

Appointments, Promotion, and Tenure Criteria and Procedures for the
Department of Chemical and Biomolecular Engineering
(Approved by Faculty, Sept 14, 2012 JJC)

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1. PREAMBLE

This document is a supplement to Chapter 6 and 7 of the Rules of the University Faculty <http://trustees.osu.edu/rules6/index.php>; the Office of Academic Affairs annually updated procedural guidelines for promotion and tenure reviews (<http://oaa.osu.edu/policiesprocedureshandbook.html> Volume 3); and other policies and procedures of the college and University to which the department of Chemical and Biomolecular Engineering and its faculty are subject.

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

This document must be approved by the Dean of the College of Engineering and the Office of Academic Affairs before it may be implemented. It sets forth the Department's mission and, in the context of that mission and the missions of the College and University, its criteria and procedures for faculty appointments and for faculty promotion, tenure and rewards, including salary increases. In approving this document, the Dean and the Office of Academic Affairs accept the mission and criteria of the Department and delegate to it the responsibility to apply high standards in evaluating current faculty and faculty candidates in relation to departmental mission and criteria.

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

2. DEPARTMENT MISSION

The Mission of the Department of Chemical and Biomolecular Engineering is:

To educate undergraduate and graduate students in Chemical and Biomolecular Engineering and foster cross-fertilization with other disciplines.

To advance the state-of-the-art knowledge of Chemical and Biomolecular Engineering and allied fields through novel and sustained research.

To serve the public, academic and industrial communities through consultation, collaborative efforts, dissemination of research results, entrepreneurship and participation in conferences and professional societies.

To value diversity as defined broadly in scholarship, approaches to teaching and in student, faculty and staff make-up.

It is understood that the statements below are to be considered within the general framework provided by the Rules of the University Faculty, and are subject to the provisions of that document.

3. DEFINITIONS

A. Committee of the Eligible Faculty

1 Tenure-track Faculty

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

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

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

2 Clinical Faculty

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

The eligible faculty for senior rank of new appointments, reappointment, contract renewal, and promotion of clinical faculty consists of all tenured faculty of higher rank than the candidate whose tenure resides in the department and all nonprobationary clinical faculty of higher rank than the candidate whose primary appointment is in the department excluding the department chair, the dean and assistant and associate deans of the college, the executive vice president and provost, and the president.

3 Research Faculty

The eligible faculty for appointment reviews of research faculty consists of all tenure-track faculty whose tenure resides in the department, all clinical faculty whose primary appointment is in the department, and all research faculty whose primary appointment is in the department.

The eligible faculty for senior rank of new appointments, reappointment, contract renewal, and promotion reviews of research faculty consists of all tenured faculty of higher rank than the candidate whose tenure resides in the department, all nonprobationary clinical faculty of higher rank than the candidate whose primary appointment is in the department, and all nonprobationary research faculty of higher rank than the candidate whose primary appointment is in the department excluding the department chair, the dean and assistant and associate deans of the college, the executive vice president and provost, and the president.

4 Conflict of Interest

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

5 Minimum Composition

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

B. Promotion and Tenure Committee

The department has a Promotion and Tenure Committee that assists the Committee of the Eligible Faculty in managing the personnel and promotion and tenure issues. The committee consists of three professors and two associate professors. The committee's chair and membership are appointed by the department chair. The term of service is three years, with reappointment possible.

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

When considering cases involving research faculty the Promotion and Tenure Committee may be augmented by two nonprobationary clinical faculty members and two nonprobationary research faculty members.

C. Quorum

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

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

D. Recommendation from the Committee of the Eligible Faculty

In all votes taken on personnel matters only "yes" and "no" votes are counted. Abstentions are not votes. Faculty members are strongly encouraged to consider whether they are participating fully in the review process when abstaining from a vote on a personnel matter.

Absentee ballots and proxy votes are not permitted.

1. Recommendations for Appointment

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

2. Reappointment, Promotion and Tenure, Promotion, and Contract Renewal

A positive recommendation from the eligible faculty for reappointment, promotion and tenure, promotion, and contract renewal is secured when a simple majority of the votes cast are positive.

4. APPOINTMENTS

There are five types of faculty in the Department of Chemical and Biomolecular Engineering: tenure-track, clinical, research, associated, and courtesy. (It is noted that instructors are a sub class of tenure-track faculty). Tenure-track, clinical, research and associated faculty positions require the approval of the Dean. In addition to complying with all University and College rules with respect to the total number of clinical and research faculty, under no circumstance will the combined number of clinical and research faculty exceed 20% of the total number of tenure-track clinical and research faculty. Following is the Department of Chemical and Biomolecular Engineering's criteria for each of the five types of faculty.

A. CRITERIA

1.0 General Criteria for Tenure-track Faculty

The candidate offered a position will:

- have demonstrated through clear and convincing evidence that for the particular appointment the criteria have been met or exceeded in the following areas: teaching, scholarship and service.
- enhance or have strong potential to enhance the quality of the Tenure Initiating Unit (TIU).
- have support for the appointment, demonstrated by a strong consensus within the TIU as evidenced by an appropriate faculty review and a 66 percent positive vote. Only positive and negative votes of the currently eligible voting faculty are valid and a faculty may remove themselves from the vote if they were not present for a majority of the evaluation/deliberation of the candidate.

1.1 Criteria: Tenure-track Assistant Professor

The candidate offered a position will:

- have an earned doctorate or other terminal degree in the relevant field of study or possession of equivalent experience.
- have a potential for excellence in teaching, as demonstrated by a record of teaching and/or excellence in verbal and written communication.
- have a potential for excellence in scholarship as demonstrated by having produced a body of research, scholarship and creative work.
- have a potential to perform effective service.
- have a strong potential to attain tenure and advance through the faculty ranks.

Appointment of the position of instructor can be made to an offeree if all of the criteria for the position of a tenure- faculty assistant professor have been met with the exception that the offeree will not have completed the terminal degree at the time of the appointment. Award of the terminal degree must be imminent. Therefore, an individual who begins an appointment as an instructor without the terminal degree must complete the terminal degree and be promoted by the beginning of the third year of appointment or that year is the last year of an appointment (ref Faculty Rule 3335-6-03).

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 early promotion.

1.2 Criteria: Associate Professor with Tenure

- exceed the TIU criteria for appointment as a tenure-track Assistant Professor.
- meet or exceed the TIU criteria for promotion to Associate Professor with tenure

Candidates who have not held a faculty position will have to demonstrate strong research achievements and recognition, an aptitude and strong interest in teaching and a record of service to the profession.

1.3 Criteria: Professor with Tenure

- exceed the TIU criteria for appointment as an Associate Professor with tenure
- meet or exceed the TIU criteria for promotion to Professor with tenure

Candidates who have not held a faculty position will have to demonstrate international recognition for their research, an aptitude and strong interest in teaching and significant service to the profession.

1.4 Criteria: Associate Professor without Tenure.

Appointment to this position generally includes tenure. However, in special cases, a probationary period may be granted, in accordance with Faculty Rule 3335-6-03, for a period not to exceed four years.

2. General Criteria for Clinical Faculty.

A Clinical faculty exists in the Department of Chemical and Biomolecular Engineering. Clinical faculty in the College of Engineering will be referred to as "Assistant, Associate, or" Professor of Practice in Chemical and Biomolecular Engineering. Distinctions among ranks are based on the level of distinction attained by the candidate. Reappointment is based on the candidate's performance and on the continued needs of the TIU. Clinical faculty appointments are generally for three years and can in no case be greater than for five years.

Instructor of Clinical XXX. Appointment is normally made at the rank of instructor of clinical XXX when the appointee has not completed the requirements for the terminal degree or has not obtained the required licensure/certification at the time of appointment. The department will make every effort to avoid such appointments. An appointment at the instructor level is limited to a four-year contract. In such cases, if the instructor has not completed requirements for promotion to the rank of assistant professor by the beginning of the penultimate year of the contract period, a new contract will not be considered even if performance is otherwise adequate and the position itself will continue.

Assistant Professor of Clinical XXX. An earned doctorate and the required licensure/certification in his or her specialty are the minimum requirements for appointment at the rank of assistant professor of clinical XXX. Evidence of ability to teach is highly desirable.

Associate Professor of Clinical XXX and Professor of Clinical XXX. Appointment at the rank of associate professor of clinical XXX or professor of clinical XXX requires that the individual have the required licensure/certification in his/her specialty, and meet, at a minimum, the department's criteria—in teaching, professional practice and other service, and scholarship—for promotion to these ranks.

Clinical faculty may participate in matters of governance and committee service in the Department and at the College level, except that they cannot participate as voting members of the faculty at the Department level; consistent with College of Engineering Rules, they may vote at the College level.

3, General Criteria for Research Faculty.

Research faculty in the College of Engineering will be referred to as “Assistant, Associate, or Research Professor in Chemical and Biomolecular Engineering. Distinctions among ranks are based on the level of distinction attained by the candidate as described below. Reappointment is based on the candidate’s performance and on the continued needs of the TIU. Research faculty appointments are generally for three years and can in no case be for less than one or greater than five years.

Research Assistant Professor. Appointment at the rank of research assistant professor requires that the individual have a doctorate and a record of high-quality publications that strongly indicate the ability to sustain an independent, externally funded research program.

Research Associate Professor and Research Professor. Appointment at the rank of research associate professor or research professor requires that the individual have a doctorate and meet, at a minimum, the department's criteria for promotion to these ranks.

Research faculty may participate in matters of governance and committee service in the Department and at the College level, except that they cannot participate as voting members of the faculty at the Department level; consistent with College of Engineering Rules, they may vote at the College level.

4. Associated Faculty.

Faculty Rule 3335-5-19 allows “associated” faculty, and in the Department of Chemical and Biomolecular Engineering these associated faculty include: lecturers, senior lecturers, faculty with tenure-track titles having appointments less than 50% , and adjunct and visiting faculty. Associated appointments are made for no more than one year at a time, and must expire not later than June 30 of the fiscal year in which the appointment commences. Associated faculty are not eligible for tenure.

An associated faculty member must hold a Ph.D. or, alternatively, have had significant, industrial and or practical experience comparable to a terminal degree. Visiting faculty may not be appointed for more than three consecutive years at 100% FTE.

Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor. Adjunct appointments may be compensated or uncompensated. Adjunct faculty appointments are given to individuals who give academic service to the department, such as teaching a course or serving on graduate student committees, for which a faculty title is appropriate. Typically the adjunct faculty rank is determined by applying the criteria for appointment of tenure-track faculty. Adjunct faculty members are eligible for promotion (but not tenure) and the relevant criteria are those for promotion of tenure-track faculty.

Lecturer. Appointment as lecturer requires that the individual have, at a minimum, a Master's degree in a field appropriate to the subject matter to be taught. Evidence of ability to provide high-quality instruction is desirable. Lecturers are not eligible for tenure, but may be promoted to senior lecturer if they meet the criteria for appointment at that rank. The initial appointment for a lecturer should generally not exceed one year.

Senior Lecturer. Appointment as senior lecturer requires that the individual have, at a minimum, a doctorate in a field appropriate to the subject matter to be taught, along with evidence of ability to provide high-quality instruction; or a Master's degree and at least five years of teaching experience with documentation of high quality. Senior lecturers are not eligible for tenure or promotion. The initial appointment for a senior lecturer should generally not exceed one year.

Assistant Professor, Associate Professor, Professor with FTE below 50%. Appointment at tenure-track titles is for individuals at 49% FTE or below, either compensated (1 – 49% FTE) or uncompensated (0% FTE). The rank of associated faculty with tenure-track titles is determined by applying the criteria for appointment of tenure-track faculty. Associated faculty members with tenure-track titles are eligible for promotion (but not tenure) and the relevant criteria are those for promotion of tenure-track faculty.

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

5. Courtesy Appointments for Faculty.

A no-salary joint appointment for tenure-track, clinical, or research University faculty from another TIU is a courtesy appointment. A courtesy appointment is made at the individual's current Ohio State rank, with promotion in rank recognized.

B. PROCEDURES (RECRUITMENT)

See the Office of Academic Affairs Policies and Procedures Handbook
<http://oaa.osu.edu/policiesprocedureshandbook.html> on the following topics:

Recruitment of Tenure-track, Clinical and Research Faculty

Appointments at Senior Rank or with Prior Service Credit

Hiring Faculty From Other Institutions After April 30

Appointment of Foreign Nationals

Letters of Offer

1. Tenure-track Faculty.

A national search is required to ensure a diverse pool of highly qualified candidates for all tenure-track positions. Exceptions to this policy must be approved by the Dean of the College and the Office of Academic Affairs. Search procedures must be consistent with the University policies set forth in the most recent update of *A Guide to Effective Searches* <http://hr.osu.edu/hrpubs/guidesearches.pdf>. Searches for tenure-track faculty proceed as follows:

- The dean of the college provides approval for the department to commence a search process. This approval may or may not be accompanied by constraints with regard to salary, rank, and field of expertise.
- The department chair appoints a search committee consisting of three or more faculty who reflect the field of expertise that is the focus of the search (if relevant) as well as other fields within the department.

The search committee:

- Appoints a Diversity Advocate who is responsible for providing leadership in assuring that vigorous efforts are made to achieve a diverse pool of qualified applicants.
- Develops a search announcement for internal posting in the University Personnel Postings (formerly known as the "green sheet") through the Office of Human Resources and external advertising, subject to the department chair's approval. This external advertising will consist of the appropriate journals and letters to appropriate, academic departments external to OSU. The announcement will be no more specific than is necessary to accomplish the goals of the search, since an offer cannot be made that is contrary to the content of the announcement with respect to rank, field, credentials, salary, etc. In addition, timing for the receipt of applications will be stated as a preferred date, not a precise closing date, in order to allow consideration of any applications that arrive before the conclusion of the search.
- Develops and implements a plan for external advertising and direct solicitation of nominations and applications. If there is any likelihood that the applicant pool will include qualified foreign nationals, the search committee must assure that at least one print (as opposed to on-line) advertisement appears in a location likely to be read by qualified potential applicants. The University does not grant tenure in the absence of permanent residency ("green card"), and strict U. S. Department of Labor (DOL) guidelines do not permit sponsorship of foreign nationals for permanent residency unless the search process resulting in their appointment to a tenure-track position included an advertisement in a field-specific nationally circulated print journal.
- Screens applications and letters of recommendation and presents to the full faculty a summary of those applicants (typically a subset of all of the applicants) judged worthy of interview. If the faculty agrees with this judgment, on-campus interviews are arranged by the search committee chair, assisted by the department office. If the faculty does not agree, the department chair in consultation with the faculty determines the appropriate next steps, e.g., to solicit new applications, to review other applications already received, or to cancel the current search.

On-campus interviews with candidates must include opportunities for interaction with faculty groups, including the search committee; graduate students; the department chair; and the dean or designee. In addition, all candidates make a presentation to the faculty and graduate students on their research.

Following completion of on-campus interviews, the eligible voting faculty meet to discuss perceptions and preferences, and to vote on each candidate.

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

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

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

2. Clinical Faculty.

Searches for clinical faculty generally proceed identically as for tenure-track faculty, with the exception that the candidate's presentation during the on-campus interview is on clinical/professional practice rather than research.

Highly qualified clinical candidates may occasionally be considered for appointment without a national search, only when there is a reasonable likelihood that a national search would not result in finding more highly qualified and/or more diverse candidates. The faculty and the Dean of the College must first approve the decision to interview a candidate without a national search. From that point, the on-campus interview and decision making processes are identical to those following a national search. The department chair determines the details of the offer, including the length of the initial contract.

3. Research Faculty.

Searches for research faculty generally proceed identically as for tenure-track faculty. Highly qualified research candidates may occasionally be considered for appointment without a national search, only when there is a reasonable likelihood that a national search would not result in finding more highly qualified and/or more diverse candidates. The faculty and the Dean of the College must first approve the decision to interview a candidate without a national search. From that point, the on-campus interview and decision making processes are identical to those following a national search. The department chair determines the details of the offer.

4. Transfer from the Tenure-track

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

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

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

5. Appointments for Associated Faculty.

Any department faculty member may propose an Associated Faculty appointment. A proposal that describes the academic service to this department justifying the appointment is considered at a faculty meeting. If the proposal is approved by the faculty, a draft letter of offer, accompanied by the candidate's curriculum vitae, is then submitted to the Engineering Administration for review and approval by the Dean.

6. Courtesy Appointments for Faculty.

Any department faculty member may propose a 0% FTE (courtesy) appointment for a faculty member from another Ohio State department. A proposal that describes the uncompensated academic service to this department justifying the appointment is considered at a faculty meeting. If the proposal is approved by the faculty, the department chair extends an offer of appointment. The department chair reviews all courtesy appointments annually to determine whether they continue to be justified, and takes recommendations for non-renewal before the faculty for a vote at a faculty meeting.

5.0 ANNUAL REVIEWS

The department follows the requirements for annual reviews as set forth in the Office of Academic Affairs Policies and Procedures Handbook: <http://oaa.osu.edu/policiesprocedureshandbook.html>.

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

The documentation required for the annual performance review of every faculty member is described under MERIT SALARY INCREASES below. This material must be submitted to the department chair no later than the end of the first week of Spring Quarter classes.

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

A. Probationary Tenure-track Faculty

Every probationary tenure-track faculty member is reviewed annually by the chair, who meets with the faculty member to discuss his or her performance, future plans, and goals; and prepares a written evaluation that includes a recommendation on whether to renew the probationary appointment.

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

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

1. Fourth Year Review. During the fourth year of the probationary period the annual review follows the same procedures as a promotion from Assistant to Associate Professor with tenure procedure except that no external letters will be.

2. Exclusion of Time from the Probationary Period. Faculty Rule 3335-6-03 (D) sets forth the conditions under which a probationary tenure-track faculty member may exclude time from the probationary period. The full text of the rule and application process is available at <http://trustees.osu.edu/rules6/ru6-03.php>. Current reasons for exclusion of time include birth or adoption of children under the age of six, personal illness, care of a seriously ill or injured person, an unpaid leave of absence, or factors beyond the faulty member's control that hinder the performance of the usual range of duties.

B. Tenured Faculty.

Associate Professors are reviewed annually by the Department Chair. The department chair conducts an independent assessment; meets with the faculty member to discuss his or her performance and future plans and goals; and prepares a written evaluation on these topics. The faculty member may provide written comments on the review.

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

C. Clinical Faculty.

The annual review process for clinical probationary and non-probationary faculty is identical to that for tenure-track probationary and tenured faculty respectively, except that non-probationary clinical faculty may participate in the review of clinical faculty of lower rank.

In the penultimate contract year of a clinical faculty member's appointment, the department chair must determine whether the position held by the faculty member will continue. If the position will not continue, the faculty member is informed that the final contract year will be a terminal year of employment. The standards of notice set forth in Faculty Rule 3335-6-08 <http://trustees.osu.edu/rules6/ru6-07-08.php> must be observed.

If the position will continue, a formal performance review for reappointment is necessary in the penultimate contract year to determine whether the faculty member will be offered a new contract. This review follows the review procedures for promotion of clinical faculty. There is no presumption of renewal of contract.

D. Research Faculty.

The annual review process for research probationary and non-probationary faculty is identical to that for tenure-track probationary and tenured faculty, except that non-probationary research faculty may participate in the review of research faculty of lower rank.

In the penultimate contract year of a research faculty member's appointment, the department chair must determine whether the position held by the faculty member will continue. If it will not continue, the faculty member is informed that the final contract year will be a terminal year of employment. The standards of notice set forth in Faculty Rule 3335-6-08 <http://trustees.osu.edu/rules6/ru6-07-8.php> must be observed.

If the position will continue, a formal performance review for reappointment is necessary in the penultimate contract year to determine whether the faculty member will be offered a new contract. This review follows the review procedures for promotion of research faculty. There is no presumption of renewal of contract.

E. Associated Faculty.

The department chair reviews all associated appointments annually to determine whether they continue to be justified, and takes recommendations for non-renewal before the faculty for a vote at a faculty meeting. Reappointment letters for associated faculty on annual appointments should summarize the members previous year of service.

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

6.0 MERIT SALARY INCREASES AND OTHER REWARDS

A. Criteria.

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

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

Meritorious performance in teaching, research, and service are assessed in accordance with the same criteria that form the basis for promotion decisions. The time frame for assessing performance will be the past 18 months, with attention to patterns of increasing or declining productivity. Faculty with high quality performance in all three areas of endeavor and a pattern of consistent professional growth will necessarily be favored. Faculty members whose performance are unsatisfactory in one or more areas are likely to receive minimal or no salary increases.

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

B. Procedures.

The department chair recommends annual salary increases and other performance rewards to the dean, who may modify these recommendations. Faculty members who wish to discuss dissatisfaction with their salary increase with the department chair should be prepared to explain how their salary (rather than the increase) is inappropriately low, since increases are solely a means to the end of an optimal distribution of salaries.

C. Documentation

The annual performance review of every faculty member requires evaluation based on the three primary focuses of faculty responsibility: teaching, research and service. A template, given to faculty members each year to assist in the collection and presentation of data for this review is included in Appendix I.

6.1.1 Teaching.

The Department recognizes that excellence in teaching is perhaps more difficult to judge than in research and service; certainly, there is no single set of criteria that apply in all cases. As partial and/or general guidelines, the Department offers the following:

- enthusiasm for the subject.
- command of the subject; continuous growth of knowledge of the subject.
- ability to organize the material; presentation of the subject with logic and conviction.

- concern for the student; ability to communicate with students, both in the classroom and outside the classroom.
- objectivity.
- skill in general guidance and advising the students.
- Theses and/or Dissertations Supervised and Approved

6.1.2 Research.

A number of quantitative measures are used to evaluate the faculty members research contribution. These include:

Publications. Journals – It is expected that active faculty should have a number of significant papers published in prestigious refereed archival engineering or scientific journals appropriate to their sub-discipline. Publications of research monographs, book chapters and books, and in refereed Conference Proceedings of national or international conferences which are also significant research contributions will also be evaluated as will patents, software licenses and externally adopted software.

Research Grants and Contracts. The significance of the impact of the candidate's research should be recognized by external support of one or more projects. While funds received from industrial, private foundations and federal agencies are all important as indicators of the impact and quality of research, emphasis in the evaluation will be placed on PI-originated project funding through peer review at the national level. This will include grants or contracts which have been agreed to in principle in writing.

Other measures of recognition include:

-Research Awards

-Patents

-Invited Seminars or Invited Lectures at Conferences

-Conference Presentations

6.1.3 Service

Candidates must show evidence of service to the University, to the Chemical and Biomolecular Engineering (or related) profession and professional service to local, state or national communities. They must demonstrate their continuing commitment.

Examples of University Service are listed below. These are not exclusive and are not in order of importance:

- Departmental: administration of Departmental functions beyond teaching, advising and research responsibilities. Examples include: curriculum or facility review, revision or renovation, organizing seminars or special programs.
- College/University: participation in administrative or policy setting activities. Examples include membership in: the University Senate, the Committee for Academic Affairs, ad-hoc committees focused on topics such as seed grant or new degree-granting programs.
- Student Activities: recruitment of potential students, involvement with student groups, e.g. as an advisor or promoting scholarly activities. Examples include advising the Student Section of AIChE or Tau Beta Pi.

6.1.4 Professional Service

- Societies: active participation in or leadership of professional societies and/or conferences, e.g. as an officer or on a policy setting committee and organizing and/or chairing symposium.
- Peer Review of proposals for granting agencies, or of manuscripts, books, inventions, etc., of a technical nature prior to or following publication.
- Consulting: service in R&D, design, operation, etc., especially when innovative concepts or methods are developed, rather than just applying conventional skills and procedures.
- Professional Development: participation in short courses, workshops, panels, etc. that are oriented toward training, assessing or unifying research goals, or addressing technical issues of significance.
- Other Research Recognition: Offices in Professional Research Societies or Committees, Editorial Board Memberships, Organizing Committee Memberships for International Conferences, etc.

6.1.5 Civic Service

- Community Service: identification or resolution of technical problems or issues that face a community, e.g. pollution abatement, clean-up of chemical spills, handling toxic chemicals, or assessment of hazards.
- Promotion of Technical Awareness: talking to civic groups, high school students, etc. about socially important technical issues; serving as an organizer or judge of a science fair; writing or providing information on technical issues that affect legislative or judicial activities.
- Government Interaction: providing advice, information or requests for action regarding policies and actions.

7.0 PROMOTION AND TENURE AND PROMOTION REVIEWS

- A. CRITERIA.** Faculty Rule 3335-6-02 <http://trustees.osu.edu/rules6/ru6-02.php> provides the following context for promotion and tenure and promotion reviews:

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

1. Promotion to Associate Professor with Tenure.

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

The awarding of tenure and promotion to the rank of associate professor must be based on convincing evidence that the faculty member has achieved excellence as a teacher, as a scholar, and as one who provides effective service; and can be expected to continue a program of high

quality teaching, scholarship, and service relevant to the mission of the academic unit(s) to which the faculty member is assigned and to the university.

Tenure is not awarded below the rank of Associate Professor at The Ohio State University. It is therefore essential to evaluate and judge the probability that faculty, once tenured, will continue to develop professionally and contribute to the department's academic mission at a high level for the duration of their time at the University.

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

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

The accomplishments listed below in the areas of teaching, research, and service are expected of faculty for promotion to Associate Professor with Tenure. In the evaluation of untenured Associate Professors for tenure, the same criteria apply, along with any others established in writing at the time a senior rank appointment without tenure was offered.

Teaching.

In the section on Documentation, specific topics are outlined with respect to how teaching is recorded. More generally, for promotion to Associate Professor with Tenure, a faculty member is expected to:

- Provide up to date content at an appropriate level in every instructional situation and demonstrate continuing growth in subject matter knowledge.
- Demonstrate the ability to organize and present class material effectively with logic, conviction, and enthusiasm.
- Demonstrate creativity in the use of various modes of instruction, classroom technology, and other teaching strategies to create an optimal learning environment.
- Engage students actively in the learning process and encouraged independent thought, creativity, and appreciation of the knowledge creation process.
- Provide appropriate and timely feedback to students throughout the instructional process.
- Treat students with respect and courtesy.
- Improve curriculum through revision or new development of courses and/or academic programs.
- Serve as advisor to an appropriate number of graduate students given the department's graduate student/faculty ratio and the faculty member's area(s) of expertise.
- Engage in documentable efforts to improve teaching.

Research.

In the section on Documentation, specific topics are outlined with respect to how research is recorded. More generally, for promotion to Associate Professor with Tenure, a faculty member is expected to demonstrate that he/she has achieved excellence as a scholar.

Assistant Professor candidates for promotion and tenure shall demonstrate that they have attained national reputations as scholars based on high-quality original research as demonstrated by publications, research grants and contracts, invitations to present seminars or invited lectures on their research, and research awards and other recognitions. The candidate's research contributions must be judged by the Committee to be significant in his/her research area(s), taking into account the comments of distinguished evaluators familiar with the research area(s).

Service.

In the section on Documentation, specific topics are outlined with respect to service is recorded. More generally, for promotion to Associate Professor with Tenure, a faculty member is expected to demonstrate that he/she has achieved a level of effective service.

2. Promotion to Professor.

Faculty Rule 3335-6-02 (C) establishes the following general criteria for promotion to the rank of Professor.

Promotion to the rank of professor must be based on convincing evidence that the faculty member has a sustained record of excellence in teaching; has produced a significant body of scholarship that is recognized nationally or internationally; and has demonstrated leadership in service.

For promotion to Professor, a faculty member is expected to be a role model for faculty, for students, and for the profession. Assessment takes place in relation to specific assigned responsibilities, with exceptional performance in these responsibilities required. The specific criteria in teaching, research, and service for promotion to Professor are similar to those for promotion to Associate Professor with Tenure, with the added expectation of sustained accomplishment and increasing quality of contributions, a record of continuing professional growth, and evidence of established national or international reputation in the field.

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

3. Clinical Faculty

3.1 Promotion to Associate Professor of Practice. A faculty member must have a substantial record of high quality teaching consistent with the requirements for teaching of a tenure-track faculty member. In addition, the candidate needs to demonstrate a record of recognition at a national or international level, contributions to the scholarly mission of the Department, College and University, and a promise for continued professional growth.

3.2 Promotion to Professor of Practice. In addition to sustained accomplishment of high quality teaching, the candidate must demonstrate impact and clear stature within national or international community, and continued contributions to the scholarly mission of the Department, College, and the University.

4. Research Faculty

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

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

B. PROCEDURES

The department's procedures for promotion and tenure and promotion reviews are fully consistent with those set forth in Faculty Rule 3335-6-04 <http://trustees.osu.edu/rules6/ru6-04.php> and the Office Academic Affairs annually updated procedural guidelines for promotion and tenure reviews <http://oaa.osu.edu/policiesprocedureshandbook.html>. The following sections, which state the responsibilities of each party to the review process, apply to all faculty s in the department.

1. Candidate Responsibilities

- To submit 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: to review, upon request by the department chair, the list of potential external evaluators developed by the department chair and the Promotion and Tenure Subcommittee. 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. (Also see EXTERNAL EVALUATIONS below.)

2. Promotion and Tenure Responsibilities.

The department has a Promotion and Tenure Committee whose chair and membership are appointed by the department chair. 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 following academic year and to decide whether it is appropriate for such a review to take place. 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 CV and on a determination of the availability of all required documentation for a full review (e.g., student and peer evaluations of teaching). 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.html>) 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 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 (i.e. has a "green card"). Faculty 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 Committee of the Eligible Faculty, the department chair, or any other party to the review to making a positive recommendation during the review itself.
- Annually, in late Spring through early Autumn semester, to provide administrative support for the promotion and tenure review process as described below.
 - **Late Spring:** Select from among its members a Procedures Oversight Designee who will serve in this role for the following year. The Procedures Oversight Designee's responsibilities are described in the Office of Academic Affairs annual procedural guidelines.
 - **Late Spring:** Suggest names of external evaluators to the department chair.
 - **Early Autumn:** Review candidates' dossiers for completeness, accuracy (including citations), and consistency with Office of Academic Affairs requirements; and work with candidates to assure that needed revisions are made in the dossier before the formal review process begins.
 - Meet with each candidate for clarification as necessary and to provide the candidate an opportunity to comment on his or her dossier. (This meeting is not an occasion to debate the candidate's record.)
 - Draft an analysis of the candidate's performance in teaching, research and service to provide to the Committee of the Eligible Faculty with the dossier; and seek to clarify any inconsistent evidence in the case, where possible. The committee neither votes on cases nor takes a position in presenting its analysis of the record.
 - Revise the draft analysis of each case following the faculty meeting, to include the faculty vote and a summary of the faculty perspectives expressed during the meeting; and forward the completed written evaluation and recommendation to the department chair.
 - Provide a written response, on behalf of the Committee of the Eligible Faculty, to any candidate comments that warrant response, for inclusion in the dossier.
 - Provide a written evaluation and recommendation to the department chair in the case of joint appointees whose tenure initiating unit is another department. The full Committee of the Eligible Faculty does not vote on these cases since the department's recommendation must be provided to the other TIU substantially earlier than the Committee begins meeting on this department's cases.

3. Committee of the Eligible Faculty Responsibilities.

The responsibilities of the members of the Committee of the Eligible Faculty are as follows:

- To review thoroughly and objectively every candidate's dossier in advance of the meeting at which the candidate's case will be discussed.
- To attend all committee meetings except when circumstances beyond one's control prevent attendance; to participate in discussion of every case; and to vote.

4. Department Chair Responsibilities.

The responsibilities of the department chair are as follows:

- Where relevant, to verify the prospective candidate's residency status. Faculty who are neither citizens nor permanent residents of the United States may not undergo a non-mandatory review for tenure, and tenure may not be awarded as the result of a mandatory review until permanent residency status is established. Faculty not eligible for tenure due to lack of citizenship or permanent residency are moreover not considered for promotion by this department.
- **Late Spring Semester:** To solicit external evaluations from a list including names suggested by the Promotion and Tenure Committee, the candidate and the chair. (Also see EXTERNAL EVALUATIONS below.)
- To make adequate copies of each candidate's dossier available in an accessible place for review by the Committee of the Eligible Faculty at least two weeks before the meeting at which specific cases are to be discussed and voted.
- To remove any member of the Committee of the Eligible Faculty from the review of a candidate when the member has a conflict of interest but does not voluntarily withdraw from the review.
- **Mid Autumn Semester:** To provide an independent written evaluation and recommendation for each candidate, following receipt of the Committee of the Eligible Faculty's completed evaluation and recommendation.
- To meet with the Committee of the Eligible Faculty to explain any recommendations contrary to the recommendation of the Committee.
- To inform each candidate in writing after completion of the department review process:
 - of the recommendations by the Committee of the Eligible Faculty and department chair.
 - of the availability for review of the written evaluations by the Committee of the Eligible Faculty and department chair.
 - of the opportunity to submit written comments on the above material, within ten days from receipt of the letter from the department chair, for inclusion in the dossier. The letter is accompanied by a form that the candidate returns to the department chair, indicating whether or not he or she expects to submit comments.
- To provide a written response to any candidate comments that warrant response for inclusion in the dossier.
- To forward the completed dossier to the college office by that office's deadline, except in the case of associated faculty for whom the department chair recommends against promotion. A negative recommendation by the department chair is final in such cases.
- To receive the Promotion and Tenure Committee's written evaluation and recommendation of candidates who are joint appointees from other tenure initiating units, and to forward this material, along with the department chair's independent written evaluation and recommendation, to the department chair of the other TIU by the date requested.

5. External Evaluations.

External evaluations of research and scholarly activity are obtained for all promotion reviews in which research must be assessed. These include all tenure-track promotion and tenure or promotion reviews, all research contract renewal and promotion reviews, all clinical promotion reviews, and all adjunct faculty promotion reviews. When obtained, they should meet the criteria described below.

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

- is written by a person highly qualified to judge the candidate's scholarly accomplishments (or other performance, if relevant) who is not a close personal friend, research collaborator, or former academic advisor or post-doctoral mentor of the candidate. Qualifications are generally judged on the basis of the evaluator's expertise, record of accomplishments, and institutional affiliation.
- provides sufficient analysis of the candidate's performance to add information to the review. A letter's usefulness is defined as the extent to which the letter is analytical as opposed to perfunctory.

Since the department cannot control who agrees to write and or the usefulness of the letters received, at least twice as many letters are sought as are required, and they are solicited no later than the end of the Spring Quarter prior to the review year. This timing allows additional letters to be requested should fewer than five useful letters result from the first round of requests.

As described above, a list of potential evaluators is assembled by the Promotion and Tenure Subcommittee, the department chair, and the candidate. If the evaluators suggested by the candidate meet the criteria for credibility, a letter is requested from at least one of those persons. Section B(3) of Faculty Rule 3335-6-04 <http://trustees.osu.edu/rules6/ru6-04.php> requires that no more than half the external evaluation letters in the dossier be written by persons suggested by the candidate. In the event that the person(s) suggested by the candidate do not agree to write, neither the Office of Academic Affairs nor this department requires that the dossier contain letters from evaluators suggested by the candidate. The department follows the Office of Academic Affairs suggested format, provided at <http://oaa.osu.edu/policiesprocedureshandbook.html>, for letters requesting external evaluations.

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

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

C. DOCUMENTATION.

As noted above under CANDIDATE RESPONSIBILITIES, every candidate must submit a complete and accurate dossier that follows the Office of Academic Affairs dossier outline and any additional requirements that the College of Engineering might require (See OAA web page for latest template and requirements as well as the College of Engineering). While the Promotion and Tenure Committee makes reasonable efforts to check the dossier for accuracy and completeness, the candidate bears full responsibility for all parts of the dossier that are to be completed by the candidate.

The complete dossier, including the SEI and peer evaluation documentation of teaching noted below, is forwarded when the review moves beyond the department. The documentation of research and service noted below is for use during the department review only, unless reviewers at the college and University levels specifically request it.

- Any published materials presented for consideration should be in the form of reprints, photocopies of journal articles, or other final form that documents actual publication. An author's manuscript does not document publication.
- Under no circumstances should faculty solicit evaluations from any party for purposes of the review.

1. Teaching and other department suggested teaching documentation.

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

- Cumulative SEI reports (Student Evaluation of Instruction computer generated summaries prepared by the Office of the University Registrar) for every class.
- Peer evaluation of teaching reports as required by the department's peer evaluation of teaching program (details provided in the Appendix II this document).
- Copies of pedagogical papers, books or other materials published, or accepted for publication. Material accepted for publication but not yet published must be accompanied by a letter from the publisher stating that the work has been unequivocally accepted and is in final form with no further revisions needed.
- Other relevant documentation of teaching as appropriate.

2. Research

For the time period since the last promotion:

- Copies of representative scholarly papers published or accepted for publication. Papers accepted for publication but not yet published must be accompanied by a letter from the publisher stating that the paper has been unequivocally accepted and is in final form, with no further revisions needed.
- Documentation of grants and contracts received.
- Other relevant documentation of research as appropriate, e.g. published reviews including publications where one's work is favorably cited, or grants and contract proposals that have been submitted.

3. Service.

For the time period since the last promotion:

- Any available documentation of the quality of service that enhances the list of service activities in the dossier.

8. APPEALS.

Faculty Rule 3335-6-05 (A) sets forth general criteria for appeals of negative promotion and tenure decisions. Appeals alleging improper evaluation are described in Faculty Rule 3335-5-05. Disagreement with a negative decision is not grounds for appeal. In pursuing an appeal, the faculty member is required to document the failure of one or more parties to the review process to follow written policies and procedures.

9. SEVENTH YEAR REVIEWS

Faculty Rule 3335-6-05 (B) sets forth the conditions of and procedures for a seventh year review for a faculty member denied tenure as a result of a sixth year (mandatory tenure) review.

X Procedures for Student and Peer Evaluation of Teaching

A Student Evaluation of Teaching

Use of the Student Evaluation of Instruction (SEI) is required in every course offered in this department. Faculty should choose a day late in the semester when attendance is likely to be high to distribute the form. The faculty member should encourage a high completion rate by explaining to the class the significance of the evaluation. When a small proportion of the class completes the evaluation, the resulting information has little value either for improving instruction or for performance evaluation.

B Peer Evaluation of Teaching

The department chair oversees the department's peer evaluation of teaching process.

Annually the department chair appoints a Peer Review of Teaching Committee of a size judged sufficient to meet the volume of peer review activity expected that year, without overburdening any of the members. The term of service is one year, with reappointment possible. Reasonable efforts are made to distribute service among the tenured faculty from year to year in order to support and encourage attention to the quality of teaching in the department. Although there is no presumption that a peer reviewer must be of equal or higher rank than the faculty member being reviewed, such a model will be followed to the extent possible.

The responsibilities of the Peer Review of Teaching Committee are as follows:

- to review the teaching of probationary tenure-track and clinical faculty at least once per semester during the first two years of service, and at least twice per year during the remainder of the probationary period, with the goal of assessing teaching at all the levels of instruction to which the faculty member is assigned in the course of each probationary year
- to review the teaching of tenured associate professors and nonprobationary associate professors of clinical XXX at least once per year, with the goal of assessing teaching at all the levels of instruction to which the faculty member is assigned over a three year period
- to review the teaching of tenured professors and nonprobationary professors of clinical XXX at least once every four years with the goal of assessing teaching at all the levels of instruction to which the faculty member is assigned during the year of the review
- To review, upon the department chair's request, the teaching of any faculty member not currently scheduled for review. Such reviews are normally triggered by low or declining student evaluations or other evidence of the need for providing assistance in improving teaching.

- To review the teaching of a faculty member not currently scheduled for review, upon that individual's request, to the extent that time permits. Reviews conducted at the request of the faculty member are considered formative only. The department chair is informed that the review took place, but the report is given only to the faculty member who requested the review. Faculty seeking formative reviews should also seek the services of the University Center for the Advancement of Teaching (www.ucat.osu.edu).

Reviews conducted upon the request of the department chair or the faculty member focus on the specific aspects of instruction requested by the chair or faculty member.

Regularly scheduled peer teaching evaluations (the first three situations listed above) are comprehensive and should include, in addition to class visitation, review of course syllabi and related instruction materials. In the case of peer review for the purposes of promotion and tenure reviews, the class visitation is conducted by one or more senior peers whom the promotion and tenure chair has identified in consultation with the candidate. The peer reviewer should meet with the candidate to establish a time for the visit and to understand the goals of the course and the candidate's teaching philosophy. If possible, the peer reviewer should attend two different class sessions over the course of the semester.

In observing the course and reviewing the syllabus and other materials, the peer reviewer should focus on such issues as the appropriateness of the course design given the goals and level of the course, the quality and effectiveness of the instructional materials and assessment tools, and the appropriateness of the approach relative to current disciplinary knowledge. At the conclusion of the class visits, the reviewer meets with the candidate to give feedback and also submits a written report to the department chair, copied to the candidate. The candidate may provide written comments on this report and the reviewer may respond if he/she wishes. The reports are included in the candidate's promotion and tenure dossier.

The effectiveness of the peer teaching evaluation procedures outlined above would be strengthened if the department developed worksheets for use in evaluating the various aspects of instruction. The University Center for the Advancement of Teaching (www.ucat.osu.edu) offers assistance in such endeavors.

Appendix I.

ACTIVITY REPORT

Research:

1. Books and Book Chapters
2. Referred Papers
3. Proceedings and Publications
4. Technical Reports
5. Patents
6. Invited Lectures, Seminars and Short Courses
7. Additional Paper Presentations
8. Organizers and Session Chairs of National and International Meeting
9. Editorial Boards, National Committees and Other Professional Activities
10. Honors and Awards

11. GRANT SUPPORT

- a. Current Grants and Projects – (Dollar Amount (Budget); Name(s) of PI – Sponsor – Title – Start Date – End Date – Project or Grant Account Number)
- b. Proposals Submitted – (Similar Information as Above)
12. Graduate Student Supervision (Student Thesis Topic)
13. Postdoctoral Supervision

TEACHING:

1. Courses Taught (Number of Students; Summary Teaching Evaluations)
2. Courses Under Development

SERVICE:

1. Committees
2. Advising
3. Outreach and Engagement, Professional, Consulting, Other
4. Recruiting

Other:

1. Other Important Accomplishments Made in Either the University or the Professional Arena That Were Not Covered Above

Goals:

1. Please provide a list of your professional goals for the next year