

DEPARTMENT OF PHILOSOPHY
PATTERN OF ADMINISTRATION

Approved by the Office of Academic Affairs: July 28, 2025

TABLE OF CONTENTS

I.	PREFACE.....	1
II.	DEPARTMENT MISSION.....	1
III.	ACADEMIC RIGHTS AND RESPONSIBILITIES.....	2
IV.	FACULTY & VOTING RIGHTS.....	2
V.	ORGANIZATION OF DEPARTMENT SERVICES AND STAFF	3
VI.	OVERVIEW OF DEPARTMENTAL DECISION-MAKING.....	3
VII.	DEPARTMENT ADMINISTRATION	3
	A. The Department Chair.....	3
	B. Other Administrators	4
	1. The Director of Graduate Studies	4
	2. The Director of Undergraduate Studies & Honors Coordinator.....	5
	3. The Library Coordinator.....	5
	4. Departmental Ombudspersons	5
	C. Committees	6
	1. The Executive Committee.....	6
	2. The Senior Council	7
	3. The Council of Professors.....	7
	4. The Graduate Committee.....	7
	5. The Undergraduate Committee.....	8
	6. The Curriculum and Assessment Committee	8
	7. The Colloquium Committee	8
	8. The Placement Committee.....	8
	9. The Awards & Research Committee.....	9
	10. The Teaching Evaluation and Assessment Committee.....	9
	11. The Salary Recommendation Committee	10
	12. The Graduate Admissions Committee	10
	13. Search Committees	10
	14. Promotion and Tenure Committees	10
VIII.	DEPARTMENT MEETINGS.....	11
	A. Schedule and Frequency of Meetings.....	11
	B. Quorum and Motions	11
	C. Voting Procedures.....	12
IX.	DISTRIBUTION OF FACULTY DUTIES, RESPONSIBILITIES, AND WORKLOAD	12
	A. Tenure-Track Faculty.....	13
	1. Special Assignments	15
	B. Teaching Faculty.....	15
	C. Associated Faculty	15
	D. Modification of Duties	16
X.	COURSE OFFERINGS, TEACHING SCHEDULES, AND GRADE ASSIGNMENTS	16
	A. General Considerations.....	16
	B. Specific Guidelines	16
XI.	ALLOCATION OF DEPARTMENT RESOURCES	17
XII.	LEAVES AND ABSENCES	17
	A. Discretionary Absence	17
	B. Absence for Medical Reasons.....	17

C. Unpaid Leaves of Absence	17
D. Faculty Professional Leave	18
E. Parental Leave.....	18
XIII. ADDITIONAL COMPENSATION AND OUTSIDE ACTIVITIES.....	18
XIV. FINANCIAL CONFLICTS OF INTEREST.....	19
XV. GRIEVANCE PROCEDURES.....	19
A. Salary Grievances	19
B. Faculty Promotion and Tenure Appeals	20
C. Faculty & Staff Misconduct.....	20
D. Harassment, Discrimination, and Sexual Misconduct	20
E. Violations of Laws, Rules, Regulations, or Policies.....	20
F. Complaints by and about Students.....	20
G. Academic Misconduct	20

I. PREFACE

This document provides a brief description of the Department of Philosophy as well as a description of its policies and procedures. It supplements the [Rules of the University Faculty](#), and other policies and procedures of the University to which the department and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document.

This Pattern of Administration must be reviewed and either revised or reaffirmed on appointment or reappointment of the department chair. In keeping with Faculty Rule [3335-3-35](#)(C)(2), within the first year of their appointment or reappointment, the department chair shall review the Pattern of Administration in consultation with the faculty. Any revisions shall be made with broad faculty input, obtained in a manner consistent with the department's established practices and procedures. Specifically, any revisions will be preceded by at least one departmental meeting in which proposed revisions may be discussed, and an advertised consultation period of at least two weeks during which faculty may submit feedback. At other times, revisions may be proposed by the department chair or recommended to the chair by unit committees or members of the faculty. The process for revision is the same as above. 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 Philosophy Department of the Ohio State University has both undergraduate and graduate teaching missions. Our undergraduate teaching mission divides into one for undergraduates at large and a special mission for our majors and honors students. For undergraduates at large, our goal is to provide rigorous and intellectually stimulating courses that allow them to develop critical and creative thinking skills along with the cultural knowledge of distinguished philosophers, and philosophies, in our history. For our majors and honors students, we have the additional goal of providing an undergraduate experience and atmosphere comparable to that of the finest liberal arts colleges. We recognize and reward faculty members who are especially effective in helping us reach our goals for our undergraduate teaching mission. Our graduate teaching mission is to be the major institution in Ohio granting doctoral degrees in philosophy. Our goal for our graduate teaching mission is to develop one of the best philosophy Ph.D. programs in North America. We are building a program that will place those who earn an Ohio State Ph.D. in philosophy in the most prestigious colleges and universities of North America. Part of this goal for our graduate teaching mission is to recruit into our program the most promising faculty, who will play a crucial part in our undergraduate teaching mission and who will stimulate and participate in faculty research.

Our research mission is to contribute to scholarship in the areas of philosophy as well as to create and develop philosophical concepts and theories. Our goal for our research mission is to provide a cadre of outstanding faculty and an ambiance for them in which they make contributions to scholarship and philosophy which brings them, and the Department, national and international distinction. Part of the goal of creating an ambiance to stimulate creative development of new concepts and theories is to recruit and reward faculty who work with those in other disciplines.

The Philosophy Department has service missions to the University, the profession and the community. To carry out our service mission to the University, we recognize and reward faculty participation in the various committees of the College of Arts and Sciences and the University. Because it is so important for attaining national and international recognition, The Philosophy Department encourages its faculty to participate in professional associations, be editors and referees for journals, and to write reviews and abstracts. We provide service to the community by offering lectures and conferences open to the public

and presenting philosophical presentations in community venues.

The department embraces and seeks to implement the university's shared values initiative. We are committed to academic freedom, to ensuring responsible research practices, to building a nurturing culture, to fostering an ethic of care and mutual respect, and to promoting justice.

III. ACADEMIC RIGHTS AND RESPONSIBILITIES

In April 2006, the University issued a [reaffirmation](#) of academic rights, responsibilities, and processes for addressing concerns.

IV. FACULTY AND VOTING RIGHTS

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 include tenure-track and teaching faculty with compensated FTEs of at least 50% in the department and associated faculty.

The Department of Philosophy makes tenure-track appointments with titles of instructor, assistant professor, associate professor, or professor. Tenure-track faculty may vote in all matters of departmental governance. Tenure-track faculty may vote in all matters of departmental governance.

The Department of Philosophy makes teaching faculty appointments. Teaching faculty titles are assistant teaching professor, associate teaching professor, and teaching professor. Teaching faculty may vote in all matters of departmental governance except tenure-track faculty promotion and tenure decisions, and matters relating to the graduate program.

A. Teaching Faculty Appointment Cap

The percentage of teaching faculty is set at the college level and will not exceed 20% of the total of the tenure-track, clinical/teaching/practice and research faculty in the College of Arts and Sciences.

The Department of Philosophy makes associated faculty appointments. Associated faculty titles include tenure-track faculty on less than a 50% appointment, adjunct titles, lecturer titles, and visiting titles. Associated faculty may be invited to participate in discussions on nonpersonnel matters, but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

Emeritus faculty may be invited to participate in discussions on nonpersonnel matters, but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter. The following additional considerations apply to emeritus faculty:

- *Graduate Committees, Advising:* Emeritus faculty are to serve on student examining or dissertation committees or act as student advisors only if such service began for the student before retirement and no suitable replacement can be found. Emeritus Faculty who remain active in research and scholarship must request the Graduate School to retain their Graduate Faculty status. The request must be based on the same criteria used by the Graduate Studies Committee to appoint regular Graduate Faculty and must be approved by the Graduate Studies Committee, the department chair, and the dean of the college or designee. The request must specify a fixed term, not to exceed five years, after which it may be extended by another request following the same process (section 15 of the [Graduate School Handbook](#)). In accordance with Graduate School policy, service by emeritus faculty who are not appointed to the graduate faculty on Candidacy

Exam Committees and on Dissertation Committees is subject to the approval of the Graduate School.

- *Travel Support:* Emeritus Faculty are not eligible for reimbursement of travel expenses for presenting or commenting on papers at philosophical conferences.
- *Computer and other Equipment:* Computer and other equipment is not available for the exclusive use of emeritus faculty, although equipment designated by the Department for common usage may be used when available.

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](#).

V. ORGANIZATION OF DEPARTMENT SERVICES AND STAFF

The daily operations of the department are handled by the front office staff, which is overseen by the chair. The office staff includes an Academic Program Coordinator (100% FTE), an Education Senior Specialist (100%), an Administrative Manager (50%), a Fiscal Associate (33%), and work-study students, who are managed by the Academic Program Coordinator. Further information regarding staff roles and responsibilities may be found here.

VI. OVERVIEW OF DEPARTMENTAL 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 Department 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. The Department Chair

The Department Chair is the administrative head of the Department, with general administrative responsibility for all aspects of its program. 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 appointments, reappointments, promotion and tenure.

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

1. To uphold expectations of the Leadership Philosophy:
 - Uphold Ohio State's Shared Values and engender trust through words and actions.
 - Care for people and create conditions for well-being and productivity.
 - Set clear direction and goals for their teams and align to the mission of the department.
 - Solve problems and support their teams to adapt to changing contexts.
 - Drive cross-functional collaborations to advance goals of the department.
 - Demonstrate commitment to continuous growth for themselves and their teams.
2. 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.

3. To plan with the members of the faculty and the Dean of the College a progressive program; to encourage research and educational investigations.
4. 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.
5. 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.
6. After consultation with the eligible faculty, to recommend appointments, reappointments, 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 Rules [3335-6](#) and [3335-7](#) and the Philosophy Department's Appointments, Promotion and Tenure document.
7. 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.
8. To maintain a curriculum vitae for all personnel teaching a course in the department's curriculum.
9. To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.
10. To prepare, after consultation with all tenure-track faculty in the Department, annual budget recommendations for the consideration of the Dean of the College or designee.
11. To facilitate and participate in prescribed [academic program review](#) processes, in collaboration with the Dean of the college or designee and the Office of Academic Affairs.
12. To maintain minutes of all faculty meetings and to maintain records of all other actions covered by the pattern of administration.
13. To assign workload according to the department's workload guidelines (see Section IX) and faculty appointment type (and rank).

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 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

1. The Director of Graduate Studies

The primary duties of the Director of Graduate Studies are:

- a. To serve as Chairperson of the Graduate Committee, with all duties implied by the description of that committee.
- b. To be in charge of all record-keeping concerning graduate students.
- c. To be coordinator of graduate student advising and advisors.
- d. To be the academic advisor for graduate students from the time when they enter the graduate program until such time as they choose another faculty member to serve in that capacity.
- e. To coordinate with the Department Chair the assignment of graduate teaching associates to courses of research projects.
- f. To coordinate all departmental graduate examinations and examining committees.
- g. To grant or deny various graduate student petitions requesting extensions, leaves of absence from the program, or other exceptions to the rules. Such rulings will be made in consultation with the Graduate Committee when, in the judgment of the Director of Graduate Studies, such consultation is needed or appropriate.

In recognition of the extensive work involved in the exercise of these duties, the Director of Graduate Studies will typically be given a one-course teaching load reduction.

2. The Director of Undergraduate Studies & Honors Coordinator

The primary duties of the Director of undergraduate studies are:

- a. To function as Chairperson of the Undergraduate Committee, with all duties implied by the description of that committee.
- b. To be in charge of all record-keeping concerning undergraduate majors.
- c. To coordinate advising and advisors for undergraduate majors and minors.
- d. To advise transfer students and make recommendations to the Arts and Sciences Curriculum Committee with respect to transfer credit.
- e. To advise the Undergraduate Philosophy Club.
- f. To coordinate the recruitment and retention of undergraduate majors.

In recognition of the extensive work involved in the exercise of these duties, the Director of Undergraduate Studies & Honors Coordinator will typically be given a one-course teaching load reduction.

3. The Library Coordinator

The Library Coordinator's responsibilities are as follows:

- a. To keep the philosophy holdings of both libraries under constant review.
- b. To oversee and assist the Office Associate responsible for the Gluck Library in its operation.
- c. To receive all purchase recommendations of Department members and advise said members of the disposition of their requests.
- d. To prepare all purchase requests for both the Gluck and Main libraries.

4. Departmental Ombudspersons

There are to be at least two Ombudspersons in the Department, each authorized to hear and seek

appropriate settlement of grievances, problems, or disputes arising in or otherwise connected with the Department. They are to include at least one faculty member and at least one member of the office staff.

The Ombudspersons will have the following duties:

- a. To function as Departmental safety valves, as informal contacts for hearing and attending to confidential expressions of dissatisfaction of any sort, whether from faculty, graduate students, undergraduates, or staff.
- b. To keep the identity of complainants in strict confidence unless expressly authorized to make the identity known.
- c. To try to resolve problems individually where this is possible; where it is not, they are to meet with the parties to the complaint and jointly consider means of resolution.
- d. To refer department members to the Department Chair, where no informal solution is found, and the issue is subsumed by Section XIV – on grievance procedures – of the present document.
- e. Where no informal solutions to found, and the issue is not subsumed by Section XIV of the present document, to recommend action on the part of any of the Department committees or the Department Chair, in accordance with applicable University policies concerning complaints. Information regarding formal complaints and applicable processes is contained in Faculty Rule [3335-5-04](#)). Information about complaints alleging any form of discrimination may be found in the university's [policy on nondiscrimination, harassment, and sexual misconduct](#). Salary grievance procedures and procedures for appealing promotion and tenure decisions within the College of Arts and Sciences are available in the [College's Pattern of Administration](#).

C. COMMITTEES

Much of the development and implementation of the Department's policies and programs is carried out by standing and *ad hoc* committees or working groups. All faculty and staff appointments to committees – including committee chairs – as well as other service assignments are made by the Department Chair, who may consult with faculty and staff to determine appropriate assignments. The Department Chair may create *ad hoc* committees and working groups to address specific tasks not within the purview of one of the standing committees. The Department Chair will keep the entire faculty apprised of any *ad hoc* committees or working groups and will seek to maximize the opportunity for participation by any interested colleague.

Appointment to a committee will normally be for one year, with the possibility of reappointment for an indefinite number of years. In the case of some committee chairpersons, especially those of the Graduate and Undergraduate committees, appointments will typically be made for more than one year. Such Chairpersons are, in effect, administrative officers of the Department. It is expected that all committees of the Department will report at regular Department meetings, when appropriate.

In accordance with University rules, the Department Chair is to be *ex-officio* a member of every committee and is to be informed about and invited to every committee meeting. The Department Chair may vote as a member on all committees except the Promotion and Tenure Committees. The Department Chair may not vote in deliberations of the eligible faculty.

Standing Committees of the Department

1. The Executive Committee

The Committee is composed of the Department Chair, who chairs the committee, the Director of Undergraduate Studies, the Director of Graduate Studies, and two additional tenure-track faculty members (a total of five).

The committee has the following responsibilities:

- a. To advise the Department Chair on all matters germane to the Department's welfare.
- b. To assist the Department Chair in preparing the schedule for courses for each ensuing year.
- c. To perform ad hoc duties normally (but not *ex officio*) carried out by the Department Chair.

2. The Senior Council

The Senior Council consists of the associate professors and professors of the Department holding tenure-track appointments. It serves as the Committee of the Eligible Faculty for recommendations to the Department Chair concerning tenure and/or internal promotion to the rank of Associate Professor, as well as appointment of an external candidate to the rank of Associate Professor. The Senior Council conducts annual reviews of probationary tenure-track faculty and is the deciding body on recommendations to the Department Chair concerning continuation of probationary tenure-track faculty (except for associate professors on probationary status—see description of Council of Professors below). It also conducts annual reviews of assistant teaching professors.

3. The Council of Professors

The Council of Professors consists of the professors of the Department holding tenure-track appointments. It serves as the Committee of the Eligible Faculty for recommendations to the Department Chair concerning internal promotion of faculty members to the rank of Professor and recommendations concerning appointment of external candidates at the rank of Professor. The Council of Professors conducts annual reviews of tenure-track associate professors for the purpose of recommending to the Department Chair whether a full-scale promotion review should be conducted, or whether an associate professor on probationary status should be granted tenure. It also conducts annual reviews of associate teaching professors and teaching professors.

4. The Graduate Committee

The Committee is composed of at least three tenure-track faculty members with Graduate Faculty Status, including the Director of Graduate Studies who serves as the Committee Chairperson.

The Committee has the following responsibilities: To perform the duties required by the Rules of the Graduate School and Department Rules for Graduate Study, including but not limited to the following duties:

- a. To prepare recommendations on all matters pertaining to graduate work and to make presentations to the Department on these matters.
- b. To be the Department's official interpreter of University, College, and Department rules and regulations concerning graduate study in philosophy.
- c. To oversee and monitor the advising of Graduate Students.
- d. To review faculty for admission to and advancement in classification in the Graduate Faculty.
- e. To coordinate graduate examinations, including the candidacy and qualifying examinations.

5. The Undergraduate Committee

The Committee is composed of at least three faculty members, one of whom will be the Honors Coordinator. The Director of Undergraduate studies will serve as Chairperson of the Undergraduate Committee.

The committee has the following responsibilities:

- a. To prepare recommendations on all matters pertaining to undergraduate work in the Department for presentation to the Department.
- b. To be the Department's official interpreter of University, College, and Department rules and regulations concerning undergraduate studies.
- c. To plan and supervise the recruiting of quality applicants for admission to the undergraduate major or minor.
- d. To provide assistance upon request to the annual Undergraduate Conference, in years when funding and student interest permits the conference to occur.

6. The Curriculum and Assessment Committee

The Committee is composed of at least three members, including a faculty chairperson, the Director of Graduate Studies, and the Director of Undergraduate Studies,

The committee has the following responsibilities:

- a. To receive and act upon recommendations for course changes for the Undergraduate and Graduate Committees.
- b. To review regularly the Department's graduate and undergraduate curriculum program(s) with a view to: (a) the Department's responsibilities to its majors (graduate and undergraduate), (b) Maximizing the capability of the Department for teaching service courses, (c) arranging for appropriate frequency of offering of the Department's courses, (d) pruning courses from the Department's offerings where appropriate, and (e) preparing change recommendations for the consideration by the full Department.
- c. In collaboration with faculty who propose courses and with the administrative assistance of the office staff, to prepare all documents for submission to the College and/or Arts and Sciences Curriculum Committee(s). To revise those documents as appropriate to meet concerns of College and/or Arts and Sciences Curriculum Committees(s).
- d. To manage the Department's efforts to assess its graduate and undergraduate programs, and respond to University requests for reporting on these.

7. The Colloquium Committee

Unless it is infeasible, the Colloquium Committee shall be composed of the tenure-track assistant professors of the Department. The duties of the committee are as follows:

- a. To prepare during spring semester a schedule of colloquia by visiting and internal philosophers or other faculty, after consultation with the faculty and students of the Department, for the following academic year.
- b. To make invitations and all necessary arrangements for external colleagues who visit the campus at the invitation of the Department in the colloquium series.
- c. To be in general charge of arrangements for colloquium talks and associated events.

8. The Placement Committee

The Committee consists of the Placement Director as Chairperson and those faculty members who are dissertation advisors of Ph.D. students currently on the job market.

The duties associated with this committee are:

- a. To oversee the assembling of all relevant documents for dossiers of students seeking positions.
- b. To determine which students are job-ready in a given year (normally, requiring as a minimum condition of readiness, that there be strong evidence and assurances that the student will actually complete all work for the Ph.D. degree during that year).
- c. To make every effort to ascertain what jobs are open and attempt to “fit” OSU candidates to appropriate positions.
- d. To oversee the sending of letters, dossiers, etc., to persons responsible for filling vacant positions, and to make appropriate phone calls and arrange contacts with helpful external colleagues.
- e. To make available to job-seeking students training in interviewing, preparing *vitae*, etc.
- f. When funding permits, the Chairperson of the committee will attend meetings at which recruiters are present for interviewing and will assist in securing interviews for students.

The Placement Director will be the instructor of the annual Professionalization seminar for graduate students.

9. The Awards and Research Committee

The Committee consists of a chairperson and at least two additional members, all tenure-track faculty. When feasible, it will be composed of one faculty member from each of the main areas (Value theory, History, Metaphysics and Epistemology, and Logic, Language & Science).

The duties of this committee are as follows:

- a. To keep faculty in the Department informed about research funding opportunities, both within the University and through outside sources.
- b. To provide assistance to any faculty who request it in the effort to obtain research support.
- c. To evaluate Grant-in-Aid requests, at either the Department or the College level, and provide a written recommendation to the Department Chair concerning action.
- d. To evaluate and rank-order applications for Faculty Professional Leaves and Special Assignments, and to provide the Department Chair with a written recommendation concerning the rank-ordering of applicants.
- e. To evaluate proposals for the OSU/Maribor/Rijeka Conference in Dubrovnik, and to collaborate with our co-sponsors in Slovenia and Croatia to rank these proposals.
- f. To make recommendations to the Chair for nominations of Department faculty members for University internal and external awards and distinctions.
- g. To coordinate and aid in the production of nominations for University internal and external awards and distinctions.

10. The Teaching Evaluation and Assessment Committee

The Committee consists of a chairperson and at least three additional members, all members of faculty in the Department.

The duties of this Committee are to coordinate the peer evaluation of faculty teaching, the

faculty evaluation of graduate student teaching and the assessment of instructional performance. A detailed description of the responsibilities of the Committee for overseeing peer evaluations of teaching, together with the required schedule for peer evaluations of faculty at different ranks, is included in the Department's (APT) document.

In addition, this committee will be responsible for identifying candidates for departmental and other teaching awards.

11. The Salary Recommendation Committee

The Committee is chaired by the Department Chair and contains at least three additional tenure-track faculty members. With the exception of junior faculty in their first year, members of the committee may be of any rank. The Chair will attempt to ensure that various ranks are represented on the Committee and that preference is given to those wishing to serve on the Committee who have not done so recently. (Faculty who do not wish to serve on the Committee will not be required to do so.) During each year, the Committee will consist of one member in the second year of a two-year term, one member in the first year of a two-year term, and one member serving a one-year term. (Each year, then, the Chair will appoint one member to serve a two-year term and two members to serve one-year terms.) Faculty shall not be re-appointed to the Committee until they have been off the Committee for a period at least equal to the most recent term they served.

The Committee member in the second year of a two-year term shall be responsible for compiling documentation and writing any required reports.

12. The Graduate Admissions Committee

The Committee consists of a chairperson and at least two additional members, all tenure-track faculty in the Department.

The duties of this Committee are:

- a. To evaluate applications for admission to our graduate program.
- b. To determine which applicants are to be nominated for fellowships and which are to be offered TA positions.
- c. To consult closely with the Department Chair regarding the numbers of applicants to be awarded TA positions. The Chair of the Admissions Committee prepares the nomination materials for applicants deemed worthy of fellowships from the Graduate School.

The Chair of the Graduate Admissions Committee will typically have a one course reduction in teaching load, when feasible.

Common Ad Hoc Committees

13. Search Committees

For each open faculty position in the Department, a search committee will be formed by the Department Chair, to be composed of at least three faculty members. As these committees go about their work, they will solicit advice from other faculty, and from students. Each search committee shall have one tenure-track faculty member designated as the Faculty Hiring Procedures Oversight Designee (POD). The faculty member serving in this role will provide guidance and input to ensure adherence to the [SHIFT](#) framework and university policies related to hiring.

The search committee's specific duties are enumerated in the Philosophy Department's Criteria and Procedures for [Appointments, Promotion and Tenure \(APT\) document](#).

14. Promotion and Tenure Committees

For each member of faculty being reviewed for tenure or promotion, a Promotion and Tenure Committee consisting of a chairperson and at least two additional members – all tenured members of the eligible faculty – will be formed for the purpose of assembling documents concerning the candidate. When considering cases involving teaching faculty, a Promotion and Tenure Committee may be augmented by one nonprobationary teaching faculty member at the rank of associate teaching professor or teaching professor.

VIII. DEPARTMENT MEETINGS

For all purposes, except issues concerning the graduate program, and the appointment, contract renewal, promotion and tenure of faculty, the voting members of the Department shall be the following persons:

1. All Department faculty members from any OSU campus who have tenure-track and teaching faculty appointments at the rank of Assistant Professor, Associate Professor, or Professor.
2. Two graduate students who are members of the graduate committee.

For issues concerning the status and evaluation of graduate students, the voting members of the Department shall be all Department faculty members from any OSU campus who have tenure-track appointments at the rank of Assistant Professor, Associate Professor, or Professor.

For issues concerning appointments, reappointments promotion and tenure of faculty, the voting members are set forth in the [Department's APT document](#).

A. Schedule and Frequency of Meetings

There will be a regular meeting of voting members of the Department at least once per semester during the autumn and spring semesters of each academic year. A schedule of such meetings will be distributed by the Department Chair prior to each semester. 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 tenure-track and teaching 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.

B. Quorum and Motions

For all business other than issues concerning the status and evaluation of graduate students and the appointment, reappointment, and promotion of faculty, a quorum exists if, and only if, there are present:

1. faculty numbering at least three-fourths of the number of faculty on regular duty on the Columbus campus at the time; and,
2. at least two-thirds of all the available voting members of the Department. The available voting members of the Department consist of the graduate representatives and the faculty on regular duty on the Columbus campus at the time.

For issues concerning the status and evaluation of graduate students a quorum exists if, and only if, there are present faculty numbering at least two-thirds of all available voting members of the Department as defined in IV above.

Whenever feasible, motions for policy or action are to be presented by chairpersons of Department Committees (after due consideration by their committees). Proposals introduced by individual voting members will ordinarily be referred to appropriate committee for review and recommendations.

Motions for policy or action are not normally to be brought to a vote at the meeting of their introduction unless the motion was distributed to the voting members of the Department enough in advance of the meeting to allow reasonable time for consideration. With the exception of motions regarding a personnel action (covered in Department's [Appointments, Promotion, and Tenure document](#)), a motion is to be voted on at the meeting of introduction only if the matter is sufficiently urgent and sufficient information is available to warrant doing so. Such a determination is to be made by a vote of the Department. It requires at least a two-thirds majority of the voting members to bring a motion to a vote at the meeting of introduction.

C. Voting Procedures

All changes to Department rules require a two-thirds majority of the voting members present or voting in *absentia* in order to pass. In votes on matters not involving rule changes, a simple majority is needed for passage.

Voting on personnel matters is taken up in the Department's [Appointments, Promotion, and Tenure document](#).

The Department Chair is not bound by the votes of the Department; such votes are advisory to the Chair. There may be occasions when the Chair believes there are compelling reasons for acting otherwise. In this event, the Department Chair will convene the voting members, advise them of the reasons for disagreement, and give them an opportunity to change the vote or persuade the Department Chair that these reasons are not compelling. Should this meeting fail to produce agreement, the Department Chair may proceed with his or her decision in the matter. The Department Chair, in acting or recommending action to the College or University Administration, is to provide his or her reasons for this action in writing to the members of the Department and to relevant administration officials. (Further spelling out of the rules and procedures for appointments is contained in the AP&T document.)

IX. DISTRIBUTION OF FACULTY DUTIES, RESPONSIBILITIES, AND WORKLOAD

Faculty roles and responsibilities are described in the initial letter of offer. Workload assignments and expectations for the upcoming year are addressed as part of the annual performance and merit review by the department chair based on departmental needs as well as faculty productivity and career development.

During on-duty periods, faculty members with formal course assignments are expected to hold regular announced office hours, typically no less than 90 minutes per week. Moreover, during such periods, faculty members are to be available for interaction with students, research, and department meetings and events, even if they have no formal course assignment. 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.

Telework exception: Faculty members with responsibilities requiring in-person interaction are to work at a university worksite to perform those responsibilities. Telework and the use of remote, virtual meetings are allowed at the discretion of the department chair if such work can be performed effectively and faculty members are able to fulfill their responsibilities. Telework will be encouraged under certain circumstances if it serves the needs of the department, college, university, and/or community. The department chair has the discretion to require faculty to work on campus if there are concerns that responsibilities are not being fulfilled through telework.

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.

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 department chair in order to ensure that no conflict of commitment exists. Information on faculty conflicts of commitment is presented in the university's [Policy on Outside Activities and Conflicts](#).

In crisis situations, such as life-threatening disease (COVID, for example) or physical dangers (natural disasters, for example), faculty duties and responsibilities may be adjusted by the department chair to take into account the impact over time of the crisis. These adjustments may include modifying research expectations in order to maintain teaching obligations. These assignment changes must be considered in annual reviews.

A. Tenure-Track Faculty

Tenure-track Philosophy faculty are expected to contribute in all areas of the university's mission via teaching, research, 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. During on-duty semesters, faculty members are expected to be available to interact with students and carry out service responsibilities, even though they may have no formal teaching obligations. On-duty faculty members who are off campus for extended periods of time must be on an approved Faculty Professional Leave or other approved leave.

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 teaching workload expectation for full-time tenure-track faculty members is 40-50% time allocation to total workload according to the university [workload guideline](#). Faculty members are also expected to advise undergraduate and graduate students and supervise independent studies and thesis and dissertation work.

No tenure-track member of the Department is to be regarded as "merely" an undergraduate teacher, and none is to be regarded as "only" a graduate teacher. In a normal year, therefore, each tenure-track Department member will be assigned at least one graduate course (5000 level) or seminar and at least one undergraduate course. Given normal committee duties and participation in other affairs of the Department, College, or University, the teaching load is to be four courses per year. The Department Chair, Director of Graduate Studies, the Director of Undergraduate Studies and Honors Coordinator, and, when feasible, the Chair of Graduate Admissions will have reduced teaching loads as indicated in Sections V B and VI B above.

In addition to teaching duties, all faculty are expected to serve, when asked to do so and when the assignment is related to the faculty person's expertise, on candidacy examination committees, qualifying examination committees, and dissertation committees. It is also expected that faculty will serve, when asked and when faculty expertise is pertinent, on undergraduate Honors thesis committees, and on master's examination and thesis committees.

Within the limits set by the Department's responsibility to provide a full set of undergraduate and graduate courses and seminars and to fulfill its service obligation to the University, the advanced undergraduate and graduate teaching assignments to faculty members shall be made in recognition of their research interests. This applies both to the courses assigned and the teaching load for a given term.

The department chair is responsible for making teaching assignments on an annual basis in consultation with the divisional dean 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 or the college. The Dean of the College of Arts and Sciences or designee must approve all teaching reductions that involve course credit. All tenure-track faculty members must contribute to the mission of education (formal and/or informal instruction, student advising) over the course of the academic year.

Prior to the assignment of courses for a given academic year, the Department Chair will solicit requests from tenure-track faculty. In assigning courses, the chair will make every reasonable effort to honor such requests and will provide faculty with an opportunity to comment upon teaching assignments prior to their finalization.

Research

All tenure-track faculty members are expected to be engaged in scholarship as defined in the department's Appointments, Promotion, and Tenure Document. The standard scholarship workload expectation for full-time tenure-track faculty members is 40-50% time allocation to total workload according to the university [workload guideline](#).

The Department expects its tenure-track faculty to engage in research on an ongoing, consistent basis, and to present the results of this research to their professional peers. Most typically, this will involve publication of books, book chapters, and articles in professional journals. The faculty's active research role is also expected to contribute to its teaching at all levels of curriculum, as appropriate to the teaching context. This may involve direct discussion of a professor's own research work, or exposing students to new developments in the field of study, or bringing a perspective grounded in philosophical research to bear on the topics under discussion. The normal level of scholarly productivity that is expected of tenured faculty members is not significantly different from that of probationary faculty, who are generally expected during their probationary period to complete a substantial body of scholarly work.

In addition to the publication of research results, the Department places a high value on other research-related activities and expects all of its faculty members to engage in these. Activities in this category include presenting lectures at scholarly meetings; editing journals; refereeing manuscripts for publishers or for granting agencies; and applying for external grants and awards.

Service

Faculty members are expected to be engaged in service and outreach to the department, university, profession, and/or community. The standard service workload expectation for full-time tenure-track faculty members is 10-20% time allocation to total workload according to the university [workload guideline](#).

All faculty members of the Department are expected to serve on departmental committees as assigned, and to represent the Department on College and University committees when asked to do so. Faculty are further expected to serve on student committees as needed, such as candidacy examination committees, qualifying examination committees, and dissertation committees.

Service loads should be discussed and agreed to during annual performance and merit reviews. When heavy service obligations are primarily volunteer in nature, the department chair is not obligated to modify the service load of the faculty member (reduce teaching and/or scholarly obligations). If, however, a heavy service load is due to the faculty member's unique expertise, perspective, or voice, this should be noted in the annual performance review letter, considered when distributing the faculty member's other

duties, and taken into account for the AMC Process. The department chair should also consider this additional service burden in managing equity of service loads among faculty.

1. Special Assignments

Information on special assignments (SAs) is presented in the Office of Academic Affairs [Special Assignment Policy](#). The information provided below supplements this policy.

SAs are normally one semester in length and are designed to provide a tenure-track faculty member time away from classroom teaching and some other responsibilities in order to concentrate effort on research. SAs are usually, but not necessarily, provided to faculty to develop a new research skill, initiate a new project, or complete an ongoing project.

Tenured faculty are eligible to apply for SA leave once every two years. Approval of an SA application is based upon the quality of faculty proposals, including their potential benefit to the Department, and the need to assure that sufficient faculty are always present to carry out Department work.

Faculty members who desire an SA leave submit an application to the Department Chair. Proposals for SAs should indicate the nature of the assignment and the impact the assignment will have on the faculty member and the institution. The application is reviewed and evaluated by the Department research committee, and by the Department Chair, and recommendations are made to the Dean. The department 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. The Dean decides upon SA awards.

B. Teaching Faculty

The Department of Philosophy appoints teaching faculty. These appointments exist for faculty members who focus principally on the education needs of the department. The standard workload expectations for full-time teaching faculty members are 65-100% teaching, 0-30% scholarship, and 0-30% service. Teaching faculty members are expected to contribute to the department's research and education missions, as reflected by participation in graduate program development and teaching. Teaching faculty members are expected to contribute to the university's mission via teaching and service, and to a lesser extent scholarship.

The standard teaching assignment for a full-time teaching faculty member with a 100% teaching load is eight courses per academic year but may be adjusted to reflect scholarship or service workloads above 0%.

C. Associated Faculty

Standard workload expectations for compensated associated faculty members are 80-100% teaching, 0-20% scholarship, and 0-20% service, depending on the terms of their individual appointments. Faculty members with tenure-track titles and appointments less than 50% FTE will have each dimension of their workload responsibility (teaching, research, service) adjusted proportionally to 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 with a 100% teaching workload is eight courses per academic year.

D. Modification of Duties

The Department of Philosophy 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 modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption/fostering, or care for an immediate family member who has a serious health condition, or a qualifying exigency arising out of the fact that the employee's immediate family member is on covered active duty in a foreign country or call to covered active duty status. See the OHR [Parental Care Guidebook](#) and the [college pattern of administration](#) (Appendix A) for details. See also Parental Leave Policy in Section XII.

The faculty member requesting the modification of duties 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 or designee.

X. COURSE OFFERINGS, TEACHING SCHEDULES, AND GRADE ASSIGNMENTS**A. General Considerations**

The Department Chair will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty, both collectively and individually. However, the dean and divisional deans are ultimately responsible for approving course offerings and teaching schedules. 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 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 term. Finally, to the extent possible, courses required in any curriculum or courses with routinely high demand will be taught by at least two faculty members across terms of offering to assure that instructional expertise is always available for such courses.

If an instructor of record is unable to assign grades due to an unexpected situation (i.e. health or travel), or if they have not submitted grades before the university deadline and are unreachable by all available modes of communication, the department chair may determine an appropriate course of action, including assigning a faculty member to evaluate student materials and assign grades for that class. The University Registrar will be made aware of this issue as soon as it is known and will be provided a timeline for grade submission.

B. Specific Guidelines

Although consideration will be given to the teaching specialties and preferences of faculty, the primary consideration in scheduling classes will be to provide for the needs of students: both the Department's own students and those from other departments who need specific courses to meet their degree requirements. Every effort will be made to assure the regular availability of required courses and the sensible timing of high demand offerings so that all students have a fair chance at fitting such courses into their schedules.

Annually the patterns of enrollment in the Department's course offerings, especially its elective offerings, will be reviewed. Offerings that may represent a less than optimal use of instructional resources will be identified, and courses with enrollments that are frequently below minimum will be discontinued or at least not offered again until there is reason to expect adequate enrollment. Faculty who teach such courses, or whose courses are cancelled because of low enrollment, will be assigned other courses.

Faculty may not cancel courses on their own. The Department Chair is responsible for determining whether a scheduled course is to be cancelled.

XI. ALLOCATION OF DEPARTMENT RESOURCES

The Department 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 Department 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 Department Chair.

Both faculty rank and seniority within a faculty rank are used in determining office allocation to faculty.

The Department supports travel by faculty to present papers at conferences within the United States. Travel to present papers at international conferences is typically not funded by the Department, except in cases where the Department agrees to match funds approved by the College of Arts and Sciences. When budget resources permit, the Department will also provide some support for graduate students who travel to conferences to present papers.

The allocation of salary funds is discussed in the [Appointments, Promotion and Tenure document](#).

XII. LEAVES AND ABSENCES

In general, there are four types of leaves and absences taken by faculty (in addition to parental leave, which is detailed in the [Parental Care Guidebook](#)). The University's policies with respect to leaves and absences are set forth in the Office of Human Resources [Policies and Forms website](#). The information provided below supplements these policies.

A. Discretionary Absence

Faculty are expected to complete a travel request or a [request for absence form](#) well in advance of a planned absence (*e.g.* 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 Department 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 term is substantial. Faculty Rules require that the Office of Academic Affairs approve any discretionary absence of ten or more consecutive business days (see Faculty Rule [3335-5-08](#)).

B. Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty members are expected to complete a [request for absence form](#) as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the Department 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. See OHR [Policy 6.27](#) for details.

C. Unpaid Leaves of Absence

See OHR [Policy 6.45](#), “Unpaid Leave.”

A faculty member may request an unpaid leave of absence for personal or professional reasons. Professional reasons would include an opportunity to accept a visiting appointment at another institution. A faculty member desiring an unpaid leave of absence should submit a written request for the absence as far in advance as possible of the time for which the leave is desired. Approval will be based on, but not limited to, the nature of the request, the extent to which the faculty member's responsibilities can be covered or deferred during the proposed absence, and the positive or negative impact on the Department of the proposed absence. Unpaid leaves of absence require the approval of the Dean or designee, Office of Academic Affairs, and Board of Trustees.

D. Faculty Professional Leave

See "[Policy on Faculty Professional Leave](#)."

A Faculty Professional Leave constitutes a more formal departure from regular academic duties than a Special Assignment and may be one or two semesters in length for 9-month faculty. FPLs are available to tenure-track faculty only and involve salary reductions and other considerations established by the Ohio legislature and University Board of Trustees and faculty considering an FPL should fully acquaint themselves with these policies before applying for leave.

Faculty members who desire an FPL should discuss the matter with the Department Chair, and submit an application through the Department Chair to the Department research committee. The Department Chair will make a recommendation to the Dean or designee. The Department 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.

Because FPL proposals must be approved by the Dean or designee, Office of Academic Affairs, and Board of Trustees before they may be implemented, faculty should submit FPL proposals for a particular year during the autumn semester of the preceding year at a date announced in advance by the Department Chair, except when the development of an unexpected opportunity precludes such timing.

E. Parental Leave

The university, the college, and this department recognize the importance of parental leave to faculty members. Details are provided in the OHR [Parental Care Guidebook](#), Paid Time Off [Policy 6.27](#), and the [Family and Medical Leave Policy 6.05](#). In some circumstances, a modified workload for a period of time may offer a better solution than the use of leave. The College of Arts and Sciences has developed a modified duty practice for faculty that exists within the framework of the university's leave policies. See section IX.D. of this document and Appendix A in the College of Arts and Sciences' [Pattern of Administration](#) for more details.

XIII. ADDITIONAL COMPENSATION AND OUTSIDE ACTIVITIES

Information on additional compensation is presented in the OAA [Policy on Faculty Compensation](#). Information on paid external consulting is presented in the university's [Policy on Outside Activities and Conflicts](#).

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 additional 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 additionally compensated activities and external consulting combined.

Faculty with an administrative position (for example, chair, associate/assistant dean, center director) remain subject to the [Policy on Outside Activities and Conflicts](#) and with appropriate approval, are permitted to engage in paid external work activities. However, faculty members with administrative positions are not permitted to accept compensation/honoraria for services that relate to or are the result of their administrative duties and responsibilities.

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 department 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.

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.

XIV. FINANCIAL CONFLICTS OF INTEREST

Information on faculty financial conflicts of interest is presented in the university's [Policy on Outside Activities and Conflicts](#). 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 doing sponsored research 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 Department 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 Department Chair. The faculty or staff member should provide documentation to support the complaint.

Faculty members who wish to pursue the matter may be eligible to file an appeal with the college's Faculty Salary Appeals Committee as described in the college's [Pattern of Administration](#). A formal salary appeal can also be filed with the Office of Faculty Affairs (See Chapter 4, Section 2 of the *Office of Academic Affairs Policies and Procedures Handbook*).

Staff members who are not satisfied with the outcome of the discussion with the Department Chair and wish to pursue the matter should contact [Employee and Labor Relations](#) in the Office of Human

B. Faculty Promotion and Tenure Appeals

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

C. Faculty and Staff Misconduct

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

Any student, faculty, or staff member may report complaints against staff to the department chair. The [Office of Employee and Labor Relations](#) in the Office of Human Resources can provide assistance with questions, conflicts, and issues that arise in the workplace.

D. Harassment, Discrimination, and Sexual Misconduct

The [Civil Rights Compliance Office](#) exists to help the Ohio State community prevent and respond to all forms of harassment, discrimination, and sexual misconduct.

- 1 Ohio State's policy and procedures related to equal employment opportunity are set forth in the university's [policy on equal employment opportunity](#).
- 2 Ohio State's policy and procedures related to nondiscrimination, harassment, and sexual misconduct are set forth in the university's [policy on nondiscrimination, harassment, and sexual misconduct](#).

E. Violations of Laws, Rules, Regulations, or Policies

Concerns about violations of laws, rules, regulations, or policies affecting the university community should be referred to the [Office of University Compliance and Integrity](#). Concerns may also be registered anonymously through the [Anonymous Reporting Line](#).

F. Complaints by and about Students

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 the students require confidentiality or not. 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. See Faculty Rule [3335-8-23](#).

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.

G. Academic Misconduct

Faculty members will report any instances of academic misconduct to the [Committee on Academic Misconduct](#) in accordance with the [Code of Student Conduct](#). See [Board of Trustees Rule 3335-23-05](#).