

Pattern of Administration

Department of Anthropology

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Department of Anthropology
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I. Introduction

The Pattern of Administration for the Department of Anthropology at the Ohio State University is divided into 15 sections. This document serves as a supplement to the *Rules of the University Faculty* and other policies and procedures of the University to which the Department of Anthropology and its faculty are subject (see <http://oaa.ohio-state.edu/handbook/tc.html>). University rules and guidelines of the Office of Academic Affairs supersede this Pattern of Administration in any instance where there is a conflict.

II. Department Mission

The Department of Anthropology strives for excellence in teaching, research, and service. Excellence in research means attainment of national and international recognition, as evidenced by comparative rankings, publications in peer-reviewed journals and other important outlets, external funding, awards, and honors in research. Through innovative research and educational programs, the department will remain at the forefront of anthropological scholarship and education. Our teaching programs will consistently strive to attain high quality in undergraduate and graduate teaching. Strategic emphasis will be placed on the development of focused undergraduate and graduate programs emphasizing areas of faculty expertise that enhance the quality and reputation of research and teaching. The Department of Anthropology strives to increase public awareness of the important role that the discipline plays in contributing to the growing understanding of human behavior, culture, biology, and environment.

III. Academic Rights and Responsibilities

In April 2006, the university issued a reaffirmation of academic rights, responsibilities, and processes for addressing concerns. This statement is available on the Office of Academic Affairs (OAA) website (<http://oaa.edu/rightsandresponsibilities.html>).

IV. Faculty

The Department of Anthropology faculty is composed of regular tenure track faculty, auxiliary, courtesy, emeriti faculty members as defined by the Office of Academic Affairs.

A. Regular Tenure Track Faculty

The regular faculty is comprised of all tenure track faculty with the rank of Professor, Associate Professor, and Assistant Professor whose tenure resides in the Department of Anthropology.

B. Auxiliary Faculty

1. Persons with adjunct titles, clinical titles, visiting titles, and lecturer titles; also professors, associate professors, assistant professors, and instructors who serve on appointments totaling less than 50% service to the university. Persons with regular faculty titles may not hold auxiliary titles. Persons holding auxiliary titles are not eligible for tenure, may not vote at any level of governance, and may not participate in promotion and tenure matters.

2. Members of the auxiliary faculty are active participants in the Department of Anthropology's research, teaching, and service activities. Auxiliary faculty can neither accrue time towards or be granted tenure in the Department of Anthropology.

3. Auxiliary faculty appointments of less than 50% are used to confer faculty status on individuals who have the credentials equivalent (or better) to regular faculty with equivalent rank in the Department of Anthropology. The expectation is that these individuals provide significant contributions to research, teaching, and/or service. Examples of significant contributions include teaching one or more classes on a regular basis per academic year, serving on graduate committees, and pursuing an active research agenda. These individuals may or may not be compensated. Promotion of auxiliary faculty will be based on the same criteria as for regular faculty, except that auxiliary faculty are not eligible for tenure. Auxiliary faculty are renewed on an annual basis.

4. The visiting faculty title may be conferred on an individual with a temporary appointment from another institution. They may or may not be compensated by Ohio State.

C. Courtesy Faculty

No-salary joint appointments can be extended to regular faculty from other tenure-initiating

units at Ohio State who provide substantive contributions to the Department of Anthropology in research, teaching, or service. These appointments do not require annual renewal, but continuation of substantive contributions to the department mission is expected.

D. Emeritus Faculty

An appointment of emeritus status is provided to retired faculty who have distinguished themselves in the Department of Anthropology. Involvement in department activities is negotiated with the department Chair. Emeritus appointments are not permitted to vote in any department matter,

V. Organization of Department Staff and Services

The departmental staff address four areas of responsibility:

A. Fiscal and Human Resources Manager

This individual manages the department main office and other staff, serves as administrative assistant to the department Chair, reconciles department financial documents, oversees compliance with OSU financial and travel policies, coordinates physical facilities, serves as liaison with the College of Arts and Sciences Service Center, monitors time sheets for all departmental biweekly employees, processes all graduate student employees.

B. Graduate Program Coordinator

This individual maintains graduate student records, organizes applications to the graduate program and interfaces with the faculty Graduate Studies Committee in review of applications for the annual admissions cycle, and meets with all prospective graduate students. The individual also does all course scheduling for the department.

C. Information Technologist

This individual maintains and updates all departmental information technology and computing.

D. Office Associate

This individual maintains and updates the department website, manages key control, collect faculty, lecturer, and graduate teaching associate syllabi and grade and grade changes, completes data entry for supplies, equipment, and travel, manages data, and supervises the Hughes Memorial Reading Room.

VI. Overview of Department Administration and Decision-Making

The department is administered by the department Chair who acts in consultation with the faculty on matters of faculty concern. Consultation can occur through conferences with

individual faculty, groups of faculty, with faculty committees, and at regularly scheduled faculty meetings. The emphasis in these meetings is a collegial exchange of opinion. The weight of the majority of faculty opinion should be reflected in the department Chair's decision. When the department Chair departs from the majority opinion, the Chair should inform the faculty, giving reasons for the divergence and inviting comments.

VII. Department Administration

A. Chair

The Department of Anthropology follows Faculty Rule 3335-3-35 (www.trustees.osu.edu/ChapIndex/index.php) in its Pattern of Administration. This rule requires the department Chair to develop a Pattern of Administration (POA) document. This rule, along with Faculty Rule 3335-6 (www.trustees.osu.edu/ChapIndex/index.php), also requires the department Chair to prepare a document setting forth policies and procedures pertinent to promotion and tenure (see *Appointments, Promotion and Tenure*).

B. Committees

The department Chair appoints all committees and committee chairs. The department chair serves as an *ex-officio*, non-voting member of all departmental committees. In addition to the Committee of Eligible Faculty and the Promotion and Tenure Committee (see the APT document for details on these committees), the department has the following standing committees:

1. Faculty Search Committee

Whenever a faculty position is to be filled (other than the department Chair), the department Chair appoints a Faculty Search Committee and its chair. One of the faculty on the committee serves as the diversity representative, to be appointed by the department Chair.

2. Graduate Studies Committee

A Graduate Studies Committee consisting of three regular faculty members (normally including at least one archaeologist, one cultural anthropologist, and one physical anthropologist) shall be appointed by the department Chair. The department Chair also appoints the chair of the committee. The appointment is usually for at least two years.

The Graduate Studies Committee administers the graduate program of the department in accordance with university rules and regulations specified in the *Graduate Faculty Handbook* and with departmental rules and regulations given in the *Graduate Student Handbook*. The Committee is also responsible for notifying the graduate students of departmental funding awards for travel and research and selecting through competition the awardees.

3. Undergraduate Studies Committee

The Undergraduate Studies Committee advises on undergraduate matters, new courses, changes in existing courses, the Honors and Scholars Program, other curriculum matters, reviewing, and modifying the Undergraduate Handbook. Undergraduate Studies Committee membership is comprised of three regular Columbus faculty, including the Undergraduate Advisor who also is the Undergraduate Committee Chair, and the departmental Honors and Scholars Program advisor. All are chosen by the department Chair and, normally, serve at least a two-year term.

4. Speakers Committee

The Speakers Committee identifies speakers in consultation with the regular faculty. The committee membership includes three members from the regular faculty. Membership on the committee is normally at least two years.

5. Awards Committee

The Awards Committee is responsible for selecting recipients of key awards, such as the annual *Outstanding Graduate Student Teacher Award*, *Outstanding Doctoral Dissertation Award*, and *Outstanding Master's Thesis Award*. The committee membership is comprised of the chair and two other regular faculty. Membership is normally for a term of at least two years.

6. Diversity Committee

The Diversity Committee is responsible for all matters relating to the increase in diversity in the Department of Anthropology, including but not limited to faculty and staff hiring and retention. The committee is comprised of a chair and two other regular faculty. The term served is at least two years.

7. Chair Advisory Committee

The Chair Advisory Committee advises the department Chair on matters relating to annual faculty evaluation of all regular faculty. In addition, when the department Chair seeks advice on other matters, he/she will convene the committee for discussion. The committee is comprised of the chairs of the Committee of Eligible Faculty, Undergraduate Studies Committee, and Graduate Studies Committee.

The departmental Chair appoints other committees as the need arises to assist in the administration of the department.

All committees except the Committee of Eligible Faculty, Chair Advisory Committee, and the Undergraduate Studies Committee have a graduate student member. The

graduate students via the Graduate Student Anthropology Association choose this representative. Graduate student representatives are not permitted a vote.

VIII. Faculty Meetings

Departmental faculty meetings (meetings of regular faculty) will normally be held at least once a semester during the academic year. Meetings may be scheduled more frequently by the Chair or at the request of 50% of the regular faculty. Normally, proposals for policy or action are to be presented by chairs of department committees (after due consideration by their committees). Faculty will be provided with an agenda at least one week prior to a faculty meeting. Regular faculty members wishing to include an item(s) on the agenda will do so in writing (including email), listing the item or items with a brief descriptive background. This should be presented to the department Chair at least one week prior to the meeting so it can be included on the agenda.

Proposals made by individual faculty members as "items of new business" are not ordinarily brought to a vote at the meeting during which they are presented. They are voted upon at the meeting of presentation only if it is the clear sense of the meeting (as determined by the department Chair) that the matter is sufficiently urgent and that sufficient information is available to require and justify an immediate vote. Otherwise, proposals of this sort are to be referred to an appropriate department committee and scheduled for a later department meeting.

Voting privileges are limited to regular faculty where either their TIU is in Anthropology or their appointment is 50% or greater in Anthropology. Abstentions are not votes and are not counted or reported. When at least one-half (50%) of the regular faculty are present at a meeting, this shall constitute a quorum. A resolution is considered passed if a simple majority of those voting vote in favor. A resolution is not considered passed if a simple majority of those voting vote against. Voting by proxy is not allowed. If circumstances prevent attendance at a faculty meeting, then participation and voting via video link is permitted.

Resolutions passed at faculty meetings are advisory to the department Chair.

Minutes of the faculty meeting will be recorded by a member of the faculty, to be determined alphabetically. The scribe will distribute the minutes no later than the distribution of the agenda for the next faculty meeting. Minutes are archived in the Department of Anthropology office.

Relevant policy matters relating to the department will be brought to the faculty as a whole, under the general principle that the more important the matter to be decided, the more broad-based agreement is needed.

Appointment recommendations for new faculty on the Columbus and regional campuses are made by the regular faculty. Procedures concerning the review of faculty members for continuation, promotion, and tenure are delineated in the Department of Anthropology APT document.

IX. Policy on Faculty Duties and Responsibilities

Note: This policy is based on regular faculty prorated by their FTE appointment on the Columbus campus only. All expectations are based on the semester system.

A. Policy on Faculty Teaching Load

1. Course assignments are determined by the department Chair in consultation with faculty. The normal teaching load is four courses per academic year. The distribution includes a mixture of undergraduate courses (2000 to 6000 level) and graduate courses (6000 to 9000 level) annually. This load is based on several expectations of the faculty, per the following:

a. Faculty are expected to publish peer-reviewed manuscripts in ranked journals and other key outlets (e.g., book chapters, edited or authored scholarly books) published by internationally recognized publishers. All faculty members are expected and encouraged to seek research funding.

b. All faculty are expected to have at least one major committee assignment at the departmental and at the college or university level. Faculty also are expected to provide professional service, such as reviewing grant proposals and manuscripts, serving in disciplinary profession offices and as journal editors and on editorial boards.

2. Exceptions to the four-course teaching load

Faculty in the Department of Anthropology are expected to maintain a productive research program. The expectation is that they will produce on average over a three-year period more than one refereed journal article or book chapter per year. Faculty producing below expectation will be a candidate for an increased teaching load (more than four courses) to be determined based on expected productivity.

In addition to classroom teaching, faculty are expected to supervise graduate students, individual studies, and service on examination and thesis/dissertation committees. The chair of the Undergraduate Studies Committee will receive a one-course reduction. New faculty receive a three-course teaching load for a period not to exceed three years. Under special arrangement with the chair, a reduced teaching load may be requested under circumstances involving a course buyout. If the grant fund source provides teaching release from a course or courses, the cumulative buyout rate for salary and benefits is 12% for the first course, 32% for two courses, and 57% for three courses. All faculty are required to teach no fewer than one course per academic year. Such an arrangement must be negotiated prior to submission of the grant and is subject to approval of the department Chair. The list of circumstances potentially leading to an enhanced research load is not exhaustive because all considerations cannot be foreseen. Faculty members not meeting the expected levels of performance as noted above are candidates for an enhanced teaching load (five courses or higher).

3. Course cancellation due to under-enrollment

Faculty members whose courses were canceled for reasons of low enrollment normally must make up that course or offer another course during the same academic year or in the following academic year. The department chair is responsible for determining whether a scheduled course is to be cancelled. Faculty may not cancel a course on their own.

4. The department strives for an equitable distribution of faculty responsibilities by balancing the involvement of each in instruction, research, and service.

Generally, this is evaluated by considering the record over time. It would be impossible to develop a set of rules, or formula, to determine an equitable distribution of faculty duties and responsibilities. Ultimately, then, in implementing a differential workload policy, the department Chair must make discretionary judgments within guidelines such as those articulated in this section, and be held accountable accordingly.

5. Faculty will have a minimum of 3 office hours per week.

6. Course load assignment is not a contractual agreement – the individual circumstances of faculty members may warrant temporary deviations from the policy.

B. Special Assignments

The Department of Anthropology follows University policy on special assignments (SAs) <http://oaa.osu.edu/assets/files/documents/specialassignment.pdf>. An SA is granted to a faculty member to relieve them of normal duties of up to one semester so that they can pursue a scholarly endeavor or a brief professional activity. Approvals are required by the department Chair. No more than 10% of the faculty may be granted an SA (or FPL) in any given academic year.

X. Course Offerings and Teaching Schedule

The department Chair will annually develop in consultation with the faculty a schedule of course offerings and teaching schedules. Although 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 mostly likely to meet student needs. To assure classroom availability, efforts must be made to distribute course offerings across the day and week. To meet student needs, reasonable efforts must also 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. Low enrolling courses (less than 7 for a seminar; less than 20 for an undergraduate lecture course; less than 15 for a graduate lecture course) will normally be cancelled and the faculty member scheduled to teach will be assigned to another course for that or a subsequent semester.

XI. Allocation of Department Resources

The Department resources pertain to allocation of space (office and laboratory). All space is allocated by the department Chair. Office space is allocated on the basis of availability. Laboratory space will be allocated on the basis of productivity, including but not limited to external funding and appropriate need (e.g., amount and size of collections being studied). It will be reallocated periodically as needs change.

XII. Leaves and Absences

A. Entrepreneurial Unpaid Leave of Absence

The Department of Anthropology follows University policy on entrepreneurial-related leaves of absence (<http://hr.osu.edu/policy/policy645.pdf>). This refers to situations when a company offers a paid position to a faculty member because of their expertise or knowledge of an area. The leave is granted for a period no more than two years, but not granted to untenured faculty in their terminal year of employment at Ohio State University or to a faculty member who has accepted new permanent employment.

B. Unpaid Leave of Absence

The Department of Anthropology follows University policy on matters relating to unpaid leaves of absence (<http://hr.osu.edu/policy/policy645.pdf>). Unpaid LOAs can be granted for either personal or professional reasons. Approvals are required by the department Chair, SBS Dean, Arts & Sciences Executive Dean, Office of Academic Affairs, and the Board of Trustees.

C. Paid Leaves

The Department of Anthropology follows university policy in all matters relating to paid leaves (<http://hr.osu.edu/policy/policy627.pdf>). This pertains to vacation, sick, parental, jury duty/court appearance, and organ donation leave.

D. Faculty Professional Leave

The Department of Anthropology follows University policy on Faculty Professional Leaves (FPLs). An FPL entails the faculty member preparing a detailed proposal that specifically focuses on how the leave will enhance research skills and/or knowledge. The FPL program is intended to give faculty an uninterrupted time period to invest in professional development. FPLs may be requested for 1 semester at full salary or 2 semesters at 2/3 salary. Following rigorous review by a Department of Anthropology *ad hoc* committee, the results of the review will be taken in advisement by the department Chair. If the department chair approves the proposal, then the proposal will then be sent to the Dean, the Office of Academic Affairs, and the Board of Trustees through the approval process. No more than 10% of the faculty can be granted an FPL or SRA in any given academic year.

E. Birth and Adoption

The Department of Anthropology will follow University policy (<http://hr.osu.edu/policy/policy605.pdf>).

XIII. Supplemental Compensation and Paid External Consulting

The Department of Anthropology follows University policy on matters involving supplemental compensation: <http://oaa.osu.edu/handbook.html>. Supplemental compensation is for temporary work beyond the faculty member's normal assignments, such as from external grants and contracts or off-duty semester teaching. All such arrangements are approved by the department Chair.

The Department of Anthropology follows University policy on matters involving external consulting (see <http://oaa.osu.edu/handbook.html>). External consulting refers in particular to paid external consulting in relation to activities that are related to the mission of the Department, College, and University. Normally during on-duty semesters, this should not exceed one business day per week. Off-duty periods have no time limitations. Paid external consulting requires the pre-approval of the department Chair and the Dean of the Division of Social and Behavioral Sciences.

XIV. Financial Conflicts of Interest

The Department of Anthropology follows University policy on matters dealing with conflict of interest (<http://oaa.osu.edu/assets/files/documents/financialconflictofinterest.pdf>). Per University policy, conflict of interest “exists if financial interests or other opportunities for tangible personal benefit may exert substantial and improper influence upon a faculty member or administrator's professional judgment in exercising any university duty or responsibility, including designing, conducting or reporting research.” All faculty members will be required to review their professional activities to identify conflicts of interest and to avoid activities that result in conflict of interest.

XV. 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 described below identifies procedures for the review of specific types of complaints and grievances.

A. Salary Appeals

The Department of Anthropology participates in the salary appeal process in accordance with guidelines of the College of Arts & Sciences (see <https://intranet.asc.ohio-state.edu/files/intranet/Appendix%20C%20-%20Faculty%20Salary%20Appeals%20Process.pdf>).

B. Faculty Misconduct

All formal complaints against faculty can be filed under Faculty rule 3335-5-04 (<http://trustees.osu.edu/rules5/ru5-04>). Allegations of misconduct are presented following University procedures whereby the complaint can be filed by the department Chair, SBS Dean, Provost, or President. Regardless, it will be referred to the department Chair should it be submitted to the SBS Dean, Provost, or President. All steps as outlined in Faculty rule 3335-5-04 will be followed until the complaint is ultimately resolved.

C. Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05 (see www.trustees.osu.edu/ChapIndex/index.php).

D. Sexual Harassment

The Department of Anthropology is committed to providing a work and study environment that is free from sexual harassment (see Policy 1.15 at <http://hr.osu.edu/policy/policyhome.htm>). The Department follows policy of Ohio State University. Procedures for filing and the investigation of allegations of sexual harassment are detailed in Guidelines for Investigating Complaints of Discrimination and Harassment (see <http://www.hr.osu.edu/policy/policyhome.htm>). Student Complaints

E. Student Complaints

Normally, student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving these 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 course and instructors to the department Chair, the Chair will first determine whether or not the student requires confidentiality. If confidentiality is not required, then the chair will investigate the matter as fully and fairly as possible and provide a response to both the student and affected faculty. If confidentiality is required, then the Chair will explain that it is not possible to fully investigate a complaint in such circumstances and will advise the student 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 (www.oaa.osu.edu/coam/home.html; <http://senate.osu.edu/committees/COAM/COAM.html>).

F. Code of Student Conduct

The Department of Anthropology follows explicitly the code of student conduct (Faculty Rule 3335-23; see <http://trustees.osu.edu/Rules23/index.html>). The code applies to all on-campus conduct of students and student organizations. Prohibited conduct refers in particular to academic misconduct, endangering health or safety, sexual misconduct, destruction of property,

dangerous weapons or devices, dishonest conduct, theft/unauthorized use of property, failure to comply with university or civil authority, drugs, alcohol, unauthorized presence, hazing, judicial system abuse, violation of university rules, and riotous behavior.

The judicial procedures commence with investigation of the code violation. The Department follows all procedures outlined in the code of student conduct.

G. Nondiscrimination

The Department of Anthropology is committed to building a diverse faculty and staff and to promote a work environment that is nondiscriminatory (see <http://www.hr.osu.edu/policy/policy110.pdf>). Harassment or harassing conduct is not tolerated under any circumstances. Complaints procedures in this regard are addressed in Guidelines for Investigating Complaints of Discrimination and Harassment (available as a PDF document on <http://www.hr.osu.edu.edu/policy/policyhome.htm>). If a faculty, staff, or student has a concern or complaint, they will contact the department Chair.

IX. Distribution of Faculty Duties and Responsibilities (Revised 18 November 2013)

APPENDIX

Note: These guidelines are based on tenure-track faculty prorated by their FTE appointment on the Columbus campus only. All expectations are based on the semester system.

A. Scholarship/Research Expectation

1. Faculty in the Department of Anthropology are expected to maintain productive research programs. Faculty are expected to publish manuscripts in peer-reviewed, ranked journals (ranking per Social Science Citation, Science Citation, Arts and Humanities indexes) and other scholarly outlets (e.g., book chapters, edited or authored scholarly books) published by leading university and commercial presses. The expectation is that they will produce on average over a three-year period more than one refereed journal article or book chapter per year. All faculty members are expected and encouraged to seek extramural funding in support of their ongoing research programs.

B. Faculty Teaching and Service Assignments

1. Course assignments and course load per academic year are determined by the department Chair in consultation with faculty. The normal teaching load is four courses per academic year. The distribution includes a mixture of undergraduate courses and graduate courses annually. This load is based on several expectations of faculty productivity, per the following:

a. Faculty publishing below expectation will be a candidate for an increased teaching load (more than four courses). If no publications are produced in a three-year period, then faculty will teach at least five courses per academic year.

b. In addition to classroom teaching, faculty are expected to supervise graduate students (e.g., dissertations), individual studies, and to serve on examination and thesis/dissertation committees.

c. All faculty are expected to have at least one major committee assignment at the departmental and at the college or university level. Faculty also are expected to provide professional service, such as reviewing grant proposals and manuscripts, serving as journal editors, on editorial boards, and in leadership positions in professional organizations.

2. Course reduction due to service and research circumstances

The chair of the Undergraduate Studies Committee will receive a one-course reduction. New faculty receive a three-course teaching load for a period not to exceed three years. Under special arrangement with the chair, a reduced teaching load may be requested under circumstances involving other service assignments. In addition, course buyout can be negotiated. If the grant fund source provides teaching release from a course or

courses, the cumulative buyout rate for salary and benefits is 12% for the first course, 32% for two courses, and 57% for three courses. All faculty are required to teach no fewer than one course per academic year. Such an arrangement must be negotiated prior to submission of the grant and is subject to approval of the department Chair. The list of circumstances potentially leading to an enhanced research load is not exhaustive because all considerations cannot be foreseen. Faculty members not meeting the expected levels of performance as noted above are candidates for an enhanced teaching load (five courses or higher).

3. Course cancellation due to under-enrollment

Faculty members whose courses were canceled for reasons of low enrollment normally must make up that course or offer another course during the same academic year or in the following academic year. The department chair is responsible for determining whether a scheduled course is to be cancelled. Faculty may not cancel a course on their own.

4. The department strives for an equitable distribution of faculty responsibilities by balancing the involvement of each in instruction, research, and service.

Generally, this is evaluated by considering the record over time. It would be impossible to develop a set of rules, or formula, to determine an equitable distribution of faculty duties and responsibilities. Ultimately, then, in implementing a differential workload, the department Chair must make discretionary judgments within guidelines such as those articulated in this section, and be held accountable accordingly.

5. Faculty will have a minimum of 3 office hours per week.

6. Course load assignment is not a contractual agreement – the individual circumstances of faculty members may warrant temporary deviations from these guidelines.

i. 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.

Reasonable efforts will be made to award SA opportunities to 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 Chair Advisory 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.

D 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.

E Parental Modification of Duties

The Department of Anthropology strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty members. To this end, the department is committed to adhering to the College of Arts and Sciences' guidelines on parental modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption. See the College of Arts and Sciences pattern of administration at (<http://oaa.osu.edu/assets/files/documents/ASC-POA.pdf>) 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 dean.