APPOINTMENTS, PROMOTION AND TENURE
CRITERIA AND PROCEDURES FOR THE DEPARTMENT OF
ENTOMOLOGY

Approved by Vote of the Faculty, 25 April 2011

Revised by vote of the Entomology Faculty: 31 July 2012
(modification of Departmental Mission Statement)

PREAMBLE

This document is a supplement to Chapter 6 of the Rules of the University Faculty
(Additional Rules Concerning Tenure Track Faculty Appointments, Reappointments,
Promotion and Tenure) (http://trustees.osu.edu/rules6/); the Office of Academic Affairs
annually updated procedural guidelines for promotion and tenure reviews;
(http://oaa.osu.edu/assets/files/documents/HBVol3.pdf) and other policies and procedures
of the college and University to which the department and its faculty are subject.

Should those rules and policies change, the department will follow the new rules and
policies until such time as it can update this document to reflect the changes. In addition,
this document must be reviewed, and either reaffirmed or revised, at least every four
years on the appointment or reappointment of the department chair.

This document must be approved by the dean of the College of Food, Agricultural, and
Environmental Sciences (FAES) and the Office of Academic Affairs before it may 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 for faculty promotion, tenure and rewards, including salary increases.
In approving this document, the dean and the Office of Academic Affairs accept the
mission and criteria of the department and delegate to it the responsibility to apply high
standards in evaluating current faculty and faculty candidates in relation to departmental
mission and criteria.

The faculty and the administration are bound by the principles articulated in Faculty Rule
3335-6-01 (http://trustees.osu.edu/rules6/ru6-01.php) of the Administrative Code. In
particular all faculty members accept the responsibility to participate fully and
knowledgeably in review processes; to exercise the standards established in Faculty Rule
3335-6-02 (http://trustees.osu.edu/rules6/ru6-02.php) and other standards specific to this
department and college; and to make negative recommendations when these are
warranted in order to maintain and improve the quality of the faculty.

DEPARTMENT MISSION

Mission Statement: The Department of Entomology develops and implements research,
teaching, and outreach programs focused on the role and significance of insects in
managed and natural ecosystems, including their negative impacts as pests and positive impacts as providers of ecosystem services.

The Department of Entomology provides instruction in insect biology, ecology, and management at both the undergraduate and graduate levels. The Department also contributes liberally to undergraduate instruction in the Center of Life Science Education. Through its graduate program, the faculty in the Department train the next generation of scholars both in Entomology as well as in several interdisciplinary programs. Faculty in the Department of Entomology engage in both applied and basic research in entomology and related areas, consistent with the mission of a major research-intensive, Land Grant University. Our emphasis in teaching and research is on arthropods. However, we use entomological knowledge to participate in the broader missions of the University. The service activities of Departmental faculty allow interactions with other scientists in academia and government agencies to promote the advancement of science in society. Departmental faculty members contribute to outreach and engagement activities both inside and outside the University. The extension program of the Department provides information to stakeholders in Ohio, in the USA, and throughout the world. In all of these areas of activity, the Department continually seeks to increase the quality of its endeavors. The Department of Entomology, thus, plays a key role in assisting the University to fulfill its mission of attaining international distinction in research, teaching, and service, and all faculty members are expected to engage in all three mission areas.

APPOINTMENTS

CRITERIA

The Department is committed to making only faculty appointments that enhance or have strong potential to enhance the quality of the department. Important considerations include the individual's record to date in teaching, research and service; the potential for professional growth in each of these areas; and the potential for interacting with colleagues and students in a way that will enhance their academic work and attract other outstanding faculty and students to the department. No offer will be extended in the event that the search process does not yield one or more candidates who would enhance the quality of the department. The search is either cancelled or continued, as appropriate to the circumstances.

REGULAR TENURE TRACK FACULTY

Assistant Professor: An earned doctorate is the minimum requirement for appointment at the rank of Assistant Professor. Evidence of demonstrated ability to carry modern and original research through to completion, as evidenced by publication in refereed journals; to attract extramural funding to support the candidate’s research program; to develop communication skills that will lead to effective and high quality teaching; to perform high quality service to the Department and the profession; where appropriate, to conduct effective outreach and extension programs; and a commitment to excellence in the training and mentoring of graduate students. Appointment at the rank of Assistant
Professor is always probationary, with mandatory tenure review occurring in the sixth year of service. Review for tenure prior to the mandatory review year is possible if requested by the candidate and when the Entomology Promotion and Tenure Committee determines such a review to be appropriate. The granting of prior service credit, which requires approval of the Office of Academic Affairs, may reduce the length of the probationary period, but is strongly discouraged as it cannot be revoked once granted.

**Associate Professor and Professor:** Appointment at senior rank requires that the individual, at a minimum, meet the Department's criteria in teaching, research, extension, and service for promotion to these ranks, as appropriate to the candidate’s appointment. Appointment at senior rank normally entails tenure. A probationary appointment at senior rank is appropriate only under unusual circumstances, such as when the candidate has limited prior teaching experience or has taught only in a foreign country. A probationary period of up to four years is possible, on approval of the Office of Academic Affairs, with review for tenure occurring in the final year of the probationary appointment. If tenure is not granted, an additional, i.e. terminal year of employment is offered.

Foreign nationals who lack permanent residency status may be appointed to a senior rank and approved for tenure, if appropriate, but the University cannot legally grant tenure in the absence of permanent residency.

**REGULAR RESEARCH TRACK FACULTY**

Appointment of regular research track faculty entails one- to five-year contracts and are given the titles: Research Assistant Professor, Research Associate Professor and Research Professor. The initial contract is probationary, with reappointment considered annually. Tenure is not granted to regular research track faculty. There is also no presumption that subsequent contracts will be offered, regardless of performance. If the department wishes to consider contract renewal, a formal review of the faculty member is required in the penultimate year of the current contract period. Research track faculty will comprise no more than 20% of the number of tenure-track faculty in the unit.

The primary duty of regular research track faculty is to conduct research. A research faculty member may, but is not required to, participate in limited formal teaching activities in the area of his or her expertise. However, formal classroom teaching opportunities for each research track faculty member must be approved by a majority vote of the regular tenure-track Entomology faculty. Under no circumstances may a member of the research faculty be continuously engaged over an extended period in the same instructional activities as tenure-track faculty. An appointment to a research faculty position shall not be made to displace or make unnecessary an appointment to a tenure-track faculty position.

Research track faculty are eligible to co-advise graduate students and supervise postdoctoral fellows, and are also eligible to serve as principal investigator on extramural grant applications. Research track faculty will not be eligible to serve on the Entomology
Promotion and Tenure Committee or to vote on the appointment, promotion, or tenure of tenure-track faculty. However, research track faculty are eligible for appointment to standing committees of the department other than the Promotion and Tenure Committee, and have voting privileges in standing committees and faculty meetings except as indicated above. Research track faculty are eligible to serve on university committees and task forces but not on university governance committees. Appointments at the rank of Research Assistant Professor require approval of the College of Food, Agricultural, and Environmental Science. Appointments at the rank of Research Associate Professor or Research Professor require approval of the College of Food, Agricultural, and Environmental Science and the Office of Academic Affairs. See Faculty Rule 3335-7 for more information (http://trustees.osu.edu/rules7).

Research Assistant Professor. The minimum requirements for appointment at the rank of Research Assistant Professor is an earned doctoral or other terminal degree in the relevant discipline, evidence of having brought research through to completion as publications in peer-reviewed outlets, and a proven record of obtaining independent extramural funding in support of a research program. Extramural funding sufficient to support the candidate’s salary, research laboratory, staff, and graduate associates should either be in place or formally committed to by an extramural funding agency before the candidate will be considered for appointment.

Research Associate Professor and Research Professor. The minimum requirement for appointment at the level of Research Associate Professor or Research Professor will be those indicated above for Research Assistant Professor and, in addition, a substantial record of scholarship and independent funding consistent with what would be expected for a regular faculty appointment at that level.

ADJUNCT FACULTY

The titles of Adjunct Professor, Adjunct Associate Professor, and Adjunct Assistant Professor shall be used to confer faculty status on individuals who have credentials comparable to regular faculty of equivalent rank, who provide significant, uncompensated service to the instructional and/or research programs of the university, and who need a faculty title to perform that service. Significant service can include teaching the equivalent of one or more courses, advising graduate students or serving on graduate committees, and serving as a co-investigator on a research project.

To be considered for an adjunct faculty appointment in the Department of Entomology, a candidate should have credentials commensurate with those of a candidate for a tenure track appointment. These should include evidence of a sustained program of research and other relevant professional activity. The candidate is expected to participate in appropriate Departmental activities such as colloquia and seminars. Further, the candidate should qualify for at least Category M Graduate Faculty status. Adjunct faculty will be allowed to advise graduate students in accordance with the policies of the Graduate School. Adjunct faculty members have the right to participate in discussions at faculty meetings but may not vote.
According to University rules, adjunct appointments must be renewed annually. The Entomology Promotion and Tenure Committee will normally review each adjunct faculty member every three years. However, the Department reserves the right to conduct reviews more frequently if necessary. Following each review, the Entomology Promotion and Tenure Committee will recommend whether to continue or not continue appointments.

COURTESY APPOINTMENTS FOR REGULAR FACULTY

Occasionally the active academic involvement in this Department by a regular faculty member from another department at Ohio State University warrants the offer of a 0% FTE (courtesy) appointment in this department. Appropriate active involvement includes research and/or extension collaboration, graduate student advising, teaching some or all of a course from time to time, or a combination of these. A courtesy appointment is made at the individual's current Ohio State rank, with promotion in rank recognized.

PROCEDURES

See the Office of Academic Affairs Policies and Procedures Handbook (http://oaa.osu.edu/handbook.html) on the following topics:

- Recruitment of Regular Tenure Track, Clinical Track and Research Track Faculty
- Appointments at Senior Rank or with Prior Service Credit
- Hiring Faculty From Other Institutions After April 30
- Appointment of Foreign Nationals
- Letters of Offer

TENURE TRACK FACULTY

A national search is required to ensure a diverse pool of highly qualified candidates for all tenure track positions. Exceptions to this policy must be requested from the Office of Academic Affairs. Search procedures must be consistent with the University policies set forth in the most recent update of A Guide to Effective Searches (http://hr.osu.edu/hrpubs/guidessearches.pdf).

Searches for tenure track faculty proceed as follows:

The Dean of the College of Food, Agricultural, and Environmental Science provide approval for the department to commence a search process. This approval may or may not be accompanied by constraints with regard to salary, rank, and field of expertise.

The Department Chair appoints a search committee consisting of three or more faculty who reflect the field of expertise that is the focus of the search (if relevant) as well as other fields within the department. At the discretion of the Department Chair, graduate students, external stakeholders, and faculty from other Departments may be appointed to the search committee.
The search committee:

- Appoints an Affirmative Action Advocate who is responsible for providing leadership in assuring that vigorous efforts are made to achieve a diverse pool of qualified applicants.

- Develops a search announcement for internal posting through the Office of Human Resources (http://hr.osu.edu/) and external advertising, subject to the Department Chair's approval. The announcement will be no more specific than is necessary to accomplish the goals of the search, since an offer cannot be made that is contrary to the content of the announcement with respect to rank, field, credentials, salary, etc. In addition, timing for the receipt of applications will be stated as a preferred date, not a precise closing date, in order to allow consideration of any applications that arrive before the conclusion of the search.

- Develops and implements a plan for external advertising and direct solicitation of nominations and applications. If there is any likelihood that the applicant pool will include qualified foreign nationals, the search committee must assure that at least one print (as opposed to on-line) advertisement appears in a location likely to be read by qualified potential applicants. The University cannot legally grant tenure in the absence of permanent residency ("green card"), and strict U. S. Department of Labor (DOL) guidelines do not permit sponsorship of foreign nationals for permanent residency unless the search process resulting in their appointment to a tenure track position included an advertisement in a field-specific nationally circulated print journal.

- Screens applications and letters of recommendation and presents to the full faculty a summary of those applicants (usually three to five) judged worthy of interview. Once the Search Committee has notified the faculty of the short list, the faculty members shall have access to the files of all of the applicants (not just of the short list) and be given sufficient time for review. If the faculty agrees with this judgment, on-campus interviews are arranged by the search committee chair, assisted by the Department office. If the faculty does not agree, the Department Chair in consultation with the faculty determines the appropriate next steps, e.g., to solicit new applications, to review other applications already received, or to cancel the search for the time being.

On-campus interviews with candidates must include opportunities for interaction with faculty groups, including the search committee; graduate students; post-doctoral researchers; research scientists; the Department Chair; the Dean of the College of Food, Agricultural and Environmental Sciences (or their designee). Interviews will also be scheduled with the Director of OSU Extension and the Director of OARDC, when applicable. All candidates present to the Department a research and a teaching or extension seminar, video-linked between the Columbus and Wooster campuses. All candidates interviewing for a particular position must follow the same interview format.

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Following completion of on-campus interviews, the eligible voting faculty meet to discuss perceptions and preferences, and to vote on each candidate. Faculty must be present to vote; absentee ballots are not acceptable. The rank order of candidates deemed suitable for the position for the purpose of making offers will be determined by majority vote of regular faculty. Responsibility for making formal offers and for negotiating compensation, space, and set-up funds resides with the Department Chair in consultation with the Dean of the College of FAES, the Director of OSUE, and the Director of OARDC, as relevant.

If the offer involves senior rank, eligible faculty vote on the appropriateness of the proposed rank (The results of the vote are provided to the Office of Academic Affairs, along with the other documentation required for offers at senior rank). If the offer may involve prior service credit, the eligible faculty vote on the appropriateness of such credit.

In the event that more than one candidate achieves the level of support required to extend an offer, the department chair decides which candidate to approach first. The details of the offer, including compensation, are determined by the department chair.

Potential appointment of a foreign national who lacks permanent residency must be discussed with the Office of International Affairs. The University cannot legally grant tenure in the absence of permanent residency status. The Department will therefore be cautious in making such appointments and vigilant in assuring that the appointee seeks residency status promptly and diligently.

**REGULAR RESEARCH TRACK FACULTY**

Applications for research faculty appointments in Entomology normally are initiated by the candidate, and first are reviewed by the Entomology Promotion and Tenure Committee. To aid the Promotion and Tenure Committee in evaluating such appointments, each person seeking a research faculty appointment will submit a letter describing the nature of the intended contributions to the Department, a statement of research plans including detailed information on current funding, a current curriculum vitae, three confidential letters of support from outside the University, and a confidential letter of support from a current tenure-track Entomology faculty member who has agreed to serve as the candidate’s sponsor and advocate. Space and equipment needs must be approved by the Department Chair. If the Promotion and Tenure Committee recommends that the candidate be considered by the Entomology faculty for appointment, the candidate shall complete the full interview process described above in procedures for tenure track faculty. As soon as possible after the interview, the regular faculty of the Department will meet to formally consider the request for appointment.

The terms of appointment for research faculty differ from those of the other faculty titles described above. Research faculty appointments are for a period of one year. To allow appointments of research track faculty to parallel grants of more than one year, the initial
contract appointment for a research faculty member may range from one to five years in length, subject to a successful annual review.

The letter of offer of such an appointment will explicitly state the expectation that the research faculty member will be responsible for salary and benefits support for himself/herself and for any staff or graduate students involved in the research. The Department will generally require 100% salary and benefits recovery. In situations where the research faculty member’s extramural support is interrupted, he/she may be eligible for salary funding for up to nine months if (1) release time funds or funds from indirect cost recoveries are available in the Department budget and (2) the Promotion and Tenure Committee approves the appointment (see Rule 3335-7-40, http://trustees.osu.edu/rules7/ru7-40.php). Staff employed by the research faculty member will not be supported with Departmental funds. Graduate students in good standing in the Entomology graduate program who have been supported by a research track faculty member and whose support is interrupted by a lapse in funding to that research track faculty member may be eligible for appointment on Departmental funds, if funding is available, until the research faculty member obtains new grant funding.

The Department Chair will submit to the College of FAES an annual report detailing the number and funding source of regular research track appointments that have been made the previous year. Also included in the report will be the conditions of the appointments (including fiscal arrangements), an assessment of the space assigned to the faculty member and the recommendations of the faculty and chair for reappointments.

Tenure-track and tenured faculty may transfer from the tenure faculty track to the research track, if appropriate to the individual’s circumstances and the needs of the department. The request for transfer must be initiated by the tenure-track faculty member in writing, and must state clearly how the individual’s career goals and activities have changed. When a tenured faculty member transfers to the regular research track, tenure is relinquished though rank is retained. The Department Chair, the Dean of the College of FAES, and the Executive Vice President and Provost must approve all transfers (see Rule 3335-7-38, http://trustees.osu.edu/rules7/ru7-38.php).

Direct transfers from the regular research track to the tenure track are not permitted. However, regular research track faculty may apply for tenure-track positions and compete in regular national searches for such positions (see Rule 3335-7-39, http://trustees.osu.edu/rules7/ru7-39.php).

**ADJUNCT FACULTY**

Adjunct faculty are non-university employees. Adjunct appointments are made for the period in which the uncompensated service is provided not to exceed one year. Renewal is contingent upon continued significant contributions. Procedures for the promotion of adjunct faculty members shall be the same as for promotion of regular faculty.
Persons seeking adjunct appointments should formally apply to the Department Chair. The letter of application should summarize those aspects of the candidate's professional accomplishments that are relevant to the Department, and detail the ways in which the candidate anticipates participating in Departmental activities. A current CV and copies of recent reprints should accompany the application letter.

Candidates for adjunct appointments must present a seminar that will be video-linked between Columbus and Wooster. The application letter and associated materials will be made available for faculty inspection. The regular faculty then vote on whether or not to approve the candidate for an adjunct position and, if so, at what rank. Faculty must be present to vote; absentee ballots are not acceptable.

According to University rules, adjunct appointments must be renewed annually. The Promotion and Tenure Committee will evaluate all adjunct faculty members every three years to determine whether the contributions of each candidate merit reappointment.

COURTESY APPOINTMENTS FOR REGULAR FACULTY

The procedures governing appointments of courtesy faculty are the same as those indicated above for auxiliary faculty members.

ANNUAL REVIEWS

PROCEDURES

The department follows the requirements for annual reviews of regular tenure track and regular research track faculty as set forth in the Office of Academic Affairs Policies and Procedures Handbook (http://oaa.osu.edu/handbook.html).

The annual reviews of every faculty member are based on expected performance in teaching, research, extension, and service as set forth in the Department's Policy on Faculty Duties and Responsibilities; on any additional assignments and goals specific to the individual; and on progress toward promotion where relevant.

The Department chair is required (per Faculty Rule 3335-3-35) to include a reminder in the annual review letter that all faculty have the right (per Faculty Rule 3335-5-04) to view their primary personnel file and to provide written comment on any material therein for inclusion in the file.

It is important to note that the Department of Entomology has faculty in several physical locations with vastly different job descriptions depending on location and assigned duties. In conducting annual reviews of non-tenured and tenured faculty, the review will pay close attention to the job description developed for each individual faculty member. Differential weight will be given to research, teaching, service, and extension activities as guided by those job descriptions.
PROBATIONARY TENURE TRACK FACULTY

Appointment of a faculty member to a non-tenured Assistant Professorship is probationary. Appointments during that period are for one year and such faculty members are reviewed annually during the probationary period. The purpose of the annual review is to evaluate the performance of a non-tenured faculty member in the areas of teaching, research, service and extension (as relevant) with regard to expectations for continued appointment; and to encourage and advise candidates in their professional development. The Department has no continuing obligation to renew the appointment of a non-tenured faculty member.

The Promotion and Tenure Committee (P&T) reviews probationary faculty members. The P&T Committee consists of all regular tenured faculty members in the Department of higher rank than the candidate excluding the Department Chair, Deans and Assistant and Associate Deans, Assistant and Associate Directors of OARDC and OSU Extension, the Provost, and the President, and other faculty with administrative appointments at the College of University level. The chair of the P&T committee is elected annually by majority vote of the regular faculty. In addition, the Department chair appoints a Procedures Oversight Designee. The P&T chair will notify all members of the P&T committee of the pending review. They will have access to the faculty member's dossier for examination and evaluation prior to the review.

The annual review of probationary faculty will encompass the faculty member's performance in teaching, scholarship, service, outreach and extension as these are appropriate to the candidate’s appointment, as well as evidence of continuing development. External evaluations of the faculty member's work is only required for the tenure and promotion reviews, but may be obtained for any annual review if judged appropriate by the P&T Committee or Department Chair. The Department 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.

Probationary faculty must submit a complete and current curriculum vita as generated by OSU:Pro, copies of publications, and additional information deemed relevant by the faculty member; these documents all will be considered as part of the review.

The result of the P&T Committee review is a written assessment and a recommendation regarding reappointment. The assessment should include both strengths and weaknesses, as appropriate. The P&T committee chair will provide the Department Chair with the written assessment and a report of the vote regarding reappointment. At the completion of the review the Department chair shall prepare a separate letter to the Dean of the College of FAES that assesses 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 in 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. The Department Chair shall inform candidates of their right to review their primary personnel file maintained by their tenure initiating unit and to place in that file a response to any evaluation, comment or other material contained in the file.

As soon as the P&T committee assessment and Chair’s letter have been completed, the candidate must be notified in writing of the completion of the review and provided with copies of the P&T Committee assessment and Department Chair’s letter. The candidate may provide the Department Chair with written comments on the 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.

**PROBATIONARY TENURE TRACK FACULTY—FOURTH YEAR REVIEW**

The fourth year review of probationary faculty shall follow the same process as the review for tenure and promotion at the Department and College levels except that external letters of evaluation are not required. Renewal of the appointment of a probationary assistant professor for the fifth year requires the approval of the Dean. Before reaching a negative decision or a decision contrary to the Department's recommendation, the Dean must consult with the College promotion and tenure committee. The criteria for promotion and tenure and procedures for the College-level reviews are outlined in the College promotion and tenure document.

**PROBATIONARY TENURE TRACK FACULTY—EXCLUSION OF TIME FROM THE PROBATIONARY PERIOD**

Faculty Rule 3335-6-03 (D) sets forth the conditions under which a probationary tenure track faculty member may exclude time from the probationary period. The full text of the rule is available at:  [http://trustees.osu.edu/rules6/documents/3335-6-03_000.pdf](http://trustees.osu.edu/rules6/documents/3335-6-03_000.pdf).

Except in extraordinary circumstances a maximum of three years can be excluded from the probationary period for any reason or combination of reasons for an instructor, assistant professor or associate professor. Exceptions require the approval of the tenure initiating unit chair, dean, and executive vice president and provost. The faculty or Department Chair may advise a faculty member to apply to exclude time from the probationary period, but may not require the individual to do so.

An untenured regular tenure-track faculty member will have time excluded from the probationary period in increments of one year to reflect the caregiving responsibilities associated with the birth of a child or adoption of a child under age six. Department chairs or school directors will inform the office of academic affairs within one year of the birth of a child or the adoption of a child under age six of a probationary faculty member unless the exclusion of time is prohibited by paragraph (D)(3) of this rule. The probationary faculty member may choose to decline the one-year exclusion of time from
the probationary period granted for the birth or adoption of a child under six years of age by so informing her/his TIU head, dean, and the office of academic affairs in writing before April 1 of the new mandatory review year following granting of the declination. The exclusion of time granted under this provision in no way limits the award of promotion and tenure prior to the mandatory review year (see paragraph (D)(2) of this rule). The maximum amount of time that can be excluded from the probationary period per birth event or adoption of children under age six is one year.

A probationary tenure-track 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 executive vice president and provost. A request to exclude time from the probationary period for any of these reasons must be made prior to April 1 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.

The faculty member remains on duty regardless of time excluded from the probationary period. Annual reviews are conducted in every probationary year regardless of time excluded. Approved exclusions do not limit the department's right to recommend nonrenewal of appointment during an annual review.

**TENURED FACULTY**

All tenured faculty members, regardless of rank, are reviewed annually using the same criteria as for untenured faculty. The Department Chair performs the review. Each faculty member must submit a current CV and report of annual activities generated from OSU:Pro, reprints of published papers, evidence of teaching effectiveness, and any other relevant documents to be used as the basis for the review.

The Chair will forward his/her own recommendations and those of the Promotion and Tenure Committee (if relevant) to the faculty member in a formal review letter. The annual review letters become part of a faculty member's permanent file. Each tenured faculty member may request a meeting with the chair during the month following the annual review to discuss the specifics detailed in the review letters from the Chair and the Promotion and Tenure Committee (as appropriate). Following that meeting, a faculty member may choose to file a response to the annual review letter that shall also become part of the permanent file.
REGULAR RESEARCH TRACK FACULTY

The Promotion and Tenure Committee and the Chair shall review each research track faculty member. The Promotion and Tenure Committee will meet with each research track faculty member to discuss contributions to the Department. The Promotion and Tenure Committee will consider the status of the faculty member’s extramural funding, the record of publication and presentation of research results, and mentoring activities. Near the conclusion of this meeting, after the candidate has been excused, the Promotion and Tenure Committee will vote on whether the reviewed faculty member should be reappointed for the following year. Following consideration by the Promotion and Tenure Committee, the chair will make an independent recommendation regarding renewal. The research track faculty member will receive written confirmation of the nature of the recommendations of the chair and Promotion and Tenure Committee, and will be granted the opportunity to respond to those recommendations in writing. Such responses will become part of the faculty member’s personnel file.

During and until the end of any contract period, regular research track faculty appointments may be terminated for not meeting the terms of the contract (e.g., failure to obtain extramural support for the research). Appointments may also be terminated during a contract period for cause or financial exigency, and the termination decision for either of these reasons shall result from procedures established by faculty rules. The standards of notice set forth in rule 3335-6-08 of the Administrative Code apply to regular research track faculty appointments. Regardless of rank, the appointment of a research faculty member is always probationary, and he/she will be informed by the end of each year as to whether he or she will be reappointed for the following year.

Should appointment be continued through the fourth year, the research faculty member will be informed by the end of the fourth year as to whether he/she will be reviewed for a new contract period following the end of the five year probationary period. For those holding the rank of Research Associate Professor or Research Professor the review process that could lead up to the offer of a new contract will be the same as those listed for annual review for regular faculty. For those holding the rank of Research Assistant Professor, offer of a new contract after the initial five year probationary contract will be contingent upon the recommendation of the Promotion and Tenure Committee and the chair of Entomology for promotion to the rank of Research Associate Professor, and subject to the approval of the College of Biological Sciences and the Office of Academic Affairs.

In the event that a new contract is not extended, the final year of the probationary period contract is the terminal year of employment. There is no presumption that a new contract will automatically be extended. In addition, the terms of a contract may be renegotiated at the time of reappointment.

MERIT SALARY INCREASES AND OTHER REWARDS

CRITERIA
Merit increases are based on annual reviews. Criteria for annual merit increase recommendations for faculty are based on contributions to the traditional areas of teaching, research, service, and extension. All functions are critical to the mission of the Department and the University.

Effective teaching is essential to each faculty member's professional development. In judging effective teaching, faculty are evaluated on their command of the subject, their continuous growth in their field, their ability to organize material and to present it with logic and conviction, their objectivity, and the extent and skill of their participation in the guidance and advising of students. In order to provide a factual basis for a merit evaluation of teaching, each faculty member should submit evidence concerning progress in development as a teacher. The faculty member's evaluation will cover all quarters of service.

Research is an essential function of the Department. Research leads to better teaching, to innovation in curricula and to professional growth of the faculty in addition to the development and application of scientific knowledge. In the evaluation of research, both quality and quantity will be considered but emphasis will be placed on the quality of research. Evidence is sought to establish that the research accomplishments of the faculty member are a significant and nationally or internationally recognized contribution to their discipline.

In addition to his/her teaching and research, each faculty member has an obligation, and in some appointments, an assigned duty to perform service to the Department, the College, the University, the academic community and, in some cases, to the local community, the State of Ohio and the Nation. In all cases, service is evaluated within the context of the faculty member's total academic activities and the mission of the Department. The faculty member and the Department chair have the responsibility of ensuring that the service obligation of each faculty member does not detract from his/her teaching and research commitments.

Extension activities are an integral and important part of the mission of the Department. In the evaluation of assigned extension duties, the following constitute criteria for judging effectiveness in extension activities:

- Appropriate prioritization of extension programs and implementation of those programs.
- Incorporation of new knowledge and new educational methods into short courses, symposia, meetings and extension programs of all types.
- Communication of subject matter in an effective manner through lectures, group discussions, meetings, mass media and the publication of extension materials.
• Establishment of effective working relations with other extension personnel, industry leaders, and the general public through public relations programs that result in increased application of extension information.

• Attention to responsibilities such as attending meetings as scheduled, completing reports, supervision of assistants, development of extension facilities, and completion of routine assignments.

• Professional growth and scholarly achievements as evidenced by productive scholarship, continued commitment to personal development and professional contributions beyond the scope of regular duties.

Additional evidence that may be used to substantiate contributions in teaching, research, service and extension are elaborated in the section 5.4.3, "Documentation."

PROCEDURES

Each year, each faculty member will generate from OSU:Pro a report of annual activities and return it to the Chair, along with other documentation outlined below. Faculty members may discuss their performance with the Chair and/or Associate Chair to ensure that all appropriate activities and accomplishments have been considered. The Chair will review these materials and make salary recommendations. Since the magnitude of pay raises authorized by the University may vary from year to year, the Chair will also consider performance in previous years to address equity issues. These recommendations shall be made in consultation with the Dean of the College of FAES and, when appropriate, the Directors of OSUE and OARDC.

DOCUMENTATION

As stated in 3335-47-01 of the Rules of the University Faculty, peer review provides the foundation for decisions regarding faculty appointment, reappointment, and promotion and tenure. Because of its fundamental role in the promotion and tenure process, peer review may not be delegated. Accordingly, peer review will be the primary means of assessment of quality of faculty teaching for merit increases and for promotion and tenure. Meritorious teaching activities may be documented by as many of the following as possible or relevant:

• Faculty evaluation and testimony of classroom performance. Peer evaluation of teaching effectiveness is the primary component of teaching evaluation. Peer evaluation of teaching should take place for each and every course offering taught by probationary faculty. The Department Chair will assign faculty evaluators for this purpose with the intention of using the same evaluators to review performance over the probationary period. This should facilitate tracking of trends, improvements and student-initiated changes in courses taught by probationary faculty. Each evaluation will include observation of lectures and review of laboratory materials, grading instruments, and syllabi. Peer evaluation
of teaching of Associate Professors and Professors will occur in a manner similar to evaluation of probationary faculty when warranted. Frequency of evaluation of individuals may vary as determined by the Department Chair but Associate Professors and Professors must be evaluated at least every three years.

- Student opinions and judgments, appropriately documented and accompanied by interpretive information are essential. SEIs must be solicited for every course during every quarter the course is taught. Faculty can supplement the SEI with other evaluation forms of their own design including written statements by students. Regardless of the method of student assessment chosen, the evaluation instrument will be distributed by the faculty member but collected by a student representative or staff member. Each faculty member will strive for consistency in the method of evaluation employed so that results can be compared for that faculty member over time. Student evaluations will not be returned to the faculty member until after grades have been submitted for that quarter. Faculty may include their own assessment of the course and their interpretation of the students' comments; each faculty member may also respond to opinions or judgments that seem outstanding because of their frequency, cogency (or lack of it), and relevance (or lack of it). In addition, unsolicited, signed letters from students may be considered.

- Documentation of development of new and effective techniques for instruction and instructional materials, including, as appropriate, syllabi, examinations, laboratory instruction manuals, textbooks, self-teaching computer programs and tutorial materials. Successful modifications of existing courses should also be documented.

- Recognition or awards for distinguished teaching.

- Excellence in mentoring of undergraduate and honors students.

- Excellence in mentoring of graduate students under their supervision.

Evidence to document meritorious research includes:

- Publications. The kind, scope, and substantive contributions of the individual being reviewed are considered. Publications based on original research have primary importance as evidence of scholarly achievement. Textbooks, laboratory manuals and computer software intended as tools for instruction are judged as scholarly works to the extent that they present new ideas or incorporate the results of scholarly research. Review papers based on scholarly synthesis are also considered.

- Oral presentations and participation in sections, panels and symposia at professional meetings are considered evidence of scholarly achievement in
research. Recognition is given to invitations to present lectures in each faculty member's field to academic, governmental or corporate institutions.

- Special importance is attached to successful competition for peer-reviewed external funds to support the faculty member's research program.

- Obtaining patents based on original research.

- Research awards or honors conferred.

Evidence to document meritorious service is:

- Service to the Department, which may include work on committees or other tasks to which the faculty member has been assigned; coordination of programs and courses; development of new courses or curricula which is not already covered under teaching activities; advising students; and any other matters related to the academic goals of the Department.

- Service to the College and the University, which may include work on committees, other assigned tasks or administrative duties.

- Service to the academic community that may include service in state, regional, national and international professional organizations in the faculty member's academic field. This may be as an officer, as a member of a committee, or in other assignments on behalf of the organization; work as a consultant in scholarly matters, work on editorial boards and as a referee of scholarly journals and grant proposals; and as a referee for faculty members under review at other universities.

- Service to government or private organizations which may include consultation on professional matters; expert review of scholarly or policy documents; review of grant proposals; or as a member of a government or privately sponsored scientific or policy committee.

- Completion of an innovative or creative service activity that results in tangible benefits to students, faculty, programs, the Department, or to the University in general.

In the evaluation of assigned extension duties, the following may be used as evidence of effectiveness in extension activities:

- Peer and audience evaluations of public presentations.

- Peer and public evaluations of published extension materials.

- Development of creative programs and approaches to problems as outlined in Plans of Work.
• Successful completion of innovative programs that result in tangible benefits to the agricultural or urban community.

• Effective teaching in extension activities may be evaluated using the Evaluation of Effective Extension Teaching (EEET) form.

**PROMOTION AND TENURE AND PROMOTION REVIEWS**

**CRITERIA**

Faculty Rule 3335-6-02 (http://trustees.osu.edu/rules6/ru6-02.php) provides the following context for promotion and tenure and promotion reviews:

In evaluating the candidate's qualifications in teaching, scholarship, and service, reasonable flexibility shall be exercised, balancing, where the case requires, heavier commitments and responsibilities in one area against lighter commitments and responsibilities in another. In addition, as the university enters new fields of endeavor, including interdisciplinary endeavors, and places new emphases on its continuing activities, instances will arise in which the proper work of faculty members may depart from established academic patterns. In such cases care must be taken to apply the criteria with sufficient flexibility. In all instances superior intellectual attainment, in accordance with the criteria set forth in these rules, is an essential qualification for promotion to tenured positions. Clearly, insistence upon this standard for continuing members of the faculty is necessary for maintenance and enhancement of the quality of the university as an institution dedicated to the discovery and transmission of knowledge.

**REGULAR TENURE TRACK FACULTY**

**Promotion to Associate Professor with Tenure**
(or Tenure at the Rank of Associate Professor)

Faculty Rule 3335-6-02 (C) provides the following general criteria for promotion to Associate Professor with Tenure:

The awarding of tenure and promotion to 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.

Tenure is not awarded below the rank of Associate Professor at The Ohio State University.

The award of tenure is a commitment of lifetime employment. It is therefore essential to evaluate and judge the probability that faculty, once tenured, will continue to develop professionally and contribute to the department's academic mission at a high level for the duration of their time at the University.

Interim OAA Approval, 10/01/13
Every candidate is held to a high standard of excellence in all aspects of performance. Accepting weakness in any aspect of performance in making a tenure decision is tantamount to deliberately handicapping the Department's ability to perform and to progress academically. Above all, candidates are held to a very high standard of excellence in the areas central to their responsibilities. If a candidate's primary teaching role is and will continue to be undergraduate teaching, then excellence in undergraduate teaching is required. A mediocre performance in this area would not be adequately counterbalanced by excellent performance in another aspect of teaching that is a significantly smaller part of the individual's responsibilities.

Excellence in teaching, research, and service are moreover defined to include professional ethical conduct in each area of responsibility, consistent with the American Association of University Professors' Statement on Professional Ethics (http://www.aaup.org/AAUP/pubsres/policydocs/contents/statementonprofessionalethics.htm).

All non-tenured faculty members at the Assistant Professor level are reviewed annually for renewal or non-renewal of contract. A mandatory review takes place during the fourth year of service and is based primarily on evidence of development as a productive scholar. Each faculty member is evaluated each year on a combination of criteria that place differential weight on teaching, research, service, and extension activities according to each faculty member's job description. The criteria are:

- Development of a sustained program of individual scholarship which is nationally recognized with the potential for international recognition.
- Submission of research grants and receipt of extramural funding.
- Effectiveness as a teacher in formal undergraduate and graduate courses.
- Effective instruction and guidance of graduate students in research programs.
- Effectiveness in committee assignments at the Departmental, College and University levels as appropriate to rank.
- Service to professional societies, agencies, editorial and publishing organizations and other relevant service organizations.
- Effectiveness in extension activities.

Promotion to Professor
(or Tenure at the Rank of Professor)

Faculty Rule 3335-6-02 (C) establishes the following general criteria for promotion to the rank of Professor.
Promotion to the rank of professor must be based on convincing evidence that the faculty member has a 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.

Professors of the Department's Promotion and Tenure Committee shall consider recommendations for promotion to Professor at the time of the annual review of the faculty. The criteria for promotion to Professor are based on those set forth for promotion from Assistant Professor to Associate Professor. However, the faculty member will be expected to show considerable scholarly maturity and stature in his/her field and a research program that spans interrelated fields with a broad, global perspective. The record should demonstrate a substantial body of high quality research and a continued record of extramural research funding. In particular, it is expected that outstanding scholarship, the development of an international scientific reputation, and significant professional service in positions of responsibility be demonstrated for promotion to Professor.

Criteria for Promotion to Full Professor of Faculty with a Majority Extension Appointment in Entomology

The following passages, excerpted from the College of Food, Agricultural, and Environmental Sciences Faculty Reward System Guidelines, provide important context for the criteria outlined at the end of this document for promotion to full professor of faculty with a majority Extension appointment in Entomology:

We are committed to valuing and rewarding excellence in performance of assigned responsibilities. Important in identifying the role of every faculty member is the presence of appropriate evidence of scholarly productivity. The amount and nature of this scholarly productivity will vary according to the nature of the specific appointment. For every appointment sufficient scholarly productivity must be present.

We value a wide spectrum of types of scholarship. The faculty activities of teaching, research and/or creative work, outreach, and service are vital university functions and provide a framework around which faculty build their programs, based on their individual faculty appointments. Teaching, research and/or creative work, outreach, and service are not considered to be acts of scholarship, in and of themselves. We will reward excellent performance of these activities with salary increases. For tenure and promotion in rank, we require sufficient evidence of superior scholarship.

Faculty efforts become a vehicle for demonstrating scholarship when: (1) they create something that did not exist before; (2) they are validated by peers and by external sources, and (3) they exemplify one or more of the forms of discovery, integration, transformation, or application (Weiser, 1995).

Assessment of scholarship emphasizes the importance of validation to ensure cogency and the importance of communication to broader audiences to ensure that results of scholarship will be accessible and useful to others.

The following list represents the varying types of scholarship we value (adapted from Boyer, 1994; Kolb, 1980 – no order implied).

- **Discovery.** The pursuit of the unknown, the investigative advancement of knowledge.
Integration. The interpretation and synthesis of new insights. Extending the knowledge of original research. Drawing together across disciplines and fitting specialized knowledge into larger intellectual patterns for broader, more comprehensive understanding.

Transformation. The transformation of an individual or group through the extension and transmission of knowledge. Developing meaning and understanding within the learner.

Application. The application of knowledge to consequential societal problems. Learning from practice.

General Overview of Expectations for Faculty with Extension Appointments

All candidates for tenure and promotion must demonstrate clear excellence in teaching (degree granting or outreach), research and/or creative works, and service. The nature and extent of the contribution will be commensurate with assigned responsibilities, the amount of time allocated for each activity, and the extent to which they have resources available to support their assigned duties. Hence, the nature and scope of teaching and research output may vary.

Excellence in Teaching

Excellence in teaching requires demonstrated high-level accomplishment for most of the following measures of teaching (both credit generating and outreach instruction):

- Mastery of the subject matter
- Continuous growth in subject matter knowledge
- Ability to organize and communicate class material with logic, conviction, and enthusiasm
- Objectivity
- Contributions to curricula or program development
- Creativity in course or program development, methods of presentation and incorporation of new materials and ideas
- Capacity to enhance students’ awareness of the relationship between subjects studied, important problems, and other field of knowledge
- Advising undergraduates, graduate students, and Extension clientele
- Directing graduate and undergraduate research programs

Outputs of teaching effort that will be highly valued include:

- Students who exit courses or other educational experiences with a high level of competence, as validated by job or advanced study placement or growth in their own life
- Instructional products developed that are adopted by peers
- Pedagogical innovation adopted by peers
- Students who are able to sufficiently perform at a high level of proficiency in subsequent courses and experiences
- Exiting students who are sufficiently enlightened to make life altering decisions and commitments
- Curriculum that is accepted by peers and validated by employers and graduate and professional schools.
- Prestigious awards received

Extension Teaching

In addition to the above, the following dimensions of teaching performance are expected of Extension teachers:

- An understanding of the needs for knowledge by outreach students/clients/users
• The ability to communicate effectively with outreach students
• The ability to anticipate the “teachable moment” regarding the needs of outreach students and to respond with appropriate educational activities

Performance in Extension teaching is also evaluated in terms of:
• The development and delivery of outreach educational programs which have a clear set of goals determined through needs assessments and active participation with the target audience
• Changed practices, policies or behavior from outreach education
• The extent to which it enables capacity building for individuals, communities, and institutions
• The development of teaching materials and curriculum
• Extension publications and peer reviewed presentations
• Ability to contribute to team and interdisciplinary efforts

REFERENCES:


Approved by the OSU Office of Academic Affairs February 8, 2000

Statement of Expectations by the Department of Entomology

Consistent with the Promotion & Tenure guidelines of the College of FAES outlined above, the Department of Entomology expects that a combination of activities and accomplishments are needed to support a promotion of faculty to the rank of full professor. Therefore, candidates for promotion to full professor who have a majority appointment (at least 50%) in OSU Extension should have developed a program with the following characteristics:

1. A program of outreach that is highly visible at the local, state and regional, and national levels. Although program impacts on stakeholders may be realized primarily at the local level, visibility of the program should be evident at all levels. He or she is expected to have served as a leader in developing goals and setting directions for the communication and utilization of non-biased research-based information at all levels. For example, a state extension specialist that is a member of a commodity team would have progressed over time to a leadership role in team activities.
2. A wide-reaching approach for delivering research-based information to diverse stakeholders that utilizes a variety of modalities, media, and current technologies such as industry technical reports, trade journal article, newsletters, fact sheets, bulletins, in-service programs, websites, press releases, etc.

3. Even if a full professor in OSUE does not have a formal classroom teaching appointment, his/her talents as a teacher will be visible in extension teaching at the local, state and regional levels. In addition, there should be documented connections to county educators, other state-wide specialists and extension associates, as well as involvement in Extension Teams, as appropriate. Teaching must also be documented through participation in graduate education.

4. A program of applied research that is well integrated with, supports, and enriches the outreach he/she performs. In turn, the outreach program should inform and enrich the research program. The research will have achieved national recognition that increases the exposure and impact of the outreach program through a record of publication in refereed journals appropriate to the applied mission of the research, and in numbers consistent with the percentage of his/her research appointment. It is expected that state specialists will have incorporated county educators into their applied research program at some level.

5. A full professor will have a demonstrated a positive impact of their research, teaching and service on his/her stakeholders, including Extension personnel and Teams. Although extension impacts can be very difficult to quantify, the existence of extension impacts can be inferred and documented. For example, evidence of recognition of extension contributions at local, national, or international levels implies the existence of impact.

REGULAR RESEARCH TRACK FACULTY

Promotion to Research Associate Professor

For promotion to Research Associate Professor, a faculty member must have a substantial record of high quality focused research consistent with an appointment devoted solely to research. Publications must appear in high quality peer reviewed venues and be judged by external evaluators as having substantial positive impact on the field. A record of continuous peer reviewed funding is required along with evidence of a growing national reputation.

Promotion to Research Professor

For promotion to Research Professor, a faculty member must have a national and international reputation built on an extensive body of high quality publications and with demonstrated impact on the field. A record of continuous peer reviewed funding is required, along with demonstrated research productivity as a result of such funding.

PROCEDURES
The department's procedures for promotion and tenure and promotion reviews are fully consistent with those set forth in Faculty Rule 3335-6-04 (http://trustees.osu.edu/rules6/ru6-04.php) and the Office Academic Affairs annually updated procedural guidelines for promotion and tenure reviews (http://oaa.osu.edu/assets/files/documents/HBVol3.pdf).

The following sections, which state the responsibilities of each party to the review process, apply to all faculty tracks in the Department.

A recommendation for promotion and tenure may be made at any time during the first six years of appointment. Normally, however, such recommendation is made at the sixth year review. Promotion to Associate Professor with tenure before the sixth year may be considered for faculty members who have demonstrated internationally recognized research scholarship and documented excellence in teaching, service, and extension.

The candidate shall have primary responsibility for preparing, according to Office of Academic Affairs guidelines, a dossier documenting accomplishments. The candidate is requested, in writing, to submit the dossier and to provide a short list of names of distinguished scholars who may be asked for letters of appraisal. In addition, the candidate may exclude from consideration a limited number of external reviewers. The procedure for selecting the remaining external reviewers will follow OAA guidelines to ensure that the candidate suggests no more than half of the final list of reviewers. Since the response rate from external reviewers suggested by candidates is generally higher than that of reviewers not suggested by the candidate, the Office of Academic Affairs suggests that the Department Chair solicit more than half of the letters from outside reviewers not suggested by the candidate. The Department Chair then requests letters of evaluation and will provide each external reviewer with the candidate's curriculum vitae and samples of his/her research publications. 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. The complete dossier including outside letters, is then provided to the Promotion and Tenure Committee for evaluation. Letters will be solicited in time for consideration at the September joint faculty meeting. The P&T Committee shall review the candidate's dossier and shall vote on the candidate. As per University rules, members of the committee must be present to vote; absentee ballots are not acceptable. The P&T Committee chair shall prepare a report of the assessment, including both strengths and weaknesses, and the numerical vote of the faculty. The report shall be forwarded to the Department chair for inclusion in the dossier.

The Department 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 Department Chair with written comments on the 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.

The Department Chair shall forward the dossier with all internal and external evaluations, candidate comments on the Departmental review and promotion and tenure committee and/or Chair responses to those comments, if any, to the Dean of the College.

The Professors of the P&T committee will conduct a preliminary review of Associate Professors for promotion to Professor at least every three years, but in any year requested by the faculty member. The preliminary review will take place in the spring. If, as a result of the preliminary review, the P&T committee decides to consider supporting promotion of the candidate, a complete dossier will be solicited from the candidate, and external letters of evaluation will be solicited as previously described for evaluation of Assistant Professors. The letters, once received, will be made available to the P&T committee that will reconvene to take a final, binding vote on promotion from Associate Professor to Professor. As per University rules, members of the committee must be present to vote; absentee ballots are not acceptable. If a simple majority of voters recommend promotion, the dossier including the assessments and recommendations of the P&T Committee and the Department chair will be sent to the relevant Dean along with all supporting documentation.

**DOCUMENTATION**

Teaching, research, service and extension activities may be documented in the manner previously described for documentation for merit salary increases. In addition, research works in progress will be considered in tenure and promotion evaluations.

**APPEALS**

Faculty Rule 3335-6-05 (A) sets forth general criteria for appeals of negative promotion and tenure decision. It is the policy of the 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 established by the tenure-initiating unit. 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. It is the Department of Entomology policy that a candidate filing an appeal will have 10 working days during the on-duty part of the quarter in which to file an appeal once the candidate receives notification of the contested decision.

**SEVENTH YEAR REVIEWS**
Faculty Rule 3335-6-05 (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 (mandatory tenure) review.

Susan W. Fisher  
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25 April, 2011