

**APPOINTMENTS, PROMOTION AND TENURE  
CRITERIA AND PROCEDURES**

Addendum to the Pattern of Administration

**Department of Entomology**

**College of Food Agriculture and Environmental Sciences**

**The Ohio State University**

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## I. Preamble

This document is a supplement to the Pattern of Administration (POA) of the Department of Entomology (“the Department”), the Rules of the University Faculty, the annually updated procedural guidelines for promotion and tenure reviews of the Office of Academic Affairs (OAA) Policy and Procedures Handbook, and other policies and procedures of the College of Food, Agricultural and Environmental Sciences (CFAES or “the College”) and The Ohio State University (OSU) to which the Department and its faculty are subject. Should those rules and policies change, the Department will follow the new rules and policies until such time as it can update this document to reflect the changes. In addition, this document must be reviewed, and either reaffirmed or revised, at least every four years on the appointment or reappointment of the Department Chair (“the Chair”). This document is subject to approval by the Dean of CFAES (the “Dean”) and the Office of Academic Affairs (“OAA”).

This document 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 of CFAES and the OAA 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 the Rules of the University Faculty. In particular, all faculty members accept the responsibility to participate fully and knowledgeably in review processes, to exercise the standards established in the Rules and other standards specific to this Department and College, and to make recommendations when these are warranted in order to maintain and improve the quality of the faculty. Decisions concerning appointment, reappointment, and promotion and tenure will be free of discrimination in accordance with the University's policy on equal opportunity.

## II. Department Mission

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

The Department of Entomology provides instruction in insect biology, ecology, and management at both the undergraduate and graduate levels. Through its graduate program, the faculty in the Department train the next generation of scholars both in Entomology as well as in several interdisciplinary programs. Faculty in the Department of Entomology engage in a continuum of applied and basic research in entomology and related areas, consistent with the mission of a major research-intensive, Land Grant

university. Our emphasis in teaching and research is on arthropods. However, we use entomological knowledge to participate in the broader missions of the University. The service activities of Departmental faculty allow interactions with other scientists in academia, government agencies, and industry to promote the advancement of science in society. Departmental faculty members contribute to outreach and engagement activities both inside and outside the University. The extension program of the Department provides information to stakeholders within the university, in Ohio, nationally, and internationally. In all of these areas of activity, the Department continually seeks to increase the quality of its endeavors. The Department of Entomology, thus, contributes to the University's Land Grant mission of attaining international distinction in research, classroom and extension teaching, and service, and all faculty members of the Department of Entomology are expected to engage in all three mission areas.

### **III. Definitions**

#### **A. Committee of the Eligible Faculty**

Decisions on recommendations for appointment, promotion, and tenure are made by the committee of Eligible Faculty. The following faculty appointments may serve on this committee.

**1. Tenure-track faculty** are faculty members with tenure or in a tenure-track position whose appointments may focus on teaching, extension, research, graduate advising, and service to the Department, College, University, and professional societies.

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.

The eligible faculty for reappointment, promotion and tenure, and promotion reviews of tenure-track faculty consists of all tenured faculty of equal rank to or higher rank than the candidate whose tenure resides in the Department (excluding the Chair, the Dean and assistant and associate deans of the College, the Executive Vice President and Provost, and the President).

**2. professional practice faculty** are those without tenure whose appointments focus primarily on teaching, undergraduate and graduate student engagement, and service. The eligible faculty for appointment reviews of professional practice faculty will consist of all tenure-track faculty whose tenure resides in the department and all professional practice faculty whose primary appointment is in the Department. For an appointment at senior rank, a second vote is taken by the faculty members eligible to vote on the rank under consideration.

The eligible faculty for senior rank of new appointments, reappointment, contract renewal, and promotion of professional practice faculty will consist of all tenured faculty of equal rank to or higher rank than the candidate whose primary appointment is in the Department and all nonprobationary professional practice faculty of equal rank to or higher than the candidate whose primary appointment is in the department (excluding the Chair, the Dean and assistant and associate deans of the College, the Executive Vice President and Provost, and the President).

**3. Research faculty** are faculty without tenure whose appointment focus primarily on research, graduate student advising, and service. The eligible faculty for appointment reviews of research faculty consists of all tenure-track faculty of equal rank to or higher than the candidate whose tenure resides in the Department, all professional practice faculty whose primary appointment is in the department, and all research faculty whose primary appointment is in the department. For an appointment at senior rank, a second vote is taken by the faculty members eligible to vote on the rank under consideration.

The eligible faculty for senior rank of new appointments, reappointment, contract renewal, and promotion reviews of research faculty consists of all tenured faculty of equal rank to or higher rank than the candidate whose tenure resides in the Department, all nonprobationary professional practice faculty of equal rank to or higher rank than the candidate whose primary appointment is in the department, and all nonprobationary research faculty of equal rank to or higher rank than the candidate whose primary appointment is in the department (excluding the 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 (e.g., 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 Chair, after consulting with the Dean, will appoint a faculty member from another Department within the College.

## **B. Promotion and Tenure Committee**

In the Department of Entomology, the Promotion and Tenure Committee consists of the Committee of Eligible Faculty. The chair of the P&T committee is elected by tenure-track faculty for a three-year term, and can be reelected. Each year, the P&T committee also elects one of its members (other than the chair of the committee) as the 'Procedures

Oversight Designee' or POD. If a member of the P&T committee cannot serve, due to illness or other cause, then the Chair shall appoint a replacement.

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

When considering cases involving research faculty the Promotion and Tenure Committee may be augmented by two nonprobationary professional practice 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 (see POA) may be excluded from the count for the purposes of determining quorum only if the 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. Appointment:** A positive recommendation from the eligible faculty that a faculty candidate is acceptable to the department must receive a two-thirds vote. Faculty then rank the candidates for appointment based on a simple majority of the positive votes.

**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 two-thirds majority of the votes cast are positive.

## **IV. Appointments**

### **A. Criteria for Appointment**

The Department is committed to making only faculty appointments that enhance or have strong potential to enhance the quality of the department and advance its mission. Important considerations include the individual's record to date in teaching, research and service; the potential for professional growth in each of these areas; and the potential for interacting with colleagues and students in a way that will enhance their academic work and attract other outstanding faculty and students to the department. No offer will be

extended in the event that the search process does not yield one or more candidates who would enhance the quality of the department. The search is either cancelled or continued, as appropriate to the circumstances.

## **1. Tenure Track Faculty**

**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 Chair, the dean, and OAA. 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.

Criteria for appointment shall follow the rules applying to tenure-track faculty as described in Chapter 6 of the Rules of the University Faculty. A minimum requirement for appointment at the rank of Assistant Professor is completion of an earned doctorate in entomology or a related field of study. In addition, the candidate must have a record of scholarly achievement that demonstrates, as judged by the faculty, a strong potential to attain tenure and advance through the faculty ranks. Criteria for appointment at higher ranks will be consistent with criteria for promotion to those ranks discussed herein in Section VII Reviews for Promotion and Tenure and for Promotion.

**Assistant Professor.** An earned doctorate is the minimum requirement for appointment at the rank of Assistant Professor. Evidence of demonstrated ability to carry modern and original research through to completion, as evidenced by publication in refereed journals; to attract extramural funding to support the candidate's research program; to develop communication skills that will lead to effective and high quality teaching; to perform high quality service to the Department and the profession; where appropriate, to conduct effective outreach and extension programs; and a commitment to excellence in the training and mentoring of graduate students.

Probationary periods of appointment of tenure-track faculty will be in accordance of Chapter 6 of the Rules of the University Faculty. Appointment at the rank of Assistant Professor is always probationary. An Assistant Professor is reviewed for promotion and tenure no later than the sixth year of appointment and informed by the end of the sixth year as to whether promotion and tenure will be granted at the beginning of the seventh year. Review for tenure prior to the mandatory review year is possible if requested by the candidate and when the Entomology Promotion and Tenure Committee determines such a

review to be appropriate. The granting of prior service credit, which requires approval of the Office of Academic Affairs, may reduce the length of the probationary period, but is strongly discouraged as it cannot be revoked once granted.

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

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

## **2. Professional Practice Faculty**

Criteria for appointment shall follow the rules applying to professional practice faculty as described in the Rules of the University Faculty, 3335-7-05. (NB: the current faculty rules (October 2014) refer to this faculty as professional practice Faculty. CFAES has approval for this faculty as professional practice). Professional practice faculty appointments are fixed-term contract appointments that do not entail tenure. Professional practice faculty shall be engaged in teaching and outreach related to the mission and goals of the Department. There is no presumption that subsequent contracts will be offered regardless of performance.

**Instructor of professional practice of entomology.** Appointment is normally made at the rank of instructor of professional practice of entomology when the appointee has not completed the requirements for the terminal degree. 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 end 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 professional practice of entomology.** An earned doctorate is the minimum requirement for appointment at the rank of Assistant Professor of professional practice of entomology. Evidence of ability to teach is highly desirable.

**Associate Professor of professional practice of entomology and Professor of professional practice of entomology.** Appointment at the rank of Associate Professor of professional practice of entomology or Professor of professional practice of entomology

requires that the individual meets, at a minimum, the Department's criteria—in teaching, professional practice and other service, and scholarship—for promotion to these ranks.

### **3. Research Faculty**

Criteria for appointment shall follow the rules applying to research faculty as described in the Rules of the University Faculty, 3335-7-32. Research faculty appointments are fixed-term contract appointments that do not entail tenure. Research faculty are researchers and shall be engaged in research related to the mission and goals of the Department. Tenure is not granted to research faculty. There is no presumption that subsequent contracts will be offered, regardless of performance.

**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.

### **4. Associated Faculty**

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

#### **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.

To be considered for an adjunct faculty appointment in the Department of Entomology, a candidate should have credentials commensurate with those of a candidate for a tenure track appointment. These should include evidence of a sustained program of research and other relevant professional activity. The candidate is expected to participate in appropriate Departmental activities such as colloquia and seminars. Further, the candidate should qualify for at least Category M Graduate Faculty status. Adjunct faculty will be allowed to advise graduate students in accordance with the policies of the Graduate School. Adjunct faculty members have the right to participate in discussions at faculty meetings but may not vote.



According to University rules, adjunct appointments must be renewed annually. The Entomology Promotion and Tenure Committee will normally review each adjunct faculty member every three years. However, the Department reserves the right to conduct reviews more frequently if necessary. Following each review, the Entomology Promotion and Tenure Committee will recommend whether to continue or not continue appointments.

**Professional Practice Instructor, Professional Practice Assistant Professor, Professional Practice Associate Professor.** Associated professional practice appointments may either be compensated or uncompensated. Uncompensated appointments are given to individuals who volunteer uncompensated academic service such as mentoring students to the Department, for which a faculty title is appropriate. Associated professional practice rank is determined by applying the criteria for appointment of professional practice faculty. Associated professional practice faculty members are eligible for promotion (but not tenure) and the relevant criteria are those for promotion of professional practice 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 institution. 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 Faculty**

Tenure-track, professional practice, and research faculty members from other TIUs within OSU may be given appointments as courtesy faculty in the Department if they are substantially involved in the academic work of the Department. Courtesy faculty are encouraged to participate in other departmental activities and programs. Courtesy appointments are made at the same rank held in their home Department. Courtesy appointments do not require formal annual renewal, but continuation will require ongoing contributions to departmental activities.

## **6. Emeritus Faculty**

Emeritus faculty are those who have retired after serving as tenure-track, professional practice, or research faculty members in the Department and who, upon retirement, have requested and were recommended for emeritus status by the Chair, the Dean, and the Provost. They hold non-salary appointments. Emeritus faculty are invited to participate in departmental activities and programs; however, they may not vote in the governance of the Department or participate in promotion and tenure decisions. Office, laboratory, and other facilities may be provided to emeritus faculty members, depending on the available resources and the stated needs of the retired individual. The Chair makes all decisions regarding use of facilities. Use of departmental resources will be evaluated yearly by the Chair.

## **B. Search and Appointment Procedures**

See the Office of Academic Affairs Policies and Procedures Handbook (<http://oaa.osu.edu/handbook.html>) on the following topics: Tenure-track, Professional Practice 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.** All search procedures for tenure-track faculty will be in accordance with University procedures as outlined in the bulletin A Guide to Effective Searches published by the OSU Office of Human Resources, and subject to guidelines from CFAES. The position will be advertised in an appropriate manner to attract the best possible scholars for the position. Advertising will be consistent with the University policies to hire and attract both international and national scholars. Vigorous efforts will be taken to attract a diverse pool of highly qualified candidates. Complete records will be kept of the manner in which the search is conducted and of all contacts with prospective candidates. Application files will be kept in a secure location which is accessible to all Department faculty for their review. Following the open application period, members of the Search Committee will carefully review the files of all applicants and seek relevant

information from other sources as appropriate. The criteria used in evaluation of the candidates and all records of the search process will be documented.

The Dean of the College of Food, Agricultural, and Environmental Science 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. At the discretion of the Department Chair, graduate students, external stakeholders, and faculty from other Departments may be appointed to the search committee.

The search committee:

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

Develops and implements a plan for external advertising and direct solicitation of nominations and applications.

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

On-campus interviews with candidates must include opportunities for interaction with faculty groups, including the search committee; graduate students; post-doctoral researchers; research scientists; the Department Chair; the Dean of the College of Food, Agricultural and Environmental Sciences (or their designee). All candidates present to

the Department a research and a teaching or extension seminar, video-linked between the Columbus and Wooster campuses. All candidates interviewing for a particular position must follow the same interview format.

Following completion of on-campus interviews, the eligible voting faculty meet to discuss perceptions and preferences, and to vote on acceptability of each candidate. Faculty must be present to vote; absentee ballots are not acceptable. Responsibility for making formal offers and for negotiating compensation, space, and set-up funds resides with the Department Chair in consultation with the Dean of the College of FAES.

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

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

The University cannot legally grant tenure in the absence of permanent residency status. The Department will therefore be cautious in making such appointments and vigilant in assuring that the appointee seeks residency status promptly and diligently.

**2. Professional Practice Faculty.** In accordance with procedures established for tenure track faculty positions, professional practice faculty appointments will be created based on departmental priorities and strategic goals as well as meeting the needs of the undergraduate and graduate students. An exception to conducting a national search requires approval by the Dean. Prospective candidates will submit a dossier formatted as required for a tenure-track position, including curriculum vitae, letters of recommendation, and a teaching statement. If an external search is conducted, a departmental Search Committee will be formed as described for tenure-track positions to review applications from qualified candidates to present to the Department. Potential candidates will provide a teaching seminar and interview with the eligible faculty. The Search Committee will solicit comments from faculty, staff, and students and present a summary to the eligible faculty for discussion. The discussion will not only focus on the strength or weakness of the candidate, but breadth of knowledge and ability to teach in the desired course topics. A vote of the eligible faculty will be taken and provided to the Chair who will determine whether or not to proceed with hire. A two-thirds majority vote will indicate faculty approval of the candidate.

**3. Research Faculty.** In accordance with procedures established for tenure-track faculty positions, research faculty appointments will be created based on departmental priorities and strategic goals. An exception to conducting a national search requires approval by the Dean. Prospective candidates will submit a dossier formatted as required for tenure-track positions, including curriculum vitae, letters of recommendation, and a research

statement. Should the research faculty position arise internally to elevate an existing distinguished researcher in the Department, the candidate will have a sponsoring faculty member who will oversee the dossier development and application process. In this situation, the dossier will be required to include the intended term of the position, statement of intended budget complete with existing funds and detailed plan for obtaining sustaining funds, and statement of expectations, responsibilities, and desired outcomes of the position. If an external search is conducted, a departmental Search Committee will be formed as described for tenure-track positions to review applications for qualified candidate to present to the department. Regardless of whether they rise from an external search or internal sponsor, potential candidates will provide a research seminar and interview with the eligible faculty. The Search Committee, or sponsoring faculty member, will solicit comments from faculty, staff, and students and present a summary to the eligible faculty for discussion. The discussion will not only focus on the strength or weakness of the candidate, but relevance of their research plan to needs of the department and any potential overlap with an existing program or research area. A vote of the eligible faculty will be taken and provided to the Chair who will determine whether or not to proceed with hire.

**4. Associated Faculty.** The appointment, review, and reappointment of all compensated associated faculty is decided by the Chair in consultation with the eligible faculty. Appointment and reappointment of uncompensated adjunct or visiting faculty may be proposed by any faculty member in the Department and is decided by the Chair in consultation with the eligible faculty. Compensated associated appointments are generally made for a period of one year, unless a shorter or longer period is appropriate to the circumstances. All associated appointments expire at the end of the appointment term and must be formally renewed to be continued. Visiting appointments may be made for one term of up to three years or on an annual basis for up to three consecutive years. Lecturer and Senior Lecturer appointments are usually made on a semester by semester or annual basis. After the initial appointment, and if the Department's curricular needs warrant it, a multiple year appointment may be offered. Requested appointments for *visiting faculty* usually come to the Department as a result of an association with an individual member of the faculty and plan to work in their laboratory for a defined period of time while on leave from their own institution. Appointments of visiting faculty are made by approval of the Chair following the written submission of specific plans for scholarly activities to be undertaken during the time the visiting faculty member will be in residence in the Department. Appointment for more than one year requires a majority vote of the faculty.

*Adjunct faculty* usually come to the Department as a result of: 1) their employment as a scientist within a unit of a governmental research organization (e.g. the United States Department of Agriculture or US Military); 2) their interest in direct participation or collaboration in the academic programs of the Department; and 3) the Department's willingness to provide them with office and/or laboratory space. Request for an adjunct appointment in the Department for a government scientist will usually follow appointment of the person to a scientific position by the governmental agency and may be initiated by the scientist or by faculty members of the Department. In some cases,

requests for adjunct status may come from allied professionals not in residence within the Department (i.e., not using office and/or laboratory facilities under departmental control) who wish to participate in the academic programs of the Department. In all cases of requests for adjunct status, complete, updated curriculum vitae of the candidate will be submitted to the Chair who will transmit copies to all department faculty. At a faculty meeting, the candidate will appear before the faculty, indicate his/her interest in joining the Department with adjunct faculty status, and outline the role that he/she intends to take in the academic programs of the Department. Adjunct status will be granted upon a positive vote of two thirds majority of the faculty and approval of the Chair, the Dean, and OAA. Adjunct faculty may participate in all Departmental activities but are not accorded voting rights.

The activities of adjunct faculty resident within the Department will be reviewed annually by the same procedures used for faculty, discussed herein in V. Annual reviews. The activities of all other adjunct faculty will be reviewed annually by the Chair and brought to the attention of the faculty. If at any time the faculty of the Department judge that any adjunct member of the faculty has not maintained a substantial involvement in the academic work of the Department, renewal of adjunct status can be disapproved by majority vote of the faculty, effective at the end of any annual appointment period. If adjunct status is revoked, further use of departmental space and facilities will be reevaluated and may be denied by the Chair if no longer deemed appropriate.

**5. Courtesy faculty.** Request for a courtesy appointment in the Department for a faculty member from another tenure initiating unit within the University may be initiated by that person or by faculty members of the Department. Complete, updated curriculum vitae of the candidate will be submitted to the Chair who will transmit copies to all Department faculty. At a faculty meeting, the candidate will appear before the faculty, indicate his/her interest in joining the Department with courtesy faculty status, and outline the role that he/she intends to take in the academic programs of the Department. Courtesy faculty status, at the same rank as in the TIU, will be granted upon a two-thirds majority vote of the faculty and approval of the Chair. Courtesy faculty may participate in all departmental activities but are not accorded voting rights.

## **V. Annual Review Procedures**

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

The Department chair is required (per Faculty Rule 3335-3-35) to include a reminder in the annual review letter that all faculty have the right (per Faculty Rule 3335-5-04) to

view their primary personnel file and to provide written comment on any material therein for inclusion in the file.

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

#### **A. Probationary Tenure Track Faculty**

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

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

The annual review of probationary faculty will encompass the faculty member's performance in teaching, scholarship, service, outreach and extension as these are appropriate to the candidate's appointment, as well as evidence of continuing development. External evaluations of the faculty member's work is only required for the tenure and promotion reviews, but may be obtained for any annual review if judged appropriate by the P&T Committee or Department Chair. The Department Chair shall inform probationary faculty members at the time of initial appointment, and in a timely fashion each year thereafter, when the annual review will take place.

Probationary faculty must submit a complete and current promotion and tenure dossier following OAA guidelines, copies of publications, and additional information deemed relevant by the faculty member; these documents all will be considered as part of the review.

The result of the P&T Committee review is a written assessment and a recommendation regarding reappointment. The assessment should include both strengths and weaknesses, as appropriate. The P&T committee chair will provide the Department Chair with the written assessment and a report of the vote regarding reappointment. At the completion of the review the Department chair shall prepare a separate letter to the Dean of the College of FAES that assesses the faculty member's performance and professional development. If the Chair's recommendation is to reappoint the faculty member to another probationary year of service, that recommendation shall be final. A recommendation from the chair to not reappoint the faculty member to another probationary year requires a review that follows fourth year review procedures (per [Faculty Rule 3335-6-04](#)) and the Dean shall make the final decision in the matter. All annual review letters to date shall become a part of a faculty member's dossier for subsequent annual reviews during the probationary period, including the review for promotion and tenure. The Department Chair shall inform candidates of their right to review their primary personnel file maintained by their tenure initiating unit and to place in that file a response to any evaluation, comment or other material contained in the file.

As soon as the P&T committee assessment and Chair's letter have been completed, the candidate must be notified in writing of the completion of the review and provided with copies of the P&T Committee assessment and Department Chair's letter. The candidate may provide the Department Chair with written comments on the review for inclusion in the dossier within ten calendar days of notification of the completion of the review. The promotion and tenure committee and/or Chair may provide written responses to the candidate's comments for inclusion in the dossier. Only one iteration of comments on the Departmental level review is permitted.

**1. Probationary Tenure Track Faculty – Fourth Year Review.** The fourth year review of probationary faculty shall follow the same process as the review for tenure and promotion at the Department and College levels except that external letters of evaluation are not required. Renewal of the appointment of a probationary assistant professor for the fifth year requires the approval of the Dean. The criteria for promotion and tenure and procedures for the College-level reviews are outlined in the College promotion and tenure document.

**2. Probationary Tenure Track Faculty – Exclusion of Time From the Probationary Period.** Faculty Rule 3335-6-03 (D) sets forth the conditions under which a probationary tenure track faculty member may exclude time from the probationary period. Additional procedures and guidelines can be found in the OAA Policies and Procedures Handbook.

## **B. Tenured Faculty**

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



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

### **C. Professional Practice Faculty**

The annual review process for professional practice probationary and nonprobationary faculty is identical to that for tenure-track probationary and tenured faculty respectively. In the penultimate contract year of a professional practice faculty member's appointment, the 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 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 proceeds identically to the Fourth-Year Review procedures for tenure-track faculty. External letters of evaluation are not solicited. 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. In the penultimate contract year of a research faculty member's appointment, the 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 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 proceeds identically to the Fourth-Year Review procedures for tenure-track faculty. External letters of evaluation are not solicited. There is no presumption of renewal of contract.

### **E. Associated Faculty**

Compensated associated faculty members in their initial appointment must be reviewed before reappointment. The Chair, or designee, prepares a written evaluation and meets

with the faculty member to discuss his or her performance, future plans, and goals. The Chair's recommendation on renewal of the appointment is final. If the recommendation is to renew, the Chair may extend a multiple year appointment.

Compensated associated faculty members on a multiple year appointment are reviewed annually by the Chair, or designee. The 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 Chair's recommendation on reappointment is final.

## **VI. Compensation, Merit Salary Increases and Other Rewards**

### **A. Criteria**

Compensation decisions should support the recruitment, performance, and retention of high quality and productive faculty.

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

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

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

In addition to his/her teaching and research, each faculty member has an obligation, and in some appointments, an assigned duty to perform service to the Department, the College, the University, the academic community and, in some cases, to the local community, the State of Ohio and the Nation. In all cases, service is evaluated within the context of the faculty member's total academic activities and the mission of the Department. The faculty member and the Department chair have the responsibility of

ensuring that the service obligation of each faculty member does not detract from his/her teaching and research commitments.

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

- Appropriate prioritization of extension programs and implementation of those programs.
- Incorporation of new knowledge and new educational methods into short courses, symposia, meetings and extension programs of all types.
- Communication of subject matter in an effective manner through lectures, group discussions, meetings, mass media and the publication of extension materials.
- Establishment of effective working relations with other extension personnel, industry leaders, and the general public through public relations programs that result in increased application of extension information.
- Attention to responsibilities such as attending meetings as scheduled, completing reports, supervision of assistants, development of extension facilities, and completion of routine assignments.
- Professional growth and scholarly achievements as evidenced by productive scholarship, continued commitment to personal development and professional contributions beyond the scope of regular duties.

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

All faculty members are expected to demonstrate respect and responsible behavior towards administrators, peers, staff, students, and clientele. In this regard, a record of good citizenship within the Department will be an important consideration when evaluating performance for the determination of salary increases. Special consideration will be given to faculty who provide extraordinary service, but this will not relieve them of demonstrating excellence in teaching and other scholarly activities.

Faculty who are on professional leave, serving as visiting professors, or participating professionally in approved off-campus assignments, will not be penalized by loss of a salary increase while away from the Department. In these cases, the faculty member will provide the Chair and Associate Chair with a timely progress report of his/her activities containing sufficient information for their review.

Cash payments as part of the compensation process may be provided in accordance with the annual guidelines issued by the Provost and the Senior Vice President for Human

Resources. In all cases, a brief summary of the reason for the cash payments is documented.

## **B. Procedures**

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

## **C. Documentation**

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

- Faculty evaluation and testimony of classroom performance. Peer evaluation of teaching effectiveness is the primary component of teaching evaluation. Peer evaluation of teaching should take place for each and every course offering taught by probationary faculty. The Department Chair will assign faculty evaluators for this purpose with the intention of using the same evaluators to review performance over the probationary period. This should facilitate tracking of trends, improvements and student-initiated changes in courses taught by probationary faculty. Each evaluation will include observation of lectures and review of laboratory materials, grading instruments, and syllabi. Peer evaluation of teaching of Associate Professors and Professors will occur in a manner similar to evaluation of probationary faculty when warranted. Frequency of evaluation of individuals may vary as determined by the Department Chair but Associate Professors and Professors must be evaluated at least every three years.
- Student opinions and judgments, appropriately documented and accompanied by interpretive information are essential. SEIs must be solicited for every course during every quarter the course is taught. Faculty can supplement the SEI with other evaluation forms of their own design including written statements by students. Regardless of the method of student assessment chosen, the evaluation instrument will be distributed by the faculty member but collected by a student representative or staff member. Each faculty member will strive for consistency in the method of evaluation employed so that results can be compared for that

faculty member over time. Student evaluations will not be returned to the faculty member until after grades have been submitted for that quarter. Faculty may include their own assessment of the course and their interpretation of the students' comments; each faculty member may also respond to opinions or judgments that seem outstanding because of their frequency, cogency (or lack of it), and relevance (or lack of it). In addition, unsolicited, signed letters from students may be considered.

- Documentation of development of new and effective techniques for instruction and instructional materials, including, as appropriate, syllabi, examinations, laboratory instruction manuals, textbooks, self-teaching computer programs and tutorial materials. Successful modifications of existing courses should also be documented.
- Recognition or awards for distinguished teaching.
- Excellence in mentoring of undergraduate and honors students.
- Excellence in mentoring of graduate students under their supervision.

Evidence to document meritorious research includes:

- Publications. The kind, scope, and substantive contributions of the individual being reviewed are considered. Publications based on original research have primary importance as evidence of scholarly achievement. Textbooks, laboratory manuals and computer software intended as tools for instruction are judged as scholarly works to the extent that they present new ideas or incorporate the results of scholarly research. Review papers based on scholarly synthesis are also considered.
- Oral presentations and participation in sections, panels and symposia at professional meetings are considered evidence of scholarly achievement in research. Recognition is given to invitations to present lectures in each faculty member's field to academic, governmental or corporate institutions.
- Special importance is attached to successful competition for peer-reviewed external funds to support the faculty member's research program.
- Obtaining patents based on original research.
- Research awards or honors conferred.

Evidence to document meritorious service is:

- Service to the Department, which may include work on committees or other tasks to which the faculty member has been assigned; coordination of programs and

courses; development of new courses or curricula which is not already covered under teaching activities; advising students; and any other matters related to the academic goals of the Department.

- Service to the College and the University, which may include work on committees, other assigned tasks or administrative duties.
- Service to the academic community that may include service in state, regional, national and international professional organizations in the faculty member's academic field. This may be as an officer, as a member of a committee, or in other assignments on behalf of the organization; work as a consultant in scholarly matters, work on editorial boards and as a referee of scholarly journals and grant proposals; and as a referee for faculty members under review at other universities.
- Service to government or private organizations which may include consultation on professional matters; expert review of scholarly or policy documents; review of grant proposals; or as a member of a government or privately sponsored scientific or policy committee.
- Completion of an innovative or creative service activity that results in tangible benefits to students, faculty, programs, the Department, or to the University in general.

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

- Peer and audience evaluations of public presentations.
- Peer and public evaluations of published extension materials.
- Development of creative programs and approaches to problems as outlined in Plans of Work.
- Successful completion of innovative programs that result in tangible benefits to the agricultural or urban community.
- Effective teaching in extension activities may be evaluated using the Evaluation of Effective Extension Teaching (EEET) form.

## **VII. Reviews for Promotion and Tenure**

### **A. Criteria for evaluation of teaching, research, extension, and service**

Faculty Rule 3335-6-02 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.

## **B. Criteria for promotion and for tenure**

### **1. Promotion to rank of 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.

As specified by Chapter 6 of the Rules of the University Faculty, tenure will not awarded below the rank of Associate Professor at The Ohio State University.

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

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

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

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

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

## **2. Promotion to rank of Professor**

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

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

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



### 3. Criteria for promotion to rank of Professor for faculty with a majority Extension appointment

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

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

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

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

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

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

- **Discovery.** The pursuit of the unknown, the investigative advancement of knowledge.
- **Integration.** The interpretation and synthesis of new insights. Extending the knowledge of original research. Drawing together across disciplines and fitting specialized knowledge into larger intellectual patterns for broader, more comprehensive understanding.
- **Transformation.** The transformation of an individual or group through the extension and transmission of knowledge. Developing meaning and understanding within the learner.
- **Application.** The application of knowledge to consequential societal problems. Learning from practice.

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

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

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

**Outputs of teaching effort that will be highly valued include:**

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

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

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

**Performance in Extension teaching is also evaluated in terms of:**

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

References:

- Boyer, E. L. (1990). *Scholarship reconsidered: Priorities of the professorate*. Special report. Princeton, NJ: The Carnegie Foundation for the Advancement of Teaching.
- Kolb, D. A. (1984). *Experiential learning: Experience as the source of learning and development*. Englewood Cliffs, NJ: Prentice-Hall, 1984.

- Weiser, C. J. (1995). *The Value System of a University – Rethinking Scholarship*. Draft

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

- A program of outreach that is highly visible at the local, state and regional, and national levels. Although program impacts on stakeholders may be realized primarily at the local level, visibility of the program should be evident at all levels. He or she is expected to have served as a leader in developing goals and setting directions for the communication and utilization of non-biased research-based information at all levels. For example, a state extension specialist that is a member of a commodity team would have progressed over time to a leadership role in team activities.
- A wide-reaching approach for delivering research-based information to diverse stakeholders that utilizes a variety of modalities, media, and current technologies such as industry technical reports, trade journal article, newsletters, fact sheets, bulletins, in-service programs, websites, press releases, etc.
- Even if a full professor in OSUE does not have a formal classroom teaching appointment, his/her talents as a teacher will be visible in extension teaching at the local, state and regional levels. In addition, there should be documented connections to county educators, other state-wide specialists and extension associates, as well as involvement in Extension Teams, as appropriate. Teaching must also be documented through participation in graduate education.
- A program of applied research that is well integrated with, supports, and enriches the outreach he/she performs. In turn, the outreach program should inform and enrich the research program. The research will have achieved national recognition that increases the exposure and impact of the outreach program through a record of publication in refereed journals appropriate to the applied mission of the research, and in numbers consistent with the percentage of his/her research appointment. It is expected that state specialists will have incorporated county educators into their applied research program at some level.
- A full professor will have a demonstrated a positive impact of their research, teaching and service on his/her stakeholders, including Extension personnel and Teams. Although extension impacts can be very difficult to quantify, the existence of extension impacts can be inferred and documented. For example, evidence of recognition of extension contributions at local, national, or international levels implies the existence of impact.

### **3. Professional Practice Faculty**

**Promotion to Assistant Professor of professional practice of entomology.** For promotion to Assistant Professor of professional practice of entomology, a faculty member must complete his/her doctoral degree and be performing satisfactorily in teaching, professional practice, and service.

**Promotion to Associate Professor of professional practice of entomology.** For promotion to Associate Professor of professional practice of entomology, a faculty member must show convincing evidence of excellence as a teacher and a provider of effective service; must have a documented high level of competence in professional practice; and must display the potential for continuing a program of high-quality teaching and service relevant to the mission of this Department. Specific criteria in teaching and service for promotion to associate professor-professional practice of entomology are similar to those for promotion to Associate Professor with tenure. Research activity is not expected.

**Promotion to Professor of professional practice of entomology.** For promotion to Professor of professional practice of entomology, a faculty member must have a record of continuing professional growth and increasing quality of contributions, including a sustained record of excellence in teaching and professional practice; leadership in service to this department and to the profession; and production and dissemination of scholarly materials pertinent to pedagogy and/or professional practice.

### **4. Research Faculty**

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

**Promotion to Research Professor.** For promotion to research professor, a faculty member must have a national 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.

### **C. 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 and the Office Academic Affairs annually updated procedural guidelines for promotion and tenure reviews . The following sections, which state the responsibilities of each party to the review process, apply to all faculty appointment types in the Department.

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

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

The candidate is to submit a copy of the department's APT Document that was in effect at the time of the candidate's hire or when the candidate was last promoted, whichever is more recent, if s/he wishes to be reviewed under that document's criteria and procedures. This must be submitted when the dossier is submitted to the department.

The Department chair shall prepare a separate written assessment of the case and recommendation for the Dean for inclusion in the dossier. As soon as the faculty report and Chair's letter have been completed, the candidate should be notified in writing of the completion of the tenure initiating unit review and of the availability of these reports. The candidate may request a copy of these reports. The candidate may provide the Department Chair with written comments on the review for inclusion in the dossier within ten calendar days of notification of the completion of the review. The promotion and tenure committee and/or chair may provide written responses to the candidate's comments for inclusion in the dossier. Only one iteration of comments on the Departmental level review is permitted.

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

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

- A tenured faculty member may only be denied a formal promotion review under Faculty Rule 3335-6-04 (<http://trustees.osu.edu/university/facultyrules>) 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.

The responsibilities of the members 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 eligible faculty meetings except when circumstances beyond one's control prevent attendance; to participate in discussion of every case; and to vote.

#### **D. Documentation**

Teaching, research, service and extension activities must be documented consistent with the requirements of the OAA Policies and Procedures Handbook.

## **VIII. Appeals**

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

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.

## **IX. 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.