Appointments, Promotion, and Tenure
Criteria and Procedures for the Department of Linguistics

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1. Preamble

This document is a supplement to Chapter 47 of the Rules of the University Faculty (Additional Rules Concerning Faculty Appointments, Reappointments, 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 those 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 appointment or reappointment of the department chair.

This document must be approved by the Dean of the College 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, and 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 the 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.

For all personnel votes (including hiring decisions, fourth year review decisions, tenure and promotion decisions, and promotion decisions), a two-thirds majority of the votes cast by written, confidential ballot will be necessary for a positive recommendation. In order for the vote to be valid, at least two-thirds of all faculty eligible to vote must vote either yes or no. Abstentions are not votes.

2. Department mission statement

The overall mission of the Department of Linguistics is to pursue the scientific investigation of language as a human phenomenon in its historical, psychological, and social dimensions, through effective and innovative undergraduate teaching, a research-oriented graduate program, and high-quality faculty and student research covering the major subareas within the discipline of linguistics.

The Department of Linguistics is dedicated equally to teaching and research and expects members of its faculty to excel in both types of activities. In addition, all members of the faculty are expected to serve on appropriate departmental, college, and university committees. The Department's appointment, review, and tenure and promotion criteria arise out of these expectations and are formulated with the above mission statement in mind.

3. Appointments

Criteria: Tenure track faculty -- Since the departmental mission, in similar fashion to the university's mission, focuses on the pursuit and attainment of international distinction in our discipline, appointment decisions for regular faculty positions, as defined in rule 3335-5-19 of the Administrative Code, must be based on the assessment that the individual to be appointed exhibits strong potential to attain tenure and to advance through the faculty ranks. A minimum requirement for appointment at or promotion to the rank of assistant professor or a higher rank is an earned doctorate or possession of equivalent experience, and it is expected that an appointee will be in a position to achieve international recognition for her or his work in the field. Appointments at the rank of instructor will normally be made only when the offered appointment is that of assistant professor but the appointee has not yet completed the doctorate at the onset of the appointment.
An appointment as 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 Executive Vice President and Provost.

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 the 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.

An appointment to the rank of assistant professor is always probationary and may not exceed six years, including prior service credit. 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.

Criteria: Auxiliary Faculty -- Compensated auxiliary faculty include lecturers and senior lecturers, and may include faculty with regular titles below 50 percent, and visiting faculty (whose appointments may not exceed three continuous years). No-salary auxiliary faculty include adjunct faculty and faculty with regular titles at zero percent time, and are appropriate for those who do not have regular appointments at The Ohio State University in another tenure initiating unit. Such appointments carry an expectation of substantial involvement in and contributions to the academic work of the department, such as by teaching or advising or service on committees (student or administrative). Appointment as an auxiliary faculty member will be at a rank appropriate to the individual's position and qualifications, and criteria will be applied that are comparable to those applied for similar appointments at the regular ranks. These criteria will also serve as a basis for evaluating the occasional auxiliary faculty member who desires promotion. Auxiliary appointments are made for only one year at a time and thus require formal annual renewal if they are to be continued.
**Criteria:** Courtesy Appointments for regular faculty -- Regular Ohio State faculty from other tenure initiating units who have substantial involvement in and make significant contributions to the academic work of the department, such as by teaching a course in our department or by advising our students or by serving on committees (student or administrative) will be considered for a courtesy appointment in the Department of Linguistics, a no-salary joint appointment between Linguistics and their home department. Courtesy appointments do not require formal annual renewal but continuation of the appointment is appropriate only when it reflects ongoing contributions.

**Procedures:** Tenure Track (or Tenured) Faculty -- Normally in the case of a vacancy in a tenure-track (or tenured) position, after some discussion in a general faculty meeting, with student representation, a decision will be made as to the area of linguistics in which to hire. After approval by the Dean, the Chairperson will then appoint a search committee consisting of at least three faculty members (possibly including the Chairperson) and one appointed student representative, though the faculty composition of the committee may be determined by self-selection (i.e., all faculty who want to may be permitted to serve on the committee). The committee will draft a position announcement and solicit applications.

If there are qualified candidates in the pool who would contribute to the diversity of the department (understood in terms of the number of members of officially underrepresented groups on the faculty) then at least one such candidate should be in the group of finalists. If the search committee judges that in the pool of candidates there is no qualified person who can contribute to the diversity of the department, the chair of the search committee shall explain to the department the committee's efforts to attract a diverse pool of applicants and shall describe the pool of applicants and the pool of finalists. At this point, the committee will invite one or more of the most promising candidates to campus for interviews with the faculty, students and interested university administrators. The committee will then present a recommendation, including designation of a favored candidate should there be one, to the faculty as a whole including the department chair, who, along with the regular student representative, will vote to determine which candidate shall be presented by the chair to the Dean of the College of Humanities. This vote will be by secret ballot, and faculty not in attendance may vote by absentee ballot. A two-thirds majority of those voting will be necessary for a positive recommendation. In order for the vote to be valid, at least two-thirds of all faculty eligible to vote must vote either yes or no. Abstentions are not votes.

**Procedures:** Auxiliary faculty -- Whenever decisions need to be made
concerning the hiring of lecturers, senior lecturers, auxiliary assistant professors, or visiting professors for teaching duties in the department, in the typical case, the chairperson will consult with as wide a range of faculty as possible, and if possible will follow procedures analogous to those for the hiring of tenure track (or tenured) faculty. Since, however, it is often the case that the need to hire lecturers arises only at the last minute, the chairperson may, when necessary and especially when a single course is involved for a single quarter, act unilaterally to find a suitable candidate to fill the need. No-salary auxiliary appointments will be made only after discussion among the faculty as a whole after a proposal for such an appointment has been made by a member of the department. The renewal of auxiliary appointments beyond one year must be discussed and approved by the faculty as a whole.

**Procedures:** Courtesy appointments for regular faculty -- No-salary auxiliary appointments will be made only after discussion among and approval of the faculty as a whole, once a proposal for such an appointment has been made by a member of the department. Termination of such an appointment will similarly require faculty discussion and approval, and will be appropriate in case the appointee no longer has substantial involvement in nor makes significant contributions to the academic work of the department.

4. Annual Reviews

**Procedures:** Probationary faculty -- In keeping with Faculty Rule 3335-6-03 (C) and the policies of the Office of Academic Affairs, tenure-track faculty are reviewed annually in all areas of faculty responsibility (teaching, advising, research, and service) by the departmental Tenure and Promotion Committee and the Department Chair. In accord with University policy, all negative reviews will follow the procedures for fourth year reviews described below. Annual reviews are intended to be constructive and candid, a means of being supportive of and helpful to untenured faculty but also of communicating clearly aspects of performance that need improvement. Faculty have the right to reply to annual reviews and for that reply to be placed in their personnel file.

The review will take place by the end of the Spring quarter of each academic year. The Department Chair will notify each untenured faculty member electronically (with a signed hard copy to the relevant department file), generally in March or April of each year, that the review will take place and will provide a copy of the Office of Academic Affairs dossier outline to be completed by the faculty member in reporting accomplishments to date. Following the outline, candidates will then provide appropriate professional materials for review to the Chair, who will make them available to the tenure
and promotion committee. The Committee may also seek such additional information as necessary and consult with colleagues as necessary for a fair and thorough review. The purpose of the review is to ascertain and evaluate: (a) the research and publication record of each such faculty member, (b) her/his teaching performance, including advising, and (c) his/her service to the department, college, university, and profession, and in addition to look for evidence of continuing development on the faculty member's part.

Upon reviewing all available evidence, the Tenure and Promotion Committee can choose to recommend to the Chair that the faculty member be continued as a probationary member of the faculty or that her/his employment not be renewed beyond the following year. The Department Chair makes his/her own judgment of the case, with the same outcomes possible.

If the department Chair's recommendation is to reappoint the faculty member to another probationary year of service, that recommendation will be final.

The results of the review are conveyed in writing to the faculty member, by the Chair after consulting with the Chair of the Tenure and Promotion Committee for the review on the wording of the letter, and an indication is given of the strengths and weaknesses of the faculty member, areas in which the faculty member can improve her/his performance, and substantive suggestions for achieving improvement. The letter will also remind the faculty member of the right to inspect his or her personnel file, indicated in Faculty Rule 3335-5-04. Should the Committee and the Chair disagree on the outcome of the review, the Committee will write a letter to the Chair indicating the basis for its recommendation and the Chair will write a letter that addresses the basis for the Chair's recommendation.

If the Chair recommends non-renewal at the conclusion of the first, second, third, or fifth annual review of a probationary faculty member, the faculty member will be allowed to respond in writing to the Chair's comments. The Chair's letter, the Committee's letter, and the faculty member's letter will be forwarded to the Dean, who will conduct a college-level review that follows fourth year review procedures as described below. The Dean will make the final decision in such a case. Faculty members who believe a non-renewal decision was made improperly may appeal that decision, if they wish, under the procedures outlined in section 7, below.

**Fourth Year Reviews.** The fourth year review follows the procedures established for promotion to tenure except that external letters are not required. For the review in a faculty member's fourth year, the Tenure and Promotion
Committee may decide to solicit external letters of evaluation from senior scholars at peer institutions who are acknowledged experts in the candidate's area(s) of scholarship, but not normally the candidate's former dissertation advisor. The Committee will work from a list that it develops, checked against a list submitted by the faculty member. At least half of the external evaluators invited to write letters should be suggested by the Committee; others may be suggested by the faculty member under review. The final decision on reappointment resulting from the fourth year review is made by the Dean of the College of Humanities, after reports from the Tenure and Promotion Committee and the department chairperson are submitted to the College. The Department Chairperson is a non-voting member of the Committee. A two-thirds affirmative vote by the Tenure and Promotion committee is required for a positive recommendation; less than a two-thirds affirmative vote will be recorded as a negative recommendation. In order for the vote to be valid, at least two-thirds of all faculty eligible to vote must vote either yes or no. Abstentions are not votes. Voting will be by written, confidential ballot. Absentee ballots are not permitted. Faculty members who are not able to attend the meeting in person must participate by conference call in order to cast a vote. Review by the College Promotion and Tenure Committee is optional in all cases where the departmental committee, the department Chairperson and the Dean approve the renewal of the appointment.

In accordance with current Faculty Rules, untenured associate professors will be reviewed annually during a probationary period not to exceed four years in length, and in their final year of probation will be reviewed for tenure and possible promotion. Candidates not granted tenure will not have their contracts renewed beyond the year of service following their tenure review.

**Exclusion of time from probationary period.** Under new rules approved by the University Senate and the Board of Trustees, time is automatically excluded from the probationary period for the birth of a child or adoption of a child under age six. Faculty members no longer need to apply for an extension. Up to three years may be excluded.

Faculty rule 3335-47-03(d) provides for time to be excluded from the probationary period for personal illness, care of a seriously ill or injured person or other factors beyond a faculty member's control that significantly interfere with productivity. While individuals may apply for consideration of an exclusion at any time within the limits of the rule, the Tenure and Promotion Committee may wish to consider during the annual review process whether to recommend application for an exclusion. The Committee may not, however, require a faculty member to apply for excluded time.
Procedures: Tenured faculty -- For tenured faculty at the rank of associate and full professor, there will be an annual performance review by the chairperson, covering all areas of faculty responsibility (teaching, advising, research, and service). These annual reviews are intended to be constructive and candid, a means of helping tenured faculty to arrive at appropriate goals for the coming year. Faculty have the right to reply to annual reviews and for that reply to be placed in their personnel file.

The review will take place by the end of the Spring quarter of each academic year. The Department Chair will notify each faculty member electronically (with a signed hard copy to the relevant department file), generally in March or April of each year, that the review will take place, and will invite the faculty member to submit a record of his/her accomplishments in instruction, research and other scholarly activity, and service for the preceding year, along with an indication of future goals and plans; an updated curriculum vitae; and all other relevant materials for proper documentation. The Chair may also consult with members of the faculty, as appropriate, to ensure a fair and thorough review.

The Chairperson will issue a written report upon completion of the review, and a meeting of the Chair and the faculty member is required if requested by either party.

5. Merit Salary Increases and Other Rewards

Criteria: The criteria for merit salary increases are essentially the same as those for tenure and promotion. Faculty who are on leave, working on grants, or serving as visiting professors elsewhere will not be penalized in regard to merit salary increases for such activities.

Procedures: Each Winter or Spring, tenured and untenured faculty members will be asked by the Department Chairperson to submit an annual report listing their teaching, advising, research, and service accomplishments during the previous two calendar years, unless otherwise specified. The report submitted for the annual reviews will suffice (see section 4 above), though faculty may amplify on that report if they so desire, and probationary faculty must follow the promotion and tenure dossier outline prepared by the Office of Academic Affairs. The Chair may also consult with colleagues, as necessary, in order to assess the quality of the faculty member's teaching, scholarship, and service during the previous calendar year. The Department Chairperson, with the approval of the Dean of the College of Humanities, will determine merit salary increases based on this information.
Documentation: In preparing their annual report, probationary faculty must follow the promotion and tenure dossier outline prepared by the Office of Academic Affairs to record their performance. Moreover, the department requires detailed documentation of performance in teaching, scholarship, and service.

In the case of teaching, peer evaluations of teaching will be carried out annually for faculty below the rank of full professor. Probationary faculty and associate professors will have at least two peer evaluations annually. In all courses taught in the department there will be written evaluations by the students (using the SEIs). These evaluations will be administered by someone other than the instructor. Copies of both peer evaluations and SEI results, once tabulated, will be sent to the faculty member being evaluated and to the department, where they will be retained in the files for annual evaluations and tenure and promotion deliberations.

In order to have a full assessment of meritorious achievement, the Chair may also invite faculty members at an appropriate time to provide copies of publications, readers' reports and published reviews of the faculty member's work, any work-in-progress for which the faculty member seeks credit, and any other information the Chair deems useful.

6.  Reviews for promotion and tenure and for promotion

General: Criteria for promotion in all instances depend on excellence. The standards for excellence in research are international in scope, in that the candidate must be judged in relation to the very best practitioners in the field of linguistics at large, not just to linguists in Ohio or the Midwest, or even the United States; the standards for excellence in teaching, however, are local in nature, in that the candidate must meet or exceed university-wide standards for effective teaching. Similarly, the standards for excellence in service are local in nature. The differences in the scope of the standards reflect differences in expectations between a major American research-oriented institution such as The Ohio State University on the one hand and foreign institutions and small liberal arts schools on the other.

Criteria: Promotion to rank of associate professor with tenure; to rank of professor:

To be eligible for promotion from assistant professor to associate professor, and for the granting of tenure, the candidate should have made significant
contribution to scholarship in his/her field with promise of similar continuing contribution; he/she should have demonstrated his/her ability as an effective teacher of linguistics and he/she should have contributed to the department and to the university. To be eligible for promotion to professor the faculty member, in accordance with Faculty Rule 3335-47-02 (C), should have continued to offer compelling evidence that she/he "has a sustained record of excellence in teaching, has produced a significant body of scholarship that is recognized ... internationally, and has demonstrated leadership in service."

The criteria in each area are as follows:

1. Teaching ability, performance as a teacher

   An effective teacher of linguistics is one who meets the formal classroom obligations of a teacher in the Department of Linguistics of The Ohio State University, demonstrates an interest in students, stimulates students' interest in their subject, and succeeds in conveying knowledge of linguistics to his/her students.

2. Research ability.

   Significant contribution to a field means contributions which offer new knowledge; information that aids colleagues in the field in carrying forward their own research; which tests new or traditional hypotheses in such a manner as to help evaluate their validity; which suggests applications of linguistics to other disciplines; which apply concepts from other disciplines to linguistics in ways which generally advance knowledge. In assessing various types of research activity, the committee will evaluate both the quality and quantity of contributions. The typical quantity of published work is approximately one major piece per year or the equivalent, but this should not be taken as either necessary or sufficient for promotion. Here and elsewhere, a major piece consists of a monograph or an article in a peer-refereed journal or proceeding, or a chapter in an editor-refereed volume. The committee will evaluate the candidate's achievements and the likelihood of further long term accomplishments on the basis of the widest possible range of evidence, including both evidence offered by the candidate and that solicited by the committee.

3. Service

   A member of the Department of Linguistics at Ohio State University has an obligation to use his/her talents for the betterment of the Department, the
College, the University, and the profession. Excellence in service consists of recognizing one's responsibilities to the organization and carrying out these responsibilities effectively and in a timely manner. Leadership consists of identifying the needs and problems of the organization and taking the initiative in addressing them.

**Procedures**

Every member of the eligible faculty has a responsibility for assuring that reviews are procedurally correct, fair and free from bias. However, the Tenure and Promotion Committee member chosen as Procedures Oversight Designee is specifically charged with assuring that the review body follows the written procedures governing its reviews, and that the proceedings are free of inappropriate comments or assumptions about any candidate. Any procedural difficulties or other concerns about the review that cannot be resolved to the satisfaction of the Procedures Oversight Designee shall then be brought to the attention of the Department Chair, who must look into the matter and provide a response to the Designee regarding either actions taken, or why action is judged not to be warranted.

The procedures to be followed for reviews are determined by OAA guidelines, and include the following:

In the case of the sixth-year review (Tenure Review), external letters of evaluation will be solicited, following the procedure outlined above for the fourth-year review. In accordance with the guidelines of the Office of Academic Affairs, any recommendation of the departmental Tenure and Promotion Committee will be forwarded to the College of Humanities, along with a written report on each candidate from the committee indicating the committee's actual vote, which will be by confidential ballot, with a two-thirds majority of those voting necessary for a positive recommendation to the chair. In order for the vote to be valid, at least two-thirds of all faculty eligible to vote must vote either yes or no. Abstentions are not votes. **Absentee ballots are not permitted. Faculty members who are not able to attend the meeting in person must participate by conference call in order to cast a vote.** The Committee's report, in addition to its recommendation, will also contain an explanation of the basis for the recommendation. The Department Chairperson is a non-voting member of the Committee and, as in the case of all annual reviews, is to make her/his independent recommendation in a letter to the College, after receiving the Committee's written report. The possible
recommendations are either that the candidate be granted tenure and promotion commencing with his/her seventh year of service, or that the candidate not be granted tenure and that her/his employment be terminated at the end of the Spring quarter of the seventh year of service. In no case will tenure be given to a probationary faculty member unless he/she is also promoted to the rank of Associate Professor. The sixth-year review will be completed in time for the results to be reported to the College of Humanities in the Autumn quarter of a candidate's sixth year; thus in the usual case, the process by which outside letters are solicited will be begun in the Spring quarter of a candidate's fifth year.

The Chairperson of the department will convey the recommendation and report of the Tenure and Promotion Committee and her/his own recommendation and report, together with the candidate's dossier, prepared according to Office of Academic Affairs guidelines, to the College of Humanities in accordance with the College's timetable for reporting. The Chairperson will promptly notify each candidate of actions taken on his/her case at higher levels of review once those results are made known.

In the event of a positive decision by the College, the Office of Academic Affairs, and the Board of Trustees, the faculty member acquires tenure beginning with the seventh year of service. In the event of a negative decision by the Office of Academic Affairs, notice will be given to the faculty member immediately, and employment is terminated at the end of the spring quarter of the seventh year.

A probationary faculty member may ask at any time to be considered for an early decision on tenure and promotion and the Committee and Chair will consider such a request; however, they are under no obligation to act favorably upon such a request and may decide that putting the decision off until a later annual review is the proper course of action. The Committee and Chair may, however, in the course of an annual review, decide that an early tenure decision is appropriate. The usual procedures outlined above for a tenure review will be followed in such a case.

All Tenure and Promotion Committee deliberations relating to promotion and tenure cases are strictly confidential. All documents pertaining to promotion and tenure cases are considered public documents under the Ohio Public Records Act.

For the Associate Professors, there will also be a review each Spring quarter by a subcommittee of the Tenure and Promotion Committee consisting of the Full
Professors. Working from the information provided to the department Chair for his/her annual review of faculty, the Full Professors will conduct an informal review to determine whether each Associate Professor should be considered for promotion to Full Professor. If the subcommittee decides that an Associate Professor should be considered for promotion, a formal review will be started in the Spring, to be completed according to the timetable established by the Office of Academic Affairs and the College of Humanities. Procedures parallel to those outlined above for considering an untenured faculty member for promotion to associate professor with tenure will be followed in the case of promotion to full professor, including the development of a list of outside evaluators, the solicitation of relevant materials from the candidate, and the preparation of the dossier. The subcommittee carrying out the review will consist of all full professors, with the department Chair a nonvoting member. The subcommittee will consider the evidence assembled by the candidate and the outside letters of evaluation and will arrive at a recommendation either to promote the candidate to full professor or not to at that time. The subcommittee's vote will be by written, confidential ballot; a two-thirds majority of those voting will be necessary for a positive recommendation to the Chair. In order for the vote to be valid, at least two-thirds of all faculty eligible to vote must vote either yes or no. Abstentions are not votes. **Absentee ballots are not permitted. Faculty members who are not able to attend the meeting in person must participate by conference call in order to cast a vote.** A written report will be prepared by the subcommittee and presented to the department Chair, who then will arrive at his/her own independent judgment in the case, and will forward her/his own recommendation and report along with those of the subcommittee to the College of Humanities for its review.

The Chairperson will inform the candidate of the recommendations and will discuss them with him/her. The Chairperson will likewise inform the candidate of final determinations of her/his case made by the prescribed higher levels of administrative review, and should those be negative, the chairperson will discuss with the candidate the areas in which improvement is needed.

If an associate professor at any time feels that a promotion to full professor is warranted, she/he may ask the Chairperson for a formal review. The Chairperson may deny this request, giving appropriate reasons, or agree to it and bring the question to the subcommittee, which can decide to hold a formal review or not. Reasons for a negative decision will be communicated to the candidate by the chairperson. An associate professor cannot be denied consideration for promotion to full professor more than three years if such is sought by the candidate; at that point a formal review must take place.

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05/29/07
Documentation

The documentation prescribed by the Office of Academic Affairs for the "core" of the promotion dossier will be required by the Department in its tenure and promotion process. All material the candidate deems relevant will be brought before the departmental review committee and department chairperson.

1. Research

   a. Publications.

   The committee will carefully consider the nature of each publication. It will evaluate the quality of the publication and the nature of the publication medium. In general, monographic and comprehensive works (books, articles, etc.) based on original research will be attributed the highest value when published in high-quality venues, especially when peer-reviewed.

   Candidates for promotion to the rank of associate professor with tenure will be evaluated on both the quality and quantity of scholarly output, but special emphasis will be placed on quality. In all cases, candidates for tenure and promotion are expected to have a research record that demonstrates clear distinction in linguistics, as is appropriate for faculty at a major research institution.

   The typical quantity of published work for promotion to the rank of Associate Professor with tenure is six high quality articles in reputable refereed journals, or the equivalent, including research monographs published by major presses in the field, rigorously refereed conference proceedings, and refereed chapters in edited books. The published work should provide evidence of an established and coherent research program.

   The criteria for promotion to professor are the same as those for promotion to associate professor with tenure, except that they are strengthened in the following ways.

   The teaching, service and scholarly work upon which the evaluation is based must be subsequent to that upon which promotion to associate professor was based.

   The typical quantity of published work for promotion to the rank of
Professor is an additional six high quality articles in reputable journals, or the equivalent as just described. In this case, the published work should provide evidence of a deep and sustained research program, and the candidate is expected to have established a national and international reputation.

In general, papers which undergo critical scrutiny before publication (e.g., by journal or anthology editors) will be more highly valued than those that do not. In evaluating candidates for promotion and tenure, the committee will not only make its own assessment, but it may solicit--and the candidate may present--published reviews and private evaluations from scholars in the field. The candidate will be encouraged to present any other information which might aid the committee in its evaluation (such as citation of his/her publications in works by other scholars and successful grant proposals). In all cases, the committee shall carefully consider the source of outside evaluations and the weight which they should be accorded.

b. Scholarly activity at professional meetings.

The committee will seek to evaluate the quality and quantity of contributions. Papers, formal commentaries on the papers of others, participation in colloquia, will be evaluated. Again, the committee may seek and the candidate may present evaluations from scholars in the field.

c. Reviews of scholarly works for journals.

The committee will appraise the scholarship of the reviews and the nature of the journals in which they appear.

d. Scholarly recognition.

Scholarly recognition in the form of requests to serve on editorial boards of scholarly journals, to chair sessions at professional meetings and conventions or to serve on program committees for such meetings; recognition in the form of prizes, awards, grants, or fellowships based on scholarly esteem and reputation.

e. Letters of evaluation.

Letters of evaluation by scholars outside the university are required. The candidate may suggest names of those who know his/her work. Negative
as well as positive letters will be included in the review.

f. Any other evidence which the candidate, the Committee and the Chair believe pertinent to his/her development as a scholar.

2. Teaching

Evaluation of a candidate's performance as a teacher will be based on the widest possible range of evidence. It may include evidence offered by the candidate and evidence solicited by the relevant Promotion or Tenure and Promotion Committee, and must include materials generated by regular departmental evaluation of teaching on an annual basis. In addition, under teaching, the Committee will consider the candidate's work with students as their academic advisor or in helping individual students and groups of students in areas that are related to the work of the department. The relevant evidence may include:

a. Evidence from work of students indicating teaching effectiveness

b. Evidence drawn from evaluation forms standardly used by the department (SEIs) as well as any other methods that the candidate may deem appropriate.

i. The Department administers written evaluations by students (SEIs) in all classes taught under the Department's aegis, usually in the 9th or 10th week of each academic quarter.

ii. The Chair organizes the administration of the SEIs, usually through the administrative staff in the department. Copies of SEI results, once tabulated, will be sent to the faculty member being evaluated and to the department, where they will be retained in the files for use by the chair and those charged with conducting annual and promotion-and-tenure reviews

c. Evidence of especially successful or innovative teaching techniques

d. Special teaching accomplishments, awards, etc.

e. Solicited testimony from colleagues. Former or current students may not provide testimony in promotion and tenure cases.

f. Results of visitations by members of the committee and other faculty.
All faculty eligible for promotion to associate professor are visited in their classes annually by members of the departmental tenure and promotion committee; all faculty eligible for promotion to full professor are visited in their classes annually by the full professors of the committee. The schedule of such visitations will be arranged by the Chair acting in concert with the tenure and promotion committee. As noted in section 5 above, probationary faculty and associate professors will have at least two peer evaluations annually. Such visits will result in a written report to be included in a faculty member's file for annual reviews and promotion reviews, and may be considered as well in the determination of merit salary increases.

g. Copies of syllabi, examinations and other class materials

h. Other information that the candidate, the committee and the chair believe to be pertinent

3. Service

In itself, service is not sufficient to earn promotion. Nonetheless, it remains important and should be carried out with energy and commitment to the mission of the Department and the University. With regard to excellence in service, evidence may include:

a. Service on departmental, college, and university committees.

b. Assignments outside formal committee work that are nevertheless essential to the work of the department and must be assigned to individual faculty members: for instance, visiting the classes of untenured colleagues and teaching associates, revising curricula, or supervising library acquisitions.

c. Presentations made in the classes of others, editing of or contributions to departmental publications, lectures to the departmental faculty, and similar activities.

d. Service to the academic world: for instance, service in state, regional, national, or international professional organizations in linguistics (as officer-holder, as member of a committee, or in ad hoc assignments on behalf of the organization), work as a consultant in academic contexts, work on editorial boards as a referee for scholarly journals, acting as a referee for faculty members under review at other universities.
e. Any other information that the candidate and the committee may consider pertinent to the committee's evaluation. Each faculty member should keep a record of his/her service and make it available to the chairperson and to departmental tenure and promotion committees for review.

7. Appeals.

It is the policy of The Ohio State University to make decisions regarding annual review, the renewal of probationary appointments, and promotion and tenure in accordance with the criteria, policies, and procedures stated in the faculty rules, supplemented by such additional written criteria, policies and procedures as may be established by departments and colleges. If a faculty member of the Department of Linguistics believes that an annual review, or a nonrenewal decision, or a negative promotion and tenure decision has been made in violation of this policy, and therefore alleges that it was made improperly the faculty member may appeal that decision or review. Procedures for appealing a decision or review on an allegation of improper evaluation are described in Faculty Rule 3335-5-05 of the Administrative Code.

8. Seventh year reviews

Faculty Rule 3335-47-5(b) sets for the conditions of and procedures for a seventh year review for a faculty member denied tenure as the result of a sixth year review.