

APPOINTMENTS, PROMOTION AND TENURE

CRITERIA AND PROCEDURES FOR THE DEPARTMENT OF EMERGENCY MEDICINE

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I. PREAMBLE

This document is a supplement to Chapter 47 of the Rules of the University Faculty (Additional Rules Concerning Faculty Appointments, Reappointment, Promotion and Tenure), the Office of Academic Affairs procedural guidelines for promotion and tenure reviews, and any additional policies established by the College and the University. Should those rules and policies change, the department shall follow the new rules and policies until such time as it can update this document to reflect such changes. In addition, this document must be reviewed, and either reaffirmed or revised, at least every four years on appointment or reappointment of the department chair.

This document must be approved by the Dean of the College of Medicine and Public Health and the provost of the University before it can be implemented. It sets forth the department's mission and, in the context of that mission and the missions of the College and University, its criteria and procedures for faculty appointments, and its criteria and procedures for faculty promotion, tenure and rewards including salary increases. In approving this document the Dean and provost accept the mission and criteria of the department and delegate to it the responsibility to apply high standards in evaluating continuing faculty and candidates for positions in relation to its mission and criteria.

The faculty and the administration are bound by the principles articulated in the following Faculty Rule:

3335-47-01 General considerations.

(A) Peer review provides the foundation for decisions regarding faculty appointment, reappointment, and promotion and tenure (except when the provisions of rule 3335-47-03 (H) are invoked). Peers are those faculty who can be expected to be most knowledgeable regarding an individual's qualifications and performance--normally tenure initiating unit colleagues. Because of the centrality of peer review to these review processes, faculty vested with responsibility for providing peer review have an obligation to participate fully and knowledgeably in review processes, to exercise the standards established in faculty rule 3335-47-02 and other standards specific to the academic unit and discipline, and to make negative recommendations when these are warranted to maintain and improve the quality of the faculty. Recommendations by the faculty vested with the responsibility for providing peer review will be accepted unless they are not supported by the evidence presented regarding how the candidate meets the standards established in faculty rule 3335-47-02 and other standards specific to the academic unit and discipline. When, for the reasons just stated, a decision regarding faculty appointment, reappointment, or promotion and tenure differs from the recommendation of the faculty, the administrator or body making that decision will communicate in writing to the faculty body that made the recommendation for reasons that the recommendation was judged not to be supported by the evidence.

(B) In accordance with a policy of equality of opportunity, decisions concerning appointment, reappointment and promotion and tenure shall be free of discrimination as to race, creed, religion, national origin, age, sex, disability, Vietnam-era veteran status, or sexual orientation.

II. DEPARTMENT MISSION

The mission of the Department of Emergency Medicine at The Ohio State University College of Medicine and Public Health includes:

1. Providing the highest quality of emergency medical care by medical staff with the best of qualifications and experience.
2. Teaching medical students and trainees of various other professional disciplines the basics of emergency medicine diagnosis and treatment, and, at a more advanced level, provide post-M.D. training to produce high caliber future emergency medicine physicians.
3. Performing research and scholarly investigation in emergency medicine in order to identify the causes, treatments, and prevention of emergency medical conditions.
4. Providing service to the Central Ohio community such as educating the public of increase awareness about emergencies and their appropriate treatment.
5. To achieve this mission, all faculty members are expected to participate in and contribute to the teaching, service, and research goals of the department in a manner that is consistent with the nature of their faculty appointment. Faculty members on the regular tenure track are expected to have responsibilities in all aspects of the academic mission, and are expected to have a relative emphasis of their efforts on research or other scholarly accomplishments. Faculty members on the regular clinical track are also expected to have responsibilities in all aspects of the academic mission, and are expected to have a relative emphasis on teaching and service. The Department strives to enhance the quality of its endeavors by fostering the development and improvement of the faculty members.

III. APPOINTMENTS

CRITERIA: REGULAR TENURE TRACK

Regular faculty hold regular appointments at 50% or greater time, and are on appointment track that may lead to the granting of tenure. Faculty members appointed on the regular tenure track are expected to participate in all aspects of the Department's academic mission, and are expected to demonstrate a relative emphasis on research or other scholarly accomplishments as demonstrated by publication in peer reviewed journals, editing or writing books or book chapters, and obtaining peer-reviewed extramural funding. Appointments to the regular tenure track shall be designated instructor or assistant/associate/full professor of emergency medicine.

Instructor

This is the appropriate initial appointment level for persons with an M.D. degree with completion of specialty training who will be involved in full-time clinical and/or teaching duties. Such persons generally will not have completed board certification in their medical specialty. Tenure will not be recommended at this level.

As specified by Faculty Rule 3335-47-03, Section B (Length of Probationary Period): An appointment to the rank of instructor is always probationary and may not exceed three years. An instructor must be approved for promotion to assistant professor by the beginning of the third year of appointment or the appointment will not be renewed beyond the end of the third year. When an instructor is promoted to the rank of assistant professor, prior service credit will be granted for time spent as an instructor unless the faculty member indicates in writing at the time of that promotion that he or she does not wish such credit. This written request must be forwarded to the Office of Academic Affairs through the Dean of the College so that tenure records may be adjusted accordingly.

Assistant Professor

This is an appropriate level for initial appointment (or promotion to) for persons with the Ph.D. degree or the M.D. degree who have completed residency training and who are or are expected to be involved in full-time research, teaching, and service duties. Tenure will not be recommended at this level. Candidates for appointment at the rank of assistant professor will be expected to have demonstrated an initial level of interest or achievement in the establishment of a research career. This will be reflected by the achievement of journal publications or presentation of papers at recognized scientific societies.

All appointments at the rank of Assistant Professor are probationary as defined by rule 3335-47-03, Section B (Length of Probationary Period) as defined below.

An appointment to the rank of assistant professor is always probationary and may not exceed six years, including prior service credit, unless an extension of such probationary period is specifically requested by the department and approved by the College and the Office of Academic Affairs. Under normal circumstances, an assistant professor is reviewed for promotion and tenure no later than the sixth year of appointment as an assistant professor and informed by the end of the sixth year as to whether promotion and tenure will be granted at the beginning of the seventh year.

Associate Professor or Professor

The criteria for appointment at the rank of professor or associate professor are consistent with those for promotion to these ranks as defined later in this document regarding criteria for promotion and tenure. However, in some cases, candidates for appointment at these ranks may be appointed for a probationary period. As specified by Faculty Rule 3335-47-03, Section B (Length of probationary period).

An appointment to the rank of professor or associate professor will generally entail tenure. However, a probationary period not to exceed four years may be granted by the office of academic affairs upon petition of the tenure initiating unit and college. For the petition to be approved, a compelling rationale must be provided regarding why appointment at a senior rank is appropriate but tenure is not. All appointments to the rank of associate professor or professor require prior approval of the senior vice president for academic affairs and provost.

CRITERIA: REGULAR CLINICAL TRACK

Regular clinical track faculty hold regular appointments at 50% or greater time, and are on an appointment track that does not lead to the granting of tenure. Faculty members appointed on the regular clinical track are expected to participate in all aspects of the Department's academic mission, and are expected to demonstrate a relative emphasis on teaching and service as reflected by excellence in teaching ratings, development or enhancement of high quality clinical programs, and service to the Department, College, University, Profession, or Community. Faculty who are appointed on the regular clinical track are expected to participate in scholarly activity, research or other scholarly activities, including those that contribute to the achievement of their goals in education and service. Such appointments are designated assistant/associate/full professor of clinical emergency medicine.

Assistant Professor

This is an appropriate level for initial appointment for persons with the M.D. degree who have completed residency training and who are or are expected to be involved in full-time teaching and service, and scholarly duties. Appointments of the Regular Clinical Track are not eligible for tenure. Candidates eligible for appointment at the rank of assistant professor will be expected to have completed residency training and in some cases fellowship training programs which are consistent with the existing or proposed clinical program goals of the department. Previous teaching experience is desirable.

Probationary Period: Appointments to the regular clinical track are probationary during the initial five-year term of appointment at all faculty ranks. The procedure for review are described in the section on annual review of faculty.

Associate Professor or Professor

The criteria for appointment at the rank of Associate Professor or Professor on the Regular Clinical Track are consistent with those for promotion to these ranks as defined later in this document regarding criteria for promotion.

CRITERIA: AUXILIARY FACULTY

The auxiliary faculty includes persons having regular faculty titles below 50% time, auxiliary faculty (holding modified faculty titles, e.g. "clinical") and no-salary auxiliary faculty with regular titles (e.g. Cleveland Clinic Foundation appointments). Members of the auxiliary faculty are not eligible for tenure. Criteria for the initial appointment to the auxiliary faculty are, in most cases consistent with those for the regular clinical track appointment because the primary function of auxiliary faculty is educational. In the case of auxiliary faculty with extensive research accomplishments, the criteria for appointment may include those typically used for the regular tenure track. Appointment renewal decisions are made annually and are based upon contributions to the teaching, administration, service and research activities of the department.

Assistant Professor

This is an appropriate level for initial appointment for persons with the Ph.D. degree or the M.D. degree who have completed residency training and who are or are expected to be involved in teaching and service, and may also participate in scholarly activity. Candidates for appointment at this rank will be those individuals meeting the criteria for auxiliary faculty appointment who will be actively involved in the academic mission of the department which in most cases will be in the area of education of medical students or residents.

Associate Professor

Candidates for appointment in this rank on the auxiliary faculty must meet the general criteria for such appointments, and also meet the criteria normally expected for appointment at this rank related to the regular clinical track (or in some cases the regular tenure track). Candidates for auxiliary faculty are expected primarily to contribute to the educational mission of the department. Promotion to this rank on the auxiliary faculty is usually based upon substantial and continuing contributions to departmental educational programs. Occasionally such appointments reflect indirect contributions through administrative duties. In cases of exceptional merit, physicians without board certification have been promoted to this rank.

Professor

Candidates for appointment at this rank on the auxiliary faculty must meet the general criteria for such appointments, and also meet the criteria normally expected for appointment at this

rank related to the regular clinical track (or in some cases the regular tenure track). Candidates for auxiliary faculty are primarily expected to contribute to the educational mission of the department. In addition to the criteria for promotion related to the regular clinical track (or in some cases the regular tenure track), promotion to this rank is usually based on substantial and continuing contributions to departmental educational programs coupled with a position of administrative responsibility in an affiliated institution and/or a position of seniority and respect in the community.

CRITERIA: COURTESY APPOINTMENTS

Candidates for courtesy appointments will hold a primary appointment in some other tenure initiating unit within The Ohio State University. The initiation of this type of appointment will be based on the existing or expected substantial contribution of the candidate to the academic mission of the department. The contribution may be in the areas of teaching, research or service. The rank of the courtesy appointment will be at the same rank as that held in the primary department. Continuation of the courtesy appointment will reflect an ongoing contribution to the department's mission.

PROCEDURES: TENURE TRACK FACULTY

All faculty positions that become available will be filled after a search designed to identify interested and qualified candidates. All position openings will be advertised in the internal university listings of available positions, as well as publications which offer the widest possible dissemination. This will usually include the publications of the appropriate professional discipline (i.e. Annals of Emergency Medicine, SAEM Newsletter) but may also include publications directed toward specific specialty areas if appropriate for the nature of the position to be filled. In addition to advertisements in publications or electronic media, the recruitment process may include more targeted recruitment efforts.

A faculty search committee will be formed by the Chairperson, and will consist of regular tenure and regular clinical track faculty. The search committee will review the application materials of candidates who apply, and determine which candidates should be referred for on-site interviews. Candidates invited for interviews will meet with the Department Chairperson, members of the search committee, a representative of the Emergency Medicine residents (usually the Chief Resident), as well as other faculty within or outside the department who would likely have substantial interactions with the candidate.

The search committee will make a recommendation to the Chairperson regarding the relative merits of the candidates. The details of an offer of employment will be negotiated by the Chairperson, and the letter of offer will be submitted for approval by the College of Medicine and Public Health prior to presentation to the selected candidate.

All offers at the associate professor and professor ranks, with or without tenure, and all offers of prior service credit require the prior approval of the Office of Academic Affairs. Offers to foreign nations require prior consultation with the Office of International Education.

PROCEDURES: REGULAR CLINICAL TRACK FACULTY

All faculty positions that become available will be filled with a search designed to identify interested and qualified candidates. All position openings will be advertised in the internal university listings of available positions, as well as publications which offer the widest possible dissemination. This will usually include the publications of the appropriate professional discipline but may also include publications directed toward specific specialty areas if appropriate for the nature of the position to be filled. In addition to advertisements in publications or electronic media, the recruitment process may include more targeted recruitment efforts.

A faculty search committee will be formed by the Chairperson, and will consist of regular tenure and regular clinical track faculty. The search committee will review the application materials of candidates who apply, and determine which candidates should be referred for on-site interviews. Candidates invited for interviews will meet with the Department Chairperson, members of the recruitment committee, a representative of the Emergency Medicine residents (usually the Chief Resident), as well as other faculty within or outside the department who would likely have substantial interactions with the candidate.

The search committee will make a recommendation to the Chairperson regarding the relative merits

of the candidates. The details of an offer of employment will be negotiated by the Chairperson, and the letter of offer will be submitted for approval by the College of Medicine and Public Health prior to presentation to the selected candidate.

All offers at the associate professor and professor ranks, with or without tenure, and all offers of prior service credit require the prior approval of the Office of Academic Affairs. Offers to foreign nationals require prior consultation with the Office of International Education.

PROCEDURES: AUXILIARY FACULTY

Auxiliary faculty appointments are initiated either by the candidate, or by a representative of the department responsible for a program (usually an educational program) in which the candidate is expected to have a substantial role. In all cases the candidate will communicate in writing his/her interest in an auxiliary faculty appointment, and will explicitly describe the nature and extent of the activities proposed that meet the departmental criteria for auxiliary faculty appointments. That candidate's letter of interest will be forwarded to the director or coordinator of the educational program in which the candidate is expected to contribute. Upon the recommendation of the program director or coordination, a request will be made to the College of Medicine and Public Health to initiate the appointment.

The academic contributions of all individuals with clinical faculty appointments will be reviewed annually. Individuals who no longer meet the departmental criteria will be informed and given the opportunity to provide the required contributions. Those individuals who continue to not meet the requirements for auxiliary appointment will be recommended for non-renewal after consultation with the director of the program in which the individual had previously contributed.

PROCEDURES: COURTESY APPOINTMENTS

Courtesy (joint) appointments are initiated by request of the candidate or by invitation of the Department. The request for joint appointment will be supported by at least one member of the Department of Emergency Medicine faculty which documents the nature and scope of the candidate's contributions to the research, teaching, or service goals of the department. The Appointments, Promotion and Tenure Committee will review requests for joint appointment, and will make a recommendation to the Chairperson regarding the appointment. All joint faculty appointments will be reviewed at least every two years to document the activities that are consistent with the continuation of the appointment.

IV. ANNUAL REVIEWS

PROCEDURES: PROBATIONARY TENURE TRACK FACULTY

3335-47-03 Probationary service, duration of appointments for regular faculty

(C) Annual review of probationary faculty members.

(1) At the time of appointment, probationary faculty members shall be provided with all pertinent documents detailing tenure initiating unit (department), college, and university promotion and tenure policies and criteria. If these documents are revised during the probationary period, probationary faculty member shall be provided with copies of the revised documents.

(2) During a probationary period a faculty member shall be reviewed annually in accordance with this rule and with policies of the tenure initiating unit, college and university. The annual review should encompass the faculty member's performance in teaching, in scholarship, and in service, as well as evidence of continuing development. The involvement of tenure initiating unit faculty in annual reviews is strongly encouraged. External evaluations of the faculty member's work, required for tenure and promotion reviews, may be obtained for any annual review if judged appropriate by the faculty review body or tenure initiating unit chair. The tenure initiating unit chair shall inform probationary faculty members at the time of initial appointment, and in a timely fashion each year thereafter, when the annual review will take place and provide a copy of the office of academic affairs dossier outline to be completed by the faculty member in reporting accomplishments to date.

At the completion of the review the tenure initiating unit chair shall provide the faculty member and the Dean of the College with a written assessment of the faculty member's performance and professional development. If the Chair's recommendation is to reappoint the faculty member to another probationary year of service, that recommendation shall be final. A recommendation from the Chair to not reappoint the faculty member to another probationary year requires a review that follows fourth year review procedures and the Dean shall make the final decision on the matter. All annual review letters to date shall become a part of a faculty member's dossier for subsequent annual reviews during the probationary period, including the review for promotion and tenure.

3) The fourth year review of probationary faculty shall follow the same process as the review for tenure and promotion at the tenure initiating unit and college levels with two exceptions: solicitation of external letters of evaluation may or may not be required by the tenure initiating unit

and review by the college promotion and tenure committee shall be optional in all cases where both the tenure initiating unit and the dean approve the renewal of the appointment. Renewal of the appointment of a probationary assistant professor for the fifth year requires the approval of the dean of the college. Before reaching a negative decision or a decision contrary to the tenure initiating unit's recommendation, the dean must consult with the college promotion and tenure committee.

The Appointment, Promotion and Tenure Committee will perform the annual review, and will provide written comments to the probationary faculty member regarding his/her progress in all areas of academic activity upon which a recommendation regarding promotion and tenure will ultimately be based. This evaluation will be based on the faculty member's annual report, as well as a review of the clinical, teaching, and service assignments, and evaluations of teaching which have been collected. The goal of the review is recognize areas of accomplishment, and to identify areas in which improvement is needed. In the event that a probationary faculty member's progress is deemed to be less than satisfactory, the committee will consider the factors that have contributed to the insufficient progress. Where appropriate, the committee may recommend that the faculty member consider application for exclusion of time from the probationary period according to the provision of Faculty Rule 3335-47-03 (D) as described below. In order to avoid conflicting advice regarding the academic progress of a probationary faculty member, the chair of the committee will confer with the Chairperson of the Department. In the event of a divergence of opinion regarding the assessment of a faculty member, the Chairperson will meet with the committee to discuss and resolve areas of disagreement. Probationary faculty whose annual review indicates a low probability of ultimately meeting expectations for promotion and tenure will be so advised, and a recommendation for non-renewal of the appointment will be made. If the recommendation is for non-renewal, fourth year procedures above shall be followed in the review process.

3335-47-03 Probationary service duration of appointments for regular faculty.

(D) Exclusion of time from probationary periods

(1) An untenured regular faculty member may exclude time from the probationary period in increments of one year to reflect the care-giving responsibilities associated with the birth of a child or adoption of a child under age 6. Requests to exclude time from the probationary period for this reason must be made within the year following the birth or adoption and prior to the beginning of the year in which the mandatory review for tenure must occur. The maximum amount of time that can be excluded from the probationary period for the birth of a child or adoption of a child under age 6 is one year. Requests to exclude time from the probationary period made under the terms of this paragraph must be submitted to the chair of the tenure initiating unit for forward to the dean and to the office of academic affairs. Such requests will be approved unless they are prohibited by paragraphs (D)(3) or (D)(4) of this rule.

(2) A probationary faculty member may apply to exclude time from the probationary period in increments of one year because of personal illness, care of a seriously ill or injured person, an unpaid leave of absence, or factors beyond the faculty member's control that hinder the performance of the usual range of duties associated with being a successful university faculty member, i.e. teaching, scholarship, or service. Requests to exclude time from the probationary period made under the terms of this paragraph must be submitted to the chair of the tenure

initiating unit. Requests shall be reviewed by the tenure initiating unit promotion and tenure committee which shall advise the tenure initiating unit chair regarding their appropriateness. Such requests require approval by the tenure initiating unit chair, dean, and senior vice president for academic affairs and provost. A request to exclude time from the probationary period for any of these reasons must be made prior to the beginning of the year in which the mandatory review for tenure must occur. The extent to which the event leading to the request was beyond the faculty member's control the extent to which it interfered with the faculty member's ability to be productive, and the faculty member's accomplishments up to the time of the request will be considered in the review of the request.

(3) A request to exclude time from the probationary period for any reason will not be granted after a non-renewal notice has been issued nor will previously approved requests to exclude time from the probationary period in any way limit the university's right not to renew a probationary appointment.

(4) The maximum amount of time that can be excluded from the probationary period for any reason or combination of reasons is one year for an instructor, two years for assistant professor (including time spent as an instructor) and one year for an associate professor except in extraordinary circumstances. Exceptions require the approval of the tenure initiating unit chair, Dean and senior Vice President for Academic Affairs and Provost.

(5) Faculty members will be reviewed annually during their probationary periods regardless of whether time is excluded from that period for any of the above reasons unless their absence from campus during the excluded period makes conduct of such a review impractical.

(6) For purposes of performance reviews of probationary faculty, the length of the probationary period is the actual number of years of employment at this university less any years of service excluded from the probationary period under the terms of this rule. Expectations for productivity during the probationary period cannot be increased as a consequence of exclusions of time granted under the terms of this rule.

(G) Probationary appointments may be terminated during any probationary year because of inadequate performance or inadequate professional development. At any time other than the fourth year review or mandatory review for tenure, a nonrenewal decision must be based on the results of a formal performance review conducted in accord with fourth year review procedures as set forth in paragraph (C) of this rule. Notification of nonrenewal must be consistent with the standards of notice set forth in rule 3335-47-08 of the Administrative Code.

PROCEDURES: TENURED FACULTY

The academic performance of all tenured faculty will be reviewed by the Department Chairperson who will provide an evaluation of the faculty member's contributions to the teaching, research and service mission of the department. The evaluation will be based on the annual report submitted by the faculty member, and additional documentation (e.g. teaching evaluations) provided by the faculty member or collected by the department. The Chairperson will provide a written review to each tenured faculty member which will include recognition of accomplishments as well as identification of areas for needed improvement or further development.

PROCEDURES: REGULAR CLINICAL TRACK FACULTY

Appointments on the regular clinical track are probationary during the initial five-year term. The Appointment, Promotion and Tenure Committee will perform an annual review of all Regular Clinical Track Faculty during the initial term of appointment, and will provide written comments to the faculty member regarding his/her progress in all areas of academic activity upon which a recommendation regarding re-appointment and/or promotion will ultimately be based. This evaluation will be based on the faculty member's annual report, as well as a review of the clinical, teaching, and service assignments, and evaluations of teaching which have been collected. The goal of the review is to recognize areas of accomplishment, and to identify areas in which improvement is needed. In the event that a probationary faculty member's progress is deemed to be less than satisfactory, the committee will consider the factors that have contributed to the insufficient progress, and make recommendations about resolution of the areas of perceived weakness.

V. MERIT SALARY INCREASES AND OTHER REWARDS
EMERGENCY MEDICINE FACULTY SALARY INCREASES

CRITERIA

Because different faculty members make their maximal contributions in different ways, the criteria must vary with the faculty appointment and the faculty member's academic/clinical duties while keeping in mind the needs of the Department. All faculty members are expected to have responsibilities in teaching, scholarship and service, and the distribution of these responsibilities will vary among faculty. Fluctuations in instructional demand, department resources and particular circumstances may necessitate modification of this policy. It is understood that completion of expected responsibilities does not constitute meritorious performance. Evaluation of meritorious performance requires demonstrable achievements which substantially exceeds the expectations for a faculty member.

Teaching will be evaluated on the basis of anonymous evaluations by students (including house officers), teaching awards, and a personal collegial evaluation by the Chairman or member of the P & T Committee of one of the classes, seminars, or workshops taught by the faculty member. The quantity of teaching (lectures, seminars, courses, supervision) is also an important parameter.

Research productivity will be evaluated on the basis of grants obtained, the number and quality of proposals submitted, the number and quality of publications, and the faculty member's current research activities (individual and collaborative) as known to the Chairman. Evaluative summaries from external research review groups may be submitted in support of the documentation of the quality of research. Faculty members may submit citation counts or other documents that support the quality or impact of their scholarly activity.

Service to be evaluated for purposes of university salary is mainly of an academic or community type service on Departmental, College or University committees, task forces, or other administrative bodies, sharing in the burden of Departmental administration, organization or coordinating of courses or other educational programs, and service to the community through public lectures, media presentations or interviews, or board or committee membership.

PROCEDURE

Faculty salary increases are necessarily constrained by University and Departmental budgets and by the University and College guidelines, which are revised annually. Within these constraints, recommendations are made by the Department Chairman considering the academic productivity of the individual faculty.

DOCUMENTATION

Each faculty member will submit an annual report and current curriculum vitae to the chairman no later than December 15 of each year. The annual report will summarize the teaching, research and service activities and accomplishments of the faculty member prior to the review. The materials submitted by the faculty member will be supplemented by information received by the chairman which can include teaching evaluations, reprints of publications and additional documents

regarding the performance of the faculty member that may be available. The performance of the faculty member will be assessed in relation to the general goals of the department, and any specific goals that may have been set for the particular faculty member in previous reviews. The format for the annual report will follow the outline for the promotion and tenure dossier disseminated by the Office of Academic Affairs. Merit salary increases will be based on review of the faculty member's yearly performance, especially accomplishments noted in the prior year, or progress that is evident in completing long term goals toward promotion or tenure. Merit salary increases will not be recommended for faculty members who submit documentation that is insufficient to evaluate their performance.

VI. REVIEWS FOR PROMOTION AND TENURE AND FOR PROMOTION

CRITERIA: PROMOTION TO RANK OF ASSOCIATE PROFESSOR WITH TENURE

According to Faculty Rule 3335-47-02(C): The awarding of tenure and promotion of the rank of associate professor must be based on convincing evidence that the faculty member has achieved excellence as a teacher, as a scholar, and as one who provides effective service, and can be expected to continue a program of high quality teaching, scholarship and service relevant to the mission of the academic unit(s) to which the faculty member is assigned and to the University.

Promotion to Associate Professor will be based upon the faculty member's performance in teaching, research, and service.

Specific benchmarks for promotion to Associate Professor are:

- a) Funded research projects, including at least one externally funded proposal (i.e., not from departmental, College or University source) reflecting the respect of the incumbent's peers for his or her research programs. The faculty member need not be Principal Investigator of the funded project, but should have a substantial scientific role. In the current context of the difficulty of obtaining extramural funding, evaluative review summaries from external review committees that demonstrate a positive evaluation of a research proposal (even if not funded), or that show improvements in the caliber of research submissions may be submitted in support of the application for promotion and tenure.
- b) A substantial record of research (i.e., data-oriented) publication in refereed journals, both as a first author or as co-author with significant contributions to the collaborative effort. The incumbent's research output should reflect consistent productivity over several years, rather than an isolated "spurt" of activity. The publications should reflect a coherent and thematic program of research. Abstracts and book chapters are also important, but carry less weight than peer-reviewed journal articles. The overall merit of the faculty member's research program will be assessed on both the quantity and quality of the publications as may be documented by publication in the primary journals in the candidate's scientific area, citation counts, or other documentation of quality and/or impact that may be available.
- c) Significant contributions in clinical and didactic teaching programs for medical students and

residents with evidence of good evaluations from more than 50% of the trainees.

- d) A documented active role in departmental and College or University administrative function, exemplified by serving on at least one major committee or task force, as well as some involvement with or service to community groups or agencies, which would promote the mission of the University and/or the discipline of emergency Medicine.
- e) Board certification for physician faculty as an accepted national standard of clinical competence.
- f) An uncompromised ethical and professional record of conduct worthy of an academic clinician, scientist, and educator.
- g) A record of good departmental citizenship as reflected by assumption of a equitable share of teaching, service and administrative tasks, compliance with departmental policies and procedures, and cooperation with departmental administrative guidelines.

CRITERIA: PROMOTION TO RANK OF PROFESSOR

According to Faculty Rule 3335-47-02(C): Promotion to the rank of professor must be based on convincing evidence that the faculty member has sustained record of excellence in teaching, has produced a significant body of scholarship that is recognized nationally or internationally, and has demonstrated leadership in service.

Specific Benchmarks for Promotion to Professor are:

Promotion to the rank of Professor shall be based on performance in research, teaching, and service. Candidates for promotion to the rank of Professor will meet all of the general criteria as well as the benchmarks for promotion to associate professor as well as the following specific benchmarks:

- a) A record of academic achievement recognized at the national level, documented by letters of endorsement from nationally recognized experts in the field.
- b) At least one externally funded proposal since the incumbent attained tenure.
- c) Continuing involvement in clinical and/or didactic education activities.
- d) A record of substantial contribution in the administrative functions of the Department, College or University. Candidates for promotion to professor will also be expected to have a record of service to the community and profession as demonstrated by service on advisory boards, positions of responsibility in professional organizations, or service on editorial boards. External candidates for appointment at the rank of Professor will be expected to demonstrate a record of administrative or other service in their current position.

- e) A record of good departmental citizenship as reflected by assumption of a equitable share of teaching, service, and administrative tasks, compliance with departmental policies and procedures, and cooperation with departmental administrative guidelines.

PROMOTION OF REGULAR CLINICAL TRACK FACULTY

Regular clinical faculty hold appointments of 50% or greater time and have primary responsibilities associated with clinical teaching and patient care. Appointments to the regular clinical faculty carry the implication that such individuals are considered essential to the continuing mission of the Department of Emergency Medicine. Regular clinical faculty are not eligible for tenure. Criteria for evaluation of teaching and service are the same as those to those for regular tenure track faculty. Faculty members on the regular clinical track are expected to participate in research or other scholarly activity, although the primary emphasis should be on teaching and service. The scope and extent of scholarly activities is expected to represent a smaller proportion of the activity of faculty members on the regular clinical track.

CRITERIA: PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR OF CLINICAL EMERGENCY MEDICINE

In the context of the general criteria for performance for clinical faculty, there are specific benchmarks of accomplishment for promotion to Associate Professor Clinical Emergency Medicine or Professor of Clinical Emergency Medicine.

For promotion to the rank of Associate Professor of Clinical Emergency Medicine these specific benchmarks include:

- a) Significant contributions in clinical and didactic teaching programs for medical students and emergency medicine residents, with evidence of good evaluation from more than 50% of the trainees.
- b) A documented active role in departmental, college or University administrative function, exemplified by serving on at least one major committee or task force, as well as some involvement with or service to community groups or agencies, which would promote the mission of the University and/or the discipline of emergency medicine.
- c) Board certification for physician faculty as an accepted national standard of clinical competence. State licensure for emergency medicine faculty. In addition, board certification in the appropriate specialty for physicians is desirable.
- d) An uncompromised ethical and professional record of conduct worthy of an academic clinician, scientist, and educator.
- e) A record of good departmental citizenship as reflected by assumption of a equitable

share of teaching, service and administrative tasks, compliance with departmental policies and procedures, and cooperation with departmental administrative guidelines.

CRITERIA: PROMOTION TO THE RANK OF PROFESSOR OF CLINICAL EMERGENCY MEDICINE

Promotion to the rank of Professor of Clinical Emergency Medicine shall be based on the performance in teaching, service, and scholarship. Candidates for promotion to the rank of Professor will meet all of the general performance criteria as well as the benchmarks for promotion to associate professor of clinical emergency medicine as well as the following specific benchmarks:

For promotion to the rank of Professor of Clinical Emergency Medicine these specific benchmarks include:

- a) Continuing involvement in clinical and/or didactic education activities. This will include participation in positions of leadership in training programs, curriculum development or enhancement, or innovations in training.
- b) A record of substantial contribution to the administrative functions of the Department, College or University. Candidates for promotion to professor will also be expected to have a record of service to the community and profession as demonstrated by service on advisory boards, positions of responsibility in professional organizations, or recognition of clinical or teaching expertise at a regional or national level. External candidates for appointment at the rank of professor will be expected to demonstrate a record of administrative or other service in their current position.
- c) A record of good departmental citizenship as reflected by assumption of a equitable share of teaching, service and administrative tasks, compliance with departmental policies and procedures, and cooperation with departmental administrative guidelines.

PROMOTION OF AUXILIARY FACULTY

Auxiliary faculty hold appointments of less than 50% of their time and have primary responsibilities associated with clinical teaching and patient care, usually initiated because of a Departmental educational endeavor. Auxiliary appointments carry the implication that such individuals are considered essential to the continuing mission of the Department of Emergency Medicine. Auxiliary faculty are not eligible for tenure. Criteria for evaluation of teaching and service are the same as those to those for regular clinical track faculty. Auxiliary faculty members are expected to participate in education, service, or other scholarly activity. The scope and extent of scholarly activities is expected to represent a smaller proportion of the activity of faculty members on the regular clinical track.

CRITERIA: PROMOTION TO THE RANK OF CLINICAL ASSOCIATE PROFESSOR OF EMERGENCY MEDICINE

In the context of the general criteria for performance for clinical appointments, there are specific benchmarks of accomplishment for promotion to Clinical Associate Professor of Emergency Medicine or Clinical Professor of Emergency Medicine.

For promotion to the rank of Clinical Associate Professor of Emergency Medicine these specific benchmarks include:

- a) Significant contributions in clinical and didactic teaching programs for medical students or emergency medicine residents, with evidence of good evaluation from more than 50% of the trainees.
- b) A documented active role in departmental program, as well as some involvement with or service to community groups or agencies, which would promote the mission of the University and/or the discipline of emergency medicine.
- c) Board certification for physician faculty as an accepted national standard of clinical competence.
- d) An uncompromised ethical and professional record of conduct worthy of an academic clinician, scientist, and educator.
- e) A record of good departmental citizenship as reflected by assumption of a equitable share of teaching, service or administrative tasks, compliance with departmental policies and procedures, and cooperation with departmental administrative guidelines.

CRITERIA: PROMOTION TO THE RANK OF CLINICAL PROFESSOR OF EMERGENCY MEDICINE

Promotion to the rank of Clinical Professor of Emergency Medicine shall be based on the performance in teaching, service, and scholarship. Candidates for promotion to the rank of Clinical Professor will meet all of the general criteria as well as the benchmarks for promotion to auxiliary associate professor of clinical emergency medicine as well as the following specific benchmarks:

For promotion to the rank of Clinical Professor of Emergency Medicine these specific benchmarks include:

- a) Continuing involvement in clinical and/or didactic education activities. This will include participation in positions of leadership in training programs, curriculum development or enhancement, or innovations in training.
- b) A record of substantial contribution to the administrative or teaching functions of the department, college or university. Candidates for promotion to professor will also be expected to have a record of service to the community and profession as demonstrated by service on advisory boards, positions of responsibility in professional organizations, or recognition of clinical or teaching expertise at a

regional or national level. External candidates for appointment at the rank of professor will be expected to demonstrate a record of administrative or other service in their current position.

- c) A record of good departmental citizenship as reflected by assumption of a equitable share of teaching, service and administrative tasks, compliance with departmental policies and procedures, and cooperation with departmental administrative guidelines.

PROCEDURES

The department's procedures for promotion and tenure reviews and promotion reviews for regular clinical track faculty are in accordance with Faculty Rule 3335-47-04. Below is the portion of Faculty Rule 3335-47-04 that provides general information on review procedures and describes tenure initiating unit review procedures.

3335-47-04 Promotion and tenure review procedures.

(A) General considerations

(1) In consultation with the rules committee on its designee, the Office of Academic Affairs shall develop and promulgate procedural guidelines for promotion and tenure reviews to supplement Chapter 47 of the rules of the university faculty. These guidelines shall include a dossier outline to be used for the documentation of accomplishments by all candidates to be reviewed for promotion and tenure and by all probationary faculty for annual reviews. The guidelines shall also include general information about the review process at the college and university level, information about any legal considerations affecting promotion and tenure evaluations, examples of criteria by which candidates for promotion and tenure are evaluated and other information intended to assist academic units in carrying out reviews.

(2) All candidates for promotion and tenure are reviewed by the eligible faculty and by the chair of their tenure initiating unit. Candidates will also be reviewed at the College and University levels. The tenure initiating unit chair is responsible for informing the candidate in writing of the Provost's final decision (if negative) or recommendation to the board of trustees (if positive).

(3) The review for tenure during the final year of a probationary period is mandatory and must take place.

A faculty member may ask to be considered for non-mandatory promotion and tenure review or for promotion review at any time, however, the tenure initiating unit promotion and tenure committee may decline to put forth a faculty member for formal non-mandatory promotion and tenure review or promotion review if the candidate's accomplishments are judged not to warrant such review. The promotion and tenure committee may not deny a tenured faculty member a formal review for promotion more than three consecutive years.

(4) Only the candidate may stop any review for promotion and tenure once external letters of evaluation have been sought. The candidate may withdraw from review at any stage of the

process by so informing the tenure initiating unit chair in writing. If the review process has moved beyond the tenure initiating unit, the tenure initiating unit chair shall inform the Dean or the Senior Vice President for Academic Affairs and Provost, as relevant, of the candidate's withdrawal from the mandatory tenure review during the final probationary year which means that tenure will not be granted.

(B) Review procedures at the tenure initiating unit level

(1) Each tenure initiating unit shall establish a mechanism such as a promotion and tenure committee, for presenting the case of a candidate for promotion and tenure to the eligible faculty for consideration and for preparing a report for the tenure initiating unit chair providing the eligible faculty's assessment of quality and effectiveness of teaching, quality and significance of scholarship, and quality and effectiveness of service. With the exception noted below, eligible faculty are tenured faculty of high rank than the candidate excluding the tenure initiating unit chair, the dean and assistant and associate deans of the college, the senior vice president for academic affairs and provost, and the President. For tenure reviews of probationary professors, eligible faculty are tenured professor excluding the tenure initiating unit chair, the Dean and Assistant and Associate Deans of the college, the Provost, and the President.

(2) The candidate shall have primary responsibility for preparing, according to Office of Academic Affairs guidelines, a dossier documenting his or her accomplishments.

(3) The tenure initiating unit chair or chair of the promotion and tenure committee shall be responsible for gathering internal evidence of the quality and effectiveness of teaching, quality and significance of scholarship, and quality and effectiveness of service from students and peers, as appropriate, within the tenure initiating unit. The tenure initiating unit chair or chair of the promotion and tenure committee shall also be responsible for obtaining letters from external evaluators and from other units at this university in which the candidate has appointment or substantial professional involvement, whether compensated or not. Some of the external evaluators should be suggested by the candidate and some by the department chair or promotion and tenure committee, no more than one-half of the letters contained in the final dossier should be from persons suggested by the candidate. All solicited letters that are received must be included in the dossier. Unsolicited letters of evaluation or letters of evaluation solicited by anyone other than the above authorized persons may not be included in the dossier.

(4) The eligible faculty shall review the candidate's dossier describing accomplishments in teaching, scholarship, and service and shall vote on the candidate. A report of the faculty assessment, including both strengths and weaknesses, and the numerical vote of the faculty shall be forwarded to the tenure initiating unit chair for inclusion in the dossier.

(5) The Chair shall prepare a separate written assessment of the case and recommendation for the Dean for inclusion in the dossier. As soon as the faculty report and chair's letter have been completed the candidate should be notified in writing of the completion of the tenure initiating unit review and of the availability of these reports. The candidate may request a copy of these reports. The candidate may provide the tenure initiating unit chair with written comments on the tenure initiating unit review for inclusion in the dossier within ten calendar days of notification of the completion of the review. The promotion and tenure committee and/or chair may provide written

responses to the candidate's comments for inclusion in the dossier. Only one iteration of comments on the departmental level review is permitted.

(6) The tenure initiating unit chair shall forward the dossier with all internal and external evaluations, candidate comments on the tenure initiating unit review and promotion and tenure committee and/or chair responses to those comments, if any, to the dean of the college.

DEPARTMENT OF EMERGENCY MEDICINE PROMOTION AND TENURE COMMITTEE PROCEDURES:

The Department of Emergency Medicine Promotion and Tenure Committee is a standing committee of the department. It is charged with providing the Department Chairman with significant consultative input concerning the promotion and tenure of existing department faculty, and several related matters. In the context of its evaluation of candidates for promotion and/or tenure, the committee is responsible for preparation of the case of each candidate for presentation to the eligible faculty, and for preparing a letter for the department chairperson which summarizes the eligible faculty's assessment of the candidate's teaching, scholarship and service efforts.

The committee will conduct annual evaluations of untenured regular faculty members, evaluations of candidates for promotion or tenure on the tenure track, annual reviews of regular clinical track faculty in their initial term of appointment, re-appointment reviews of regular clinical track in the fourth year of their current term, and candidates for promotion to the rank of Associate Professor or Professor of Clinical Emergency Medicine. The committee will also review candidates for promotion of auxiliary faculty. The committee will be responsible for presenting the case of candidates for promotion and/or tenure to the eligible faculty.

The committee also promotes awareness of promotion and tenure procedures and standards among department faculty, especially junior faculty, and offers counsel on such matters as requested.

Committee membership shall consist of at least 3 faculty members with tenure, and 2 regular clinical track faculty members at the rank of associate professor or full professor. The committee shall develop its own procedures for determining chairmanship, acceptable to the majority of the committee.

The committee shall meet as needed to conduct its affairs and carry out its charges.

In addition to the reviews required by university rules, the committee shall initiate reviews upon the request of the Department Chairman, faculty members, or by the committee's own instigation. The committee shall review requests for non-mandatory reviews and determine whether the full review is indicated based on merit. A tenured faculty member cannot be denied consideration for review for promotion for more than three consecutive years.

The committee shall request appropriate documentation from the candidate, and shall offer whatever counsel the person might wish concerning the preparation of such documents.

The committee evaluation of the candidate's publications shall include thorough reviews of selected

publications, and inquiry into the role of the candidate in the production of any jointly-authored publication. The committee will present to the eligible faculty a draft of its review for promotion and/or tenure, and shall inform the chairperson in writing regarding the eligible faculty.

The department chairperson will also prepare a written report and a recommendation for the Dean to be included in the candidate's dossier. When the Department Chairperson's letter is complete, the chair will also notify the candidate that the department review has been completed, and that the reports are available for review. The candidate may offer written comments regarding the reports of the departmental review, but these must be provided within ten days of the written notification of the availability of the reports. The promotion and tenure committee or the department chair may offer written responses to the candidate's comments. In the event that written comments or responses are provided, they will be included in the dossier.

Exclusion of faculty members from participation in reviews.

Faculty members with a familial or marital relationship with a candidate will not be eligible to participate in the evaluation of that candidate in any forum. Faculty members with a close collaborative relationship, or who are co-authors on more than 50% of a candidate's publications will not be eligible to participate in the evaluations of the candidate. Similarly a faculty member who is dependent on the candidate's professional service will be ineligible to participate in the evaluation. Any faculty member who for whatever reason feels that he/she cannot be objective in the evaluation of a candidate will be ineligible to participate in the evaluation of that candidate.

Selection of external reviewers.

The names of external reviewers will be developed primarily by the Department Chairperson or the promotion and tenure committee. The candidate will be asked to suggest the names of potential reviewers, but less than 50% of the external evaluations will be requested by individuals suggested by the candidate. The individuals will be contacted by the Department Chairperson and will be provided with the candidate's curriculum vitae, summary of teaching and clinical responsibilities, academic and administrative assignments, and a copy of the departmental criteria by which the candidate is to be evaluated. Evaluations are asked to assess the caliber of the candidate's scholarly accomplishments, and to compare the candidate's achievements with other individuals at a similar level of career development. Letters requesting these evaluations are typically sent in early August of the year in which the review occurs, with responses by September 15. This ensures sufficient time for the reviewer to provide a thoughtful response, and permits adequate time to complete the review process and prepare the necessary reports.

Timetable of the Review Process

The review process will begin in May when faculty members who are scheduled for formal review are notified that they will be required to develop the dossier in the next academic year. Each such candidate will be assigned a mentor from the department promotion and tenure committee who will serve as a resource in completion of the dossier, and will provide information and guidance about the promotion and/or tenure process.

Requests for letters of evaluation to external reviewers are sent in August.

Completed dossiers are due to the committee by September 15 in order to permit the committee ample time to complete its discussions, present the case to the eligible faculty, and write its report to the department chairperson.

The candidate is responsible for compiling the dossier in consultation with the committee and ensuring that the most complete documentation has been assembled to allow an informed evaluation of the candidate's accomplishments. The candidate may prepare a written summary of accomplishments to help focus the committee's attention on the overall balance of activity, and to highlight the importance of areas of accomplishment that may not be readily apparent from review of the dossier.

The promotion and tenure committee is responsible for providing explicit instruction and guidance about the development of the dossier. In the years prior to the review the committee is responsible to provide accurate feedback regarding the progress of the candidate to help that faculty member the requirements for promotion and/or tenure. The committee is also responsible for reviewing the completed dossier and presenting the case to the eligible faculty. The committee member assigned to guide the faculty candidate through the process will be responsible for verifying the candidate's publications. The committee does not vote, but rather reviews the strengths and weaknesses of an application in the context of the appropriate departmental criteria. The committee is responsible for writing a report to the Department Chairperson regarding the outcome of the vote of the eligible faculty. A majority of 51% of the eligible faculty will be regarded as a positive vote. Voting shall be carried out by secret ballot. At least 75% of the eligible faculty must vote in order to consider the vote valid.

The eligible faculty are responsible for being knowledgeable about department promotion and/or tenure criteria. The eligible faculty is also responsible to apply the departmental criteria fairly and objectively to assure that candidate's recommended for promotion and/or tenure meet the high standards of academic excellence.

The Department Chairperson is responsible for providing annual feedback to faculty members to promote and guide their career development. In the review process the chairperson is responsible for providing a written recommendation to the dean regarding the promotion and/or tenure of a candidate. The Chairperson is also responsible to inform the faculty member when the departmental level review is completed, to provide access to those reports when requested, and to provide whatever response to written comments as may be deemed necessary and appropriate.

GENERAL DOCUMENTATION AND EVALUATION OF RESEARCH AND TEACHING

Documentation and Evaluation of Teaching

Effective teaching is essential for promotion and tenure. Faculty will be evaluated on their command of the subject; their continuous growth in their fields, their ability to organize their material and to present it with logic and conviction, their objectivity, the extent and skill of their participation in the general guidance and advising of students; their ability to arouse curiosity in students; and their concern for their students.

Faculty will submit evidence concerning their teaching, from several consecutive quarters, including the most recent ones. Documentation will include as many of the following areas as possible.

1. Students' opinions and judgments, appropriately documented and accompanied by interpretive information are essential. These include medical student comments at the end of the clerkship and resident feedback both for courses and for supervision. Standardized forms addressing knowledge, teaching skills and instructor attitudes will be administered and collected by either the Chair or his/her designee, but not by the faculty member. Faculty members may respond to opinions or judgments that seem outstanding because of their frequency, cogency (or lack of it), or relevance (or lack of it).
2. Peer Review
 - a) A member of the department promotion and tenure committee will visit or select other faculty members to visit each candidate in the natural teaching setting at least once before the annual review; these colleagues will be selected by the Chair or other members of the promotion and tenure committee on a rotating basis. Upon the request of the faculty member, visits shall be repeated.
 - b) After each visit, the visitor and the candidate will confer as soon as mutually convenient about the candidate's teaching, and within a week the visitor will submit to the committee chairman a signed, written report on the visit. These reports will be made available to the candidate.
3. Evaluations made by other faculty members who have worked with the candidate in joint-teaching.
4. Evaluation of new and effective techniques of instruction and instructional materials submitted by the candidate, including, if appropriate syllabi and examinations.
5. Recognition or awards for distinguished teaching.
6. Letters from students, including those who have graduated.
7. Any other information which the candidate may wish to submit to the committee and/or any information which the Committee deems pertinent.

Documentation and Evaluation of Research and Creative Work

In evaluating scholarly and creative work, the committee will consider both quality and quantity. Work in progress may be assessed. Just as there are varying forms of activity in research, there must be varying criteria and patterns for the evaluation of such effort. In all cases, the committee will consider both the evidence offered by the candidate and that solicited by its own members. The committee will look for evidence that the scholarly accomplishments of the candidate make a significant contribution to the field. Such evidence may take the following forms.

1. Publications: The kind, scope, and quality will be considered. When appropriate (as when promotion is being considered), the committee will

solicit evaluations of publications from distinguished colleagues at other universities.
 - a) Books and articles based on original research have primary importance as evidence of scholarly achievement and development. Here as elsewhere, the quality of the journal or volume in which the work appears will be taken into consideration.
 - b) Textbooks, editions, and computer software programs that are intended as tools for instruction will be judged as scholarly works to the extent that they present new ideas or incorporate scholarly research.
 - c) Creative work such as educational or clinical concepts, devices, or writings, will be evaluated by such criteria as originality, depth, and pertinence to the academic goals of the department.
 - d) Reviews written for professional journals will be evaluated as they reveal the scholarly knowledge and judgment of the reviewer.
2. Other scholarly activity: Papers and participation in panels or symposia at scientific conventions will be evaluated. Recognition will be given to: prizes, awards, grants, fellowships, invitations to deliver public lectures in the field of the candidate's scholarship, and to invitations to each at other universities.
3. Research grants, especially those funded from outside the University will be evaluated to assess peer opinion of the candidate's work. The evaluative reports of external research review committees may be submitted in support of the quality of a faculty member's research proposal.
4. Other evidence that the candidate and/or the committee deem pertinent to the candidate's performance and development in research and creative work will be considered.

VII. APPEALS

Faculty Rule 3335-47-05(A) sets forth general criteria for appeals of negative promotion and tenure decisions. Further detail on appeals alleging improper evaluation is contained in Faculty Rule 3335-5-05. This rule requires candidates who believe that they have been improperly evaluated to seek to resolve the matter informally before a formal appeal under that rule.

3335-47-05 Criteria and procedures for appeals of negative promotion and tenure decisions and appointment non-renewals and for seventh year reviews.

(A) Appeals. It is the policy of The Ohio State University to make decisions regarding the renewal of probationary appointments and promotion and tenure in accordance with the standards, criteria, policies, and procedures stated in these rules, supplemented by additional written standards, criteria, policies, and procedures established by tenure initiating units and colleges. If a

candidate believes that a non-renewal decision or negative promotion and tenure decision has been made in violation of this policy and therefore alleges that it was made improperly, the candidate may appeal that decision. Procedures for appealing a decision based on an allegation of improper evaluation are described in rule 3335-5-05 of the Administrative Code.

In the event that a faculty member wishes to appeal a negative promotion, tenure, or re-appointment decision, the faculty member must notify the Chairperson in writing within 30 days of written notification of the negative decision. The faculty member will provide a written response to the Chairperson which delineates the rule, policy, procedure or standard which is believed to have been violated leading to the negative decision. The Chairperson will form an ad hoc committee of senior faculty who will be responsible for reviewing the allegation and will make a recommendation to the chairperson regarding further action.

VIII. SEVENTH YEAR REVIEWS

Faculty Rule 3335-47-05(B) sets forth the conditions of and procedures for a seventh year review for a faculty member denied tenure as a result of a sixth year review. The text of the rule follows.

335-47-05 Criteria and procedures for appeals of negative promotion and tenure decisions and appointment non-renewals and for seventh year reviews.

(B) Seventh year reviews. Every effort should be made to consider new information about a candidate's performance before a final decision is made if the new information becomes available before a decision is rendered. In rare instances, a tenure initiating unit may petition the dean to conduct a seventh year review for an assistant professor who has been denied promotion and tenure. Both the eligible faculty of the unit and the chair must approve proceeding with a petition for a seventh year review. The petition must provide documentation of substantial new information regarding the candidate's performance that is germane to the reasons for the original negative decision. Petitions for seventh year reviews must be initiated before the beginning of the last year of employment because the seventh year review, if approved, would take place during the regular university review cycle of the assistant professor's seventh and last year of employment.

If the Dean concurs with the tenure initiating unit's petition, the dean shall in turn petition the provost for permission to conduct a seventh year review. If the provost approves the request, a new review will be conducted equivalent to the one that resulted in the non-renewal of the appointment. The conduct of a seventh year review does not presume a positive outcome. In addition, should the new review result in a negative decision, the faculty member's last day of employment is that stated in the letter of non-renewal issued following the original negative decision.

A faculty member may not request a seventh year review, appeal the denial of a seventh year review petition initiated by his or her tenure initiating unit, or appeal a negative decision following a seventh year review, since the faculty member has already been notified that tenure has been denied at the conclusion of the six year review.