

# **PATTERN OF ADMINISTRATION OF THE DEPARTMENT OF LINGUISTICS**

The Ohio State University

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## I. Preamble.

This document provides a brief description of the Department of Linguistics as well as a description of its policies and procedures. It supplements the Rules of the University Faculty and other policies and procedures of the University to which the Department and its faculty are subject. The latter rules, policies and procedures, and changes in 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 Dean of the College of Humanities and in the office of the Provost.

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 office and the Office of Academic Affairs. This Pattern of Administration can be amended by consensus of the Committee of the Whole. If consensus cannot be reached, a two-thirds vote of the Committee of the Whole (Section III.B.1) will be required to amend this document. Proposed amendments must be made in writing to the Chair at least two weeks before the next scheduled meeting of the Committee of the Whole.

Members of the Department should be aware of the "Appointments, Promotion, and Tenure: Criteria and Procedures for the Department of Linguistics" document which supplements this Pattern of Administration.

## II. Mission.

The overall mission of the Department of Linguistics is to pursue the scientific investigation of language as a human phenomenon in its historical, psychological, and social dimensions, through effective and innovative undergraduate teaching, a research-oriented graduate program, and high-

quality faculty and student research covering the major subareas within the discipline of linguistics.

### III. Departmental Administration.

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

#### A. Departmental Chair.

##### 1. Duties.

The duties of the Chair as the administrative head of the Department are stipulated in Rule 3335-3-35 of the Rules of the University Faculty. The Chair is an ex-officio non-voting member of all committees of the Department.

##### 2. Selection and appointment of the Chair.

A departmental chair search committee will include a Dean's representative and will exclude the sitting chair. The search committee will present the Dean with an unranked list of candidates deemed acceptable to the Department. The Dean then appoints the chair from the candidates on that list.

Prior to formulating a list of candidates, the search committee will consult with the Committee of the Whole as to whether the search should be limited to candidates from within the Department, limited to candidates from outside the Department and University or not limited in either fashion. The Chair shall be appointed for a term of four years and shall be eligible for reappointment. An Acting Chair will be appointed by the Dean in consultation with the Department. Summer Acting Chairs are appointed by the Dean.

#### B. Departmental Committees and other Service Assignments.

Except for the Committee of the Whole, all faculty appointments to committees and other service assignments are made by the chair, with the advice and consent of the faculty. Except

where otherwise noted, e.g. for ad hoc committees, for which the chair will make the appointment, all student members of committees are elected by the students.

## 1. Committee of the Whole

The policies of the Department of Linguistics are determined in department meetings, chaired by the chair, which are open to all members of the faculty and all graduate and undergraduate students majoring in linguistics, as well as to anyone else as prescribed by Ohio law. Faculty meetings are held biweekly, unless otherwise announced, with the chair being responsible for providing ample notice of these meetings to all faculty members and students, along with an agenda. A quorum is  $\geq \frac{1}{2}$  of the voting members on duty. Any faculty member or student may have a policy question placed on the agenda. The Chair will be responsible for seeing that minutes are maintained on all department meetings.

In the event that an item on the agenda of a faculty meeting concerns an individual student or faculty member, all students will be excluded from the meeting. Only regular faculty members and one elected representative of the department's students may vote on policy questions decided by the Committee of the Whole, and decisions on matters of policy will be made by a majority of eligible voters present. In order for the vote to be valid, at least two-thirds of all those eligible to vote must vote either yes or no. Absentions are not votes. Faculty who are not physically present at the time of the vote may vote by absentee ballot. In general, an attempt will always be made to reach a decision on departmental matters by consensus of those present at all department meetings, an actual vote being taken only if a consensus fails to be reached after discussion of the issues involved.

The implementation of departmental policy is the responsibility of the chair, although in certain cases this responsibility will normally be delegated, e.g. to the Graduate Studies Committee chair, the chair of the Linguistics Undergraduate Studies Committee, and the chair of the various M.A. and Ph.D. committees, etc. The department chair will regard himself/herself as bound by any majority vote of the department (where matters at hand fall within the province of the department) unless he/she believes that there are compelling reasons for acting otherwise. In this latter event, he/she is to convene the departmental members and elected student representative (if appropriate), advise them of his/her belief, and give those present an opportunity to change the vote or to persuade him/her that his/her reasons are not compelling. Should this meeting fail to produce agreement, the chair and a representative of the dissenting faculty will each prepare representations to the university official within whose province the issue at dispute lies detailing the

reasons for their positions. The department and chair will be bound by a decision of this university official. In certain exceptional cases (e.g. during the summer or when great speed in decision making is indicated) the chair of the department may elect to assume the responsibility of decision making. However, the chair is expected to make every effort to consult with available faculty and the elected representative of the students before coming to a decision in such cases and any decision made is subject to review and possible modification at the next regularly scheduled faculty meeting.

## 2. Graduate Studies Committee

The Graduate Studies Committee consists of a faculty Graduate Studies Committee Chair and at least two members of the graduate faculty. The duties of the Graduate Studies Committee are to supervise any correspondence with prospective graduate students, to screen applicants for admission to the graduate program and for fellowship nominations (the final decisions to be made by the full faculty), to vet requests from graduate students for research funds, to jointly oversee, with the Undergraduate Studies Committee, the BA/MA program, and to perform other duties of a departmental graduate studies committee as set forth in the Graduate Faculty Handbook. The committee serves as advisory to the department chair concerning graduate course offerings.

## 3. Undergraduate Studies Committee

The Undergraduate Studies Committee consists of a faculty chair who also serves as honors advisor, the undergraduate program coordinator, and the department GTA coordinator. The committee is responsible for overseeing the linguistics undergraduate programs and the linguistics general education courses, and for jointly overseeing, with the graduate studies committee, the BA/MA program. The committee serves as advisory to the department chair concerning undergraduate course offerings.

## 4. Tenure and Promotion Committees

The membership of the tenure and promotion committees is determined by the "Appointments, Promotion, and Tenure: Criteria and Procedures for the Department of Linguistics" document.

## 5. Speakers Committee

The Speakers Committee consists of one faculty member who will serve as chair, and at least four student members. Members of the committee share the responsibility of maintaining the department's calendar of events, of scheduling the department's colloquia series, of notifying the linguistics community of upcoming talks, and of assuring that there is a faculty or student host assigned to coordinate the visit of an external speaker. The host need not be a member of the Speakers committee. The faculty member will take the lead in organizing graduate student talks relating to milestones of the graduate program.

## 6. The Diversity Committee

The Diversity Committee consists of one faculty chair, one other faculty member and one graduate student member. Its responsibility is to seek out and collect information relevant to diversity activities, to communicate this information to all members of the Department, and to develop and/or encourage initiatives that may enhance Diversity within the Department or university more generally. The Committee also works closely with all search committees that the department chair may appoint to review candidates for an open position.

## 7. The Working Papers Committee

The Working Papers Committee consists of one faculty chair and one other faculty member and two graduate student members. Its purpose is to oversee the publication of volumes of Ohio State University Working Papers in Linguistics.

## 8. The Laboratory and Computing Committee

The Laboratory and Computing Committee consists of a faculty chair and at least two other faculty members and two graduate student members. Its purpose is to oversee the functions of the department's computing equipment including copiers, and to administer their operation, maintenance, and improvement. In spring quarter, the committee provides the department chair with a proposed budget for the following year, based on their assessment of the department's computational needs. The chair of the committee serves as liaison to the systems support staff.

9. Teaching Award Committee

The Teaching Award Committee consists of a faculty chair (who may be a Senior Lecturer), one student member who is a former Teaching Award winner, and, where feasible, one other faculty member. Its purpose is to screen nominations for the departmental award(s) for excellence in teaching linguistics by graduate teaching associates and to make a decision about the current year's awardee(s).

10. Faculty Awards Committee

The Faculty Awards Committee consists of one faculty chair, and at least two additional faculty members. The committee is responsible for coordinating award nominations for the department's faculty members.

11. Travel Committee

The Travel Committee consists of a faculty chair, one other faculty member, and at least two graduate students. Its purpose is to review and recommend funding for graduate students to travel in order to present their work at scholarly conferences.

12. Junior Faculty Mentoring Committees

Each non-tenured faculty member shall be assigned a mentoring committee made up of two faculty members that are more senior than the mentee. The committee is responsible for mentoring the junior faculty member in publishing, teaching, service, and other areas, as relevant.

13. Language Files Committee

The Language Files Committee consists of at least two students, the GTA coordinator and the department chair. The committee members will preferably include at least one past editor and a potential future editor of *Language Files*. The committee is responsible for vetting enquiries regarding *Language Files* and for maintaining a record of revisions to past editions and those proposed for future editions.

14. Development Committee

The Development Committee consists of a faculty chair, one additional faculty member and one graduate student. The committee is responsible for developing and/or encouraging fund-raising initiatives for the department.

15. Arts & Science Senator and Alternate

One faculty member serves as The Arts & Science Senator and a second faculty member as the Alternate. The Senator, or Alternate in the Senator's absence, represents the department in the Arts & Science Senate.

16. Social Events Committee

The social events committee is made up of four department members. The committee is responsible for coordinating department social events, such as parties and other functions.

17. Library Contact Person

One faculty member serves as Library Contact Person. Members of the Department may recommend linguistic materials for acquisition to the contact person or send the request directly to the University Acquisitions Librarian for languages and linguistics.

The Library Contact Person represents the Department in any deliberations within the university concerning university library policy. This includes serving on the College of Humanities Library Committee and communicating information from that body to members of the Department.

18. Linguistics Outside the Classroom committee

The LOC Committee is made up of one faculty member who serves as chair, the GTA coordinator and at least two graduate students. The committee is responsible for administering and maintaining the LOC requirements in undergraduate courses and for keeping IRB approval of the departmental research protocol current. The chair of the LOC committee is the Principal Investigator of the department research protocol.

19. Advisory and Ad Hoc Committees

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

Any other positions required of departments by other University organizations will be filled in the prescribed manner.

#### IV. Departmental Policies

##### **The OAA Handbook states that**

**"[t]he chair is responsible for assuring that every faculty member has duties and responsibilities commensurate with his or her appointment and that departmental workload is distributed equitably among faculty. While faculty are expected to exercise "self-determination" in conducting their research or other scholarly activity, the chair assigns teaching and in most cases departmental service.**

**In making these assignments the chair must balance the needs of the department with the preferences of the faculty member within the context of the department's policy on faculty duties and responsibilities described below.**

**Many faculty members voluntarily take on a variety of professional activities that fall outside the department's policy on faculty duties and responsibilities. These activities often benefit the department or University and, to the extent possible, should be taken into account in considering a faculty member's total workload.**

**However, fairness to other faculty and the department's need to meet its programmatic obligations may become issues when a faculty member seeks relief from departmental obligations in order to devote considerable time to personal professional interests that may not contribute to departmental goals. The chair may decline to approve such requests when approval is not judged to be in the best interests of the department.**

**During on-duty quarters faculty members are expected to be available for interaction with students, service assignments, and other responsibilities even if they have no formal course assignment that quarter. On-duty faculty members should not be away from campus for extended periods of time unless on an approved Special Research Assignment (SRA).**

**Faculty Rule 3335-5-08 requires that absence from campus for more than ten days (not necessarily ten contiguous days) during a quarter be approved by chair, dean, and provost."**

##### A. Teaching Assignments.

The teaching assignments of any given academic year are to be determined by the Chair in consultation with each faculty member. Courses that fall within the expertise of more than one faculty member are to rotate among those having this expertise when feasible. The normal annual teaching load in the College of Humanities is five courses. All teaching reductions must be approved by the Chair in consultation with the Dean. In other words, the Dean must approve all teaching reductions that involve course credit.

Teaching loads may be reduced as a result of contractual negotiations, as a result of grants and fellowships, as a result of SRAs and FPLs, or at the discretion of the chair for particularly demanding service obligations (such as graduate studies chair, undergraduate advisor, major national professional offices, or major editorships).

B. Course Offerings.

OAA policy states that "[f]or academic units in which formal course offerings are the primary mode of instruction, the policy on faculty duties and responsibilities must include an indication of the average, minimum, and maximum course load per year (in terms of either courses or credit hours)." For the Department of Linguistics, the standard teaching load is five courses per year. The maximum course load per year is nine courses for faculty who do no service, advising, publication, or research. The minimum is zero for faculty on leave for the entire year. The average, taken by adding the total number of courses taught by faculty and dividing by the total number of faculty, is around four. In addition, faculty advise majors and graduate students, serve on graduate examining committees, direct honors and masters theses, and serve on doctoral committees in other units, while also providing individualized directed study and research for both undergraduate and graduate students.

In the planning of course offerings by the Chair and members of the faculty, the following factors will be given consideration: the faculty's views as to what courses and seminar topics constitute a valuable and academically sound program in linguistics, the students' views as to what courses and topics they most wish to take, and overall curricular needs of various tracks within the graduate program, of the undergraduate program, and of other programs on campus.

Typically, each member of the faculty will teach at all levels of the curriculum in each year, including lower-division undergraduate courses, GEC courses, courses for majors, and graduate courses.

C. Scholarly productivity

**OAA policy states that**

**"[a] unit's policy on faculty duties and responsibilities must include a statement describing the average level of scholarly productivity expected within a time frame appropriate to the discipline.**

**In departments in which seeking and obtaining external funding is customary, the policy should state the expectations for seeking and obtaining such funding.**

**The degree of specificity in all such statements will vary widely across disciplines. Since scholarly activity is self-generated rather than assigned, however, the language in this section should be sufficiently explicit to communicate expectations clearly and to provide a basis for adjusting duties and responsibilities in instruction and service in response to variations in the level of scholarly productivity."**

Faculty in the Department of Linguistics are expected to maintain an active research program, as evidenced by the publication of books and of articles in scholarly journals, participation in professional meetings, and seeking and obtaining external funding where such funding is available and relevant for the faculty member's research. The typical rate of publication expected of faculty is a minimum of approximately one major article every two years or a book within a three-year period, as well as various minor pieces. Faculty whose main outlet for reporting on research are refereed conferences are expected to produce at least one such piece per year. Faculty with the opportunity to obtain external funding are expected to be funded or seeking funding at all times.

C. Service Activity

All faculty in the Department of Linguistics are expected to participate in department, college, and University governance when called to do so, and in the appropriate professional organizations.

D. Faculty Salaries

Faculty salaries will be determined by the Chair-subject to the approval of the Dean of the College of Humanities. The criteria, procedures, and documentation for merit salary increases are described in Section 5 of the "Appointments, Promotion, and Tenure: Criteria and Procedures for the Department of Linguistics" document.

E. Appointment of Graduate Teaching Associates, Graduate Research Associates

Offers of appointment as Graduate Teaching Associates (GTA) or Graduate Research Associates (GRA) are made to incoming students by the Chair upon the advice of the Graduate faculty after review of applications from these students. Appointments or reappointments of current graduate students as GTAs and GRAs

are decided by the faculty as a whole in a faculty meeting, except that the Chair alone will make decisions about such appointments when events require that these be made at a time when the faculty cannot be consulted. The primary criterion for appointment and reappointment as a GTA is evidence of good teaching ability, as measured by observation of teaching by a faculty member or the GTA coordinator and Student Evaluations of Instruction. These may be supplemented by other forms of teaching evaluation, as necessary and appropriate to determine all evidence of a GTA's potential to teach well. However, a student is not guaranteed reappointment as a GTA or GRA if his/her progress toward a degree is not deemed satisfactory. If the number of qualified graduate students exceeds the number of GTA/GRA positions available, then decisions as to which students receive support will be made on the basis of both the student's ability as a GTA or GRA and the student's promise as a scholar of linguistics. Allotment of the various kinds of GTA and GRA positions among qualified graduate students is made on the basis of both the department's needs (e.g., faculty research projects, Language Files revision, etc.) and the student's preferences.

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

F. Travel

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

G. Leaves of Absence

In general, requests for leave of absence without compensation are to be recommended to the Dean of the College of Humanities provided that the request is for leave not exceeding twelve months, the request is sufficiently early to allow arrangements to cover the faculty member's responsibilities in his/her absence. The period of absence may serve an educational or scholarly purpose, or may be for personal reasons. See the OAA Handbook ([http://oaa.osu.edu/handbook/ix\\_loa.html](http://oaa.osu.edu/handbook/ix_loa.html)) for additional information.

#### H. Special Research Assignment and Faculty Professional Leave

Requests for Special Research Assignments (SRAs) for a given year are to be given to the Chair of the department during the autumn quarter of the previous year in the form of an explicit, written research proposal, using the form provided by the College of Humanities. The Chair will recommend a candidate for SRA to the Dean of the College of Humanities provided that he/she is convinced that (a) the department can adjust its teaching schedule and committee work to the absence of the faculty member; (b) the proposed research is of importance to the field of linguistics; and (c) the proposed research can be completed during the time period requested. In the event that more proposals are submitted than can be accommodated to the teaching schedule and the committee work of the department of a given year, the Chair will make his/her recommendations to the Dean on the basis of the relative merits of the proposals. When proposals are of roughly equal merit, the Chair will make his/her recommendations in such a way as to distribute SRAs as equitably as possible among the members of the department.

Applications for Faculty Professional Leave ("Sabbatical") are handled in a parallel fashion, and must be presented to the Chair in time to present to the College of Humanities by its deadline.

#### I. Teaching Evaluations.

The Department of Linguistics, recognizing the importance of evaluation in the furthering of effective teaching, requires that written course and instructor evaluation forms be completed by the end of the quarter. Teaching excellence is to be measured primarily by means of Student Evaluation of Instructor (SEI) forms and peer evaluations, both of which are considered necessary to the annual review of all faculty and to the promotion-and-tenure review of probationary faculty. Comparable evaluation methods are to be used for Ling795 discussion groups.

#### J. Hiring Practices.

Procedures for the hiring of new faculty are described in the Department's "Appointments, Promotion, and Tenure: Criteria and Procedures" document. Appointments and all other personnel actions require a two-thirds majority vote for a positive recommendation. In order for the vote to be valid, at least two-thirds of all faculty eligible to vote must vote either yes or no. Absentions are not votes. Voting in all such cases will be by written, confidential ballot.

K. Grievances.

In the event that a grievance arises and is not resolved in the normal course of events outlined in IV (A)-(I), the aggrieved faculty member or student should take the grievance first to a mediator within the department. Any full professor who is approached with a grievance will serve as the internal mediator in the matter.