

**Pattern of Administration
for
The Ohio State University
Department of Germanic
Languages and Literatures**

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I. INTRODUCTION

This document provides a brief description of the Department of Germanic Languages and Literatures as well as a description of its guidelines and procedures. It supplements the [University Faculty Rules](#) 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 these rules, take precedence over statements in this document. A copy of this document shall be made available to all present and prospective members of the department, and a copy shall be deposited in the Office of the Executive Dean of the College of Arts and Sciences and in the Office of Academic Affairs.

This *Pattern of Administration* is subject to continuing revision. It must be reviewed and either revised or reaffirmed on the appointment or reappointment of the department chair. However, revisions may be made at any time subject to approval by the College of Arts and Sciences and the Office of Academic Affairs. This *Pattern of Administration* cannot be amended by less than a two-thirds vote of the departmental council. Proposed amendments must be made in writing to the departmental council at least two weeks before its next scheduled meeting.

Members of the Department should be aware of the following documents which supplement the *Pattern of Administration*: the [German Graduate Program Handbook](#) and the [Appointments, Promotion, and Tenure Document](#).

II. DEPARTMENT MISSION

The Department of Germanic Languages and Literatures has as its mission the pursuit of national and international distinction in teaching, research, and public service within the scope of its expertise: the Germanic languages, literatures, and cultures. In striving for this goal, the Department seeks to address three main constituencies, each of which it recognizes as crucial to its mission: undergraduate students, in particular those majoring and minoring in Germanic languages and literatures; graduate students at the master's and doctoral levels; and, through its research and scholarly activities, the broader community of interested students and scholars around the country and the world.

III. ACADEMIC RIGHTS AND RESPONSIBILITIES

In April 2006, the university issued a [reaffirmation](#) of academic rights, responsibilities, and processes for addressing concerns.

IV. DEPARTMENTAL FACULTY AND ADMINISTRATION

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 in Germanic Languages and Literatures comprises:

1. Tenure-track faculty with titles of instructor, assistant professor, associate professor, or professor;
2. Associated faculty to include:
 - a. Adjunct titles, visiting titles, and lecturer titles
 - b. Those on less than a 50% appointment to the university; and
3. Emeritus faculty: Emeritus faculty status is an honor given in recognition of sustained academic contributions to the university as described in Faculty Rule [3335-5-36](#). Full-time tenure track or associated faculty may request emeritus status upon retirement or resignation at the age of sixty or older with ten or more years of service or at any age with twenty-five or more years of service. See the college [Appointments, Promotion, and Tenure Document](#) for additional detail. Emeritus faculty are invited to participate in discussions on nonpersonnel matters but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

Faculty roles and responsibilities are defined in accordance with university rules. Members of the faculty are expected to contribute to the instructional, funded research, scholarship, outreach, and administrative missions and roles of the college. It is neither expected nor considered desirable for all faculty members to make equivalent contributions to each of these missions. Faculty assignments are described in the initial letter of offer and updated during the annual review process based on TIU needs as well as faculty productivity and career development.

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 shall have a full vote at departmental faculty meetings and in faculty elections.

Only tenure-track faculty may participate in discussions of tenure-track faculty

matters, including promotion and tenure reviews.

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

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

C. Administration

1. Chair of the Department

The position and duties of the chair as the administrative head of the department are stipulated in Rule [3335-3-35](#)(C) of the *Rules of the University Faculty*. These are:

(1) To have general administrative responsibility for its program, subject to the approval of the dean of the college.

(2) To develop in consultation with the faculty a pattern of administration. This pattern of administration shall be made available to all present and prospective members of the faculty of the department or school, and a copy shall be deposited in the office of the dean of the college and in the office of the executive vice president and provost. For purposes of defining minimum content, the following shall be included in the pattern of administration:

(a) A statement requiring the chair to provide a schedule of all regular faculty meetings (see rule [3335-5-18](#) of the Administrative Code) to all faculty members before the start of each semester, summer term, or session.

(b) A statement requiring the chair to maintain minutes of all faculty meetings and to maintain records of all other actions covered by the pattern of administration.

(c) A statement that the chair will consult with the faculty as a whole on all policy matters, and that such consideration will, whenever practicable, be undertaken at a meeting of the faculty as a whole.

(d) A statement recognizing in principle the presumption favoring majority faculty rule on all matters covered by the pattern of administration. This statement shall further provide that, whenever majority faculty rule is not followed, the department or faculty chair, or school director, or dean and director of a regional campus, whichever is the case, shall explain the reasons for the departure to

enhance communication and to facilitate understanding within the department. Where possible, this statement of reasons shall be provided before the departure occurs. This explanation shall outline the decision of the majority of the faculty, the decision of the department chair or faculty chair, or school director, or dean and director of the regional campus, whichever is the case, and the reasons the decisions differ. The explanation shall be communicated to the faculty in writing, where possible, or at a faculty meeting, with an opportunity provided for faculty to comment.

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

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

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

(4) To operate the business of the department or school with efficiency and dispatch.

(5) To plan with the members of the faculty and the dean of the college a progressive program.

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

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

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

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

(10) To encourage research and educational investigations.

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

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

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

(14) 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.

The department chair shall also maintain a curriculum vitae for all personnel teaching a course in the department's curriculum.

The department chair is an ex-officio nonvoting member of all committees of the department. On all significant policy matters, including those that are the ultimate responsibility of the chair, the chair shall consult with the Departmental Council; such considerations shall, wherever practicable, be undertaken at Departmental Council meetings. Day-to-day responsibility for specific matters may be delegated to others, but the department chair retains final responsibility and authority for all matters covered by this Pattern, subject when relevant to the approval of the Executive Dean or their delegate, Office of Academic Affairs, and Board of Trustees.

The Department Chair Search Process is set forth in the administrative policy of the College of the Arts and Sciences.

2. Director of Graduate Studies

The Director of Graduate Studies (DGS) shall be appointed by the department chair, subject to the approval of the departmental council. He or she shall serve a term of two years, and may be reappointed. The DGS chairs the Graduate Studies Committee and the Graduate Advisory Committee. In cooperation with the department chair and with the Graduate Advisory Committee, he or she shall coordinate all matters concerning admission to the graduate program, Graduate Teaching Associate and

Fellowship applications, and requirements and examinations leading to advanced degrees. During a short, temporary absence of the department chair, the DGS also functions as acting chair of the department.

The faculty of the German program exercises primary responsibility in matters of graduate admission for students applying solely to that program; the faculty in the Yiddish and Ashkenazic Studies program exercise primary responsibility in matters of graduate admission for students applying solely to that program. Final decisions rest with the department chair.

3.1. Director of Undergraduate Studies

The Director of Undergraduate Studies (DUS) in German is appointed by the department chair in consultation with the departmental council for a term of two years, and may be reappointed. The DUS chairs the Undergraduate Studies Committee. In cooperation with the department chair and the Undergraduate Studies Committee, the DUS shall coordinate all matters concerning the undergraduate program. With members of the Undergraduate Studies Committee the DUS oversees the following areas:

- a. maintenance and supervision of the academic programs for majors and minors;
- b. annual orientation meeting(s) for majors and minors;
- c. recruitment of majors and minors into the German undergraduate program;
- d. liaison with the honors office in matters pertaining to majors, minors, and honors students. This responsibility will be carried out by an Honors Advisor, appointed by the Chair of the Department. The Honors Advisor will serve on the Undergraduate Studies Committee.

3.2. Director of German Undergraduate Language Instruction

The Director of Undergraduate Language Instruction is appointed by the department chair in consultation with the departmental council for a term of two years, and may be reappointed. He or she is responsible for maintaining a high level of quality in the teaching of undergraduate German language courses in the department. More specifically, the Director of Undergraduate Language Instruction:

- a. conducts the workshop for the new graduate teaching associates (German 6600);
- b. trains and supervises all German Graduate Teaching Associates on appointment in the department and evaluates their teaching;
- c. assumes responsibility for the coordination of German textbook adoptions for undergraduate language courses;
- d. coordinates placement testing for all German language courses;
- e. works in close cooperation with the Chair of the Undergraduate Studies Committee.

The Director of German Undergraduate Language Instruction receives an appropriate adjustment in teaching assignment as partial compensation for his or her services. The department chair, in consultation with the Executive Dean or their delegate, must approve all teaching reductions that involve course credit.

3.3. Coordination of the Scandinavian Program

Scandinavian program coordination shall be the shared task of the faculty members in Scandinavian. Their responsibilities include the Swedish language program and all instructional matters for Scandinavian courses, GTA supervision, advising, curriculum design, and all questions and problems that may arise pertaining to their courses and the students they serve. Swedish TAs shall normally be drawn from the pool of German and Yiddish graduate students who have participated in the autumn TA workshop.

3.4. Yiddish Program Director

The Yiddish Program Director is appointed by the department chair in consultation with the departmental council for a term of two years, and may be reappointed. His or her responsibilities include the Yiddish undergraduate program and all instructional matters for Yiddish and Ashkenazic Studies courses on the undergraduate level, TA supervision, advising, curriculum design, and all questions and problems that may arise in any of the Yiddish and Ashkenazic Studies sections and the students they serve. The Yiddish Program Director also assumes full responsibility for the supervision, observation, and year-end evaluation of the TAs in Yiddish and Ashkenazic Studies. As is the case with all GTA appointments, the final decision of appointment rests with the department chair, who shall consult to the fullest extent with the TA supervisor. In the event that a GTA candidate for Yiddish is also a candidate for the German graduate program and/or a candidate for a German GTAship, the decision shall be made jointly under the advisement of the Graduate Advisory Committee.

The respective language areas shall maintain autonomy and responsibility in the above assignments.

V. DEPARTMENTAL COMMITTEES

A. Departmental Council

1. Functions

The departmental council is the general policy-making unit of the department, except for matters which are primarily the responsibility of the department chair and those which are the responsibility of an instructional section or standing committee. It shall meet to initiate action, to discuss and make recommendations on all questions of

departmental guidelines and administration which the department chair, any departmental committee, individual members, or groups within the department may present to it.

The department favors majority faculty rule on all matters covered by the *Pattern of Administration*. Whenever majority faculty rule is not followed, the department chair shall explain the reasons for the departure. This explanation shall outline the decision of the majority of the faculty, the decision of the department chair, and the reasons the decisions differ. The explanation shall be communicated to the faculty in writing, where possible, or at a faculty meeting, with an opportunity provided for the faculty to comment.

2. Membership

All tenured/tenure-track faculty members with a fifty percent or higher appointment in the department, all teaching faculty, two graduate student representatives, and one representative of the department's visiting faculty and senior lecturers, elected by their peers, are voting members of the departmental council. Only tenured and tenure-track faculty participate in personnel decisions. Graduate student representatives do not participate in personnel decisions that relate to fellow graduate students at Ohio State.

3. Meetings

The departmental council shall meet, upon the call of the department chair, not less than once each semester during the academic year, or upon the request of at least one-fourth of the council's members. The department chair shall provide a schedule of all faculty meetings to departmental council members before the start of each semester. The department chair shall preside at meetings. Meetings shall be conducted according to *Robert's Rules of Order: Newly Revised* (latest edition). Records of meetings and all other actions covered by the *Pattern of Administration* shall be maintained in the drive that contains departmental records. Minutes will be distributed to faculty and approved at the following departmental meeting.

Departmental matters that necessitate a vote are decided by majority decision. The department chair shall vote only if there is a tie or if voting is to be done by written ballot. In the event the chair feels it necessary to depart from the majority opinion, he or she should so inform the departmental council when its members are present together in a meeting. He or she should give reasons and invite comments. Should this meeting fail to produce agreement, the chair, in acting or recommending action to the college or university administration, is to report in writing on the difference of opinion to relevant administration officials and provide a copy to each member of the departmental council.

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.

The following committees shall be appointed annually to function within the framework of the policies of the faculty and the university. Departmental committees shall make recommendations to the department chair, the departmental council, or both. They shall report orally or in writing to the departmental council whenever specified below. Unless otherwise noted, faculty committee members shall be appointed by the department chair after consultation with the departmental council. The chair of each committee shall be appointed by the department chair after consultation with the departmental council. Student representatives to all standing committees shall be elected by their peers, subject to the approval of the department chair in consultation with the departmental council. Decisions shall be made by majority vote unless otherwise specified. Where the need for swift action or adherence to specific deadlines may preclude deliberation by the departmental council, decisions made by the department chair and the recommendations of the relevant committees shall be announced to the council as soon as possible.

B. Graduate Studies Committee

This committee shall consist of all members of the graduate faculty and two graduate student representatives, elected annually by the graduate students. Graduate students may vote on all programmatic issues, but not on issues involving the status or employment of other graduate students. The Director of Graduate Studies (DGS) shall preside at meetings. The committee shall meet upon the call of the department chair, the DGS, or one-fourth of its members. Its functions shall be:

1. to discuss and administer those matters pertaining to the graduate program which are listed in the Graduate School Handbook;
2. to conduct, together with other members of professorial rank, a general evaluation of graduate students (the graduate student representatives shall not take part in these discussions; however, the results of the evaluation shall be made available by the DGS to individual students upon request).

C. Graduate Advisory Committee

The Graduate Studies Committee (GSC) delegates routine administrative matters to the

Graduate Advisory Committee (GAC) for study and recommendation. The Graduate Advisory Committee is composed of the Director of Graduate Studies (Chair of the Graduate Advisory Committee), four individuals appointed annually by the chair in consultation with the Departmental Council, and two graduate students, elected annually by the graduate students in GLL. Graduate students may vote on all programmatic issues, but not on issues involving the status or employment of other graduate students.

The Graduate Advisory Committee meets at the call of the department chair or the committee chair. All members of the GAC plus the Director of Undergraduate Language Instruction serve as the Graduate Associate and Fellowship Selection Committee. The GAC publicizes and administers all Student-Abroad Programs for graduate students. It conducts the application and selection process for such exchanges. As part of its deliberation process, the committee solicits opinions about applicants from the entire graduate faculty. The graduate student members of the committee shall not participate in selection processes. The GAC also serves as the curriculum committee on matters related to the graduate curriculum.

The Graduate Advisory Committee is also charged with making selections for the following awards for graduate students:

1. Graduate Teaching Associate Good Teaching Award
2. Graduate Student Service Award
3. Graduate Student Research Paper Award

Graduate Students on the committee shall not participate in the selection for these awards.

The German program, the Scandinavian program, and the Yiddish and Ashkenazic Studies program shall retain responsibility for the administration of their respective overseas programs, fellowships, and exchanges on the graduate level.

D. Undergraduate Studies Committee

This committee shall consist of a minimum of three faculty members, one graduate student, and one undergraduate student, if available. The committee is constituted annually. Faculty members are appointed annually by the chair; graduate and undergraduate representatives are elected by their respective cohorts in GLL. One member of the committee will be the Honors Advisor. When issues relevant to the Yiddish and Ashkenazic Studies program or the Scandinavian program come under discussion, faculty from the respective programs shall be invited to the committee meeting for consultation. The committee shall meet upon the call of its chair or when directed to do so by the department chair and/or the departmental council. Its functions shall be:

1. to supervise and coordinate curricular planning on the 2000-4000 levels;

2. to initiate or receive proposed curricular changes on those levels;
3. to make such recommendations concerning the undergraduate program as it deems appropriate to other committees of the department;
4. to select the recipients of the following awards for undergraduate students:
 - a. Dieter Cunz Award
 - b. Undergraduate Project Award
 - c. Awards from the Ilse Edse Fund
 - d. Wolfgang Fleischhauer Award
5. to monitor and publicize the Bonn and Dresden Study Abroad Programs, and to monitor student participation in them. The committee may also explore new possibilities for exchanges that are beneficial to our students and the campus;
6. to maintain, through the Honors Advisor, relations with the honors office;
7. to oversee and assist in conducting assessment activities involving undergraduate programs.

The Scandinavian faculty and the Yiddish Program Director shall take responsibility for the administration of their respective undergraduate study abroad programs in consultation with the Office of International Affairs, the College International Committee, and the Office of International Education.

With the cooperation of the Max Kade German House advisor, the German Club, and the German House residence life advisor, the Undergraduate Studies Committee will take responsibility for matters that pertain to the German House. It will be responsible for administering the selection process for undergraduate student residents of the German House. In addition, it will make certain that appropriate extracurricular activities occur for undergraduate German majors and other students of German enrolled or interested in 2000-4000 level courses.

The committee works in close cooperation with the undergraduate advisors and the directors of undergraduate language instruction, and—together with the above-named officers—it serves as liaison between undergraduate students and the faculty and department chair. The committee's recommendations shall be forwarded to the chair, who, in consultation with the departmental council, will make the final decision.

E. Committee of the Eligible Faculty

Details on the Committee of the Eligible Faculty are contained in the department's *Appointments, Promotion, and Tenure* Document. The chair of the Committee of the Eligible Faculty, which will also serve as the Committee on Promotion and Tenure, is appointed by the department chair in consultation with the departmental council. (For procedures, see the department's [Appointments, Promotion, and Tenure document](#).)

F. Lecture Committee

This committee shall consist of a minimum of two faculty members and one graduate student. The committee is reconstituted annually. All members vote. This committee shall organize an appropriate program of lectures both by members of the department and by colleagues from other departments and institutions. The *Luebeck* lecturer shall be determined by the departmental council, based on recommendations from the committee; other guest lecturers may be determined by the committee itself. In addition, the Lecture Committee shall encourage and initiate appropriate action in matters such as Distinguished Visiting Professor programs, the Distinguished Scholar Award, the University's programs of Presidential University Professorships, and other programs related to the recognition of distinguished scholarship.

G. Scheduling Committee

This committee shall consist of four faculty members, appointed annually: the department chair (Chair of the Scheduling Committee), the Director of Graduate Studies, the Director of Undergraduate Studies, and the Director of Undergraduate German Language Instruction. In addition, one graduate student and one undergraduate student will serve on the committee. They are chosen annually by their respective cohorts. All committee members may vote. The committee shall plan courses for the year, based on suggestions from students and in consultation with the faculty, as well as semester teaching schedules. Its decisions shall be put into effect by the department chair and reported to the departmental council. The committee meets in autumn to determine the courses offered in the next academic year and again in spring to determine the faculty course assignments for the next academic year.

The scheduling of courses in the Scandinavian program shall be arranged following consultation among the faculty members in Scandinavian, the department chair, and the Academic Program Coordinator.

The scheduling of undergraduate and graduate courses in Yiddish and Ashkenazic Studies is the responsibility of the Yiddish Program Director; this is to be arranged in consultation with the department chair and the Academic Program Coordinator.

H. Executive Committee

The Executive Committee shall consist of the department chair, the Director of Graduate Studies, the Director of Undergraduate Studies, and the Director of German Undergraduate Language Instruction. This committee will meet on an *ad hoc* basis to conduct routine matters that do not need to come to the Departmental Council. The Executive Committee will also meet as stipulated in sections of the Appointment, Promotion and Tenure document.

In addition to these standing committees, the department chair, acting independently or upon the advice of the departmental council, shall establish search committees and

other *ad hoc* committees whenever necessary. Members of such committees, including student members, shall be appointed by the department chair.

VI. DISTRIBUTION OF FACULTY DUTIES AND RESPONSIBILITIES

Tenured and tenure-track members of the Department of Germanic Languages and Literatures are expected to contribute in all areas of the university's mission via teaching, research, 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. During on-duty semesters, faculty members are expected to be available to interact with students and carry out service responsibilities, even though they may have no formal teaching obligations. On-duty faculty members who are off campus for extended periods of time must be on an approved Faculty Professional Leave or other approved leave.

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](#).

Guidelines for associated faculty are set forth in the administrative policy of the College of the Arts and Sciences.

A. *Teaching: Tenured and Tenure-Track Faculty*

The standard teaching load in the Department of Germanic Languages and Literatures consists of four courses per year that are usually spread over the introductory, upper-level undergraduate, and graduate curriculum. Faculty members on a four-course load are expected to provide substantial service to the department, the college, the university, and/or the profession. The service expectations for probationary faculty are reduced during their first four years of service. In addition, faculty members may serve on graduate examining committees, direct honors and masters' theses, and supervise doctoral dissertations, while also providing individualized directed study and research for both undergraduate and graduate students. Tenured faculty members who for programmatic or other considerations cannot be expected to provide substantial service

to the department, the college, the university, and/or the profession may be assigned five courses per academic year.

The department chair annually arranges teaching assignments in consultation with the department's Scheduling Committee. 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.

B. Research: Tenured and Tenure-Track Faculty

The department expects its faculty members to engage in research continuously, to present their findings regularly to their professional peers, and to integrate their research into their teaching. Although publication is central, the department is also interested in such indices of scholarly distinction as grants and awards, memberships on boards of editors, leadership roles in prominent professional societies, and visiting lectureships in both the United States and abroad.

Faculty members whose scholarly productivity, in terms of quantity and quality, exceeds the norm expected in the department may be offered a service reduction.

C. Service: Tenured and Tenure-Track Faculty

Good citizenship is valued in the department. Good citizenship consists in contributing to the common good of the department, but does not exclude dissent and constructive criticism. Being a good departmental citizen means, in part, serving as a member or chair of the department's committees, each of which helps coordinate, support, and evaluate the work of the department in teaching and research. It also means serving in positions and on committees outside the department. In addition, members commonly assume service responsibilities in their professional associations. The department also recognizes public service and outreach activities at local, state, national, and international levels.

D. Special Assignments

Information on special assignments (SAs) is presented in the Office of Academic Affairs [Special Assignment Policy](#).

E. Parental Modification of Duties

The Department of Germanic Languages and Literatures strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty members. To this end, the department is committed to adhering to the College of Arts and Sciences' guidelines on parental modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption. See the [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 Executive Dean or their delegate.

F. Allocation of Departmental Resources

Resource allocation amounts and guidelines for faculty travel and research expenses, including films, photocopying, and RA support, will be determined for each academic year by the department chair.

G. 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](#). The information provided below supplements these policies.

All faculty should inform the department chair of all impending plans for extensive leave as listed below – discretionary, medical, unpaid, and FPL – at least six months before the time of the projected leave. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave. Faculty Rule [3335-5-08](#) requires that absence from campus for more than ten consecutive business days during a semester be approved by the chair, divisional dean, and executive vice president and provost.

1. Discretionary Absence

Faculty are expected to complete a travel request or a [request for absence](#) form (requires log-in) 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.

2. Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty members are expected to complete a [request for absence](#) form (requires log-in) 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](#).

3. 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](#). The information provided below supplements these policies.

4. Faculty Professional Leave

Information on faculty professional leaves is presented in the OAA [Policy on Faculty Professional Leaves](#). The information provided below supplements these policies.

The chair will review all requests for faculty professional leave and evaluate them according to the following criteria:

1. Scope and Nature of the project, the specific objective for the Faculty Professional Leave period, and the purpose of the study being undertaken.
2. Evidence that the projected study will make a significant contribution to the field involved.
3. Evidence that the applicant will be able to make substantial progress on the projected study or in the area of study during the requested leave period.
4. The qualifications of the applicant to undertake the proposed study.

The chair will submit a recommendation on FPL applications to the Executive Dean or their delegate and rank the applications using the above criteria.

H. Supplemental Compensation and Paid External Consulting Activity

1. The department's guidelines follow university policies for supplemental compensation policies and for 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](#).).

2. **Assigning Faculty Authored Textbooks**

Any faculty who wish to assign books they have authored and for the sale of which they will receive royalties must submit the syllabus for the course to the chair of the department at least three weeks before the beginning of the semester in which the book will be used. The syllabus will be reviewed by the Executive Committee for appropriateness.

I. Financial Conflicts of Interest

Information on faculty supplemental compensation 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.

J. Grievance Procedures

The department will review all faculty, staff, and student complaints and grievances, as well as allegations of sexual harassment and faculty misconduct, on an *ad hoc* basis. For academic cases, the department chair will appoint a three-person committee to investigate the complaint, grievance, or allegation. Nonacademic matters will immediately be referred to the Office of Human Resources and the Office of Legal Affairs. Content below describes procedures for the review of specific types of complaints and grievances:

1. Salary Grievances

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

Faculty members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter may be eligible to file a more formal salary appeal

through the College of Arts and Sciences Faculty Salary Appeals Process, which is described 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.

2. Faculty Misconduct

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule [3335-5-04](#).

3. Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are set forth in Faculty Rule [3335-5-05](#).

4. Harassment, Discrimination, and Sexual Misconduct

The [Office of Institutional Equity](#) exists to help the Ohio State community prevent and respond to all forms of harassment, discrimination, and sexual misconduct.

- Ohio State's policy and procedures related to affirmative action, equal employment opportunity, and non-discrimination/harassment are set forth in university [Policy 1.10](#).
- Ohio State's policy and procedures related to sexual misconduct are set forth in university [Policy 1.15](#).

5. Violations of Laws, Rules, Regulations, or Policies

Concerns about violations of laws, rules, regulations, or policies affecting the university community should be referred to the [Office of University Compliance and Integrity](#). Concerns may also be registered anonymously through the [Anonymous Reporting Line](#).

6. Complaints by and about Students

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring complaints about courses and instructors to the department chair, the chair will first ascertain whether 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. See Faculty Rule [3335-8-23](#).

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

7. Academic Misconduct

Faculty members will report any instances of academic misconduct to the [Committee on Academic Misconduct](#) in accordance with the [Code of Student Conduct](#). See also Board of Trustees Rule [3335-23-05](#).