaa.osu.edu/governance.html>). Criteria for scholarly productivity, applied in evaluation by  
10 the Chair with the Salary Advisory Committee in annual review, vary according to areas of  
11 research (linguistics, pedagogy at the university level, literary and/or cultural analysis, for  
12 example, have differing discipline-specific research traditions and expectations) and are  
13 sometimes weighted according to the nature of teaching assignment (curriculum development or  
14 preparation of assigned course sequences requiring large investments of time). Faculty members  
15 are expected to publish, or have had accepted for publication, over a three-year period, an  
16 average of at least one scholarly article annually. In addition, they are expected to read at least  
17 one paper at a professional/scholarly conference each year. Evidence must also be given, over a  
18 three-year period, of sustained progress on a larger research project, most often in the form of a  
19 book-length manuscript.

## 20 21 **Service**

22  
23 Faculty members are expected to be engaged in service and outreach to the department,  
24 university, profession and community. Typically this will include two service roles within the  
25 department (for example, as a member and/or chair of the Graduate Studies, Undergraduate  
26 Studies, Promotion and Tenure, Salary, or Diversity and Inclusion Committees, or an advising or  
27 service role) and, for tenured faculty, one outside of the department, although this number may  
28 vary depending on departmental need. This pattern can also be adjusted depending on the nature  
29 of the assignment (e.g. service as committee chair, service on a particularly time-intensive  
30 committee, organizing a professional conference, leadership in an educational outreach activity,  
31 service in an administrative position within the department, college, or university) and on the  
32 percentage of their appointment the faculty member holds with the department.

33  
34 All faculty members are expected to attend and participate in faculty meetings, recruitment  
35 activities, and other department events.

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## 37 38 **i. Special Assignments**

39  
40 Information on special assignments (SAs) is presented in the Office of Academic Affairs Special  
41 Assignment Policy (<http://oaa.osu.edu/assets/files/documents/specialassignment.pdf>). The  
42 information provided below supplements these policies.

43  
44 Reasonable efforts will be made to award SA opportunities to all tenured faculty members  
45 subject to the quality of faculty proposals, including their potential benefit to the department or  
46 university, and the need to assure that sufficient faculty are always present to carry out

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

## 7 8 **B Associated Faculty**

9  
10 Compensated associated faculty members are expected to contribute to the university's mission  
11 via teaching or research depending on the terms of their individual appointments.

12  
13 Faculty members with tenure-track titles and appointments <50% FTE will have reduced  
14 expectations based on their appointment level.

15  
16 Expectations for compensated visiting faculty members will be based on the terms of their  
17 appointment and are comparable to that of tenure-track faculty members except that service is  
18 not required.

19 The standard teaching assignment for full-time associated faculty is eight courses per  
20 academic year.

## 21 22 **C Parental Modification of Duties**

23  
24 The Department of French and Italian strives to be a family-friendly unit in its efforts to recruit  
25 and retain high quality faculty members. To this end, the department is committed to adhering to  
26 the College of Arts and Science's guidelines on parental modification of duties to provide its  
27 faculty members flexibility in meeting work responsibilities within the first year of  
28 childbirth/adoption. See the college pattern of administration at  
29 (<http://oaa.osu.edu/governance.html>) for details.

30  
31 The faculty member requesting the modification of duties for childbirth/adoption and the  
32 department Chair should be creative and flexible in developing a solution that is fair to both the  
33 individual and the unit while addressing the needs of the university. Expectations must be spelled  
34 out in an MOU that is approved by the dean.

## 35 36 **X Course Offerings and Teaching Schedule**

37  
38 The department Chair will annually develop a schedule of course offerings and instructor  
39 assignments in consultation with the faculty, both collectively and individually. While every  
40 effort will be made to accommodate the individual preferences of faculty, the department's first  
41 obligation is to offer the courses needed by students at times and in formats, including on-line  
42 instruction, most likely to meet student needs. To assure classroom availability, reasonable  
43 efforts must be made to distribute course offerings across the day and week. To meet student  
44 needs, reasonable efforts must be made to assure that course offerings match student demand and  
45 that timing conflicts with other courses students are known to take in tandem are avoided. A  
46 scheduled course that does not attract the minimum number of students required by Faculty Rule

1 [3335-8-16](#) will normally be cancelled and the faculty member scheduled to teach that course will  
2 be assigned to another course for that or a subsequent semester. Finally, to the extent possible,  
3 courses required in any curriculum or courses with routinely high demand will be taught by at  
4 least two faculty members across semesters of offering to assure that instructional expertise is  
5 always available for such courses.

## 6 7 **XI Allocation of Department Resources** 8

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

12  
13 The chair will discuss the department budget at least annually with the faculty and attempt to  
14 achieve consensus regarding the use of funds across general categories. However, final decisions  
15 on budgetary matters rest with the chair.

16  
17 The allocation of office space will include considerations such as achieving proximity of faculty  
18 in sub-disciplines and productivity and grouping staff functions to maximize efficiency.

19  
20 The allocation of salary funds is discussed in the Appointments, Promotion and Tenure  
21 Document.

22  
23 Each year tenure-track faculty members will have access to a travel fund whose value will be set  
24 by the chair at the beginning of each fiscal year, dependent on the department's budget. This  
25 fund may be used for travel for purposes such as presenting work at a conference, conducting  
26 research, or attending a professional development workshop. All use of faculty travel funds must  
27 be approved by the Chair. A travel order must be submitted to the department's Fiscal Associate  
28 at least two weeks (preferably earlier) prior to the start of travel.

## 29 30 **XII Leaves and Absences** 31

32 The university's policies and procedures with respect to leaves and absences are set forth in the  
33 Office of Academic Affairs [Policies and Procedures Handbook](#) and Office of Human Resources  
34 Policies and Forms website (<https://hr.osu.edu/policies-forms>).

### 35 36 **A Discretionary Absence** 37

38  
39 Faculty are expected to complete a travel request or an Application for Leave form  
40 ([eleave.osu.edu](http://eleave.osu.edu)) well in advance of a planned absence (for attendance at a professional meeting  
41 or to engage in consulting) to provide time for its consideration and approval and time to assure  
42 that instructional and other commitments are covered. Discretionary absence from duty is not a  
43 right and the chair retains the authority to disapprove a proposed absence when it will interfere  
44 with instructional or other comparable commitments. Such an occurrence is most likely when the  
45 number of absences in a particular semester is substantial. [Rules of the University Faculty](#)  
46 require that the Office of Academic Affairs approve any discretionary absence longer than 10

1 consecutive business days (See Faculty Rule [3335-5-08](#)) and must be requested at  
2 <https://eleave.osu.edu/>.

### 3 4 **B Absence for Medical Reasons**

5  
6 When absences for medical reasons are anticipated, faculty members are expected to complete an  
7 Application for Leave form as early as possible. When such absences are unexpected, the faculty  
8 member, or someone speaking for the faculty member, should let the Chair know promptly so  
9 that instructional and other commitments can be managed. Faculty members are always expected  
10 to use sick leave for any absence covered by sick leave (personal illness, illness of family  
11 members, medical appointments). Sick leave is a benefit to be used—not banked. For additional  
12 details see OHR Policy 6.27 (<https://hr.osu.edu/wp-content/uploads/policy627.pdf>)

### 13 14 **C Unpaid Leaves of Absence**

15  
16 The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of  
17 absence are set forth in OHR Policy 6.45 (<https://hr.osu.edu/wp-content/uploads/policy645.pdf>).

### 18 19 **D Faculty Professional Leave**

20  
21 Information on faculty professional leaves is presented in the OAA Policy on Faculty  
22 Professional Leaves (FPLs)  
23 (<https://oaa.osu.edu/assets/files/documents/facultyprofessionalleave.pdf>). The information  
24 provided below supplements these policies.

25  
26 When more than one faculty member applies for an FPL during the same term, the Chair will  
27 appoint an ad-hoc committee, consisting of the faculty members who are not applying for an FPL  
28 that year, to evaluate all proposals and to make recommendations to the chair. The chair's  
29 recommendation to the dean regarding an FPL proposal will be based on:

- 30
- 31 1. The viability and merit of the project and its potential to benefit the faculty member and  
32 the department.
  - 33 2. The length of time since the faculty member's last FPL or, if they has never received one,  
34 since their date of hire.
  - 35 3. The staffing needs of the department at the time of the request.
- 36

### 37 **XIII Supplemental Compensation and Paid External Consulting**

38  
39 Information on faculty supplemental compensation is presented in the OAA Policy on Faculty  
40 Compensation (<http://oaa.osu.edu/assets/files/documents/facultycompensation.pdf>). Information  
41 on paid external consulting is presented in the university's Policy on Faculty Paid External  
42 Consulting (<http://oaa.osu.edu/assets/files/documents/paidexternalconsulting.pdf>). The  
43 information provided below supplements these policies.

44  
45 This department adheres to these policies in every respect. In particular, this department expects  
46 faculty members to carry out the duties associated with their primary appointment with the



1 university at a high level of competence before seeking other income-enhancing opportunities.  
2 All activities providing supplemental compensation must be approved by the department Chair  
3 regardless of the source of compensation. External consulting must also be approved. Approval  
4 will be contingent on the extent to which a faculty member is carrying out regular duties at an  
5 acceptable level, the extent to which the extra income activity appears likely to interfere with  
6 regular duties, and the academic value of the proposed consulting activity to the department. In  
7 addition, it is university policy that faculty may not spend more than one business day per week  
8 on supplementally compensated activities and external consulting combined.

9  
10 Faculty who fail to adhere to the university's policies on these matters, including seeking  
11 approval for external consulting, will be subject to disciplinary action.

12  
13 Should a departmental faculty member wish to use a textbook or other material that is authored by the  
14 faculty member and the sale of which results in a royalty being paid to him or her, such textbook or  
15 material may be required for a course by the faculty member only if (1) the chair and dean or designee have  
16 approved the use of the textbook or material for the course taught by the faculty member, or (2) an  
17 appropriate committee of the department or college reviews and approves the use of the textbook or  
18 material for use in the course taught by the faculty member.

#### 13 **XIV Financial Conflicts of Interest**

14  
15 Information on faculty financial conflicts of interest is presented in the university's [Policy on](#)  
16 [Faculty Financial Conflict of Interest](#). A conflict of interest exists if financial interests or other  
17 opportunities for tangible personal benefit may exert a substantial and improper influence upon a  
18 faculty member or administrator's professional judgment in exercising any university duty or  
19 responsibility, including designing, conducting or reporting research.

20  
21  
22 Faculty members with external funding or otherwise required by university policy are required to  
23 file conflict of interest screening forms annually and more often if prospective new activities  
24 pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to  
25 cooperate with university officials in the avoidance or management of potential conflicts will be  
26 subject to disciplinary action.

27  
28 In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment  
29 that arise in relation to consulting or other work done for external entities. Further information  
30 about conflicts of commitment is included in section IX above.

#### 28 **XV Grievance Procedures**

29  
30 Members of the department with grievances should discuss them with the Chair who will review  
31 the matter as appropriate and either seek resolution or explain why resolution is not possible.  
32 Content below describes procedures for the review of specific types of complaints and  
33 grievances

##### 34 **A Salary Grievances**

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36  
37 A faculty or staff member who believes that their salary is inappropriately low should discuss the  
38 matter with the Chair. The faculty or staff member should provide documentation to support the

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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: [https://oaa.osu.edu/sites/default/files/uploads/governance-documents/college-of-arts-and-sciences/ASC\\_POA\\_2017-12-27.pdf](https://oaa.osu.edu/sites/default/files/uploads/governance-documents/college-of-arts-and-sciences/ASC_POA_2017-12-27.pdf).

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 ([www.hr.osu.edu](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](#).

## **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 (<https://hr.osu.edu/wp-content/uploads/policy115.pdf>).

## **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 also <http://senate.osu.edu/committees/academic-misconduct>).

44 **F Code of Student Conduct**

45

1 In accordance with the Code of Student Conduct

2 (<https://trustees.osu.edu/assets/files/RuleBook/CodeStudentConduct.pdf>), faculty members will

3 report any instances of academic misconduct to the Committee on Academic Misconduct.