

OSU LIMA CAMPUS

PROMOTION AND TENURE POLICIES AND PROCEDURES

Candidates undergoing fourth-year review, review for tenure and promotion to Associate Professor, or review for promotion to full Professor are responsible for adhering to the review policies and procedures prescribed by their Tenure-Initiating Units (TIU) and the Office of Academic Affairs (OAA). Candidates and the members of P&T committees alike must remember the context of the P&T review on the regional campus within the university structure as a whole: the regional campus review, focused on teaching and service, comes prior to the TIU review and is considered as part of a larger body of evidence during the TIU review.

Promotion and Tenure Committees

The Dean and Director, in consultation with the Executive Committee, will appoint the chair and members of the Lima Campus P&T committee based on the recommendations of the Associate Dean, who serves as administrative liaison to the committee. The Associate Dean's recommendations will be determined by a review of the duty roster maintained for this purpose. To ensure equitable distribution of this critical faculty service responsibility and appropriate representation on the committee of the various divisions and departments present on the Lima Campus, the Associate Dean will maintain two lists in alphabetical order of the names of faculty eligible to serve, from which P&T committees will be constituted for each academic year. The first list, for committees reviewing probationary faculty, consists of all senior faculty (associate and full professors). The second list, for committees evaluating candidates for promotion to full professor, will consist of all full professors. The Associate Dean may skip over names on the list in order to ensure that the review committee includes one person from the candidate's college. Faculty members excused from service for any reason remain at the top of the list for future service and then, after service, return to their proper alphabetical position on the roster so that all faculty on the list serve on an equal number of reviews over time. In years where the number of P&T reviews exceeds five, a second committee may be called into service in accordance with the process described above.

The P&T committee will consist of the chair and five committee members, all of whom are voting members of the committee. The terms of appointment are for two years, staggered so that three members will carry over to the next year with one of the three continuing members selected to serve as chair for the year. Faculty members serving on a P&T committee for the first time are generally exempt from serving as chairs; otherwise all senior faculty members are expected to serve as chair over time.

The faculty recognizes that no service responsibility is more important than promotion-and-tenure decisions. Accordingly, the review committee will find meeting times when all six members can participate and vote. Faculty members who have a relationship by family, marriage, or domestic partnership with a candidate under P&T review are precluded from

serving on the review committee for that candidate. In order to facilitate the review of P&T dossiers, all review materials will be made available digitally through a secure web site where candidates for promotion and tenure will upload their materials.

Procedures

The Associate Dean will establish a timeline for the review process based on the date all Lima Campus materials are due in the TIU. The P&T committee chair will then inform each candidate of the deadline for submitting materials on the Lima campus, allowing sufficient time for the P&T committee to complete its work and forward its recommendation to the Dean and for the Dean to meet the TIU deadline for review letters from the regional campus. In general, the campus receives all of the materials required by the TIU and OAA (except for products of research), in the same format (e.g., the Core Dossier prescribed by OAA), and makes every attempt not to require candidates to prepare documents not required for the TIU. It is the responsibility of each candidate to submit a complete dossier, as dictated by the OAA and the guidelines of their TIU, and to upload the complete dossier for the campus P&T review to a secure website for use by the review committee.

Given the limitations of the online SEIs for evaluating teaching, candidates must provide the campus committee with all qualitative teaching evaluations available to the TIU, including letters by peer observers, summaries of discursive student evaluations, and any other teaching-related materials submitted to the TIU. The definition of teaching activities and specification of evidence to be provided in support of these activities rests in all cases with the TIU. (Librarians, for example, are evaluated on their responsibilities in librarianship instead of teaching, as defined by the University Libraries' P&T document, which specifies the documentation and evaluations relevant to this activity.)

The chair drafts a review letter with the assistance of other committee members. The letter should reflect the consensus of the entire committee about the candidate's strengths in teaching and service. All committee members will have the opportunity to review a draft of the letter and the chair will make revisions in an attempt to accommodate each committee member's concerns, though in the end only the chair signs the letter, which is addressed to the Dean and Director. All voting members of the Lima Campus P&T committee will be identified along with their department affiliation following the Chair's signature.

After thorough review and discussion of a candidate's record in teaching and service, the committee votes by secret ballot whether to recommend the candidate for promotion, tenure, and/or a successful fourth-year review. No review shall proceed without at least five committee members participating in the deliberations and voting process. In accordance with OAA policy, faculty members tenured on a regional campus are permitted to vote on P&T cases on both the regional campus and in their TIU in Columbus. As this is a university-wide rule, it pertains to all faculty members in all departments. No votes by proxy or in absentia are allowed. Committee members must participate in the deliberations by conference call or video link if not in person in order to vote. Only in exceptional circumstances should committee members participate in

the final meeting by electronic means. A simple majority of those voting and not abstaining is required for the committee to recommend a positive review. The chair's letter will report the results of this vote in the form of a tally.

In keeping with OAA procedures governing the reviews of regional campus faculty, the Lima Campus P&T committee review letter will focus on the candidate's record of teaching and service, and will include the following paragraph:

We on the Lima Campus Promotion and Tenure Committee understand that it is not our charge to judge the merit of this candidate's scholarship or creative work. We note, however, that scholarship or creative endeavors form a vital component of all tenure-track positions. We value the scholarly achievements of Lima faculty and the opportunities these achievements bring to our students. We defer to our colleagues in this candidate's TIU to judge the merit, in terms of quality and quantity, of the candidate's scholarly and creative work.

If a candidate's research overlaps with service activities, e.g. through community outreach, the section of the letter discussing service should address these activities as they pertain to service. The same principle applies to the discussion of teaching when a candidate has incorporated research into teaching activities. In principle, these discussions of service or teaching must avoid any attempt to sum up or evaluate the candidate's research contributions.

The Dean's office will send the candidate a copy of the review letters of both the Dean and the P&T Committee when they are forwarded to the TIU.

Approved by senior faculty on November 29, 2012