

APPOINTMENTS, PROMOTION, AND TENURE

Criteria and Procedures for the
Department of Comparative Studies

June 2013

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Appointments, Promotion, and Tenure Criteria and Procedures

Department of COMPARATIVE STUDIES

Revised: 06/21/13

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I PREAMBLE

This document is a supplement to Chapter 6 of the Rules of the University Faculty: Additional Rules Concerning Tenure track Faculty Appointments, Reappointments, Promotion and Tenure (<http://trustees.osu.edu/rules/university-rules.html>); the annually updated procedural guidelines for promotion and tenure reviews in Book 3 of the Office of Academic Affairs Policy and Procedures Handbook (<http://oaa.osu.edu/policiesprocedureshandbook.html>); and other policies and procedures of the college and university 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.

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

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

II DEPARTMENT MISSION

The Department of Comparative Studies encourages critical reflection about culture across boundaries of discipline, nation, and language. Comparative Studies scholars attend to the construction of knowledge and the dynamics of power and authority in a range of historical discourses and practices: social, religious, literary, aesthetic, technological, scientific, political, and material. Our comparative methods interrogate the constructs that shape humanistic study, as we work to account for the historical, material complexities of social relations and human existence. In this sense, "comparison" entails a self-reflective, critical analysis of our own social, cultural, historical and political contexts even as it heightens our sensitivity to the immediate specificities of the intellectual and material issues at hand. Our work is informed by a commitment to social justice, and energized by critical questions about how justice is to be defined and how it can be realized. We encourage and help our students to become effective global citizens, guided by an ethos of mutual respect and persistent questioning, and recognition of the value and pleasures of critical intellectual work.

The department includes in its mission the achievement of international distinction in the kinds of interdisciplinary and cross-cultural research outlined above, and is also committed to sharing this knowledge through superlative teaching and service to the people of Ohio and the nation, and to fostering cooperation in research and teaching among arts and sciences faculty at The Ohio State University. The department offers a Bachelor of Arts degree in Comparative Studies, provides students across the university with innovative courses that fulfill general education requirements for both the Bachelor of Arts and Bachelor of Science degree, and administers undergraduate minors; it also houses a Bachelor of Arts degree in World Literatures. On the graduate level, the department offers a Master of Arts degree in Comparative Studies, a Ph.D. Minor in Comparative Cultural Studies, and a Ph.D. in Comparative Studies. Many of the department's interdisciplinary seminars attract graduate students from other departments in the Colleges of the Arts and Sciences as well as the university's professional schools. The department's faculty regularly advise and sit on degree committees of graduate students in Comparative Studies as well as a wide variety of departments and programs across the university. On regional campuses, the department is committed to excellence in implementing the instructional undergraduate program of the humanities, and supports the specific mission mandated for those campuses by the Board of Regents of the State of Ohio.

The department acknowledges the importance of achieving excellence in research, teaching, and service, and hence values and encourages scholarly and pedagogical innovation as well as professional and community service that promote its mission as stated above. More broadly, the

department is committed to contributing to an intellectual foundation for public discourse on the complexities of a culturally diverse nation and world.

III DEFINITIONS

A Committee of the Eligible Faculty

1 Tenure-track Faculty

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

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

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

2 Conflict of Interest

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

3 Minimum Composition

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

A Quorum

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

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

B 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 for appointment is secured when two-thirds of the votes cast are positive.

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

A positive recommendation from the eligible faculty for reappointment, promotion and tenure, promotion, and contract renewal is secured when two-thirds of the votes cast are positive.

IV APPOINTMENTS

A CRITERIA

The department makes faculty appointments in order to enhance the quality of the department. Important considerations include a candidate'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 then either cancelled or continued, as appropriate to the circumstances.

The department may make joint tenure-track appointments that enhance its ability to carry out its interdisciplinary mission. The details of these appointments and the rights and responsibilities of

the faculty member in relation to Comparative Studies are clarified in a memorandum of understanding issued at the time of the joint appointment.

REGULAR 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 doctoral 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 beginning of the third year of appointment, the third year is a terminal year of employment.

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

Assistant Professor. An earned doctorate is the minimum requirement for appointment at the rank of assistant professor. Evidence of potential for scholarly productivity, high-quality teaching, and high quality service to the department and the profession is highly desirable. Appointment at the rank of assistant professor is always probationary, with mandatory tenure review occurring in the sixth year of service. Review for tenure prior to the mandatory review year is possible when the Promotion and Tenure Subcommittee determines such a review to be appropriate. The granting of prior service credit requires approval of the eligible faculty, chair, dean, and Office of Academic Affairs. This may reduce the length of the probationary period, but is strongly discouraged as it generally 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, and service for promotion to these ranks. Appointment at senior rank normally entails tenure. A probationary appointment at senior rank is appropriate only under unusual circumstances, such as when the candidate has limited prior teaching experience or has taught only in a foreign country. A probationary period of up to four years is possible, on approval of the Office of Academic Affairs, with review for tenure occurring in the final year of the probationary appointment. If tenure is not granted, an additional (terminal) year of employment is offered.

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

REGULAR TENURE TRACK FACULTY—REGIONAL CAMPUS

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

ASSOCIATED FACULTY

Associated appointments can be made for up to three years at a time.

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 or promotion.

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.

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

COURTESY APPOINTMENTS FOR TENURE-TRACK FACULTY

Because of its cross-disciplinary mission, the department regularly works with large numbers of Arts and Sciences faculty. Among these, some contribute regularly and substantially to the academic mission of the department – usually through research collaboration, graduate student advising, teaching some or all of a course from time to time, or a combination of these – and can be designated Affiliated Faculty of the department. These courtesy appointments are no-salary joint appointments for tenure track faculty from other tenure initiating units, made at the individual's current Ohio State rank, with promotion in rank recognized. Faculty with courtesy appointments are *not* voting members of the department.

B PROCEDURES

TENURE TRACK FACULTY

Unless an exception has been granted by the College of Arts and Sciences and the Office of Academic Affairs, a national search is required to ensure a diverse pool of highly qualified candidates for all tenure track positions, and is conducted in accordance with the university policies set forth in the most recent update of [A Guide to Effective Searches](http://www.hr.osu.edu/hrpubs/guidesearches.pdf) (www.hr.osu.edu/hrpubs/guidesearches.pdf).

When a search for a tenure track faculty position has been authorized by the dean of the college, the department chair appoints an *ad hoc* search committee for that position, consisting of no fewer than three members of the voting faculty of Comparative Studies, and appoints one of these to chair the committee. The department chair may also appoint faculty from other appropriate units and a graduate student representative, but ensures that the voting faculty of Comparative Studies constitute a majority of the committee members. The department chair may serve as a non-voting member of the search committee. A faculty member of the committee is appointed “Diversity Advocate” responsible for providing leadership in assuring that vigorous efforts are made to achieve a diverse pool of qualified applicants.

The department chair drafts a description of the position to be filled and circulates it to all members of the voting faculty for comment and amendment. The final description is established by vote in a regular or special meeting of the voting faculty and then approved by the chair for both internal posting in the university Personnel Postings (formerly known as the "green sheet") through the Office of Human Resources Employment Services and external advertising. The announcement should 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. In addition, timing for the receipt of applications should 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.

If, as is often the case in Comparative Studies searches, there is a likelihood that the applicant pool will include qualified foreign nationals, the search committee must assure that at least one print (as opposed to on-line) advertisement appears in a location likely to be read by qualified potential applicants, including an advertisement in a field-specific nationally circulated print journal.

When the deadline has been reached, dossiers of all candidates are prepared by the chair of the search committee and made available to each member of the committee, with one set of copies to be retained by the department’s academic coordinator. All members of the eligible faculty are invited to examine the dossiers and make known to the committee members their views on any or all of the candidates before the search committee meets, with the exception of faculty members with a familial or comparable relationship with any job applicant, who may not participate in the review of that candidate’s application, inasmuch as a close relationship may give rise to a conflict of interest.

At its meeting the committee, after careful deliberation on the merits of all candidates with complete dossiers, and after due consideration of such views of other faculty members as have been made known, determines an “interview list” usually consisting of three candidates. Candidates on this preliminary list are interviewed by telephone or in person at relevant professional conventions by members of the search committee. If necessary or desirable, other member of the voting faculty attending the convention may participate in the interviews, as long as they agree to participate in all of them.

After all candidates on the interview list have been interviewed, the search committee convenes, deliberates, and evaluates the candidates. The department chair convenes a special meeting of the voting faculty, at which the chair of the search committee presents the views of the search committee members on the candidates’ strengths and weaknesses. After due deliberation, the members of the voting faculty vote by secret ballot to determine a list of finalists to be invited for an on-campus interview.

At least one of the finalists is expected to contribute to the diversity of the department; if the search committee judges that in the pool of candidates there is no qualified person who can do so, the chair of the search committee must explain the committee’s efforts to attract a diverse pool of applicants and must describe the pool of applicants and the pool of finalists before the faculty vote to invite finalists to campus.

The names of the finalists are submitted to the department chair, who makes them known to the entire voting faculty, provides for their dossiers to be reviewed by each member of the voting faculty, and decides on arrangements for interviewing the finalists. To the extent possible, it is desirable that each finalist be interviewed in person on campus, be requested to deliver a formal presentation on a topic related to his or her areas of specialization and expertise, and be provided with opportunities for interaction with faculty groups, including the search committee; graduate students; the department chair; and the dean or designee. To the extent possible, the interview format for all candidates must be the same.

After all finalists have been interviewed, the chair convenes a special meeting of the voting faculty. After due deliberation, those faculty members who have affirmed in writing that they have reviewed the finalists’ dossiers vote on the finalists by secret ballot. Faculty vote first to determine whether each of the finalists meet the criteria set out in the job description and in this document; two-thirds of the votes cast, must be positive for a finalist to be eligible for an offer. The faculty then vote to make a recommendation; the finalist receiving the majority of votes is recommended to the chair as the department’s top choice for the position. The faculty may then also vote to recommend alternative candidates, in the event that the top choice is unavailable to fill the position.

The department chair and the dean of the college are responsible for conducting all negotiations and contractual matters leading to the appointment. Potential appointment of a foreign national who lacks permanent residency must be discussed with the Office of International Affairs.

If the offer involves senior rank, the eligible faculty members vote also on the appropriateness of the proposed rank. If the offer involves prior service credit, the eligible faculty members vote on the appropriateness of such credit. In both instances, a two-thirds vote is required for the senior rank or prior service credit to be approved.

REGIONAL CAMPUS TENURE TRACK FACULTY

The regional campus dean has primary responsibility for determining the need for a position and the position description, but he or she consults with and seeks agreement with the department chair. The department chair and the dean of the regional campus agree on a single search committee for the position consisting of members of both units. Candidates are interviewed by the regional campus dean, the department chair, the search committee, and representatives of both faculties. Candidates are evaluated on both campuses, with the faculty at the Columbus campus taking primary responsibility for evaluating the candidate's record and potential as a scholar. At the end of the evaluation process, the search committee makes a recommendation to both faculties, which in turn make a recommendation to the department chair and the dean of the regional campus. A decision to hire requires agreement on the part of the department chair and the dean of the regional campus. Negotiations with the candidate may not begin without such an agreement and a letter of offer must be signed by the department chair and the dean of the regional campus.

ASSOCIATED FACULTY

If a faculty member is on leave due to illness, FPL, or receipt of a grant or fellowship, the department chair consults with that faculty member and other colleagues to determine what sort of replacement associated appointment (lecturer, senior lecturer, or visiting faculty member) in what area(s) of specialization would best serve the interests of students and the department as a whole.

Visiting faculty appointments are made by the department chair after consultation with faculty members to the extent feasible. In regard to appointment of such faculty, no official search need take place, but the department chair is required to alert faculty in a timely manner to the need for such an appointment and to solicit or suggest names of possible appointees. This procedure can be accomplished by memorandum or e-mail unless a faculty member on the affected campus requests a fuller discussion. Visiting appointments are limited to three consecutive years at 100% FTE.

The appointment of lecturers is made by the department chair. Appointment of a senior lecturer requires a majority vote of the voting faculty.

Renewal of associated appointments is based on the same criteria as appointment and on positive peer and student evaluations of teaching.

COURTESY APPOINTMENTS FOR TENURE TRACK FACULTY

Any tenure track faculty member of the department may propose a courtesy appointment (0% FTE) for a tenure track faculty member from another Ohio State department. Whenever such a proposal is made, the prospective appointee's curriculum vitae and a brief statement are circulated among the faculty, who vote on the appointment at a regularly scheduled meeting of the faculty. Courtesy appointments are reviewed every five years by the department chair, who determines in consultation with the faculty whether or not to renew such appointments.

IV ANNUAL REVIEW PROCEDURES

The department follows the requirements for annual reviews as set forth in the Faculty Appointments Policy (<http://oaa.osu.edu/assets/files/documents/annualreview.pdf>) The annual reviews of every faculty member are based on expected performance in teaching, research, and service as set forth in the department's policy on faculty duties and responsibilities; on any additional assignments and goals specific to the individual; and on progress toward promotion where relevant.

The documentation required for the annual performance review of every faculty member is described under "Merit Salary Increases" below.

The department chair is required to include a reminder in the annual review letter that all faculty have the right to view their primary personnel file and to provide written comment on any material therein for inclusion in the file.

PROBATIONARY TENURE TRACK FACULTY

Every probationary tenure track faculty member is reviewed annually by the chair in accordance with OAA policies (<http://oaa.osu.edu/assets/files/documents/facultyappointments.pdf> and <http://oaa.osu.edu/assets/files/documents/annualreview.pdf>). The annual review evaluates the performance of a non-tenured faculty member in the areas of teaching, research, and service, with regard to expectations for continued employment and eventual candidacy for tenure. The annual review is further intended to encourage and advise the faculty member in his or her professional development, and to identify departmental resources that may aid in furthering that development.

The department chair informs 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 are provided with a copy of the Office of Academic Affairs dossier outline, which must be completed by the faculty member in reporting accomplishments to date as well as future plans and goals. In addition, the annual review dossier includes copies of Student Evaluations of Instruction, summaries of narrative student evaluations of teaching, peer evaluations of teaching, course syllabi, and copies of publications and forthcoming publications.

It is the responsibility of the individual faculty member to compile his or her dossier and to see that his or her curriculum vitae and bibliography in the department files are kept up to date. It is the right of the individual faculty member to examine the contents of this dossier at any time, upon notification to the department chair, in accordance with college and university guidelines. Dossiers remain on file with the Administrative Associate.

After the faculty member has assembled his or her dossier and presented it to the department chair by the date specified in the letter of notice, the department chair makes the available to the members of the committee for annual reviews.

The committee for annual reviews conducts annual reviews of non-tenured faculty and make recommendations to the department chair concerning reappointment. The committee consists of the department chair (who does not vote) and all tenured voting faculty members of Comparative Studies who are on duty and able to evaluate the dossiers of probationary faculty. The department chair appoints one member of the committee for annual reviews to act as chair of that committee and to draft a report of the committee's deliberations and vote. The department chair likewise appoints one member of the committee as "Procedures Oversight Designee" in conformity with OAA guidelines. Each member of the committee, except the department chair, exercises full voting rights concerning whether to recommend to the department chair the reappointment of probationary faculty.

After sufficient time has been allowed for the members of the committee for annual reviews to review the dossier, the department chair calls a meeting of the committee at which time the dossier is discussed and a vote is cast on whether to recommend to the department chair the reappointment of a probationary faculty member. A simple majority is sufficient to establish the committee's decision and recommendation concerning reappointment. Upon completion of the meeting, the chair of the committee for annual reviews forwards to the department chair a letter detailing the committee's deliberations, recommendation, and vote, which becomes part of the candidate's dossier.

The deliberations and vote of the committee for annual reviews are taken under consideration by the chair, who formulates a decision, or, in the case of the fourth-year review, a recommendation to the dean on the reappointment of probationary faculty. If the department chair should decide to forward a recommendation to the dean that is contrary to that made by the committee for annual reviews, he or she must first call a meeting of the committee to explain his or her decision and invite discussion.

At the completion of each annual review, the department chair provides the probationary faculty member and the dean of the college with a written assessment of the faculty member's performance and professional development and an indication as to whether the faculty member is being recommended for reappointment for an additional year.

If the department chair's recommendation is to reappoint the faculty member to another probationary year of service, that recommendation is final (except for the fourth-year review), and the following procedures apply:

- a) At the conclusion of the annual review, the department chair arranges a conference with the candidate for the purpose of discussing the recommendation.
- b) At this conference, the department chair may wish to indicate areas where, in the best judgment of the tenured faculty who conducted the review, the performance of the candidate needs improvement.
- c) The candidate also receives notice that he or she may respond in writing to any or all of the points discussed in the assessment, such response (if any) to be included in the department files.

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

If the department chair recommends nonrenewal, the Fourth-Year Review process (<http://oaa.osu.edu/assets/files/documents/annualreview.pdf>) is invoked. Following completion of the comments process, the complete dossier is forwarded to the college for review and the dean makes the final decision on renewal or nonrenewal of the probationary appointment.

PROBATIONARY TENURE TRACK FACULTY—REGIONAL CAMPUSES

Annual review of the probationary faculty member is first conducted on the regional campus, with a focus on teaching and service. The review then moves to the department, where the committee for annual reviews focuses on the candidate's scholarly work and on whether the course content and course standards are in accord with the department's mission, but considers all aspects of his or her record. The department chair gives a written account of this review to the faculty member and a copy to the regional campus dean. It is important that the department chair and the regional campus dean be alert to any developing discrepancy for the probationary faculty member between the quality of teaching and service on the one hand and the quality and quantity of scholarly work on the other, in order to minimize the possibility that the regional campus and the department might eventually disagree on a tenure recommendation. When such discrepancies become apparent, the regional campus dean and department chair should seek appropriate means of addressing this problem with the faculty member in an effort to clarify and reconcile the divergence, so that the faculty member receives consistent assessment and advice.

In the event that the regional campus dean recommends renewal and the department chair recommends nonrenewal, the case is reviewed by the dean of the college, with the dean of the

college's judgment prevailing. If the regional campus dean recommends nonrenewal and the chair recommends renewal, the chair's judgment prevails.

FOURTH-YEAR REVIEW

During the fourth year of the probationary period the annual review follows the same procedures as the mandatory tenure review, with the exception that external evaluations are not used and the dean (not the department chair) makes the final decision regarding renewal or nonrenewal of the probationary appointment.

The Promotion and Tenure Committee conducts a review of the candidate. On completion of the review, the eligible faculty votes by written ballot on whether to renew the probationary appointment.

The Promotion and Tenure Committee forwards a record of the vote and a written performance review to the department chair. The department chair conducts an independent assessment of performance and prepares a written evaluation that includes a recommendation on whether to renew the probationary appointment. At the conclusion of the department review, the formal comments process (<http://oaa.osu.edu/assets/files/documents/annualreview.pdf>) is followed and the case is forwarded to the college for review, regardless of whether the department chair recommends renewal or nonrenewal.

EXCLUSION OF TIME FROM THE PROBATIONARY PERIOD

Faculty Rule 3335-6-03 (D) (<http://oaa.osu.edu/assets/files/documents/facultyappointments.pdf>) sets forth the conditions under which a probationary tenure track faculty member may exclude time from the probationary period in such events as the birth or adoption of a baby, personal illness, care of a seriously ill or injured person, etc. One year is automatically excluded for the birth of a child or adoption of a child under age six, although a faculty member may decline such exclusions. The faculty member must notify the chair of the birth or adoption in order for the chair, dean, and OAA to record the exclusion of time. Procedures and guidelines can be found in the Office of Academic Affairs Policies and Procedures Handbook (<http://www.oaa.osu.edu/handbook/>).

TENURED FACULTY

The annual review evaluates the performance of tenured faculty members in the areas of teaching, research, and service and, in the case of associate professors, their progress toward promotion. The annual review is intended to encourage and advise faculty members in their professional development, and to identify departmental resources that may aid in furthering that development.

The annual review of tenured faculty is the responsibility of the department chair, who consults with the professors regarding the evaluation of associate professors. Each year the department chair solicits from each tenured faculty member a completed Annual Faculty Activity Report, detailing his or her publications, research, teaching, and service for the previous calendar year. The report follows the Office of Academic Affairs dossier outline, and is accompanied by copies of Student Evaluations of Instruction, summaries of narrative student evaluations of teaching, peer evaluations of teaching, course syllabi, and copies of publications and forthcoming publications.

Faculty on leave for part or all of an academic year are required to submit an Annual Activity Report. If an individual is away for part of an academic year, the evaluation of teaching is based on any course(s) taught while present. A similar procedure is followed for evaluation of service.

A committee of the full professors (including the department chair as non-voting member, if the chair is a full professor) conducts an annual review of the associate professors and makes recommendations to the department chair concerning their performance and prospects for promotion. The department chair appoints one member of the committee to act as chair of that committee and to draft a report of the committee's deliberations.

The deliberations and evaluation of the committee are taken under consideration by the chair, who after a careful examination of the Annual Activity Report and accompanying documents, provides each faculty member with a written annual review, and with a scheduled opportunity to hold a face-to-face meeting with the chair or the chair's designee.

TENURED FACULTY—REGIONAL CAMPUSES

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

V MERIT SALARY INCREASES AND OTHER REWARDS

A CRITERIA

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

Meritorious performance in teaching, research, and service are assessed in accordance with the same criteria that form the basis for promotion decisions. The time frame for assessing

performance will be the past 36 months, with attention to patterns of increasing or declining productivity. With respect to publications, due recognition may be given at two stages: (a) final acceptance of completed manuscripts and (b) actual publication. In addition, in those unusual cases where a particular work or body of work has had a demonstrative impact on the development of a field, appropriate merit may be rewarded in subsequent years as well. In all cases, the quality and reputation of the venue of publication are also be weighed.

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

B PROCEDURES

On the Columbus campus, merit raises are recommended by the department chair to the dean, who may modify these recommendations. Prior to deciding what raises to recommend, the department chair consults with the salary advisory committee, which consists of two tenured faculty elected by the voting faculty. Committee members may make no recommendations concerning their own salaries or those of faculty members with whom they have a familial or comparable relationship. Salary increases are formulated in dollar amounts rather than percentage increases, with the goal of distributing available funds in a manner that achieves the optimal distribution of salaries across the department.

The department chair provides each faculty member with a written assessment of his or her performance. If he or she so desires, a faculty member may respond in writing to the department chair's written assessment. A meeting of the department chair and faculty member to discuss this review letter is required if either requests such a meeting.

Discussions with the department chair regarding salary increases should focus on the resulting salary (rather than the increase), since increases are solely a means to the end of an optimal distribution of salaries.

Faculty members on leave are required to submit an Annual Activity Report, which is the basis for their merit review. Faculty on leave, for part or all of an academic year, are judged without prejudice for being on leave. If an individual is away for part of an academic year, the evaluation of teaching is based on any course(s) taught while present. A similar procedure is followed for evaluation of service.

C DOCUMENTATION

As part of the annual review process, each faculty member completes an Annual Faculty Activity Report (see above) with detailed information about his or her publications, research, teaching, and service during the previous twelve months. The report is accompanied by copies of Student

Evaluations of Instruction, summaries of narrative student evaluations of teaching, peer evaluations of teaching, course syllabi, and copies of publications and forthcoming publications.

VI PROMOTION & TENURE AND PROMOTION REVIEWS

A CRITERIA

Outstanding undergraduate and graduate teaching is essential to Comparative Studies's successful maintenance of a viable and coherent curriculum. Therefore, due consideration is given during tenure and promotion reviews to demonstrated teaching proficiency. It is also one of the primary objectives of the department to establish and maintain successful graduate programs that attract qualified students and assure them of a rigorous and stimulating educational experience. Therefore, publication of articles in refereed journals and of books with reputable academic presses is a necessary condition for tenure and promotion. Excellence in both teaching and scholarship constitute the most important criterion for promotion and tenure. While the department recognizes that some faculty may be stronger in one area than the other, there nonetheless must be a balance between the two areas. Extraordinary teaching cannot compensate for a poor publication record, and extraordinary scholarship cannot compensate for unsatisfactory teaching.

In addition, it is expected that tenured members of Comparative Studies achieve national or international recognition as scholars and contributors in their respective fields and that untenured members show promise and evidence of achieving such recognition. In relation to service, activities that further the interdisciplinary and comparative missions of the unit are especially important.

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

PROMOTION TO ASSOCIATE PROFESSOR WITH TENURE

In keeping with Faculty Rule 3335-6-02 (C) the awarding of tenure and promotion to the rank of associate professor is 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 department's distinctive interdisciplinary and comparative mission. Tenure is not awarded below the rank of associate professor.

The College expectations for Promotion and Tenure are set forth in the ASC College APT Document, found at the College Policies site: <https://intranet.asc.ohio-state.edu/policies>. The information given below supplements these policies.

For promotion to associate professor with tenure candidates must complete a body of significant and original scholarly work; this typically includes at least one book that has been published or is under board-approved final contract and in production with a respected academic press, as well as published essays in peer-reviewed journals or edited volumes and papers at professional conferences (see below, "Documentation for Research"). Candidates must also establish a pattern of active and ongoing research, and show promise of further professional development.

Candidates must demonstrate an ability to teach effectively at both the undergraduate and graduate levels, to advise majors and/or students preparing theses, and to develop syllabi and courses that further the department's instructional mission. Teaching excellence is measured by student and peer evaluations, by awards and other formal recognition (see below, "Documentation for Teaching") and by the statement on teaching included in the candidate's dossier.

Finally, candidates must serve effectively on department, college, and university committees, and demonstrate an ability to work effectively with other colleagues in the management of the department (see below, "Documentation for Service").

PROMOTION TO FULL PROFESSOR

The College expectations for Promotion to full professor are set forth in the ASC College APT Document, found at the College Policies site: <https://intranet.asc.ohio-state.edu/policies>. The information given below supplements these policies.

Consistent with Faculty Rule 3335-6-02 (C), promotion to the rank of professor is based on convincing evidence that the faculty member has furthered the department's distinctive mission by producing a sustained record of excellence in teaching; a significant body of scholarship that is recognized nationally or internationally; and a record of leadership in service, both on-campus and to the profession. The department further expects a candidate for promotion to professor to be a role model for less senior faculty, for students, and for the profession. For promotion to professor, faculty members must complete a second body of original and significant scholarship beyond that produced for advancement to the rank of associate professor. Typically, this includes at least one additional book that has been published or is under board-approved final

contract and in production with a respected academic press, as well as published essays in peer-reviewed journals or edited volumes and papers at professional conferences beyond what was considered at the time of tenure and promotion to associate professor, and may also include edited work.

REGIONAL CAMPUS FACULTY

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

B PROCEDURES

The department's procedures for promotion and tenure and promotion reviews follow those set forth in Faculty Rule 3335-6-04 (<http://trustees.osu.edu/rules/university-rules.html>) and the Office of Academic Affairs annually updated guidelines for promotion and tenure reviews found in Volume 3 of the Policies and Procedures Handbook (<http://oaa.osu.edu/policiesprocedureshandbook.html>). The following guidelines are supplementary to the university and college documents and set forth procedures applicable particularly to the Department of Comparative Studies; they apply to all faculty tracks in the department.

A review for tenure must take place no later than during the final year of a probationary period. A faculty member may ask to be considered for non-mandatory promotion and tenure review or for promotion review at any time; however, the department promotion and tenure committee may decline to put forth a faculty member for formal non-mandatory promotion and tenure review or promotion review if the candidate's accomplishments are judged not to warrant such review. The promotion and tenure committee may only deny a tenured faculty member a formal review for promotion once. After one denial, the faculty member's request for a formal review must be allowed to proceed.

Only the candidate may stop any review for promotion and tenure once external letters of evaluation have been sought. The candidate may withdraw from review at any stage of the process by so informing the department chair in writing. If the review process has moved beyond the department, the department chair informs the dean or the provost, as relevant, of the candidate's withdrawal. Withdrawal from the mandatory tenure review during the final probationary year means that tenure is not granted.

Faculty members with a familial or comparable relationship with a candidate do not participate in the review of candidates for promotion and tenure, inasmuch as a close professional relationship may give rise to a conflict of interest. It may also be difficult for a faculty member to objectively review a candidate when the faculty member is co-author of a significant portion of the candidate's publications or when the faculty member is dependent in some way on the candidate's professional services.

The department chair consults with senior faculty to help:

- a) identify the review status of non-tenured faculty candidates and consider with the department chair possible candidacies for early tenure and promotion or for promotion to full professor;
- b) assess the status of and adequacy of dossiers;
- c) identify suitable outside evaluators of candidates' published or in-progress work.

Candidates for promotion and tenure are reviewed by the committee of the eligible faculty consisting of the department chair (who does not vote) and all members of the faculty tenured in Comparative Studies at or beyond the rank to which the candidate seeks promotion. The department chair appoints one member of the promotion and tenure committee to act as chair of the committee and to draft a report of the committee's deliberations and vote. The department chair likewise appoints one member of the committee "Procedures Oversight Designee" in accord with OAA rules. Each member of the committee, except the department chair, exercises full voting rights in the review process.

A tenured member of the voting faculty of Comparative Studies who is to be off-duty during the semester when the final review of a candidate takes place is asked explicitly by the department chair whether he or she will be able to participate in the review process. If he or she and the department chair determine that he or she is able to examine the candidate's completed dossier thoroughly before the review date, he or she may serve as a regular member of the promotion and tenure committee. Faculty members who are not present for the discussion of promotion candidates may not vote *in absentia* unless they participate in the discussion by conference call or video link.

PROBATIONARY FACULTY – COLUMBUS CAMPUS

During the autumn semester of the sixth year of service a nontenured faculty member is considered by the department for promotion and tenure. The department chair gives written notice of such review following the annual review in the spring semester of the fifth year. The notice of review asks the probationary faculty member to submit to the department chair whatever evidence he or she may wish to present to enable the department to evaluate his or her performance in the areas of teaching, research, and service. As in previous years, the department chair provides the probationary faculty with a copy of the Office of Academic Affairs dossier

outline, which is used to report accomplishments to date. It is the responsibility of the individual faculty member to compile a dossier and to see that his or her curriculum vitae and bibliography in the department files are kept up to date. It is the right of the individual faculty member to examine the contents of this dossier at any time, upon notification of the department chair, in accordance with college and university guidelines. Dossiers remain on file with the Administrative Associate.

It is the responsibility of the department chair to gather internal evidence of the quality and effectiveness of teaching, quality and significance of scholarship, and quality and effectiveness of service from students and peers of candidates for promotion and tenure. The department chair is also responsible for obtaining letters from external evaluators and from other units at this university in which the candidate has appointment or substantial professional involvement, whether compensated or not. External evaluators should be contacted in a timely fashion, preferably by the end of the spring semester of the candidate's fifth year of employment, so that these letters can be reviewed by the whole committee in early autumn semester of the sixth year.

The department chair consults with the senior faculty as well as members of the promotion and tenure committee and compiles a list of a dozen or more qualified potential evaluators. This list is approved by the dean of the college, then shown to the candidate, who indicates in writing to the department chair why one or more individuals on the list might favor or devalue the candidate's scholarship for other than substantive or academic reasons. The candidate at the same time may suggest up to five additional scholars who are both qualified and likely to render an impartial assessment. The department chair takes this information under advisement and then solicits evaluations from at least five external evaluators, making sure that no more than one-half of the letters, but at least one contained in the final dossier, are from persons suggested by the candidate. If the circumstance arises that either of the two lists of external evaluators is exhausted without the requisite number of letters received, an expanded list or lists undergoes the same process. All solicited letters that are received must be included in the dossier. Unsolicited letters of evaluation or those solicited by anyone other than the department chair or the chair of the promotion and tenure committee may not be included in the dossier.

The candidate assembles his or her dossier in accordance with the Office of Academic Affairs guidelines and presents it to the department chair by a date specified in the department chair's letter of notice. The promotion and tenure committee's Procedures Oversight Designee then reviews the dossier for the following purposes:

- a) to determine that sufficient evidence has been assembled, that citations and other information are accurate, and that it is in satisfactory form;
- b) to advise the department chair if further evidence is needed; and
- c) to screen the evidence submitted and advise the department chair if some items should not be included.

The department chair consults with the candidate after the Procedures Oversight Designee's review has been completed. The candidate is shown his or her dossier and informed of the general nature and tenor of confidential material submitted and is invited to submit such additional material as is necessary to assist the promotion and tenure committee in making an informed assessment. A complete Table of Contents to the dossier is prepared at this point, attached to the dossier, and circulated with it at all times. The department chair then makes the candidate's dossier available to the members of the properly constituted promotion and tenure committee.

After allowing sufficient time for the members of the committee of the eligible faculty to review the dossier, the department chair calls a meeting of the committee at which time the evidence is discussed and a vote taken. The department chair does not vote. A two-thirds vote is sufficient to establish a positive recommendation. Voting is by secret ballot. Upon completion of the meeting, the chair of the promotion and tenure committee forwards to the department chair a letter detailing the committee's deliberations, recommendation, and vote, which becomes part of the candidate's dossier. The committee may call a meeting with a candidate for promotion and tenure at which the candidate may present his or her case and the committee can seek clarification of some aspects of a dossier.

The department chair prepares a separate written assessment of the case and recommendation for the dean for inclusion in the dossier. If the chair decides to forward a recommendation to the dean that is contrary to that made by the committee, he or she must first call a meeting of the committee to explain his or her decision and invite discussion. If the meeting with the committee fails to resolve the difference, the chair drafts his or her recommendation to the dean, regardless of whether it is consistent with the committee's recommendation.

As soon as the department chair and the chair of the committee of the eligible faculty have completed their letters, the candidate is notified in writing of the completion of the department's review and the availability of letters for inspection. The candidate acknowledges in writing receipt of this notice, and if he or she so desires, takes this opportunity to comment on the report. The candidate's letter affirming receipt of the two letters, with any written comments, then becomes part of the candidate's dossier. The candidate has up to ten calendar days after notification of the completion of the department's review to respond by letter. The committee and/or department chair may then provide written responses to the candidate's comments for inclusion in the dossier. Only one iteration of comments at the department level is permitted.

The department chair forwards the dossier with all internal and external evaluations, candidate comments on the department's review and promotion and tenure committee and/or department chair responses to those comments, if any, to the dean of the college.

The department chair is responsible for informing the candidate in writing of the provost's final decision (if negative) or recommendation to the Board of Trustees (if positive).

EARLY CONSIDERATION OF PROMOTION AND TENURE – COLUMBUS CAMPUS

If promotion to associate professor (and concomitant granting of tenure) is contemplated for a candidate in advance of his or her mandatory review, the procedures outlined below apply:

- a) If and when the promotion of any non-tenured faculty member is deemed worthy of consideration, the department chair convenes the committee of the eligible faculty and directs its members to evaluate the merits of the case with respect to the criteria set forth for promotion and tenure.
- b) If the committee recommends proceeding with the review, the procedures are essentially the same as those described for mandatory reviews.

PROMOTION TO FULL PROFESSOR – COLUMBUS CAMPUS

During the annual full professors' review of associate professors, the department chair asks whether they wish to nominate an associate professor for promotion to full professor. Associate professors may nominate themselves for promotion by so informing the department chair in writing. The advisory committee may decline to consider someone for promotion, but Faculty Rule 3335-6-04 (A) states that a tenured faculty member cannot be denied consideration for promotion more than once.

Associate professors who are to be considered for promotion submit materials to the department chair. The procedures for compiling and submitting the dossier, appointing the promotion and tenure committee (and its chair), soliciting external letters of review, and voting is the same as explained in procedures for tenure and promotion to associate professor.

Because of the diversity of Comparative Studies faculty and the unit's relatively small size, the department chair, in consultation with the nominee, may ask the college to add to the committee as voting members one or more full professors from OSU units outside the department itself who are competent to judge the nominee's work, particularly in the area of research.

The department chair consults with the full professors to determine whether an interview with the nominee is desirable or necessary. Nominees may themselves request such an interview. If an interview is deemed necessary, the department chair convenes a meeting of all full professors involved in the review to conduct an interview.

When due time has passed for the full consideration of the nominee's record, including an interview, if deemed necessary, the department chair convenes a meeting of all full professors involved in the review and the process followed is the same as described above.

REGIONAL CAMPUS FACULTY

If a regional campus member is to be reviewed, the department chair so notifies the faculty member, with a copy to the dean of the regional campus.

The dean initiates a review by the regional campus faculty according to the procedures established on the campus. The review focuses mainly on teaching and service. The dean forwards the report of this review and a recommendation to the department chair for inclusion in the candidate's dossier and for the use of the department's promotion and tenure committee. From this point the review follows the same course as all promotion and tenure reviews, with one exception: the department chair sends to the dean copies of the external evaluations, the department committee's report, and the department chair's recommendation.

C DOCUMENTATION

As noted above, every candidate must submit a complete and accurate dossier that follows the Office of Academic Affairs dossier outline. While the promotion and tenure committee and its procedures oversight designee make reasonable efforts to check the dossier for accuracy and completeness, the candidate bears full responsibility for all parts of the dossier that are to be completed by the candidate.

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

- * Any published materials presented for consideration should be in the form of reprints, photocopies of journal articles, or other final form that documents actual publication; and page numbers should be included in all citations. An author's manuscript does not document publication.

- * Under no circumstances should faculty solicit evaluations from any party for purposes of the review.

1 DOCUMENTATION FOR TEACHING

Teaching is evaluated in relation to the department's mission of promoting innovative and interdisciplinary undergraduate and graduate instruction. Some faculty may demonstrate particular strengths in one or more areas of teaching, and faculty may be assigned differing instructional responsibilities, but all areas of instruction is regularly evaluated. The expectation, however, is that all faculty will have significant teaching responsibilities in the education of undergraduates as well as graduate students.

The evaluation of teaching is a developing art and the expectation is that the department is always be in the process of analyzing the strengths and weaknesses of its evaluation vehicles and of making revisions and innovations. At any given time, however, the methods of evaluation

must be uniform and any changes to the discursive evaluation forms or procedures for peer review) must be approved by the voting members of the department.

The following forms of documentation covering the time period since the last promotion or the last five years, whichever is less, are used in evaluating the teaching of the Columbus Campus faculty:

- a) Student Evaluation: Every course in every semester is evaluated by students and these evaluations become part of the instructor's dossier to be reviewed by the department chair and relevant committees in the regular promotion and tenure process, as well as in annual and merit raise reviews. The evaluation pays particular attention to recurrent patterns in student responses.

The process of student evaluation always has both a quantitative part (SEI) and a qualitative, discursive part (SET). The College of Arts and Sciences requires that the department use the electronically-administered Student Evaluation of Instruction (SEI) as its quantitative measure. The department uses its own Student Evaluations of Teaching forms for qualitative evaluation. SET forms are distributed in class, completed by the students in the absence of the instructor, and then collected (by a designated student, staff person, or faculty member other than the instructor) and handed in directly to the Comparative Studies office. Instructors do not have access to results of either evaluation instrument until the final grades for the course have been recorded. Copies of the quantitative results, once tabulated, are sent to the department as well as to the evaluated instructor; discursive evaluations are retained in department files and are summarized by a staff person or faculty member other than the instructor.

- b) Peer Evaluation: All probationary faculty undergo peer review of teaching at least once each year. Starting in 2004-2005, candidates for promotion to full professor are expected to have at least 6 peer evaluations for the 4 year period prior to consideration for promotion. The faculty members doing the review are appointed by the department chair or the teaching committee chair. At the beginning of the semester in which the review takes place, the instructor is notified of the review and of which peer faculty member will undertake it. Because of the interdisciplinary nature of the department, the department chair may appoint an appropriate faculty member from outside Comparative Studies as well as a regular Comparative Studies faculty member or affiliate to conduct the review. In making the selections for the peer review, the department strives over the years to have a variety of peer reviewers (the majority of whom should ordinarily be regular Comparative Studies faculty) and a range of courses reviewed.

The peer reviewer's purpose is to evaluate the instruction and not merely write a recommendation on behalf of the reviewed faculty member. In carrying out this evaluation, the reviewer must evaluate the syllabus (its clarity, appropriateness to the course, explication of requirements and grading criteria, etc.), the mode of instruction (based on at least one class visitation), and the relevance of the course (including the way it is taught) to the mission of the department. The peer evaluation is submitted to the

department chair and placed in the instructor's file as part of the annual review process. A copy of the evaluation is also sent to the instructor, who has the right to correct factual errors and to make written comments about the evaluation and to have those comments included in the instructor's file.

Along with details about the numbers of courses and students taught each semester, each faculty member should also list the undergraduate and graduate students for which he or she has been a primary advisor and the nature of the advising (e.g., faculty advisor for major, dissertation committee member, master's thesis advisor). Because of the interdisciplinary nature of the department's faculty, it is likely that most faculty serve students in other programs as well as Comparative Studies' own. As this furthers the mission of the unit, such advising outside the unit is laudatory and is evaluated as such as long as it does not interfere with service and advising to the department's own students.

Documentation of performance in instruction may also include:

- a) evidence of accomplishments in teaching or in the development of special pedagogical materials (copies of syllabi for courses taught must be submitted every semester to the department as part of the department's curriculum files and annually as part of the faculty member's annual report, but, in addition, the faculty member may submit materials such as examinations or special assignments as evidence of innovative or effective pedagogy;
- b) teaching awards;
- c) documentation of special accomplishments by students the faculty member has mentored;
- d) any other information the faculty member or department chair may deem relevant.

DOCUMENTATION FOR RESEARCH AND SCHOLARSHIP

In evaluating scholarly achievement, the department considers both quality and quantity, although a special emphasis is placed on quality and evidence of a significant contribution to a faculty member's field of study. Such evidence, covering the time period since the last promotion, includes the following categories:

- a) Publications: The type and scope of each publication are considered. Because of the innovative nature of scholarship encompassed within Comparative Studies, publication may occur in emergent, refereed interdisciplinary works (monographs, journals, and anthologies) with a high impact on emergent fields of scholarship, as well as more established venues. Books, monographs, critical editions, articles, book reviews, etc., if based on original research, are accorded special importance as evidence of scholarly achievement and development. In general, monographs and papers that undergo considerable scrutiny before publication (e.g., by editorial boards of journals or anthology editors) are more highly valued than those that do not. The quality of the

venue of publication (such as respected peer-reviewed journals and appropriate university presses) is also carefully weighed.

Other publications that are conceived primarily for university instruction such as textbooks, source books, readers, anthologies of texts, translations, and contributions in the area of foreign language teaching, as well as similar publications are judged to be scholarly works only when they present new ideas or incorporate scholarly research. Original research related directly to interdisciplinary, comparative, and cross-cultural teaching are recognized and rewarded. Translations and creative work are evaluated in light of their originality, depth, and pertinence to the academic mission of Comparative Studies. Evaluation of reviews of scholarly works written for professional journals takes into account the scholarship of the reviews and the type and quality of the journals.

- b) **Scholarly Presentations:** The department expects scholarly activity at international, national, and regional professional meetings. Papers, formal participation in symposia, and official commentaries made as a discussant of the papers of others are appraised whenever possible by appropriate faculty and/or on the basis of opinions, oral and written, of scholars in the field.
- c) **Grants, Prizes, and Awards:** Importance is attached to scholarly recognition in the form of prizes, awards, grants, and fellowships, as well as to invitations to deliver public lectures or to teach at other major research universities.
- d) **Editorial Boards:** Recognition in the form of requests to serve on editorial boards of scholarly journals, to chair sessions at professional meetings and conventions, or to serve on program committees for such meetings may be considered as indicators of the faculty member's prominence in the field.
- e) **Other Evidence:** Any other evidence that a faculty member believes pertinent to his or her performance as a scholar may be submitted.

DOCUMENTATION FOR SERVICE

Recognition should be given to scholarly service that a faculty member has been asked to perform or that which he or she initiated on behalf of scholarly organizations, the department, college, and the university. In evaluating service, the department considers the nature, extent and impact of the faculty member's activities. Consideration is given to activities that enhance the department's mission to foster cooperation in research and teaching among Arts and Sciences faculty at the university. Those who perform service in which the commitment of time is considerable (especially with little or no reduction in teaching responsibilities) can reasonably expect that such service receive due consideration. Any service obligations undertaken especially by non-tenured faculty members and submitted by them for evaluation under this rubric must be considered and discussed. Such requests are listed in the service portion of the dossier and document national or international service as well.

VII APPEALS

Faculty Rule 3335-6-05 sets forth general criteria for appeals of negative promotion and tenure decisions. Further detail on appeals alleging improper evaluation is provided in Faculty Rule 3335-5-05 (<http://trustees.osu.edu/rules/university-rules.html>).

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.

VIII SEVENTH-YEAR REVIEWS

In keeping with Faculty Rule 3335-6-05 (B), in rare instances the department may petition the dean to conduct a seventh-year review for an assistant professor who has been denied promotion and tenure as a result of a sixth year (mandatory tenure) review. Both a majority of the tenured faculty of the department and the department chair must approve proceeding with a petition for a seventh-year review. The petition must provide documentation of substantial new information regarding the candidate's performance that is germane to the reasons for the original negative decision. Petitions for seventh-year reviews must be initiated before the beginning of the last year of employment because the seventh year review, if approved, would take place during the regular university review cycle of the assistant professor's seventh and last year of employment.

If the dean concurs with the department's petition, the dean in turn petitions the provost for permission to conduct a seventh-year review. If the provost approves the request, a new review is conducted equivalent to the one that resulted in the nonrenewal of the appointment.

The conduct of a seventh-year review does not presume a positive outcome. In addition, should the new review result in a negative decision, the faculty member's last day of employment is that stated in the letter of nonrenewal issued following the original negative decision.

A faculty member may not request a seventh-year review, appeal the denial of a seventh-year review petition initiated by the department, or appeal a negative decision following a seventh-year review, since the faculty member has already been notified that tenure has been denied at the conclusion of the sixth-year review.