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**Pattern of Administration
for
The Ohio State University
Department of Linguistics**

Approved by the Faculty: 5/24/1999; 5/20/2002; 11/18/2005; 4/15/2013;
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1 **I Introduction**

2
3 This document provides a brief description of the Department of Linguistics, as well as a description of
4 its guidelines and procedures. It supplements the [Rules of the University Faculty](#), and other policies and
5 procedures of the university to which the department and its faculty are subject. The latter rules, policies
6 and procedures, and changes in them, take precedence over statements in this document.
7

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

13 This Pattern of Administration can be amended by consensus of the Committee of the Whole. If
14 consensus cannot be reached, a two-thirds positive vote of the Committee of the Whole (Section VI) will
15 be required to amend this document. Proposed amendments must be made in writing to the department
16 chair at least two weeks before the next scheduled meeting of the Committee of the Whole.
17

18 **II Department Mission**

19
20 The overall mission of the Department of Linguistics is to pursue the scientific investigation of language
21 as a human phenomenon in its historical, psychological, and social dimensions, through effective and
22 innovative undergraduate teaching, a research-oriented graduate program, and high-quality faculty and
23 student research covering the major subareas within the discipline of linguistics.
24

25 **III Academic Rights and Responsibilities**

26
27 In April 2006, the university issued a [reaffirmation](#) of academic rights, responsibilities, and processes for
28 addressing concerns.
29

30 **IV Faculty**

31
32 Faculty Rule [3335-5-19](#) defines the types of faculty appointments possible at The Ohio State University
33 and the rights and restrictions associated with each type of appointment. For purposes of governance, the
34 faculty of this department includes tenure-track faculty with compensated FTEs of at least 51% in the
35 Department, and associated faculty.
36

37 Associated faculty include lecturers and senior lecturers, tenure-track faculty with 1-50% appointments,
38 visiting faculty, and adjunct faculty. These individuals may be appointed by the department chair on the
39 recommendation of the departmental faculty in cases of instructional need, usually to cover the absence of
40 permanent faculty. The amount of remuneration is determined by the department chair, with approval by
41 the executive dean or designee.
42

43 Visiting faculty (at the rank of instructor, assistant professor, associate professor, or professor), are
44 appointed by the department chair in consultation with faculty according to their expertise and subject to
45 the approval of the executive dean or designee. These full-time, compensated appointments are renewable
46 up to three years. The department encourages visits of international scholars, however, the department
47 chair may limit the number of visitors in a manner consistent with available departmental resources. The
48 department chair must assure that at least one faculty member is willing to take responsibility for
49 sponsoring the visitor.
50

1 Courtesy appointments, which may be made by the department chair on recommendation of the
2 departmental faculty and approval of the executive dean or designee, are not paid, and may be renewed.

3
4 Emeritus Faculty may be re-hired on short-term agreements subject to programmatic needs, availability of
5 funds, and university policy, including approval by the Office of Academic Affairs.

6
7 Tenure-track faculty are eligible to vote on all matters of faculty governance within the department. The
8 departmental faculty may vote to extend department governance rights to associated faculty, except
9 tenure-track appointment, promotion, and tenure decisions. Emeritus faculty in this department are invited
10 to participate in discussions on non-personnel matters, but may not participate in personnel matters,
11 including promotion and tenure reviews, and may not vote on any matter.

12
13 Detailed information about the appointment criteria and procedures for the various types of faculty
14 appointments made in this department is provided in the [Appointments, Promotion and Tenure](#)
15 [Document](#).

16 17 **V Organization of Department Services and Staff**

18
19 The operations of the department are supported by three full-time staff members.

20 21 *Department Manager*

22
23 The department manager serves as the fiscal and human resources manager for the Department of
24 Linguistics; manages all budget/financial functions for the department, including development funds,
25 earnings funds, research funds, sponsored project funds, and private contracts; monitors fiscal and HR
26 activity; collaborates with the department chair to prepare budget projections and plans; prepares budget
27 reports; prepares budgets for sponsored research grants in collaboration with principal investigators and
28 the Office of Sponsored Programs; monitors grant activity to ensure compliance with sponsor regulations;
29 oversees personnel appointments on grants and contracts; manages time and effort reporting on grant
30 activities; advises the department chair regarding finances and reports; reconciles fiscal and HR data and
31 reports; manages performance management process for the department; analyzes HR activity and data to
32 advise the department chair in decision making; resolves operating problems and employee relations
33 issues; analyzes fiscal data; works closely with the Business Services Center on processing of HR and
34 fiscal transactions; manages the department's purchasing card; and completes other duties as assigned.

35 36 *Graduate Program Coordinator*

37
38 The graduate program coordinator coordinates the department's graduate program; coordinates the
39 department's communications in collaboration with ASC Communication; analyzes enrollment statistics;
40 coordinates special events; coordinates development activities; coordinates promotion and tenure and
41 faculty reviews; supervises undergraduate student office employees; provides general office management;
42 teaches Linguistics course(s); and completes other duties as assigned.

43 44 *Undergraduate Program Coordinator*

45
46 The undergraduate program coordinator serves as academic counselor and counseling coordinator; assists
47 students in selection of courses consistent with their developing goals and interests; participates in
48 orientation and recruitment activities; participates on department, college, and other relevant
49 administrative committees; maintains a database of undergraduate students; produces regular detailed
50 reports related to advising performance and expectations; organizes visits of prospective undergraduate
51 students; organizes course scheduling and room assignments; monitors enrollments and oversees course

1 evaluation; manages curricular flow and curricular concurrence; reviews curricular requests; provides
2 advice to faculty members regarding curricular issues; manages and coordinates assessment process for
3 undergraduate program; oversees assessment initiatives involving data collection and analysis; supervises
4 and evaluates lecturers; coordinates special events, including social events, conferences, workshops,
5 outreach activities and initiatives, booking accommodations; performs administrative job actions; teaches
6 Linguistics course(s) as needed; and completes other duties as assigned.

7 8 **VI Overview of Department Administration and Decision-Making**

9
10 The administrative procedures of the Department of Linguistics are designed to foster the widest possible
11 participation in departmental decision-making by the faculty and its students. To the extent possible,
12 decision-making is carried out in faculty department meetings, wherein the tenure-track faculty and one
13 elected representative of the graduate students act as a Committee of the Whole. If it is necessary or
14 expedient, decisions may be reached through consultation by the department chair with the members of
15 the Committee of the Whole individually, through face-to-face meetings or electronically.

16
17 The implementation of departmental policy is the responsibility of the chair, although in certain cases this
18 responsibility will normally be delegated, e.g., to the Graduate Studies Committee chair, the
19 Undergraduate Studies Committee chair, or the chair of the various M.A. and Ph.D. committees, etc. The
20 department chair will regard himself/herself as bound by any majority vote of the Committee of the
21 Whole (where matters at hand fall within the province of the department) unless he/she believes that there
22 are compelling reasons for acting otherwise. In this latter event, he/she is to convene the departmental
23 members and elected student representative (if appropriate), advise them of his/her belief, and give those
24 present an opportunity to change the vote or to persuade him/her that his/her reasons are not compelling.
25 Should this meeting fail to produce agreement, the department chair and a representative of the dissenting
26 faculty will each prepare representations to the university official within whose province the issue at
27 dispute lies detailing the reasons for their positions. The department and department chair will be bound
28 by a decision of this university official. In certain exceptional cases (e.g., during the summer or when
29 great speed in decision making is indicated) the department chair may elect to assume the responsibility
30 of decision-making. However, the department chair is expected to make every effort to consult with
31 available faculty and the elected representative of the students before coming to a decision in such cases
32 and any decision made is subject to review and possible modification at the next regularly scheduled
33 faculty meeting.

34 35 **VII Department Administration**

36 37 **A Department Chair**

38
39 The Department Chair is selected, appointed and re-appointed according to a process specified in the
40 [Pattern of Administration of the College of Arts and Sciences](#) (Section VI.A.1) and Faculty Rule
41 [3335-3-35](#). In the decision processes to select, appoint, reappoint, and conduct an internal vs. external
42 search for the chair, the executive dean of the college or designee will consider feedback from the
43 department.

44
45 The primary responsibilities of the department chair are set forth in Faculty Rule [3335-3-35](#). This rule
46 requires the department chair to develop, in consultation with the faculty, a Pattern of Administration
47 with specified minimum content. The rule, along with Faculty Rule [3335-6](#), also requires the
48 department chair to prepare, in consultation with the faculty, a document setting forth policies and
49 procedures pertinent to appointments, reappointments, promotion, and tenure.

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

- 3
- 4 • To have general administrative responsibility for department programs, subject to the approval of
5 the dean of the college, and to conduct the business of the department efficiently. This broad
6 responsibility includes the acquisition and management of funds and the hiring and supervision of
7 faculty and staff.
- 8
- 9 • To plan with the members of the faculty and the executive dean of the college or designee a
10 progressive program; to encourage research and educational investigations.
- 11
- 12 • To evaluate and improve instructional and administrative processes on an ongoing basis; to
13 promote improvement of instruction by providing for the evaluation of each course when offered,
14 including written evaluation by students of the course and instructors, and periodic course review
15 by the faculty.
- 16
- 17 • To evaluate faculty members annually in accordance with both university and department
18 established criteria; to inform faculty members when they receive their annual performance and
19 merit review of their right to review their primary personnel file maintained by their department
20 and to place in that file a response to any evaluation, comment, or other material contained in the
21 file.
- 22
- 23 • To recommend, after consultation with the tenured faculty, appointments, reappointments,
24 promotions, dismissals, and matters affecting the tenure of members of the department faculty to
25 the dean of the college, in accordance with procedures set forth in Faculty Rule [3335-6](#) and this
26 department's Appointments, Promotion and Tenure Document.
- 27
- 28 • To see that all faculty members, regardless of their assigned location, are offered the privileges
29 and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of
30 morale.
- 31
- 32 • To maintain a curriculum vitae for all personnel teaching a course in the department's curriculum.
- 33
- 34 • To see that adequate supervision and training are given to those members of the faculty and staff
35 who may profit by such assistance.
- 36
- 37 • To prepare annual budget recommendations for the consideration of the dean of the college.
- 38
- 39

40 Day-to-day responsibility for specific matters may be delegated to others, but the department chair
41 retains final responsibility and authority for all matters covered by this document, subject when
42 relevant to the approval of the college dean, Office of Academic Affairs, and Board of Trustees.

43
44 Operational efficiency requires that the department chair exercise a degree of autonomy in
45 establishing and managing administrative processes. The articulation and achievement of department
46 academic goals, however, are most successful when all faculty members participate in discussing and
47 deciding matters of importance. The department chair will therefore consult with the faculty on all
48 educational and academic policy issues and will respect the principle of majority rule. When a
49 departure from majority rule is judged to be necessary, the department chair will explain to the faculty
50 the reasons for the departure, ideally before action is taken.

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B Other Administrators

Director of Graduate Studies

The director of graduate studies serves as chair of the Graduate Studies Committee. The primary responsibilities of the director of graduate studies are to oversee and administer the department's graduate degree programs and to serve as the liaison between the Graduate School and the graduate faculty members in the graduate program. Other responsibilities of the director of graduate studies include, but are not limited to: overseeing graduate student recruitment, admissions, and fellowship nominations; leading biannual reviews of graduate student progress; and evaluating and improving instructional and administrative processes in the graduate program on an ongoing basis.

Director of Undergraduate Studies

The director of undergraduate studies serves as chair of the Undergraduate Studies Committee and Honors Advisor. The primary responsibility of the director of undergraduate studies is to oversee and administer the department's undergraduate degree programs and curriculum. Other responsibilities of the director of undergraduate studies include, but are not limited to: academic advising of Honors majors and minors in linguistics; overseeing undergraduate student recruitment; and evaluating and improving instructional and administrative processes in the undergraduate program on an ongoing basis.

GTA Coordinator

The GTA coordinator, who may be a senior lecturer, oversees all graduate teaching associates in the department. The responsibilities of the GTA coordinator include, but are not limited to: reviewing all GTA syllabi prior to the start of each semester; conducting in-class evaluations of all GTAs each semester; teaching LING 6000 Teaching Introductory Linguistics and LING 7890.01 TA Workshop; overseeing revision of the *Language Files*; and compiling nominations of GTAs for internal and external teaching awards.

C Committees

Much of the development and implementation of the department's policies and programs is carried out by standing and ad hoc committees. The department chair is an ex officio member of all department committees and may vote as a member on all committees except the Committee of the Eligible Faculty.

Except for the Committee of the Whole, all faculty appointments to committees, including committee chairs, and other service assignments are made by the department chair, who may consult with the faculty to determine appropriate assignments. Appointments are normally for a one-year period, and are renewable. Except where otherwise noted, e.g., for ad hoc committees, for which the department chair will make the appointment, all student members of committees are elected by the students. All committee members, including faculty, staff, and student members, are voting members, except where otherwise noted.

Arts & Science Senator and Alternate

1 One faculty member serves as the Arts & Sciences Senator and a second faculty member as the
2 Alternate. The Senator, or Alternate in the Senator's absence, represents the department in the Faculty
3 Senate of the College of Arts & Sciences.

4
5 *Development Committee*

6
7 The Development Committee consists of a faculty chair, one additional faculty member, the graduate
8 program coordinator, and at least three graduate students. The committee is responsible for
9 developing and/or encouraging fundraising initiatives for the department, making recommendations
10 to the department chair regarding awarding funds from department development accounts, and
11 producing the department's biannual alumni newsletter.

12
13 *Diversity and Outreach Committee*

14
15 The Diversity and Outreach Committee consists of one faculty chair, one other faculty member, and
16 at least one graduate student member. Its responsibilities are to raise the profile of the department
17 across the university and in the broader community, to ensure recruitment across a broad cross-
18 section of students, and to collect, archive, and make available to members of the department
19 information relevant to diversity and outreach activities. The committee will work to foster ties with
20 the Office of Diversity and Inclusion, the Office of Ohio State ADVANCE, and the Office of STEM
21 Initiatives to gain access to, develop, and/or encourage initiatives that may enhance diversity within
22 the department or the university more generally. The Diversity and Outreach Committee also works
23 closely with the Diversity Advocate of each search committee to review candidates for open faculty
24 positions.

25
26 *Faculty Awards Committee*

27
28 The Faculty Awards Committee consists of one faculty chair, and at least one additional faculty
29 member. The committee is responsible for coordinating university internal and external award
30 nominations for the department's faculty members.

31
32 *Graduate Studies Committee*

33
34 The Graduate Studies Committee consists of a faculty chair, at least two members of the graduate
35 faculty as appointed by the department chair, and an elected student member. The elected student
36 member must be in at least their third year in the program to stand for election. The duties of the
37 Graduate Studies Committee are to supervise any correspondence with prospective graduate students,
38 to screen applicants for admission to the graduate program and for fellowship nominations (the final
39 decisions to be made by the full faculty), to jointly oversee, with the Undergraduate Studies
40 Committee, the MA program, and to perform other duties of a departmental graduate studies
41 committee as set forth in the Graduate School Handbook. The committee serves as advisory to the
42 department chair concerning graduate course offerings. The student member participates in all
43 activities related to the graduate program, except for those involving specific students, including
44 prospective students. The student member therefore does not participate in admissions or biannual
45 student reviews, among other activities.

46
47 *Junior Faculty Mentoring Committees*

48
49 Each non-tenured tenure-track faculty member and, where feasible, each associate professor, shall be
50 assigned a mentor or mentoring committee made up one or more faculty members more senior than

1 the mentee. The committee is responsible for mentoring the junior faculty member in publishing,
2 teaching, service, and other areas, as relevant.

3
4 *Laboratory and Computing Committee*

5
6 The Laboratory and Computing Committee consists of a faculty chair, at least two other faculty
7 members, an IT staff member, and at least two graduate student members. Its purpose is to oversee
8 the functions of the department's computing equipment including copiers and printers, to administer
9 their operation, maintenance, and improvement, and to organize and run tutorials, typically 3-4 per
10 year, on technical and professionalization topics. Upon request, the committee provides the
11 department chair with a proposed budget for the following year, based on their assessment of the
12 department's computational needs. The chair of the committee serves as liaison to the systems
13 support staff.

14
15 *Language Files Committee*

16
17 The Language Files Committee consists of the GTA coordinator and the department chair. Graduate
18 students may be asked to contribute to the work of the committee on an ad hoc basis. The committee
19 is responsible for vetting enquiries regarding *Language Files*, for maintaining a record of revisions to
20 past editions and those proposed for future editions, and producing new editions.

21
22 *Library Liaison*

23
24 One faculty member serves as Library Liaison. Members of the department may recommend
25 linguistic materials for acquisition to the Library Liaison or send the request directly to the University
26 Acquisitions Librarian for languages and linguistics. The Library Liaison represents the department in
27 any deliberations within the university concerning university library policy.

28
29 *Linguistics Outside the Classroom Committee*

30
31 The Linguistics Outside the Classroom (LOC) Committee consists of the PI of the Comprehensive
32 Research Protocol in Linguistics as approved by the Office of Responsible Research Practices, the
33 GTA coordinator, and at least two graduate students. Either the PI of the Comprehensive Research
34 Protocol in Linguistics or the GTA coordinator may serve as chair of the committee. The committee
35 is responsible for administering and maintaining the LOC requirements in undergraduate courses and
36 for keeping IRB approval of the departmental research protocol, including the subject pool protocol,
37 current.

38
39 *Peer Review of Teaching Committee*

40
41 The peer review of teaching committee is described in full in the [Appointments, Promotion and
42 Tenure Document](#).

43
44 *Committee of the Eligible Faculty*

45
46 The Committee of the Eligible Faculty serves as the promotion and tenure committee for the
47 Department of Linguistics. The membership and duties of the Committee of the Eligible Faculty are
48 described in the [Appointments, Promotion and Tenure Document](#). A committee chair is appointed
49 annually by the department chair.

50

1 *Social Events Committee*

2
3 The social events committee is made up of four department members, including faculty, staff, and
4 graduate students. The committee is chaired by a faculty or staff member appointed by the department
5 chair. The committee is responsible for coordinating department social events, such as parties and
6 other functions.

7
8 *Speakers Committee*

9
10 The Speakers Committee consists of a faculty chair and at least five graduate student members.
11 Members of the committee share the responsibility of maintaining the department's calendar of
12 events, scheduling the department's colloquium series, notifying the linguistics community of
13 upcoming talks, and of assuring that there is a faculty or student host assigned to coordinate the visit
14 of each external speaker. The host need not be a member of the Speakers Committee. The Speakers
15 Committee chair will take the lead in organizing graduate student talks relating to requirements of the
16 graduate program. The Speakers Committee coordinates its funding activities with the Department
17 Manager and department chair.

18
19 *Teaching Awards Committee*

20
21 The Teaching Awards Committee consists of a faculty chair (who may be a senior lecturer), at least
22 one student member who is a former Teaching Award winner, and, where feasible, one other faculty
23 member. Its purpose is to screen nominations for the Departmental Award(s) for Excellence in
24 Teaching Linguistics by graduate teaching associates and to make a decision about the current year's
25 awardee(s).

26
27 *Travel Committee*

28
29 The Travel Committee consists of a faculty chair and one other faculty member. Its purpose is to
30 review applications and recommend funding for graduate students to travel to present their work at
31 scholarly conferences, conduct research, or attend workshops or summer schools related to their
32 research. The Travel Committee coordinates its funding activities with the Department Manager and
33 department chair through a dedicated database.

34
35 *Undergraduate Studies Committee*

36
37 The Undergraduate Studies Committee consists of a faculty chair who also serves as honors advisor,
38 the undergraduate program coordinator, the GTA coordinator, and other faculty as appointed by the
39 department chair. The committee is responsible for overseeing the linguistics undergraduate programs
40 and the linguistics general education courses, and for jointly overseeing, with the Graduate Studies
41 Committee, the MA program. The committee serves as advisory to the department chair concerning
42 undergraduate course offerings.

43
44 *Advisory and Ad Hoc Committees*

45
46 In addition to the standing committees described above, the chair may appoint advisory committees to
47 advise him/her on administrative matters. In addition, the chair may appoint ad hoc committees from
48 time to time for special tasks, such as searching for candidates for an open faculty position,
49 supervising a departmental publication, etc. Unless the nature of the committee's task demands
50 otherwise, at least one student from the department will be included in any such committee. Any

1 other positions required of TIUs by other University organizations will be filled in the prescribed
2 manner.

3 4 **VIII Department Meetings**

5
6 The policies of the Department of Linguistics are determined in department meetings, chaired by the
7 department chair, which are open to all members of the faculty (tenure-track and associated), all staff, and
8 all graduate and undergraduate students majoring in linguistics, as well as to anyone else as prescribed by
9 Ohio law. The department chair will provide to the faculty, staff, and graduate students a schedule of
10 department faculty meetings at the beginning of each academic term. The schedule will provide for at
11 least one meeting per semester and normally will provide for biweekly meetings. A call for agenda items
12 and completed agenda will be delivered to the faculty, staff, and graduate students by email before a
13 scheduled meeting. A meeting of the department faculty will also be scheduled on written request of 25%
14 of the faculty. The department chair will make reasonable efforts to have the meeting take place within
15 one week of receipt of the request. Any faculty member or student may have a policy question placed on
16 the agenda. The department chair will be responsible for seeing that minutes are maintained for all
17 department meetings on the department's internal website.

18
19 Special policies pertain to voting on personnel matters, and these are set forth in the department's
20 Appointments, Promotion and Tenure Document. In the event that an item on the agenda of a faculty
21 meeting concerns an individual student or faculty member, all students will be excluded from the
22 meeting. Staff and associated faculty will also be excluded from the meeting, unless their assigned duties
23 are relevant to the meeting agenda (e.g., GTA coordinator, graduate program coordinator).

24
25 For purposes of discussing department business other than personnel matters, and for making decisions
26 where consensus is possible and a reasonable basis for action, a quorum will be defined as a simple
27 majority of all members of the Committee of the Whole who are eligible to vote. Only tenure-track
28 faculty members and one elected representative of the department's students may vote on policy questions
29 decided by the Committee of the Whole. Decisions on policy questions will be decided by a majority
30 vote. In order for the vote to be valid, at least two-thirds of all the eligible voters must vote. Abstentions
31 are not votes. Eligible voters may vote by conference call or video conference, and those who are not
32 physically present at the time of the vote may vote by absentee ballot. In general, an attempt will always
33 be made to reach a decision on departmental matters by consensus of those present at all department
34 meetings, an actual vote being taken only if a consensus fails to be reached after discussion of the issues
35 involved.

36
37 Either the department chair or one-third of all faculty members eligible to vote may determine that a
38 formal vote conducted by written ballot is necessary on matters of special importance. For purposes of a
39 formal vote, a matter will be considered decided when a particular position is supported by at least a
40 majority of all faculty members eligible to vote. Balloting will be conducted by mail or email when
41 necessary to assure maximum participation in voting. When conducting a ballot by mail or email, faculty
42 members will be given one week to respond.

43
44 When a matter must be decided and a simple majority of all faculty members eligible to vote cannot be
45 achieved on behalf of any position, the department chair will necessarily make the final decision.

46
47 The Department of Linguistics accepts the fundamental importance of full and free discussion but also
48 recognizes that such discussion can only be achieved in an atmosphere of mutual respect and civility.
49 Normally department meetings will be conducted with no more formality than is needed to attain the
50 goals of full and free discussion and the orderly conduct of business. However, Robert's Rules of Order
51 will be invoked when more formality is needed to serve these goals.

1
2 **IX Distribution of Faculty Duties and Responsibilities**
3

4 The Office of Academic Affairs requires TIUs to have guidelines on the distribution of faculty duties and
5 responsibilities (See the OAA [Policies and Procedures Handbook](#), Volume 1, Chapter 2, Section 1.4.3).
6

7 During on-duty periods, faculty members are expected to be available for interaction with students,
8 research, and department meetings and events even if they have no formal course assignment. On-duty
9 faculty members should not be away from campus for extended periods of time unless on an approved
10 leave (see section XII) or on approved travel.
11

12 The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the demands and
13 resources of the department and the individual circumstances of faculty members may warrant temporary
14 deviations from these guidelines. Assignments and expectations for the upcoming year are addressed as
15 part of the annual review by the department chair.
16

17 A full-time faculty member's primary professional commitment is to Ohio State University and the
18 guidelines below are based on that commitment. Faculty who have professional commitments outside of
19 Ohio State during on-duty periods (including teaching at another institution; conducting research for an
20 entity outside of Ohio State; external consulting) must disclose and discuss these with the department
21 chair in order to ensure that no conflict of commitment exists. Information on faculty conflicts of
22 commitment is presented in the OAA [Policy on Faculty Conflict of Commitment](#).
23

24 **A Tenure-track Faculty**
25

26 Tenure-track faculty members are expected to contribute to the university's mission via teaching,
27 scholarship, and service. When a faculty member's contributions decrease in one of these three areas,
28 additional activity in one or both of the other areas is expected.
29

30 **Teaching**
31

32 All tenure-track faculty are expected to contribute to the department's teaching, including large
33 enrollment and specialized courses in both the undergraduate and graduate curriculums. The standard
34 teaching assignment for full-time tenure-track faculty members in the Department of Linguistics is
35 four courses per academic year. The maximum course load per year is eight courses for faculty who
36 do no service, advising, publication, or research. The minimum is zero for faculty on leave for the
37 entire year. In addition, faculty are expected to advise majors, minors, and graduate students, serve on
38 graduate examining committees, direct honors, bachelors, and masters theses, and serve on doctoral
39 committees in other units, while also providing individualized directed study and research for both
40 undergraduate and graduate students.
41

42 Adjustments to the standard teaching assignment may be made to account for teaching a new class,
43 the size of the class, whether the class is taught on-line or team-taught, and other factors that may
44 affect the preparation time involved in teaching the course. Teaching loads may also be reduced as a
45 result of contractual negotiations, as a result of grants and fellowships, as a result of SAs and FPLs, or
46 at the discretion of the chair for particularly demanding service obligations (such as graduate studies
47 chair, undergraduate studies chair, major national professional offices, or major editorships).
48

49 The teaching assignments of any given academic year are to be determined by the department chair in
50 consultation with each faculty member. Courses that fall within the expertise of more than one faculty
51 member are to rotate among those having this expertise when feasible. In the planning of course

1 offerings by the department chair and members of the faculty, the following factors will be given
2 consideration: the faculty's views as to what courses and seminar topics constitute a valuable and
3 academically sound program in linguistics, the students' views as to what courses and topics they
4 most wish to take, and overall curricular needs of various tracks within the graduate program, of the
5 undergraduate program, and of other programs on campus. Typically, each member of the faculty will
6 teach at all levels of the curriculum in each year, including lower-division undergraduate courses, GE
7 courses, courses for majors, and graduate courses.
8

9 The Department of Linguistics, recognizing the importance of evaluation in the furthering of effective
10 teaching, requires that course and instructor evaluation forms be completed by the end of the
11 semester. Teaching excellence is to be measured primarily by means of Student Evaluation of
12 Instructor (eSEI) forms and peer evaluations, both of which are considered necessary to the annual
13 review of all faculty and to the promotion and tenure review of probationary faculty. Comparable
14 evaluation methods are to be used for LING 7890 discussion groups.
15

16 **Scholarship**

17

18 All tenure-track faculty members are expected to be engaged in scholarship as defined in the
19 department's [Appointments, Promotion, and Tenure Document](#). Faculty in the Department of
20 Linguistics are expected to maintain an active research program, as evidenced by the publication of
21 books, articles in scholarly journals, participation in professional meetings and publications in their
22 proceedings, and seeking and obtaining external funding where such funding is available and relevant
23 for the faculty member's research. The typical quantity of published work is approximately one major
24 piece per year or the equivalent, but this should not be taken as either necessary or sufficient for
25 promotion. Here and elsewhere, a major piece consists of a monograph or an article in a peer-refereed
26 journal or proceeding, or a chapter in an editor-refereed volume. Faculty with the opportunity to
27 obtain external funding are expected to be funded or seeking funding at all times.
28

29 **Service**

30

31 Faculty members are expected to be engaged in service and outreach to the department, university,
32 profession, and community. All faculty in the Department of Linguistics are expected to participate in
33 department, college, and university governance when called to do so, and to participate in the
34 appropriate professional organizations.
35

36 All faculty members are expected to attend and participate in department meetings, recruitment
37 activities, and other department events.
38

39 **i Special Assignments**

40

41 Information on special assignments (SAs) is presented in the Office of Academic Affairs [Special](#)
42 [Assignment Policy](#). The information provided below supplements these policies.
43

44 Requests for Special Assignments (SA) for a given year are to be given to the department chair in
45 the form of an explicit, written research proposal, normally in the early spring of the preceding
46 academic year. The department chair will recommend a candidate for SA to the executive dean of
47 the college or designee provided that he/she is convinced that (a) the department can adjust its
48 teaching schedule and committee work to the absence of the faculty member; (b) the proposed
49 research is of importance to the field of linguistics; and (c) the proposed research can be
50 completed during the time period requested. In the event that more proposals are submitted than
51 can be accommodated by the teaching schedule of the department in a given year, the department

1 chair will make his/her recommendations to the college on the basis of the relative merits of the
2 proposals. When proposals are of roughly equal merit, the department chair will make his/her
3 recommendations in such a way as to distribute SAs as equitably as possible among the members
4 of the department.

5 6 **B Associated Faculty**

7
8 Compensated associated faculty members are expected to contribute to the university's mission via
9 teaching or research depending on the terms of their individual appointments.

10
11 Faculty members with tenure-track titles and appointments <50% FTE will have reduced expectations
12 based on their appointment level.

13
14 Expectations for compensated visiting faculty members will be based on the terms of their
15 appointment and are comparable to that of tenure-track faculty members except that service is not
16 required.

17
18 The standard teaching assignment for full-time lecturers is eight courses per academic year.

19 20 **C Parental Modification of Duties**

21
22 The department of the Department of Linguistics strives to be a family-friendly unit in its efforts to
23 recruit and retain high quality faculty members. To this end, the department is committed to adhering
24 to the College of Arts and Sciences's guidelines on parental modification of duties to provide its
25 faculty members flexibility in meeting work responsibilities within the first year of
26 childbirth/adoption. See the [college pattern of administration](#) for details.

27
28 The faculty member requesting the modification of duties for childbirth/adoption and the department
29 chair should be creative and flexible in developing a solution that is fair to both the individual and the
30 unit while addressing the needs of the university. Expectations must be spelled out in an MOU that is
31 approved by the dean.

32 33 **X Course Offerings and Teaching Schedule**

34
35 The department chair will annually develop a schedule of course offerings and teaching schedules in
36 consultation with the faculty, both collectively and individually. While every effort will be made to
37 accommodate the individual preferences of faculty, the department's first obligation is to offer the courses
38 needed by students at times and in formats, including online instruction, most likely to meet student
39 needs. To assure classroom availability, reasonable efforts must be made to distribute course offerings
40 across the day and week. To meet student needs, reasonable efforts must be made to assure that course
41 offerings match student demand and that timing conflicts with other courses students are known to take in
42 tandem are avoided. A scheduled course that does not attract the minimum number of students required
43 by Faculty Rule [3335-8-16](#) may need to be canceled at the discretion of the department chair and the
44 faculty member scheduled to teach that course will be assigned to another course for that or a subsequent
45 semester. Finally, to the extent possible, courses required in any curriculum or courses with routinely high
46 demand will be taught by at least two faculty members across semesters of offering to assure that
47 instructional expertise is always available for such courses.

48 49 **XI Allocation of Department Resources**

50

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

4
5 The department chair will discuss the department budget with the faculty, as appropriate, and attempt to
6 achieve consensus regarding the use of funds across general categories. However, final decisions on
7 budgetary matters rest with the department chair.

8
9 Research space shall be allocated on the basis of research productivity, including external funding, and
10 will be reallocated periodically as these faculty-specific variables change.

11
12 The allocation of office space will include considerations such as achieving proximity of faculty in
13 subdisciplines and productivity and grouping staff functions to maximize efficiency.

14
15 The allocation of salary funds is discussed in the Appointments, Promotion, and Tenure Document.

16
17 Offers of appointment as Graduate Teaching Associates (GTA) or Graduate Research Associates (GRA)
18 are made to incoming students by the department chair upon the advice of the faculty after review of
19 applications from these students. Appointments or reappointments of current graduate students as GTAs
20 and GRAs are decided by the faculty as a whole in a faculty meeting, except that the department chair
21 alone will make decisions about such appointments when events require that these be made at a time
22 when the faculty cannot be consulted. Appointment and reappointment as a GTA requires successful
23 completion of LING 6000 and evidence of good teaching ability, as measured by observation of teaching
24 by a faculty member or the GTA coordinator and Student Evaluations of Instruction. These may be
25 supplemented by other forms of teaching evaluation, as necessary and appropriate to determine all
26 evidence of a GTA's potential to teach well. However, a student is not guaranteed reappointment as a
27 GTA or GRA if his/her progress toward a degree is not deemed satisfactory. If the number of qualified
28 graduate students exceeds the number of GTA/GRA positions available, decisions as to which students
29 receive support will be made on the basis of both the student's ability as a GTA or GRA and the student's
30 promise as a scholar of linguistics. Allotment of the various kinds of GTA and GRA positions among
31 qualified graduate students is made on the basis of both the department's needs (e.g., faculty research
32 projects, *Language Files* revision, etc.) and the student's preferences.

33
34 Admission of a student into the Ph.D. program implies that the department will make every effort to
35 ensure that the student is funded for at least the first five years in the program, assuming normal progress
36 in the program.

37
38 Travel funds for graduate students are allocated by the Travel Committee. For other members of the
39 department, funds are allocated by the department chair for travel in the conduct of departmental business
40 or to present papers or engage in colloquia at significant meetings of linguists or scholars in related
41 disciplines. In general, the policy of the department is to disburse funds for travel in as equitable a manner
42 as is possible, but also taking into account the relative scholarly significance of proposed trips.

43 44 **XII Leaves and Absences**

45
46 In general, there are four types of leaves and absences taken by faculty (in addition to parental leave,
47 which is detailed in the [Parental Care Guidebook](#)). The university's policies and procedures with respect to
48 leaves and absences are set forth in the Office of Academic Affairs [Policies and Procedures Handbook](#)
49 and Office of Human Resources [Policies and Forms website](#). The information provided below
50 supplements these policies.

51

1 **A Discretionary Absence**
2

3 Discretionary absence from duty (for attendance at a professional meeting or to engage in consulting)
4 will be coordinated so as not to interfere with instructional or other comparable commitments. Faculty
5 are expected to complete a travel request or an [Application for Leave form](#) well in advance of a
6 planned absence to provide time for its consideration and approval and time to assure that
7 instructional and other commitments are covered. Discretionary absence from duty is not a right, and
8 the department chair retains the authority to disapprove a proposed absence when it will interfere with
9 instructional or other comparable commitments. Such an occurrence is most likely when the number
10 of absences in a particular semester is substantial. [Rules of the University Faculty](#) require that the
11 Office of Academic Affairs approve any discretionary absence longer than 10 consecutive business
12 days (see Faculty Rule [3335-5-08](#)) and such leaves must be requested on the [Application for Leave](#)
13 [form](#).
14

15 **B Absence for Medical Reasons**
16

17 When absences for medical reasons are anticipated, faculty members are expected to complete an
18 [Application for Leave form](#) as early as possible. When such absences are unexpected, the faculty
19 member, or someone speaking for the faculty member, should let the department chair know
20 promptly so that instructional and other commitments can be managed. Faculty members are always
21 expected to use sick leave for any absence covered by sick leave (personal illness, illness of family
22 members, medical appointments). Sick leave is a benefit to be used—not banked. For additional
23 details see OHR [Policy 6.27](#).
24

25 **C Unpaid Leaves of Absence**
26

27 The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of
28 absence are set forth in OHR [Policy 6.45](#).
29

30 **D Faculty Professional Leave**
31

32 Information on faculty professional leaves is presented in the OAA [Policy on Faculty Professional](#)
33 [Leave](#). The information provided below supplements these policies.
34

35 The department's ad hoc FPL committee will be convened for those terms when FPL applications are
36 submitted for review, and will be composed of the Graduate Studies Committee chair and the
37 Undergraduate Studies Committee chair. If a conflict of interest arises such that a member of the
38 committee must recuse himself/herself, the department chair will appoint another faculty member as a
39 replacement. The committee will review all requests for FPL, and make a recommendation to the
40 department chair based on the following criteria:
41

- 42 • The importance of the proposed research to the field of linguistics.
- 43 • The likelihood that the proposed research will contribute to the goals of the department and
44 the future success of the faculty member's research program.
- 45 • The likelihood that the proposed research can be completed during the time period requested.
46

47 The department chair's recommendation to the dean regarding an FPL proposal will be based on the
48 quality of the proposal and its potential benefit to the department and to the faculty member, as well
49 as the ability of the department to accommodate the leave at the time requested. In the event that more
50 proposals are submitted than can be accommodated to the work of the department of a given year, the
51 department chair will make his/her recommendations to the dean on the basis of the relative merits of

1 the proposals. When proposals are of roughly equal merit, the department chair will make the
2 recommendations in such a way as to distribute FPLs as equitably as possible among the members of
3 the department.
4

5 **XIII Supplemental Compensation and Paid External Consulting**

6
7 Information on faculty supplemental compensation is presented in the OAA [Policy on Faculty](#)
8 [Compensation](#). Information on paid external consulting is presented in the university's [Policy on Faculty](#)
9 [Paid External Consulting](#). The information provided below supplements these policies.
10

11 This department adheres to these policies in every respect. In particular, this department expects faculty
12 members to carry out the duties associated with their primary appointment with the university at a high
13 level of competence before seeking other income-enhancing opportunities. All activities providing
14 supplemental compensation must be approved by the department chair regardless of the source of
15 compensation. External consulting must also be approved. Approval will be contingent on the extent to
16 which a faculty member is carrying out regular duties at an acceptable level, the extent to which the extra
17 income activity appears likely to interfere with regular duties, and the academic value of the proposed
18 consulting activity to the department. In addition, it is university policy that faculty may not spend more
19 than one business day per week on supplementally compensated activities and external consulting
20 combined.
21

22 Faculty who fail to adhere to the university's policies on these matters, including seeking approval for
23 external consulting, will be subject to disciplinary action.
24

25 Faculty with an administrative position (for example, chair, associate/assistant dean, center director)
26 remain subject to the Policy on Faculty Paid External Consulting and with appropriate approval, are
27 permitted to engage in paid external work activities. However, faculty members with administrative
28 positions are not permitted to accept compensation/honoraria for services that relate to or are the result of
29 their administrative duties and responsibilities.
30

31 Should a department faculty member wish to use a textbook or other material that is authored by the
32 faculty member and the sale of which results in a royalty being paid to him or her, such textbook or
33 material may be required for a course by the faculty member only if (1) the faculty member's department
34 chair and dean or designee have approved the use of the textbook or material for the course taught by the
35 faculty member, or (2) an appropriate committee of the department or college reviews and approves the
36 use of the textbook or material for use in the course taught by the faculty member.
37

38 **XIV Financial Conflicts of Interest**

39
40 Information on faculty financial conflicts of interest is presented in the university's [Policy on Faculty](#)
41 [Financial Conflict of Interest](#). A conflict of interest exists if financial interests or other opportunities for
42 tangible personal benefit may exert a substantial and improper influence upon a faculty member or
43 administrator's professional judgment in exercising any university duty or responsibility, including
44 designing, conducting, or reporting research.
45

46 Faculty members with external funding or otherwise required by university policy are required to file
47 conflict of interest screening forms annually and more often if prospective new activities pose the
48 possibility of financial conflicts of interest. Faculty who fail to file such forms or to cooperate with
49 university officials in the avoidance or management of potential conflicts will be subject to disciplinary
50 action.
51

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

4 5 **XV Grievance Procedures**

6
7 Members of the department with grievances should discuss them with the department chair who will
8 review the matter as appropriate and either seek resolution or explain why resolution is not possible.
9 Content below describes procedures for the review of specific types of complaints and grievances.

10 11 **A Salary Grievances**

12
13 A faculty or staff member who believes that his or her salary is inappropriately low should discuss the
14 matter with the department chair. The faculty or staff member should provide documentation to
15 support the complaint.

16
17 Faculty members who are not satisfied with the outcome of the discussion with the department chair
18 and wish to pursue the matter may be eligible to file a more formal salary appeal (see the Office of
19 Academic Affairs [Policies and Procedures Handbook](#)).

20
21 Staff members who are not satisfied with the outcome of the discussion with the department chair and
22 wish to pursue the matter should contact [Employee and Labor Relations](#) in the Office of Human
23 Resources.

24 25 **B Faculty Misconduct**

26
27 Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in
28 Faculty Rule [3335-5-04](#).

29 30 **C Faculty Promotion and Tenure Appeals**

31
32 Promotion and tenure appeals procedures are set forth in Faculty Rule [3335-5-05](#).

33 34 **D Sexual Misconduct**

35
36 The university's policy and procedures related to sexual misconduct are set forth in OHR [Policy 1.15](#).

37 38 **E Student Complaints**

39
40 Normally student complaints about courses, grades, and related matters are brought to the attention of
41 individual faculty members. In receiving such complaints, faculty should treat students with respect
42 regardless of the apparent merit of the complaint and provide a considered response. When students
43 bring complaints about courses and instructors to the department chair, the department chair will first
44 ascertain whether or not the students require confidentiality. If confidentiality is not required, the
45 department chair will investigate the matter as fully and fairly as possible and provide a response to
46 both the students and any affected faculty. If confidentiality is required, the department chair will
47 explain that it is not possible to fully investigate a complaint in such circumstances and will advise
48 the student(s) on options to pursue without prejudice as to whether the complaint is valid or not. See
49 Faculty Rule [3335-8-23](#).

1 Faculty complaints regarding students must always be handled strictly in accordance with university
2 rules and policies. Faculty should seek the advice and assistance of the department chair and others
3 with appropriate knowledge of policies and procedures when problematic situations arise. In
4 particular, evidence of academic misconduct must be brought to the attention of the [Committee on](#)
5 [Academic Misconduct](#) (see also Faculty Rule [3335-23-05](#)).
6

7 **F Code of Student Conduct**
8

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