

P&T Frequently Asked Questions

- 1) Our department has a tenured faculty member with a 50% FTE appointment in our department, but whose tenure is in the other department. Can s/he vote on P&T cases in our department?

No. An individual is only a member of the eligible faculty in the unit where his/her tenure resides. OAA encourages department to seek input from joint-appointed faculty through alternate means.

- 2) Where should candidates undergoing promotion and tenure or promotion review first turn with questions?

They should first turn to the chair of the committee of the eligible faculty in their unit. While OAA is always happy to answer any questions that we can, most questions from candidates can better be answered at the local level by individuals familiar with the unit's APT Document and departmental practices.

- 3) A candidate wants to include work on a specific project under both teaching and research in the Core Dossier. How should we respond?

The dossier should not contain any duplicative material. If the candidate is unsure where to include a specific project, the chair of the committee of the eligible faculty should recommend the best location in the dossier. The candidate may include a brief explanation of how the material relates to both sections in the narrative portion of the dossier.

- 4) A candidate wants to include material in the Core Dossier from time spent at another institution. Is this permitted?

Use the date of hire or date of last promotion, whichever is most recent. However, such material may be included if the eligible faculty consider it relevant to the review (e.g. research work begun at another institution and completed at Ohio State; national awards and prizes). Note: Other information can be included in RIV for purposes of producing a C.V. The dossier can be run with dates provided by the candidate.

- 5) A candidate for promotion to full professor wants to include material in the Core Dossier that was included in the mandatory review. Is this permitted?

OAA discourages including material prior to the date of last promotion since this material is assumed to have met the criteria for the previous promotion. The current review should focus on the accomplishments since that date. The eligible faculty may allow a candidate to include information from before the date of last promotion only if it feels such information would be relevant to the review.

- 6) A candidate for promotion to full professor wants to include the verbatim student comments for the past ten years. Is this permitted?

OAA discourages including material that is older than five years old in the teaching section of the dossier. Furthermore, verbatim student comments are not to be included. Instead, a summary of the comments should be included in the dossier. This summary can be written by a member of the P&T committee or by a staff member. The POD and the candidate should review the summary to ensure that it is representative of the student comments.

- 7) We have a candidate coming up for consideration for promotion to full professor, but have only two full professors in the department. How should we proceed?

Your department chair, in consultation with your dean, will appoint a full professor from another department to serve as a member of the eligible faculty for this review. The outside members should not serve as chair of the committee of the eligible faculty or POD for the review.

- 8) I am going to be out of town when the eligible meet to discuss and vote on a candidate's promotion. May I vote?

Individuals who are unable to be physically present for the discussion may only vote if they participate in the discussion via teleconferencing.

- 9) How do I include additional material (C.V., teaching portfolio, sample articles) in my dossier?

Additional materials requested by the eligible faculty can be appended at the end. They should only be forwarded to the college at the request of the dean. They should not be forwarded to OAA.

- 10) Our department chair wants to attend the meeting of the committee of the eligible faculty. Is this permitted?

OAA requires that TIU heads be *ex officio* members of every department/school committee, including the committee of the eligible faculty. As a member of the committee, the TIU head has the right to attend and speak at these meetings, though the Rules of the University Faculty prohibit the TIU head from voting. In some units the TIU head runs the meeting, while in others s/he attends primarily to listen and answer questions that arise.

- 11) What should I include in the description of external evaluators?

If the evaluator is directly in the field, only a very brief description of qualifications is needed to establish credibility. A longer and more detailed explanation is needed if the credibility of the evaluator needs some further justification (i.e., the reviewer is not at a peer institution, is or in another field, does not have the usual terminal degree in the field). OAA does not require anything in addition to Form 106. A C.V., if required by the dean, should not be forwarded to OAA.

- 12) An individual asked to write an external review turns out to be a research collaborator. What should we do?

There are two options. The letter could be included with the internal letters of evaluation, or the letter could be removed after consultation with the dean and OAA.

- 13) Can we guarantee confidentiality to individuals who are asked to write an external evaluation?

No. The Ohio Public Records Act requires that public records be made available upon request. Documents generated for P&T reviews are public records. Candidates and others may request access to these documents, and units must provide them. Units may inform the evaluators that the candidate has asked to view the evaluation letters, but they are not required to do so under the law. Units may remove the name and address of the reviewer before making them available, but must provide the entire letter if specifically requested by the candidate. If letters are requested, OAA recommends that they be supplied once the dossier is complete and during the comments period.

- 14) Does a work in progress go in the list of publications?

Only works that have been submitted for review should be listed in Section 1) k) of Research. Works that are being drafted and not yet submitted may be included in the narrative section (3) under Research.

- 15) Is the POD a voting member of the committee of the eligible faculty?

Yes.

- 16) A member of the committee of the eligible faculty has co-authored an article with the candidate under review for promotion. Is this a conflict of interest?

Maybe. OAA's position is that a conflict exists when the faculty member is co-author on a significant portion (at least 50%) of the candidate's published work. In instances where the collaboration is less significant, the guiding principle is whether or not the collaborator's individual, professional investment in the candidate's success could cloud his/her reading of the dossier. The committee of the eligible faculty should discuss the potential conflict and the chair of the committee or the department chair (depending on

the unit's APT Document) should rule on the conflict before discussion begins on the candidate's dossier.