

Department of Spanish and Portuguese

PATTERN OF ADMINISTRATION

Revised, May & June 2005

Table of Contents

I.	PREFACE.....	2
II.	MISSION.....	2
III.	FACULTY: REGULAR, AUXILIARY, EMERITUS	3
IV.	ORGANIZATION OF STAFF.....	3
V.	OVERVIEW OF DECISION MAKING	3
VI.	DEPARTMENTAL ADMINISTRATION.....	4
A.	<i>Officers and Staff</i>	4
1.	Department Chair	4
2.	Vice Chair	4
3.	Director of Graduate Studies	4
4.	Director of Undergraduate Studies	5
5.	Directors of Language Programs	5
B.	<i>Departmental Committees</i>	5
1.	Constituted Committees	5
2.	Standing Committees.....	6
C.	<i>Faculty Meetings</i>	11
1.	Meetings of Constituted and Standing Committees.....	11
2.	Other Meetings	12
D.	<i>Faculty Duties & Teaching Load Policy</i>	12
1.	Teaching.....	12
2.	Research	14
3.	Service.....	14
E.	<i>Course Offerings & Teaching Schedule</i>	15
F.	<i>Allocation of Department Resources</i>	15
G.	<i>Leaves of Absence</i>	15
1.	Professional and Personal Leave	16
2.	Medical Leave	16
3.	Staff Leave	16
4.	Faculty Leaves of Absence:.....	16
H.	<i>Supplemental Compensation From University Funds</i>	16
1.	Supplemental Compensation	16
2.	Conflict of Interest.....	17
I.	<i>Grievance Procedures</i>	17
J.	<i>Amendments</i>	18

revised May & June 2005

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/ChapIndex/index.php>) 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 Spanish with specializations in Hispanic linguistics and Spanish and Latin American literatures and cultures;
- e) offering effective instruction in Spanish and Portuguese 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 May & June 2005

III. FACULTY: REGULAR, AUXILIARY, EMERITUS

- a) The *(regular) departmental faculty* comprises all members of the department at or above the rank of assistant professor, including those on regional campuses, who serve on appointments totaling fifty percent or more service to the University.
- b) The *local departmental faculty* comprises those members of the departmental faculty appointed on the Columbus campus.
- c) The *auxiliary 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) senior lecturers
- d) Administrative & professional staff who offer instruction in the department.
- e) The *emeriti/ae faculty* comprises those persons who have served the University continuously as regular faculty for at least ten consecutive years and who, upon retirement, were recommended for emeritus status by the chair, the dean, and the provost.
- f) The president of the University and the 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:

- * administrative associate
- * undergraduate advisor(s)
- * director(s), language program(s)
- * requisite clerical staff.

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.

revised May & June 2005

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.

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 local departmental faculty and serves as the administrative head of the department. The 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 dean, subject to the formal approval of the Provost, President, and the Board of Trustees. For a formal chair search process, see below (VI.B.2.c.3).

The dean may reappoint sitting chairs after a review process outlined below (VI.B.2.c.4).

An interim chairperson will be appointed by the dean in consultation with the department. Summer interim chairs are appointed by the 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. While the duties of the office may vary, they will include curricular leadership and oversight of the undergraduate programs. The vice chair will normally oversee the senior lecturers, and the teaching assignments of lecturers and graduate teaching associates, as well as schedule preparation.

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,

revised May & June 2005

graduate advising, M.A. and Ph.D. examinations, and such other tasks as the department chair may assign.

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.

5. Directors of Language Programs

The director of the Spanish language program is appointed by the department chair after consultation with the departmental faculty. S/he chairs 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.

B. Departmental Committees

Faculty members on all standing and ad hoc committees are selected from among the regular departmental faculty. All committees are open to all members of the regular 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.

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) Departmental Council

The departmental council consists of the following voting members:

- all members of the regular departmental faculty, as defined above,
- a representative of the senior lecturers, selected by and from the senior lecturers,
- all departmental personnel on administrative and professional appointments,

revised May & June 2005

- graduate students appointed on committees reporting to the departmental council. These graduate students have voice and vote with regard to matters within the purview of their committee,
- one graduate student member selected by and from the departmental graduate student body who has voice and vote with regard to matters pertaining to policies and programs; s/he does not participate in discussions involving personnel or student evaluation, except in cases of appointment to the faculty.

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 quarter and may be called into session by the department chair, the advisory committee, or by petition of one fourth of the regular 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.

b) Committees on Annual Reviews and for Promotion and Tenure

Annual reviews and reviews for promotion and tenure follow procedures outlined in the guidelines for appointments, annual reviews and promotion and tenure (see the separate A, P&T document of the department of Spanish and Portuguese). Assistant professors are reviewed annually to assess progress toward tenure and promotion, by a constituted committee consisting of all associate and full professors. Associate professors are reviewed annually by a constituted committee consisting of all full professors. Full professors are reviewed annually by the department chair. Senior lecturers are reviewed annually by a constituted committee of the departmental faculty. Graduate students are reviewed annually by the members of the departmental graduate faculty (faculty holding graduate category M or P) with regard to degree progress.

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.

revised May & June 2005

a) Elected Committee

Advisory Committee

The Advisory committee consists of five regular 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 quarter. Departmental faculty members may 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 quarter 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 and consists of the director of graduate studies who serves as chair, plus four or five other members of the regular 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 quarter. 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

revised May & June 2005

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.

2) Undergraduate Studies Committee

The Undergraduate Studies committee is appointed by the department chair and consists of the director of undergraduate studies who serves as chair, at least four faculty members of the regular 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 quarter. 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. 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. 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 May & June 2005

4) Committee on Lectures, Special Events and Extra-curricular Activities

The committee on Lectures, Special Events and Extra-Curricular Activities is appointed by the department chair. It consists of three departmental faculty members and one graduate student member with full voting rights, selected by and from the graduate student body of the department. The chair of the committee is appointed by the department chair. The committee plans and arranges, in consultation with other members of the department, lectures, special events, and other appropriate activities to enhance the intellectual climate of the department. The committee will meet at least once per quarter.

5) Language Studies Committee

The Language Studies committee is appointed by the departmental chair. It consists of at least two faculty members and is chaired by the director of the Spanish language program. The committee includes at least one GTA involved in the teaching of 100-200 level courses, 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 committee is responsible for the administration of the 100-200 level Spanish and Portuguese courses. It considers curricular and course proposals relating to the 100-200 level courses, and advises the vice chair on the hiring of lecturers. The committee will meet at least once per quarter.

6) Research Committee

The research consists of three faculty members appointed by the department chair selected to represent both the tenure-eligible and tenured ranks. One of these three is appointed as chair by the department chair. The committee advises the departmental chair on the ranking of faculty research proposals and funding for faculty research including SRA and FPL applications as well as other projects involving faculty course load reductions related to special research proposals. The committee meets on demand and at least once per academic year.

7) International Studies Committee

The International Studies committee is appointed by the department chair and consists of three faculty members of the regular departmental faculty and one graduate student selected by and from the departmental graduate student body. One undergraduate advisor is an ex officio member. The committee meets at least

revised May & June 2005

once during each regular academic quarter. The committee is responsible, in collaboration with the Office of International Education, for keeping existing study abroad programs current as well as the development of new programs as needs dictate, and may deal with other pertinent matters.

c) Ad Hoc Committees

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 regular departmental faculty members, one of whom is appointed as committee chair, 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.

3) Chair Appointment Search Committee

The committee is appointed by the dean in the Fall of the chair's fourth year. It will include a dean's representative and will exclude the sitting chair. The committee will present the dean with an unranked list of candidates deemed acceptable to the department as determined by a systematic screening and

revised May & June 2005

consultation process. The dean then appoints the chair from the candidates on that list.

4) Chair Reappointment Review Committee

When a sitting chair informs the dean of his or her willingness to continue, the dean will appoint a Review Committee. This committee, which includes a dean's external representative, will conduct its review in the Fall of the chair's fourth year of service. It will prepare a report for the dean summarizing the faculty members' views and opinions of the chair and a statement about his or her merits and demerits. Departmental faculty may propose other candidates for the position of chair and advise the dean individually. After reviewing the evaluations, the dean will decide to make a reappointment or to initiate a search following the procedures described above (VI.B.2.c.3).

C. Faculty Meetings

All meetings of departmental committees shall be governed by applicable regulations of the department, the College of Humanities, 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. A quorum shall not be determined unless called for by a voting member of the committee.

c) Voting

revised May & June 2005

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. In all questions concerning major personnel decisions (regular faculty appointments, fourth-year reviews of probationary faculty, and all promotion and tenure decisions) a motion requires a two-thirds affirmative vote by written, confidential ballot in order for there to be a positive recommendation. Only “yes” and “no” are considered valid votes.

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.

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. Faculty Duties & Teaching Load Policy

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.

1. *Teaching*

A standard instructional work load for faculty is five courses per year unless contractually specified otherwise. The standard teaching load for senior lecturers is eight courses per year, while full-time lecturers will be assigned nine courses. Deviations from this standard load may be approved by the chair according to departmental need.

revised May & June 2005

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 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 six, or in exceptional cases a maximum of seven, 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 quarter 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 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.

revised May & June 2005

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 A, P & T 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.

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 can not 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

revised May & June 2005

individual circumstances of faculty members may warrant temporary deviations from the policy.

E. 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 (Spanish Peninsular, 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 administrative associate. 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 before advance enrollment opens in the Winter quarter.

F. 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.

G. Leaves of Absence

Leave may be taken for medical, professional, or personal reasons. In the case of faculty, granting of leave implies that the same or a similar position will be made available to the individual upon return from leave. Requests for Leaves of Absence (LOA) are subject to approval by the department chair, the dean, OAA, and the Board of Trustees.

revised May & June 2005

1. Professional and Personal Leave

The specific reason for a professional or personal leave should be included in the written leave request.

2. Medical Leave

Satisfactory medical documentation is required for a medical leave and should be appended to the written leave request. The leave request must indicate a projected date for return to work.

3. Staff Leave

Unclassified staff may be granted both personal and medical leave without pay for a period of time not to exceed one year, and must state the reason for the leave in the leave request.

4. Faculty Leaves of Absence

Guidelines for Uncompensated and Compensated Faculty Leave are in the Office of Academic Affairs handbook for deans, Directors, and Department chairs. For unpaid leaves of absences, faculty professional leaves (FPL) and special research assignments (SRA) see the websites:

http://oaa.osu.edu/handbook/ix_loa.html and
http://oaa.osu.edu/handbook/ix_loaentrepren.html,
http://oaa.osu.edu/handbook/ix_fpl.html and
http://oaa.osu.edu/handbook/ix_sra.html.

H. Supplemental Compensation From University Funds and Paid Consultant Activity

1. 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 regular salary over a fiscal year. All supplemental compensation arrangements must be approved by the department chair and the dean. Cf. <http://oaa.osu.edu/handbook/paidexternal.html> for applicable policies and regulations. Policies regarding external consulting are set forth in the Office of Academic Affairs Policies and Procedures Handbook at http://oaa.osu.edu/handbook/iii_facextracomp.html.

revised May & June 2005

2. *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.

I. **Grievance Procedures**

On formal complaints and the applicable process, cf. the Faculty Rules 3335-5-04. See also the College of Humanities' POA, Appendix Three ("Procedures for Investigating Complaints Against Members of the Faculty of the College").

At all stages in proceedings involving complaints the department chair will attempt, through the use of informal consultation, to resolve complaints to the satisfaction of the complainant, and that of the faculty member or administrator against whom the complaint is made. If a complaint names the department chair as respondent, the chair shall not act in his/her administrative capacities in the consideration of any complaint naming him/her as respondent. The provost shall appoint an equivalent rank administrator from another department or college to perform the responsibilities of mediation.

A formal complaint may be filed by any member of the faculty, student, or post doctoral fellow. In addition, complaints alleging any form of discrimination or sexual harassment may be filed by any university employee (cf. the web page <http://hr.osu.edu/policy/policy115.pdf>). Complaints shall be set forth in writing. A complaint shall state facts to support an allegation that a faculty member has failed to

revised May & June 2005

meet his or her teaching, service or research obligations, or has committed acts or omissions which otherwise impair his or her effectiveness in meeting these obligations. The complaint may be filed with the department chair, the dean, the provost or the president. If a complaint is filed with the dean, provost or president, it shall immediately be referred to the department chair for review. The department chair shall review the allegations in the complaint and discuss the matter with the complainant and with the respondent. If the chair determines that there is probable cause to believe that the allegations are true and that it is not appropriate to reach an informal resolution, the chair shall refer the matter to the dean. If the chair determines that there is not probable cause to believe that the allegations are true, the chair shall dismiss the complaint. In this event, the complainant may appeal the dismissal to the dean. The appeal must be in writing and must be filed with the dean within 21 days after the notice of the chair's decision was mailed to the complainant. The chair shall make every effort to complete the review in fourteen days.

For salary grievances, cf. the web address:

http://oaa.osu.edu/handbook/xii_salaryprocess.html. See also the College of Humanities' POA, Appendix Two ("Procedures for Faculty Salary Appeals").

For promotion and tenure appeals, cf. the departmental A, P&T document and the web site http://oaa.osu.edu/handbook/xii_ptappeal.html.

J. 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.