



Applies to: Faculty

Responsible Office

Office of Academic Affairs

POLICY

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Appointment decisions for continuing faculty positions must be based on criteria that reflect strong potential to attain tenure and advance through the faculty ranks.

Purpose of the Policy

Faculty Rule 3335-5-19 states the general criteria governing the types of faculty titles. Faculty Rules 3335-6 and 3335-7 describe in detail the tenure-track, and clinical and research appointment types.

Definitions

Term	Definition
Permanent reduction	A permanent reduction is one without a specified end date. In this situation the faculty member must understand that no right to a future change of FTE is assumed.
Joint appointment	One in which a faculty member has a compensated FTE appointment in two or more tenure-initiating units (TIUs).
Temporary reduction	A temporary reduction has a specified end date with a guarantee of return to the previous full-time equivalent (FTE).

Policy Details

I. Tenure-track, Clinical, and Research Faculty

A. Length of appointment

- Tenure-track, clinical, and research faculty may be offered either a 9-month or a 12-month appointment. Faculty members on a 9-month appointment typically begin their duties on the first day of autumn semester and end on the last day of examinations. Twelve-month appointments typically begin either July 1 or on the first day of autumn semester.
- In accordance with Faculty Rule 3335-5-07, faculty members are expected to be on duty an average of 19 working days a month (weekdays excluding university holidays). Nine-month faculty members do not accrue vacation but are not expected to be on duty during intersessions between semesters or during their off-duty period (typically summer). Twelve-month faculty members accrue vacation per the [Paid Leave Programs](#) policy 6.27.

B. Joint appointments

- Some aspects of these guidelines may be helpful in establishing memoranda of understanding (MOUs) for appointments when a non-TIU such as an academic center provides part of the funding for a faculty appointment, but such MOUs do not require Office of Academic Affairs (OAA) approval.
- Appointing new faculty members to a joint position
 - The units considering making a **joint appointment** should determine whether this is the most appropriate means of accomplishing some shared goal. Financial reasons (neither unit has the resources to make the appointment on its own) alone do not provide an optimal foundation for joint appointments. If there are other means (such as joint service on graduate studies committees) that will accomplish the shared goal, OAA suggests not pursuing a joint appointment.



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- b. Ideally the units making a joint appointment should reach agreement on its terms before seeking an individual to fill the position so that these terms can be communicated clearly to candidates. These terms, modified as a consequence of negotiation with a particular candidate when appropriate, must be set forth in an MOU signed by the hiring units. If the hiring units are in different colleges, both deans must sign off on the MOU.
- c. Before being extended to candidates, letters of offer involving joint appointments as defined in these guidelines, along with the MOU noted above, must be approved by OAA. A candidate must be made aware of the terms of the MOU before asked to decide on an offer. Items that should be included in the MOU include:
 - i. The TIU in which the candidate's tenure will reside (see Faculty Rule 3335-6-06). This is the unit where the candidate will be a member of the eligible faculty. If it is possible for the TIU designation to be renegotiated at a subsequent time, there should be some content indicating how such a negotiation would be initiated and concluded.
 - ii. What each unit will contribute to the appointment in terms of compensation; office; research space, equipment, and research start-up funds; and any other relevant resources, as well as what the process is by which relative contributions could be changed over time.
 - iii. The defined workload associated with each part of the appointment; the process by which the defined workload associated with the different parts of the appointment can be changed; and the mechanism for resolving workload issues should it be alleged by either the joint appointee or one of the hiring units that one or both of the units' expectations differ from those agreed to in the MOU.
 - iv. The annual salary decisions process and whether the units agree to reach consensus on salary increases or each provide its own recommendation based on performance in areas relevant only to its part of the appointment.
 - v. In the case of an untenured faculty member, how annual reviews and the review for tenure will be conducted; whether both units must agree on renewal of the appointment and ultimately on the award of tenure for the peer recommendation to be considered positive and if not, how a disagreement on renewal and tenure will be handled. If the units cannot reach an agreement on this extremely important matter, then the hire should not be made.
 - vi. In the case of a tenured faculty member how annual reviews and reviews for promotion will be conducted and whether both units must agree that promotion is warranted for the peer recommendation to be considered positive.
 - vii. The governance rights of the joint appointee in each of the units sharing the joint appointee.
3. Faculty transfer into a joint position
 - a. On occasion, a faculty member hired into a full-time faculty position in a particular TIU desires to establish a joint appointment with another unit. In such cases, OAA recommends the following process:
 - i. The faculty member must consult with the head of the unit with which she/he wants to establish a joint appointment and explain why such an appointment would benefit her/his academic career at Ohio State.
 - ii. The TIU head then makes a judgment about whether the joint appointment will benefit the mission of the unit of the whole and whether there are funds to cover the salary and benefits associated with the joint appointment. In making this judgment, the TIU head should consult with the dean about the effect of this joint appointment, if any, on future hires in the unit.
 - iii. If the TIU head ascertains that the transfer would benefit the unit, the TIU head consults with the dean about whether there are funds in place to support the joint appointment. At this point, the TIU head should ask the faculty member requesting the joint appointment to write a formal letter of application. At the same time, the faculty member and/or TIU head of the receiving unit should discuss the possibility of the appointment with the TIU chair.



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- iv. The receiving unit must provide information about the faculty member to its tenured faculty and request a vote, following hiring procedures laid out in the Appointments, Promotion, and Tenure (APT) Document, about whether it approves the joint appointment.
 - v. The dean and TIU head of the receiving unit decide whether to approve the appointment.
 - vi. The two units must write an MOU about the appointment, including which unit will serve as the TIU, which must be approved by the dean(s) of the units and by OAA.
- C. Shared position
1. It is possible for a unit to hire two individuals to share a single tenure-track faculty position. The following considerations apply:
 - a. The position must necessarily be split 50-50 for both parts of the position to be tenure-track.
 - b. Letters of offer for such positions must address clearly the extent to which the two positions are independent or interdependent, specifically:
 - i. The right or lack of right of one party to the other half of the position should that half become vacant.
 - ii. Untenured positions: the independence or interdependence of annual reappointment and tenure decisions.
 - iii. Untenured and tenured positions: the independence or interdependence of annual evaluations, salary increases, promotion in rank, and provision of resources such as space and equipment.
 - iv. It is generally best to treat the two halves of the position as independent, particularly in any matter involving performance evaluation.
- D. Courtesy appointments
1. Courtesy appointments have 0% FTE and occur when a tenure-track, clinical, or research faculty member holds an appointment in one or more units outside the TIU. Units make courtesy appointments with the faculty member's title within the TIU.
 2. TIUs must establish formal expectations for courtesy appointments. Courtesy appointments should be discontinued when expectations are not met and when a faculty member retires from or leaves the university.
- E. Changes in appointment
1. Transfer of tenure-initiating unit
 - a. The concept of a TIU and the circumstances under which a tenure-track faculty member may be considered for transfer to a new TIU are described, along with the necessary approvals, in Faculty Rule 3335-6-06.
 - b. Approval of the transfer by OAA is dependent on the establishment of mutually agreed upon arrangements between the administrators of the affected academic units, including the deans(s), and the faculty member.
 - c. An MOU signed by all parties, including OAA, must describe in detail the arrangements of the transfer. Since normally the transferring faculty member will fill an existing vacancy in the receiving unit, the memorandum of understanding (MOU) will describe the resources supporting the position, including salary, provided by the receiving unit.
 - d. Rarely will a faculty line be moved from one unit to another to enable a voluntary transfer. To do so would effectively downsize one unit and enlarge another without regard for university priorities and programmatic needs.
 - e. The review schedule of probationary tenure-track faculty is not altered by transferring TIU. Requests for exceptions due to special circumstances must be submitted to OAA before the MOU is finalized.
 2. Transfer from tenure-track to clinical or research appointments
 - a. Tenure-track faculty members who transfer to a clinical or research are required to resign their tenure-track position, relinquishing tenure if applicable.
 - b. Such transfers are initiated for consideration only upon the written request of the faculty member. Clear evidence must be offered of a change in the individual's career goals and expectations, duties, and activities.



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- c. The following Faculty Rules describe the circumstances under which such a transfer may be considered and approved:
 - i. To clinical, Faculty Rule 3335-7-09.
 - ii. To research, Faculty Rule 3335-7-38.
 - d. Transfer from a clinical or research appointment to the tenure-track is not permitted (see Faculty Rules 3335-7-10 and 3335-7-39 respectively). Faculty may apply for tenure-track positions and compete in regular national searches for such positions.
3. Reduction in FTE
- a. Tenure-track faculty
 - i. If a part-time appointment was not included in the terms of hire as stated in the letter of offer, a tenure-track faculty member who desires a temporary or permanent reduced appointment (less than full-time but not less than 50%), must consult with the TIU head.
 - ii. Tenure-track faculty are defined in Faculty Rule 3335-5-19 (A) as holding an appointment of 50% FTE or greater. Persons with a tenure-track faculty title on an appointment of 49% FTE or less are associated faculty.
 - iii. Upon the faculty member's request, the TIU head, with the approval of the dean has the authority to grant a reduction in FTE. In colleges without units, the dean has final authority. The letter directed to the dean should state all relevant information (the amount of the reduction, when it will take effect, whether it is permanent or temporary).
 - b. Probationary tenure-track faculty
 - i. A reduction in FTE does not involve an automatic extension of the probationary period, even though the projected revised dates may be mentioned in the letter approving the reduction, as is often the case. Probationary tenure-track faculty whose appointment is less than full-time but not less than 50% may request an extension of the probationary period in accordance with Faculty Rule 3335-6-03 (F).
 - ii. OAA does not approve extensions in advance. Rather, during the second year of a faculty member's reduced appointment, OAA will approve an extension of one year, for example, in recognition of two years of service at 50% FTE. At the appropriate time a letter requesting approval of the extension is forwarded by the TIU head to the dean and then OAA.
 - iii. For probationary faculty, the letter directed to the final level of approval should state (in addition to the amount of the reduction, when it will take effect, and whether it is permanent or temporary) a projected revision of the review schedule and the projected year in which the adjusted fourth-year review would fall (if the fourth-year review has not already occurred).
 - c. Clinical and research faculty
 - i. Clinical and research faculty who wish to renegotiate their FTE during a contract period must consult with the TIU head. The agreement of the parties who initially approved the appointment is required to approve a change in FTE.
4. Twelve month and 9-month appointment conversions
- a. Faculty who do not hold an administrative appointment will normally convert between a 12-month and a 9-month appointment using a 12/9 or a 9/12 salary conversion ratio. Any other arrangement requires the approval of OAA.
 - b. See the [Faculty Compensation](#) policy for information regarding faculty who step down from an administrative appointment.
5. Transfer of campus
- a. The circumstances under which a faculty member may be considered for a transfer from one campus to another are described in Faculty Rule 3335-6-07.
 - b. The provost's approval of the transfer is dependent on the establishment of a mutually agreed upon financial arrangement between administrators of the affected units, including the dean(s).
- F. Endowed chairs or professorships



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1. Only the Board of Trustees (BOT) can establish a chair or professorship and appoint an individual to hold that position. Units should defer publicity regarding the establishment of a chair/professorship or the appointment of an individual to that position until action has been taken by the BOT.
- G. College distinguished professors
 1. Colleges wishing to recognize distinguished faculty members may establish distinguished professorships, the titles of which must be (college name) distinguished professor.
 2. Criteria for review and procedures for awarding such distinctions must be included in the college pattern of administration.
- H. Emeritus faculty
 1. Tenure-track, clinical, and research faculty are potentially eligible for emeritus status upon retirement at Ohio State (see Faculty Rule 3335-5-19 (E)).
 2. Various offices within the university offer perquisites to emeritus faculty. Some of these include:
 - a. Emeritus parking hangtag free of charge (application provided by the BOT).
 - b. Emeritus permanent university ID card permitting library privileges.
 - c. Continuing use of OSU e-mail account (request by calling the Office of Information Technology's Help Line at 614-688- 4357).
 - d. Reduced membership fee offered by the Faculty Club.
 - e. Use of recreational facilities on same basis as faculty.
 - f. Athletic tickets, including football ticket applications, offered by the Department of Athletics at faculty prices.
 - g. Emeritus faculty are eligible to receive campus-wide news publications issued by the university, and to attend Senate and other university and faculty meetings without vote.
 - h. Use of hotel contracts and car rental contracts with OSU/Big Ten.
 - i. The provision of office space, secretarial support, office supplies, and computer use is strictly at the discretion of each unit and/or college.
 3. Graduate faculty status
 - a. See the *Graduate School Handbook* for details on graduate faculty status when a faculty member leaves or retires from the university.
 4. Emeritus titles for endowed chairs/professorships
 - a. Faculty members who hold an endowed chair/professorship or an Ohio eminent professorship at the time of retirement may continue to use the chair designation upon request by their TIU with the approval of the dean, OAA, and BOT.
 - b. The request can only be made for a faculty member retiring from the university and from the chair/professorship, not for those who may have held the chair/professorship in the past or those simply ending a term holding the chair/professorship.
 - c. The request can only be for carrying the name of the chair/professorship with the “emeritus” designation preceding the name. No chair/professorship resources can be allocated to the individual carrying the emeritus designation.
 5. Criteria for emeritus eligibility of clinical associate professors of practice and clinical professors of practice in the health sciences colleges
 - a. OAA reserves the appointment of clinical practice faculty to emeritus status for those who have made outstanding contributions to the college. Over time it is expected that emeritus appointments will be awarded to clinical practice faculty appointees whose performance is consistently among the top 5%. Specific criteria include:
 - i. Minimum of 20 years of service to the unit and the college.
 - ii. Unit certification of a minimum of 96 hours of service per year for the 20 years.
 - iii. Hold a clinical practice appointment at the time emeritus status is recommended.
 - iv. Unit certification that the quality of service ranks in the top 5 to 10 % of all clinical practice appointees.
 - v. Unit P&T committee concurs with chair's recommendation.
 6. Title for members of the Emeritus Academy



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- a. A faculty member who has been granted emeritus status may use the title academy professor during the period that such faculty is an active member of the Emeritus Academy.
- I. Reemployment of retired faculty
 1. For eligibility requirements and guidelines on the rehiring of faculty who have retired from The Ohio State University, see Reemployment of Faculty and Staff, Policy 4.25.
 2. It is acceptable for units, in consultation with their college offices, to negotiate some post-retirement work with non-retired faculty to facilitate retirement. Long-term agreements are inappropriate and even short-term agreements must be made subject to availability of funds, programmatic needs, and performance. Re-employment of retired faculty is not an entitlement and cannot be guaranteed. Note that faculty may be rehired into the same position at greater than 75% FTE only if the salary is not greater than 75% of the salary at the time of retirement.
 3. Use the guidelines below in Section III-G-1 & 2 of this policy to determine appointment classification and FTE.
 4. Rehiring a retired faculty member requires approval of the TIU head, the college senior human resources officer, the college dean (or campus dean/director), and OAA prior to extending an offer. Colleges must forward requests to hire a retired faculty member using the Request to Rehire Retired Faculty/Staff Member Form.
- J. Reemployment of tenure track faculty following nonrenewal of appointment or denial of tenure
 1. OAA must approve the rehire of a tenure-track faculty member denied reappointment or tenure. This requirement for approval applies to faculty members rehired within three years of the final day of the original tenure-track appointment. Approval will be based on the nature of the proposed appointment in relationship to the reasons for denial of reappointment or tenure.
 2. Proposals unlikely to be approved would be those to rehire a faculty member to teach or to conduct research in some capacity when unacceptable teaching or research, respectively, was a factor in the denial of reappointment or tenure.
 3. Units should exercise equivalent judgment in considering the rehire of probationary tenure-track faculty who withdraw from a mandatory review and resign.
- K. Reemployment of tenure-track faculty who have resigned
 1. There may be rare circumstances when a unit is unable to retain a truly exceptional faculty member (e.g. a member of a national academy), and the unit and college wish to facilitate her/his return to the university. The chair and dean may request approval from OAA, within two years of departure, to rehire the faculty member into a vacant position without a national search. The unit/college must not promise the faculty member in advance to rehire her/him at some future date since intervening events could make it undesirable or not feasible to follow through on such a commitment.
- II. Faculty fellow – See the [Faculty Fellow](#) policy.
- III. Associated faculty
 - A. For definitions and rules regarding associated faculty, see Faculty Rule 3335-5-19.
 - B. Regardless of title, all associated appointments must entail a letter of offer stating the start and end date not to exceed three years. Appointments carry no presumption of academic tenure.
 - C. Associated appointments do not require OAA approval except in instances when the individual does not have degrees beyond a baccalaureate degree. Such appointments should be rare and will only be approved if it is clear that the expertise of the faculty member fulfills a specific instructional need.
 - D. Initial appointments at senior rank require prior approval of the college dean and OAA.
 - E. Renewal requires a new letter of offer and a new action in the human resources (HR) system. Nonrenewal requires termination in the HR system effective on the end date as stated in the letter of offer.
 - F. Persons with tenure-track faculty titles employed at $\geq 50\%$ FTE, clinical, and research faculty cannot hold an associated faculty appointment.
 - G. General concerns
 1. Appointment classification
 - a. Temporary and term appointment status is determined by the length of the appointment. These appointments are renewable.



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- b. Temporary:
 - i. Appointment is for one semester (four months) or less.
 - ii. While a faculty member may be appointed for back-to-back semesters, continuous consecutive back-to-back appointments should be reviewed to determine if a term appointment would be more appropriate.
 - c. Term:
 - i. Appointment is for a minimum of two semesters (eight months) up to three years (36 months).
 - ii. Faculty members with a multiple-year commitment to work for only part of the year, e.g., to teach courses each fall for three years in a row would only be appointed for the period they work.
 - d. Benefit eligibility for multiple appointments will follow the principles in section 2 of the OHR [Appointments](#) policy 4.20.
2. FTE in semesters
- a. In cases when associated faculty members have duties limited to formal class instruction, the FTE is determined by the number of credit hours assigned per term. The university-wide baseline for fall and spring semesters is that one three-credit course equals 0.25 FTE. This translates into approximately 10 hours/week, or 3.33 hours/week/credit hour. Compensated associated faculty teaching fewer or more than 3 credits have their FTE adjusted accordingly. For example, faculty teaching one course should be appointed at 25% FTE, regardless of hiring unit. Faculty teaching more than four 3-hour courses should be paid supplemental compensation for this overload. No associated faculty member should teach more than five 3-hour courses in a single semester.
 - b. Using this standard, a 100% FTE lecturer or other associated faculty appointment would be distributed by credit hour across 2 semesters as follows:

	Autumn semester	Spring semester
Credit hours	12	12
Courses	4	4

- c. Colleges and regional campuses may develop formal guidelines (written into their Patterns of Administration) for addressing types of courses that warrant a different credit-hour to FTE equivalency. This allows units to address concerns about the differing amounts of time required for the preparation or evaluation of types of courses due to enrollment size, assistance from GTAs, studios, labs, one-on-one instruction, and so on, while at the same time providing a standard ensuring that all associated faculty members within a college or campus are treated equitably.
 - d. In cases when associated faculty members have duties beyond formal class instruction, the TIU head must adjust the FTE accordingly. For example, in a given semester a lecturer could teach three courses and be assigned 25% FTE duties in other teaching areas, such as advising, guest lecturing, or developing curriculum.
 - e. All appointment letters for associated faculty members must specify the FTE of the appointment.
3. FTE in summer term
- a. Lecturers and other associated faculty teaching one 3-hour course in one 4-week session will be appointed 100% FTE, in one 6-week session will be appointed for 75% FTE, and in one 8-week session will be appointed 50%. A summer course may be appended to a 2-semester appointment. Lecturers and other associated faculty teaching in the summer term will be appointed at 100% FTE for three courses taught; the FTE for fewer courses will be adjusted down by 1/3 per course. This higher FTE per course, in comparison to semester, is due to the compressed calendar of the summer term. In rare circumstances, summer appointments can also be made as part of a 12/12 appointment (for a total of the equivalent of 12 courses).
4. Benefits
- a. Associated faculty members on appointments ≥ 0.75 FTE for two semesters or the 9-month academic year may be offered the option of having their compensation paid out over twelve months as either



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8/12 (two semester) or a 9/12 appointment respectively. Such appointments carry benefits across the entire 12-month year, from September-August.

- H. Tenure-track titles <50% FTE
 1. Individuals who perform across the full range of faculty duties and responsibilities (teaching, scholarship, and service) at <50% FTE are given tenure-track titles. The only distinction between an associated faculty member and a tenure-track faculty member is the FTE.
- I. Clinical practice faculty
 1. These appointments are appropriate for persons who provide significant service to the university such as:
 - a. Teaching the equivalent of one or more course.
 - b. Advising graduate students or serving on graduate committees.
 - c. Serving as a co-investigator on a clinical trial or scholarly project that entails regular interaction with unit faculty and students as part of the collaboration.
 - d. Providing necessary university affiliation so that non-university health care providers may practice in university facilities and/or engage in teaching activities.
 2. Such individuals may be either non-university employees or university employees compensated on a non-instructional budget.
 3. Clinical practice faculty appointments are limited to the health sciences.
 4. Clinical practice faculty (compensated)
 - a. Clinical practice titles are appropriate for persons who teach and provide patient care at FTE ranging from 1% - 100%.
 5. Clinical practice faculty (uncompensated)
 - a. 0% FTE clinical practice appointments are made for the period in which the uncompensated service is provided, not to exceed three years.
 - b. Units should renew uncompensated clinical practice appointments only in cases when the purpose of the appointment continues to be met.
- J. Visiting faculty
 1. Visiting faculty (compensated)
 - a. Fiscal or programmatic circumstances may sometimes make it appropriate to hire fully qualified faculty under time-limited contracts. Visiting faculty appointments may be renewed for up to three consecutive years or given a contract for up to three years at 100% FTE. Part-time appointments may be renewed until the equivalent of three years at 100% FTE is reached.
 - b. TIUs may also use the visiting faculty title for the temporary appointment of a faculty member from other institutions, who may or may not be compensated by Ohio State, and for foreign national faculty members who have been awarded tenure but do not have permanent residency status.
 - c. Only TIUs may make visiting faculty appointments for temporary duties. A non-TIU unit such as a center that wishes to appoint persons must use an appropriate non-faculty title.
 2. Visiting faculty (uncompensated)
 - a. TIUs may use the visiting faculty title for the temporary appointment of faculty from other institutions who are not compensated by Ohio State, typically when the faculty member is compensated by her/his home institution.
- K. Adjunct faculty
 1. These appointments are appropriate for persons who provide significant service to the university such as:
 - a. Teaching the equivalent of one or more course.
 - b. Advising graduate students or serving on graduate committees.
 - c. Serving as a co-investigator on a research project that entails regular interaction with unit faculty and students as part of the collaboration.
 2. Such individuals may be either non-university employees or university employees compensated on a non-instructional budget.
 3. APT documents, as well as letters of offer to adjunct faculty, should clearly state that adjunct appointments are:
 - a. Recommended at the discretion of the unit.



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- b. Made for periods not to exceed three years.
- c. Entail no commitment to renew the appointment beyond that period.
4. The following are examples of inappropriate situations for adjunct appointments:
 - a. Ohio State staff members whose activities, even if somewhat "faculty-like," are covered by their job description. If a staff member requires a faculty title to perform her or his regular job, then that position should be a faculty position rather than a staff position.
 - b. The service provided does not require a faculty title and faculty titles are not typically given for such service (supervising off-campus student internships or giving occasional guest lectures).
 - c. Persons who do not provide significant uncompensated service to the university but want to feel affiliated with a unit and/or want the privileges associated with faculty status.
5. Adjunct faculty (compensated)
 - a. As stated in Faculty Rule 3335-5-19 (C) (1), adjunct appointments are normally not compensated.
 - b. Colleges may approve compensation for services provided by adjunct faculty in the rare instances when an individual who normally provides considerable uncompensated services takes on exceptional responsibility. Compensation above 20% of base salary requires OAA approval.
6. Adjunct faculty (uncompensated)
 - a. Adjunct appointments are made for the period in which the uncompensated service is provided, not to exceed three years. Renewal is contingent upon continued significant contributions.
- L. Lecturers
 1. When personnel other than graduate teaching associates are needed for teaching, usually on a part-time basis and mainly for lower division courses, lecturer or senior lecturer is the appropriate appointment.
 2. Colleges and the regional campuses must establish appropriate criteria and associated pay scales for differentiating lecturers from senior lecturers.

PROCEDURE

Issued: 07/20/2004
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- I. Establishing an endowed chair or professorship
 - A. Units requesting the establishment of a chair/professorship submit their requests to the BOT for approval only after the required funding level has been reached.
 - B. Chairs/professorships are established using the same process as an endowment fund. Units submit the description to University Advancement by the appropriate deadline to ensure that it can be reviewed prior to going to the BOT for approval. Contact University Advancement for the [Endowment Approval Schedule](#).
 - C. After the BOT has approved the establishment of the chair/professorship, the BOT Office will send certified copies of the description to University Advancement for distribution.
- II. Appointing a faculty member to an endowed chair or professorship
 - A. The college transmits a draft letter of offer to OAA for approval before extending the offer to the candidate. OAA does not require a CV for internal candidates. Since appointments to endowed chairs or professorships are ordinarily made at senior rank, the college must follow OAA guidelines for such appointments and include all required documentation with the draft letter of offer when making an offer to an external candidate.
 - B. The letter must state the effective date and length of term, not to exceed five years, at which time the appointment will be up for renewal. After OAA returns the draft letter of offer to the college, the unit may extend an offer to the candidate. The candidate must acknowledge acceptance of the position in writing.
 - C. The college sends to OAA a copy of the final offer on letterhead along with the candidate's acceptance, either as a signature on the offer letter or as a separate letter.
 - D. OAA forwards the offer letter with the candidate's acceptance to the BOT for final approval.
 - E. The appointment becomes official only upon approval by the BOT.



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- F. The dean must conduct a formal review prior to submitting an individual for reappointment to an endowed chair.
- III. Procedures for faculty emeritus requests
 - A. Colleges should forward written requests for faculty emeritus status to OAA using the Request for Emeritus Status Form (Form 207). Requests require approval of the TIU head and the dean.
 - B. The title request should be tied to final faculty status (e.g. associate professor emeritus). The only honorific title the BOT recognizes is distinguished university professor emeritus. The request for emeritus status must be received by the BOT prior to the date of retirement, if the perquisites of emeritus status (see above) are to become effective by that date.
 - C. Only after the college knows the emeritus request is approved by the BOT may HR personnel in the unit and/or college enter the emeritus appointment into the HR system. A retirement action must be entered prior to entering the emeritus action, and the emeritus effective date in the HR system must correspond exactly to the effective date in the letter approved by the provost. The emeritus effective date does not affect the retirement effective date.
 - D. Enter emeritus status as a rehire action [0% FTE] using job code 4612 for faculty emeritus.
 - E. The HR action of "rehiring" a retired faculty member into emeritus status should not be confused with the reemployment of retired faculty.

Responsibilities

Position or Office	Responsibilities
Faculty member	<ol style="list-style-type: none"> 1. Be on duty an average of 19 working days a month, weekdays excluding university holidays. 2. Consult with the head of the unit with which you want to establish a joint appointment and explain the benefit. 3. Participate in the establishment of mutually agreed upon arrangements for your transfer of TIU, documented in an MOU; sign the MOU. 4. Write a request to transfer from a tenure-track to clinical or research position; resign your tenure-track position, including relinquishing tenure, when the transfer occurs. 5. Consult with your TIU head if you desire to move to a reduced appointment, whether temporary or permanent. 6. Request an extension of the probationary period as a part of a reduction in FTE if desired. 7. Consult with and negotiate any change in FTE with your TIU head during a clinical or research appointment contract period. 8. Use the title academy professor when granted emeritus status and only when serving as an active member of the Emeritus Academy.
Unit (includes colleges, departments, regional campuses)	<ol style="list-style-type: none"> 1. Include criteria for review and procedures for awarding college distinguished professorships in the college pattern of administration. 2. Forward requests to rehire a retired faculty member using the Request to Rehire Retired Faculty/Staff Member Form (college). 3. Develop formal guidelines in the POA to address types of courses that warrant a different credit-hour to FTE equivalency as desired. 4. Approve compensation for services provided by adjunct faculty as appropriate and specified (college). 5. Establish criteria and associated pay scales to differentiate lecturers from senior lecturers (colleges, regional campuses). <p>Joint appointments</p> <ol style="list-style-type: none"> 1. Determine whether a joint appointment is the most appropriate means of accomplishing a shared goal. 2. Reach agreement on joint appointment terms before seeking an individual to fill the position. 3. Set forth joint appointment terms in an MOU signed by the hiring units. 4. Make the candidate aware of the terms of the MOU before asking them to decide on an offer. 5. Write an MOU about the appointment, including which unit will serve as the TIU, for faculty transferring into a joint appointment (both units). <p>Courtesy appointments</p> <ol style="list-style-type: none"> 1. Make courtesy appointments with the faculty member's title within the TIU. 2. Establish formal expectations and discontinue when expectations are not met and when a faculty member retires or leaves the university. <p>Establishing endowed chairs or professorships</p> <ol style="list-style-type: none"> 1. Defer publicity until action has been taken by the BOT.



Applies to: Faculty

Position or Office	Responsibilities
	<ol style="list-style-type: none"> 2. Submit requests to the BOT for approval after the required funding level has been reached. 3. Submit a description to University Advancement by the appropriate deadline. <p>Appointing a faculty member to an endowed chair or professorship.</p> <ol style="list-style-type: none"> 1. Submit a draft letter of offer to OAA for approval (college). 2. Extend an offer to the candidate after OAA returns it (hiring unit). 3. Send OAA a copy of the final offer on letterhead along with the candidate's acceptance (college). <p>Faculty emeritus requests</p> <ol style="list-style-type: none"> 1. Forward requests for emeritus status to OAA using the Request for Emeritus Status Form (college). 2. Request approval from the dean, OAA, and BOT to allow faculty members who hold a chair/professorship at time of retirement to continue to use the title (TIU).
Dean	<ol style="list-style-type: none"> 1. Sign off on joint appointment MOUs when involving multiple colleges. 2. Decide whether to approve the appointment of a faculty transfer into a joint appointment. 3. Approve MOUs regarding faculty transferring into joint appointments. 4. Participate in the establishment of mutually agreed upon arrangements for a faculty member's transfer of TIU, documented in an MOU; sign the MOU. 5. Approve a reduction in FTE for a faculty member. 6. Approve and forward requests for extensions of probationary faculty review schedules associated with FTE reductions to OAA, after approval by the TIU head, as appropriate. 7. Conduct a formal review prior to submitting an individual for reappointing to an endowed chair. 8. Approve faculty member requests to continue to use their endowed chair designation upon retirement as appropriate. 9. Approve the rehiring of a retired faculty member as appropriate. 10. Request approval from OAA, in collaboration with the TIU head, to rehire a faculty member into a vacant position without a national search; do not promise such rehire in advance. 11. Approve initial appointments of associated faculty at the senior rank. 12. Approve requests for emeritus status.
Academic Affairs	<ol style="list-style-type: none"> 1. Approve joint appointment letters of offer and the MOU. 2. Approve MOUs regarding faculty transferring into joint appointments. 3. Approve MOUs regarding faculty transfer of TIU. 4. Approve extensions of probationary faculty review schedules associated with FTE reductions, after approval by the TIU head and dean, as appropriate. 5. Approve any out of the ordinary 12-month and 9-month appointment conversions. 6. Forward the final endowed chair/professorship offer letter, with the candidate's acceptance, to the BOT for final approval. 7. Approve faculty member requests to continue to use their endowed chair designation upon retirement as appropriate. 8. Approve the rehiring of a retired faculty member as appropriate. 9. Approve the rehire of a tenure-track faculty member denied reappointment or tenure as appropriate. 10. Approve associated faculty appointments when the individual does not have degrees beyond a baccalaureate degree. 11. Approve initial appointments of associated faculty at the senior rank. 12. Approve compensation for services provided by adjunct faculty as appropriate.
TIU head	<ol style="list-style-type: none"> 1. Approve the rehiring of a retired faculty member as appropriate. 2. Request approval from OAA, in collaboration with the dean, to rehire a faculty member into a vacant position without a national search; do not promise such rehire in advance. 3. Adjust the FTE accordingly when associated faculty members have duties beyond formal classroom instruction. 4. Approve requests for emeritus status. <p>Faculty transfer into joint appointment</p> <ol style="list-style-type: none"> 1. Determine whether a joint appointment will benefit the mission of the unit and whether there are funds available; consult with the dean as appropriate (TIU head of receiving unit). 2. Ask the requesting faculty member to write a formal letter of application and discuss the possibility of the appointment with the home TIU head (TIU head of receiving unit). 3. Provide information about the faculty member to your tenured faculty and request a vote, following APT document process. 4. Decide whether to approve the appointment. <p>Transfer of TIU</p> <ol style="list-style-type: none"> 1. Participate in the establishment of mutually agreed upon arrangements for a faculty member's transfer of TIU, documented in an MOU; sign the MOU.



Applies to: Faculty

Position or Office	Responsibilities
	2. Request exceptions to the review schedule for probationary tenure track faculty from OAA before the MOU is finalized. Reduction in FTE of tenure-track faculty 1. Approve a reduction in FTE for a tenure-track faculty member, at their request. 2. Direct a letter to the dean outlining the request and its arrangements. 3. Grant a reduction in FTE after receiving the dean's approval. 4. Approve and forward requests for extensions of probationary faculty review schedules associated with FTE reductions to the dean as appropriate. Reduction in FTE of probationary tenure-track faculty Request approval of the extension of the probationary period to the dean and OAA as appropriate. Reduction in FTE of clinical and research faculty Negotiate and approve changes to FTE during the contract period as appropriate.
Provost	Approve transfers between campuses as appropriate.
Board of Trustees (BOT)	1. Establish and appoint individuals to endowed chairs or professorships. 2. Approve faculty member requests to continue to use their endowed chair designation upon retirement as appropriate. 3. Send certified copies of the endowed chair/professorship to University Advancement.
University Advancement	Distribute BOT certified copies of endowed chairs/professorships.
College SHRP	1. Approve the rehiring of a retired faculty member as appropriate. 2. Enter emeritus appointments in the HRIS after the emeritus request is approved by the BOT. 3. Ensure renewals of associated faculty have a new letter of offer and action in the HRIS. 4. Ensure that nonrenewals are terminated in the HRIS.

Resources

University Policies, policies.osu.edu/

- Appointments (applicable to staff), hr.osu.edu/public/documents/policy/policy420.pdf
- Faculty Compensation, oaa.osu.edu/assets/files/documents/facultycompensation.pdf
- Faculty Fellow, oaa.osu.edu/assets/files/documents/facultyfellow.pdf
- Paid Leave Programs, hr.osu.edu/public/documents/policy/policy627.pdf
- Reemployment of Faculty and Staff, hr.osu.edu/public/documents/policy/policy425.pdf
- OAA Policies and Procedures Handbook, oaa.osu.edu/handbook.html
- Faculty Rank Title Codes, oaa.osu.edu/assets/files/documents/FacultyRankTitleCodes.pdf
- Graduate School Handbook, gradsch.osu.edu/handbook
- Request for Emeritus Status Form, Form 207, oaa.osu.edu/forms.html
- Request to Rehire Retired Faculty/Staff Member Form, hr.osu.edu/wp-content/uploads/form-rehire-retired-request.pdf
- Reemployment after Retirement, hr.osu.edu/benefits/retirement/reemployment-after-retirement/
- Rules of the University Faculty, trustees.osu.edu/assets/files/RuleBook/UniversityFacultyRules.pdf

Contacts

Subject	Office	Telephone	E-mail/URL
Policy questions	Office of Academic Affairs	614-292-5881	oaa.osu.edu
Establishing an endowed chair or professorship Endowment approval schedule	Office of University Advancement	614-292-2970	giveto.osu.edu/index.asp
Graduate faculty status	Graduate School	614-292-6031	gradsch.osu.edu/index.html
Rehiring retired faculty, benefits	Office of Human Resources, Benefits Services	614-292-1050	hr.osu.edu/benefits/index.aspx



Applies to: Faculty

History

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