

Pattern of Administration

Department of Slavic and East European Languages and Cultures

Revised – OAA Approved July 23, 2019

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I. Introduction

This document provides a brief description of the Department of Slavic and East European Languages & Cultures 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 them take precedence over statements in this document.

This Pattern of Administration is subject to continuing revision. It must be reviewed and either revised or reaffirmed on appointment or reappointment of the department chair. However, revisions may be made at any time. Changes, which will be made in consultation with the department faculty, will be disseminated to department faculty in memos until sufficient changes have accumulated to warrant printing and distributing a complete new document. All revisions, as well as periodic reaffirmation, are subject to approval by the college office and the Office of Academic Affairs.

Department Mission

Established in 1962, the Department of Slavic and East European Languages and Cultures is dedicated to researching and teaching the languages, literatures, and cultures of the East, Central, and Southeast European nations and peoples. From the outset, the department has embraced the identity of a genuinely "Slavic and East European" (rather than "Russian") department, and it has maintained that broad scope ever since. At the same time, the department has responded to recent needs to serve a diverse body of students with interests in a variety of disciplines outside the Humanities by making the transition from a traditional "languages, linguistics, and literatures" department to one that increasingly explores Slavic and other cultures of the region from an interdisciplinary perspective. Active engagement with research in turn enhances the teaching, advising, and community outreach missions of the department. The activities the department engages in to achieve its mission comprise, but are not limited to:

- Serving three main constituencies: undergraduate students, in particular those majoring and minoring in Departmental programs or pursuing double majors, students in General Education courses, and graduate students at the master's and doctoral levels;
- Supporting innovative research in literary history and criticism, cultural studies, Slavic linguistics, second language acquisition and language pedagogy;
- Offering effective instruction in Russian, Bosnian/Croatian/Serbian, Polish, Romanian, Hungarian, and Czech languages, supporting the mission of the department;
- Appointing qualified faculty who will enhance or have strong potential to enhance its excellence in teaching, research and service;
- Sponsoring and organizing scholarly and cultural activities such as conferences, symposia, guest lectures by distinguished speakers, and a variety of educational events to create a stimulating atmosphere of intellectual exchange;
- Engaging international audiences through publication, collaboration, and scholarly presentations;
- Encouraging interdisciplinary research and collaboration among faculty and students from the department and with other units on campus and groups within the wider community who share related interests;
- Disseminating knowledge and enhancing our community outreach and engagement through presentations, events, and other opportunities to network

with community organizations.

II. Academic Rights and Responsibilities

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

III. Faculty Membership

A. Tenure-track faculty

For purposes of governance the faculty of this department include tenure-track faculty with 100% appointment, with 50% or higher appointment for whom SEELC is the TIU, and with 50% or less for whom SEELC is not their TIU (defined in University Rule [3335-5-19](#) as persons with the titles of professor, associate professor, and assistant professor).

- Voting rights (including matters of appointments, promotion and tenure, and promotion) will be given to faculty with 50% or higher appointment for whom SEELC is the TIU.
- Tenure-track faculty joint appointees whose TIU is another department may participate in all governance matters and may vote on all governance matters except appointment, promotion and tenure reviews. In accordance with OAA policy, voting rights on appointment, promotion and tenure reviews are not granted to faculty whose TIU is another department. However, the department strives to ensure that joint appointees are afforded equal opportunity for input on appointment, promotion, and tenure.

B. Associated Faculty

Associated Faculty comprises those persons:

1. With adjunct or visiting titles;
 2. Lecturers.
- Associated Faculty have no voting rights.

C. Emeritus Faculty

The emeritus faculty comprises those tenure-track faculty who, upon retirement, were recommended for emeritus status by the chair, the divisional dean, and the executive vice president and provost. They have no voting rights.

D. Graduate Faculty

All members of the department faculty are members of the graduate faculty, with

exception of Associated Faculty and Emeritus Faculty. (Emeritus faculty who remain research active may be members of the graduate faculty with approval of the graduate studies committee, chair, divisional dean and the Graduate School.) In addition, the chair of the department may, with the approval of the graduate studies committee and the graduate faculty of the department, invite faculty from other units in the university to become members of the Graduate Faculty.

IV. Organization of Department Services & Staff

A. Academic Program Coordinator

The person holding this position is responsible for overseeing the daily administrative operations of the department, including hiring, assigning, training, scheduling, and supervising student employees and ensuring appropriate coverage for front office reception area; planning, coordinating, and implementing program and administrative support for the department; collaborating with other departments to work on projects and improve efficiency in the department's operations; representing the department and serving as a liaison to college and university offices; responding independently to inquiries from students, faculty and the public; providing administrative support to the department's chair, faculty, administrative staff and graduate associates/students and undergraduates; coordinating graduate admissions for the department; preparing recruitment materials; coordinating course scheduling for the department, including being responsible for locating rooms for events, speakers, reviews and exams upon request; communicating with undergraduate majors and minors as requested; providing enrollment statistics and reports regarding department course schedule; participating in special projects as directed.

B. Resource Center for Medieval Slavic Studies (RCMSS)

RCMSS is part of SEELC's administrative structure. SEELC's chair recommends faculty to the Divisional Dean of Arts and Humanities in ASC for the appointment of RCMSS's director. SEELC and its HR and fiscal officers provide overall administrative support.

C. Administrative Services Team

The Administrative Services Team for the fourth floor of Hagerty Hall will handle all human resources and fiscal operations. The specific duties of this team are spelled out in the HR Memos of Spring, 2013 that detail the reorganization of the Hagerty Hall staff.

D. Advising Team

All undergraduate student advising will be handled by the Advising team for Hagerty Hall. The specific duties of this team are spelled out in the HR Memos of Spring, 2013 that detail the reorganization of the Hagerty Hall Staff.

V. Overview of Department Administration and Decision Making

Policy and program decisions are made in a number of ways: by the department faculty as a whole, by standing or special committees of the department, or by the chair. The nature and importance of any individual matter determines 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.

VI. Department Administration

A. *The Department Chair*

The primary responsibilities of the chair are set forth in Faculty Rule 3335-3-35, <https://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html>. This rule requires the chair to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content. The rule, along with Faculty Rule 3335-6, (<https://trustees.osu.edu/rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html>) also requires the chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to promotion and tenure.

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

- To have general administrative responsibility for department programs, subject to the approval of the dean of the college, and to conduct the business of the department efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff;
- To plan with the members of the faculty and the dean of the college a progressive program and to encourage research and educational investigations;
- To evaluate and improve instructional and administrative processes on an ongoing basis, to promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty;
- To evaluate faculty members annually in accordance with both university and department established criteria;
- To recommend appointments, promotions, dismissals, and matters affecting the tenure of members of the department faculty to the dean of the college, in accordance with procedures set forth in Faculty Rule 3335-6 (<https://trustees.osu.edu/rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html>) and this department's Appointments, Promotion and Tenure Document;

- To see that all faculty members, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank, and in general to lead in maintaining a high level of morale;
- To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance;
- In the event that the department chair feels it necessary to depart from the majority opinion on matters covered by the Pattern of Administration, s/he will explain the reasons for the departure and facilitate understanding with the department, in accordance with University Rule [3335-3-35C2d](#).

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

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

B. Chair of the Graduate Studies Committee

The graduate studies chair convenes regular meetings of the committee, communicates the committee's recommendations to the department council, coordinates the regular assessment of the department's graduate curricular offerings and the overall program, consults the department chair on GTAs' teaching assignments, and serves as liaison with the graduate school and the graduate committee of the college. The graduate studies chair usually serves as acting chair of the department in the chair's absence, if this absence is less than a semester. The graduate studies chair also serves on the Center for Languages, Literatures, and Cultures Committee.

C. Chair of the Undergraduate Studies Committee

The undergraduate studies chair convenes regular meetings of the committee, communicates the committee's recommendations to the department council, coordinates the regular assessment of the department's undergraduate curricular offerings and of the department's major and minor programs, and serves as liaison with the undergraduate committee of the college. The chair of the undergraduate studies committee also serves on the CLLC Committee.

VII. Committees

The chair appoints Graduate and Undergraduate Studies chairs as well as makes all faculty appointments to the committees. Usually, graduate students are not appointed to serve on committees. The chair is an ex-officio member of the graduate and undergraduate studies standing committees. The department has the following standing committees:

A. *Graduate Studies Committee*

The graduate studies committee consists of the committee's chair, at least two members of the department faculty (with variable 2 to 4 years term service), the academic program coordinator, and the language program coordinator.

The committee supervises all aspects of the graduate program. It is responsible for graduate admissions, graduate-level curriculum, evaluation of the progress of graduate students, and review of the effectiveness and changing needs of the graduate program. Curricular proposals may be initiated by the committee or by individual faculty members. The graduate studies committee recommends qualified students for awards and coordinates efforts to help graduate students find appropriate employment in academia, government, or the private sector. The committee also considers faculty for associated graduate faculty status and makes recommendations on such matters to the chair of the department.

B. *Undergraduate Studies Committee*

The undergraduate studies committee consists of the committee's chair, at least two members of the department faculty (with variable 2 to 4 years term service), the academic program coordinator, and the language program coordinator.

The committee is responsible for reviewing undergraduate curricular proposals, for coordinating the department's general education and honors offerings, and for conducting periodic reviews of the effectiveness and changing needs of the undergraduate program. Curricular proposals may be initiated by the committee or by individuals. The committee also nominates qualified undergraduate students for appropriate awards and fellowships.

C. *Committee of the Eligible Faculty*

Information on the Committee of the Eligible Faculty is contained in the department's Appointment, Promotion and Tenure Document.

D. *Ad hoc Committees*

The chair appoints ad hoc committees when they are needed to carry out the teaching, research and service missions of the department. The composition and duties of faculty

search committees are discussed in the department's Appointments, Promotion, and Tenure Document.

E. Chair Appointment Search Committee

In line with the process described in the college's Pattern of Administration, the committee is appointed by the divisional dean in the Fall of the chair's fourth year. It will include a representative for the dean and will exclude the sitting chair. The committee will present the dean with an unranked list of candidates deemed acceptable to the department as determined by a systematic screening and consultation process. The executive dean then appoints the chair from the candidates on that list.

F. Chair Reappointment Review Committee

When a sitting chair informs the divisional dean of his or her willingness to continue, the dean, upon college authorization, will appoint a Review Committee. This committee, which includes an external representative for the dean, will conduct its review in the fall of the chair's fourth year of service. The college office will also provide an on-line survey instrument to inform the review. It will prepare a report for the dean summarizing the faculty members', lecturers', staff's, and graduate students' views and opinions of the chair and a statement about his or her merits and demerits. Departmental faculty may propose other candidates for the position of chair and advise the dean individually. After reviewing the summaries, the executive dean will decide to make a reappointment or to initiate a search following the procedures described above (VII.E).

VIII. Faculty Meetings

The chair calls regular faculty meetings. A meeting is also called if it is requested by at least fifty percent of the voting faculty. The chair will provide to the faculty a schedule of department faculty meetings at the beginning of each academic semester. The schedule will provide for at least one meeting per semester and normally will provide for monthly meetings. A call for agenda items and a completed agenda will be delivered to faculty by e-mail before a scheduled meeting. The department accepts the fundamental importance of full and free discussion but also recognizes that such discussion can only be achieved in an atmosphere of mutual respect and civility. Normally department meetings will be conducted with no more formality than is needed to attain the goals of full and free discussion and the orderly conduct of business. However, Robert's Rules of Order will be invoked when more formality is needed to serve these goals.

A. Voting

For purposes of discussing department business other than personnel matters, and for making decisions where consensus is possible and reasonable basis for action, a quorum shall consist of a simple majority of all faculty members eligible to vote.

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

Voting may be by voice, show of hands, or ballot. Any member of the voting faculty may request a secret ballot; secret ballots are required for faculty and chair appointments,

fourth year reviews of probationary faculty, and all promotion and tenure decisions. When a matter must be decided and a simple majority of all faculty members eligible to vote cannot be achieved on behalf of any position, the chair will necessarily make the final decision.

B. Minutes

The academic program coordinator will take and distribute minutes of faculty meetings to faculty by e-mail, within seven days of the meeting if possible. The minutes will be distributed to faculty for their comments and consideration. If no comments are received the minutes will be filed as is. If comments are received minutes will be revised and filed and, if changes are considerable, minutes may be amended at the next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes.

IX. Distribution of Faculty Duties and Responsibilities

The Office of Academic Affairs requires departments to have guidelines on the distribution of faculty duties and responsibilities (see the Office of Academic Affairs [Policies and Procedures Handbook](#), Volume 1, Chapter 2, Section 1.4.3). The information provided below supplements these policies. During on-duty semesters, faculty members are expected to be available for interaction with students, service responsibilities, and other responsibilities even if they have no formal course assignment that semester. Faculty are expected to hold at least one office hour per week for each course taught during on-duty semesters. On-duty faculty members should not be away from campus for extended periods of time unless 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 (https://oaa.osu.edu/sites/default/files/links_files/conflictofcommitment.pdf).

A. Teaching

The college's guidelines with respect to faculty teaching load are set forth in the College of Arts and Sciences Pattern of Administration. The standard teaching load for tenure track faculty is four courses per year unless contractually specified otherwise; jointly appointed faculty have a teaching load that is proportional to their appointment.

Depending on departmental needs, teaching loads of probationary faculty are clarified at the time of appointment and in the letter of offer.

Normally, tenure-track faculty teach at least one lower-division GE course per year; the remaining courses include lower-division undergraduate, upper-division undergraduate, and graduate courses. In addition, faculty advise majors and graduate students, serve on graduate examining committees, direct honors and masters' theses, and serve on doctoral committees. They may also provide individualized directed study and research for both undergraduate and graduate students.

Faculty members who are especially active in research and receive outside grants, which directly benefit the mission of the department, may be assigned an enhanced research status that includes a reduced teaching assignment in compliance with the parameters of the course assignment inventory and utilizing the Faculty Professional Leave or Special Assignment provisions outlined below. Likewise, faculty members who are relatively inactive in research may be assigned an enhanced teaching status that includes an increased teaching assignment. Faculty members who are engaged in extraordinary service activities (to the department, college, university, and in special circumstances professional organizations within the discipline) can be assigned an enhanced service assignment that includes a reduced teaching assignment. The chair will assign specific assignments and partial loads. The chair, in consultation with the faculty, will make teaching assignments.

B. Scholarship

All tenure-track faculty are expected to be engaged in scholarship as defined in the department's Appointments, Promotion, and Tenure Document (<https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure>). Over a four-year rolling period a faculty member who is actively engaged in scholarship will be expected to publish regularly in high quality peer-reviewed journals as well as in other appropriate venues, such as edited book chapters of similar quality and length as articles. The normal level of scholarly productivity expected of tenured members does not differ markedly from probationary faculty, who are commonly expected during their probationary period to complete a major body of scholarship. Beyond the publication of research findings, the department also values many research related activities that contribute to the national and international standing of faculty. These activities include, but are not limited to: obtaining external grants and competitive awards; producing innovative digital scholarship; editing journals; refereeing manuscripts or proposals as members of editorial boards, for publishers, or for granting agencies; presenting invited lectures and participating in scholarly meetings in the United States and abroad.

C. Service

Faculty members are expected to be conscientiously engaged in service and outreach to the department, university, profession, and community. Typically, this will include service on at least one committee within the department. Service on committees outside of the department is encouraged. All service in furtherance of the department's mission will be evaluated for quality and quantity based on self-reporting, outcome of service activities, summary committee reports, and peer evaluation.

D. Special Assignments

Information on special assignments is presented in the Office of Academic Affairs [Special Assignment Policy](#). Reasonable efforts will be made by the chair, who evaluates the proposals, to ensure equal opportunities to all productive faculty on a rotating basis subject to the quality of faculty proposals, including their potential benefit to the department, and the need to assure that sufficient faculty are always present to carry out department work.

E. Associated Faculty

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

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

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

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

F. Parental Modification of Duties

The Department of Slavic & East European Languages and Cultures 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 & Science's guidelines on parental modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption.

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 divisional dean.

X. Course Offerings and Teaching Schedule

The department chair will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty and the academic program coordinator. While every effort will be made to accommodate the individual preferences of faculty, the department's first obligation is to offer the courses needed by students at times and in formats, including on-line instruction, most likely to meet student needs. To assure classroom availability, reasonable efforts must be made to distribute course offerings across the day and week. To meet student needs, reasonable efforts must be made to assure that course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by Faculty Rule 3335-8-16 (<https://trustees.osu.edu/rules/university-rules/chapter-3335-8-instruction.html>) will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester. Finally, to the extent possible, popular/necessary courses will be taught every semester by at least one faculty member to assure that instructional expertise is always available for such courses.

XI. Allocation of Department Resources

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

The allocation of salary funds is discussed in the Appointments, Promotion and Tenure document.

- Travel funds

The department encourages its faculty and graduate students to participate in professional conferences and provides an allowance to support the costs of travel. The amount of the allowance is determined by the chair and announced at the beginning of the academic year.

XII. Leaves and Absences

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

A. Discretionary Absence

Faculty are expected to complete a travel request or an Application for Leave form (<https://eleave.osu.edu>) 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 to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the chair retains the authority to

disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular semester is substantial. Rules of the University Faculty requires that the Office of Academic Affairs approve any discretionary absence longer than 10 consecutive business days (See Faculty Rule [3335-5-08](#)) and must be requested at <https://eleave.osu.edu/>.

B. Absence for Medical Reasons

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

C. Unpaid Leaves of Absence

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

D. Faculty Professional Leave

Information on faculty professional leaves is presented in the OAA Policy on Faculty Professional Leaves (https://oaa.osu.edu/sites/default/files/links_files/facultyprofessionalleave_0.pdf). The information provided below supplements these policies.

The chair evaluates individual FPL proposals and assigns an ad-hoc FPL evaluation committee to review and rank multiple requests. The committee makes its recommendation to the chair based on the quality of the proposal and its value to the professional development of the faculty member. If necessitated by the lack of peer evaluators in the department, the chair will seek faculty from other departments to serve on the committee. The committee's ranking of proposals and feedback will be given to the FPL-requesters. The chair's recommendation to the divisional dean regarding an FPL proposal will be based on the quality of the proposal and its potential benefit to the department and to the faculty member as well as the ability of the department to accommodate the leave at the time requested.

XIII. Supplemental Compensation and Paid External Consulting

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

This department expects faculty members to carry out the duties associated with their primary appointment with the university before seeking other income-enhancing opportunities and it adheres to the above policies in every respect. Faculty who fail to adhere to the university's policies on these matters, including seeking approval for external consulting, will be subject to disciplinary action. OAA also requires colleges and departments to determine a process for a faculty member to request permission to use a textbook or other material that is authored by that faculty member and the sale of which results in a royalty being paid to him or her ([OAA Policies and Procedures Handbook](#), Vol 1, Ch. 2, section 1.8). Faculty are responsible for selecting textbooks for their courses, considering appropriate content, level, and mindful of cost to students. In the event the selected textbook is authored by the instructor, the use of this textbook will be approved by the Undergraduate Studies Committee, with the stipulation that royalties are paid directly to a departmental fund.

XIV. Grievance Procedures

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

A. Salary Grievances

A faculty or staff member who believes that 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 (the Office of Academic Affairs Policies and Procedures Handbook, <https://oaa.osu.edu/policies-and-procedures-handbook>).

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. Additional information about the College's Faculty Salary Appeals process can be found in Appendix C of the College's POA document (<https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure>)

B. Faculty Misconduct

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04, 9 (<https://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html>).

C. Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05 (<https://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html>)

D. Sexual Misconduct

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

E. Student Complaints

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring complaints about courses and instructors to the department chair, the chair will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the chair will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty. If confidentiality is required, the chair will explain that it is not possible to fully investigate a complaint in such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid or not.

Faculty complaints regarding students must always be handled strictly in accordance with university rules and policies. Faculty should seek the advice and assistance of the chair and others with appropriate knowledge of policies and procedures when problematic situations arise. In particular, evidence of academic misconduct must be brought to the attention of the Committee on Academic Misconduct (see <https://oaa.osu.edu/academic-integrity-and-misconduct> and <http://senate.osu.edu/committees/academic-misconduct>).

F. Code of Student Conduct

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