

APPOINTMENTS, PROMOTION AND TENURE

Criteria for the
Department of Women's, Gender and Sexuality
Studies

May 31, 2013

**APPOINTMENTS, PROMOTION AND TENURE
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I. PREAMBLE

This document is a supplement to Chapter 6 of the Rules of the University Faculty (“Additional Rules Concerning Faculty Appointments, Reappointments, Promotion and Tenure”), the Office of Academic Affairs procedural guidelines for promotion and tenure reviews, and any additional policies established by the College and the University. Should those rules and policies change, the Department shall follow those 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 appointment or reappointment of the Department Chair.

II. DEPARTMENT MISSION

The mission of the Department of Women's, Gender and Sexuality Studies (WGSS) is to generate and transmit knowledge about the gendered nature of our lives and the ways gender, sexuality and other categories of identity shape and are shaped by culture and society. In order to achieve this goal we develop and implement programs of instruction, research, and service in the interdisciplinary field of women's, gender and sexuality studies. Our faculty is committed to engaging the intersections between gender and sexuality and other dimensions of difference such as race, class, national origin, age and dis/ability. We seek to make visible the experiences and contributions of women and other historically disenfranchised populations in a vast range of historical and social locations. We strive to enhance the Department's national and international leadership role in the growing field of women's, gender and sexuality studies through continued excellence in research, teaching and service.

A. RESEARCH

The purpose of research in the WGSS Department is to generate and transmit knowledge about gender and sexuality and their relationships to culture and society, especially through interdisciplinary approaches to scholarship. We are committed to analyzing the intersections between gender, sexuality and other social categories in diverse cultural contexts. The Department is a nationally and internationally recognized group of scholars who have made notable contributions to the development of women's, gender and sexuality studies, and we strive to enhance the Department's leadership role in this growing field. An individual faculty member's research may focus on the discovery or creation of new materials and sources, the interpretation and re-interpretation of existing theories and bodies of knowledge, the development of theoretical and critical frameworks, the analysis of texts and documents. Excellence is measured by the quality of the research in terms of originality, rigor, and contribution to the field.

B. TEACHING

The purpose of teaching in the WGSS Department is to provide students with the critical skills and historical foundations necessary to understand women's lives and the construction of gender and sexuality. We are committed to excellence in teaching at all levels. Our teaching responsibilities include a wide range of activities, in keeping with the status of the Ohio State University as a large public research and land-grant university. We consider our student audience to be undergraduate students seeking to fulfill degree requirements, usually through our introductory courses; curricular concerns of the Department. undergraduate students seeking to satisfy their personal

interests through electives in women's, gender and sexuality studies; undergraduate majors and minors in WGSS who are preparing for careers involving the study of women, gender and sexuality, or for further education in WGSS or a related field; and graduate students who are seeking advanced training at the M.A. and Ph.D. levels. The primary form of our teaching is classroom instruction, but we also provide online instruction, appropriate independent studies, and we offer majors, minors and graduate students the possibility to complete internships in areas relevant to their particular fields of study. As a community of scholars, we also consider activities such as publications, public lectures, and research forums to be forms of teaching. Our teaching assignments take into account the needs of our students, the demands of the curriculum, and, when appropriate, the research interests of the faculty. Evaluation of teaching will reflect the needs of students at the Ohio State University, as well as the particular

C. SERVICE

The purpose of service in the WGSS Department is to assure the participation of faculty in the administration of university life. Service is valued and encouraged in all areas, including committee work within the Department, administrative responsibilities in the College and the University, activities in the profession at large, and community service. All members of the Department are expected to participate in the service mission of the Department, with the understanding that faculty members will fulfill this mission in different ways.

III. DEFINITIONS

A. COMMITTEE OF THE ELIGIBLE FACULTY

1. Tenure-track Faculty

Faculty Rule 3335-6-04 states that “eligible faculty are tenured faculty of higher rank than the candidate [being considered for tenure and/or promotion] excluding the tenure initiating unit chair, the dean and assistant and associate deans of the college, the executive vice president and provost, and the president.”

Eligible faculty members are those who are tenured in the department in which tenure is being considered. A tenured faculty member who holds a joint appointment is only a member of the eligible faculty in the department where her/his tenure resides

For faculty recommendations on initial appointment, the committee of eligible faculty includes assistant professors. A second vote is taken by faculty members of higher rank than the candidate when the initial appointment is at senior rank. For tenure reviews of probationary professors, eligible faculty members are tenured professors whose tenure resides in the department. As WGSS has a high number of faculty in joint appointments, these faculty may provide their input on tenure and promotion decisions via written evaluations.

2. Conflict of Interest

Faculty with a familial or comparable relationship with a candidate must not participate in a review of that candidate. A close professional relationship, such as when a faculty member is a co-author on 50% or more of the candidate's publications, has served as the candidate's dissertation advisor, or is dependent in some way on the candidate's professional activities, also constitute a conflict of interest and faculty members must recuse themselves.

3. Minimum Composition

A minimum of three faculty members need to be involved in any P&T vote. In the event that the Department does not have three eligible faculty members to conduct the review, the Chair, after consultation with the dean, will appoint a faculty member from another department within the college.

B. PROMOTION AND TENURE COMMITTEE

The P&T Committee, composed of eligible faculty, manages the personnel and tenure issues of the Department. The Department Chair appoints a chair of this committee who also chairs the committee of the eligible faculty.

Membership: Two tenured core faculty members on staggered three-year terms. The Chair may meet with the Promotion and Tenure Committee, but is not a voting member.

Function: To advise the Chair on tenure and promotion decisions and salary decisions; to follow procedures outlined in the Guidelines for Promotion and Tenure in the WGSS Department document; and to present a report on the tenure and promotion cases to the tenured faculty of the Department, whose vote will constitute the committee's recommendation in all cases. Salary recommendations will be based on the evaluation system derived and approved by the core faculty. In deciding salary increases, the chair will consult with the Promotion and Tenure Committee and review all evidence required in order to assess the quality of a faculty member's teaching, scholarship, and service during the previous calendar year.

C. QUORUM

Quorum is the required number of members present at a meeting for official action to occur, including taking a vote. The WGSS Department requires a quorum of two-thirds which is based on the number of eligible faculty members on duty in a given semester.

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

D. RECOMENDATION FROM THE COMMITTEE OF ELIGIBLE FACULTY

A vote is defined as a “yes” or “no” vote; abstentions are not votes. Absentee ballots and proxy votes are not permitted.

1. Appointment

A two-thirds majority vote by confidential ballot is required to achieve a positive recommendation for hiring a candidate.

If the top candidate receives more than half but less than two-thirds of the votes, the Chair in consultation with the Dean will decide whether to make an offer to the top-ranked candidate on the basis of a simple majority or to end the search and begin again.

2. Reappointment, Promotion and Tenure, and Promotion

A positive recommendation from the committee of the eligible faculty in the WGSS Department requires at least two-thirds of the votes to be cast in the affirmative.

IV. APPOINTMENTS

The WGSS Department will make only those faculty appointments that enhance or have the potential to enhance the quality of the department and its effectiveness in pursuing its mission. Since the department expects that its senior members will be respected scholars within their areas of research and that junior faculty members will be persons who have reasonable promise of achieving that status, excellence in scholarship is, therefore, a necessary condition for appointment or promotion to any continuing position. Since the department expects excellence in teaching from all of its members as part of its mission, entry-level appointments will require evidence of potential as effective teachers and senior appointments will require evidence of effectiveness in the classroom and in other educational forums.

A. CRITERIA

1. Tenure-track Faculty

Instructor

An appointment to the rank of instructor should normally be made only when the offered appointment is that of assistant professor but the appointee has not completed the required terminal degree at the onset of the appointment. The appointment is always probationary and may not exceed three years. An instructor must be approved for promotion to assistant professor by the beginning of the third year of appointment or the appointment will not be renewed beyond the end of the third year.

Upon promotion to assistant professor, the faculty member may request prior service credit for time spent as an instructor. This request must be approved by the department’s eligible faculty, the department chair, the dean, and the Office of

Academic Affairs. Faculty members should carefully consider whether prior service credit is appropriate since prior service credit cannot be revoked without a formal request for an extension of the probationary period. In addition all probationary faculty members have the option to be considered for early promotion.

Assistant Professor

The minimum requirement for appointment at or promotion to the rank of assistant professor or a higher rank is an earned doctorate or other terminal degree in a relevant field of study, including the field of women's, gender and sexuality studies, or possession of equivalent experience and the promise both of a strong research profile and the ability to advance through the ranks. The candidate should demonstrate either in the dissertation or in published material (or both) the potential for significant published contributions to scholarship in her or his field and should demonstrate excellence or the potential for achieving excellence as an effective teacher.

An appointment to the rank of assistant professor is always probationary and may not exceed six years, including prior service credit. An assistant professor is reviewed for promotion and tenure no later than the sixth year of appointment as an assistant professor and informed by the end of the sixth year as to whether promotion and tenure will be granted at the beginning of the seventh year.

Professor or Associate Professor

Appointment at senior rank requires that the individual, at a minimum, meet the department's criteria in teaching, scholarship, and service for promotion to these ranks. An appointment as professor or associate professor will generally entail tenure. However, a probationary period not to exceed four years may be granted by the Office of Academic Affairs upon petition of the Department and College. For the petition to be approved, a compelling rationale must be provided regarding why appointment at a senior rank is appropriate but tenure is not. All appointments to the rank of associate professor or professor require prior approval of the Executive Vice President and Provost. A candidate for promotion to full professor should demonstrate excellence in teaching, research, and service. For a fuller description of excellence for promotion from associate to full professor, see p. 16. "Criteria: Promotion to the Rank of Professor."

2. Associated Faculty

The Department may make associated appointments to faculty who provide significant resources for the department in teaching or research, depending on the terms of their individual appointments. These are not tenured or tenure-track appointments. Associated appointments are made by the Chair of the Department after consultation with appropriate faculty committees. An individual with an associated appointment may serve on appropriate departmental committees and may vote in departmental faculty meetings if so agreed upon by the tenure-track faculty. The criteria for appointment of associated faculty with modified faculty titles (such as "adjunct" and "visiting") are comparable to

the criteria for appointment at the tenure-track ranks. These criteria will also serve as a basis for evaluating the occasional associated faculty member who desires promotion. Associated appointments shall be made for a specified period of time not to exceed three years and thus require formal renewal if they are to be continued beyond that period.

Associated appointments in the WGSS Department include the following:

Senior Lecturer

Appointment at the rank of senior lecturer will require either the Ph.D. degree or its equivalent or the completion of all course requirements for a Ph.D. or its equivalent. In most cases, since the primary responsibility of WGSS senior lecturers is to teach, they must demonstrate skill in effective teaching before being appointed. The Chair will work with the College office to negotiate the terms of the appointment. Senior lecturers may teach at any level for which they are qualified. Their teaching must be evaluated by their students and by the Chair or her/his designee and by others among the tenure-track faculty. Such appointments may be renewed, provided the record in teaching or research has served the Department's mission and that there is a continuing need for their services.

Lecturer

Lecturers will normally have at least an M.A. and will have demonstrated skill in effective teaching. Lecturers are appointed on a course-by-course basis, and their employment depends entirely on the instructional needs of the Department. Normally, lecturers will teach lower division courses. Their appointments will be made on a course-by-course and on a semester basis. Their teaching must be evaluated by their students and by the Chair or her/his designee. Lecturers may be reappointed if there is a continuing need for their services and if their teaching has been effective.

Visiting Faculty

Visiting faculty must have credentials as scholars and teachers similar to those of a tenure-track appointment at the same level (as stated elsewhere in this document). Visiting faculty members are eligible to teach at any level for which they are qualified as scholars and teachers. Such appointments will be made by the Chair upon consultation with the faculty and in accordance with a two-thirds vote by confidential ballot in a faculty meeting. When appropriate, the Chair will convene a search committee and follow the regular search procedures of the department as outlined below under "D. Procedures: Tenure-track Faculty." Visiting faculty whose appointments may not exceed three continuous years include individuals on leave from other academic institutions and temporary faculty.

Adjunct Faculty

Adjunct faculty must have credentials as scholars and teachers similar to those of a tenure-track appointment at the same level (as stated elsewhere in this document). Adjunct faculty members are eligible to teach at any level for which they are qualified as scholars and teachers. Such appointments will be made by the Chair upon consultation with the full faculty and in accordance with the

majority opinion as determined by a two-thirds confidential ballot vote in a faculty meeting. Such appointments typically take advantage of opportunities and are not the result of a departmental search.

3. Courtesy Appointments

A courtesy appointment in the WGSS Department can be extended only to Ohio State faculty who hold a faculty appointment in a department or school other than WGSS. Such appointments carry with them the expectation that the appointee will contribute substantially to the Department's mission. Most courtesy appointments in WGSS are for faculty who wish to be part of the department's Affiliated Graduate Faculty. Faculty with courtesy appointments may attend Department meetings and may be appointed to certain Department committees. Affiliated Graduate Faculty must hold graduate faculty status in the Department, upon the recommendation of the Graduate Studies Committee and approval of the Graduate School, and they may co-chair graduate exam and dissertation committees. Continuation of the appointment will reflect ongoing contributions to the Department's mission and will be terminated when those contributions cease to exist or cease to serve the Department's or faculty member's needs. Unlike associated appointments, courtesy appointments do not require formal renewal.

B. PROCEDURES

1. Tenure-track Faculty

After consultation with the faculty and after approval by the Executive Dean, the Department Chair shall initiate the formation of a search committee for any tenure-track or tenured appointment by, first, designating a committee chair. Then, in consultation, the Chair and that committee chair will determine the composition of the full search committee, including any Affiliated Graduate Faculty or others from outside the Department, as appropriate. The Chair is an ex officio member of all search committees. Search committees shall solicit applications broadly and by a variety of means, including advertisements in journals and professional organizations, online listings, letters to graduate institutions and leading scholars asking for nominations, and invitations to potential candidates asking them to apply.

A national search is required to ensure a diverse pool of highly qualified candidates for all tenure-track positions. Exceptions to this policy must be approved by the college and the Office of Academic Affairs in advance. After conducting a thorough national search, including advertising in appropriate venues to insure a diverse pool of applicants and conducting personal interviews at appropriate professional meetings, a search committee may, with the consent of the faculty, invite top candidates, at least one of whom could contribute to the diversity of the unit, to an on-campus interview. If the search committee judges that in the pool of candidates there is no qualified person who can contribute to the diversity of the unit, it will explain at a meeting of the faculty its efforts to attract a diverse pool of applicants and will describe the pool of applicants and the applicant short list before asking the faculty to vote on inviting the finalists to campus for an interview.

When the pool has been narrowed to a short list, the faculty at large will be invited to read files. The final list of two to four candidates to be brought to campus for interviews will be generated at a faculty meeting. During and after candidate campus interviews, the search committee will solicit responses from students as well as faculty. At a departmental meeting, the chair of the search committee will make a recommendation about hiring from among the interviewed candidates.

The Chair of the Department will negotiate the terms of the appointment in consultation with the Dean of the College.

2. Regional Campuses

The regional campus has primary responsibility for determining the need for a position and the position description, but it should consult with and seek the agreement of the Department Chair and faculty of the Columbus department. The Chair of the Department and the regional campus Dean/Director will agree on a single search committee for the position, consisting of members of both units. Candidates should be interviewed by the regional campus Dean/Director, the Chair of the Department, the search committee, and representatives of both faculties. Candidates will be evaluated on both campuses, with the Columbus faculty taking primary responsibility for evaluating the candidate's record and potential as a scholar. At the end of the evaluation process, the search committee will make a recommendation to the department Chair and the regional campus Dean/Director. A decision to hire requires agreement on the part of the Department faculty and of the regional campus Dean/Director. Negotiations with a candidate should not begin without such agreement and a letter of offer must be signed by the Chair of the Department and the Dean/Director of the regional campus.

3. Associated Faculty

The appointment, review, and reappointment of all compensated associated faculty is decided by the department chair in consultation with the department Executive Committee.

Appointment and reappointment of uncompensated adjunct or visiting faculty may be proposed by any faculty member in the department and is decided by the department chair in consultation with the department Executive Committee.

Compensated associated appointments are generally made for a period of one year, unless a shorter or longer period is appropriate to the circumstances. All associated appointments expire at the end of the appointment term and must be formally renewed to be continued. Visiting appointments may be made for one term of up to three years or on an annual basis for up to three consecutive years.

Lecturer and senior lecturer appointments are usually made on a semester by semester or annual basis. After the initial appointment, and if the department's curricular needs warrant it, a multiple year appointment may be offered.

Associated faculty for whom promotion is a possibility follow the promotion guidelines and procedures for tenure-track faculty (see Appointment Criteria above), with the exception that the review does not proceed to the college level if the department chair's recommendation is negative, and does not proceed to the university level if the dean's recommendation is negative.

4. Courtesy Appointments for Faculty

Tenure-track faculty from other units who wish to have courtesy appointments—in WGSS these are mostly Affiliated Graduate Faculty— in the department must apply or be nominated by WGSS faculty or by the Graduate Studies Committee for their formalized relationship to the Department. The Graduate Studies Committee will oversee the process of appointment and determine eligibility for both initial appointments and their continuation.

V. ANNUAL REVIEWS

A. PROBATIONARY TENURE-TRACK FACULTY

At the time of appointment, probationary faculty members shall be provided with all pertinent documents detailing Department, College, and University promotion and tenure policies and criteria. If these documents are revised during the probationary period, probationary faculty members shall be provided with copies of the revised documents.

The Chair of the Department and the Promotion and Tenure Committee shall review all untenured faculty members in each year of their probationary service. The annual review enables the Department to communicate its performance expectations to probationary faculty and to evaluate progress towards those expectations. The Department Chair shall inform probationary faculty members at the time of initial appointment and in a timely fashion each year thereafter when the annual review will take place, and provide a copy of the Office of Academic Affairs dossier outline to be used by the faculty member in reporting accomplishments to date. The annual review will encompass the untenured faculty member's performance in the areas of research, teaching, and service, and will require evidence of continuing development or sustained excellence in each area. External evaluations of the faculty member's work, required for tenure and promotion reviews, may be obtained for any annual review if judged appropriate by the Promotion and Tenure Committee and/or the Department Chair.

For the purpose of annual review, the Department Chair will ask the Promotion and Tenure Committee to evaluate all members of the probationary faculty and make a recommendation regarding reappointment. The Department Chair will write a letter providing the faculty member and Executive Dean with a written assessment of the faculty member's performance and professional development. All annual review letters will become a part of a faculty member's dossier for subsequent annual reviews during the probationary period, including the fourth-year review and review for promotion and tenure. Probationary faculty members will meet annually with the Chair to discuss their

annual reviews and future plans. If they choose, they may respond in writing to any part of the review.

If the Chair intends to recommend termination in any of the annual reviews of the probationary faculty member's first, second, third, or fifth years of appointment, then the Committee of the Eligible Faculty will participate in this annual review. The Chair of the Promotion and Tenure Committee will serve as chair of the committee. Regardless of the faculty vote, if the Chair recommends nonrenewal of the probationary appointment, the remainder of the review process must follow fourth-year review procedures, including the comments process at the departmental level and review at the College level. The Dean will make the final decision.

1. Regional Campus Faculty

The review procedures for probationary faculty on the regional campuses will be the same as those followed for probationary faculty on the Columbus campus (see Section V. A.). Probationary faculty on regional campuses will be reviewed annually by the regional campus Dean/Director and by the tenured faculty and the Chair of Department on the Columbus campus. Ideally, the regional campus review, which focuses mainly on teaching and service, should take place first. The Dean/Director's report of that review and a copy of faculty member's annual report, along with the Dean/Director's report of that review, will be forwarded to the Chair of the Department with a copy to the executive Dean for inclusion in the Department review. The Department review will focus on the candidate's scholarly work and on the appropriateness of course content and course standards, but will consider all aspects of her/his record. The Department Chair should give a written review to the faculty member under consideration and a copy to the regional campus Dean/Director. It is important that the Chair of the Department and the regional campus Dean/Director 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 may disagree on a tenure recommendation.

2. Fourth-Year Review

At the start of Spring semester of the fourth year of service, faculty under review are responsible for providing to the Promotion and Tenure Committee the OAA-designed dossier for reporting teaching, research, and service activities. The Department Chair and the Promotion and Tenure Committee may solicit or provide additional information that they consider relevant. If such material is added, the completed dossier will be returned to the faculty member at least ten days before the annual review so that she/he may provide explanation for, or otherwise comment on, any information included in the dossier. The contents of the dossier will constitute the evidence upon which evaluation will be made.

The fourth year review of probationary faculty shall follow the same process as the review for promotion and tenure at the Department and College levels with two exceptions: (a) external letters of evaluation may be solicited for fourth-year review

cases when deemed necessary, and (b) renewal of the appointment for the fifth year requires the approval of the Executive Dean of the College. Review by the College Promotion and Tenure Advisory Committee shall be optional in all cases where both the tenure initiating unit and the Dean approve the renewal of the appointment. External evaluations are only solicited when either the department chair or the eligible faculty determine that they are necessary to conduct the Fourth-Year Review. This may occur when the candidate's scholarship is in an emergent field, is interdisciplinary, or the eligible faculty do not feel otherwise capable of evaluating the scholarship without outside input.

For the fourth and sixth year reviews, the Department Chair and the Chair of the Promotion and Tenure Committee will write separate letters to the faculty member and the Executive Dean. In the case of a continuing appointment, both letters will become part of the faculty member's dossier. In the event that the Chair does not concur with the Committee of the Eligible Faculty's recommendation, the Chair will explain her/his disagreement and separate assessment to the tenured faculty in writing before officially communicating her/his decision regarding reappointment to the faculty member.

The Chair, the Promotion and Tenure Committee, and the candidate should pay careful attention to the guidelines and materials—and the format of their presentation – specified by the College of Arts and Sciences and the Office of Academic Affairs. The Chair of the Promotion and Tenure Committee will be responsible for verifying the accuracy of the candidate's citations and other aspects of the candidate's dossiers. The Procedures Oversight Designee will also check the dossiers to ensure the appropriateness of their contents.

Regardless of the vote and in any annual review, the faculty member under review will be invited to review the Chair's letter, and, in the case of the fourth and sixth year reviews, the Promotion and Tenure Committee Chair's letter. The faculty member will be invited to comment on any details he or she wishes. The Department Chair may respond to these comments, but the departmental review process ends there.

In a decision for nonrenewal, the Chair will notify the probationary faculty member in writing of the decision for nonrenewal and of University appeal procedures [see Section VIII of this document]. The Chair shall supply to the faculty member the reasons for nonrenewal after obtaining the prior approval of the Dean. In the case of a negative decision, the appointment of the probationary faculty member will not be renewed beyond the succeeding academic year.

3. Exclusion of Time from Probationary Period (Adapted from Faculty Rule 3335-6-03)

- (1) *An untenured tenure-track faculty member will have time excluded from the probationary period in increments of one year to reflect the caregiving responsibilities associated with the birth of a child or adoption of a child under age six. The Department chair will inform the Office of Academic Affairs within one year of the birth of a child or the*

- adoption of a child under age six of a probationary faculty member unless the exclusion of time is prohibited by paragraph (D)(3) of this rule. The probationary faculty member may choose to decline the one-year exclusion of time from the probationary period granted for the birth or adoption of a child under six years of age by so informing her/his TIU head, dean, and the office of academic affairs in writing before April 1 of the new mandatory review year following granting of the declination. The exclusion of time granted under this provision in no way limits the award of promotion and tenure prior to the mandatory review year. The maximum amount of time that can be excluded from the probationary period per birth event or adoption of children under age six is one year.*
- (2) *A probationary faculty member may apply to exclude time from the probationary period in increments of one year because of personal illness, care of a seriously ill or injured person, an unpaid leave of absence, or factors beyond the faculty member's control that hinder the performance of the usual range of duties associated with being a successful University faculty member (i.e., teaching, scholarship, and service). Requests to exclude time from the probationary period made under the terms of this paragraph must be submitted in writing to the Chair of the Department. Requests shall be reviewed by a meeting of the tenured faculty, which shall advise the Department Chair regarding their appropriateness. Such requests require approval by the Department Chair, Dean, and Executive Vice President and Provost. A request to exclude time from the probationary period for any of these reasons must be made prior to the April 1 in which the mandatory review for tenure must occur. The extent to which the event leading to the request was beyond the faculty member's control, the extent to which it interfered with the faculty member's ability to be productive, and the faculty member's accomplishments up to the time of the request will be considered in the review of the request.*
- (3) *A request to exclude time from the probationary period for any reason will not be granted after a nonrenewal notice has been issued, nor will previously approved requests to exclude time from the probationary period in any way limit the University's right not to renew a probationary appointment.*

The maximum amount of time that can be excluded from the probationary period for any reason or combination of reasons is one year for an instructor, three years for an assistant professor (including time spent as an instructor) and one year for an associate professor, except in extraordinary circumstances. Exceptions require the approval of the Department Chair, Dean, and Executive Vice President and Provost.

Faculty members will be reviewed annually during their probationary periods regardless of whether time is excluded from that period for any of the above reasons, unless their absence from the campus during an excluded period makes conduct of such a review impractical.

For purposes of performance reviews of probationary faculty, the length of the probationary period is the actual number of years of employment at this University less any years of service excluded from the probationary period under the terms of this rule. Expectations for productivity during the probationary period cannot be increased as a consequence of exclusions of time granted under the terms of this rule.

B. TENURED FACULTY

Each year each member of the tenured faculty will provide the Chair with a current vita, peer evaluations, SEIs, and an Annual Faculty Report summarizing recent professional activities in the form provided. The Chair, along with eligible members of the P&T Committee, will review these and other documents, as necessary, and will use them as the basis for an annual performance review of each tenured member of the Department on the Columbus campus.

The Chair will provide each faculty member with written feedback regarding her/his performance and future plans. That review will enable the Chair to highlight performance problems where they exist and to assist faculty in carrying out their professional plans. The department chair meets with the faculty member to discuss her/his review, and may respond in writing to the Chair's performance evaluations.

C. TENURED FACULTY—REGIONAL CAMPUS FACULTY

The annual reviews of tenured regional campus faculty are conducted by the regional campus Dean/Director according to policies set forth in the Office of Academic Affairs Policies and Procedures Handbook. A copy of the Dean/Director's review letter should be sent to the Department Chair, and should form the basis for the annual salary decision agreed to by both the Dean/Director and the Chair. Whenever concerns are raised about a faculty member's performance, particularly in the area of scholarship, the Chair should communicate these concerns to the faculty member in writing. In addition, the faculty member, the Chair, or the Dean/Director may request a meeting to discuss the review or any other concerns.

D. ASSOCIATED FACULTY

Compensated associated faculty members in their initial appointment must be reviewed before reappointment. The department chair, or designee, prepares a written evaluation and meets with the faculty member to discuss his or her performance, future plans, and goals. The department chair's recommendation on renewal of the appointment is final. If the recommendation is to renew, the department chair may extend a multiple year appointment.

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

VI. MERIT SALARY INCREASES AND OTHER REWARDS

- A.** The annual performance evaluations described in section V above will serve as the basis for the Chair's annual salary recommendations, which may be included in the written evaluation which the Chair shall provide to each Department member. Unless the Provost or the Arts and Sciences Executive Dean directs otherwise, all money made available to the Department for annual increments is distributed on the basis of merit in the categories of research, teaching, and service. The WGSS Department has developed a document, Criteria for Allocation of Salary Increases (see Appendix A), which is used by the P&T Committee and the Department Chair to provide a numerical score for each faculty member annually. This score reflects performance in the three areas of research, teaching and service and covers a wide range of faculty contributions within each of these categories. The Department Chair will utilize this tool to make recommendations regarding salary increases.

In making salary recommendations to the Executive Dean, the Chair will normally consider only the previous year's performance of individual faculty, but may take into account the appropriateness of the salary level to the individual's overall performance over several years. Merit salary increases for all jointly appointed faculty members will be negotiated with the respective Chair of the other department. The Dean shall determine the amount of incremental money made available to the Department, and the Chair shall discuss salary recommendations with the Dean. When they have agreed on the salary recommendations the Dean will forward his/her recommendations to the Provost's office for concurrence. Final responsibility for all salary and contractual agreements rests with the Board of Trustees.

B. PROCEDURES

Early in the Spring semester, the Chair will notify all faculty of the forthcoming annual salary review and invite a report of the previous calendar year's activity, from January 1 to December 31. If there was an agreement at the beginning of the year, this report should reflect and comment upon that agreement in terms of the year's accomplishments. It will be up to the individual faculty member to provide the Chair at the time of the review with a current Curriculum Vitae and a report of the year's activity together with any reasons for considering past performance or the general appropriateness of current salary to performance. In making salary recommendations, the Chair takes the advice of the senior faculty members serving on the P&T Committee.

C. DOCUMENTATION

All WGSS tenure-track faculty must follow the departmental annual review format (see Appendix B) to record their performance. Probationary tenure-track faculty also must follow the promotion and tenure dossier outline prepared by the Office of Academic Affairs to record their performance for fourth year and tenure reviews. In addition, it is recommended that faculty provide the Chair with a copy of the comments of anonymous referees, unsolicited letters from students and alumni, and any other indicators of the quality and impact of the faculty member's work on others. The Chair together with the P&T Committee will evaluate each faculty member's accomplishments in contributing to the Department's mission.

1. Teaching

Cumulative SEI reports (Student Evaluation of Instruction computer generated summaries prepared by the Office of the University Registrar) for every class taught.

Discursive evaluation summaries by faculty members who provide peer evaluation reports.

Peer evaluation of teaching reports as required by the department's peer evaluation of teaching program (details provided in section X.B of this document).

Copies of pedagogical papers, books or other materials published, or accepted for publication. Material accepted for publication but not yet published must be accompanied by a letter from the publisher stating that the work has been unequivocally accepted and is in final form with no further revisions needed. An accepted but unpublished work submitted for consideration in a given annual review may not be resubmitted after publication for consideration in a future annual review.

Other relevant documentation of teaching as appropriate.

2. Scholarship

Copies of all scholarly papers published or accepted for publication. Papers accepted for publication but not yet published must be accompanied by a letter from the publisher stating that the paper has been unequivocally accepted and is in final form with no further revisions needed.

Documentation of grants and contracts received.

Other relevant documentation of scholarship as appropriate (published reviews including publications where one's work is favorably cited, grants and contract proposals that have been submitted).

3. Service

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

VII. REVIEWS FOR PROMOTION AND TENURE, AND FOR PROMOTION

A. CRITERIA

1. Promotion to Associate Professor with Tenure

The Department has no quantitative measure which either bars or guarantees promotion to tenure. To be eligible for promotion from assistant professor to associate professor and for tenure, the candidate must show superior intellectual attainment through a significant body of scholarship in her/his field. The candidate

must show significant achievements which will have an impact on scholarly discussion and the ability to undertake sustained and continuing original work. Typically, books and articles based on original research have primary importance as evidence of scholarly accomplishment. Books should be published or in production at a quality press with a peer review process. Articles should be in leading refereed journals contributing to women's, gender and sexuality studies scholarship. Other evidence of scholarly success include reviews, presentations at major associations, invited book chapters, articles in edited volumes, creative activity (e.g., art installations or photo exhibits), and the winning of grants in national and international competitions. There must also be evidence that the assistant professor will continue to make original and significant scholarly contributions in the future. Typically this is provided by a consistent record of productivity beyond the Ph.D. dissertation and a well-articulated research agenda. In addition, the assistant professor must have demonstrated excellence as a teacher of graduates and undergraduates. While an assistant professor in the WGSS Department will have limited committee responsibilities, she/he should have established a record of good departmental citizenship through a willingness to serve when asked and conscientious performance. Excellence in both research and teaching constitutes the most important criterion for promotion and tenure. While it is recognized that some faculty are stronger in one area than the other, there nonetheless must be a balance between the two areas. Extraordinary teaching cannot compensate for a poor record in publication, and extraordinary research cannot compensate for poor teaching.

2. Promotion to Professor

The WGSS Department expects an individual ready for promotion to professor to be a role model for less senior faculty, for students, and for the profession. While individuals seeking promotion are assessed only in regard to their assigned responsibilities, exceptional performance in these assignments is required. To be eligible for promotion to professor, a faculty member must have made demonstrably significant scholarly contributions that have secured her or him a national or international reputation for intellectual eminence in women's, gender and sexuality studies. There is no single or quantitative measure that either guarantees or bars promotion to full professor rank. In the typical case, a successful candidate for promotion to full professor will have a second body of original scholarship beyond that required for tenure, notably a second book or a series of articles, and additional scholarly work. It is further required that the scholar's work has made an original contribution to the field. In the typical case, evidence may include a book with excellent reviews and/or an extensive citation history, national and international grants and fellowships, invitations to speak at prestigious conferences and universities, and visiting appointments at other colleges or universities. The body of scholarship presented in support of promotion may include scholarly monographs as well as other evidence of scholarly productivity, such as conference papers, edited work, journal articles, book chapters, and creative activities such as art installations or photo exhibits. There must be evidence not only of continuous past accomplishment, but also of a strong ongoing scholarly agenda that predicts continued eminence in the field. In addition, the candidate must have demonstrated continued excellence as a teacher of graduates and undergraduates, as evidenced by

SEIs, peer evaluation, course development, and advising. The candidate must have an excellent record of service to the Department, the University, the scholarly community, and possibly also to the Columbus community, the State of Ohio, and/or the nation.

The WGSS Department also recognizes that an academic career may consist of various phases in which a concentration on scholarly activity, teaching or administrative/professional service creates a composite professional life. While promotion to full professor typically requires excellence in scholarship, where a candidate has made truly extraordinary contributions in the areas of teaching or service, promotion may be warranted in combination with a less extensive, though excellent record of continued productivity in scholarship.

3. Regional Campus Faculty

Expectations for regional campus faculty differ somewhat from those for faculty on the Columbus campus. The primary function of the regional campuses is to provide high quality undergraduate instruction and to serve the academic needs of their communities. The relative emphasis on teaching and service expected of regional campus faculty will therefore ordinarily be greater. The Department expects regional campus faculty to establish a program of quality scholarship. The Department recognizes, however, that the greater teaching and service commitments of regional campus faculty require a different set of expectations. The judgment whether a particular body of work meets departmental standards for tenure and/or promotion will take into consideration the regional campuses' different mission, higher teaching loads and lesser access to research resources. Given these considerations, a minimal reasonable expectation for regional campus faculty is the maintenance of a clear and active agenda of research that aims at the completion of a substantial publication.

B. PROCEDURES

The department's procedures for promotion and tenure and promotion reviews are fully consistent with those set forth in Faculty Rule 3335-6-04 (<http://trustees.osu.edu/rules/university-rules.html>) and the Office Academic Affairs annually updated procedural guidelines for promotion and tenure reviews found in Volume 3 of the Policies and Procedures Handbook (<http://oaa.osu.edu/handbook.html>). The following sections, which state the responsibilities of each party to the review process, apply to all faculty tracks in the department.

1. Candidate Responsibilities

Candidates are responsible for submitting a complete, accurate dossier fully consistent with Office of Academic Affairs guidelines. Candidates should not sign the Office of Academic Affairs Candidate Checklist without ascertaining that they have fully met the requirements set forth in the Office of Academic Affairs core dossier outline including, but not limited to, those highlighted on the checklist.

If external evaluations are required candidates are responsible for reviewing the list of potential external evaluators developed by the department chair and the Promotion and Tenure Committee. The candidate may add no more than three additional names, but is

not required to do so. The candidate may request the removal of no more than two names, providing the reasons for the request. The Department Chair decides whether removal is justified. (Also see External Evaluations below.)

2. Promotion and Tenure Committee Responsibilities

The responsibilities of the Promotion and Tenure Committee are as follows:

- To review this document annually and to recommend proposed revisions to the faculty.
- To consider annually, in spring semester, requests from faculty members seeking a non-mandatory review in the following academic year and to decide whether it is appropriate for such a review to take place. Only professors on the committee may consider promotion review requests to the rank of professor. A two-thirds majority of those eligible to vote on a request must vote affirmatively for the review to proceed.
- The committee bases its decision on assessment of the record as presented in the faculty member's CV and on a determination of the availability of all required documentation for a full review (student and peer evaluations of teaching). Lack of the required documentation is necessary and sufficient grounds on which to deny a non-mandatory review.
- A tenured faculty member may only be denied a formal promotion review under Faculty Rule 3335-6-04 (<http://trustees.osu.edu/rules/university-rules.html>) for one year. If the denial is based on lack of required documentation and the faculty member insists that the review go forward in the following year despite incomplete documentation, the individual should be advised that such a review is unlikely to be successful.
- Consistent with Office of Academic Affairs policy, only faculty members who are citizens or permanent residents of the United States may be considered for non-mandatory tenure review. The committee must confirm with the department chair that an untenured faculty member seeking non-mandatory tenure review is a U.S. citizen or permanent resident (has a "green card"). Faculty members not eligible for tenure due to lack of citizenship or permanent residency are moreover not considered for promotion by this department.
- A decision by the committee to permit a review to take place in no way commits the eligible faculty, the department chair, or any other party to the review to making a positive recommendation during the review itself.
- Annually, in late spring through early autumn semester, to provide administrative support for the promotion and tenure review process as described below.

- **Late Spring:** Select from among its members a Procedures Oversight Designee who will serve in this role for the following year. The Procedures Oversight Designee cannot be the same individual who chairs the committee. The Procedures Oversight Designee's responsibilities are described in the Office of Academic Affairs annual procedural guidelines.
- **Late Spring:** Suggest names of external evaluators to the department chair.
- **Early Autumn:** Review candidates' dossiers for completeness, accuracy (including citations), and consistency with Office of Academic Affairs requirements; and work with candidates to assure that needed revisions are made in the dossier before the formal review process begins.
- Meet with each candidate for clarification as necessary and to provide the candidate an opportunity to comment on his or her dossier. This meeting is not an occasion to debate the candidate's record.
- Draft an analysis of the candidate's performance in teaching, scholarship and service to provide to the full eligible faculty with the dossier; and seek to clarify any inconsistent evidence in the case, where possible. The committee neither votes on cases nor takes a position in presenting its analysis of the record.
- Revise the draft analysis of each case following the faculty meeting, to include the faculty vote and a summary of the faculty perspectives expressed during the meeting; and forward the completed written evaluation and recommendation to the department chair.
- Provide a written response, on behalf of the eligible faculty, to any candidate comments that warrant response, for inclusion in the dossier.
- Provide a written evaluation and recommendation to the Department Chair in the case of joint appointees whose tenure-initiating unit is another department. The full eligible faculty does not vote on these cases since the Department's recommendation must be provided to the other tenure-initiating unit substantially earlier than the committee begins meeting on this Department's cases.

3. Eligible Faculty Responsibilities

The responsibilities of the members of the eligible faculty are as follows:

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

4. Department Chair Responsibilities

The responsibilities of the Department Chair are as follows:

- Where relevant, to verify the prospective candidate's residency status. Faculty members who are neither citizens nor permanent residents of the United States may not undergo a non-mandatory review for tenure, and tenure will not be awarded as the result of a mandatory review until permanent residency status is established. Faculty members not eligible for tenure due to lack of citizenship or permanent residency are moreover not considered for promotion by this Department.
- **Late Spring Semester:** To solicit external evaluations from a list including names suggested by the Promotion and Tenure Committee, the chair and the candidate. (Also see External Evaluations below.)
- To make adequate copies of each candidate's dossier available in an accessible place for review by the eligible faculty at least two weeks before the meeting at which specific cases are to be discussed and voted.
- To remove any member of the eligible faculty from the review of a candidate when the member has a conflict of interest but does not voluntarily withdraw from the review.
- To attend the meetings of the eligible faculty at which promotion and tenure matters are discussed and respond to questions raised during the meeting.
- **Mid-Autumn Semester:** To provide an independent written evaluation and recommendation for each candidate, following receipt of the eligible faculty's completed evaluation and recommendation.
- To meet with the eligible faculty to explain any recommendations contrary to the recommendation of the committee.
- To inform each candidate in writing after completion of the Department review process:
 - of the recommendations by the eligible faculty and Department Chair
 - of the availability for review of the written evaluations by the eligible faculty and Department Chair
 - of the opportunity to submit written comments on the above material, within ten days from receipt of the letter from the Department Chair, for inclusion in the dossier. The letter is accompanied by a form that the candidate returns to the department chair, indicating whether or not he or she expects to submit comments .

- To provide a written response to any candidate comments that warrants response for inclusion in the dossier.
- To forward the completed dossier to the college office by that office's deadline, except in the case of associated faculty for whom the department chair recommends against promotion. A negative recommendation by the department chair is final in such cases.
- To receive the Promotion and Tenure Committee's written evaluation and recommendation of candidates who are joint appointees from other tenure-initiating units, and to forward this material, along with the department chair's independent written evaluation and recommendation, to the department chair of the other tenure-initiating unit by the date requested.

5. Procedures for Regional Campus Faculty

Regional campus faculty are first reviewed by the regional campus faculty according to the process established on that campus and then by the regional campus dean/director. The regional campus review focuses on teaching and service.

The regional campus dean/director forwards the written evaluation and recommendation of the regional campus review to the department chair, from which point the review follows the procedures described for the Columbus campus faculty.

6. External Evaluations

External evaluations of scholarly activity and research are obtained for all promotion reviews in which scholarship must be assessed. These include all tenure-track promotion and tenure or promotion reviews, all research appointment contract renewals and promotion reviews, and all adjunct faculty promotion reviews. External evaluations of scholarly activity and research are not obtained for clinical faculty unless the faculty member has been involved in a significant amount of scholarship. The decision to seek external evaluations for a clinical faculty member will be made by the department chair after consulting with the candidate and the chair of the Promotion and Tenure Committee.

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

- Is written by a person highly qualified to judge the candidate's scholarship (or other performance, if relevant) who is not a close personal friend, research collaborator, or former academic advisor or post-doctoral mentor of the candidate. Qualifications are generally judged on the basis of the evaluator's expertise, record of accomplishments, and institutional affiliation. This department will only solicit evaluations from full professors at institutions comparable to Ohio State. In the case of an assistant professor seeking promotion

to associate professor with tenure, a minority of the evaluations may come from associate professors.

- Provides sufficient analysis of the candidate's performance to add information to the review. A letter's usefulness is defined as the extent to which the letter is analytical as opposed to perfunctory. Under no circumstances will “usefulness” be defined by the perspective taken by an evaluator on the merits of the case.

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

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

The department follows the Office of Academic Affairs suggested format, provided at <http://oaa.osu.edu/sampleddocuments.html>, for letters requesting external evaluations.

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

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

C. PROCEDURES: PROMOTION AND TENURE AND PROMOTION OF FACULTY WITH JOINT APPOINTMENTS

1. In the case of a faculty member who has a joint appointment but whose tenure-initiating unit is the WGSS Department, the Department and the other unit will conduct separate promotion and tenure evaluations. The candidate will place in her/his dossier the teaching evaluations for courses taught in each unit. The WGSS

Department and the other unit will consult about the selection of external evaluators, with the WGSS Department taking the lead in recruiting the reviewers. The WGSS Department will share the candidate's dossier with the other unit. The other unit will be asked to make its promotion review committee's document available to the Departmental Committee on Promotion and Tenure and to the Chair of the WGSS Department. The report of the Department's Committee on Promotion and Tenure will be made available to the committee on promotion and tenure in the other unit. After all deliberations have taken place, the Chair of the Department will report to the Dean of Arts & Humanities, will refer to the other unit's review document in her/his report, and include the other unit's review along with the report letter.

2. In the case of a faculty member who has a joint appointment but whose tenure-initiating unit is not the WGSS Department, the Department and the other unit will also conduct separate promotion and tenure evaluations. The procedure as outlined in C.1. above will work in the reverse, however, with the other department taking the lead in recruiting the reviewers, yet consulting with the WGSS Chair in the process, and the WGSS review taking place somewhat earlier than the other unit's so that it can become part of the deliberations of the other department about the case. After all deliberations have taken place, the Chair or Director of the other unit will report to the Dean of Arts & Humanities, or to the Dean of another division or college, if appropriate, and will refer to the WGSS review document and include it along with her/his report.

D. DOCUMENTATION

Documentation of every promotion and tenure or promotion case will, where appropriate, include the following:

1. Excellence as a teacher

It is not enough that a teacher conscientiously meets her/his obligations and successfully conveys knowledge. The WGSS Department expects clear evidence of an effective interest in students, stimulation of student interest in the subject matter, high standards of intellectual performance, and the continuous updating of scholarship used in teaching.

Evaluation of a candidate's performance as a teacher will be based on the widest possible range of evidence. It will include (1) evidence solicited by the Department Chair or by the Chair of the Committee on Promotion and Tenure, and (2) evidence offered by the candidate.

Evidence submitted to the Committee on Promotion and Tenure regarding teaching will normally include the following:

- a) Student evaluations for all courses for all the probationary years or, in the case of promotion from associate to full professor, student evaluations for courses taught since the last promotion or the previous five years. For all courses taught beginning Autumn 2003, both SEIs and discursive student evaluations are required. Student evaluations for all faculty members must be administered and collected by someone other than the faculty member her/himself.

- b) Syllabi, exams, and course assignments for a representative selection of courses for the probationary years or, in the case of promotion from associate to full professor, for a representative sample of courses taught since the last promotion or in the last five years (whichever is less). The candidate may want to call attention to innovations, improvements, and adjustments made in courses over time.
- c) Detailed written evaluations of teaching based on classroom visitations by colleagues, including senior faculty members. These peer evaluations should also include a review of syllabi, exams, assignments, and other course material and should make explicit reference to the general criteria outlined in VII.A.1 and 2 above. Fulltime faculty should have four observations by fourth year review and six by sixth-year review. Faculty in joint appointments should have from the WGSS Department two peer teaching observations by the time of fourth year review and three by the time of tenure review, with the understanding that the same number of observations is done by her/his other department. Observations will be arranged by the Chair of the P&T committee.
- d) Other data that the Department Chair, the Committee on Promotion and Tenure, or the candidate may judge pertinent to an evaluation of the candidate's performance in the area of teaching might include:
 - Explanations or demonstrations of especially successful or innovative teaching techniques;
 - Explanations of special teaching accomplishments, awards, and the like;
 - Information regarding publication of teaching materials and articles on teaching techniques.
 - Descriptions of technical innovations and use of new technology in preparing course material, delivering information, setting learning tasks and evaluating performance.

2. Excellence as a scholar

Scholarly excellence entails significant and original contributions to published scholarship. In the field of women's, gender and sexuality studies, such published scholarship typically includes the following: contributions that offer new knowledge; contributions to feminist theory, epistemology, and pedagogy; contributions to the research mission of women's, gender and sexuality studies as a field; invention or exploration of new fields of inquiry; application of new concepts to traditional areas of research; and in general any application or interpretation of concepts that advance understanding and knowledge in the field or in the study of women, gender and/or sexuality in a particular field.

The typical media for scholarly contributions are books (published or in production), articles in recognized, refereed journals or prestigious invitations to contribute to edited books and publications that advance rather than summarize knowledge and understanding, presentations at scholarly meetings, scholarly materials designed for use with new technologies, and other demonstrations of scholarly work appropriate to a faculty member's particular field.

The candidate's achievement and the likelihood of further long-term scholarly accomplishments will be evaluated on the basis of the widest possible range of evidence, including both evidence offered by the candidate and that solicited by the Department Chair and the Chair of the Committee on Promotion and Tenure. Such evidence will normally include:

- a) Publications. In evaluating publications and manuscripts, considerations of quality and consistency of production will take precedence over those of quantity. Quantity is only an appropriate measure of distinction when the individual publications are themselves distinguished. The committee will consider the nature of each publication, the type of refereeing, the reputation of a publisher or journal, and any other external measure, but will not allow extrinsic concerns to modify their scholarly judgment regarding the intrinsic merit of the publication. Ordinarily, the Committee will consider monographic or interpretive publications based upon original research as providing primary evidence of scholarly development rather than textbooks or source books conceived primarily for elementary undergraduate instruction. The development of materials involving the use of new technologies (e.g., digital media) and online publications will be evaluated on a case-by-case basis. The Department Chair or Chair of the Committee may solicit, and the candidate may present, published reviews from scholars in the field. The candidate may be asked to offer or may present the reports of anonymous referees.
- b) Scholarly activity at professional meetings. The quality of the contributions will be the primary consideration in evaluating this activity. Papers, formal commentaries on the papers of others, and participation in colloquia will be evaluated. If possible, senior colleagues should attend the presentations of junior colleagues; their evaluations should be placed in writing in the candidate's file. Again, the Committee may seek and the candidate may present evaluations from scholars in the field.
- c) Creative activity (e.g., art installations or photographic exhibitions) and scholarly reviews thereof. The quality of such activity as assessed by peer experts will be of primary consideration in its evaluation.
- d) Reviews of scholarly works for journals. The scholarship of the reviews and the nature of the journals in which they appear will be appraised.
- e) Scholarly 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, to serve on award committees, to speak at other institutions or to assume the post of visiting professor.
- f) Recognition in the form of prizes, awards, grants, or fellowships based on scholarly esteem and reputation.
- g) Any other evidence which the candidate, the Department Chair or the senior faculty believe pertinent to the candidate's development as a scholar. The candidate may include in her/his dossier any manuscripts of articles or papers, whether or not they have been published.

3. Excellence in Service

A member of the WGSS Department at The Ohio State University has an obligation to use her/his talents to collaborate effectively with colleagues for the betterment of

the Department, the University, and the larger community. A faculty member's profile of service may vary over time. The Committee on Promotion and Tenure may consider any information that the candidate, the Department Chair, or the Committee considers pertinent to a full evaluation of the candidate's ability to render effective service to these communities, including evidence relating to the quality and the quantity of such service. The information may include the number of committee meetings attended, specific projects undertaken, administrative responsibilities assumed, and individual, community or professional contributions. The Department Chair, the Committee or the candidate may solicit written assessments of a candidate's service from those who are in a position to provide them. Other information may include:

- a) Service on Department, College, and University committees.
- b) Service as an adviser to student groups and organizations.
- c) Presentations made in the classes of others, contributions to University publications, lectures to the Departmental faculty and similar activities.
- d) Activities in the University community and in the community outside the University based on and related to one's professional training and professional concerns.
- e) Activity in the national/international scholarly community and its institutions.

VIII. APPEALS

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

IX. SEVENTH-YEAR REVIEWS

Faculty Rule 3335-6-05 (<http://trustees.osu.edu/rules/university-rules.html>) sets forth the conditions of and procedures for a Seventh Year Review for a faculty member denied tenure as a result of a sixth year (mandatory tenure) review.

X. PROCEDURES FOR STUDENT AND PEER EVALUATION OF TEACHING

A. STUDENT EVALUATION OF TEACHING

Use of the Student Evaluation of Instruction (SEI) is required in every course offered in this department. Faculty should encourage students to complete the evaluation online. When a small proportion of the class completes the evaluation, the resulting information has little value either for improving instruction or for performance evaluation.

The WGSS department also requires the use of discursive evaluations. Faculty should choose a day late in the semester when attendance is likely to be high to distribute the form. The faculty member should encourage a high completion rate by explaining to the class the significance of the evaluation.

B. PEER EVALUATION OF TEACHING

The Department's P&T Committee oversees the Department's peer evaluation of teaching. The Committee chair assigns faculty members to observe classes of their peers and provide letters of review. Although there is no presumption that a peer reviewer must be of equal or higher rank than the faculty member being reviewed, such a model is followed to the extent possible. The P&T Committee and the Department Chair review the peer teaching evaluations along with student evaluations as part of the process of annual review.

The responsibilities of the P&T Committee and Department Chair regarding teaching reviews are as follows:

- to review the teaching of probationary tenure-track faculty at least once per semester during the first two years of service, and at least twice per year during the remainder of the probationary period, with the goal of assessing teaching at all the levels of instruction to which the faculty member is assigned in the course of each probationary year
- to review the teaching of tenured associate professors at least once per year, with the goal of assessing teaching at all the levels of instruction to which the faculty member is assigned over a three year period
- to review the teaching of tenured professors at least once every four years with the goal of assessing teaching at all the levels of instruction to which the faculty member is assigned during the year of the review
- To review the teaching of any faculty member not currently scheduled for review. Such reviews are normally triggered by low or declining student evaluations or other evidence of the need for providing assistance in improving teaching.
- To review the teaching of a faculty member not currently scheduled for review, upon that individual's request, to the extent that time permits. Reviews conducted at the request of the faculty member are considered formative only. The department chair is informed that the review took place, but the report is given only to the faculty member who requested the review. Faculty seeking formative reviews should also seek the services of the University Center for the Advancement of Teaching (www.ucat.osu.edu).

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

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

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

XI. APPENDICES

APPENDIX A

Department of Women's, Gender and Sexuality Studies Criteria for Allocation of Salary Increases**

I. RESEARCH: 45%

A. Publications: List your publications

1. Single-authored books (credit for 3 years starting with book in production; indicate which year you are claiming for this period) **16**
2. Co-authored books (credit for 3 years; indicate which year) **12**
3. Edited or co-edited books (credit for one year) **10**
4. Textbooks (one year counted) **10**
5. Translated editions: your book translated into another language (credit for one year) **7**
6. Revised editions (credit for one year) **6**
7. List books in progress (provide a short description of what you have accomplished this year) **0**
8. Academic articles and book chapters (published in the year under review) **8**
9. Academic articles or book chapters in press (may be listed in this form only once) **4**
10. Articles published online (not peer reviewed; for a general audience) **6**
11. Book reviews **2-4** (according to length and importance)
12. Encyclopedia entries **2-4** (according to length and importance)
13. Creative activities (multimedia work or film/video; digital narrative, etc.) **8**

- B. Grants
1. List your successful external grants and amounts, as well as applications pending (successful **10**; pending or unsuccessful **5**)
 2. List your successful internal grants and amounts, as well as applications pending (successful **4**; pending or unsuccessful **2**)
- C. Awards for scholarly work (clearly explain each)
1. List national awards (book awards, fellowships, etc.) **20**
 2. List regional/state or press awards **10**
 3. List departmental or OSU awards (departmental **2**; OSU **6**)
- D. Professional presentations (conferences, university seminars)
1. List invited presentations **6**
 2. List papers presented at professional meetings **4**
 3. List service as chair, commentator, or panelist at professional meetings and local events. Describe nature of your contribution **2**

II. TEACHING: 35%

- A. Please list all courses taught. Only one from below can be applied to a given course:
- Newly developed courses (+ or *) **6**
 GTA supervision **6**
 No GTA supervision **4**
 Course with 60 or more students **6**
- B. Teaching evaluations **0-12** [**Excellent = 12; Good = 8; Fair = 4; Poor = 0**]
1. Attach SEIs for the courses you taught during the review period. As soon as your SEIs for Autumn come in, get a copy to the chair. Note: Indicate if SEIs are missing because of low response on SEI summary (you can check with Office of the University Registrar regarding missing SEI reports)
 2. Attach summaries of discursive evaluations prepared by your peer observer; if summaries are not available, attach copies of the discursive evaluations or a typed list of comments
- C. List any teaching honors or awards you received this year **10**
- D. Ph.D. student service for the year under review
1. List dissertations you are chairing or co-chairing, or for which you are a committee member (Chair **10**; Co-chair **8**; member of committee **6**)
 2. List Ph.D. exam committees you have chaired or for which you were a committee member (Chair **8**; member of committee **4**)
 3. List Ph.D. students not listed above whom you advised or for whom you supervised dissertation hours **8**

- E. List M.A. students you advised and/or exam or thesis committees you have chaired or for which you were a reader (Advisor/Chair **6**; Reader **2**)
- F. List all honors theses of UG majors that you directed during the year under review Indicate expected graduation date for each student (Advisor **4**; Reader **2**)
- G. List independent studies you have offered for undergraduate majors and graduate students. Indicate UG/G rank (Graduate **6**, UG **4**)
- H. Describe any curriculum development activities in which you have engaged. Please be specific (e.g., new minor, program development) **4**
- J. Describe any innovative classroom methods or course design or redesign (e.g., large lecture technology; leadership in reader development) in which you have engaged **4**
- H. Describe any unusual advising you have done (e.g., honors advising; student organizations; informal advising of students from other departments/programs; students from underrepresented populations, etc.) **4**

III. SERVICE: 20%

- A. List Departmental committees on which you have served. Indicate any that you have chaired (Chair of Grad Studies **10**; Chair of UG Studies/P&T **8**; Chair of minor committee **6**; member of committee **4**)
- B. List College committees on which you have served. Indicate any that you have chaired (Chair of major committee **8**; chair of minor committee **4**; member of committee **4**)
- C. List University committees on which you have served. Indicate any that you have chaired and whether these were major or minor committees (Chair of major committee **8**; Chair of minor committee **4**; member of committee **4**)
- D. List all non-committee Department, College, or University service work you have performed **4**
- E. List all professional organization committees on which you have served. Indicate any offices held on committees or in professional organizations. To receive full credit for service, describe the nature of your contribution to those committees and/or organizations (committee service and offices held **2-6**; head of major professional organization **8**)
- F. Editorial functions: list service as a journal editorship **8**, series editorship **8**, book review editor **6**, and guest editor of a special issue of a journal **6**
- G. List all editorial boards on which you have served during this review period. Indicate any offices held on those boards. Describe the nature of the work you performed for the boards **6**

- H. List each of the following forms of professional service you have rendered. Provide numbers and dates:
1. manuscript reviews for journals or publishers (for books, indicate if prospectus or full ms. review) (prospectus **4**; full manuscript **6**)
 2. organizing national or regional conferences or exhibits **6**
 3. external tenure reviews **6**
 4. external department/program/grant panel reviews **6**
 5. community/OSU presentations **2-4**
- I. List community/outreach service related to scholarly, instructional, or other academic goals **4**

** Points for each section are added and then multiplied by the percentage of each section. For example, faculty member A obtains 60 points for Research, 78 for Teaching, and 90 for Service. A's total: $60 \times .45 + 78 \times .35 + 90 \times .20 = 27 + 27 + 18 = 72$

APPENDIX B

Department of Women's, Gender and Sexuality Studies Activity Report Format January 1 to December 31

I. RESEARCH: 45%

A. Publications: List your publications

1. Single-authored books (credit for 3 years starting with book in production; indicate which year you are claiming for this period)
2. Co-authored books (counted for 3 years; indicate which year you are claiming)
3. Edited or co-edited books (one year counted)
4. Textbooks (one year counted)
5. Translated editions: your book translated into another language (one year counted)
6. Revised editions (one year counted)
7. List books in progress (you may list these for two years only; indicate whether this is first or second year of the project and provide a short description of what you have accomplished this year)
8. Academic articles and book chapters (published during the year under review)
9. Academic articles or book chapters in press (may be listed in this form only once)
10. Articles published online (non-peer reviewed for a general audience)
11. Book reviews
12. Encyclopedia entries
13. Creative activities (multimedia work or film/video; digital narrative, etc.); indicate if in preparation, underway, or completed

- B. Grants
 - 1. List your successful external grants and amounts, as well as applications pending
 - 2. List your successful internal grants and amounts, as well as applications pending
- C. Awards for scholarly work (clearly explain each)
 - 1. List national awards (book awards, fellowships, etc.)
 - 2. List regional/state or press awards
 - 3. List departmental or OSU awards
- D. Professional presentations (conferences, university seminars)
 - 1. List invited presentations.
 - 2. List papers presented at professional meetings.
 - 3. List service as chair, commentator, or panelist at professional meetings and local events. Describe nature of your contribution

II. TEACHING: 35%

- A. Please list all courses taught. Indicate semester and enrollment. Mark those that are new courses in the curriculum with a plus (+), and existing courses that you taught for the first time with an asterisk (*). For any new course, indicate whether you developed it yourself. Finally, indicate if you supervised GTAs
- B. Teaching evaluations
 - 1. Attach SEIs for the courses you taught during the review period. As soon as your SEIs for Autumn come in, get a copy to the chair. Note: Indicate if SEIs are missing because of low response on SEI summary (you can check with Office of the University Registrar regarding missing SEI reports)
 - 2. Attach summaries of discursive evaluations prepared by your peer observer; if summaries are not available, attach copies of the discursive evaluations or a typed list of comments
- C. List any teaching honors or awards you received this year
- D. Ph.D. student service for the year under review
 - 4. List dissertations you are chairing or co-chairing, or for which you are a committee member. If completed, list date of graduation.
 - 5. List Ph.D. exam committees you have chaired or for which you were a committee member; if not WGSS, indicate student's major
 - 6. List Ph.D. students not listed above whom you advised or for whom you supervised dissertation hours
- E. List M.A. students you advised and/or exam or thesis committees you have chaired or for which you were a reader; if not WGSS, indicate student's major

F. List all honors theses of UG majors that you directed during the year under review Indicate expected graduation date for each student

G. List independent studies you have offered for undergraduate majors and graduate students. Indicate UG/G rank and number of hours for each offering

H. Describe any curriculum development activities in which you have engaged. Please be specific

J. Describe any innovative classroom methods or course design or redesign (e.g., large lecture technology; leadership in reader development) in which you have engaged

H. Describe any unusual advising you have done (e.g., honors advising; student organizations; informal advising of students from other departments/programs; students from underrepresented populations, etc.)

III. SERVICE: 20%

A. List Departmental committees on which you have served. Indicate any that you have chaired

B. List College committees on which you have served. Indicate any that you have chaired

C. List University committees on which you have served. Indicate any that you have chaired and whether these were major or minor committees

D. List all non-committee Department, College, or University service work you have performed

E. List all professional organization committees on which you have served. Indicate any offices held on committees or in professional organizations. To receive full credit for service, describe the nature of your contribution to those committees and/or organizations

F. Editorial functions: list service as a journal editorship, series editorship, book review editor, and guest editor of a special issue of a journal

G. List all editorial boards on which you have served during this review period. Indicate any offices held on those boards. Describe the nature of the work you performed for the boards

H. List each of the following forms of professional service you have rendered. Provide numbers and dates:

1. manuscript reviews for journals or publishers (for books, indicate if prospectus or full ms. review)
2. organizing national or regional conferences or exhibits
3. external tenure reviews
4. external department/program/grant panel reviews
5. community/OSU presentations

II. List community/outreach service related to scholarly, instructional, or other academic goal

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Revised 11/28/07

Revised 01/03/08

Revised 05/31/13

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