

Appointments, Promotion, and Tenure Criteria and Procedures

Department of Teaching and Learning

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1 **I Preamble**

2
3 This document is a supplement to Chapters 6 and 7 of the Rules of the University Faculty
4 (<http://trustees.osu.edu/university/facultyrules>); the annually updated procedural guidelines for promotion
5 and tenure reviews in Volume 3 of the Office of Academic Affairs Policy and Procedures Handbook
6 (<http://oaa.osu.edu/handbook.html>); and other policies and procedures of the college of Education and
7 Human Ecology and university to which the department of Teaching and Learning and its faculty are
8 subject.

9
10 Should those rules and policies change, the department will follow the new rules and policies until such
11 time as it can update this document to reflect the changes. In addition, this document must be reviewed,
12 and either reaffirmed or revised, at least every four years on the appointment or reappointment of the
13 department chair.

14
15 This document must be approved by the dean of the college and the Office of Academic Affairs before it
16 may be implemented. It sets forth the department's mission and, in the context of that mission and the
17 missions of the college and university, its criteria and procedures for faculty appointments and for faculty
18 promotion, tenure and rewards, including salary increases. In approving this document, the dean and the
19 Office of Academic Affairs accept the mission and criteria of the department and delegate to it the
20 responsibility to apply high standards in evaluating current faculty and faculty candidates in relation to
21 departmental mission and criteria.

22
23 The faculty and the administration are bound by the principles articulated in Faculty Rule 3335-6-01
24 (<http://trustees.osu.edu/rules/university-rules/rules6/>) of the Administrative Code. In particular, all faculty
25 members accept the responsibility to participate fully and knowledgeably in review processes; to exercise
26 the standards established in Faculty Rule 3335-6-02 (<http://trustees.osu.edu/rules/university-rules/rules6/>)
27 and other standards specific to this department and college; and to make negative recommendations when
28 these are warranted in order to maintain and improve the quality of the faculty

29
30 Decisions considering appointment, reappointment, and promotion and tenure will be free of
31 discrimination in accordance with the university's policy on equal opportunity (<http://www.ohr.ohio->
32 [state.edu/policy/](http://www.ohr.ohio-state.edu/policy/)).

33
34 The general policies and procedures in this document pertain to personnel on the Columbus campus and
35 all Regional Campuses, unless differences are otherwise specified.

36
37 All meetings of the department and its committees shall be conducted according to Robert's Rules of
38 Order as per university rules unless explicitly noted otherwise in this document, in the Department POA,
39 and the College APT and POA documents.

40 **II Department Mission**

41
42
43 The mission of the Department of Teaching and Learning is to generate and share knowledge about
44 learning and teaching processes affecting people in diverse schools, families, and communities
45 through world-class, relevant research, innovative teaching, and responsive service that addresses
46 pressing educational problems both locally and globally, particularly in collaboration with educators
47 in the Columbus City Schools and surrounding communities.

48 The Department of Teaching and Learning is dedicated to generating an understanding of teaching
49 and learning as intellectual processes connected with and through social praxis (changing the world

1 through theory and action) in collaboration with educators, colleagues across a broad range of fields,
 2 parents, students, and others. This vision shapes our contributions to Teacher Education Research,
 3 Urban Education Research, and Research on Learning and Imagination as we:

- 4 • Lead the field in research and theorizing aimed at building knowledge related to academic
 5 content, and to learning and teaching processes;
- 6 • Support the development and recognition of teachers as intellectuals and change agents
 7 engaged in theorizing and action with regard to persistent and urgent societal and educational
 8 needs, particularly in collaboration with educators in the Columbus City Schools;
- 9 • Provide exemplary, research-based programs for the preparation and professional development
 10 of teachers and teacher leaders; and
- 11 • Prepare exceptional educators with the knowledge, skills, and dispositions, and pedagogical
 12 content knowledge to reach and effectively teach all learners in ways that are community and
 13 culturally responsive and work for social justice.

14
 15 Our mission and vision link directly to the Ohio State University’s Vision, Mission, Values and Goals.
 16 As part of one of the nation’s largest land grant universities, as well as an urban-serving university, we
 17 share and seek to fulfill the goal of advancing the well-being of the people of Ohio and the global
 18 community through the creation and dissemination of knowledge. Through our research, course work,
 19 and engagement with local communities, we make an active effort to lead the field, nationally and
 20 internationally, while working collaboratively with our local school and community partners.
 21 Department faculty share a commitment to scholarship, teaching, and service that emphasizes
 22 educational equity, diversity, and social justice; value collaborative, interdisciplinary scholarship; and
 23 embrace opportunities to lead, learn from, and partner with Ohio education professionals.

24 25 **III Definitions**

26 27 **A Committee of the Eligible Faculty**

28 29 **1 Tenure Track Faculty**

30
 31 The eligible faculty for appointment reviews of tenure track faculty consists of all tenure track faculty
 32 whose tenure resides in the department.

33
 34 The eligible faculty for reappointment, promotion and tenure, and promotion reviews of tenure track
 35 faculty consists of all tenured faculty of higher rank than the candidate whose tenure resides in the
 36 department excluding the department chair, the dean and assistant and associate deans of the college, the
 37 executive vice president and provost, and the president.

38
 39 For tenure reviews of probationary professors, eligible faculty are tenured professors whose tenure resides
 40 in the department excluding the department chair, the dean and assistant and associate deans of the
 41 college, the executive vice president and provost, and the president.

42 43 **2 Clinical Faculty**

44
 45 The eligible faculty for appointment reviews of clinical faculty consists of all tenure track faculty whose
 46 tenure resides in the department and all clinical faculty whose primary appointment is in the department.

47
 48 The eligible faculty for reappointment, contract renewal, and promotion of clinical faculty consists of all
 49 tenured faculty of higher rank than the candidate whose tenure resides in the department and all non-
 50 probationary clinical faculty of higher rank than the candidate whose primary appointment is in the

1 department excluding the department chair, the dean and assistant and associate deans of the college, the
2 executive vice president and provost, and the president.

3 4 5 **5 Conflict of Interest**

6
7 A conflict of interest exists when an eligible faculty member is related to a candidate or has a comparable
8 close interpersonal relationship, has substantive financial ties with the candidate, is dependent in some
9 way on the candidate's services, has a close professional relationship with the candidate (dissertation
10 advisor), or has collaborated so extensively with the candidate that an objective review of the candidate's
11 work is not possible. Generally, faculty members who have collaborated with a candidate on at least 50%
12 of the candidate's published work since the last promotion will be expected to withdraw from a promotion
13 review of that candidate.

14
15 Open discussion and professional judgment is required in determining whether it is appropriate for a
16 faculty member to not participate in a particular review. If two-thirds of the members of the Committee
17 of the Eligible Faculty believe that a conflict of interest exists and the faculty member has not recused
18 him/herself, the committee will recommend to the department chair that the individual be recused. If the
19 department chair concurs with the committee's recommendation, the department chair will inform the
20 faculty member that he/she may not participate in the voting process.

21 22 **6 Minimum Composition**

23
24 In the event that the department does not have at least three eligible faculty members who can undertake a
25 review, the department chair, after consulting with the dean, will appoint a faculty member from another
26 department within the college.

27 28 29 30 **B Promotion and Tenure Committee**

31
32 The department has a Promotion and Tenure Committee that assists the Committee of the Eligible Faculty
33 in managing the personnel and promotion and tenure issues. The committee consists of four professors
34 and three associate professors. One committee member must be a member of one of the regional
35 campuses. The committee should be diverse to the point of reflecting the diversity of the faculty, students,
36 and communities the College of EHE serves. The committee's members are elected by a vote of the
37 department faculty. The term of service is three years with reappointment by faculty election possible.

38
39 The Promotion and Tenure Committee shall consist of seven faculty members elected for staggered three-
40 year terms so that the majority of the committee members are of the full professor rank. The chair of the
41 committee shall be a full professor. At its first organizational meeting of the calendar year, the committee
42 will select and confirm its chair. The chair of the committee shall serve for one year but may be re-
43 confirmed for subsequent years (of the three-year term) by the Promotion & Tenure Committee.

44
45 A Procedures Oversight Designee (POD) will also be selected by the committee at its initial meeting and
46 serve a one-year term but may serve subsequent years of the three-year term. The designee should assure
47 that the review body at each level follows written procedures governing its reviews, that the proceedings
48 are carried out in a highly professional manner, and, in particular, that the proceedings are free of
49 inappropriate comments or assumptions about members of underrepresented groups that could bias their
50 review. This person shall use the checklist of information provided in the OAA document.

1 If an elected committee member is unable to serve all or part of that member's term of office (due to
2 illness, death, or serious family issues), an alternate member will be elected or appointed, respectively, to
3 fill the vacancy.

4
5 When candidates have joint appointments within the College, the Department, which is the tenure-
6 initiating unit for the candidate, will be responsible for undertaking promotion and tenure procedures.

7
8 When considering cases involving clinical faculty the Promotion and Tenure Committee may be
9 augmented by two non-probationary clinical faculty members.

10 11 **C Quorum**

12
13 The quorum required to discuss and vote on all personnel decisions is two thirds of the eligible faculty not
14 on an approved leave of absence (e.g., faculty professional leave). A member of the eligible faculty on
15 Special Assignment may be excluded from the count for the purposes of determining quorum only if the
16 department chair has approved an off-campus assignment.

17
18 Faculty members who recuse themselves because of a conflict of interest are not counted when
19 determining quorum.

20 21 **D Recommendation from the Committee of the Eligible Faculty**

22
23 In all votes taken on personnel matters only “yes” and “no” votes are counted.

24 A positive recommendation from the eligible faculty is secured when two-thirds of the votes cast are
25 positive.

26
27 Faculty members are strongly encouraged to consider whether they are participating fully in the review
28 process when abstaining from a vote on a personnel matter.

29
30 Absentee ballots and proxy votes are not permitted. Voting procedures will follow Robert's Rules of
31 Order.

32 33 **IV Appointments**

34
35 As part of the process for recommending faculty for appointment, each search committee will seek the
36 input of the faculty regarding applicants brought to campus for interviews or who otherwise are being
37 considered by the search committee for recommendation to the department chair as a potential new
38 hire. Faculty input shall be reported to the department chair as part of the search committee's
39 recommendation (positive or negative) regarding applicants brought to campus for interviews or who
40 otherwise are being considered by the search committee.

41 42 **A Criteria**

43
44 The department is committed to making only faculty appointments that enhance or have strong potential
45 to enhance the quality of the department and advance the mission of the department and
46 college. Important considerations include the individual's record to date in scholarship, teaching, and
47 service; the potential for professional growth in each of these areas; and the potential for interacting with
48 colleagues and students in a way that will enhance their academic work and attract other outstanding
49 faculty and students to the department. No offer will be extended in the event that the search process does
50 not yield one or more candidates who would enhance the quality of the department. The search will be
51 cancelled or continued, as appropriate to the circumstances.

1 Tenure Track Faculty

OAA requires a national search to ensure a diverse pool of highly qualified candidates. Requests for exceptions to this policy must be submitted to OAA. Search procedures must entail substantial faculty involvement and be consistent with university policies as set forth in the OHR Guide to Effective Searches (<http://hr.osu.edu/hrpubs/guidesearches.pdf>).

Instructor. Appointment at the rank of instructor is made only when the offered appointment is that of assistant professor but requirements for the terminal degree have not been completed by the candidate at the time of appointment. The department will make every effort to avoid such appointments. An appointment at the instructor level is limited to three years. When an instructor has not completed requirements for promotion to the rank of assistant professor by the end of the third year of appointment, the third year is a terminal year of employment.

Upon promotion to assistant professor, the faculty member may request prior service credit for time spent as an instructor. This request must be approved by the department's eligible faculty, the department chair, the dean, and the Office of Academic Affairs. Faculty members should carefully consider whether prior service credit is appropriate since prior service credit cannot be revoked without a formal request for an extension of the probationary period. In addition all probationary faculty members have the option to be considered for promotion prior to the mandatory year.

Assistant Professor. An earned terminal degree is the minimum requirement for appointment at the rank of assistant professor. Evidence of potential for scholarly productivity, high-quality teaching, and high-quality service to the department and the profession is highly desirable. 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 when the 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 scholarship, teaching, and service for promotion to these ranks. 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 (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 will not grant tenure in the absence of permanent residency.

Joint Faculty Appointments

A joint faculty appointment is defined as one in which a faculty member has a compensated FTE appointment in two or more tenure initiating units. In this case, a memorandum of understanding (MOU) between the colleges and their school/department is developed using the template created by OAA. The department chair, with the approval of the dean, will establish memoranda of understanding for appointments in cases where a non-TIU, such as an academic center, provides part of the funding for a faculty appointment. Such MOUs do not require OAA approval. (Refer to

1 <http://oaa.osu.edu/assets/files/documents/facultyappointments.pdf> for specific guidance on this process.)

2 3 4 **2 Tenure Track Faculty—Regional Campus**

5
6 As the mission of the regional campuses emphasizes undergraduate instruction, regional campus criteria
7 for appointment at the rank of assistant professor, associate professor, or professor are similar to those for
8 Columbus campus faculty, but give relatively greater emphasis at each rank to teaching and service
9 experience and quality.

10 11 12 **3 Clinical Faculty**

13
14 Clinical faculty members are engaged primarily in instructional activities, in outreach, and in academic
15 program leadership and support. Department chairs work with the Dean for approval to open a search.
16 The position will be open for a regular fiscal year (approximately August through April); if unfilled, the
17 position will be closed and reopened upon approval from the Dean.

18
19 OAA requires a national search to ensure a diverse pool of highly qualified candidates. Requests for
20 exceptions to this policy must be approved by the college.

21
22 Appointments at senior rank require prior approval by the college dean and OAA.

23
24 College policies with regard to Clinical Faculty can be found in the College APT (pp. 6-7) and also in the
25 College POA (pp. 6-7).

26
27 The initial contract is probationary, with reappointment considered annually. Tenure is not granted to
28 clinical faculty, but clinical faculty are eligible for promotion in rank. There is also no presumption that
29 subsequent contracts will be offered, regardless of performance. If the department wishes to consider
30 contract renewal, a formal review of the faculty member is required in the penultimate year of the current
31 contract period. For more information see Faculty Rule 3335-7 ([http://trustees.osu.edu/rules/university-
32 rules/rules7/](http://trustees.osu.edu/rules/university-rules/rules7/)).

33 34 35 **Assistant Professor of Clinical Teaching and Learning. .**

36
37 As per the College's APT (p. 7): "An earned master's degree or appropriate credentials demonstrating
38 expertise in their relevant area of study and a minimum of five years of relevant experience in the
39 workplace are the minimum requirements for appointment at the rank of clinical assistant professor.
40 Evidence of teaching effectiveness and knowledge of current research impacting practice within the field
41 of study is desired."

42 43 **Associate or Full Professor of Clinical Teaching and Learning and Professor of Clinical Teaching 44 and Learning.**

45
46 As per the College's APT (p. 7): "An earned master's degree or appropriate credentials demonstrating
47 expertise in their relevant area of study and a minimum of five years of relevant experience in the
48 workplace are the minimum requirements for appointment at the rank of clinical associate or full
49 professor. A doctorate or appropriate terminal degree in the field is preferred when hiring at this level.
50 Evidence of the following is also required: current knowledge of research impacting practice with the
51 field of study; ongoing engagement with practitioners in relevant context; sustained high-quality teaching;

1 high-quality and impactful service both within and outside the university. For the appointment at Clinical
2 Full Professor rank, candidate should have, in addition to the above, evidence of high-quality and
3 impactful service at a local, state, or national level. Appointments at the rank of clinical associate or full
4 professor must be approved by the Dean and require prior approval of the Office of Academic Affairs.”
5

6 **4 Associated Faculty**

7

8 Associated faculty appointments may be as short as a couple weeks to assist with a focused project, a
9 semester to teach one or more courses, or for up to three years when a longer contract is useful for long-
10 term planning and retention. With the exception of visiting faculty, associated faculty may be
11 reappointed.
12

13 **Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor.** Adjunct appointments
14 may be compensated or uncompensated. Adjunct faculty appointments are given to individuals who give
15 academic service to the department, such as teaching a course, for which a faculty title is
16 appropriate. Adjunct faculty rank is determined by applying the criteria for appointment of tenure track
17 faculty. Adjunct faculty members are eligible for promotion (but not tenure) and the relevant criteria are
18 those for promotion of tenure track faculty.
19

20 **Lecturer.** Appointment as lecturer requires that the individual have, at a minimum, a master's degree in a
21 field appropriate to the subject matter to be taught. Evidence of ability to provide high-quality instruction
22 is desirable. Lecturers are not eligible for tenure, but they may be promoted to senior lecturer.
23

24 **Senior Lecturer.** Appointment as senior lecturer requires that the individual have, at a minimum, a
25 doctorate in a field appropriate to the subject matter to be taught, along with evidence of ability to provide
26 high-quality instruction; or a master's degree and at least five years of teaching experience with
27 documentation of high quality. Senior lecturers are not eligible for tenure or promotion.
28

29 **Assistant Professor, Associate Professor, Professor with FTE below 50%.** Appointment at faculty
30 titles is for individuals at 49% FTE or below, either compensated or uncompensated. The rank of
31 associated faculty is determined by applying the criteria for appointment of tenure track faculty.
32 Associated faculty members are eligible for promotion (but not tenure) and the relevant criteria are those
33 for promotion of tenure track faculty.
34

35 **Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor.**
36 Visiting faculty appointments may either be compensated or not compensated. Visiting faculty members
37 on leave from a regular academic appointment at another institution are appointed at the rank held in that
38 position. The rank at which other (non tenure-track faculty) individuals are appointed is determined by
39 applying the criteria for appointment of tenure track faculty. Visiting faculty members are not eligible for
40 tenure or promotion. They may not be reappointed for more than three consecutive years at 100% FTE.
41

42 **5 Courtesy Appointments for Faculty**

43

44 Occasionally the active academic involvement in this department by a tenure-track faculty member from
45 another department at Ohio State warrants the offer of a 0% FTE (courtesy) appointment in this
46 department. Appropriate active involvement includes research collaboration, graduate student advising,
47 teaching some or all of a course from time to time, or a combination of these. A courtesy appointment is
48 made at the individual's current Ohio State rank, with promotion in rank recognized.
49

50 **6 Emeritus Faculty**

51 Emeriti faculty appointments are for individuals who have served the university with distinction, are

1 tenure-track or clinical faculty at the time of their retirement, and are recommended by the director or
2 chair, the dean, the Office of Academic Affairs, and by the Board of Trustees for emeriti status. Office
3 space is provided at the discretion of the school, department, or college as appropriate.
4

5 Requests for faculty emeriti status originate with the faculty member requesting this status and should be
6 directed to the department chair. The chair will bring the request forward to the dean for support before
7 submission to OAA. The written request should include a copy of the faculty member's retirement letter
8 and a short statement of justification, including effective date of emeriti status. Both the department chair
9 and the dean must indicate that the faculty being considered for an emeritus appointment has been a good
10 academic citizen of the department and college.
11

12 **B Procedures**

13
14 See the Faculty Policy on Faculty Recruitment and Selection and the Policy on Faculty Appointments in
15 the Office of Academic Affairs Policies and Procedures Handbook (<http://oaa.osu.edu/handbook.html>) for
16 information on the following topics:
17

- 18 • recruitment of tenure track, and clinical faculty
- 19 • appointments at senior rank or with prior service credit
- 20 • hiring faculty from other institutions after April 30
- 21 • appointment of foreign nationals
- 22 • letters of offer

23
24 The dean approves the initiation of all faculty searches and the academic rank for a faculty position.
25 Typically, a search committee makes written recommendations to the department chair regarding all
26 candidates found to be acceptable. The chair provides a recommendation to the dean. The dean approves
27 a candidate. The dean's office and chair will work together to hire the candidate. For additional
28 information on faculty searches, see the College's POA (page 19).
29

30 **1 Tenure Track Faculty**

31
32 The appointment procedures for employing tenure-track faculty shall be consistent with the most current
33 procedures established by the Office of Academic Affairs and the College. A national search and
34 vigorous efforts to ensure a diverse pool of highly qualified candidates are required. Exceptions to this
35 policy must be approved by the college and the Office of Academic Affairs in advance. Search
36 procedures must be consistent with the university policies set forth in the most recent update of A Guide
37 to Effective Searches (www.hr.osu.edu/hrpubs/guidesearches.pdf).
38

39 While the majority of the faculty membership of the search committee shall consist of T&L faculty, it will
40 include at least one faculty member from another tenure-initiating unit in the College or University. The
41 chair of the search committee shall be a faculty member in T&L. Students, staff members, and other
42 individuals may be involved as nonvoting members of the search committee as deemed appropriate;
43 however, at least one representative of students and of staff must come from T&L.
44

45 For a Columbus faculty candidate, the department chair shall make a recommendation to the dean, giving
46 substantial weight to feedback from the faculty of the Department of Teaching and Learning and to the
47 report of the Search Committee.
48

49 Searches for tenure track faculty proceed as follows:
50

1 The dean of the college provides approval for the department to commence a search process. This
2 approval may or may not be accompanied by constraints with regard to salary, rank, and field of
3 expertise.

4
5 The department chair appoints a search committee consisting of three or more faculty who reflect the field
6 of expertise that is the focus of the search (if relevant) as well as other fields within the department.

7
8 The search committee:

- 9
- 10 • Appoints a Diversity Advocate who is responsible for providing leadership in assuring that
11 vigorous efforts are made to achieve a diverse pool of qualified applicants.
12
 - 13 • Develops a search announcement for internal posting in the university Personnel Postings
14 (formerly known as the "green sheet") through the Office of Human Resources Employment
15 Services (www.hr.osu.edu/) and external advertising, subject to the department chair's approval.
16 The announcement will be no more specific than is necessary to accomplish the goals of the
17 search, since an offer cannot be made that is contrary to the content of the announcement with
18 respect to rank, field, credentials, salary. In addition, timing for the receipt of applications will be
19 stated as a preferred date, not a precise closing date, in order to allow consideration of any
20 applications that arrive before the conclusion of the search.
21
 - 22 • Develops and implements a plan for external advertising and direct solicitation of nominations
23 and applications. If there is any likelihood that the applicant pool will include qualified foreign
24 nationals, the search committee must assure that at least one print (as opposed to online)
25 advertisement appears in a location likely to be read by qualified potential applicants. The
26 university does not grant tenure in the absence of permanent residency ("green card"), and strict
27 U. S. Department of Labor guidelines do not permit sponsorship of foreign nationals for
28 permanent residency unless the search process resulting in their appointment to a tenure-track
29 position included an advertisement in a field-specific nationally circulated professional journal.
30
 - 31 • Screens applications and letters of recommendation and recommends to the chair candidates
32 (usually three to five) judged worthy of interview. The chair reviews recommendations, in
33 consultation with the search committee chair, and makes a recommendation to the dean for on-
34 campus interviews.
35

36 On-campus interviews with candidates must include opportunities for interaction with faculty groups,
37 including the search committee; graduate students; the department chair; and the dean or designee. In
38 addition, all candidates make a presentation to the faculty and graduate students on their scholarship. All
39 candidates interviewing for a particular position must follow the same interview format. Significant input
40 from faculty, staff, and students, including written comments and evaluations, are collected throughout
41 the process.

42
43 Following completion of on-campus interviews, the search committee meets to discuss perceptions and
44 preferences. The search committee reports a recommendation on each candidate to the department chair.
45

46 As per the College's APT (p. 10): "In the event that more than one candidate achieves the level of support
47 required to extend an offer, the department chair recommends to the Dean which candidate to approach
48 first; the Dean decides which candidate to approach first. The details of the offer, including compensation,
49 are determined by the department chair in consultation with the dean of the college."
50

1 Potential appointment of a foreign national who lacks permanent residency must be discussed with the
2 Office of International Affairs. The university does not grant tenure in the absence of permanent
3 residency status. The department will therefore be cautious in making such appointments and vigilant in
4 assuring that the appointee seeks residency status promptly and diligently.

6 **2 Tenure Track Faculty—Regional Campus**

7
8 The regional campus has primary responsibility for determining the position description for a tenure track
9 faculty search, but the dean/director or designee consults with the department chair to reach agreement on
10 the description before the search begins. The regional campus search committee must include at least one
11 representative from the department. The Chair of the Department and the Regional Campus Dean shall
12 agree on a single search committee for the position consisting of members of both campuses. The
13 majority of the search committee members shall be comprised of Regional Campus faculty of T&L. At
14 least one committee member should be affiliated with the Department of Teaching and Learning (T&L)
15 on the Columbus campus. Students, staff members, and other individuals may be involved as deemed
16 appropriate.

17
18 Candidates are interviewed by, at a minimum, the regional campus dean, department chair, department
19 eligible faculty, and regional campus search committee. The regional campus may have additional
20 requirements for the search not specified in this document. A decision to make an offer requires
21 agreement by the department chair and regional campus dean. Until agreement is reached, negotiations
22 with the candidate may not begin, and the letter of offer must be signed by the department chair and the
23 regional campus dean.

25 **3 Clinical Faculty**

26
27 Searches for clinical faculty generally proceed identically as for tenure track faculty, with the exception
28 that the candidate's presentation during the on-campus interview is on clinical/professional practice rather
29 than scholarship, and exceptions to a national search only requires approval by the college dean.

31 **4 Transfer of Faculty Appointment**

32
33 Tenure-track faculty may transfer to a clinical appointment if appropriate circumstances exist. Tenure is
34 lost upon transfer, and transfers must be approved by the department chair, the college dean, and the
35 executive vice president and provost.

36
37 The request for transfer must be initiated by the faculty member in writing and must state clearly how the
38 individual's career goals and activities have changed.

39
40 Transfers from the clinical faculty to the tenure-track are not permitted. Clinical faculty members may
41 apply for tenure track positions and compete in regular national searches for such positions.

43 **5 Associated Faculty**

44
45 Renewal of appointments of associated faculty shall be initiated by the department chair after consultation
46 with appropriate faculty and the Department Executive Committee, staff and students.

47
48 The appointment, review, and reappointment of all compensated associated faculty is decided by the
49 department chair in consultation with the Department Executive Committee. There must be evidence that
50 the candidate has the potential to make the appropriate contribution(s) to the mission of the department.
51 The roles of Adjunct Faculty relative to teaching and service (e.g., on graduate students' committees) shall

1 be subject to Graduate School policies and those that are developed by the Department of Teaching and
2 Learning.

3
4 Appointment of uncompensated adjunct or visiting faculty may be proposed by any faculty member in the
5 department. The sponsoring faculty member must submit a letter of request and appropriate materials per
6 the departmental guidelines. Proposals are reviewed by the T&L Executive committee and if approved, an
7 offer is extended.

8
9 Associated appointments are generally made for a period of one year, unless a shorter period is
10 appropriate to the circumstances. All associated appointments expire at the end of the appointment term
11 and must be formally renewed to be continued. Visiting appointments are limited to three consecutive
12 years at 100% FTE. Lecturer appointments are usually made on a semester-by-semester basis.

13
14 Associated faculty for whom promotion is a possibility follow the promotion guidelines and procedures
15 for tenure-track faculty, with the exception that the review does not proceed to the college level if the
16 department chair's recommendation is negative, and does not proceed to the university level if the dean's
17 recommendation is negative. The approval of the faculty adheres to the voting policy for reappointments
18 (i.e., two-thirds of the votes of the eligible faculty must be positive).

19 20 **6 Courtesy Appointments for Faculty**

21
22 For courtesy appointments there must be evidence that the candidate has the potential to make the
23 appropriate contribution(s) to the mission of the department.

24
25 Any department faculty member may propose a 0% FTE (courtesy) appointment for a tenure-track faculty
26 member from another Ohio State department. A proposal that describes the uncompensated academic
27 service to this department justifying the appointment is considered by the T&L Executive Committee. If
28 the proposal is approved,, the department chair extends an offer of appointment. The department chair
29 reviews all courtesy appointments every three years to determine whether they continue to be justified,
30 and takes recommendations for nonrenewal before the faculty for a vote at a regular meeting.

31 32 **V Annual Review Procedures**

33
34 At the beginning of each calendar year and when each new faculty member is hired, the department chair
35 provides each faculty member with a prototype of the Annual Report on which each faculty member shall
36 list her/his activities for the previous calendar year from January 1st to December 31st and goals,
37 including a scholarship plan, for the next calendar year. The information documented on the Annual
38 Report shall be the basis on which faculty members are evaluated yearly.

39
40 The Annual Review must also be considered relative to the current workload policy adopted by the
41 Department of Teaching and Learning and the Regional Campus as discussed in the Department and/or
42 Campus Pattern of Administration.

43
44 The department follows the requirements for annual reviews as set forth in the Faculty Annual Review
45 Policy (<http://oaa.osu.edu/assets/files/documents/annualreview.pdf>).

46
47 The annual reviews of every faculty member are based on expected performance in scholarship, teaching,
48 and service as set forth in the department's policy on faculty duties and responsibilities; on any additional
49 assignments and goals specific to the individual; and on progress toward promotion where relevant.

50

1 The documentation required for the annual performance review of every faculty member is described
2 under Merit Salary Increases below. This material must be submitted to the department chair in early
3 Spring Semester (date to be determined annually by the chair). Annual Reviews are conducted during
4 Spring Semester.

5
6 The department chair is required (per Faculty Rule 3335-3-35 [[http://trustees.osu.edu/rules/university-
7 rules/rules3/](http://trustees.osu.edu/rules/university-rules/rules3/)]) to include a reminder in the annual review letter that all faculty have the right (per Faculty
8 Rule 3335-5-04 [<http://trustees.osu.edu/rules/university-rules/rules5/>]) to view their primary personnel
9 file and to provide written comment on any material therein for inclusion in the file.

10 11 12 **A Probationary Tenure Track Faculty**

13
14 These procedures shall be consistent with Faculty Rule 3335-6-03 (C) as well as with Office of Academic
15 Affairs policies described in the Office of Academic Affairs Policies and Procedures Handbook. Below is
16 relevant material from the Faculty Rules regarding annual reviews for probationary faculty.

17
18 Every probationary tenure track faculty member is reviewed annually by the chair, who meets with the
19 faculty member to discuss his or her performance and, future plans and goals; and prepares a written
20 evaluation that includes a recommendation on whether to renew the probationary appointment. In cases
21 where the chair believes that non-renewal may be warranted, the chair shall solicit assistance and
22 participation from the Promotion & Tenure Committee with the evaluation process.

23
24 If the department chair recommends renewal of the appointment, this recommendation is final. The
25 department chair's annual review letter to the faculty member renews the probationary appointment for
26 another year and includes content on future plans and goals. The chair provides recommendations for the
27 probationary faculty member's continued growth toward promotion and tenure. The faculty member may
28 provide written comments on the review. The department chair's letter (along with the faculty member's
29 comments, if received) is forwarded to the dean of the college. In addition, the annual review letter
30 becomes part of the cumulative dossier for promotion and tenure (along with the faculty member's
31 comments, if he or she chooses).

32
33 If the department chair recommends nonrenewal, the Fourth-Year Review process (per Faculty Rule
34 3335-6-04 [<http://trustees.osu.edu/rules/university-rules/rules6/>]) is invoked. Following completion of the
35 comments process, the complete dossier is forwarded to the college for review and the dean makes the
36 final decision on renewal or nonrenewal of the probationary appointment.

37 38 **1 Regional Campus Faculty**

39
40 Annual review of the probationary faculty member is first conducted on the regional campus, with a focus
41 on teaching and service. The review then moves to the department and proceeds as described above. In
42 the event of divergence in performance assessment between the regional campus and the department, the
43 department chair discusses the matter with the regional campus dean/director in an effort to clarify and
44 reconcile the divergence, so that the faculty member receives consistent assessment and advice. In the
45 event the Chair or the Dean/Director of a regional campus renders a negative recommendation then the
46 Fourth-Year Review process is invoked as described above.

47 48 **2 Fourth-Year Review**

49
50 During the fourth year of the probationary period the annual review follows the same procedures as the
51 mandatory tenure review, with the exception that external evaluations are optional and the dean (not the

1 department chair) makes the final decision regarding renewal or nonrenewal of the probationary
2 appointment.

3
4 External evaluations are only solicited when either the department chair or the eligible faculty determine
5 that they are necessary to conduct the Fourth-Year Review. This may occur when the candidate's
6 scholarship is in an emergent field, is interdisciplinary, or the eligible faculty do not feel otherwise
7 capable of evaluating the scholarship without outside input.

8
9 The eligible faculty conducts a review of the candidate. On completion of the review, the eligible faculty
10 votes by written ballot on whether to renew the probationary appointment.

11
12 The Promotion & Tenure Committee, on behalf of the eligible faculty, forwards a record of the vote and a
13 written performance review to the department chair. The department chair conducts an independent
14 assessment of performance and prepares a written evaluation that includes a recommendation on whether
15 to renew the probationary appointment. At the conclusion of the department review, the formal comments
16 process (per Faculty Rule 3335-6-04 [<http://trustees.osu.edu/rules/university-rules/rules6/>]) is
17 followed and the case is forwarded to the college for review, regardless of whether the department chair
18 recommends renewal or nonrenewal.

19 20 **3 Exclusion of Time from Probationary Period**

21
22 Faculty Rule 3335-6-03 (D) (<http://trustees.osu.edu/rules/university-rules/rules6/>) sets forth the conditions
23 under which a probationary tenure track faculty member may exclude time from the probationary period.
24 Additional procedures and guidelines can be found in the Office of Academic Affairs Policies and
25 Procedures Handbook (<http://oaa.osu.edu/handbook.html>).

26 27 **B Tenured Faculty**

28
29 Tenured faculty members are reviewed annually by the department chair. The department chair meets
30 with the faculty member to discuss his or her performance and future plans and goals, and prepares a
31 written evaluation on these topics. The faculty member may provide written comments on the review.

32 33 **C Tenured Faculty—Regional Campus**

34
35 Annual review of the tenured faculty member is first conducted on the regional campus, with a focus on
36 teaching and service. The review then moves to the department and proceeds as described above. In the
37 event of divergence in performance assessment between the regional campus and the department, the
38 department chair discusses the matter with the regional campus dean/director in an effort to clarify and
39 reconcile the divergence, so that the faculty member receives consistent assessment and advice.

40 41 **D Clinical Faculty**

42
43 The annual review process for clinical probationary and non-probationary faculty is identical to that for
44 tenure-track probationary and tenured faculty respectively.

45
46 In the penultimate contract year of a clinical faculty member's appointment, the department chair must
47 determine whether the position held by the faculty member will continue. If the position will not continue,
48 the faculty member is informed that the final contract year will be a terminal year of employment. The
49 standards of notice set forth in Faculty Rule 3335-6-08 ([http://trustees.osu.edu/rules/university-](http://trustees.osu.edu/rules/university-rules/rules6/)
50 [rules/rules6/](http://trustees.osu.edu/rules/university-rules/rules6/)) must be observed.

1 If the position will continue, a formal performance review for reappointment is necessary in the
2 penultimate contract year to determine whether the faculty member will be offered a new contract. This
3 review proceeds identically to the Fourth-Year Review procedures for tenure-track faculty. External
4 letters of evaluation are not solicited. There is no presumption of renewal of contract.

6 **E Associated Faculty**

8 Compensated associated faculty members in their initial appointment must be reviewed before
9 reappointment. The department chair, or designee, prepares a written evaluation and meets with the
10 faculty member to discuss his or her performance, future plans, and goals. The department chair's
11 recommendation on renewal of the appointment is final. If the recommendation is to renew, the
12 department chair may extend a multiple year appointment.

14 Compensated associated faculty members on a multiple year appointment are reviewed annually by the
15 department chair, or designee. The department chair, or designee, prepares a written evaluation and meets
16 with the faculty member to discuss his or her performance, future plans, and goals. No later than October
17 15 of the final year of the appointment, the chair will decide whether or not to reappoint. The department
18 chair's recommendation on reappointment is final.

21 **VI Merit Salary Increases and Other Rewards**

23 **A Criteria**

24 Except when the university dictates any type of across the board salary increase, all funds for annual
25 salary increases are directed toward rewarding meritorious performance and assuring, to the extent
26 possible given financial constraints, that salaries reflect the market and are internally equitable.

28 On occasion, one-time cash payments or other rewards, such as extra travel funds, are made to recognize
29 non-continuing contributions that justify reward but do not justify permanent salary increases. Such
30 payments/rewards are considered at the time of annual salary recommendations.

32 Meritorious performance in scholarship, teaching, and service are assessed in accordance with the same
33 criteria that form the basis for promotion decisions. For the purpose of contextualization, the time frame
34 for assessing performance will be the past 36 months, with attention to patterns of increasing or declining
35 productivity. Faculty with high-quality performance in all three areas of endeavor and a pattern of
36 consistent professional growth will necessarily be favored. Faculty members whose performance is
37 unsatisfactory in one or more areas are likely to receive minimal or no salary increases.

39 Faculty who fail to submit the required documentation for an annual review at the required time will
40 receive no salary increase in the year for which documentation was not provided, except in extenuating
41 circumstances, and may not expect to recoup the foregone raise at a later time.

43 **B Procedures**

45 The primary information upon which the merit decision shall be made is that provided by each faculty
46 member in the annual review document, for probationary and tenured faculty members, respectively.
47 Further information such as participating in and contributing to the program, mission, and on-going
48 functions of the Department, College, and University, and collaboration activities may be sought by the
49 department chair. If the faculty member wishes to point out some exceptional circumstances that are not
50 covered in the main portion of the annual review document, he or she can put forth a written explanation.

1 In using professional judgment to assess each faculty member, the department chair will consider the
 2 department mission together with the goals of each faculty member, and the nature of the faculty
 3 member's appointment as the faculty member's contributions and professional activities in the OAA areas
 4 are examined. To determine merit increases for each faculty member, the department chair will be
 5 expected to recognize that differences will and should exist across the faculty and consideration should be
 6 given for the demands of different pursuits as well as the opportunity and resources they are afforded.

7
 8 The department chair should pursue equity adjustments based upon an assessment of whether a faculty
 9 member's salary falls below what might be considered an accepted range for faculty with such seniority,
 10 professional contributions, rank, and qualifications.

11
 12 The department chair recommends annual salary increases and other performance rewards to the dean,
 13 who may modify these recommendations.

14
 15 Faculty members who wish to discuss dissatisfaction with their salary increase with the department chair
 16 should be prepared to explain how their salary (rather than the increase) is inappropriately low, since
 17 increases are solely a means to the end of an optimal distribution of salaries.

18 19 **C Documentation**

20
 21 The annual performance review of every faculty member requires two summary documents to be
 22 submitted to the department chair during early Spring Semester.

- 23
- 24 • updated CV, which may be made available to all faculty in an accessible place
- 25 • Annual Summary Activity Form created by the department chair

26
 27 The department chair may request additional documentation or information relative to scholarship,
 28 teaching, or service to complement or clarify the accomplishments of faculty.

29
 30 Under no circumstances should faculty solicit evaluations from any party for purposes of the annual
 31 review, as such solicitation places its recipient in an awkward position and produces a result that is
 32 unlikely to be candid.

33 34 **VII Promotion and Tenure and Promotion Reviews**

35 36 **A Criteria**

37
 38 Faculty Rule 3335-6-02 (<http://trustees.osu.edu/rules/university-rules/rules6/>) provides the following
 39 context for promotion and tenure and promotion reviews:

40
 41 *In evaluating the candidate's qualifications in teaching, scholarship, and service, reasonable*
 42 *flexibility shall be exercised, balancing, where the case requires, heavier commitments and*
 43 *responsibilities in one area against lighter commitments and responsibilities in another. In*
 44 *addition, as the university enters new fields of endeavor, including interdisciplinary endeavors,*
 45 *and places new emphases on its continuing activities, instances will arise in which the proper*
 46 *work of faculty members may depart from established academic patterns. In such cases care must*
 47 *be taken to apply the criteria with sufficient flexibility. In all instances superior intellectual*
 48 *attainment, in accordance with the criteria set forth in these rules, is an essential qualification for*
 49 *promotion to tenured positions. Clearly, insistence upon this standard for continuing members of*
 50 *the faculty is necessary for maintenance and enhancement of the quality of the university as an*
 51 *institution dedicated to the discovery and transmission of knowledge.*

1 2 **1 Promotion to Associate Professor with Tenure**

3
4 Faculty Rule 3335-6-02 (<http://trustees.osu.edu/rules/university-rules/rules6/>) provides the following
5 general criteria for promotion to associate professor with tenure:
6

7 *The awarding of tenure and promotion to the rank of associate professor must be based on*
8 *convincing evidence that the faculty member has achieved excellence as a teacher, as a scholar,*
9 *and as one who provides effective service; and can be expected to continue a program of high-*
10 *quality teaching, scholarship, and service relevant to the mission of the academic unit(s) to which*
11 *the faculty member is assigned and to the university.*

12
13 Tenure is not awarded below the rank of associate professor at The Ohio State University.

14
15 The award of tenure is a commitment of lifetime employment. It is therefore essential to evaluate and
16 judge the probability that faculty, once tenured, will continue to develop professionally and contribute to
17 the department's academic mission at a high level for the duration of their time at the university.
18

19 Every candidate is held to a high standard of excellence in all aspects of performance. Accepting
20 weakness in any aspect of performance in making a tenure decision is tantamount to deliberately
21 handicapping the department's ability to perform and to progress academically. Above all, candidates are
22 held to a very high standard of excellence in the areas central to their responsibilities. If a candidate's
23 primary teaching role is and will continue to be undergraduate teaching, then excellence in undergraduate
24 teaching is required. A mediocre performance in this area would not be adequately counterbalanced by
25 excellent performance in another aspect of teaching that is a significantly smaller part of the individual's
26 responsibilities.
27

28 Excellence in scholarship, teaching, and service are moreover defined to include professional ethical
29 conduct in each area of responsibility, consistent with the American Association of University Professors'
30 Statement on Professional Ethics
31 (<http://www.aaup.org/AAUP/pubsres/policydocs/contents/statementonprofessionalethics.htm>).
32

33 The accomplishments listed below, in the areas of scholarship, teaching, and service, are expected of
34 faculty for promotion to associate professor with tenure. In the evaluation of untenured associate
35 professors for tenure, the same criteria apply, along with any others established in writing at the time a
36 senior rank appointment without tenure was offered.
37

38 **Scholarship**

39
40 We embrace broad views of scholarship and recognize that over the course of a career a faculty member
41 may, and likely will, be engaged in more than one type of scholarship. A portion of a faculty member's
42 time will be spent in engaging in scholarship, and these activities must be fully documented in ways
43 consistent with the pursuit.
44

45 Peer-reviewed scholarly reports and activities such as grants and other scholarly projects, both sole and
46 co-authored, will continue to be considered an essential component of scholarship; however, the nature,
47 function and outlets of scholarship will be broadened to more fully encompass the mission and core
48 values of the Department and College and to more genuinely reflect the integration of scholarship,
49 teaching, and service. In addition to peer-reviewed scholarly reports and journal articles, non-traditional
50 forms of scholarship and projects are considered appropriate by the Department of Teaching and Learning

1 and by the College of Education and Human Ecology. Such publications and projects should also be fully
 2 documented in scholarship plans and annual reviews, as well as in dossiers for promotion and tenure.

3
 4 For purposes of promotion and tenure review, the processes and products of scholarship are considered to
 5 be comprised of, but not limited to, the following components:

- 6
- 7 • Scholarly books (other than edited volumes) and research monographs;
- 8 • Chapters in edited scholarly books;
- 9 • Edited scholarly books (indicate editing process);
- 10 • Editorship of scholarly, refereed journals (indicate editing process);
- 11 • Research bulletins, technical reports, and education reports (e.g., National
- 12 Commissions);
- 13 • Peer reviewed journal articles;
- 14 • Editor reviewed journal articles;
- 15 • Reviews, abstracts in journals and other venues, for example, encyclopedias (indicate review
- 16 process);
- 17 • Non-juried scholarly publications (newsletter articles, ERIC documents, position papers);
- 18 • Papers in proceedings (indicate review process);
- 19 • Unpublished scholarly presentations at conference (indicate review process);
- 20 • Submission of research proposals for outside funding and securing funding;
- 21 • Creative work related to field, such as novels, essays, poetry, and other works for broader
- 22 audiences;
- 23 • The implementation of long-term research projects from which results will not be expected for a
- 24 period of years;
- 25 • Teacher as researcher activities within one's own university classroom or other teaching
- 26 relationships;
- 27 • The development of collaborative relationships inside and outside of the university and work
- 28 within these relationships in which the faculty member may have a more facilitative role rather
- 29 than an actual production role (e.g., writing that results from these relationships may not
- 30 ultimately involve the faculty member as an author of a specific piece or pieces, but instead as
- 31 editor of a collection, writer of an introduction to a collection, etc. For instance, faculty members
- 32 may be instrumental in getting classroom teachers to write about the processes of teaching and
- 33 learning);
- 34 • The development of long term collaborative studies with schools and communities;
- 35 interdisciplinary research and development projects; etc.;
- 36 • The development and use of new technologies, including critical approaches to these
- 37 technologies.

38
 39 For promotion to associate professor with tenure, a faculty member is expected to provide convincing
 40 evidence of high quality scholarship via:

- 41
- 42 • The publishing or producing of a body of work in high-quality peer-reviewed or other rigorously-
- 43 reviewed venues (e.g., journal articles, books, monographs, policy position papers, newspaper
- 44 editorials, reports to schools and other agencies, creative and artistic outlets).
- 45 • Coherent, focused line or lines of inquiry that make a unique contribution to the field, and may
- 46 include a reanalysis of earlier work.
- 47 • The demonstration of a high degree of ethics in the conduct of research and other forms of
- 48 scholarship including, but not limited to, full and timely adherence to all regulations, and ethical
- 49 treatment of graduate students, postdoctoral fellows, and collaborators.
- 50

1 The candidate's intellectual contributions to collaborative work must be clearly and fairly described to
2 permit accurate assessment.

3
4 For promotion to associate professor with tenure, a faculty member is expected to provide convincing
5 evidence of the impact of scholarship by demonstrating that such work:

- 6
- 7 • Is beginning to be favorably cited (e.g., impact factor of journals; a beginning trend of positive
8 citations in other researchers' publications or other publications).
- 9 • Is beginning to show evidence of influence on the subsequent scholarly work or activities of
10 others (e.g., researchers, educators, practitioners, policy makers).
- 11 • Shows evidence of developing a national and/or international reputation in the candidate's field as
12 evidenced by external evaluations of scholarship, invitations to present at recognized prestigious
13 forums/gatherings/conferences, and invitations to review research papers and grant proposals,
14 and/or is beginning to demonstrate the ability to obtain external funding (i.e., external to the
15 Department of T&L).
- 16

17 The candidate should provide a self-assessment of the quality and impact of her or his scholarship in the
18 relevant narrative section of the dossier for review by the eligible faculty.

19 20 **Teaching**

21 Teaching is defined to include the pursuit of quality teaching methods and content in the courses offered
22 by the Department and in other instructional contexts (e.g., individual studies; research apprenticeships)
23 as well as advisement of undergraduate, masters, and doctoral students by faculty of the department.

24 Teaching involves not only sharing knowledge but also transforming, extending, and generating it. In the
25 Department of Teaching and Learning, we recognize that knowledge may not only be shared but also
26 generated and acquired through teaching. Teaching should have impact on and relevance to those
27 involved in the activity of teaching.

28
29 For purposes of promotion and tenure reviews, teaching must include:

- 30
- 31 • The teaching or co-teaching of university courses on or off campus or via electronic technology.
- 32 • Serving as an advisor and/or co-advisor to an appropriate number of students given the department's
33 student/faculty ratio and the faculty member's area(s) of expertise.
- 34

35 Teaching may also include, but is not limited to, the following components:

- 36
- 37 • Engaging in the improvement of curriculum through revision or new development of courses and/or
38 academic programs.
- 39 • Workshops/seminars sessions on and off campus
- 40 • Supervision of students in practica and in supervised teaching and collaborative venues such as
41 inclusive or co-teaching school settings.
- 42 • Development of teaching materials (paper, video tapes, CDs, Web pages, etc.) to be used on- and/or
43 off-campus settings (e.g., in the University classroom or in the schools). This includes the
44 development and refinement of syllabi and other materials related to courses and supervision
45 settings.
- 46 • Contributions to the development and refinement of programs and curricula within the Department
47 and College.
- 48 • Published reviews or works that are designed primarily for University classrooms and other
49 teaching settings. Products in this area may include monographs, manuals, how-to texts,

1 educational materials for learners across the life span, from young children to adults, both in and
2 outside of educational settings.

- 3 • Advisement and mentoring of undergraduate and graduate students and organizations; presentations
4 to students at all education levels (outside of students in candidate's classes). Advisement may
5 include conducting independent studies with students, overseeing research apprenticeships,
6 mentoring graduate students who are not advisees, assisting students with publications and other
7 forms of co-authoring where appropriate.
- 8 • Involvement in undergraduate/graduate/professional exams, projects/theses/dissertations.
- 9 • Consultation and/or collaborative activities with inservice teachers, including service on curriculum
10 committees and guest-teaching in the school classroom.
- 11 • The generating of external funding and/or other resources to support teaching.
- 12 • The development of new teaching strategies and methods through the faculty member's direct
13 involvement in K-12 classrooms as a teacher rather than a researcher.
- 14 • The development of teacher preparation or professional development programs with documented
15 success.

16
17 For promotion to associate professor with tenure, a faculty member is expected to present convincing
18 evidence of high quality teaching and evidence of impact.

19
20 Convincing evidence of high quality teaching should entail peer evaluations of teaching (including review
21 of instructional materials) and student evaluations (e.g., SEI, written comments) that reveal the candidate
22 has:

- 23
24 • Provided up-to-date content at an appropriate level in every instructional situation and
25 demonstrated continuing growth in subject matter knowledge.
- 26 • Demonstrated the ability to organize and present class material effectively with logic, conviction,
27 and enthusiasm.
- 28 • Demonstrated creativity in the use of various modes of instruction, classroom technology, and
29 other teaching strategies to create an optimal learning environment.
- 30 • Engaged students actively in the learning process and encouraged independent thought, creativity,
31 and appreciation of the knowledge creation process.
- 32 • Provided appropriate and timely feedback to students throughout the instructional process
- 33 • Treated students with respect and courtesy.
- 34 • Engaged in documentable efforts to improve teaching.

35
36 Convincing evidence of impact may include, but not be limited to:

- 37
38 • The extent to which pedagogical or other (e.g., digital) materials developed by the candidate have
39 been adopted by other faculty within OSU and at other institutions;
- 40 • The extent to which the candidate provides expertise on teaching at Ohio State, in professional
41 societies, at other institutions, and in the local communities (e.g., schools and other agencies).
- 42 • Teaching awards or other recognitions;
- 43 • Assessment of the success of the candidate's current and former students (e.g., job placements;
44 leadership roles).
- 45 • Other evidence related to the components of teaching delineated above.

46
47 It is also expected that the candidate will provide evidence of having engaged in:

- 48 • The improvement of curriculum through revision or new development of courses and/or academic
49 programs; and

- Serving as advisor to an appropriate number of students given the department's student/faculty ratio and the faculty member's area(s) of expertise

The candidate should also provide in the relevant section of the dossier a self-assessment of convincing evidence of high quality and impact relevant to the teaching domain.

Service

Faculty members are expected by the university and the public-at-large to make their professional knowledge and skills available to the local community, state, nation, and world. In addition, as professionals committed to governance by peers, there are many internal activities that must be performed to maintain the operations of the institution. Thus, engagement in service on campus, to the community, as well as to academic and professional organizations is an important component of the faculty member's obligation.

Expectations for engagement with service to the institution and the profession both change and increase as a faculty member's career advances. Expectations for service on and off campus are to engage in a balanced range of activities and in doing so to have begun to establish an on-campus presence, and a local, state, regional, national or international presence.

For promotion to associate professor with tenure, a faculty member is expected to present evidence that she or he has:

- Made initial contributions to the governance of the department in a manner that facilitates positive contributions by others; and
- Demonstrated the potential for useful contributions to the profession (e.g., leadership roles, service on professional committees, editorial boards of journals).

2 Promotion to Professor

Faculty Rule 3335-6-02 (<http://trustees.osu.edu/rules/university-rules/rules6/>) 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.

The specific criteria in scholarship, teaching, and service for promotion to professor are similar to those for promotion to associate professor with tenure, discussed above, with the added expectation of sustained accomplishment and quality of contributions, a record of continuing professional growth, and evidence of established national and/or international reputation in the field.

A candidate for full professor is expected to have demonstrated that his or her scholarship has made a significant, high quality and coherent contribution, nationally or internationally, to social and/or educational problems and/or issues.

Thus, a full professor's presence and leadership should be fully established on-campus and off-campus. While balance in engagement and some national presence is important, a candidate may place his/her emphasis (local, state-wide, regional, national, or international) according to his/her interests. A faculty member whose work is primarily local, however, should be able to show that the results and impact of local work has been disseminated in ways that impact the field nationally or even internationally. Faculty

1 are encouraged to represent their distinct professional identities as a member of the department's diverse
2 faculty.

3
4 When assessing a candidate's national and/or international reputation in the field, a national and/or
5 international reputation for the scholarship of teaching may be counted as either teaching or scholarship.

6
7 In addition, as further specified by Faculty Rule 3335-6-02, assessment is in relation to specific assigned
8 responsibilities with reasonable flexibility being exercised in order to balance, where the case requires,
9 heavier responsibilities and commitment in one area against lighter ones in another.

10
11 In the evaluation of untenured professors for tenure, the same criteria apply, along with any others
12 established in writing at the time a senior rank appointment without tenure was offered.

13
14 The candidate is expected to provide a self-assessment of the quality and impact of his or her scholarship,
15 teaching, and service in the relevant sections of the dossier for review by the eligible faculty.

16 17 **3 Regional Campus Faculty**

18
19 The primary function of the regional campuses is to provide high-quality instruction and to serve the
20 academic needs of their communities. With this consideration in mind, in evaluating regional campus
21 faculty for promotion and tenure or promotion, the department will give greater emphasis to the quality of
22 teaching and service relative to scholarship. Recognizing that the character and quantity of scholarship by
23 regional campus faculty may differ from that of Columbus campus faculty, due to the weight of other
24 responsibilities and lack of access to comparable resources, the department nevertheless expects regional
25 campus faculty to establish a program of high-quality scholarly activity.

26 27 **4 Clinical Faculty**

28
29
30 **Promotion to Associate Professor of Clinical Teaching and Learning.** For promotion to associate
31 professor of Clinical Teaching and Learning, a faculty member must show convincing evidence of
32 excellence as a teacher and a provider of effective service; must have a documented high level of
33 competence in professional practice; and must display the potential for continuing a program of high-
34 quality teaching and service relevant to the mission of this department. Specific criteria in teaching and
35 service for promotion to associate professor-clinical are similar to those for promotion to associate
36 professor with tenure. Scholarship activity is not expected.

37
38 **Promotion to Professor of Clinical Teaching and Learning.** For promotion to professor of Clinical
39 Teaching and Learning, a faculty member must have a record of continuing professional growth and
40 increasing quality of contributions, including a sustained record of excellence in teaching and professional
41 practice; leadership in service to this department and to the profession; and production and dissemination
42 of scholarly materials pertinent to pedagogy and/or professional practice.

43 44 **B Procedures**

45
46 The department's procedures for promotion and tenure and promotion reviews are fully consistent with
47 those set forth in Faculty Rule 3335-6-04 (<http://trustees.osu.edu/rules/university-rules/rules6/>) and the
48 Office Academic Affairs annually updated procedural guidelines for promotion and tenure reviews found
49 in Volume 3 of the Policies and Procedures Handbook (<http://oaa.osu.edu/handbook.html>). The following
50 sections, which state the responsibilities of each party to the review process, apply to all faculty s in the
51 department.

1 Candidate Responsibilities

Candidates are responsible for submitting a complete, accurate dossier fully consistent with Office of Academic Affairs guidelines. Candidates should not sign the Office of Academic Affairs Candidate Checklist without ascertaining that they have fully met the requirements set forth in the Office of Academic Affairs core dossier outline including, but not limited to, those highlighted on the checklist.

If external evaluations are required, candidates are responsible for reviewing the list of potential external evaluators developed by the department chair and the Promotion and Tenure Committee by mid-Spring. The candidate may add no more than three additional names, but is not required to do so. The candidate may request the removal of no more than two names, providing the reasons for the request. The department chair decides whether removal is justified.

2 Promotion and Tenure Committee Responsibilities

The responsibilities of the Promotion and Tenure Committee are as follows:

- To review this document annually and to recommend proposed revisions to the faculty.
- To consider annually, in Spring semester, requests from faculty members seeking a non-mandatory review in the subsequent academic year (i.e., in the Fall semester) and to decide whether it is appropriate for such a review to take place. Faculty members should declare their intention early in Spring semester prior to the academic year in which they are seeking a non-mandatory review. Only professors on the committee may consider promotion review requests to the rank of professor. A two-thirds majority of those eligible to vote on a request must vote affirmatively for the review to proceed.
 - The committee bases its decision on assessment of the record as presented in the faculty member's dossier and on a determination of the availability of all required documentation for a full review (student and peer evaluations of teaching). The candidate should provide at least three scholarly publications. Lack of the required documentation is necessary and sufficient grounds on which to deny a non-mandatory review.
 - A tenured faculty member may only be denied a formal promotion review under Faculty Rule 3335-6-04 (<http://trustees.osu.edu/rules/university-rules/rules6/>) for one year. If the denial is based on lack of required documentation and the faculty member insists that the review go forward in the following year despite incomplete documentation, the individual should be advised that such a review is unlikely to be successful.
 - Consistent with Office of Academic Affairs policy, only faculty members who are citizens or permanent residents of the United States may be considered for non-mandatory tenure review. The committee must confirm with the department chair that an untenured faculty member seeking non-mandatory tenure review is a U.S. citizen or permanent resident (has a "green card"). Faculty members not eligible for tenure due to lack of citizenship or permanent residency are moreover not considered for promotion by this department.

A decision by the committee to permit a review to take place in no way commits the eligible faculty, the department chair, or any other party to the review to making a positive recommendation during the review itself. If a negative decision to allow a formal promotion review is rendered by the Promotion and Tenure

1 Committee, the candidate has the option of requesting a department-wide faculty vote to obtain a formal
 2 non-mandatory review.

- 3
- 4 • Annually, in late Spring through early Autumn semester, to provide administrative support for the
 5 promotion and tenure review process as described below.
 - 6
 - 7 ○ **Late Spring:** Select from among its members a Procedures Oversight Designee who will
 8 serve in this role for the following year. The Procedures Oversight Designee cannot be
 9 the same individual who chairs the committee. The Procedures Oversight Designee's
 10 responsibilities are described in the Office of Academic Affairs annual procedural
 11 guidelines.
 - 12
 - 13 ○ **Mid-Spring:** Suggest names of external evaluators to the Department chair.
 - 14
 - 15 ○ **Summer; early Autumn:** Review candidates' dossiers for completeness, accuracy
 16 (including citations), and consistency with Office of Academic Affairs requirements; and
 17 work with candidates to assure that needed revisions are made in the dossier before the
 18 formal review process begins.
 - 19
 - 20 ○ Meet with each candidate for clarification as necessary and to provide the candidate an
 21 opportunity to comment on his or her dossier. This meeting is not an occasion to debate
 22 the candidate's record.
 - 23
 - 24 ○ Draft a summary of the candidate's performance in scholarship, teaching, and service,
 25 based on data sources (e.g., dossier, SEIs, internal & external letters, sample
 26 publications), including the candidate's self-assessments, research statement, and
 27 teaching statement. The eligible faculty should review these data sources prior to the
 28 deliberation meeting. The draft is a summary of information, not a letter, which is
 29 provided at the deliberation meeting for discussion purposes (e.g., evaluation of
 30 strengths, issues, any inconsistent evidence). The Promotion & Tenure Committee neither
 31 votes on cases nor takes a position in presenting this summary of the record and data
 32 sources.
 - 33
 - 34 ○ Draft a letter following the faculty meeting to include the faculty vote and a summary of
 35 the faculty perspectives expressed during the meeting. This letter should be made
 36 available to the faculty, present at the deliberation meeting, for perusal—allowing a
 37 reasonable amount of time for the review and comment process. The final version of the
 38 letter (i.e., written evaluation) and recommendation should be forwarded to the
 39 department chair.
 - 40
 - 41 ○ Provide a written response, on behalf of the eligible faculty, to any candidate's comments
 42 that warrant response, for inclusion in the dossier.
 - 43
 - 44 ○ Provide a written evaluation and recommendation to the department chair in the case of
 45 joint appointees whose tenure-initiating unit is another department. The full eligible
 46 faculty does not vote on these cases since the department's recommendation must be
 47 provided to the other tenure initiating unit substantially earlier than the Committee begins
 48 meeting on this department's cases.
 - 49

50 **3 Eligible Faculty Responsibilities**

51

1 The responsibilities of the members of the eligible faculty are as follows:
2

- 3 • To review thoroughly and objectively every candidate's dossier (e.g., sources of data) in advance
4 of the meeting at which the candidate's case will be discussed.
5
- 6 • To attend all deliberation meetings of the voting-eligible faculty except when circumstances
7 beyond one's control prevent attendance; to participate in discussion of every case; and to vote.
8

9 **4 Department Chair Responsibilities**

10 The responsibilities of the department chair are as follows:
11

- 12
- 13 • Where relevant, to verify the prospective candidate's residency status. Faculty members who are
14 neither citizens nor permanent residents of the United States may not undergo a non-mandatory
15 review for tenure, and tenure will not be awarded as the result of a mandatory review until
16 permanent residency status is established. Faculty members not eligible for tenure due to lack of
17 citizenship or permanent residency are moreover not considered for promotion by this
18 department.
19
- 20 • **Late Spring/Early Summer Semester:** To solicit external evaluations from a list including
21 names suggested by the Promotion and Tenure Committee, the department chair, and the
22 candidate.
23
- 24 • To make adequate copies of each candidate's dossier (e.g., sources of data) available in an
25 accessible place (e.g., online) for review by the eligible faculty at least two weeks before the
26 meeting at which specific cases are to be discussed and voted.
27
- 28 • To remove any member of the eligible faculty from the review of a candidate when the member
29 has a conflict of interest but does not voluntarily withdraw from the review.
30
- 31 • To attend the meetings of the eligible faculty at which promotion and tenure matters are discussed
32 and respond to questions raised during the meeting.
33
- 34 • **Mid-Autumn Semester:** To provide an independent written evaluation and recommendation for
35 each candidate, following receipt of the eligible faculty's completed evaluation and
36 recommendation.
37
- 38 • To meet with the eligible faculty to explain any recommendations contrary to the
39 recommendation of the faculty vote.
40
- 41 • To inform each candidate in writing after completion of the department review process:
42
 - 43 ○ of the recommendations by the eligible faculty and department chair
 - 44
 - 45 ○ of the availability for review of the written evaluations by the eligible faculty and
46 department chair
 - 47
 - 48 ○ of the opportunity to submit written comments on the above material, within ten days
49 from receipt of the letter from the department chair, for inclusion in the dossier. The letter

1 is accompanied by a form that the candidate returns to the department chair, indicating
2 whether or not he or she expects to submit comments.

- 3
- 4 • To provide a written response to any candidate's comments that warrants response for inclusion
5 in the dossier.
 - 6
 - 7 • To forward the completed dossier to the college office by that office's deadline, except in the case
8 of associated faculty for whom the department chair recommends against promotion. A negative
9 recommendation by the department chair is final in such cases.
 - 10
 - 11 • To receive the Promotion and Tenure Committee's written evaluation and recommendation of
12 candidates who are joint appointees from other tenure initiating units, and to forward this
13 material, along with the department chair's independent written evaluation and recommendation,
14 to the department chair of the other tenure initiating unit by the date requested.
 - 15

16 **5 Procedures for Regional Campus Faculty**

17
18 Regional campus faculty are first reviewed by the regional campus faculty according to the process
19 established on that campus and then by the regional campus dean/director. The regional campus review
20 focuses on teaching and service.

21
22 The regional campus dean/director forwards the written evaluation and recommendation of the regional
23 campus review to the department chair, from which point the review follows the procedures described for
24 the Columbus campus faculty.

25 **6 External Evaluations**

26
27
28 External evaluations of scholarly activity and research are obtained for all promotion reviews in which
29 scholarship must be assessed. These include all tenure track promotion and tenure or promotion reviews
30 and all adjunct faculty promotion reviews. External evaluations of scholarly activity and research are not
31 obtained for clinical faculty members unless the faculty member has been involved in a significant
32 amount of scholarship. The decision to seek external evaluations for a clinical faculty member will be
33 made by the department chair after consulting with the candidate and the chair of the Promotion and
34 Tenure committee..

35
36 A minimum of five credible and useful evaluations must be obtained. A credible and useful evaluation:

- 37
- 38 • Is written by a person highly qualified to judge the candidate's scholarship (or other performance,
39 if relevant) who is not a close personal friend, research collaborator, or former academic advisor
40 or post-doctoral mentor of the candidate. Qualifications are generally judged on the basis of the
41 evaluator's expertise, record of accomplishments, and institutional affiliation. This department
42 will only solicit evaluations from associate or full professors at institutions comparable to Ohio
43 State. Evaluations must come from faculty at or above the rank for which the candidate is seeking
44 promotion.
- 45
- 46 • Provides sufficient analysis of the candidate's performance to add information to the review. A
47 letter's usefulness is defined as the extent to which the letter is analytical as opposed to
48 perfunctory. Under no circumstances will "usefulness" be defined by the perspective taken by an
49 evaluator on the merits of the case.
- 50

1 Since the department cannot control who agrees to write and or the usefulness of the letters received,
 2 more letters are sought than are required, and they are in a time-frame that will allow for a full and
 3 thorough review by the committee of eligible faculty. This timing allows additional letters to be requested
 4 should fewer than five useful letters result from the first round of requests.

5
 6 As described above, a list of potential evaluators is assembled by the Promotion and Tenure Committee,
 7 the department chair, and the candidate. If the evaluators suggested by the candidate meet the criteria for
 8 credibility, a letter is requested from at least one of those persons. Faculty Rule 3335-6-04
 9 (<http://trustees.osu.edu/rules/university-rules/rules6/>) requires that no more than half the external
 10 evaluation letters in the dossier be written by persons suggested by the candidate. In the event that the
 11 person(s) suggested by the candidate do not agree to write, neither the Office of Academic Affairs nor this
 12 department requires that the dossier contain letters from evaluators suggested by the candidate.

13
 14 The department follows the Office of Academic Affairs suggested format, provided at
 15 <http://oaa.osu.edu/sampledocuments.html>, for letters requesting external evaluations.

16
 17 Under no circumstances may a candidate solicit external evaluations or initiate contact in any way with
 18 external evaluators for any purpose related to the promotion review. If an external evaluator should
 19 initiate contact with the candidate regarding the review, the candidate must inform the evaluator that such
 20 communication is inappropriate and report the occurrence to the department chair, who will decide what,
 21 if any, action is warranted (i.e., requesting permission from the Office of Academic Affairs to exclude
 22 that letter from the dossier). It is in the candidate's self-interest to assure that there is no ethical or
 23 procedural lapse, or the appearance of such a lapse, in the course of the review process.

24
 25 All solicited external evaluation letters that are received must be included in the dossier. If concerns arise
 26 about any of the letters received, these concerns may be addressed in the department's written evaluations
 27 or brought to the attention of the Office of Academic Affairs for advice.

28 **C Documentation**

29
 30
 31 As noted above under Candidate Responsibilities, every candidate must submit a complete and accurate
 32 dossier that follows the Office of Academic Affairs dossier outline. Although the Promotion and Tenure
 33 Committee makes reasonable efforts to check the dossier for accuracy and completeness, the candidate
 34 bears full responsibility for all parts of the dossier that are to be completed by the candidate.

35
 36 The complete dossier, including the documentation of teaching noted in bold below, is forwarded when
 37 the review moves beyond the department. The documentation of scholarship and service noted below is
 38 for use during the department review only, unless reviewers at the college and university levels
 39 specifically request it.

- 40
 41 • Any published materials presented for consideration should be in the form of reprints,
 42 photocopies of journal articles, or other final form that documents actual publication. An author's
 43 manuscript does not document publication. Electronic copies of publications are acceptable and
 44 desirable.
 45
 46 • Under no circumstances should faculty solicit evaluations from any party for purposes of the
 47 review.

48 **1 Teaching**

49
 50
 51 For the time period since the last promotion or the last five years, whichever is less:

- 1
- 2 • Cumulative SEI reports (Student Evaluation of Instruction computer-generated summaries
- 3 prepared by the Office of the University Registrar) for every class or a department approved
- 4 alternative by the Promotion & Tenure Committee
- 5 • Peer evaluation of teaching reports as required by the department's peer evaluation of teaching
- 6 program
- 7 • Copies (paper or electronic) of pedagogical papers, books or other materials published, or
- 8 accepted for publication. Material accepted for publication but not yet published must be
- 9 accompanied by a letter from the publisher stating that the work has been unequivocally accepted
- 10 and is in final form with no further revisions needed.
- 11 • Teaching activities as listed in the core dossier including
 - 12 ○ involvement in graduate/professional exams, theses, and dissertations, and undergraduate
 - 13 research
 - 14 ○ mentoring postdoctoral scholars and researchers
 - 15 ○ extension and continuing education instruction
 - 16 ○ involvement in curriculum development
 - 17 ○ awards and formal recognition of teaching
 - 18 ○ presentations on pedagogy and teaching at national and international conferences
 - 19 ○ adoption of teaching materials at other colleges or universities
- 20 • Other relevant documentation of teaching as appropriate

21 **2 Scholarship**

22
23 For the time period since the last promotion:

- 24
- 25 • Copies (paper or electronic) of all books, articles, and scholarly papers published or accepted for
- 26 publication. Papers accepted for publication but not yet published must be accompanied by a
- 27 letter from the publisher stating that the paper has been unequivocally accepted and is in final
- 28 form, with no further revisions needed.
- 29 • Documentation of grants and contracts received
- 30 • Other relevant documentation of research as appropriate (published reviews including
- 31 publications where one's work is favorably cited, grants and contract proposals that have been
- 32 submitted)
- 33 • Scholarship activities as listed in the core dossier including
 - 34 ○ documentation of creative works pertinent to the candidate's professional focus including
 - 35 artwork, choreography, collections, compositions, curated exhibits, moving images,
 - 36 multimedia, performances, radio, recitals, recordings, television, and websites
 - 37 ○ documentation of inventions, patents, disclosures, options and commercial licenses
 - 38 ○ list of prizes and awards for research, scholarly, or creative work
 - 39 ○ other relevant documentation of scholarship as appropriate

41 **3 Service**

42
43 For the time period since the last promotion:

- 44
- 45 • Service activities as listed in the core dossier including
 - 46 ○ involvement with professional journals and professional societies
 - 47 ○ consultation activity with industry, education, or government
 - 48 ○ clinical services
 - 49 ○ administrative service to department
 - 50 ○ administrative service to college

- 1 ○ administrative service to university and Student Life
- 2 ○ advising to student groups and organizations
- 3 ○ awards and prizes for service to profession, university, or department
- 4 ○ other documentation of service activities as appropriate
- 5 • Any available documentation (e.g. letters from committee chairs) of the quality of service that
- 6 enhances the list of service activities in the dossier

8 **VIII Appeals**

9
10 Faculty Rule 3335-6-05 (<http://trustees.osu.edu/rules/university-rules/rules6/>) sets forth general criteria
11 for appeals of negative promotion and tenure decisions. Appeals alleging improper evaluation are
12 described in Faculty Rule 3335-5-05 (<http://trustees.osu.edu/rules/university-rules/rules5/>).

13
14 Disagreement with a negative decision is not grounds for appeal. In pursuing an appeal, the faculty
15 member is required to document the failure of one or more parties to the review process to follow written
16 policies and procedures.

19 **IX Seventh-Year Reviews**

20
21 Faculty Rule 3335-6-05 (<http://trustees.osu.edu/rules/university-rules/rules6/>) sets forth the conditions of
22 and procedures for a Seventh Year Review for a faculty member denied tenure as a result of a sixth year
23 (mandatory tenure) review.
24

26 **X Procedures for Student and Peer Evaluation of Teaching**

28 **A Student Evaluation of Teaching**

29
30 University Rule 3335-3-35 requires that students are given the opportunity to evaluate the quality of
31 instruction provided in each of their courses. The 10-item SEI document is the official university-wide
32 instrument provided for this purpose. Online SEIs are automatically generated for all instructors.
33 Excluded course types not automatically enrolled in online SEIs include courses with catalog number
34 999, 998 or courses with numbers that end in 93. Independent Study (IND) or Field Experience (FLD)
35 courses are generally excluded from automatic SEI reports.
36

37 Use of the Student Evaluation of Instruction (SEI) form is required in every course offered in this
38 department. Instructors should encourage a high completion rate by explaining to the class the
39 significance of the evaluation. When a small proportion of the class completes the evaluation, the
40 resulting information has little value either for improving instruction or for performance evaluation.
41

42 **B Peer Evaluation of Teaching**

43 Peer evaluations are arrived at through systematic observation of teaching. Peer review of
44 teaching focuses on course content, as well as clarity and appropriateness of delivery and degree
45 of engaging the students in the learning process within the confines of the given nature of the
46 course.
47

48 Tenured faculty will engage in peer evaluations of teaching on an ad-hoc basis. Such
49 assignments will be made by the department chair, in consultation with the chair of the
50 Promotion and Committee. Depending on the volume of peer review activity required, a Peer

1 Review of Teaching Committee may be formed on an ad-hoc basis to support this work. This
2 committee will be constituted by the department chair in consultation with the chair of the
3 Promotion and Tenure committee.

4
5 The responsibilities related to peer review of teaching are as follows:

- 6
7 • To review the teaching of probationary tenure track and clinical faculty at least once per year,
8 with the goal of assessing teaching at all the levels of instruction to which the faculty member is
9 assigned in the course of each probationary year
- 10
11 • To review the teaching of tenured associate professors at least twice prior to their intent to seek
12 full professorship. To review non-probationary clinical faculty at the rank of associate professor
13 of upon request by the department chair, with the goal of assessing teaching at all the levels of
14 instruction to which the faculty member is assigned over a three year period
- 15
16 • To review, *upon the department chair's request*, the teaching of any faculty member not currently
17 scheduled for review. Such reviews are normally triggered by low or declining student
18 evaluations or other evidence of the need for providing assistance in improving teaching.
- 19
20 • To review the teaching of a faculty member not currently scheduled for review, upon that
21 individual's request, to the extent that time permits. Reviews conducted at the request of the
22 faculty member are considered formative only. The department chair is informed that the review
23 took place, but the report is given only to the faculty member who requested the review. Faculty
24 seeking formative reviews should also seek the services of the University Center for the
25 Advancement of Teaching (www.ucat.osu.edu).

26
27 Regularly scheduled peer teaching evaluations are comprehensive and should include, in addition to class
28 visitation, review of course syllabi and related instruction materials. In the case of peer review for the
29 purposes of promotion and tenure reviews, the class visitation is conducted by a peer of higher rank than
30 the candidate. The peer reviewer should meet with the candidate to establish a time for the visit and to
31 understand the goals of the course and the candidate's teaching philosophy. Peer review focuses on
32 course content, as well as clarity and appropriateness of delivery and degree of engaging the
33 students in the learning process within the confines of the given nature of the course. At the
34 conclusion of the class visits, the reviewer meets with the candidate to give feedback and also submits a
35 written report to the department chair and the chair of the Promotion and Tenure Committee, copied to the
36 candidate. The candidate may provide written comments on this report and the reviewer may respond if
37 he/she wishes. The reports are included in the candidate's promotion and tenure dossier.
38