

Department of Spanish and Portuguese

PATTERN OF ADMINISTRATION

Revised, March 2014

Table of Contents

I. PREFACE..... 3

II. MISSION..... 3

III. FACULTY: TENURE TRACK, ASSOCIATED, EMERITUS 4

IV. ORGANIZATION OF STAFF..... 4

V. OVERVIEW OF DECISION MAKING 4

VI. DEPARTMENTAL ADMINISTRATION..... 5

 A. Officers and Staff 5

 1. Department Chair 5

 2. Vice Chair 5

 3. Director of Graduate Studies 5

 4. Director of Undergraduate Studies 6

 5. Directors of Language Programs 6

 B. Departmental Committees 6

 1. Constituted Committees 6

 2. Standing Committees..... 7

 C. Guidelines for Meetings of Departmental Committees 12

 1. Meetings of Constituted and Standing Committees..... 12

 2. Other Meetings 13

 D. Distribution of Faculty Duties & Teaching Load 13

 Tenure Track Faculty

 1. Teaching 13

 2. Research 14

 3. Service..... 15

 4. Special Assignments 14

 Associated Faculty 15

 E. Parental Modification of Duties 15

 F. Course Offerings & Teaching Schedule..... 17

 G. Allocation of Department Resources..... 17

VII. Leaves and Absences 17

 A. Discretionary Absence..... 18

 B. Absence of Medical Reasons..... 18

 C. Unpaid Leaves of Absence 18

 D. Faculty Professional Leave: 19

VIII. Supplemental Compensation From University Funds and Paid Consultant Activity 19

 A. Supplemental Compensation 19

rev. May & June, 2005

revised March 2014

B	Conflict of Interest.....	20
IX.	Grievance Procedures.....	20
X	Amendments.....	18

revised March 2014

I. PREFACE

This document provides a brief description of the department of Spanish and Portuguese as well as a description of its policies and procedures. It supplements the Rules of the University Faculty (all references to Faculty Rules refer to this document and its website, <http://www.trustees.osu.edu/university/facultyrules>) 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 subject to approval by the college office and the Office of Academic Affairs (cf. section J below).

II. MISSION

The mission of the department of Spanish and Portuguese is to engage in activities appropriate for achieving local, national, and international excellence in research, instruction, and public service in its areas of specialization. These specializations centrally include Spanish, Portuguese, Luso-Brazilian, Latin American, and U.S. Latino/a languages, linguistics, and literary and cultural studies. The activities the department engages in to achieve its mission comprise, but are not limited to:

- a) appointing qualified faculty;
- b) supporting innovative research in language pedagogy, linguistics, literary history and criticism, critical theory, and cultural studies;
- c) offering courses and major and minor programs leading to degrees at the B.A. level in Spanish and Portuguese;
- d) offering M.A. and Ph.D. programs of distinction in Portuguese and in Spanish with specializations in Hispanic linguistics, Iberian Studies, and Latin American literatures and cultures;
- e) offering effective instruction in Spanish, Portuguese, Quechua, Catalán and other languages pertinent to the mission of the department;
- f) sponsoring scholarly and cultural activities such as periodic appointments of visiting scholars, guest lectures by distinguished speakers, conferences, colloquia, and a variety of discussion groups in order to create a stimulating atmosphere of intellectual exchange;
- g) encouraging inter-disciplinary research and the association of faculty and students from the department with other units on campus and groups in the wider community who share related interests and concerns.

revised March 2014

III. FACULTY: TENURE TRACK, ASSOCIATED, EMERITUS

- a) The *tenure-track departmental faculty* comprises all members of the department at or above the rank of instructor, including those on regional campuses, who serve on appointments totaling fifty percent or more service to the University and at least twenty five percent to the Department of Spanish and Portuguese.
- b) The *associated faculty* comprises those persons:
 - (i) with adjunct or visiting titles,
 - (ii) professors, associate professors, and assistant professors who serve on appointments totaling less than fifty percent service to the University, and
 - (iii) lecturers and senior lecturers
- c) The *emeritus faculty* comprises those persons with a faculty title who were recommended for emeritus status by the chair, the executive dean, and the provost.
- d) The president of the University and the executive dean of the college are also members of the departmental faculty. (See Faculty Rules 3335-5-19, 3335-3-29-A, and 3335-1-03-B-3.)

IV. ORGANIZATION OF STAFF

At the discretion of the department chair, there shall exist certain administrative positions, whose duties and responsibilities are assigned by the department chair. These positions include:

- * Fiscal/HR Manager (shared with FRIT)
- * Academic Program Manager
- * Language Program Staff
- * Other requisite academic and professional staff and student workers

V. OVERVIEW OF 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 widespread the agreement on a decision needs to be. Open discussions, both formal and informal, constitute the primary means of reaching consensus on decisions of central importance.

revised March 2014

VI. DEPARTMENTAL ADMINISTRATION

A. Officers and Staff

1. *Department Chair*

The duties of the chair of the department are listed in Faculty Rule 3335-3-35 and are herein incorporated by reference.

The chair is a member of the tenure track departmental faculty and serves as the administrative head of the department. The executive dean determines whether an appointee is to be drawn from the faculty within the unit; is to be selected following a national search; or is to be selected in some other way. The chair is normally appointed for a four year term by the executive dean, subject to the formal approval of the Provost, President, and the Board of Trustees. For a formal chair search process, see Section IV.A.1 of the ASC POA.

An interim chairperson will be appointed by the executive dean in consultation with the department. Summer acting chairs are appointed by the executive dean.

2. *Vice Chair*

The chair may appoint, in consultation with the departmental faculty, a vice chair who will discharge the chair's duties in his/her absence as well as other duties deemed appropriate. The Vice Chair will serve a term of two academic years. While the duties of the office may vary, they will include curricular leadership and oversight of the academic programs.

3. *Director of Graduate Studies*

The director of graduate studies is a faculty member of the local departmental faculty holding category P status in the Graduate School. He or she is appointed by the department chair after consultation with the departmental faculty, serves as chair of the graduate studies committee, and oversees departmental graduate programs, graduate advising, M.A. and Ph.D. examinations, and such other tasks as the department chair may assign. The Director of Graduate Studies will serve a term of two academic years.

revised March 2014

4. Director of Undergraduate Studies

The director of undergraduate studies is a member of the local departmental faculty who is appointed by the department chair after consultation with the departmental faculty. He or she serves as chair of the undergraduate studies committee and oversees departmental undergraduate programs, undergraduate advising, departmental international studies opportunities, and such other tasks as the department chair may assign. The Director of Undergraduate Studies will serve a term of two academic years.

5. Director of Language Programs

The director of the Spanish language program is appointed by the department chair after consultation with the departmental faculty. S/he serves on and may chair the language studies committee, oversees curriculum and instruction in the elementary language program, makes recommendations to the faculty about changes in the programs, and provides overall leadership in program development. A director of the Portuguese language program may be appointed when needed. The director(s) of language programs will serve a term of two academic years.

B. Departmental Committees

Faculty members on all standing and ad hoc committees are selected from among the departmental faculty. All committees are open to all members of the departmental faculty to the extent compatible with the definition of committee membership qualifications given below. Faculty members on regional campuses may request in writing to the department chair to be considered for discretionary committee service on the Columbus campus for a given year. The department chair is an ex-officio member of all department committees.

1. Constituted Committees

Constituted committees are those whose faculty members are seated automatically on the basis of their attainment of appropriate rank within the department. Student members, if any, are named in the manner described in the subsections below.

a) Eligible Faculty

The committee of eligible faculty consists of tenure track faculty members and handles all matters related to the appointment, tenure and promotion of personnel as described in the SPPO APT document.

b) Departmental Council

revised March 2014

The departmental council consists of the following members:

- all members of the departmental faculty, as defined above (may vote on all matters),
- senior lecturers (may vote on all matters except graduate curriculum matters.)
- a representative of the lecturers, selected by and from the lecturers (may vote on all matters except graduate curriculum matters),
- all departmental personnel on administrative and professional appointments (may vote on all matters except curriculum matters),
- one graduate student member selected by and from the departmental graduate student body (may vote on all matters).

The department chair presides and sets the agenda. At the discretion of the department chair, persons who are not members of the departmental council with a particular interest in specific items on the agenda may be invited to participate in the discussion of those items.

The council meets at least twice each regular academic semester and may be called into session by the department chair, the advisory committee, or by petition of one fourth of the departmental faculty. The council makes recommendations to the chair on all matters brought before it, including major policy issues, faculty appointments, graduate and undergraduate degree programs. It receives at least an annual report from standing committees.

2. *Standing Committees*

Standing committees are elected or appointed annually as specified below to carry out their charge within the framework of the policies of the faculty and the University. All standing committees report in succinct written form to the departmental council at least once a year. The decisions of all standing committees go to the department chair and/or to the departmental council as recommendations for action.

a) Elected Committee

Advisory Committee

The Advisory committee consists of five departmental faculty members with a majority holding tenure and at least one from each rank. Members are elected by the departmental faculty for staggered terms of two years. They shall be ineligible for reelection for one year. Vacancies on the committee will be filled by an election held early each Autumn semester. Departmental faculty members may

revised March 2014

vote for as many different candidates as there are openings on the committee. The first opening will be offered to the departmental faculty member who receives the largest number of votes and whose seating on the committee preserves the balance specified above. Additional openings will be filled in the same manner.

The committee meets at least once each semester during regular academic terms and is presided over by the department chair. The committee advises the chair on matters of policy, budget, salary increases, and other topics except where prevented from doing so by University rule. Any Advisory committee member may introduce an item for the agenda. The committee may refer items to the departmental council or another appropriate body. Minutes of meetings will be distributed to all departmental faculty members.

b) Appointed Committees

1) Graduate Studies Committee

The Graduate Studies committee is appointed by the department chair to serve for one academic year and consists of the director of graduate studies who serves as chair, plus four or five other members of the departmental faculty holding graduate faculty status M or P, and one graduate student selected by and from the departmental graduate student body. The graduate student has full voting rights, except in cases of degree conferral, evaluation of examinations, and student petitions.

A reasonable representation of departmental areas of graduate interest should be maintained through judicious committee composition and membership rotation.

The committee meets at least once during each regular academic semester. The committee oversees graduate advising, examinations for M.A. degrees, and the candidacy and Final Oral Examinations in the Ph.D. program. The committee considers curricular and course proposals relating to the graduate program. The committee selects candidates for graduate admission, including external applicants and internal M.A. candidates applying for admission to the Ph.D. program. The committee nominates candidates for fellowships, makes recommendations to the department chair for financial aid offers, coordinates graduate student recruitment, and deals with other pertinent matters. The committee may consult with any faculty member regarding specific students under its jurisdiction.

revised March 2014

2) Undergraduate Studies Committee

The Undergraduate Studies committee is appointed by the department chair to serve for one academic year and consists of the director of undergraduate studies who serves as chair, at least four faculty members of the departmental faculty, and one undergraduate student selected by the chair of the committee in consultation with the undergraduate advisor(s) from among the departmental undergraduate majors. The undergraduate student has full voting rights except in matters of personnel and matters pertaining to student grades and petitions. A reasonable representation of departmental areas of undergraduate interests should be maintained through judicious committee composition and membership rotation. The undergraduate Advisor(s) and the director of the Language program are ex-officio members of the committee.

The committee meets at least once during each academic semester. The committee oversees the major/minor advising process, considers and makes decisions concerning curricular and course proposals relating to the undergraduate program; decides on matters relating to the honors program in the department; and may deal with other pertinent matters. The committee may consult with any faculty member regarding specific students under its jurisdiction.

3) Information, Library, Media, and Instructional Technology Committee

The Information, Library, Media, and Instructional Technology committee is appointed by the department chair to serve for one academic year. It consists of three departmental faculty members and one graduate student with full voting rights, selected by and from the graduate student body of the department, and a library liaison. The chair and members of the committee are appointed by the department chair. The committee is in charge of gathering and disseminating departmental information in coordination with the chair. The committee coordinates departmental library concerns and represents the interests of the department with appropriate University library officials. The committee makes recommendations to the department chair regarding the acquisition, organization, and storage of films, videos, slides, recordings and all other such materials used in connection with departmental instruction. The committee also makes recommendations to the chair regarding the use of technology for instruction including web connections and like matters.

revised March 2014

4) Language Studies Committee

The Language Studies committee is appointed by the departmental chair to serve for one academic year. It consists of at least three faculty members. The Language Program Director serves on and may chair the committee. The committee includes at least one GTA and at least one lecturer involved in the teaching of introductory and intermediate language courses. The committee is responsible for the administration and promotion of the 1100-2200 level Spanish and Portuguese courses, as well as the introductory and intermediate levels for Quechua, Catalan, and other potential language offerings. It considers curricular and course proposals relating to the introductory and intermediate level courses in all languages offered through the department. It also maintains a pool of potential lecturers, conducts interviews, and advises the chair on the hiring of lecturers to fulfill the needs of the language program; and is responsible for the observation and evaluation of GTA's and lecturers' teaching and performance. The committee will meet at least twice each semester.

5) Research Committee

The main purpose of the Research Committee [RC] is to promote faculty research and work with the appropriate committees to showcase its results at the departmental and college levels. One of its most important tasks is to advise the department Chair on the ranking of faculty research proposals, such as SA and FPL applications and/or other special research proposals that involve faculty course load reductions. (AH Larger and Smaller Grant applications are not reviewed by the RC and should be forwarded directly to the Department Chair, who will evaluate their merits and provide the necessary signature of endorsement.) The RC meets on demand and at least twice per academic year.

The RC consists of a minimum of three tenure-track faculty members appointed by the department Chair selected to represent both the tenure-eligible and tenured ranks. Appointed RC members serve for one academic year. One of these members is appointed as Chair by the department Chair. Members of the research committee should not serve more than two years in a row and an effort will be made to implement a staggered-term structure to facilitate both members' rotation and continuity of the committee's work.

6) Outreach Committee

The Outreach Committee consists of four faculty members appointed by the chair to serve for one academic year. The mission of the committee is to engage constituents beyond the department and beyond the university in the intellectual enterprise of the department, whether in the form of knowledge dissemination to

revised March 2014

community members or in the form of deployment of intellectual assets for the benefit of the community. The goal of this outreach is to develop ties beyond the department and to foster the growth of programs that integrate the department with the larger communities in which we are embedded. The committee meets at least once during each regular academic semester. The committee identifies outreach targets, develops strategies and objectives for the year, advises the chair on opportunities for outreach and regularly communicates the status of ongoing outreach projects to the department faculty.

c) Ad Hoc Committees and Task Forces

Ad hoc committees may be created by the department chair or by action of the Departmental Council whenever deemed necessary to deal with a specific question. They receive their particular and limited charge from the constituting authority and may not be created primarily to take up functions assigned by this Pattern of Administration to duly constituted standing committees.

1) Faculty Search Committees

The department chair appoints a search committee for each permanent faculty position to be filled in the department. Search committees consist of not fewer than three tenure-track departmental faculty members, one of whom is selected as chair and another who is designated as the Procedures Oversight Designee, plus one graduate student with full voting rights selected by and from the graduate student body of the department. Search committees assist in writing job descriptions, conduct searches with the participation and advice of all members of the faculty, and make recommendations to the chair for action by the departmental council. A given search committee may conduct more than one search simultaneously.

2) Visiting Positions

The department chair has the authority to make arrangements for visiting faculty. When time permits proper announcement of positions, the chair should appoint an ad hoc committee following procedures for permanent positions. A given search committee may be charged with conducting more than one search simultaneously.

revised March 2014

C. Guidelines for Meetings of Departmental Committees¹

All meetings of departmental committees shall be governed by applicable regulations of the department, the College of Arts and Sciences, the Graduate School, and the University (see *Rules of the University Faculty* and other pertinent documents). In principle, wherever a procedural question arises, such meetings follow *Robert's Rules of Order. Newly Revised* (latest edition).

1. Meetings of Constituted and Standing Committees

a) Call for Meetings

Meetings of constituted and standing committees shall be called with due advance notice in writing, including an agenda detailing the major points to be covered at the meeting. A meeting called for the purpose of amending this Pattern of Administration shall provide at least one week's notice and include in the agenda the full text of the proposed amendment(s).

b) Quorum

A quorum shall consist of at least half of the voting members of the committee.

c) Voting

Voting shall be by voice, show of hands or ballot. A secret written ballot may be requested by any voting member. Absentee and proxy votes are not allowed.

d) Minutes

At all meetings, abbreviated minutes shall be taken and distributed to the members of the committee, the department chair, and to others when appropriate. A secretary shall be appointed at the outset of all committee meetings. If there are personnel or student evaluation issues on the agenda, the corresponding items in the minutes shall be treated as confidential information. A copy of each set of minutes will be kept on permanent file in the office of the departmental administrative associate.

¹ These guidelines do not apply to processes and procedures for the Committee of the Eligible Faculty, which are defined in the departmental Appointments, Promotion and Tenure document.

revised March 2014

2. *Other Meetings*

In all other cases (such as meetings of ad hoc committees), meetings shall be scheduled with enough advance notice to give all members the opportunity to participate fully. A summary agenda shall be provided with the call for a meeting. The annual committee report to the departmental council shall also be based on information kept by the committee chair. Meetings of committees shall be called by the respective chairs as needed to transact the business required by the committee's charge(s).

D. Distribution of Faculty Duties & Teaching Load

The following briefly describes expectations for faculty members with respect to the three major areas of responsibility. For the general framework, cf. the OAA guidelines at http://oaa.osu.edu/handbook/v_teachingworkload.html.

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 (<http://oaa.osu.edu/assets/files/documents/conflictofcommitment.pdf>).

Tenure-track faculty

1. *Teaching*

A standard instructional course load for tenure-track faculty is four courses per year unless contractually specified otherwise. Deviations from this standard load may be approved by the chair according to departmental need.

Teaching involves more than class time. It also includes advising, mentoring, directing theses and dissertations, preparation of course related materials and of revised and new course proposals, updating research and teaching techniques, etc.

Lowering of the course load may take place: (a) as a result of contract negotiations; (b) due to service obligations as a departmental officer or for special assignments as determined by the chair; (c) as a result of grants providing replacement funds; (d) due to heavy instructional involvement beyond formal classroom teaching; and (e) when the department chair in consultation with the Research Committee determines that a faculty member's research is of exceptional urgency and excellence. In such cases the course load may be temporarily reduced. Raising of the teaching load to five, or in

revised March 2014

exceptional cases a maximum of six, courses per year may be appropriate if a faculty member's major professional activity occurs in this area, or if a faculty member is significantly less active in research or service; such adjustment is subject to an annually renewable written contract letter. Individual determination of course load is made each year by the chair in consultation with the Advisory committee after reviewing the faculty member's overall performance for the last three years.

The shifting, swapping, and borrowing of courses is an option when such changes do not affect the coherence of the department's offerings or disrupt overall service assignments as determined by the chair.

Team teaching implies that both teachers collaborate on all aspects of the course and are equally responsible for the entire course. Both attend all classes and both share fully in the grading. In such a case, both teachers receive full-course credit for their team-taught course. Faculty proposing to team-teach in a given academic year must submit a written proposal to the chair no later than the end of Autumn semester of the previous academic year. The chair will consider the proposal within the context of departmental programs and needs. Since this staffing pattern brings with it an otherwise not compensated reduction by one faculty-taught section for the year, any such proposal must present a strong rationale for teamed instruction. The inclusion of a team-taught course in the schedule will depend on formal approval by the chair.

Evaluation of teaching will mainly consider documentable quality of outcome (including the obligatory S.E.I. assessment of each formal course) and materials, as well as quantity with regard to non-classroom teaching activities.

In view of the college's effort to monitor each faculty member's productivity on a continual basis, all adjustments to the standard course load must be approved by the executive dean. This approval will be sought in the form of a comprehensive faculty work load determination for the following year to be presented as an appendix to the annual budget report.

2. Research

Faculty members in the department are expected to pursue an active research program with progressive quality and quantity of output. Research results will be disseminated on a regular basis, and they will also inform the faculty member's teaching, particularly at the graduate level. Research activities are different from teaching and service in that they cannot be assigned with regard to quantity, kind, and eventual significance. In accordance with the departmental APT document, promotion and tenure, and annual review evaluations will rely more heavily on the quality and quantity of research to assess a faculty member's performance. For purposes of merit salary increase, teaching and research will be considered as equal in weight, everything else being equal.

revised March 2014

Although research results are difficult to quantify, they are typically communicated in the form of books, editions, translations, textbooks, articles in professional journals, chapters in books, etc., as well as technologically enhanced formats. An important indicator of the quality of published research is the professional reputation of a press, journal, or other dissemination channel, and its selectivity. The value of each of these publication formats varies from area to area within the department and cannot be quantified.

Beyond the publication of research findings, the department also values many research-related activities which are essential to a faculty member's national and international standing. A partial listing of these activities includes: obtaining external grants and competitive awards; editing journals; refereeing manuscripts or proposals as members of editorial boards of journals, publishers, or granting agencies; presenting invited lectures and participating in scholarly meetings in the US and abroad, etc.

3. *Service*

All faculty are expected to perform functions on mandated and assigned committees in reasonable amount and equitable distribution to produce effective service of high quality. This duty includes, but is not limited to attending meetings and participating in their work. Service assignments are made at the beginning of each academic year by the chair after consultation with the faculty member. Special efforts requiring some form of additional compensation will be contracted with the chair. 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.

The above policy does not constitute a contractual obligation. Fluctuations in demands and resources in the department (college, regional campus) and the individual circumstances of faculty members may warrant temporary deviations from the policy.

4. *Special Assignments*

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

revised March 2014

Untenured faculty will normally be provided an SA for research for one semester, during their probationary period. Reasonable efforts will be made to award SA opportunities to all other faculty members subject to the quality of faculty proposals, including their potential benefit to the department or university, and the need to assure that sufficient faculty are always present to carry out department work. The department's research committee will evaluate all SA proposals and make recommendations to the chair. The chair's recommendation to the dean regarding an SA proposal will be based on the quality of the proposal and its potential benefit to the department or university and to the faculty member as well as the ability of the department to accommodate the SA at the time requested.

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.

The standard course load for all full-time lecturers is eight courses per year. Lecturers who are assigned instructional coordination duties may be considered for a reduced course load. Senior lecturers will have a PhD in a relevant discipline and will teach a majority of upper division courses depending on departmental need. Lecturers will have an MA in a relevant discipline and will teach a majority of lower division courses depending on departmental need.

E Parental Modification of Duties

The Department of Spanish and Portuguese strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty members. To this end, the department is committed to adhering to the College of Arts and Science's guidelines on parental modification of duties to provide its faculty members flexibility in meeting work

revised March 2014

responsibilities within the first year of childbirth/adoption. See the college pattern of administration at (<http://oaa.osu.edu/governance.html>) for details.

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

F. Course Offerings & Teaching Schedule

Each year, the chair appoints one or more course scheduling coordinator(s) to convene the faculty of each of the areas (Iberian Studies, Latin American, Portuguese, linguistics) and to propose a schedule to satisfy the programmatic needs of their areas as set by the course rotation pattern for undergraduate major and graduate courses with the area's specific teaching capacity and the individual faculty members' interests. The scheduling coordinators communicate these programs to the vice chair. The vice chair, in consultation with the directors of graduate, undergraduate, and language studies, will prepare a proposal of course offerings for the next academic year for approval by the department chair. The details of the final teaching schedule are arranged in collaboration with the vice chair and the departmental academic program manager. There will be appropriate consultation with the area faculty for substantive changes from their original proposals. A complete, but tentative program of offerings for the following academic year will be ready by the end of the Autumn semester

G. Allocation of Department Resources

Departmental resources, including course load reductions, are allocated by the chair, in consultation with the Advisory committee, the Research committee, the Lecture committee and/or the departmental faculty, as appropriate. Major changes in the allocation of resources controlled at the departmental level require approval by the departmental faculty.

The department encourages its faculty and students to participate in professional conferences. The allocation of travel funds is made according to published departmental travel policy.

VII Leaves and Absences

revised March 2014

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 (<http://oaa.osu.edu/handbook.html>) and Office of Human Resources Policies and Procedures website, www.hr.osu.edu/policy/policyhome.htm. The information provided below supplements these policies. In general, there are four kinds of leaves and absences taken by faculty (in addition to a parental leave). As a guideline, no more than 10% of the SPPO faculty are expected to be on leave at one time, regardless of leave type.

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 time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the chair retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular semester is substantial. Rules of the University Faculty require 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, www.hr.osu.edu/policy/index.aspx.

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, www.hr.osu.edu/policy/index.aspx. The information provided below supplements these policies. Faculty members requiring an unpaid leave should inform the Department Chair of the intent to pursue an unpaid

revised March 2014

leave of absence. The Department Chair will request approval from the divisional dean for all faculty members on unpaid leave in the Department of Spanish and Portuguese.

D Faculty Professional Leave

Information on faculty professional leaves is presented in the OAA Policy on Faculty Professional Leaves

(<http://oaa.osu.edu/assets/files/documents/facultyprofessionalleaves.pdf>). The information provided below supplements these policies.

The department's research committee will review all requests for faculty professional leave and make a recommendation to the department chair based on the following criteria:

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

The chair's recommendation to the 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.

VIII Supplemental Compensation From University Funds and Paid Consultant Activity

A. Supplemental Compensation

Supplemental compensation is not provided for services rendered within the department. Supplemental compensation should not conflict with or reduce the effectiveness of the individual's performance of primary job responsibilities. Supplemental compensation is intended for short-term arrangements and should not exceed 20 percent of the employee's salary over a fiscal year. All supplemental compensation arrangements must be approved by the department chair and the executive dean (<http://oaa.osu.edu/assets/files/documents/paidexternalconsulting.pdf>) for applicable policies and regulations. Policies regarding external consulting are set

revised March 2014

forth in the Office of Academic Affairs Policies and Procedures Handbook at <http://oaa.osu.edu/assets/files/documents/facultycompensation.pdf>.

B. Conflict of Interest

Cf. the relevant policy at web site <http://oaa.osu.edu/handbook/coipolicy.html>.

External professional service is any professional service in a faculty member's discipline, whether compensated or not, that is provided for any entity other than the University. Publication, creation of works of art and other creative and scholarly activities undertaken as part of a faculty member's University responsibilities are not considered external professional service.

Staff engaging in outside professional employment must avoid the use of information or procedures that may involve a conflict of interest with assigned University responsibilities, particularly as related to an ongoing area of research.

External professional service activities that reflect normal and expected public and/or professional service activities of faculty and that do not entail compensation beyond reimbursement for expenses and/or a nominal honorarium do not require any special approval. These activities include service to governmental agencies and boards such as peer review panels and advisory bodies to other universities; occasional lectures to either professional or public audiences in such forums as professional societies, libraries, and other universities, and peer review activities undertaken for either for profit or nonprofit publishers.

IX 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

revised March 2014

Office of Academic Affairs Policies and Procedures Handbook,
<http://oaa.osu.edu/handbook.html>).

Staff members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter should contact Consulting Services in the Office of Human Resources (www.hr.osu.edu/).

B Faculty Misconduct

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04, <http://trustees.osu.edu>.

C Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05, <http://trustees.osu.edu>.

D Sexual Harassment

The university's policy and procedures related to sexual harassment are set forth in OHR Policy 1.15, www.hr.osu.edu/policy/index.aspx.

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

revised March 2014

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 www.oaa.osu.edu/coam/home.html and <http://senate.osu.edu/committees/COAM/COAM.html>).

F Code of Student Conduct

In accordance with the Code of Student Conduct (<http://trustees.osu.edu/rules/code-of-student-contact.html>), faculty members will report any instances of academic misconduct to the Committee of Academic Misconduct.

X Amendments

Amendments to the Pattern of Administration must be made by the chair, in consultation with the faculty, during his or her first year in office. Amendments may also be made at any regularly convened meeting of the departmental council following the procedures outlined above. Amendments must be approved by a majority of those present and voting. Not less frequently than every five years, the Pattern of Administration shall be reviewed by an ad hoc committee elected by the departmental council.