



Pattern of Administration

Department of Geography

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I Introduction

This document provides a brief description of the Department of Geography as well as a description of its guidelines 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 as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the college office and the Office of Academic Affairs.

II Department Mission

The Department of Geography contributes to The Ohio State University's mission of attainment of international distinction in education, scholarship, and service. Geography provides a highly regarded research and educational environment for increased understanding of:

Air Transportation Studies
Atmospheric Sciences
Environment and Society
GIS and Spatial Analysis
Physical Geography and Climatic Studies
Urban, Regional and Global Studies

The Department is nationally and internationally recognized as a leading research and instructional unit. In the most recent NRC Study (2010), the Geography Department at The Ohio State University ranked in the Top 10 nationally. This ranking is based on the scholarly quality of the program's faculty.

The Department serves undergraduate and graduate students by teaching a spectrum of courses in Geographical knowledge. It serves the national and international research community by carrying out and reporting original research in the major areas of focus listed above. The Department participates in national, state and local service through a broad range of editorial, administrative, and scientific activities.

The teaching mission involves diverse courses including: (1) large sections of undergraduate courses required as part of basic educational and capstone experiences; (2) comprehensive, in-depth courses for upper-level undergraduate and beginning graduate students; and (3) advanced graduate courses which are critical in the diffusion of new research and theories. Our graduate program consistently ranks as one of the most productive PhD granting programs in the country. Excellence in teaching, research and service by faculty are critical for maintaining our mission. The primary emphasis in the Department is

scholarly excellence; the creation of new knowledge is the paramount aim. Thus, faculty are expected to be active in publishing and research. Outstanding teaching and high quality mentoring of graduate students is also expected of our faculty. At the senior ranks, quality service also is expected.

Improving faculty quality is a primary objective. The goal of the Department over the next several years is to increase its already high ranking and stature. To attain this, the Department expects productivity and excellence from all its members. The department has articulated a set of mechanisms to achieve this objective, which are embodied within our criteria for appointments, promotion, and tenure, merit salary increases, and other recognitions.

III 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>.

IV Faculty

Faculty Rule [3335-5-19](#) defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of this department includes tenure-track, associated faculty, and research faculty.

A Tenured and Tenure-track Faculty

The tenure-track faculty is comprised of all persons with the title of Professor, Associate professor, and Assistant professor who have their TIU home in the Geography department.

B Associated Faculty

The associated faculty is comprised of all persons with adjunct titles, visiting titles, Lecturer titles and part-time (less than 50 percent appointment to the department or university) professors, associate professors, assistant professors, and instructors.

C Research Faculty

Research faculty are comprised of all persons with the title of research professor of geography or atmospheric sciences, research associate professor of geography or atmospheric sciences, and

research assistant professor of geography or atmospheric sciences. These are non-tenure-track fixed term contract positions. Research faculty can comprise no more than 20% of the tenure-track faculty. Research faculty shall be engaged in externally funded research related to the mission and goals of the department. Research faculty do not have governance rights in the department. Please see Faculty Rule [3335-5-29](#) for graduate faculty membership guidelines.

D Voting Privileges

Voting privileges on departmental matters are extended only to members of the tenured and tenure-track departmental faculty. Research, associated, courtesy, and emeritus faculty do not have voting privileges on departmental matters. In the event that Research Faculty serve on committees they shall be non-voting members.

E Courtesy Faculty

Courtesy (no salary) appointments are reserved for faculty who have a tenured or tenure-track appointment in another department at The Ohio State University. At a minimum, a courtesy appointment should be based on an expectation of the appointee's substantial involvement in the department (e.g., student mentoring, advising). Continuation of the appointment should reflect ongoing contributions to the department mission. A courtesy appointment is made at the individual's current Ohio State rank, with promotion in rank recognized.

F Emeritus Faculty

Emeritus faculty are persons whom, upon retirement, the Chair, Divisional Dean, Executive Dean, and Executive Vice President and Provost recommend for emeritus status. It is expected that emeritus faculty will make some substantive contribution to the department though they do not play a role in departmental governance.

Emeritus faculty in this department are invited to participate in discussions on non-personnel matters, but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in this department is provided in the Appointments, Promotion and Tenure Document (see <http://oaa.osu.edu/appointments-reappointments-promotion-and-tenure>).

V Organization of Department Services and Staff

The department includes staff members to accomplish all management of fiscal and human resources, as well as technical matters and course scheduling activities under the discretion of the chair.

VI 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 determine 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.

VII Department Administration

A Chair

The primary responsibilities of the chair are set forth in Faculty Rule [3335-3-35](#). 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](#), 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; 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 inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their department and to place in that file a response to any evaluation, comment, or other material contained in the file.
- 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](#) 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.

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 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 Other Administrators

Other important positions include chairs of Personnel, Graduate Studies, and Undergraduate Studies committees as described in committees below.

C Committees

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

1. Personnel Committee

The Personnel Committee advises on matters of faculty personnel such as Annual Reviews of assistant and associate professors, as defined in the APT document, and the promotion and tenure processes.

Membership of the Personnel Committee is 6 Columbus-campus faculty. The committee is supplemented with a regional campus colleague chosen by the chair; this member serves at meetings involving regional campus appointments. The committee Chair is chosen by the Geography Chair, with a term that normally will correspond with that of the Department Chair. Other members -- 3 Professors, 1 Associate Professor, and 1 Assistant Professor -- are elected by Columbus-campus faculty under an anonymous ballot procedure. Each elected member serves a three-year term, rotating and staggered for the Professor component of the Committee. In the case when an elected member leaves the Committee before completing a full term, a substitute will be elected to fill out the remainder of the term. Faculty who have completed their term are not eligible for re-election until one year after the formal date at which their term is completed.

Should there be no eligible Associate or Assistant Professors from whom to elect a Personnel Committee member, that position will be vacant.

2. Graduate Studies Committee

The Graduate Studies Committee advises on matters concerning the department's graduate programs in Geography and Atmospheric Science. This includes graduate student appointments and awards, initiating proceedings to obtain appropriate Graduate School status for new faculty (related to service on MA, MS, and PhD committees), reviewing, and modifying the Graduate Manual.

Membership of the Graduate Studies Committee (GSC) is four Columbus-campus members (to represent the different specialty fields in the Geography and Atmospheric Science graduate programs) and a Chair, each chosen by the Chair of Geography. The tenure of the Graduate Committee Chair normally will correspond with that of the Department Chair. Committee members normally serve a three-year, rotating and staggered term. The GSC member who represents Atmospheric Science serves as chair of the Atmospheric Science graduate program and participates in funding meetings.

3. Undergraduate Committee

The Undergraduate Committee advises on undergraduate matters, new courses, changes in existing courses, other curriculum matters, reviewing, and modifying the Undergraduate Manual.

Undergraduate Committee membership is comprised of representatives of the four major specializations within the department's instructional mission, the Undergraduate Advisor, and an Undergraduate Committee Chair. All are chosen by the Department Chair and, normally, serve a term that corresponds with that of the Department Chair.

4. Executive Committee

The Executive Committee is advisory to the chair and ordinarily consists of the chairs of the Undergraduate, Graduate, and Personnel committees, plus one elected tenure-track faculty member, rotating annually. Its function is to serve as a sounding board for issues affecting the department. The committee also serves as a sounding board for issues of importance to the faculty.

5. Visiting Speakers Committee

The visiting speakers committee arranges for timely invitations to high quality speakers in connection with the Taaffe and Robinson lectures. Other visits, when funds permit, are also run by the visiting speakers committee. The chair of this committee and two faculty members are appointed by the Department Chair, rotating every three years.

6. Ad Hoc Committees

A number of ad hoc committees will exist, depending on need, with members appointed by the Department Chair. Examples of such committees include Diversity; Grievance; Library, to handle book orders and other matters related to library services; and Newsletter, to collect information for and edit all forms of media communications.

7. Graduate Student Membership

All committees except personnel and executive have a graduate student member, except when disallowed under University rules or deemed inadvisable by the Department Chair. This representative is chosen by the graduate students. A graduate student representative also will be appointed to attend faculty meetings. Normally, graduate student representatives will not vote and presence of a graduate student member will be at the discretion of the Committee, or Department Chair.

VIII Faculty Meetings

The chair will provide to the faculty a schedule of department faculty meetings at the beginning of each academic term. The schedule will provide for at least one meeting per semester and normally will provide for monthly meetings. A call for agenda items and completed agenda will be delivered to faculty by e-mail before a scheduled meeting. Reasonable efforts will be made to call for agenda items at least seven days before the meeting, and to distribute the agenda by e-mail at least three business days before the meeting. A meeting of the department faculty will also be scheduled on written request of 25% of the department faculty. The chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. The chair will distribute minutes of faculty meetings to faculty by e-mail—within seven days of the meeting if possible. These 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.

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

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

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

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.

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.

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 OAA [Policies and Procedures Handbook](#), Volume 1, Chapter 2, Section 1.4.3).

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

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](#)).

A Tenure-track Faculty

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

Teaching

All tenure-track faculty are expected to contribute to the department's teaching, including large enrollment and specialized courses in both the undergraduate and graduate curriculums. The standard course assignment for departmental faculty on the Columbus campus at 100% FTE is three courses of classroom teaching in the departmental curriculum per academic year. Faculty members with enhanced instructional assignments normally teach more than three courses. Formal course assignments typically will involve at least one undergraduate General Education or introductory "service" course. Faculty members also are expected to fulfill their share of responsibilities for advising undergraduate majors, training graduate students, sponsoring independent study courses, and supervising honors and graduate theses. Faculty with no involvement in graduate student training normally will have a higher course assignment.

Adjustments to the standard teaching assignment may be made to account for teaching a new class, the size of the class, whether the class is taught on-line or team-taught, and other factors that may affect the preparation time involved in teaching the course.

The standard teaching assignment may vary for individual faculty members based on their research or service activity. Tenure track faculty who do not maintain a productive research program (e.g., a well-below average or sparse publication record over the three-year evaluation period) may be assigned an enhanced teaching assignment of four or five courses. For faculty on enhanced teaching loads, merit evaluations will attach a higher weight to instructional performance.

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 is responsible for making teaching assignments on an annual basis, and may decline to approve requests for adjustments when approval of such requests is not judged to be in the best interests of the department. All faculty members must do some formal instruction and advising over the course of the academic year.

Scholarship

All tenure-track faculty members are expected to be engaged in scholarship as defined in the department's Appointments, Promotion, and Tenure Document (<http://oaa.osu.edu/appointments-reappointments-promotion-and-tenure>). Productive research programs are characterized by a sustained pattern of publication appropriate to their subfield evaluated over a three-year period. Such a pattern would include article publication in high quality peer-reviewed journals, peer-reviewed book chapters in edited volumes, research monographs published by scholarly publishing houses, or extramural research awards. Faculty engaged in basic or applied research are expected to attract extramural funding.

Precise publication expectations vary, but two papers per year is a target level of productivity. Other activities Includes work on book manuscripts or presentations at national or international conferences.

Service

Faculty members are expected to be engaged in service and outreach to the department, university, profession and community. Typically this will include service on a committee within the department and one outside of the department. This pattern can be adjusted depending on the nature of the assignment (e.g. service as committee chair, service on a particularly time-intensive committee, organizing a professional conference, leadership in an educational outreach activity, service in an administrative position within the department, college, or university).

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

Information on special assignments (SAs) is presented in the Office of Academic Affairs [Special Assignment Policy](#).

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 Personnel 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.

B 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. Lecturers may also be assigned other duties related to teaching that reduces this amount as long as the percentage of effort (FTE) is spelled out in the letter of offer.

C Research Faculty

Research faculty members are expected to contribute to the university's mission via research.

In accord with Faculty Rule [3335-7-34](#),

The primary duty of research faculty is to conduct research. A research faculty member may, but is not required to, participate in limited educational activities in the area of his or her expertise. However, teaching opportunities for each research faculty member must be approved by a majority vote of the TIU's tenure-track faculty. Under no circumstances may a member of the research faculty be continuously engaged over an extended period in the same instructional activities as tenure-track faculty. An appointment to a research faculty position should not be made to displace or make unnecessary an appointment to a tenure-track faculty position. (Board approval dates: 6/4/2004, 6/7/2005, 6/7/2013)

Research expectations are similar to those for the tenure-track, albeit proportionally greater since 100% of effort for faculty members appointed as research faculty is devoted to research. Specific expectations are spelled out in the letter of offer.

D Parental Modification of Duties

The Department of Geography 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 ASC's 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 pattern of administration at <http://oaa.osu.edu/appointments-reappointments-promotion-and-tenure> 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.

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, both collectively and individually. 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](#) 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.

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 chair will discuss the department budget at least annually with the faculty and attempt to achieve consensus regarding the use of funds across general categories. However, final decisions on budgetary matters rest with the chair.

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

The allocation of office space will include considerations such as achieving proximity of faculty in sub-disciplines and productivity and grouping staff functions to maximize efficiency.

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

The department will endeavor (within available resources) to provide support for travel to one conference (normally the American Association of Geographers) each year. Other travel support, when available, is provided by an allocation to the Personal Research Account (PRA) of each faculty member. The department also endeavors to reward externally funded grants that generate indirect support.

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](http://oaa.osu.edu/handbook.html) (<http://oaa.osu.edu/handbook.html>) and Office of Human Resources [Policies and Forms](#) website.

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](#).

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 Leave](#). The information provided below supplements these policies.

The department's Personnel Committee will review all requests for faculty professional leave and make a recommendation to the department chair based on the following criteria: appropriateness of the request and potential benefits to the colleague making the request, as well as to the department.

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.

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](#). The information provided below supplements these policies.

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

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.

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

XIV Financial Conflicts of Interest

Information on faculty financial conflicts of interest is presented in the university's [Policy on Faculty Financial Conflict of Interest](#). A conflict of interest exists if financial interests or other opportunities for tangible personal benefit may exert a 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.

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

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

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 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](#)). Appendix C of the [College of Arts and Sciences Pattern of Administration](#), gives the college appeals process.

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

B Faculty Misconduct

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

C Faculty Promotion and Tenure Appeals

Tenure-Track and Research Faculty

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

D Sexual Misconduct

The university's policy and procedures related to Sexual Misconduct, Sexual Harassment, and Relationship Violence 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 also <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.