

THE OHIO STATE UNIVERSITY

SCHOOL OF COMMUNICATION

ADMINISTRATIVE OFFICE POLICY HANDBOOK

Academic Year 2009-2010



THE OHIO STATE UNIVERSITY SCHOOL OF COMMUNICATION

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School of Communication Office Support Policies

This packet has been prepared for persons who are faculty members, pursuing graduate study, or serve as support staff in the School of Communication. It is not intended to be a complete list of all University and/or School policies.

The first section of this document is General Information and is applicable to faculty and lecturers, staff, and graduate students. The remainder of the document is divided into 3 sections: Faculty, Staff, Graduate Students, and Lecturers.

Please note: This handbook can be found on the School of Communication website at http://www.comm.ohio-state.edu/UserUploads/UserDocuments/Pdfs/office_policy.pdf



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GENERAL INFORMATION

SCHOOL OF COMMUNICATION CONTACTS:

Main Office

3016 Derby Hall

154 N. Oval Mall

614.292.3400

www.comm.ohio-state.edu

Dr. Carroll Glynn, Director

614.292.0451

Glynn.14@osu.edu

Gini Lentz, Fiscal Compliance

614.247.2069

Lentz.1@osu.edu

Emily Machuga, HR Manager

614.292.6121

Machuga.13@osu.edu

Renda Radcliffe-Sullivan, Assistant to the Director

614.292.0451

Radcliffe-sulliv.1@osu.edu

Melanie Yutzy, Administrative Manager

614.292.6292

Yutzy.1@osu.edu

Technology Support

3177 Derby Hall

Joseph Szymczak, Systems Manager

614.247.7953

szymczak.4@osu.edu

Robb Hagen, Systems Specialist

614.292.7253

hagen.21@osu.edu



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Advising

3033 Derby Hall

Aaron Smith, Graduate Coordinator
3033A, Derby Hall
614.292.6503
Smith.1543@osu.edu

Undergraduate Advising: 614.292.8444

Susan Van Pelt, Undergraduate Program Coordinator
614.292.9266
vanpelt.2@osu.edu

Ronda Baldwin, Undergraduate Advisor and Internship Coordinator
614.292.4275
baldwin.185@osu.edu

GENERAL OFFICE HOURS:

The main office of the School of Communication is open in conjunction with University standard hours. During the 9 month academic year, the office will typically be open Monday through Friday from 8:00 a.m. to 5:00 p.m. During summer quarter, the office will typically be open from 7:30 a.m. to 4:30 p.m.

KEYS:

Each individual in the School of Communication will be given keys in accordance with the needs of his or her position. In order to obtain keys, individuals will need to coordinate with Robb Hagen (.21) in 3177 Derby Hall. Information needed includes name, Ohio State Employee Number and office room number. Robb will prepare the necessary paperwork and the individual must sign the form prior to taking receipt of any keys.

PRE-APPROVAL PROCESS:

All employees MUST have pre-approval prior to making any expenditures or promises thereof. This includes but is not limited to general purchases, hiring student employees, and seeking to hire companies for services. The following process should be followed any time an individual wishes to use University or Sponsored Project funds to make an expenditure of any kind. Please note that pre-approved requests are valid for 90 days after the initial approval. If 90 days have passed, then you must re-submit your request.



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1. Faculty, staff and students must seek pre-approval prior to making any expenditures or promises thereof.
2. Individuals should seek pre-approval well in advance (at least 3 business days if possible) in order to allow time for the request to get through the pre-approval process
3. Pre-approval requests should be directed to the pre-approval email:
preapproval@osu.edu
4. Requests should include the following information
 - a. Date needed
 - i. Please note that requests should be made as early as possible in advance
 - ii. If the items/goods are something that requires the use of a Purchase Order, you should build in time for that request
 - iii. If it is a personnel request, please be aware that there School is bound by deadlines related to the HR system and that you should allow plenty of time to accommodate that need
 - b. Funding source
 - i. Examples of funding sources include but are not limited to: general funds, Start-up funds, Miller funds, etc.
 - c. Total amount
 - i. In all cases, individuals requesting pre-approval should make a concerted effort to ascertain the actual cost of the item(s) he or she wishes to purchase
 - ii. If it is not possible to obtain the actual cost, individuals should overestimate within reason the cost of the item(s) to be purchased
 - iii. The amount listed here is the maximum amount individuals will be allowed to be reimbursed or expend
 - d. Vendor or name of person to be paid
 - e. Business purpose
 - i. Why is the good/service being requested?
 - ii. The compliance person may need to work back and forth with individuals requesting pre-approval in order to get an appropriate business purpose
 - f. Details
 - i. Please list a description of goods/items/services to be purchased
 - ii. Also include any specifications (ie period of payment for personnel)
5. As stated above, the compliance person will work back and forth (through the “preapproval” email) with any individual requesting an expenditure to get the necessary information
6. No expenditure or promise thereof should be made before the requestor has received an email verification from the “Pre-approval” email administrator that the request has been approved.



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7. Failure to comply with this process may result in individuals not being reimbursed for expenditures made on behalf of the University.

BOOK ORDERS & DESK COPIES

Textbook and desk copy orders are handled by Renda Radcliffe-Sullivan (radcliffe-sulliv.1). She will distribute blank order forms each quarter and ask for them to be completed and returned to her for submission to the bookstore.

The book order forms must be completed and returned to her by the requested deadline. Should you need desk copies, please note the quantity and title in the space provided on the book order form.

If you are ordering your textbooks on-line, using “course packs,” or simply not using a textbook, please notify Renda so that complete records can be kept.

Textbook Order Due Dates

Summer Quarter	due by April 30
Autumn Quarter	due by April 30
Winter Quarter	due by October 15
Spring Quarter	due by January 30

CLASSROOM ASSIGNMENTS:

If there is a problem with your assigned classroom that requires moving to a different room, please see Renda Radcliffe-Sullivan. She will work with the registrar’s office to try to find a different room for you. Please do not simply move to another classroom that appears to be empty.

EXAMS:

Every effort should be made to hold make-up exams during normal class time. Should that not be possible, you may reserve a room AT LEAST 48 HOURS IN ADVANCE by contacting Renda Radcliffe-Sullivan (radcliffe-sulliv.1@osu.edu).

You are encouraged to schedule make-up exams on Fridays between 8 am and 3 pm. Every effort will be made to locate a School-owned room for your use but on occasion a classroom pool room will be assigned. Should a School-owned room be reserved, the last make-up exam should begin no later than 3:00 pm.

Office staff are not available to proctor make-up exams; faculty will need to make necessary arrangements to ensure the exam is monitored.



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GRADES & ROSTERS:

Faculty must use the SIS Faculty Center must be used to obtain class rosters and submit grades. For complete details please see the Faculty & Staff page of Buckeye Link:

<http://buckeyelink.osu.edu/facultystaff.html>

For an introduction to the SIS Faculty Center and for more detailed instructions on the use of the system, please see the following link:

<https://assist-erp.osu.edu/sis/WebHelp/facultycenter/>

It is expected that instructors will be on campus and available to staff and students through the day grades are due to the registrar.

Grade Changes

To submit a grade change, please see Renda Radcliffe-Sullivan to obtain a form. The instructor of record or the TA are the only people who may handle grade change forms. Students should never be allowed access to blank Grade Assignment/Change Forms, nor allowed to hand-carry completed forms to the registrar's office or any other University office.

Student not listed on roster

If a student is attending a course but is not listed on any roster for that course, the instructor should request the student immediately add the course or cease attending the course, unless the student can provide evidence the course was added since the roster was printed.

There are rare circumstances in which a student ends up legitimately attending a course, successfully completing the course with a grade, but is not listed on the roster. In these cases, when the grade is sent, it should be accompanied by a Change Ticket from the student's enrollment unit (college office) requesting the student be added to the course. If the registrar's office receives a grade without a Change Ticket, they will simply file it for four quarters and then destroy it unless the student takes action to have himself/herself added to the course.

Student listed on roster as NOT having paid

If a student is attending a course and appears on the class roster as not having paid University fees, the instructor should request to see documentation of the student's payment. **STUDENTS WHO DO NOT PAY FEES SHOULD NOT BE PERMITTED TO ATTEND CLASS.**

Student listed on roster but NOT attending

If students are listed on the roster but are not attending any section of the course, the faculty member should file an Absence Report Form with the student's college office. Disenrollment may be requested by the faculty member for any student not attending by the third day of the quarter or the second class meeting, whichever is later, if the student has not notified the



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instructor. No student may be un-enrolled from a course until after the first class meeting following the student's registration.

Grade Grievances

Students who have a complaint regarding a grade must follow a specific procedure. For complete OSU Grievance Procedures, please see Faculty Rule 3335-8-23. Please see Appendix A of this document for more information.

PAPERS AND ASSIGNMENTS:

Undergraduate students should hand in papers and assignments during class time.

When this is not possible, teachers need to be available during office hours or make other arrangements for students to turn papers and assignments in directly to the teacher.

It is not appropriate to have students leave papers and assignments in the main office for placement in mailboxes. During a typical quarter, this School offers over 70 class sections involving close to 100 teachers and TAs and hundreds of students. The responsibility of misplaced papers and assignments does not lie with the office staff. If an undergraduate student comes to the main office to turn in a paper or assignment, he or she will be directed to slide the paper under the office door of the faculty member.

STUDENT EVALUATION OF INSTRUCTORS (SEIS):

In accordance to *Faculty Rule 3335-3-35*, all teachers are advised to read the School's Pattern of Administration, *Section VIII Policy on Faculty Duties and Responsibilities, part B2 (Review of Teaching)* for specific instructions regarding student evaluation of teachers.

Renda Radcliffe-Sullivan coordinates the university's student evaluation of instruction process (SEIs) for our School and will assign staff proctors, as needed. All faculty in the School will be expected to have their students use the electronic SEI teaching evaluation form for each course they teach during the year.

Faculty may supplement the School's open-ended questions with their own, and should work directly with the School's SEI coordinator to assure that the additional evaluation questions are administered at the same time and in the same manner as the regular open-ended evaluations. Faculty members are not to be present in the room while evaluations are being conducted, and do not look at the evaluations until grades have been submitted.

Tenured Faculty

- Administer their own class evaluations by appointing a student in their class to proctor.



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Assistant Professors

- To ensure consistency during the pre-tenure review years, School of Communication staff will proctor all assistant professors' class evaluations.

Lecturers

- COMM staff will proctor new lecturer's class evaluations.

Graduate Students

- Administer their class evaluations by appointing a student in their class to proctor.

CONFERENCE ROOM RESERVATIONS:

All conference rooms and requests for research space are scheduled by Renda Radcliffe-Sullivan (radcliffe-sulliv.1@osu.edu or 292.0451). To reserve a conference room, please plan at least a week in advance to ensure the availability of the rooms.

RESEARCH SPACE RESERVATIONS:

Regular, Short-term Research Space Requests (Research Space Agreement)

In order to address the high demand for research space, the School has built a number of dedicated multi-use research rooms which must be reserved by faculty and grad students prior to use. These School-controlled rooms are: JR 281, JR 339, JR 347, JR 353, JR 381, DB 3136, DB 3176, and DB 3180. We can also arrange to reserve university-controlled rooms (theater style, computer labs, conference rooms and regular classroom-style rooms).

Please submit your completed Research Space Agreement to Renda Radcliffe-Sullivan (3016 Derby) as early as possible. Turn-around time for confirmation ranges from 1-week to 6-weeks, depending on complicated room requests, the purchase/installation of software, staff requirements, etc.

Research space may be reserved by faculty for up to six consecutive weeks in increments of M-W-F or T-Th. Every effort should be made not to block whole weeks.

Assignment of Individual Research Space (externally funded projects)

When possible and when justified, externally funded projects (**that have built-in significant direct project expenses for space or that have full indirects that are returned to the School**) will be provided with temporary assignment of administrative research space. When additional space is available and if justified, newly hired faculty or those with short term research needs may be temporarily assigned research space to help start their research programs. However, assignment of space is based on availability as well as the needs of the School and the College



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of Social and Behavioral Sciences and is never permanent. Faculty should not assume that space allocation is an entitlement.

For a complete listing of the space and technology available, please see Appendix B of this document.

EQUIPMENT CHECKOUT:

Robb Hagen and Joe Szymczak manage the individual equipment sign-out process.
(Hagen.21@osu.edu or Szymczak.4@osu.edu – Room 3177 Derby Hall)

The following School equipment can be checked out for **university business only and may not leave campus without prior written approval from the Director and the Dean**. These items are available for checkout on a first-come/first-served basis and must be reserved at least 24 hours in advance. Equipment must be signed-out during normal office hours (*Monday through Friday, 8:00 am to 4:30 pm*). Typically equipment for classroom-use is checked out for one day only and must be promptly returned promptly within 24 hours of sign-out. Failure to comply may result in further requests being denied. Depending on demand, equipment may be checked out for up to one week. Requests for equipment for longer periods of time will be based on availability and other needs.

If needed, the School's technical support staff will assist in instruction on how to use equipment. Please see Appendix C of this document for equipment available for check out.



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FACULTY

ABSENCE FROM DUTY:

Faculty members are required to complete “Application for Leave” forms during on-duty quarters for absence due to illness or absence due to professional travel. These forms are available in the copy room in the top drawer of the small filing cabinet under the mailboxes. They are also available on the OHR website: <http://hr.osu.edu/forms/appleave.pdf>

In cases of sick leave, the forms should be filled out and given to Emily Machuga, HR Manager, prior to scheduled sick leave or upon return from unplanned sick leave. If travel is funded through the University (either School funds or grant related) you should include the “Application for Leave” form with your travel documentation.

In addition, these forms must be used in the event of travel for university business, conferences, etc., whether the travel is funded by the university or not. You are required to include who will be covering your duties or how your class will otherwise be handled in your absence.

An application for leave form should be completed if you will be out of town for any period during an on duty quarter, even if the travel is not related to University Business. Faculty rule 3335-5-08 states *Absence of any member of the teaching staff from ordinary service in the university, for any cause other than sickness, must be with the knowledge and approval of his or her chair or director and of the dean of the college and, if for longer than ten days, with the approval of the executive vice president and provost.*

All faculty and lecturers are required to call the main office (292.3400) if they will be late to or absent from class so that the main office can inform the students. If a faculty member or lecturer has to cancel class (other than university related travel), they are required to use sick time for classes missed.

For information on Faculty Professional Leave, please see Appendix A of the School of Communication POA, available on the School website.

<http://www.comm.ohio-state.edu/UserUploads/UserDocuments/Pdfs/POA.pdf>

COMPUTERS AND PRINTERS:

The School will replace faculty computers on a 3-5 year cycle depending on available funds and faculty needs. The Equipment Coordinator will notify you when a computer upgrade is available. The School will provide a computer that more than meets basic faculty research/teaching needs. However, faculty will need to use their own research accounts or



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other funds for “bells and whistles” (e.g., special monitors, special add-ons, etc) above the department budget. The School will allocate funding for a replacement printer chosen from the approved printer list maintained by technical support personnel.

As noted, these computers and printers are to be used for teaching support and class work only. Personal papers/printing jobs must be done at alternative sites (Kinko's or UniPrint).

SUPPLIES:

General office supplies (pencils, pens, tape, etc) are located in the supply cabinet behind the front desk in 3016 Derby Hall. For more substantial supplies (paper, folders, etc) you will need to speak to one of the front office (or front desk) staff.

In general, the School provides only basic supplies. If a faculty member has a more extensive supply need, he or she must purchase supplies through the pre-approval process using start-up, Miller, Directors Award, etc money.

Please note that faculty members are limited to a maximum of 10 reams of paper per year starting with summer quarter.

The department will supply enough toner for technical support department approved black and white laser printers commensurate with the amount of toner used to print ten reams of paper according to the ISO/IEC 19752 standard. For instance, if the toner is rated for 5000 sheets (according to the ISO/IEC 19752 standard which is roughly 5% coverage), two toner cartridges is appropriate for a year. Correspondingly, if the toner is rated at 12,000 pages, it will be noted that this is slightly less than one toner per annum.

COPYING:

The School will assign each faculty member a code for the copiers. Quarter allocations are based on the number and size of the courses he/she is teaching for a given quarter. Due to the limited nature of resources, whenever possible, faculty should submit course copy requests to the front desk. Copy requests left at the front desk that are teaching related will not be counted towards the faculty member's quarterly allocation. Although the front desk staff will attempt to accommodate emergency situations, we ask that requests be submitted as early as possible but no less than 1 full business day in advance to allow enough time for all requests to be accommodated. For larger classes (ex: 101 and 200) requests should be placed at least 2 full business days in advance.

Approximate copy allocations will vary each quarter depending on number of courses taught, class sizes, and School resources.



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The copy machines are to be used for class-related documents such as exams, handouts, and syllabi and small research needs (e.g. conference papers, IRB proposals, etc.). Course packets should be placed on reserve at the library or taken to an outside facility such as Kinko's or UniPrint for students to purchase. Personal copying should be done at alternative sites like UniPrint or Kinko's.

Faculty may also utilize the front desk for small copying needs related to conference presentations, publications, and annual review packets. Again, all such requests must be submitted at least 1 full business day in advance.

Small research related copy needs may be accommodated using the faculty member's copy code, but remember the allotment is small. Large research projects including but not limited to survey questionnaires or experimental protocols must be purchased through UniPrint or Kinko's.

Please see the Uniprint website for rules concerning copying copyrighted materials.
http://uniprint.osu.edu/coursepackets/faculty_coursepacket.aspx

FAXES:

The fax machine in the main School office (3016 Derby) is in a public area. Faxes are retrieved and sent by office staff and front desk students. Incoming documents are placed in the mailbox of the recipient. In light of the high amount of traffic in the office, it is not advisable to send or receive very important, confidential or sensitive documents over the fax machine.

To have the front desk staff fax a document for you, complete a "Job Request Form" and place it in the top tray located at the front reception desk.

The fax machine is to be used for professional use only. The School is not permitted to send personal faxes.

LONG DISTANCE PHONE CALLS:

Each faculty member is provided with an answering machine and a long distance code. Long distance codes are for work related use only. It is a violation of the OSU Expenditure policy to use a long distance code for personal use. If you are unsure what your long distance code is, please contact Joe Szymczak (szymczak.4@osu.edu).

MAILING:

The School will continue to provide metered mail service for work-related mailing. Priority or special delivery is to be used only in emergency situations and only with approval from the



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School Director. Individuals using priority mail numbers without authorization will be requested to reimburse the School for the amount of the postage.

The School will not provide postage for the mailing of survey instruments. Faculty members who wish to mail such items must seek approval through the pre-approval process. Postage must be charged to faculty project or other non general School funds.

TRAVEL:

The School of Communication travel policy is in addition to any University policies. The University Travel Policy can be found on the University Business Operations website: <http://busops.osu.edu/travelforms/TravelPolicyFINALRevJan08.pdf>

Beginning July 1, 2009, reimbursement funding for travel to professional conferences will be provided as follows:

- i. Each faculty member is eligible to receive up to \$2000 in travel funding per fiscal year (July 1- June 30). There is no limit on the number of trips one may take, however faculty will only be reimbursed up to \$1000 per trip. If a faculty member wishes to use another source of funds (for example a Director's award, start up, etc.) they may request to do so. In all cases, pre-approval must be obtained prior to making travel arrangements.
- ii. Each faculty member is eligible to receive up to \$1,000 if he or she has their name on a paper that is being presented at ICA, AAPOR, NCA, or AEJMC, or if he or she is an officer within the organization (e.g. president or vice-president of a major organization; or Division Head for a major organization). If the faculty member is not represented on a formal paper but has been asked to be a panelist on a conference panel they may be reimbursed up to \$500. Funding for participation in workshops, as a committee member or as a moderator or discussant is at the Director's discretion.
- iii. Additionally, each faculty member is eligible to receive up to \$1000 if they have their name on a paper that is being presented to one of the other communication-related conferences mentioned in i. above **OR** to an *academic conference related* to the *faculty member's area of specialization* **OR** is an officer in that organization. If funds are limited, regional conferences will receive a lower priority for funding. If the faculty member is not represented on a paper but has been asked to be a panelist on a conference panel, that individual may receive up to \$500 for travel to the conference. Funding for participation in workshops, as a committee member or as a moderator or discussant is at the Director's discretion.



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- iv. International Travel: The School will submit a request for international funding to the College office **after** the School Director has approved the School funding for the traveler. Faculty shall not submit requests directly to the College office. Requests must be submitted **no later than 45 days in advance**. In years when ICA is held at an International location, faculty may pool their resources and use up to the total amount of funds allocated for travel per fiscal year (currently \$2000).

CONDITIONS FOR APPROVAL

- i. Evidence that a paper is being presented (such as a conference program) or evidence that the faculty member is on a panel or is an officer in the organization **must** be provided. **Requests must be submitted no later than 30 days prior to the conference**. Reimbursement will not be approved if there has not been pre-approval of the request prior to any expenditure being made.
- ii. The Director may request more information or may decide not to approve funding for travel to a conference if it does not appear to forward the presence of the School nationally/internationally.
- iii. **Original** receipts **must** be provided for lodging, registration and transportation. Meals will be reimbursed based on Federal per diem limits and policy. If any portion of a travel is prepaid and the trip is cancelled or changed by the traveler, except for documented medical reasons, the traveler must repay the School for all costs associated with the prepayment, cancellation, or change.
- iv. All receipts must be turned in, **no later than 60 days** after the end of the trip, and must be turned in before the end of the fiscal year (June 30, 2010). If travel occurs in June (the end of the fiscal year), all receipts must be turned in *no later than five days after the end of the conference*.
- v. The School will provide the Graduate Program with funds for graduate student travel based on income generated from the Martha Brian Endowment. The amount awarded for the year will be determined by July 1. The School Graduate Handbook outlines procedures for applying and how the money is awarded.

Please note that funding of travel depends on availability of School resources and projection of faculty demand and can change at any time.



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UNDERGRADUATE TEACHING ASSISTANTS:

This program is coordinated by Susan Van Pelt, Undergraduate Coordinator. Student applications for Undergraduate TA positions are solicited each quarter (with the exception of summer). To be eligible to apply students must have taken the course they are applying to work with, received no less than a B+ in the course, and are at least junior status. Examples of basic functions of these students include but are not limited to: offering in class assistance, assisting with basic grading, assisting in creating quizzes, leading in class discussions, assisting with Carmen, offering lab assistance. In general the Undergraduate TAs should not be left in a position where they are in charge of a class OR involved in grading subjective work.

The TAs will work a maximum of 10 hours per week and will turn in time sheets to the front office each pay period. The teacher of record will need to sign the forms verifying the time worked.

Candidates should be identified no later than week 4 of the quarter. A commitment to hire should be made by week 6 of the quarter. Susan will confer with each of the responsible teachers before hires are made for courses. The teacher of record will ultimately be responsible for selecting the students for the TA positions allocated for their course. The teacher of record should correspond with the selected student(s) and work out a plan for their specific duties and schedule prior to the beginning of the quarter they will be working. Students are not permitted to miss their own class to attend to their TA duties.

In the case of a class with multiple sections (e.g., 221, 311, 460), students should attend only one of the sections/lectures. The teacher of record can decide which section the student should attend and/or which graduate TA the student is to work with. If the student will be working with a graduate TA, please make sure the student is working with the most responsible graduate student. The TAs should be seen as an asset to the graduate TAs or instructor with the understanding that supervision will be necessary.

The TAs have the option of earning 2-3 credits in a 693 (independent study). In order to get a grade for these credits the students will need to (a) write a 10-15 page report on their experiences as TAs, perhaps including relevant literature; (b) have an exit interview with the responsible faculty member; and (c) fill out a questionnaire about their experiences so that we can improve the course/job the next time. The responsible faculty member will grade the report, conduct the exit interview and turn in the grade for the student. The teacher of record (who may or may not be different from the responsible faculty member) will oversee the students, give them assignments and fill out evaluations of the students performances at the end of the quarter.



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STAFF

HOURS OF WORK:

All staff members will have an approved, set schedule that will be evaluated on a quarterly basis (or more frequently as needed). Approval of staff schedules will be made with consideration towards the needs of the School, the operating hours of the specific office in which each person works, and will be structured around maintaining adequate coverage for their office.

Scheduled hours must be approved by the Administrative Manager and the Director. These hours must also include a lunch. Lunch hours may not be moved in order to facilitate leaving work early (unless you are leaving around the lunch hour, which typically starts between 11:00 am and 12:30 pm).

For example, if an individual typically takes a lunch at 11:00, but is out of the office from 10:00 am to noon, he or she would only need to take an hour of leave (or a half an hour depending on the length of his or her lunch). However, if this same individual has to leave at 3:00 and typically works until 5:00, he or she may not adjust their lunch time in order to use less leave.

Any variation to the approved work schedule requires approval by the Administrative Manager. If you arrive at the office later than or leave earlier than the appointed time, you must use the appropriate leave (vacation, sick, or University business). Please see section titled "Absence From Duty, Vacation, & Sick Leave" for information on the correct procedure for this situation.

In addition, it may be that an individual's work schedule might need to be adjusted on a given day to ensure coverage of the office. If this should occur all attempts at planning will be made, however please note that not all situations allow for such planning.

For example, during the academic year the main office's operating hours are 8:00-5:00 and the staff members of the main office are scheduled accordingly. If the individual who is scheduled to work until 5:00 calls in sick, one of the other staff members will stay late to cover the office.

Our work in an academic unit means that we serve a client base of faculty, staff, and students. At times this might mean that we have to stay later than the appointed time. It is the nature of Exempt appointments that such staff may have to stay later than their appointed time if the work calls that they do so. Non-Exempt employees may not stay later than their appointed time without written approval from the Administrative Manager and the Director.



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ABSENCE FROM DUTY, VACATION, & SICK LEAVE:

Time off Campus

ALL employees are required to complete an “Application for Leave” form when off campus. These forms are available in the copy room in the top drawer of the small filing cabinet under the mailboxes as well as online at: <http://hr.osu.edu/forms/appleave.pdf>. This includes: sick leave, vacation, or business that takes him or her off of campus.

Application for Leave forms should be completed and given to Emily Machuga, HR Manager prior to vacations or doctors’ appointments, or upon return from unplanned sick leave as possible.

If an individual is scheduling sick leave in advance, he or she may be asked to provide a doctors note upon return to work. The supervisor or Director (at his or her discretion) may request a doctor’s note to support sick leave requests if the situation fits.

In addition, these forms must be used in the event of off campus travel for university business, conferences, etc.

If an employee leaves before or arrives later than their appointed time, they must use the appropriate leave (vacation or sick time).

Call off procedures

When calling in, all staff should call 292-3400 (front desk) to report absences due to illness or other issues. This phone number and voicemail is accessible by any of the front office staff, and use of this number will eliminate the possibility of a voice mail being left for an individual staff member who might also be out of the office. It might also be necessary for you to call your immediate supervisor or others in your work group in addition to 292-3400, so please discuss this issue with your immediate supervisor. If you are concerned about confidentiality issues, it is fine to include only limited information at this front desk number and then provide additional details directly to the HR Manager, the Administrative Manager, or to the Director.

If you have to leave work or will be out of the office for any portion of the day for any reason, please let the main office know that you will be out and when and if you will be returning (and the time). The main office fields many of the calls and walk-ins, we must have this information.

Vacation or extended sick time should be scheduled at least a week in advance except in emergency situations.

Per University policy, no employee can carry a negative sick or vacation balance. Otherwise, it will be considered time off without pay. Any time taken that does not conform to the above



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policy is considered disapproved time. Accumulation of disapproved time will be dealt with according to University policy.

Vacation Time Request/Approval

Vacation leave requests should be coordinated with specific co-workers and must be approved by the Director in advance of the requested absence (several days' prior is typically the accepted lead time for a request). Individuals in the same work group should work together to coordinate vacation and/scheduled time off to ensure that the office will be covered as often as possible.

Staff members should not request vacation during times of high volume work (e.g., the first day of class) so that undue pressure is not placed on other staff members. There may be occasions when it is necessary for a staff member, not routinely located in the main office, to temporarily cover the main office responsibilities.

Again, the staff member should turn in vacation leave forms **prior** to the date of the requested vacation. Vacation will not be approved if the staff member does not receive prior approval from both his or her supervisor and the Director. Staff should turn in vacation leave forms to Emily Machuga for approval by the Director and for entry into the HR system.

Business Leave Approval

There may be times when staff might need to use business leave. Such cases include but are not limited to: leaving campus to run an errand, attend a workshop, or attend an off campus meeting. Whenever a staff member will be out of the office for business leave, he or she must inform the main office the date and time he or she will be out and when he or she will return. Please note, this requires prior approval by the Director. If the leave will be off campus, appropriate forms should be submitted to Emily Machuga.

STAFF SUPERVISION:

It is expected that the staff understand their responsibilities to the School and to their jobs.

Ronda Baldwin – Undergraduate Coordinator, Director of Undergraduate Studies

Robb Hagen – Director, Administrative Manager

Gini Lentz – Administrative Manager

Emily Machuga -- Director

Renda Radcliffe-Sullivan – Director, Administrative Manager

Aaron Smith – Director, Director of Graduate Studies

Joe Szymczak – Director, Administrative Manager

Susan Van Pelt – Director, Director of Undergraduate Studies

Melanie Yutzy – Director



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Please note that although individuals may have specific supervisors, the Director is ultimately responsible for all staff members.

ANNUAL REVIEW AND MERIT INCREASE:

Each spring, supervisors are required to review staff members. Individuals will be reviewed by their supervisor(s) as listed above. Each staff member will be asked to provide a self evaluation prior to the review. After the review has been written, each employee will meet with his or her supervisor to discuss his or her review letter.

The annual raise pool is based on University, College, and School budget considerations. Staff raises are merit based only and will be based on the performance evaluation.

Raises become effective Pay Period 8 (see <http://hr.osu.edu/payroll/paydates09-10.pdf> for date) for non-exempt staff and October 1 for exempt staff.

COMPUTERS & PRINTERS:

The School will provide staff with a computer to meet the needs of the position. Upgrades to office computers will be roughly every three to five years.

As noted, these computers and printers are to be used for office use only. Personal papers/printing jobs must be done at alternative sites (Kinko's or UniPrint).

COPYING:

Staff will be given a copy allocation based on the number of copies available to the School. The copy allocation will be re-set quarterly. If students are available, Staff members may submit copy requests to the front desk. Copy requests should be submitted at least 1 full business day in advance.

FACULTY CLUB, PROCUREMENT CARD, 100W, ETC.:

Staff wishing to use any purchasing agent belonging to the School will need to go through the pre-approval process prior to any expenditure.

FAXES:

The fax machine in the main School office (3016 Derby) is in a public area. Faxes are retrieved and sent by office staff and work study students. Incoming documents are immediately placed in the mailbox of the recipient. In light of the high amount of traffic in the office, it is not advisable to send or receive very important, confidential or sensitive documents over the fax machine.



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To fax a document, do it directly or fill in a "Job Request Form" and place it in the top tray located at the front reception desk. Only staff members or work study students are authorized to send faxes.

The fax machine is to be used for professional use only. The School is not permitted to send personal faxes.

LONG DISTANCE PHONE CALLS:

Staff will be given a long distance code to be used for work-related purposes only. Please contact Joe Szymczak for your long distance code. Use of a long distance code for personal phone calls is strictly prohibited.

MAILING:

The School will continue to provide postage for work-related mailing. Priority or special delivery is to be used only in emergency situations and only with approval from the School Administrative Manager. Individuals using priority mail numbers without authorization will be requested to reimburse the School for the amount of the postage.

STUDENT EVALUATIONS OF INSTRUCTORS (SEIs):

Renda Radcliffe-Sullivan coordinates the university's student evaluation of instruction process (SEIs) for our School and will assign staff proctors, as needed. Although SEIs are administered electronically, open ended evaluations will be distributed and administered during the last 2 weeks of the regular class schedule. COMM staff (front-office and advising office) will proctor all assistant professors' and new lecturers' open ended evaluations.

SUPPLIES:

General office supplies (pencils, pens, tape, etc) are located in the supply cabinet behind the front desk in 3016 Derby Hall. More substantial supplies are located in the closet in 3016 Derby. Special supply requests should be submitted through the pre-approval process to be reviewed.

TRAVEL:

Staff who have a travel need should speak with the Director and will also need to go through the pre-approval process.



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GRADUATE STUDENTS

ABSENCE FROM DUTY:

Graduate students are required to complete an “Application for Leave” form for absence from a class which they teach. (These forms are available in the copy room in the top drawer of the small filing cabinet under the mailboxes.)

The forms should be filled out and given to the HR Manager. If the form is completed in conjunction with a university sponsored travel, the form can be included with the initial travel request.

These forms must be used in the event of travel for university business, conferences, etc., including cases where the travel is not funded by the university. You must include who will be covering your duties or how your class will otherwise be handled in your absence. Graduate students who are serving as TA’s over their own section must call the main office if they will be late to or absent from class.

Graduate Students do not accrue sick leave. GA’s who will miss class must make all efforts to find a way to have their classes covered. Although emergencies do arise, it is not acceptable to simply cancel class.

GRADUATE OFFICES USE:

At this time, various space in Derby Hall is specified as offices for graduate students as places to study, work on class preparation, and hold office hours. Furniture other than the desks, chairs, computers and tables already in these offices is unauthorized and inappropriate. The Director of Graduate Studies will determine and assign office space for graduate students.

If a student has a problem with the assigned office that requires moving to a different room, he/she should see the graduate program coordinator. Do not simply move to another office that appears to be empty.

The following is from Appendix B of the School of Communication graduate manual:

Graduate students need access to adequate space with proximity to their advisers, faculty, research equipment and students. We are typically able to provide office space to all funded students, and are generally unable to provide office space to unfunded students. In the event that space becomes scarce, our priority for allocation is as follows:

1. *Ph.D. students with teaching, research or fellowship support of the School or university*



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2. *M.A. students with teaching, research or fellowship support of the School or university.*
3. *Ph.D. students in good standing but without funding. Such students will be offered space as available for a reasonable period of time.*
4. *M.A. students in good standing but without funding. Such students will be offered space as available for a reasonable period of time.*

Space will be allocated in an efficient way to promote the research and teaching missions of the School, sensitive to the needs of the various assignments and the space needed for various tasks. The goal will be to accommodate as many graduate students as possible in Derby Hall as the first priority.

COMPUTERS AND PRINTING:

The School of Communication provides computers for shared use in each of the graduate student offices.

All teaching related printing must flow through Aaron Smith.

The only items that may be printed are those relating to the teaching of a class (syllabi, tests, handouts) and letters of recommendation.

If you have something that needs printed, you must email it to Aaron Smith (smith.1543@osu.edu).

If it is something that will need to be copied by the front desk, you must submit your request for printing to Aaron at least 2 full business days in advance in order to accommodate the 1 business day time frame for copies. (For example, if you need something copied by 12:00 on Tuesday, you must submit it to Aaron for printing no later than noon the Friday before.)

You will still need to come to the office and complete a copy request job at least 1 full business day in advance.

If it is a letter of recommendation please submit your request at least 1 business day in advance (be sure to date it appropriately).

After your print request is complete, Aaron will put it in your mailbox and email you that it is done.



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If you do not receive a confirmation email from Aaron by 4:00 pm the business day you submitted it, please email Emily (Machuga.13@osu.edu), or Melanie (yutzy.1@osu.edu) as soon as possible.

You may contact Joe or Robb only in cases of extreme emergency.

For your own printing, you may use the printer outside of Aaron's office. You will need to provide your own paper. One toner cartridge will be provided by the School each year, after which graduate students will need to arrange among themselves how the printer will be stocked with printer cartridges.

LETTERS OF RECOMMENDATION:

If you have written a letter of recommendation for an undergraduate student, please submit your print request to Aaron Smith at smith.1543@osu.edu at least 1 business day in advance (be sure to date it appropriately). After your print request is complete, Aaron will put it in your mailbox and email you that it is done.

SUPPLIES:

The School of Communication does not provide general office supplies for graduate students.

COPYING:

The School will assign each graduate student who will be teaching a class independently an account number for the copiers that will be associated with the course(s) he/she is teaching for a given quarter. Teaching sections of Comm 367 during the academic year is not considered teaching independently. However, all courses taught in the summer are considered independent. Please note that due to the limited nature of resources these graduate students receive only a small allocation to be used in case of emergency.

Although the front desk staff will attempt to accommodate emergency situations, we ask that requests be submitted as early as possible but **no less than 1 full business day in advance** to allow enough time for all requests to be accommodated.

The copy machines are to be used for CLASS RELATED DOCUMENTS such as exams and syllabi only. Class handouts should be placed on reserve at the library or taken to an outside facility such as Kinko's or UniPrint for students to purchase. Personal copying (including theses and dissertations) should be done at alternative sites like UniPrint or Kinko's.

Research related needs including but not limited to survey questionnaires, experimental protocols or theses must be purchased externally through UniPrint or Kinko's.



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Please see the UniPrint for rules regarding copyrighted materials.

http://uniprint.osu.edu/coursepackets/faculty_coursepacket.aspx

ROOM RESERVATION FOR ORAL DEFENSE OR COMMITTEE MEETINGS:

All conference rooms are scheduled by Renda Radcliffe-Sullivan (radcliffe-sulliv.1 or 292.0451). Requests should be made at least a week in advance to ensure that space is available.

Conference rooms available for this purpose are Derby 3040 or 3150.

FAXES:

The fax machine in the main School office (3016 Derby) is in a public area. Faxes are retrieved and sent by office staff and front desk students. Incoming documents are placed in the mailbox of the recipient. In light of the high amount of traffic in the office, it is not advisable to send or receive very important, confidential or sensitive documents over the fax machine.

The School will only provide fax services to graduate students if the fax is being sent to another office on campus, or if it is related to teaching.

LONG DISTANCE PHONE CALLS:

When necessary, grad students may make long distance calls pertaining to their teaching or professional development. There is a long distance line in the School office (3016 Derby) that may be used for this purpose. Grad students must, however, obtain approval of a staff member before making any long distance calls charged to the School.

MAILING:

The School will only provide metered mail service for the purpose of mailing letters of recommendation that a graduate student has written for an undergraduate student.

TRAVEL:

The School will provide the Graduate Program with funds for graduate student travel based on income generated from the Martha Brian Endowment. The amount awarded for the year will be determined by July 1.

In addition to the rules and regulations established by the University, all travel is subject to the policy set forth by the School of Communication. The University travel policy can be found at:

<http://busops.osu.edu/travelforms/TravelPolicyFINALRevJan08.pdf> .

The School Graduate Handbook, Appendix B, section 3 outlines procedures for applying and how the money is awarded, as follows:



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Reimbursement funding for conference travel is provided by the Martha Brian Graduate Student Conference and Travel Fund. This funding has been made available through the generous contributions of the family and friends of Martha Brian, a former faculty member of the School. The Graduate Studies Committee allocates a portion of the available funds each year to graduate student travel to the major professional academic organizations:

- *International Communication Association (ICA)*
- *Association for Education in Journalism and Mass Communication (AEJMC)*
- *National Communication Association (NCA)*

The reimbursement funding varies each year, so the Graduate Studies Committee attempts to anticipate demand for each of the conferences. Funding is allocated per paper in the case of multiple student authors, and the funding goes to the student formally presenting the paper. Highest priority for funding is given to doctoral students; only rarely are we able to fund MA students to travel to conferences, and that tends to be if Ph.D. student demand has not expended all available funds at the end of the fiscal year. At regular intervals, the graduate committee ascertains the likely number of student requests for each of the conferences. In order to be eligible for funding the student must be a funded GA in the School in good standing and making adequate progress towards their degree.

Acceptance of this travel funding obligates you to participate in the School colloquium of practice presentations if asked by the colloquium coordinator.

In addition to this support, funding for a van will be provided if four or more graduate students wish to attend one of the conferences listed above and that conference is within reasonable driving distance. Graduate students planning to travel as a group should make a request to the Graduate Studies Committee at least 2 months before the conference.

Reimbursement guidelines: reimbursement expenses require an original receipt and are limited to transportation, lodging and conference registration. If graduate students share a room at the conference, a statement naming each of the students and the number of nights each stayed must be provided with submission of the original receipt. Reimbursement will then be provided as a proportion of the total expense.



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LECTURERS

ABSENCE FROM DUTY:

Lecturers are required to complete “Application for Leave” forms for absence due to illness. (These forms are available in the copy room in the top drawer of the small filing cabinet under the mailboxes.) The forms should be filled out and given to Emily Machuga, HR Manager, prior to scheduled sick leave or upon return from unplanned sick leave.

In addition, these forms must be used in the event of travel for university business, conferences, etc., whether the travel is funded by the university or not. You are required to include who will be covering your duties or how your class will otherwise be handled in your absence.

All lecturers are required to call the main office (292.3400) if they will be late to or absent from class so that the main office can inform the students. If a lecturer has to cancel class (other than university related travel), they are required to use sick time for classes missed.

OFFICES, COMPUTERS, AND PRINTERS:

Lecturers will be provided with an office, computer workstation, phone, and printer. Individuals will likely have to share an office and computer with other lecturers employed at the School. Such assignments may be based on type of appointment, the availability space, and the needs of the School.

These computers and printers are to be used for teaching support and class work only. Personal papers/printing jobs must be done at alternative sites (Kinko's or UniPrint).

SUPPLIES:

General office supplies (pencils, pens, tape, etc) are located in the supply cabinet behind the front desk in 3016 Derby Hall. For more substantial supplies (paper, folders, etc) you will need to speak to one of the front office (or front desk) staff.

In general, the School provides only basic supplies.

Please note that lecturers are limited to a maximum of 6 reams of paper per year (or 2 reams per teaching quarter).

Please see the technology support staff for toner.



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COPYING:

The School will assign each Lecturer a code for the copiers. Quarter allocations are based on the number and size of the courses he/she is teaching for a given quarter. Due to the limited nature of resources, whenever possible, lecturers should submit course copy requests to the front desk. Copy requests left at the front desk that are teaching related will not be counted towards the faculty member's quarterly allocation. Although the front desk staff will attempt to accommodate emergency situations, we ask that requests be submitted as early as possible but no less than 1 full business day in advance to allow enough time for all requests to be accommodated. For larger classes (ex: 101 and 200) requests should be placed at least 2 full business days in advance.

Please see a member of the front desk staff for assistance with the copy machines.

FAXES:

The fax machine in the main School office (3016 Derby) is in a public area. Faxes are retrieved and sent by office staff and front desk students. Incoming documents are placed in the mailbox of the recipient. In light of the high amount of traffic in the office, it is not advisable to send or receive very important, confidential or sensitive documents over the fax machine.

To have the front desk staff fax a document for you, complete a "Job Request Form" and place it in the top tray located at the front reception desk.

The fax machine is to be used for professional use only. The School is not permitted to send personal faxes.

MAILING:

The School will only provide metered mail service for the purpose of mailing teaching related documents.



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APPENDIX A, GRADE GRIEVANCE PROCEDURE

(For complete OSU Grievance Procedures, see Faculty Rule 3335-8-23. The School has added #2 to facilitate the grievance process for the student.)

If a student has a complaint regarding a grade*, the student should take these steps.

1. First, speak to the class instructor(s) (faculty member and/or TA).
2. If for any reason the student feels unable to talk to the individual(s) named above or is having trouble contacting the individual(s), the student should be directed to the Undergraduate Advisors, Susan VanPelt or Ronda Baldwin.

The advisors' responsibility is to facilitate the student's access to the teaching staff as well as the student's presentation of his/her case.

3. If the situation is not resolved to the student's satisfaction, the student will present his/her case to the Undergraduate Program Chair.
- 4a. If the situation is still not resolved, the student will submit a detailed written statement (along with any pertinent class material - e.g. syllabus) to the School Director (via the Director's assistant) who will appoint a review committee. The committee members will be given a copy of this submission and will consult with both the instructor and the student. They shall then determine the validity of the grade grievance due to grading procedures. The review committee shall make its findings known in writing to both the student and the instructor within thirty days of the student's request to the chairperson. If the committee finds that a procedural error has occurred and if the instructor declines to accept the findings of the review committee, the committee shall consider the reasons for not authorizing a grade change given by the instructor and may, upon consideration of these reasons, authorize in writing a grade change to be instituted by the School Director.
- 4b. In cases of instructors no longer affiliated with the university, the findings of the committee shall be reported to both the student and the instructor. If the instructor chooses not to respond, the judgment of the committee shall prevail. If the instructor responds and declines to accept the findings of the committee that a procedural error has occurred, the committee shall consider the reasons for not authorizing a change given by the instructor. In either case, the committee may, upon due consideration, authorize in writing a grade change (if such can be determined) to be instituted by the School Director.



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4c. If the School committee can find no academic basis upon which to recommend an appropriate grade for the course, the student shall be given the option of having the course stricken from the student's record and, if so desired, to retake that course without prejudice or penalty.

*An important note about grade changes: OSU rules allow that grades be changed only if there has been an error in grade processing or grading procedures. No opportunities or leniencies may be granted to one student that are not granted to all. Thus, a student's grievance that rests on claims of personal hardship cannot be handled as a grade grievance. Rather, these concerns require a petition to the college office.



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APPENDIX B, RESEARCH ROOMS AND EQUIPMENT

Derby Hall

3176 Multimedia Classroom

- 34 student seating
- 34 Windows XP internet connected computers
- 3 video data projectors
- Sound system
- ELMO video overhead document camera
- VHS VCR
- DVD computer
- Adobe Creative Suite 4 Web Standard
- Microsoft Office 2007
- Empirisoft Direct RT and MediaLab software

3180

- 6 Windows XP based, Intel Core Duo computers with Microsoft Office
- Empirisoft Direct RT and MediaLab software
- Subject recording equipment including video camera and microphone
- Sony Bravia 32 inch LCD TV

Journalism Building

106 Miller Communication Research Space

- 50 seats
- Crestron touch panel audio-visual controller
- Digital projection system
- Wireless microphone
- Podium equipped with audio/video input and laptop computer for presentations
- Credenza with auxiliary laptop audio/video input

281 Media Convergence Lab

- 33 Apple MacBook Pro 15-inch notebook computers
- Apple Finalcut Express 4
- Video/audio production room
- 3 post-production edit bays with iMac based editing computer
- Digital projection system
- Teaching podium with computer and smart board capability

Journalism Building (*continued*)

339A Focus Group Room

- 4 closed-circuit cameras
- Microphones and multimedia audio system
- DVD/VCR player
- Ceiling mounted LCD projector and projection screen
- Waiting room with closed-circuit camera

339B Individual HCI Rooms, Control Center & Survey Room

- 5 Individual HIC Rooms each containing:
 - Windows XP computer
 - Closed-circuit camera and video playback screen
 - Empirisoft DirectRT and MediaLab software
- Control Center with:
 - 7 DVD playback units
 - 13 DVD recording units
 - Laboratory monitoring equipment
- Survey Room containing:
 - 6 carrels
 - Closed-circuit camera with 2 microphones

342 Comm Methods Lab

- 32 seats
- 32 Windows XP internet connected computers
- Digital projector
- Audio system
- ELMO video overhead
- VHS VCR
- Microsoft Office 2007
- 20 licenses of MPlus statistical software
- 32 licenses of SPSS and AMOS statistical software

347 Gaming Research lab

- 2 HCI suites with display and gaming consoles
- 4 game interaction clusters with gaming console or computer capability
- Teaching podium with smart board and computer presentation capability
- Digital projection system

353 Miller Multimedia Survey Research Classroom

- 24 seats
- 24 Windows XP internet connected computers
- 2 video data projectors
- Audio system
- ELMO video overheard
- VHS VCR
- Microsoft Office 2007

360 Mass Comm Teaching & Research

- 122 seats
- Digital projector
- Crestron touch panel audio-visual controller
- Wireless microphone
- Notebook computer, wired microphone inputs
- Windows XP based presentation computer
- Microsoft Office 2007
- Turning Technologies TurningPoint audience response software

381 Audience Response Lab

- Applied Science Laboratory Model 6000 Eye Tracking data acquisition unit
- 3 HCI rooms with wall mounted displays, cameras and microphones
- 2 small and 1 large media viewing rooms
- DVD recording of subjects in HCI rooms
- Empirisoft Direct RT and MediaLab software
- Contract Precision Instruments Galvanic Skin Response unit

APPENDIX C, EQUIPMENT AVAILABLE FOR CHECK-OUT

- (4) roll-around cases each containing:
 - 1 portable video data projector
 - 1 Windows XP or Windows Vista based laptop computer
 - CD/DVD drive
 - Microsoft Office 2007 or 2003
 - Wireless & Ethernet connectivity

- (2) Windows XP laptop computers with
 - CD/DVD drive
 - Wireless & Ethernet connectivity

- Digital Camera - Canon three-megapixel
- (2) Digital Camcorders – Canon Optura mini-DV with digital 2-channel audio and still frame with audio, Sony Handycam
- Tripod
- Portable Digital Projector
- Carts and Dollies
- Portable projection screen
- Keyspan remote presentation pointers with laser
- VGA cables
- Audio cables (1/8-inch mini to mini)
- Mobile MediaLab
 - Two portable roller kits containing each:
 - (5) Windows XP computers with Empirisoft DirecRT and MediaLab software
 - Fifty-foot power cord
 - Power strips