

Appointments, Promotion, and Tenure (APT) Criteria and Procedures
College of Engineering
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I Preamble

This document is a supplement to [Chapters 6](#) and [Chapter 7](#) of the [Rules of the University Faculty](#); the annually updated procedural guidelines for promotion and tenure reviews in Volume 3 of the Office of Academic Affairs [Policy and Procedures Handbook](#); the [University Policy on Faculty Appointments](#), and other policies and procedures of the university to which the college and its faculty are subject.

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

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

The faculty and the administration are bound by the principles articulated in [Faculty Rule 3335-6-01](#) of the Administrative Code. In particular, all faculty members accept the responsibility to participate fully and knowledgeably in review processes; to exercise the standards established in [Faculty Rule 3335-6-02](#) and other standards specific to this department and college; and to make negative recommendations when these are warranted in order to maintain and improve the quality of the faculty.

Decisions considering appointment, reappointment, and promotion and tenure will be free of discrimination in accordance with the [University Policy 1.10](#) on equal opportunity.

This Appointments, Promotion and Tenure (APT) document is an instrument against which tenure initiating unit (TIU) APT documents are evaluated for approval by the College. It sets forth the procedures to be used by TIUs and described in TIU APT documents. For academic appointment, promotion and tenure; this document characterizes the range of criteria that may be considered in TIU APT documents. Each TIU APT document shall develop appointment, promotion and tenure criteria that fit the TIU mission and align with the guidance in this document.

The Department Chair or School Director of each TIU is responsible for ensuring that the TIU revise its APT document to be consistent with this document and with the most current version [Rules of the University Faculty](#) and the [Policy and Procedures Handbook](#) noted above, the University, College, and TIU missions; and other relevant policies, procedures, practices, and standards established by the College and the University.

The College of Engineering comprises several academic departments led by Chairs and the Knowlton School of Architecture led by a director. Where it is not explicitly stated in this document, the use of the term "Chair" or "Department Chair" implies "School Director", and the use of the term "department" implies "school".

II College Mission

1 The College of Engineering and the Knowlton School of Architecture will create, transfer and preserve
2 knowledge in the disciplines of engineering, design and planning to enhance economic competitiveness
3 and promote societal well-being.
4
5

6 **III Definitions**

7 **A Committee of the Eligible Faculty**

8

9 **1 Tenure track Faculty**

10
11 The eligible faculty for appointment reviews of tenure track faculty consists of all tenure track faculty
12 members whose tenure resides in the TIU, unless the TIU bases appointment decisions on search
13 committee recommendations rather than a vote of the full faculty. For an appointment at senior rank, a
14 second vote is taken by the faculty members eligible to vote on the rank under consideration.
15

16 The eligible faculty for recommendation of initial appointment at senior rank, reappointment, promotion
17 and tenure, and promotion reviews of tenure track faculty consists of all tenured faculty of rank higher
18 than the candidate whose tenure resides in the TIU excluding the Department Chair or School Director,
19 the Dean and assistant and associate Deans of the college, the executive vice president and provost, and
20 the president.
21

22 For tenure reviews of probationary professors, eligible faculty are tenured professors whose tenure resides
23 in the TIU excluding the Department Chair or School Director, the Dean and assistant and associate
24 Deans of the college, the executive vice president and provost, and the president.
25

26 **2 Clinical Faculty**

27

28 The eligible faculty for appointment reviews of clinical faculty consists of all tenure track faculty whose
29 tenure resides in the TIU and all clinical faculty whose primary appointment is in the TIU unless the TIU
30 bases appointment decisions on search committee recommendations or other search mechanisms rather
31 than a vote of the full faculty. For an appointment at senior rank, a second vote is taken by the faculty
32 members eligible to vote on the rank under consideration.
33

34 The eligible faculty for recommendation of initial appointment at senior rank, reappointment, contract
35 renewal, and promotion of clinical faculty consists of all tenured faculty of rank higher than the candidate
36 whose tenure resides in the TIU and all nonprobationary clinical faculty of rank higher than the candidate
37 whose primary appointment is in the TIU excluding the Department Chair or School Director, the Dean
38 and assistant and associate Deans of the college, the executive vice president and provost, and the
39 president.
40

41 **3 Research Faculty**

42

43 The eligible faculty for appointment reviews of research faculty consists of all tenure track faculty whose
44 tenure resides in the TIU, all clinical faculty whose primary appointment is in the TIU, and all research
45 faculty whose primary appointment is in the TIU unless the department bases appointment decisions on
46 search committee recommendations or other search mechanisms rather than a vote of the full faculty. For
47 an appointment at senior rank, a second vote is taken by the faculty members eligible to vote on the rank
48 under consideration.
49

1 The eligible faculty for recommendation of initial appointment at senior rank, reappointment, contract
2 renewal, and promotion reviews of research faculty consists of all tenured faculty of rank higher than the
3 candidate whose tenure resides in the TIU, all nonprobationary clinical faculty of rank higher than the
4 candidate whose primary appointment is in the department, and all nonprobationary research faculty of
5 rank higher than the candidate whose primary appointment is in the TIU excluding the Department Chair
6 or School Director, the Dean and assistant and associate Deans of the college, the executive vice president
7 and provost, and the president.
8

9 **4 Conflict of Interest**

10
11 A conflict of interest exists when an eligible faculty member is related to a candidate or has a comparable
12 close interpersonal relationship, has substantive financial ties with the candidate, is dependent in some
13 way on the candidate's services, has a close professional relationship with the candidate (dissertation
14 advisor), or has collaborated so extensively with the candidate that an objective review of the candidate's
15 work is not possible. Generally, faculty members who have collaborated with a candidate on at least 50%
16 of the candidate's published work since the last promotion will be expected to withdraw from a promotion
17 review of that candidate.
18

19 **5 Minimum Composition**

20
21 In the event that a TIU does not have at least three eligible faculty members who can undertake a review,
22 the Department Chair or School Director, after consulting with the Dean, will appoint a faculty member
23 or faculty members from another TIU within the college.

24 **B Promotion and Tenure Committee**

25
26 The College has a Promotion and Tenure Committee that assists the Committee of the Eligible Faculty in
27 managing personnel and promotion and tenure issues. The committee's membership shall be as outlined
28 in the College Pattern of Administration. The term of service is three years, with reappointment possible.
29

30 When considering cases involving clinical faculty the Promotion and Tenure Committee may be
31 augmented by two nonprobationary eligible clinical faculty members.
32

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

35 **C Quorum**

36
37 The quorum required to discuss and vote on all personnel decisions is determined by the TIU. Eligible
38 faculty includes those not on an approved leave of absence. A member of the eligible faculty on Special
39 Assignment may be excluded from the count for the purposes of determining quorum only if the TIU
40 head has approved an off-campus assignment.
41

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

44 **D Recommendation from the Committee of the Eligible Faculty**

45

1 In all votes taken on personnel matters only “yes” and “no” votes are counted. Abstentions are not votes.
2 Faculty members are strongly encouraged to consider whether they are participating fully in the review
3 process when abstaining from a vote on a personnel matter.
4

5 Absentee ballots and proxy votes are not permitted, but participating in discussion and voting via remote
6 two-way electronic connection is allowed.
7

8 **1 Appointment**

9

10 The portion of positive votes required for a candidate to receive a positive recommendation from the
11 eligible faculty for appointment is determined by the TIU.
12

13 **2 Reappointment, Promotion and Tenure, Promotion, and Contract Renewal**

14

15 A positive recommendation from the eligible faculty for reappointment, promotion and tenure, promotion,
16 and contract renewal is determined by TIUs and defined in TIU APT documents.
17
18

19 **IV Appointments**

20 **A TIU APT Document Expectations**

21

22 For each type of faculty appointment (tenure track faculty, auxiliary faculty, courtesy appointment for
23 faculty, and if desired, clinical faculty, research faculty, or tenure track faculty at regional campuses), a
24 TIU APT document must describe: (1) the unit’s criteria for making such an appointment, (2) the
25 evidence to be provided in support of such an appointment, and (3) the unit’s procedures for making such
26 an appointment.

27 **B TIU Process Expectations**

28

29 It is the expectation of the College that a faculty appointment forwarded from a TIU for approval by the
30 College or a courtesy faculty appointment made by a TIU will have been made consistent with that TIU
31 APT document, and other relevant policies, procedures, practices, and standards established by: (1) the
32 College, (2) the Faculty Rules, (3) the Office of Academic Affairs, and (4) the Office of Human
33 Resources.

34 **C Criteria**

35

36 The College is committed to making only faculty appointments that enhance or have strong potential to
37 enhance the quality of its TIUs. Important considerations for TIUs include the individual's record to date
38 in teaching, scholarship and service; the potential for professional growth in each of these areas; and the
39 potential for interacting with colleagues and students in a way that will enhance their academic work and
40 attract other outstanding faculty and students to the department. No offer will be extended in the event
41 that the search process does not yield one or more candidates who would enhance the quality of the
42 department. The search is either cancelled or continued, as appropriate to the circumstances.
43

44 **1 Tenure track Faculty**

45

1 **Instructor.** Appointment at the rank of instructor is made only when the offered appointment is that of
2 assistant professor, but requirements for the terminal degree have not been completed by the candidate at
3 the time of appointment. The department will make every effort to avoid such appointments. An
4 appointment at the instructor level is limited to three years. When an instructor has not completed
5 requirements for promotion to the rank of assistant professor by the end of the third year of appointment,
6 the third year is a terminal year of employment. (Faculty Rule [3335-6-03](#)).

7
8 Upon promotion to assistant professor, the faculty member may request prior service credit for time spent
9 as an instructor. This request must be approved by the department's eligible faculty, the Department
10 Chair, the Dean, and the Office of Academic Affairs. Faculty members should carefully consider whether
11 prior service credit is appropriate since prior service credit cannot be revoked without a formal request for
12 an extension of the probationary period. In addition, all probationary faculty members have the option to
13 be considered for early promotion.

14
15 **Assistant Professor.** There must be clear and convincing evidence that the offeree of an appointment as a
16 tenure track assistant professor has, at a minimum an earned doctorate or other terminal degree in the
17 relevant field of study or possession of equivalent experience; a potential for excellence in teaching, as
18 demonstrated by a record of quality teaching and/or excellence in verbal and written communication; a
19 potential for excellence in scholarship as demonstrated by having produced a body of research, scholarly
20 and creative work appropriate to the TIU discipline; a potential to perform effective service, including a
21 commitment to good citizenship and collegiality within the TIU; strong potential to attain tenure and
22 advance through the faculty ranks. Appointment at the rank of assistant professor is always probationary,
23 with mandatory tenure review occurring in the sixth year of service. Review for tenure prior to the
24 mandatory review year is possible when the Promotion and Tenure Committee determines such a review
25 to be appropriate. The granting of prior service credit, which requires approval of the Office of Academic
26 Affairs, may reduce the length of the probationary period, but is strongly discouraged as it cannot be
27 revoked once granted.

28
29 **Associate Professor.** There must be clear and convincing evidence that the offeree of an appointment as
30 an associate professor with tenure has, at a minimum exceeded the College and TIU criteria for
31 appointment as a tenure track assistant professor and met or exceeded the College and TIU criteria for
32 promotion to associate professor with tenure. In addition, a TIU APT document must address how an
33 offeree, who has not held a faculty position, will be determined to have met the criteria. Appointment at
34 the rank of associate professor normally entails tenure, however a probationary appointment at senior
35 rank may be appropriate under certain circumstances, such as when the candidate has limited prior
36 teaching experience or has taught only in a foreign country. A probationary period of up to four years is
37 possible, on approval of the Office of Academic Affairs, with review for tenure occurring in the final year
38 of the probationary appointment. If tenure is not granted, an additional (terminal) year of employment is
39 offered.

40
41 Foreign nationals who lack permanent residency status may be appointed to a senior rank and approved
42 for tenure, if appropriate, but the university will not grant tenure in the absence of permanent residency.

43
44 **Professor.** There must be clear and convincing evidence that the offeree of an appointment as a full
45 professor with tenure has, at a minimum exceeded the College and TIU criteria for appointment as an
46 associate professor with tenure and met or exceeded the College and TIU criteria for promotion to full
47 professor. In addition, a TIU APT document must address how an offeree who has not held a faculty
48 position will be determined to have met the criteria. Appointment at the rank of professor normally entails
49 tenure, however a probationary appointment at senior rank may be appropriate under certain
50 circumstances, such as when the candidate has limited prior teaching experience or has taught only in a
51 foreign country. A probationary period of up to four years is possible, on approval of the Office of

1 Academic Affairs, with review for tenure occurring in the final year of the probationary appointment. If
2 tenure is not granted, an additional (terminal) year of employment is offered.

3
4 Foreign nationals who lack permanent residency status may be appointed to a senior rank and approved
5 for tenure, if appropriate, but the university will not grant tenure in the absence of permanent residency.

7 **2 Tenure track Faculty—Regional Campus**

8
9 As the mission of the regional campuses emphasizes undergraduate instruction, regional campus criteria
10 for appointment at the rank of assistant professor, associate professor, or professor are similar to those for
11 Columbus campus faculty, but give relatively greater emphasis at each rank to teaching experience and
12 quality. Nonetheless, candidates must be involved in recognized scholarly activity appropriate to the
13 discipline in which appointment is being considered.

15 **3 Clinical faculty**

16
17 Clinical faculty in the College of Engineering will be referred to as “(Assistant, Associate, or Full)
18 Professor of Practice in [TIU name]”. Distinctions among ranks are based on the level of distinction
19 attained by the candidate.

20
21 Criteria and policies governing appointment of clinical faculty must be consistent with [Faculty Rule](#)
22 [3335-7](#). Reappointment is based on the candidate’s performance and on the continued needs of the TIU.

23
24 Clinical faculty may participate with voting rights in matters of governance and committee service at the
25 College level, except that they cannot participate or vote on promotion and tenure matters of tenure track
26 faculty ([Faculty Rule 3335-7-04\(A\)](#)). Each TIU approved for clinical faculty must have a Pattern of
27 Administration (POA) that describes the governance rights to be extended within the TIU to such faculty
28 members.

29
30 Appointment of clinical faculty entails a three-, four- or five-year contract. The initial contract is
31 probationary, with reappointment considered annually. Tenure is not granted to clinical faculty. There is
32 also no presumption that subsequent contracts will be offered, regardless of performance. If the
33 department wishes to consider contract renewal, a formal review of the faculty member is required in the
34 penultimate year of the current contract period. For more information see [Faculty Rule 3335-7](#).

35
36 **Instructor of Practice.** Appointment is normally made at the rank of instructor of practice when the
37 appointee has not completed the requirements for the terminal degree. The department will make every
38 effort to avoid such appointments. An appointment at the instructor level is limited to a four-year contract.
39 In such cases, if the instructor has not completed requirements for promotion to the rank of assistant
40 professor by the end of the penultimate year of the contract period, a new contract will not be considered
41 even if performance is otherwise adequate and the position itself will continue.

42
43 **Assistant Professor of Practice.** There must be clear and convincing evidence that the offeree of an
44 appointment as assistant professor of practice has, at a minimum capability in the offeree’s area of
45 specialization experience in the practice of the discipline attained professional accomplishment the
46 background and ability to share and transfer knowledge to students. Normally, the offeree will have an
47 earned doctorate or other terminal degree in the relevant field. Professional publications and actual
48 teaching experience is helpful but not required.

49
50 **Associate Professor of Practice.** There must be clear and convincing evidence that the offeree of an
51 appointment as an associate professor of practice has, at a minimum, exceeded the College and TIU

1 criteria for appointment as an assistant professor of practice met or exceeded the College and TIU criteria
2 for promotion to associate professor of practice. A TIU APT document must address how an offeree will
3 be determined to have met the criteria.
4

5 **Professor of Practice.** There must be clear and convincing evidence that the offeree of an appointment as
6 a full professor of practice has, at a minimum exceeded the College and TIU criteria for appointment as
7 an associate professor of practice met or exceeded the College and TIU criteria for promotion to full
8 professor of practice. A TIU APT document must address how an offeree will be determined to have met
9 the criteria.
10

11 **4 Research faculty**

12
13 Research faculty in the College of Engineering will be referred to as “Research (Assistant, Associate, or
14 Full) Professor in [TIU name]”. Distinctions among ranks are based on the level of distinction attained by
15 the candidate.
16

17 Criteria and policies associated with research faculty appointments must be consistent with Faculty Rule
18 3335-7. Research faculty members may participate with voting rights in matters of governance and
19 committee service at the College level, except that they cannot participate or vote on promotion and
20 tenure matters of tenure track faculty or clinical faculty ([Faculty Rule 3335-7-37](#)). Each TIU approved for
21 research faculty must have a Pattern of Administration (POA) that describes the governance rights to be
22 extended within the TIU to such faculty members.
23

24 Appointment of research faculty entails one- to five-year contracts. The initial contract is probationary,
25 with reappointment considered annually. Tenure is not granted to research faculty. There is also no
26 presumption that subsequent contracts will be offered, regardless of performance. If the department
27 wishes to consider contract renewal, a formal review of the faculty member is required in the penultimate
28 year of the current contract period. For more information see [Faculty Rule 3335-7](#).
29

30 **Research Assistant Professor.** There must be clear and convincing evidence that the offeree of an
31 appointment as research assistant professor has, at a minimum, a record of high quality publications that
32 strongly indicate the ability to sustain an independent, externally funded research program.
33

34 **Research Associate Professor.** There must be clear and convincing evidence that the offeree of an
35 appointment as a research associate professor has, at a minimum exceeded the College and TIU criteria
36 for appointment as a research assistant professor and met or exceeded the College and TIU criteria for
37 promotion to research associate professor. A TIU APT document must address how an offeree will be
38 determined to have met the criteria.
39

40 **Research Professor.** There must be clear and convincing evidence that the offeree of an appointment as a
41 research professor has, at a minimum exceeded the College and TIU criteria for appointment as a research
42 associate professor and met or exceeded the College and TIU criteria for promotion to research professor.
43 A TIU APT document must address how an offeree will be determined to have met the criteria.
44

45 **5 Associated Faculty**

46
47 Associated faculty are persons with clinical practice titles, adjunct titles, visiting titles, and lecturer titles.
48 Professors, associate professors, assistant professors, and instructors who serve on appointments totaling
49 less than fifty per cent service to the university are also associated faculty members. Persons with tenure
50 track, clinical, or research faculty titles may not hold associated titles. Persons holding associated titles

1 are not eligible for tenure and may not participate in the promotion and tenure reviews of tenure track,
2 clinical, or research faculty. Persons with associated titles are permitted to participate in college
3 governance and TIU governance where approved by a vote of at least a majority of all of its tenure track
4 faculty and also clinical and research faculty in those units where they have been given voting rights.
5 Associated faculty appointments may be made for a maximum of three consecutive years and, with the
6 exception of visiting titles, may be renewed ([Faculty Rule 3335-5-19](#)).

7
8 Associated faculty appointments may be as short as two weeks to assist with a focused project, a semester
9 to teach one or more courses, or for up to three years when a longer contract is useful for long-term
10 planning and retention. With the exception of visiting faculty, associated faculty may be reappointed.

11
12 **Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor.** Adjunct appointments
13 may be compensated or uncompensated. Adjunct faculty appointments are appropriate only for
14 individuals who provide substantial service to the academic or research mission of the appointing unit.
15 Units should establish guidelines for the circumstances in which such auxiliary faculty may identify
16 themselves as Ohio State faculty. Typically the adjunct faculty rank is determined by applying the criteria
17 for appointment of tenure track faculty. Adjunct faculty members are eligible for promotion (but not
18 tenure) and the relevant criteria are those for promotion of tenure track faculty.

19
20 **Adjunct Instructor of Practice, Adjunct Assistant Professor of Practice, Adjunct Associate**
21 **Professor of Practice, Adjunct Professor of Practice.** Associated clinical appointments may either be
22 compensated or uncompensated. Uncompensated appointments are given to individuals who volunteer
23 uncompensated academic service to the TIU, for which a faculty title is appropriate. Associated clinical
24 rank is determined by applying the criteria for appointment of clinical faculty. Associated clinical faculty
25 members are eligible for promotion (but not tenure) and the relevant criteria are those for promotion of
26 clinical faculty.

27
28 **Lecturer.** Appointment as lecturer requires that the individual have, at a minimum, a Master's degree in a
29 field appropriate to the subject matter to be taught. Evidence of ability to provide high-quality instruction
30 is desirable. Lecturers are not eligible for tenure, but may be promoted to senior lecturer if they meet the
31 criteria for appointment at that rank. The initial appointment for a lecturer should not exceed one year.
32 Exceptions to lecturer and senior lecturer appointment requirements may be granted by review and
33 approval of the college and OAA. Subsequent appointments may be of longer duration.

34
35 **Senior Lecturer.** Appointment as senior lecturer requires that the individual have a terminal degree in a
36 field appropriate to the subject matter to be taught, along with evidence of ability to provide high-quality
37 instruction; or a Master's degree and at least five years of teaching experience with documentation of high
38 quality. Senior lecturers are not eligible for tenure or promotion. The initial appointment for a senior
39 lecturer should not exceed one year. Subsequent appointments may be of longer duration. Exceptions to
40 senior lecturer appointment requirements may be granted by review and approval of the college and
41 OAA.

42
43 **Assistant Professor, Associate Professor, Professor with FTE below 50%.** Appointment at tenure
44 track titles is for individuals at 49% FTE or below, either compensated (1 – 49% FTE) or uncompensated
45 (0% FTE). The rank of associated faculty with tenure track titles is determined by applying the criteria for
46 appointment of tenure track faculty. Associated faculty members with tenure track titles are eligible for
47 promotion (but not tenure) and the relevant criteria are those for promotion of tenure track faculty.

48
49 **Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor.**
50 Visiting faculty appointments may either be compensated or not compensated. Visiting faculty members
51 on leave from an academic appointment at another institution are appointed at the rank held in that

1 position. The rank at which other (non-faculty) individuals are appointed is determined by applying the
2 criteria for appointment of tenure track faculty. Visiting faculty members are not eligible for tenure or
3 promotion. They may not be reappointed for more than three consecutive years at 100% FTE.
4

5 **6 Courtesy Appointments for Faculty**

6

7 Occasionally the active academic involvement in a TIU by a tenure track, clinical, or research faculty
8 member from another TIU at Ohio State warrants the offer of a 0% FTE (courtesy)
9 appointment. Appropriate active involvement includes research collaboration, graduate student advising,
10 teaching some or all of a course from time to time, or a combination of these. A courtesy appointment is
11 made at the individual's current Ohio State rank, with promotion in rank recognized.

12 **D Procedures**

13

14 See the Faculty Policy on Faculty Recruitment and Selection and the Policy on Faculty Appointments in
15 the Office of Academic Affairs [Policies and Procedures Handbook](#) for information on the following
16 topics:
17

- 18 • recruitment of tenure track, clinical, and research faculty
 - 19 • appointments at senior rank or with prior service credit
 - 20 • hiring faculty from other institutions after April 30
 - 21 • appointment of foreign nationals
 - 22 • letters of offer
- 23

24 **1 Tenure track Faculty**

25

26 A national search is required to ensure a diverse pool of highly qualified candidates for all tenure track
27 positions. Exceptions to this policy must be approved by the College and the Office of Academic Affairs
28 in advance. Search procedures must be consistent with university and college policies and practices set
29 forth in the most recent updates of the [College of Engineering Guide to Effective Searches](#), [Office of](#)
30 [Academic Affairs Resources for Effective Searches](#), [The Women's Place Resources for Effective](#)
31 [Searches](#).
32

33 Searches for tenure track faculty proceed as follows:
34

35 The Dean of the college provides approval for the TIU to commence a search process. This approval may
36 or may not be accompanied by constraints with regard to salary, rank, and field of expertise.
37

38 The Department Chair or School Director appoints a search committee consisting of three or more faculty
39 members who reflect the field of expertise that is the focus of the search (if relevant) as well as other
40 fields within the department.
41

42 The search committee:
43

- 44 • Appoints a Diversity Representative who is responsible for providing leadership in assuring that
45 vigorous efforts are made to use best practices in developing a diverse pool of qualified
46 applicants. The Diversity Representative is responsible for ensuring that the committee process
47 conforms with [University Policy 1.10 Affirmative Action, Equal Employment Opportunity &](#)
48 [Non - Discrimination/Harassment](#)
49

- 1 • Develops a search announcement for internal posting in the university Job Postings through the
2 [Office of Human Resources Employment Services](#) and external advertising, subject to the
3 Department Chair's approval. The announcement will be no more specific than is necessary to
4 accomplish the goals of the search, since an offer cannot be made that is contrary to the content of
5 the announcement with respect to rank, field, credentials, salary. In addition, timing for the
6 receipt of applications will be stated as a preferred date, not a precise closing date, in order to
7 allow consideration of any applications that arrive before the conclusion of the search.
8
- 9 • Develops and implements a plan for external advertising and direct solicitation of nominations
10 and applications. If there is any likelihood that the applicant pool will include qualified foreign
11 nationals, the search committee must advertise using at least one 30-day online ad in a national
12 professional journal. Approved positions must be posted in the University Personnel Postings
13 through the Office of Human Resources. The university does not grant tenure in the absence of
14 permanent residency ("green card"), and strict U. S. Department of Labor guidelines do not
15 permit sponsorship of foreign nationals for permanent residency unless the search process
16 resulting in their appointment to a tenure track position included an advertisement in a field-
17 specific nationally professional journal.
18
- 19 • Subject to specific TIU procedures, screens applications and letters of recommendation and
20 presents to the full faculty a summary of those applicants (usually three to five) judged worthy of
21 interview. If the TIU faculty agrees with this judgment, on-campus interviews are arranged by the
22 search committee Chair, assisted by the TIU office. If the faculty does not agree, the Department
23 Chair in consultation with the faculty determines the appropriate next steps (solicit new
24 applications, review other applications already received, cancel the search for the time being).
25

26 On-campus interviews with candidates must include opportunities for interaction with faculty groups,
27 including the search committee; the Department Chair; and the Dean or designee. In addition, all
28 candidates make a presentation to the faculty and graduate students on their scholarship. All candidates
29 interviewing for a particular position must follow the same interview format.
30

31 Subject to specific TIU procedures, following completion of on-campus interviews, the eligible faculty
32 meet to discuss perceptions and preferences, and to vote on each candidate. The eligible faculty reports a
33 recommendation on each candidate to the Department Chair or School Director.
34

35 If the offer involves senior rank, the eligible faculty members vote also on the appropriateness of the
36 proposed rank. If the offer may involve prior service credit, the eligible faculty members vote on the
37 appropriateness of such credit. The eligible faculty reports a recommendation on the appropriateness of
38 the proposed rank or the appropriateness of prior service credit to the Department Chair.
39

40 In the event that more than one candidate achieves the level of support required to extend an offer, the
41 Department Chair decides which candidate to approach first. The details of the offer, including
42 compensation, are determined by the Department Chair.
43

44 A draft letter of offer to a tenure track faculty candidate, accompanied by the candidate's curriculum vitae
45 and appropriate letters attesting to the candidate's qualifications, must be submitted to engineering
46 administration for review and approval by the Dean. Engineering administration will review the draft
47 letter of offer for consistency with the essential components required by the Office of Academic Affairs
48 (OAA) and by the College.
49

50 The required documentation for appointments at senior rank and junior appointments with prior service
51 credit can be found in the [Policy on Faculty Recruitment and Selection](#).

1
2 Potential appointment of a foreign national who lacks permanent residency must be discussed with the
3 Office of International Affairs. The university does not grant tenure in the absence of permanent
4 residency status. The TIU will therefore be cautious in making such appointments and vigilant in assuring
5 that the appointee seeks residency status promptly and diligently.
6

7 **2 Tenure track Faculty—Regional Campus**

8

9 The regional campus has primary responsibility for determining the position description for a tenure track
10 faculty search, but the Dean/director or designee consults with the Department Chair to reach agreement
11 on the description before the search begins. Searches for regional campus faculty will be performed by
12 procedures similar to those used for tenure track faculty on the Columbus campus. Search committees for
13 tenure track faculty at regional campuses must include at least one member from the Columbus campus
14 unit that will be the TIU. Whether or not a national search is conducted, evidence must be presented that
15 the eligible faculty on the Columbus campus are in consensus that the candidate is acceptable when the
16 offer letter is submitted to Engineering Administration for approval by the Dean.
17

18 Candidates are interviewed by, at a minimum, the regional campus Dean, Department Chair or School
19 Director, TIU eligible faculty, and regional campus search committee. The regional campus may have
20 additional requirements for the search not specified in this document. A decision to make an offer
21 requires agreement by the Department Chair or School Director and regional campus Dean. Until
22 agreement is reached, negotiations with the candidate may not begin, and the letter of offer must be
23 signed by the Department Chair or School Director and the regional campus Dean.
24

25 **3 Clinical faculty**

26

27 Creation of a clinical faculty position requires the prior approval of the Dean. Approved positions must be
28 posted in the University Personnel Postings through the Office of Human Resources. A national search is
29 required to ensure a diverse pool of highly qualified candidates unless an exception is approved by the
30 Dean. A draft letter of offer to a clinical faculty candidate, accompanied by the candidate's curriculum
31 vitae and appropriate letters attesting to the candidate's qualifications, must be submitted to engineering
32 administration for review and approval by the Dean. Engineering administration will review the draft
33 letter of offer for consistency with the essential components required by the Office of Academic Affairs
34 and by the College.
35

36 Appointments at the rank of associate professor of practice or professor of practice require approval of the
37 Office of Academic Affairs. For such appointments, the Dean may consult with the College Promotion
38 and Tenure Committee.
39

40 Tenure track faculty may transfer to the clinical faculty if appropriate to the individual's circumstances
41 and the transfer will further the interests of the College and TIU in question. All such transfers are subject
42 to the conditions specified in [Faculty Rule 3335-7-09](#) and to the TIU and College limits on the number of
43 clinical faculty.
44

45 **4 Research Faculty**

46

47 Creation of a research faculty position requires prior approval of the Dean. Approved positions must be
48 posted in the University Personnel Postings through the Office of Human Resources. A national search is
49 required to ensure a diverse pool of highly qualified candidates unless an exception is approved by the
50 Dean. A draft letter of offer to a research faculty candidate, accompanied by the candidate's curriculum

1 vitae and appropriate letters attesting to the candidate's qualifications, must be submitted to engineering
2 administration for review and approval by the Dean. Engineering administration will review the draft
3 letter of offer for consistency with the essential components required by the Office of Academic Affairs
4 and by the College.

5
6 Appointments at the rank of research associate professor or research professor require approval of the
7 Office of Academic Affairs. For such appointments, the Dean may consult with the College Promotion
8 and Tenure Committee.

9
10 Tenure track faculty may transfer to the research faculty if appropriate to the individual's circumstances
11 and the transfer will further the interests of the College and TIU in question. A TIU that permits transfers
12 from tenure track to research faculty must explicitly enable this in its Appointments, Promotion and
13 Tenure document. All such transfers are subject to the conditions specified in [Faculty Rule 3335-7-38](#) and
14 to the TIU and College limits on the number of research faculty.

15 16 **5 Transfer from the Tenure track**

17
18 Tenure track faculty may transfer to a clinical or research appointment if appropriate circumstances exist.
19 Tenure is lost upon transfer, and transfers must be approved by the Department Chair or School Director,
20 the college Dean, and the executive vice president and provost.

21
22 The request for transfer must be initiated by the faculty member in writing and must state clearly how the
23 individual's career goals and activities have changed.

24
25 Transfers from a clinical appointment and from a research appointment to the tenure- rack are not
26 permitted. Clinical faculty members and research faculty members may apply for tenure track positions
27 and compete in national searches for such positions.

28 29 **6 Associated Faculty**

30
31 The appointment, review, and reappointment of all compensated associated faculty is decided by the
32 Department Chair or School Director in consultation with the faculty.

33
34 Appointment and reappointment of uncompensated adjunct or visiting faculty may be proposed by any
35 faculty member in the department and is decided by the Department Chair or School Director in
36 consultation with the faculty.

37
38 Compensated associated appointments are generally made for a period of one year, unless a shorter or
39 longer period is appropriate to the circumstances. All associated appointments expire at the end of the
40 appointment term and must be formally renewed to be continued. Visiting appointments may be made for
41 one term of up to three years or on an annual basis for up to three consecutive years.

42
43 Lecturer and senior lecturer appointments are usually made on a semester-by-semester or annual basis.
44 After the initial appointment, and if the curricular needs of a department or school warrant it, a multiple
45 year appointment may be offered.

46
47 Associated faculty for whom promotion is a possibility follow the promotion guidelines and procedures
48 for the faculty track on which the appointment has been made (see Appointment Criteria above), with the
49 exception that the review does not proceed to the college level if the Department Chair's recommendation
50 is negative, and does not proceed to the university level if the Dean's recommendation is negative.

51

7 Courtesy Appointments for Faculty

Subject to specific TIU procedures, any department faculty member may propose a 0% FTE (courtesy) appointment for a tenure track, clinical, or research faculty member from another Ohio State department. A statement of purpose that describes the uncompensated academic service to the TIU justifying the appointment is considered at a faculty meeting. If the purpose is approved by the eligible faculty, the Department Chair or School Director extends an offer of appointment. A copy of a letter of offer of a courtesy appointment for faculty, accompanied by the candidate's curriculum vitae, must be submitted to engineering administration at the time an offer is made. The Department Chair or School Director reviews all courtesy appointments at least every three years to determine whether they continue to be justified, and takes recommendations for nonrenewal before the faculty for a vote at a regular meeting.

V Annual Review Procedures

The College and its TIUs follow the requirements for annual reviews as set forth in the [University Policy on Faculty Annual Review](#).

The annual reviews of every faculty member are based on expected performance in teaching, research, creative work and scholarship, and service as set forth in College and TIU guidelines on faculty duties and responsibilities; on any additional assignments and goals specific to the individual; and on progress toward promotion where relevant.

The annual review of a faculty member is the responsibility of the appropriate Department Chair or School Director of the TIU to which the faculty member is appointed. Each TIU document must describe the unit's procedures for conducting annual reviews. Annual reviews are expected to provide a written objective assessment of the candidate's progress in teaching, scholarship and service. Per [Faculty Rule 3335-3-35](#), the Department Chair or School Director of the TIU is required to include a reminder in the annual review letter that all faculty have the right (per [Faculty Rule 3335-5-04](#)) to view their primary personnel file and to provide written comment on any material therein for inclusion in the file. These procedures should include mechanisms for a face-to-face meeting as well as a written evaluation. The documentation required for the annual performance review of every faculty member is described under Merit Salary Increases below.

It is the expectation of the College that an annual review of a faculty member conducted by a TIU will have been made consistent with that TIU APT document, and other relevant policies, procedures, practices, and standards established by: (1) the College, (2) the Faculty Rules, (3) the Office of Academic Affairs, and (4) the Office of Human Resources. The Dean must review an annual review when there has been submitted by a TIU: (1) a Report of Non-Renewal of Probationary Appointment of Faculty, (2) the fourth year review of a probationary faculty member, or (3) a Report of Contract Renewal or Non-Renewal for Clinical faculty or Research faculty. In each of cases (1), (2) or (3), the decision of the Dean is final.

A Probationary Tenure track Faculty

Every probationary tenure track faculty member is reviewed annually by the Chair or School Director, who meets with the faculty member to discuss his or her performance, future plans, and goals; and prepares a written evaluation that includes a recommendation on whether to renew the probationary appointment. A face to face meeting of the candidate with the Department Chair or School Director of the TIU to discuss the annual review is required.

1
2 If the Department Chair or School Director recommends renewal of the appointment, this
3 recommendation is final. The Department Chair's annual review letter to the faculty member renews the
4 probationary appointment for another year and includes content on future plans and goals. The faculty
5 member may provide written comments on the review. The Department Chair or School Director letter
6 (along with the faculty member's comments, if received) is forwarded to the Dean of the college. In
7 addition, the annual review letter becomes part of the cumulative dossier for promotion and tenure (along
8 with the faculty member's comments, if he or she chooses).
9

10 If the Department Chair recommends nonrenewal, the Fourth-Year Review process (per [Faculty Rule](#)
11 [3335-6-04](#)) is invoked. Following completion of the comments process, the complete dossier is forwarded
12 to the college for review and the Dean makes the final decision on renewal or nonrenewal of the
13 probationary appointment.
14

15 **1 Regional Campus Faculty**

16

17 Annual review of the probationary faculty member is first conducted on the regional campus, with a focus
18 on teaching and service. The review then moves to the TIU and proceeds as described above. In the event
19 of divergence in performance assessment between the regional campus and the TIU, the Department
20 Chair discusses the matter with the regional campus Dean/director in an effort to clarify and reconcile the
21 divergence, so that the faculty member receives consistent assessment and advice.
22

23 **2 Fourth-Year Review**

24

25 During the fourth year of the probationary period the annual review follows the same procedures as the
26 mandatory tenure review, with the exception that external evaluations are optional and the Dean (not the
27 Department Chair or School Director) makes the final decision regarding renewal or nonrenewal of the
28 probationary appointment.
29

30 Annually, the Dean will establish the latest date for the receipt by the College of dossiers from TIUs for
31 candidates undergoing fourth year reviews. The eligible faculty conducts a review of the candidate. On
32 completion of the review, the eligible faculty votes by written ballot on whether to renew the probationary
33 appointment. The Department Chair or School Director conducts an independent assessment of
34 performance and prepares a written evaluation that includes a recommendation on whether to renew the
35 probationary appointment. At the conclusion of the department or school review, the formal comments
36 process (per [Faculty Rule 3335-6-04](#)) is followed and the case is forwarded to the college for review,
37 regardless of whether the Department Chair or School Director recommends renewal or nonrenewal.
38

39 A review by the College Promotion and Tenure Committee is required unless the TIU Chair or Director
40 and Dean agree to reappoint. The fourth year review of a probationary faculty member shall not require
41 the solicitation of external letters of evaluation except when either the Department Chair or the eligible
42 faculty determine that they are necessary to conduct the Fourth-Year Review. This may occur when the
43 candidate's scholarship is in an emergent field, is interdisciplinary, or the eligible faculty do not feel
44 otherwise capable of evaluating the scholarship without outside input.
45

46 The written evaluation from the TIU Chair or Director must clearly provide justification for the
47 recommendation to the College. The TIU Chair or Director must clearly state in the review the
48 expectations of specific achievements in teaching, research or creative work, scholarship and service that
49 the faculty member needs to accomplish before being recommended for promotion to associate professor
50 with tenure.
51

3 Changes in Length Probationary Period

[Faculty Rule 3335-6-03 \(D\)](#) sets forth the conditions under which a probationary tenure track faculty member may exclude time from the probationary period. [Faculty Rule 3335-6-03 \(F\)](#) does likewise for extensions of the probationary period. A faculty member remains on duty regardless of time excluded from or extended to the probationary period, and annual reviews are conducted in every probationary year regardless of time excluded or extended. Approved exclusions or extensions do not limit the TIU's right to recommend nonrenewal of appointment during an annual review. Additional procedures and guidelines can be found in the Office of Academic Affairs [Policies and Procedures Handbook](#).

B Tenured Faculty

Annual reviews of tenured faculty members are expected to include a written objective assessment of the candidate's progress in teaching, scholarship and service. In the case of an Associate Professor, this assessment gauges progress to promotion to Full Professor. In the case of a Full Professor this assessment is gauged towards contributions to the TIU, the University, and the discipline.

C Tenured Faculty—Regional Campus

Columbus campus TIUs shall establish review procedures for their tenured regional campus faculty. Annual review of a tenured faculty member is first conducted on the regional campus, with a focus on teaching and service. The review then moves to the department or school and proceeds as described above. In the event of divergence in performance assessment between the regional campus and the department, the Department Chair or School Director discusses the matter with the regional campus Dean/director in an effort to clarify and reconcile the divergence, so that the faculty member receives consistent assessment and advice.

D Clinical faculty

The annual review process for clinical probationary and nonprobationary faculty is identical to that for tenure track probationary and tenured faculty respectively.

For probationary clinical faculty, a meeting with the Chair or School Director is required to discuss his or her performance, future plans, and goals. The Department Chair or School Director must prepare a written evaluation that includes a recommendation on whether to renew if the appointment.

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

If the Department Chair recommends nonrenewal, the Fourth-Year Review process (per [Faculty Rule 3335-6-04](#)) is invoked. Following completion of the comments process, the complete dossier is forwarded to the college for review and the Dean makes the final decision on renewal or nonrenewal of the probationary appointment.

1 In the penultimate contract year of a clinical faculty member's appointment, the Department Chair or
2 School Director must determine whether the position held by the faculty member will continue.
3 If the position will not continue, the faculty member is informed that the final contract year will be a
4 terminal year of employment. The standards of notice set forth in [Faculty Rule 3335-6-08](#) must be
5 observed.

6
7 If the position will continue, a formal performance review for reappointment is necessary in the
8 penultimate contract year to determine whether the faculty member will be offered a new contract. The
9 normal annual review will serve as the basis for evaluation. TIUs may request additional evidence to
10 characterize the performance of the faculty member during their contract period. External letters of
11 evaluation are not solicited. There is no presumption of contract renewal.

12 **E Research Faculty**

13
14 The annual review process for research probationary and nonprobationary faculty is identical to that for
15 tenure track probationary and tenured faculty.

16
17 For probationary research faculty, a meeting with the Chair or School Director is required to discuss his
18 or her performance, future plans, and goals. The Department Chair or School Director must prepare a
19 written evaluation that includes a recommendation on whether to renew if the appointment.

20
21 If the Department Chair or School Director recommends renewal of the appointment, this
22 recommendation is final. The Department Chair's annual review letter to the faculty member renews the
23 probationary appointment for another year and includes content on future plans and goals. The faculty
24 member may provide written comments on the review. The Department Chair or School Director letter
25 (along with the faculty member's comments, if received) is forwarded to the Dean of the college. In
26 addition, the annual review letter becomes part of the cumulative dossier (along with the faculty member's
27 comments, if he or she chooses).

28
29 If the Department Chair recommends nonrenewal, the Fourth-Year Review process (per [Faculty Rule](#)
30 [3335-6-04](#)) is invoked. Following completion of the comments process, the complete dossier is forwarded
31 to the college for review and the Dean makes the final decision on renewal or nonrenewal of the
32 probationary appointment.

33
34 In the penultimate contract year of a research faculty member's appointment, the Department Chair or
35 School Director must determine whether the position held by the faculty member will continue.
36 If the position will not continue, the faculty member is informed that the final contract year will be a
37 terminal year of employment. The standards of notice set forth in [Faculty Rule 3335-6-08](#) must be
38 observed.

39
40 If the position will continue, a formal performance review for reappointment is necessary in the
41 penultimate contract year to determine whether the faculty member will be offered a new contract. The
42 normal annual review will serve as the basis for evaluation. TIUs may request additional evidence to
43 characterize the performance of the faculty member during their contract period. External letters of
44 evaluation may be solicited, but are not required. There is no presumption of contract renewal.

45 **F Associated Faculty**

46
47 Compensated associated faculty members in their initial appointment must be reviewed before
48 reappointment. There is no presumption of reappointment at the end of a contract period. If the position

1 will not continue, the Department Chair or School Director should inform the faculty member that there
2 will be a non-renewal of employment.
3

4 If the position will continue, a formal performance review for reappointment is necessary to determine
5 whether the faculty member will be offered a new contract. Documentation required in the annual review
6 of an auxiliary faculty member will be determined by the TIU. The Department Chair, School Director or
7 designee prepares a written evaluation and meets with the faculty member to discuss his or her
8 performance, future plans, and goals. The Department Chair or School Director recommendation on
9 renewal of the appointment is final. If the recommendation is to renew, the Department Chair or School
10 Director may extend a multiple year appointment subject to the limitations discussed in [Section IV.C.5](#).
11

12 Compensated associated faculty members on a multiple year appointment are reviewed annually by the
13 Department Chair, School Director or, designee. The Department Chair, School Director or designee
14 prepares a written evaluation and meets with the faculty member to discuss his or her performance, future
15 plans, and goals. The Department Chair or School Director recommendation on reappointment is final.
16
17

18 **VI Merit Salary Increases and Other Rewards**

19

20 Each TIU document must describe the criteria, procedures, and documentation required for merit salary
21 reviews and other rewards. It is the expectation of the College that merit salary increases and other
22 rewards made by a TIU will be made consistent with that TIU APT document, and other relevant policies,
23 procedures, practices, and standards established by: (1) the College, (2) the Faculty Rules, (3) the Office
24 of Academic Affairs, and (4) the Office of Human Resources.

25 **A Criteria**

26

27 Except when the university dictates any type of across the board salary increase, all funds for annual
28 salary increases are directed toward rewarding meritorious performance and assuring, to the extent
29 possible given financial constraints, that salaries reflect the market and are internally equitable.
30

31 On occasion, one-time cash payments or other rewards, such as extra travel funds, are made to recognize
32 non-continuing contributions that justify reward but do not justify permanent salary increases. Such
33 payments/rewards are considered at the time of annual salary recommendations. Annual merit salary
34 increases and off-cycle salary increases are subject to approval by the Dean.
35

36 TIUs are strongly encouraged to award merit salary increases consistent with the results of the faculty
37 member's annual review. Meritorious performance in teaching, research, creative work, scholarship, and
38 service are assessed in accordance with the same criteria that form the basis for promotion decisions.
39 Faculty with high-quality performance in all three areas of endeavor and a pattern of consistent
40 professional growth will necessarily be favored. Faculty members whose performance is unsatisfactory in
41 one or more areas are likely to receive minimal or no salary increases.
42

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

46 **B Procedures**

47

1 Each year, the Dean will establish guidelines and notify the appropriate TIU Department Chair or School
2 Director of the schedule for awarding merit salary increases. Requests for off-cycle salary increases,
3 accompanied by the rationale for the request, must be submitted by the appropriate Department Chair or
4 School Director to the Dean and require Office of Academic Affairs approval.

5
6 The Department Chair or School Director recommends annual salary increases and other performance
7 rewards to the Dean, who may modify these recommendations. Salary increases are formulated in dollar
8 amounts rather than percentage increases, with the goal of distributing available funds in a manner that
9 achieves the optimal distribution of salaries that considers market and internal equity issues as
10 appropriate.

11
12 Faculty members who wish to discuss dissatisfaction with their salary increase with the Department Chair
13 or School Director should be prepared to explain how their salary (rather than the increase) is
14 inappropriately low, since increases are solely a means to the end of an optimal distribution of salaries.
15

16 **C Documentation**

17
18 Documentation is expected of all faculty members as part of the annual review procedure. Specific
19 documentation requirements in the areas of teaching, research, creative work, scholarship and service are
20 to be determined by the TIU.
21
22

23 **VII Promotion and Tenure and Promotion Reviews**

24

25 **A Criteria**

26
27 [Faculty Rule 3335-6-02\(D\)](#) provides the following context for promotion and tenure and promotion
28 reviews:
29

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

41
42 In accordance with [Faculty Rule 3335-6-02\(E\)](#), each TIU must have an APT document that describes (1)
43 the unit's criteria for the award of tenure and promotion to the rank of associate professor, and (2) the
44 unit's criteria for promotion to the rank of professor. Each TIU desiring clinical faculty must, in addition,
45 have in its APT document the unit's criteria for promotion to the rank of associate professor of practice
46 and the unit's criteria for promotion to the rank of professor of practice. Each TIU desiring research
47 faculty must, in addition, have in its APT document the unit's criteria for promotion to the rank of
48 research associate professor and the unit's criteria for promotion to the rank of research professor. Each

1 TIU desiring regional campus tenure track faculty must, in addition, have in its APT document the unit's
2 criteria and procedures associated with promotion and tenure of such faculty. TIU APT documents also
3 must include the evidence to be provided in support of each of the foregoing actions that are relevant to
4 that unit.

5
6 The College has three sets of criteria for promotion and tenure, and for promotion: teaching, scholarship,
7 and service. Evidence of effective contributions in each of these areas must be demonstrated through the
8 documentation of activities over a period of time.

9
10 The College of Engineering comprises a wide array of professional disciplines. Care must be taken to
11 apply the three criteria with sufficient flexibility. In all instances superior intellectual attainment and
12 impact, in accordance with the criteria set forth, is an essential qualification for promotion to tenured
13 faculty positions. Insistence upon this standard for continuing members of the faculty is necessary for the
14 maintenance and enhancement of the University as an institution dedicated to the discovery and
15 transmission of knowledge ([Faculty Rule 3335-6-02-\(D\)](#)).

16
17 Each of the College's TIUs must revise or reaffirm its APT document at least every 4 years (upon
18 appointment or reappointment of the Chair or Director) and submit the document for review and approval
19 by the Collge and OAA. Document revision should follow or, at a minimum, carefully consider the
20 current OAA or College template, and in any case should be in alignment with the current version of the
21 College APT document.

22 23 **1 Teaching**

24
25 Teaching is broadly defined to include the imparting of knowledge to and the education of people. The
26 College Mission states that the College and the School will "foster a learning culture that prepares our
27 students to be key contributors to society" and that they will "be an innovative leader in engineering and
28 architectural education."

29
30 Teaching activities include undergraduate, graduate, and professional courses taught in curricular and co-
31 curricular settings; involvement graduate exams, theses, and dissertations; promoting, coaching and
32 mentoring undergraduate researchers; involvement in extension and continuing education; curriculum
33 development; faculty and instructor professional development; evaluation and direction of student
34 scholarship; academic advising; writing textbooks, monographs and other compilations of essential
35 education resources, including online teaching resources; advising of student groups and organizations;
36 participation in student affairs programs and student services; and engaging in the Scholarship of
37 Teaching (SoTL). Novel teaching methods including development of electronic and other forms of
38 educational interactions with students inside and outside the traditional classroom environment are
39 encouraged.

40
41 Evidence of effective teaching can include: student, peer, supervisor and external evaluations of teaching
42 in the classroom; awards and formal recognition for teaching; evaluation of performance as an advisor
43 and mentor; number, level, complexity and size of courses taught, exit interviews with graduating seniors;
44 alumni surveys; quality of textbooks, monographs, electronic resources and other publications on
45 education in the candidate's field; number of completed Masters theses or Ph.D. dissertations; number
46 and quality of undergraduate researchers advised; number and quality of jointly authored publications
47 with graduate or undergraduate students; impact of course and/or curriculum development; and/or
48 effective teaching innovations. The evaluation of a candidate's teaching should be accomplished within a
49 systematic and comparative evaluation process that includes all faculty within the TIU.

50
51 Candidates are expected to have:

- 1 • Provided up to date content at an appropriate level in every instructional situation and
- 2 demonstrated continuing growth in subject matter knowledge.
- 3 • Demonstrated the ability to organize and present class material effectively with logic, conviction,
- 4 and enthusiasm.
- 5 • Demonstrated appropriate use of various modes of instruction, classroom technology, and other
- 6 teaching strategies to create an optimal learning environment.
- 7 • Engaged students actively in the learning process and encouraged independent thought, creativity,
- 8 and appreciation of the knowledge creation process.
- 9 • Provided appropriate and timely feedback to students throughout the instructional process.
- 10 • Treated students with respect and courtesy.
- 11 • Improved curriculum through revision or new development of courses and/or academic programs.
- 12 • Served as advisor to an appropriate number of graduate students given the department's graduate
- 13 student/faculty ratio and the faculty member's area(s) of expertise.
- 14 • Assisted graduate students in the production of high quality published work.
- 15 • Engaged in documentable efforts to improve teaching.

16 **2 Scholarship**

17
18 Scholarship is broadly defined to include discovery, scholarly and creative work, applied research, and
19 the scholarship of pedagogy. ([Faculty Rule 3335-6-02\(A\)](#)). More specifically, scholarship may be defined
20 to include the possession, application, and advancement of a body of knowledge gained through research,
21 study, and learning. The College Mission states that the College and the Knowlton School of Architecture
22 will “provide new knowledge that can be assimilated by our customers and partners” and “create and
23 disseminate new ideas and concepts that expand our understanding of science, engineering and
24 architecture.”

25
26 Scholarly activities will be specific to the TIU and may include: publishing scholarly works such
27 as books and monographs, chapters in edited books, bulletins and technical reports, peer reviewed
28 journal articles, editor reviewed journal articles, reviews and abstracts, papers in proceedings;
29 presenting lectures at universities, symposia, and conferences; submitting proposals; conducting
30 and directing original research or other creative activities; editing books, and collections of
31 research works; developing software; producing peer reviewed creative works in exhibits,
32 symposia, publication, and juried competitions; designing and/or supervising the construction of
33 creative products (e.g., new building, alloy, machine, device, or software); developing and
34 securing intellectual property such as patents, patent disclosures and licensing of university-
35 developed intellectual property.

36
37 Evidence of scholarship will be specific to the TIU and may include the quantity, quality, and impact of
38 the aforementioned activities, for example, numbers of publications and citation analysis thereto in the
39 context of the publishing landscape of the TIU discipline, numbers of presentations and invited lectures;
40 amount of research funding in the context of the funding landscape of the TIU discipline; placing in juried
41 competitions; number of patents, licenses and licensing revenue, awards, prizes, and other forms of
42 professional recognition; letters of evaluation by peers at the national and international level.

43
44 Candidates are expected to have:

- 45
46 • Produced coherent body of scholarship that has made a distinct contribution to the discipline, is
- 47 gaining national or international recognition, and promises continued growth. Scholarship must
- 48 always find a public venue, although the character and status of these venues will vary according
- 49 to TIU. Collaborative work and research funding are also encouraged. Here, too, specific

1 requirements will vary according to TIU's. The following attributes of the body of work are
2 considered:

- 3 ○ Quality, impact, quantity
 - 4 ○ Unique contribution to a line of inquiry
 - 5 ○ Rigor of the peer-review process and degree of dissemination
 - 6 ○ Collaborative work is strongly encouraged, and indeed is essential to most types of inquiry.
- 7 In this case, the candidate's intellectual contributions to collaborative work must be clearly
8 and fairly described to permit accurate assessment. In the assessment of collaborative work
9 that has led to research productivity, there shall be no evaluative bias against the number of
10 collaborators or co-authors of publications, proposals, projects or other tangible products of
11 the work. Because of the synergism that often results from collaborative work and because of
12 the unique capabilities that individual contributors bring to a team, an assessment of
13 contribution based solely on a linear fractionation of contribution among collaborators can be
14 misleading and inappropriate, and a more holistic assessment of the candidate's contribution
15 must be made.
- 16 • A demonstrated ability to obtain and potential to sustain research program funding, in disciplines
17 where it is appropriate. Research funding is a means to an end; funding that has not led to
18 research productivity is a negative indicator. There shall be no evaluative bias against any
19 particular source of research funding if it has led to research productivity. A developing
20 national/international reputation in the candidate's field as evidenced by external evaluations,
21 invitations to present at recognized prestigious forums, invitations to review research papers and
22 grant proposals, and a beginning trend of positive citations in other researchers' publications. A
23 reputation based on the quality of the research contribution is distinguished from one based
24 mainly on familiarity through the faculty member's frequent attendance at national and
25 international conferences.
 - 26 • Demonstrated a vision for how their individual area of scholarly excellence contributes to
27 advancing the research strategy of the TIU, the college and the university.
 - 28 • Demonstrated an understanding of how their own areas of scholarly expertise benefit from
29 diversity among faculty, staff and students.
 - 30 • Demonstrated a high degree of ethics in scholarship including, but not limited to, full and timely
31 adherence to all regulations relevant to the research program, and ethical treatment of graduate
32 students, postdoctoral fellows, and collaborators and in the dissemination of scholarship.

34 **3 Service**

35
36 Service, or public service as stated in the mission of the University, is broadly defined to include
37 administrative service to the University, professional service to the faculty member's discipline, and the
38 provision of disciplinary expertise to public or private entities beyond the university ([Faculty Rule 3335-](#)
39 [6-02\(A\)](#)). The College Mission states that the College and the Knowlton School of Architecture will
40 "promote and support the purposes of the entire university."

41
42 Evidence of administrative service to the University can include: appointment or election to TIU, College,
43 and/or University committees; administrative positions held and superior organizational leadership;
44 affirmative action and mentoring activities. Evidence of professional service to the faculty member's
45 discipline can include: editorships of or service as a reviewer for journals or other learned publications;
46 offices held and other service to professional societies; development of mechanisms to help bring people
47 into the profession; and organization of and service to conferences, workshops and symposia. Evidence of
48 the provision of expertise to public and private entities beyond the University includes: reviewer of
49 proposals; external examiner; service on panels and commissions; professional consultation to industry,
50 government, and education. Professional expertise provided as a compensated outside professional
51 service alone is insufficient to satisfy the service criterion.

1
2 Candidates are expected to have:

- 3
4 • Made contributions to the governance and advancement of the department/school in a collegial
5 manner that facilitates positive contributions by others, and
6 • Made useful contributions to the College, the University, industry, and/or civic community.
7 • Made useful contributions to the profession.
8

9 The quality and quantity of service and its importance relative to teaching and scholarship is evaluated in
10 the context of the individual faculty member's distribution of effort. For candidates whose duties are mainly
11 administrative in nature, superior administrative service that clearly enhances the effectiveness of the
12 institution may be a primary and leading professional contribution that should be highly valued.

13 14 **4 Professional Ethics**

15
16 Excellence in teaching, scholarship, and service are moreover defined to include professional ethical
17 conduct in each area of responsibility, consistent with the [American Association of University Professors'](#)
18 [Statement on Professional Ethics](#).
19

20 **B TIU APT Documents**

21
22 A TIU APT document must describe, for each category of faculty appropriate to the TIU and in a manner
23 consistent with this document: (1) the elaboration of each set of criteria, as appropriate to the specific
24 discipline and TIU, (2) the evidence expected to be involved in the documentation and assessment of each
25 of the criteria, (3) the levels of achievement necessary to demonstrate that the criteria are met. The criteria
26 should be met within the context of the TIU's mission, the standards of Chapters 6 and 7 of the Faculty
27 Rules, and the standards and mission of the College, and the mission of the University, and (4) criteria for
28 evaluation of joint appointment candidates.
29

30 The standards of quality and effectiveness required must be representative of high performance. The
31 College expects that when a TIU forwards the dossier of a candidate for review and has recommended
32 that promotion and tenure or promotion be granted, that the TIU has ensured that the evidence of the
33 qualifications and performance of the candidate meet or exceed the TIU and College criteria applicable to
34 the nomination.
35

36 **1 Promotion to Associate Professor with Tenure**

37
38 All tenure track faculty must be engaged in teaching, the development of the TIU and College academic
39 program, the mentoring of students, the development of a record of scholarship, and service both on
40 campus and off thereby demonstrating a commitment to citizenship and collegiality.
41

42 The awarding of tenure and promotion to the rank of associate professor must be based upon clear and
43 convincing evidence that the candidate has provided and will continue to provide high quality teaching,
44 scholarship, and service relevant to the mission of the candidate's TIU, according to the criteria in the
45 TIU APT document ([Faculty Rule 3335-6-02\(C\)](#)). When assessing a candidate's national and
46 international reputation in the field, creative activities in outreach and engagement should be valued in
47 addition to scholarly and teaching activities.
48

1 In the evaluation of untenured associate professors for tenure, the same criteria apply, along with any
2 others established in writing at the time a senior rank appointment without tenure was offered.
3

4 **2 Promotion to Professor**

5

6 All tenure track faculty must be engaged in teaching, the development of the TIU and College academic
7 program, the mentoring of students, the development of a record of scholarship, service both on campus
8 and off thereby demonstrating a commitment to citizenship and collegiality.
9

10 The awarding of promotion to the rank of professor must be based upon clear and convincing evidence
11 that the faculty member has demonstrated a sustained record of excellence in teaching, has produced a
12 significant body of scholarship that is recognized nationally or internationally, and has demonstrated
13 leadership in service relevant to the mission of the candidate's TIU according to the criteria in the TIU
14 APT document ([Faculty Rule 3335-6-02\(C\)](#)).
15

16 The specific criteria in teaching, scholarship, and service for promotion to Professor are similar to those
17 for promotion to Associate Professor with Tenure, with the added expectation of sustained
18 accomplishment and increasing quality of contributions, a record of continuing professional growth, and
19 evidence of established national and international reputation in the field, using evidence outlined in
20 Section VII.A.1. When assessing a candidate's national and international reputation in the field, creative
21 activities in outreach and engagement should be valued in addition to scholarly and teaching activities.
22

23 **3 Regional Campus Faculty**

24

25 TIUs with regional campus faculty must state the criteria for their promotion to associate professor with
26 tenure and for their promotion to professor. Criteria for regional campus faculty should be developed in
27 consultation with the unit's regional campus TIU and the Deans of the regional campuses. These criteria
28 must reflect the following considerations:
29

- 30 • The primary function of the regional campuses is to provide high-quality undergraduate instruction
31 and to serve the academic needs of their communities.
- 32 • Regional campus faculty are expected to establish a program of high-quality scholarly activity, but
33 the character and quantity of that activity may differ from that of Columbus campus faculty because
34 of the weight of other responsibilities and because of lack of access to comparable resources (regional
35 campus faculty do not have graduate teaching associates to assist them in their teaching or generally
36 have access to research facilities comparable to those of Columbus-based faculty).
- 37 • Teaching and service responsibilities of regional campus faculty are often more substantial than those
38 of Columbus-based faculty.
39

40 The primary function of the regional campuses is to provide high-quality undergraduate instruction and to
41 serve the academic needs of their communities. With this consideration in mind, in evaluating regional
42 campus faculty for promotion and tenure or promotion, the department will give greater emphasis to the
43 quality of teaching and service relative to scholarship. Recognizing that the character and quantity of
44 scholarship by regional campus faculty may differ from that of Columbus campus faculty, due to the
45 weight of other responsibilities and lack of access to comparable resources, the department nevertheless
46 expects regional campus faculty to establish a program of high-quality scholarly activity.
47

48 **4 Clinical Faculty**

49

50 All clinical faculty must:

- 1
- 2 • be engaged in teaching, the development of the TIU and College academic program, and the
- 3 mentoring of students.
- 4 • contribute to the outreach and engagement mission of the TIU, College, and University
- 5 • contribute to service and thereby demonstrate a commitment to citizenship and collegiality
- 6

7 The teaching activities of clinical faculty must be consistent with the rationale for having clinical faculty
8 in the College; these consist of courses that involve the practice of engineering. The scholarly emphasis of
9 clinical faculty is expected to be different from that of tenure track and research faculty; clinical faculty
10 would be more engaged in activities dealing with the state of the practice of engineering or architecture,
11 while tenure track and research faculty would be more engaged in activities that advance the state of the
12 art and science of engineering or architecture. The venues appropriate for dissemination of such scholarly
13 contributions therefore may be very different from those expected of tenure track faculty. Scholarly and
14 professional service activities of clinical faculty would be expected to emphasize outreach and interaction
15 with constituencies beyond the research community, such as with industry, the broader educational
16 community, and the broad community of practitioners. Examples of evidence of contributions in each of
17 these areas are contained in [Section VII.A](#).

18
19 **Promotion to Associate Professor of Practice.** For promotion to associate professor of practice, a
20 faculty member must have a demonstrated record of accomplishment in the area of teaching, an
21 established record of mentoring students, contributed to the outreach and engagement mission of the TIU,
22 College, and University, exhibited a commitment to service and collegiality, and show promise of
23 continued professional growth. Specific criteria in teaching and service for promotion to associate
24 professor of practice are similar to those for promotion to associate professor with tenure except that
25 scholarship activity is not required.

26
27 **Promotion to Professor of Practice.** For promotion to professor of practice, a faculty member must have
28 sustained accomplishment in the area of teaching, sustained record of mentoring students, continued
29 contribution to the outreach and engagement mission of the TIU, College, and University that is
30 recognized at the national and/or international level, proven leadership in service, professional practice,
31 and/or teaching at the national and/or international level and production and dissemination of scholarly
32 materials pertinent to pedagogy and/or professional practice. Specific criteria in teaching and service for
33 promotion to professor of practice are similar to those for promotion to associate professor with tenure
34 except that scholarship activity is not expected to the same extent.

35 36 **5 Research Faculty**

37
38 All research faculty must:

- 39
- 40 • be engaged in the mentoring of students, particularly graduate students.
- 41 • develop a record of scholarship.
- 42 • contribute to service and thereby demonstrate a commitment to citizenship and collegiality.
- 43

44 Classroom teaching is not required of research faculty ([Faculty Rule 3335-7-32](#)). However, research
45 faculty members are expected to be engaged in those teaching activities described in [Section VII.A](#) that
46 develop the research capabilities of graduate students. The preponderance of the effort of research faculty
47 is expected to be devoted to scholarship activities as described in [Section VII.A](#). Professional service
48 activities such as described in [Section VII.A](#) are expected of research faculty, while administrative service
49 activities would be expected to focus on tasks consistent with the candidate's scholarly expertise.

50

1 It is recognized that research faculty may emphasize research that applies and transitions technologies
 2 into practice as opposed to more fundamental investigations. The importance of maintaining full salary
 3 coverage is also recognized. The College takes these factors into account in evaluating research faculty
 4 candidates for promotion.

5
 6 **Promotion to Research Associate Professor.** Subject to the different emphases for research faculty in
 7 teaching, scholarship and service described above, the criteria for promotion are similar to those outlined
 8 in [Section VII.A.1.](#)

9
 10 **Promotion to Research Professor.** Subject to the different emphases for research faculty in teaching,
 11 scholarship and service described above, the criteria for promotion are similar to those outlined in [Section](#)
 12 [VII.A.2.](#)
 13

14 **C Procedures**

15
 16 The college's procedures for promotion and tenure and promotion reviews are fully consistent with those
 17 set forth in [Faculty Rule 3335-6-04](#) and the Office Academic Affairs annually updated procedural
 18 guidelines for promotion and tenure reviews found in Volume 3 of the [Policies and Procedures](#)
 19 [Handbook](#). The following sections, which state the responsibilities of each party to the review process,
 20 apply to all faculty members and all TIUs in the college.

21 **1 Candidate Responsibilities**

22
 23 The responsibilities of the candidate are as follows:

- 24 • To submit a complete, accurate dossier fully consistent with Office of Academic Affairs
 25 guidelines. Candidates should not sign the Office of Academic Affairs Candidate Checklist without
 26 ascertaining that they have fully met the requirements set forth in the Office of Academic Affairs core
 27 dossier outline including, but not limited to, those highlighted on the checklist.
- 28 • To submit a copy of the department's APT Document that was in effect at the time of the candidate's
 29 hire or when the candidate was last promoted, whichever is more recent, if s/he wishes to be reviewed
 30 under that document's criteria and procedures. This must be submitted when the dossier is submitted
 31 to the department.
- 32 • To review the list of potential external evaluators developed by the Department Chair and the
 33 Promotion and Tenure Committee. The candidate may add no more than three additional names, but
 34 is not required to do so. The candidate may request the removal of no more than two names,
 35 providing the reasons for the request. The Department Chair decides whether removal is
 36 justified. (Also see External Evaluations below.)
 37
 38
 39
 40
 41

42 **2 TIU Promotion and Tenure Committee Responsibilities**

43
 44 The responsibilities of the TIU Promotion and Tenure Committee are as follows:

- 45 • Review its document annually and to recommend proposed revisions to the faculty.
- 46 • Provide objective assessment of candidates' progress.

47
 48

- 1 • Ensure that the TIU P&T Committee explains and addresses dissenting votes in their report on the
- 2 candidate, as well as summarizing and addressing all TIU eligible faculty comments.
- 3 • Transmit the completed dossier to Engineering Administration.

5 **3 College Promotion and Tenure Committee Responsibilities**

6
7 Upon the receipt of a dossier from a TIU on a candidate for promotion and/or tenure, the Dean will
8 submit the dossier to the College Promotion and Tenure Committee for review. In considering a TIU's
9 recommendation for promotion and tenure, or for promotion, the College Promotion and Tenure
10 Committee shall:

- 11
- 12 • Assess the process used to evaluate candidates based upon the College APT document and the TIU
- 13 APT document, which must have been approved previously by the College and OAA.
- 14 • Review and evaluate the dossier, consistent with the Committee purposes described in the College's
- 15 Pattern of Administration
- 16 • Recommend to the Dean a promotion and/or tenure action based upon evaluation of qualifications,
- 17 performance and accomplishment of the candidate and considering comparable achievements in the
- 18 candidate's discipline.

19
20 Committee recommendations shall be in writing to the Dean and report the vote of the Committee on the
21 particular matter deliberated by the Committee.

22 **4 College Dean Responsibilities**

23
24
25 The Dean will consider the recommendations of the Committee. If the Dean decides to deny promotion of
26 a candidate on the clinical faculty or the research faculty, that decision is final ([Faculty Rules 3335-7-08](#)
27 [and 3335-7-36](#)). In all other cases, the Dean will recommend in writing, to the Executive Vice President
28 for Academic Affairs and Provost, the promotion and/or tenure action to be taken.

29 **5 Procedures for Regional Campus Faculty**

30
31
32 Regional campus faculty are first reviewed by the regional campus faculty according to the process
33 established on that campus and then by the regional campus Dean/director. The regional campus review
34 focuses on teaching and service.

35
36 The regional campus Dean/director forwards the written evaluation and recommendation of the regional
37 campus review to the Department Chair, from which point the review follows the procedures described
38 for the Columbus campus faculty.

39 **6 External Evaluations – Tenure Track, Clinical faculty, Research faculty and Adjunct Faculty**

40
41
42
43 External evaluations of scholarly activity and research are obtained for all promotion reviews in which
44 scholarship of tenure track and research faculty must be assessed. These include all tenure track
45 promotion and tenure or promotion reviews, all research appointment contract renewals and promotion
46 reviews, and all adjunct faculty promotion reviews.

47
48 A minimum of five credible and useful evaluations must be obtained. A credible and useful evaluation:
49

- 1 • Is written by a person highly qualified to judge the candidate's scholarship or other performance, as
2 relevant who can give an “arms’ length” evaluation of the research record and is not a close personal
3 friend, research collaborator, or former academic advisor or post-doctoral mentor of the
4 candidate. Qualifications are generally judged on the basis of the evaluator's expertise, record of
5 accomplishments, and institutional affiliation. For tenure track and research faculty candidates, TIUs
6 will only solicit evaluations from full professors at institutions comparable to Ohio State. In the case
7 of an assistant professor seeking promotion to associate professor with tenure, a minority of the
8 evaluations may come from associate professors.
- 9 • Provides sufficient analysis of the candidate's performance to add information to the review. A letter's
10 usefulness is defined as the extent to which the letter is analytical as opposed to perfunctory. Under
11 no circumstances will “usefulness” be defined by the perspective taken by an evaluator on the merits
12 of the case.

13
14 External evaluations that assess the quality and impact of clinical faculty candidates under consideration
15 for promotion are to be obtained. The source and content of external evaluations for clinical faculty
16 promotion candidates should reflect the contributions expected of clinical faculty members. External
17 evaluations should address the extent and quality of teaching as characterized by internal and external
18 evaluations of instruction and the quality of contributions through outreach and engagement with
19 industry, the educational community and the broad community of practitioners as appropriate for the
20 individual under review. Evaluations should also address the extent and quality of professional service to
21 the TIU, College and University. External evaluations need not be restricted to national or international
22 peers, but should derive from authoritative and reputable sources qualified to comment substantively on
23 the contributions and accomplishments of the faculty member. Examples of evidence for and balance
24 among the areas of contribution are to be determined by each TIU approved for clinical faculty and
25 described in the unit APT document.

26
27 As described above, a list of potential evaluators is assembled by the Promotion and Tenure Committee,
28 the Department Chair, and the candidate. If the evaluators suggested by the candidate meet the criteria for
29 credibility, a letter is requested from at least one of those persons. [Faculty Rule 3335-6-04](#) requires that
30 no more than half the external evaluation letters in the dossier be written by persons suggested by the
31 candidate. In the event that the person(s) suggested by the candidate do not agree to write, neither the
32 Office of Academic Affairs nor this department requires that the dossier contain letters from evaluators
33 suggested by the candidate.

34
35 The department follows the [Office of Academic Affairs suggested format](#) for letters requesting external
36 evaluations.

37
38 All solicited external evaluation letters that are received must be included in the dossier. If concerns arise
39 about any of the letters received, these concerns may be addressed in the department's written evaluations
40 or brought to the attention of the Office of Academic Affairs for advice.

41 42 **D Documentation**

43
44 As noted above under Candidate Responsibilities, every candidate must submit a complete and accurate
45 dossier that follows the Office of Academic Affairs dossier outline. While the Promotion and Tenure
46 Committee makes reasonable efforts to check the dossier for accuracy and completeness, the candidate
47 bears full responsibility for all parts of the dossier that are to be completed by the candidate.

48 49 **1 Teaching**

1
2 The time period for material included in the dossier for probationary faculty is the date of hire to present.
3 For tenured or nonprobationary faculty it is the date of last promotion or the last five years, whichever is
4 less, to present. Examples of documentation include:

- 5
6 • cumulative eSEI reports (Student Evaluation of Instruction computer-generated summaries prepared
7 by the Office of the University Registrar) for every class.
8 • a year-by-year summary of the eSEI reports (both quantitative and narrative components) prepared by
9 a faculty member other than the candidate.
10 • peer evaluation of teaching reports as required by the department's peer evaluation of teaching
11 program (details, including number, provided in Section X below).
12 • Copies of pedagogical papers, books or other materials published, or accepted for publication.
13 Material accepted for publication but not yet published must be accompanied by a letter from the
14 publisher stating that the work has been unequivocally accepted and is in final form with no further
15 revisions needed.
16 • teaching activities as listed in the core dossier including:
17 ○ involvement in graduate/professional exams, theses, and dissertations, and undergraduate
18 research
19 ○ mentoring postdoctoral scholars and researchers
20 ○ extension and continuing education instruction
21 ○ involvement in curriculum development
22 ○ awards and formal recognition of teaching
23 ○ presentations on pedagogy and teaching at national and international conferences
24 ○ adoption of teaching materials at other colleges or universities.
25 • other relevant documentation of teaching as appropriate.

27 **2 Scholarship**

28
29 The time period for material included in the dossier for probationary faculty is the date of hire to present.
30 For tenured or nonprobationary faculty it is normally the date of last promotion to present. Examples of
31 documentation include:

- 32
33 • Copies of all books, articles, and scholarly papers published or accepted for publication. Papers
34 accepted for publication but not yet published must be accompanied by a letter from the publisher
35 stating that the paper has been unequivocally accepted and is in final form, with no further revisions
36 needed.
37 • documentation of grants and contracts received
38 • other relevant documentation of research as appropriate (published reviews including publications
39 where one's work is favorably cited, grants and contract proposals that have been submitted)
40 • scholarship activities as listed in the core dossier including
41 ○ documentation of creative works pertinent to the candidate's professional focus including
42 artwork, choreography, collections, compositions, curated exhibits, moving images, multimedia,
43 performances, radio, recitals, recordings, television, and websites
44 ○ documentation of inventions, patents, disclosures, options and commercial licenses
45 ○ list of prizes and awards for research, scholarly, or creative work

47 **3 Service**

48

1 The time period for material included in the dossier for probationary faculty is the date of hire to present.
2 For tenured or nonprobationary faculty it is normally the date of last promotion to present. Examples of
3 documentation include:

- 4
- 5 • service activities as listed in the core dossier including
 - 6 ○ involvement with professional journals and professional societies
 - 7 ○ consultation activity with industry, education, or government
 - 8 ○ clinical services
 - 9 ○ administrative service to department
 - 10 ○ administrative service to college
 - 11 ○ administrative service to university and Student Life
 - 12 ○ advising to student groups and organizations
 - 13 ○ awards and prizes for service to profession, university, or department.
- 14 • any available documentation (e.g. letters from committee Chairs) of the quality of service that
15 enhances the list of service activities in the dossier.
- 16
- 17

18 **VIII Appeals**

19

20 [Faculty Rule 3335-6-05](#) sets forth general criteria for appeals of negative promotion and tenure
21 decisions. Appeals alleging improper evaluation are described in [Faculty Rule 3335-5-05](#).

22

23 Disagreement with a negative decision is not grounds for appeal. In pursuing an appeal, the faculty
24 member is required to document the failure of one or more parties to the review process to follow written
25 policies and procedures.

26

27

28 **IX Seventh-Year Reviews**

29

30 [Faculty Rule 3335-6-05](#) sets forth the conditions of and procedures for a Seventh Year Review for a
31 faculty member denied tenure as a result of a sixth year (mandatory tenure) review.

32

33

34 **X Procedures for Student and Peer Evaluation of Teaching**

35

36 **A Student Evaluation of Teaching**

37

38 Use of the Student Evaluation of Instruction (eSEI) including collection of open-ended narrative
39 comments is required in every course offered in this college. Faculty members should choose a day late in
40 the semester when attendance is likely to be high if s/he is going to provide in-class time for students to
41 complete the evaluation using a mobile application. The faculty member must leave the classroom during
42 the time allotted for completing the evaluation. The faculty member should reiterate to students that the
43 feedback provided in the evaluations is used both for performance reviews and to provide feedback that
44 can be taken into account in future teaching.

45 **B Peer Evaluation of Teaching**

46

47 The Department Chair or School Director oversees the department's peer evaluation of teaching process.

1
2 Annually the Department Chair or School Director appoints a Peer Review of Teaching Committee. The
3 responsibilities of the Peer Review of Teaching Committee are as follows:
4

- 5 • to review the teaching of probationary tenure track and clinical faculty at least once per year during
6 the first two years of service, and at least twice more before the commencement of the mandatory
7 tenure review, with the goal of assessing teaching at all the levels of instruction to which the faculty
8 member is assigned
- 9 • to review the teaching of tenured associate professors and nonprobationary associate professors of
10 practice at least once every other year, with the goal of having at least two peer reviews of teaching
11 before the commencement of a promotion review
- 12 • to review the teaching of tenured professors and nonprobationary professors of practice at least once
13 every four years with the goal of assessing teaching at all the levels of instruction to which the faculty
14 member is assigned during the year of the review
- 15 • To review, upon Department Chair or School Director request, the teaching of any faculty member
16 not currently scheduled for review. Such reviews are normally triggered by low or declining student
17 evaluations or other evidence of the need for providing assistance in improving teaching.
- 18 • To review the teaching of a faculty member not currently scheduled for review, upon that individual's
19 request, to the extent that time permits. Reviews conducted at the request of the faculty member are
20 considered formative only. The Department Chair or School Director is informed that the review took
21 place, but the report is given only to the faculty member who requested the review. Faculty seeking
22 formative reviews should also seek the services of the University Center for the Advancement of
23 Teaching (www.ucat.osu.edu).
24

25 Reviews conducted upon the request of the Department Chair/School Director or the faculty member
26 focus on the specific aspects of instruction requested by the Chair or faculty member and may or may not
27 include class visitations
28

29 Regularly scheduled peer teaching evaluations (the first three situations listed above) are comprehensive
30 and should include, in addition to class visitation, review of course syllabi and related instruction
31 materials. In the case of peer review for the purposes of promotion and tenure reviews, the class visitation
32 is conducted by one or more senior peers whom the promotion and tenure Chair has identified in
33 consultation with the candidate. The peer reviewer should meet with the candidate to establish a time for
34 the visit and to understand the goals of the course and the candidate's teaching philosophy. If possible, the
35 peer reviewer should attend two different class sessions over the course of the semester.
36

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