

**DEPARTMENT OF PHILOSOPHY  
PATTERN OF ADMINISTRATION  
(03/15/2013)**

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## **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 is subject to continuing revision. It must be reviewed and either revised or reaffirmed on appointment or reappointment of the department chair. However, revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the college office and the Office of Academic Affairs.

## **II. DEPARTMENT MISSION**

The 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 young 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.

### **III. ACADEMIC RIGHTS AND RESPONSIBILITIES**

In April 2006, the University issued a reaffirmation of academic rights, responsibilities, and processes for addressing concerns. This statement can be found on the Office of Academic Affairs website, <http://oaa.osu.edu/rightsandresponsibilities.html>.

### **IV. FACULTY**

Faculty Rule 3335-5-19 (<http://trustees.osu.edu/rules/university-rules.html>) 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 regular faculty with compensated FTEs of at least 50% in the department. Auxiliary faculty, emeritus faculty, and regular faculty joint appointees with FTEs below 50% in this department 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.

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. DEPARTMENT ADMINISTRATION**

#### **A. Overview Of Departmental Administration & 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.

#### **B. Major Department Officers**

##### **1. The Department Chair**

The Department Chair is the administrative head of the Department, with general administrative responsibility for all aspects of its program. The Department Chair is appointed for a term of four years, upon approval by the Dean of the College of Arts and Sciences, and of the Provost and President of the University. The Department Chair is subject to the annual provisions of University Rule 3335-1-03. The Department Chair is eligible for reappointment, and in the reappointment process the Department subscribes to the processes specified in the College of Arts and Sciences Pattern of Administration, Section V,B,1,b.

In the selection of a new Department Chair, the Dean of the College of Arts and Sciences will determine whether the appointee will be selected from the faculty within the Department, or is to be someone selected after a national search; or is to be selected in some other manner. In all further aspects of the selection process for a new Department Chair, the Department subscribes to the processes specified in the College of Arts and Sciences Pattern of Administration document, Section V,B,1,a. Department chairs report to the deans of their colleges.

The primary responsibilities of the chair are set forth in Faculty Rule 3335-3-35, <http://trustees.osu.edu/rules/university-rules.html>. 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, <http://trustees.osu.edu/rules/university-rules.html>, also requires the chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to promotion and tenure (the Appointments, Promotion and Tenure document; see <[http://oaa.osu.edu/handbook/i\\_aptdoc.html](http://oaa.osu.edu/handbook/i_aptdoc.html)>).

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

- a. 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.
- b. To plan with the members of the faculty and the Dean of the College a progressive program; to encourage research and educational investigations.
- c. 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.
- d. 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.
- e. To recommend appointments, promotions, dismissals, and matters affecting the tenure of members of the Department faculty to the dean of the college, in accordance with procedures set forth in Faculty Rule 3335-6 (<http://trustees.osu.edu/rules/university-rules.html>) and the Philosophy Department's Appointments, Promotion and Tenure document.
- f. 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.
- g. To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.
- h. To prepare, after consultation with all regular faculty in the Department, annual budget recommendations for the consideration of the Dean of the College.
- i. To maintain minutes of all faculty meetings and to maintain records of all other actions covered by the pattern of administration.

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.

## **2. 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 be given a one-course teaching load reduction.

## **3. 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 be given a one-course teaching load reduction.

**C. Office Staff****1. Office Administrative Associate**

This individual is the Fiscal and Human Resources officer for the Department, and is in charge of all course scheduling. In addition, this individual is the secretary to the Department Chair, office manager and supervisor of the other office staff. The Office Administrative Associate is further responsible for all of the duties set out in the Civil Service description of duties for this position.

**2. Office Associates**

One Office Associate is the secretary to the Director of Undergraduate Studies, and to the Honors Coordinator. This Office Associate is further responsible for carrying out all of the duties specified for this position in the Civil Service description.

The second Office Associate is the secretary to the Director of Graduate Studies and to the Chair of the Graduate Admissions Committee. In addition, this Office Associate is responsible for carrying out all of the duties specified for this position in the Civil Service description.

**D. The Senior Council**

The Senior Council consists of the associate and full professors of the Department holding regular appointments. It is the deciding body on 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 faculty, and is the deciding body on recommendations to the Department Chair concerning continuation of probationary faculty (except for associate professors on probationary status—see Section E, immediately following).

**E. The Council of Full Professors**

The Council of Full Professors consists of the full professors of the Department holding regular appointments. It is the deciding body on recommendations to the Department Chair concerning internal promotion of faculty members to the rank of Full Professor and recommendations concerning appointment of external candidates at the rank of Full Professor. The Council of Full Professors conducts annual reviews of 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.

**VI. DEPARTMENT COMMITTEES AND OTHER OFFICERS****A. General Considerations Concerning 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. The Department Chair will appoint faculty to the various standing committees of the Department in the spring semester for the following academic year after having consulted with Department members, except in situations where attaining such advice is not feasible. 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 Committee.

## **B. Regular Committees of the Departments**

### **1. The Executive Committee**

The Committee is composed of two faculty members together with the Department Chair, Director of Undergraduate Studies, and Director of Graduate Studies (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 Graduate Committee**

The Committee is composed of six members: Four Faculty members, three of whom will be associate or full professors, and one an assistant professor, unless this combination is not feasible; two graduate students selected by the graduate student body, at least one of whom will be enrolled as a full-time regular student for at least two semesters by the time of taking office.

The Director of Graduate Studies will serve as Chairperson of the Graduate Committee.

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.

### **3. The Undergraduate Committee**

The Committee is composed of four 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.

### **4. The Curriculum Committee**

The Committee is composed of at least five members: the Director of Graduate Studies, the Director of Undergraduate Studies and at least one student (graduate or undergraduate).

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).

### **5. The Colloquium Committee**

Unless it is infeasible, the Colloquium Committee shall be composed of the untenured faculty members 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 the Department commons room as it is used for colloquia.

## 6. Search Committee(s)

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, graduate students, and undergraduate students at each stage of the search. Each search committee shall have one regular member designated as the Affirmative Action Advocate of the Committee. This individual is charged with ensuring strict compliance with legal requirements and University policies concerning affirmative action and also with ensuring that the applications of meritorious women and minority candidates are not overlooked.

A search committee has the following duties:

- a. To consult the members of the Department on the matter of possible candidates to fill vacancies or new positions on the faculty.
- b. To make appropriate outside searches for names and data concerning possible candidates to fill vacancies or new positions, including interviewing candidates at relevant conferences.
- c. To assemble data concerning possible candidates, screening out the names of persons who seem unsuitable.
- d. To present to the Department a list of names and supporting data, together with evaluation made by the committee.

## 7. 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 *vita*e, 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 have a one course reduction in teaching load.

### **8. The Research Committee**

The Committee will have four members, all faculty. When feasible, it will be composed of one faculty member from each of the main areas (Value, History, M&E, LLS).

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.

### **9. The Teaching Evaluation and Assessment Committee**

The Committee will have as chairperson one faculty member of the Department, and will have at least three other faculty from the Department as members, preferably at least one at each rank.

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 *Appointments, Promotion & Tenure* (APT) document.

### **10. The Salary Recommendation Committee**

The Salary Recommendation Committee consisting of five members: the Chair (*ex-officio*), and four other members chosen by the Chair. 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 two members serving one-year terms. (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.

### **11. The Graduate Admissions Committee**

The Committee will have as chairperson one faculty member of the Department, and will have three other faculty from the Department as members.

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 have a one course in teaching load.

### **C. Other Department Officers**

#### **1. 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.

#### **2. Departmental Ombudsperson**

There are to be at least three 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, at least one graduate student elected by the graduate student body, 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. Where informal solutions cannot be found, 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 at web address <http://trustees.osu.edu/rules/university-rules.html>). Information about complaints alleging any form of discrimination may be found at <http://hr.osu.edu/hrpubs/guidelinesdiscrim.pdf>. Salary grievance procedures and procedures for appealing promotion and tenure decisions within the College of Arts and Sciences is available in the Colleges Pattern of Administration (<http://oaa.osu.edu/assets/files/documents/ASC-POA.pdf>).

## **VII. REGULAR DEPARTMENT MEETINGS AND VOTING PROCEDURES**

### **A. Voting Membership**

1. For all purposes except issues concerning the status and evaluation of graduate students and the hiring of faculty, the voting members of the Department shall be the following persons:
  - a. All Department faculty members from any OSU campus with regular appointments at the rank of Assistant, Associate, or Full Professor.
  - c. Two graduate students who are members of the graduate committee.
2. For issues concerning the status and evaluation of graduate students and the hiring of faculty, the voting members of the Department shall be the following persons:
  - a. All Department faculty members from any OSU campus with regular appointments at the rank of Assistant, Associate, or Full Professor.

### **B. Schedule and Frequency of Meetings**

1. 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 regular 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.

### **C. Quorum and Motions**

1. For all business other than issues concerning the status and evaluation of graduate students and the hiring of faculty, a quorum exists if, and only if, there are present:
  - a. faculty numbering at least three-fourths of the number of faculty on regular duty on the Columbus campus at the time; and,
  - b. 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 and the hiring of faculty, 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 V.A.2. above.

2. 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.
3. 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 to make an appointment, 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.

#### **D. Voting Procedures**

1. On all personnel matters—*e.g.*, appointments, 4<sup>th</sup> year reviews, and promotions—a two-thirds vote by written and confidential ballot is needed for passage. All changes to Department rules also require a two-thirds majority of the voting members present or voting in *absentia* in order to pass. Decisions involving multiple candidates (or proposals) of which only one can be chosen are to be decided by approval voting. Under this system, each voting member of the Department may vote for as many candidates (proposals) as she or he wishes. Except in the special case noted below, the winner is the candidate (proposal) receiving the most votes. In the case of a tie, the procedure will be repeated with respect to the tying candidates (proposals) until there is a winner. In votes on matters not involving rule changes or personnel, a simple majority is needed for passage.
  - a. Exception to approval voting method: When selecting candidates for a regular teaching position, the candidate selected by approval voting will be the winner only if that candidate received votes from at least two-thirds of those voting. No decision to make a regular appointment will be based on an approval vote in which no candidate receives votes from a two-thirds majority of the Department. If no candidate receives approval votes from the majority of those voting, the Department will vote on whether to offer the position to the top approval candidate. Such a vote requires a two-thirds majority. If no two-thirds majority is received in this vote, alternative voting procedures may be chosen by Department.
2. 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.)

**VIII. POLICIES CONCERNING EMERITUS FACULTY**

Faculty who have been granted Emeritus status, at any level, whether through normal retirement, early retirement, or through retirement incentive, continue as members of the Department faculty, subject to the following conditions:

**A. Voting**

Emeritus faculty are non-voting members of the Department.

**B. Offices**

Normally, at least one (perhaps shared) office will be provided for the use of emeritus faculty. This is qualified, however, by the office needs of regular, part-time, and visiting faculty which may at a given time preclude office space for emeritus faculty. In any event, emeritus faculty who are teaching part-time will be provided with appropriate office space during the terms in which they are teaching.

**C. 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 or there is, in the judgment of the Department Chair, extraordinary need for the specialized knowledge of the emeritus faculty member. In accordance with Graduate School policy, service by emeritus faculty on General Exam Committees and on Dissertation Committees is subject to the approval of the Graduate School.

**D. Travel Support**

Emeritus Faculty are not eligible for reimbursement of travel expenses for presenting or commenting on papers at philosophical conferences.

**E. 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.

**IX. POLICIES ON FACULTY DUTIES AND RESPONSIBILITIES****A. Policies on Teaching**

1. No regular 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 regular Department member will be assigned at least one graduate course (5000 level) or seminar and at least one undergraduate course.
2. 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, Director of Undergraduate Studies and Honors Coordinator, Placement Officer, and Director of Graduate Admissions will have reduced teaching loads as indicated in Section I-A above.
3. The Dean of the College of Arts and Sciences must approve all teaching reductions that involve course credit. This includes any special course reduction that arises because a colleague is engaged in a special assignment, such as arranging a major conference or editing a major volume.



4. 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.
5. 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.
6. Prior to the assignment of courses for a given academic year, the Department Chair will solicit requests from regular faculty. As it assigns courses, the Executive Committee 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.
7. 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.

#### **B. Policies on Research**

1. The Department expects its 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. It also expects that faculty will integrate their research findings into their teaching at all levels.
2. 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.
3. 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.

#### **C. Policies Regarding Service**

1. 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.
2. The above policies do not constitute a contractual obligation. Fluctuations in demands and resources in the Department and the individual circumstances of faculty members may warrant temporary deviations from the policies.

**X. POLICIES REGARDING COURSE OFFERINGS AND TEACHING SCHEDULES****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. 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 3335-8-17 <<http://trustees.osu.edu/rules8/ru8-16-17.html>> 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.

**B. Specific Policies**

1. 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.
2. The minimum enrollment expectation for a graduate level class is five students. Classes with fewer students may, after consultation with the Dean, be canceled and the instructor re-assigned.
3. Undergraduate courses numbered below 300 are expected to have a minimum enrollment of twelve students. Undergraduate courses numbered from 300 and above are expected to have minimum enrollments of eight students.
4. 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.
5. 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 grant-in-aid 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**

The University's policies with respect to leaves and absences are set forth in the Office of Academic Affairs Policies and Procedures Handbook [http://oaa.osu.edu/OAAP\\_PHandbook.php](http://oaa.osu.edu/OAAP_PHandbook.php) and Office of Human Resources Policies and Procedures website <http://hr.osu.edu/policy/policyhome.htm>. The information provided below supplements these policies.

### **A. Discretionary Absence**

Faculty are expected to complete an Application for Leave 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 days.

### **B. Absence for Medical Reasons**

When absences for medical reasons are anticipated, faculty members are expected to complete an Application for Leave form as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the 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: <http://hr.osu.edu/policy/policy627.pdf>.

### **C. Unpaid Leaves of Absence**

See “Unpaid Leave” of the *Office of Academic Affairs Policies and Procedures Handbook* at <http://oaa.osu.edu/policiesprocedureshandbook.html>.

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, Office of Academic Affairs, and Board of Trustees.

#### **D. Special Assignments**

See “Policy on Faculty Special Assignment” of the *Office of Academic Affairs Policies and Procedures Handbook* at <http://oaa.osu.edu/policiesprocedureshandbook.html>.

SAs are normally one semester in length and are designed to provide a faculty member time away from classroom teaching and some other responsibilities in order to concentrate effort on research. SRAs are usually, but not necessarily, provided to faculty to develop a new research skill, initiate a new project, or complete an ongoing project (<http://oaa.osu.edu/policiesprocedureshandbook.html>).

Untenured faculty will normally be provided an SA during their probationary period as part of the College of Arts and Sciences start-up package. 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. The application is reviewed and evaluated by the Department research committee, and by the Department Chair, and recommendations are made to the Dean. The Dean decides upon SA awards.

#### **E. Faculty Professional Leave**

See “Policy on Faculty Professional Leave” of the *Office of Academic Affairs Policies and Procedures Handbook* at <http://oaa.osu.edu/policiesprocedureshandbook.html>.

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 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. (<http://oaa.osu.edu/policiesprocedureshandbook.html>)

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. 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, 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.

**XIII. FACULTY ACTIVITIES****A. Supplemental Compensation and Paid External Consulting Activity**

The University's policies with respect to supplemental compensation and external consulting are set forth in "Policy on Faculty Consultation" and "Policy on Faculty Paid External Consulting" of the *Office of Academic Affairs Policies and Procedures Handbook* at <http://oaa.osu.edu/policiesprocedureshandbook.html>.

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

**B. Financial Conflicts of Interest**

The University's policy with respect to financial conflicts of interest is set forth in "Policy on Faculty Financial Conflict of Interest" of the *Office of Academic Affairs Policies and Procedures Handbook* at <http://oaa.osu.edu/policiesprocedureshandbook.html>. 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 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.

**XIV. 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

**C. 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 are not satisfied with the outcome of the discussion with the Department Chair and wish to pursue the matter may be eligible to file a more formal salary appeal. See Volume 2, Chapter 4, Section 2.0 of the *Office of Academic Affairs Policies and Procedures Handbook* at <http://oaa.osu.edu/policiesprocedureshandbook.html>

Staff members who are not satisfied with the outcome of the discussion with the Department Chair and wish to pursue the matter should contact Consulting Services (<http://hr.osu.edu/ohrc/employeerelations.aspx>) in the Office of Human Resources.

#### **D. Faculty Misconduct**

Faculty misconduct/incompetence: Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04. See:

<http://trustees.osu.edu/rules5/ru5-04.php>

#### **E. Faculty Promotion and Tenure Appeals**

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05. See:

<http://trustees.osu.edu/rules5/ru5-05.php>

#### **F. Sexual Harassment**

The University's policy and procedures related to sexual harassment are set forth in OHR Policy 1.15. See <http://hr.osu.edu/policy/policy115.pdf>.

#### **G. Student complaints**

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring complaints about courses and instructors to the department chair, the chair will first ascertain whether 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.

Faculty complaints regarding students must always be handled strictly in accordance with University rules and policies. Faculty should seek the advice and assistance of the chair and others with appropriate knowledge of policies and procedures when problematic situations arise. In particular, evidence of academic misconduct must be brought to the attention of the Committee on Academic Misconduct

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

The Code of Student Conduct is Faculty Rule 3335-23. See:

<http://trustees.osu.edu/ChapIndex/index.php>.