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**APPOINTMENTS, PROMOTION, AND TENURE
CRITERIA AND PROCEDURES**

The Ohio State University College of Public Health

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**APPOINTMENTS, PROMOTION, AND TENURE
CRITERIA AND PROCEDURES FOR THE COLLEGE OF PUBLIC HEALTH**

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I. PREAMBLE

These policies and procedures for the College of Public Health are a supplement to several University documents, including:

- Chapters 5, 6 and 7 of the [Rules of the University Faculty](#). These contain additional rules of the university faculty concerning tenure-track faculty appointments, reappointments, promotion, and tenure; clinical/teaching faculty appointment, reappointment and non-reappointment, and promotion; research faculty appointment, reappointment and non-reappointment, and promotion; and associated faculty appointments, reappointments, and promotion.
- Office of Academic Affairs (OAA) [Policies and Procedures Handbook](#), including the annually updated procedural guidelines for promotion and tenure reviews (Chapter 3).

Should university rules and policies change, the college shall 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 by the college Appointments, Promotions, and Tenure (APT) Committee and on appointment or reappointment of the dean.

This document has been approved by the faculty, by the dean of the college, and by the executive vice president and provost of the university. Within the context of the college’s mission and the mission of the university, this document sets forth the criteria and procedures for faculty appointment, and criteria and procedures for faculty promotion, tenure, and incentives, including salary increases. In approving this document, the dean and executive vice president and provost accept the mission and criteria of the college and delegate to the faculty the responsibility to apply high standards in evaluating faculty and candidates for positions in relation to its mission and criteria.

The faculty and the administration are bound by the principles articulated in Faculty Rule [3335-6-01](#). 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 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’s [policy on equal employment opportunity](#).

The college supports and upholds the [shared values](#) of The Ohio State University. We treat all faculty, staff and students as individuals, hold them to equal standards and provide equality of opportunity with regard to race, ethnicity, religion, sex, sexual orientation, gender identity or gender expression.

II. COLLEGE MISSION

We protect and champion the health of the people of Ohio, the nation and the world. Through education, influential research and community engagement, The Ohio State University College of Public Health shapes and enhances public health, advances equity for all and improves the delivery and effectiveness of health care. We prepare the next generation of public health practitioners, health care administrators and academic scholars. We work collaboratively to make discoveries that help

139 address existing and emerging public health threats. We advance the public health conversation and
140 foster a culture of engagement for our students, faculty, staff, alumni and the broader community.

141

142 **Values**

143 We believe in equity for all people, that everyone should live in an environment that optimizes health
144 and have access to affordable, high-quality health care and evidence-based knowledge of how
145 individual behavior contributes to health.

146

147 We maintain high levels of academic and scientific integrity, pursuing innovative research that is
148 scientifically rigorous and relevant.

149

150 We value dedicated service and leadership and seek partnerships that provide opportunities
151 to stand in solidarity with communities, helping them to flourish.

152

153 We believe inclusivity promotes innovation and enriches our college and our society. We respect and
154 embrace all forms of diversity. We are committed to preparing graduates to bring their wide array of
155 voices and experiences to the public health workforce.

156

157 We maintain a respectful, participatory, and emotionally and intellectually welcoming climate for
158 faculty, staff and students, that deepens our understanding of and ability to work successfully with
159 people from all populations and perspectives to promote faculty, staff, and student involvement and
160 success.

161

162 **Impact**

163 Our publications and citations represent our contributions to the academic debate, grants fund our
164 activities, but our most important achievement is our scholarship, teaching, and service to lead to
165 positive change in communities throughout the world and improved public health for all. Impact in
166 public health often involves shaping not only broad scholarly understandings of our approaches to
167 the field, but also public health practice. It may take the form of scholarship that advances or
168 develops conceptual or theoretical frames, methodology, or relevant questions and lines of inquiry.
169 Impact may take the form of either research or service commitments that develop community or
170 private sector partnerships that promote health; contribute to solving critical problems; contribute to
171 policy analysis, development, or change; shape the public conversation; or generate evidence that
172 transforms or has the potential to transform practice. As faculty progress through their careers and
173 faculty ranks, they must document their increasing impact and contributions to change and improved
174 public health. Promotion to associate professor and professor recognizes this demonstrated and
175 increasing impact on public health science and a broader impact on the health of the people of Ohio,
176 the nation, and world.

177

178 **Evaluation of Impact**

179 The college is committed to principles core to the fair evaluation of all faculty. First, we are committed
180 to ensuring that clearly articulated criteria are applied consistently and are grounded in evidence of
181 impact. This commitment, however, demands flexibility if we are to overcome tendencies to prioritize
182 evidence that confirms preexisting ideas. Because faculty members in public health often cross
183 disciplinary boundaries, work can depart markedly from established patterns in our different
184 disciplinary areas. Flexibility also requires explicit recognition that workloads, both formal and
185 informal, are not always equitable and not always reflected in a candidate's dossier. While flexibility
186 does not mean relaxation of high standards, it does require care in avoiding a rigid approach to

187 evaluation. Second, we are committed to a transparent review process in which all faculty are aware
188 of the steps involved, criteria applied, and evidence considered. Both positive and negative
189 assessments must be clearly linked to criteria and evidence and explained in writing as part of all
190 evaluations. Transparency also requires a commitment to strict confidentiality when it comes to
191 searches and the thoughtful and respectful discussion of candidates. Respect for candidates should
192 be evident in both confidential discussions and written feedback. Finally, we understand the
193 evaluation of faculty is a responsibility and a privilege that requires not only academic knowledge and
194 skill, but knowledge and skill regarding best practices for equitable evaluation. Accordingly, it requires
195 ongoing training to make us aware of sources of bias and best practices in candidate evaluation in
196 recruitment, retention, and promotion.

197 198 **III. DEFINITIONS**

199 200 **A. Committee of the Eligible Faculty**

201
202 The eligible faculty for all appointment (hiring), reappointment, promotion, or promotion and
203 tenure reviews must have their tenure home or primary appointment in the college. The dean
204 and assistant and associate deans of the college, the executive vice president and provost, and
205 the president may not vote as eligible faculty members in reviews for appointment,
206 reappointment, promotion, or tenure.

207 208 **1. Tenure-track Faculty**

209 210 **Initial Appointment Reviews**

- 211 • **Appointment Review.** The first vote is for the appropriateness of an appointment (hiring)
212 at any rank. All tenure-track faculty whose primary appointment is in the college may cast
213 a vote on the appropriateness of the hire, regardless of rank.
- 214 • **Rank Review.** The second vote is for the appropriateness of the proposed rank
215 (determined by the search committee and/or division). This vote must be cast by all
216 tenure-track faculty of equal or higher rank than the position requested and whose
217 primary appointment is in the college.
- 218 • The votes will occur during one meeting and the result from the first vote will be known
219 before the second vote occurs.

220 221 **Reappointment, Promotion, or Promotion and Tenure Reviews**

- 222 • For reappointment and promotion and tenure reviews of assistant professors, the eligible
223 faculty consists of all tenured associate professors and professors.
- 224 • For promotion reviews of associate professors, the eligible faculty consists of all tenured
225 professors.

226 227 228 **2. Clinical/Teaching Faculty**

229 230 **Initial Appointment Reviews**

- 231 • **Appointment Review.** The first vote is for the appropriateness of an appointment (hiring
232 or appointment change from another faculty type) at any rank. All tenure-track and
233

- 234 clinical/teaching faculty whose primary appointment is in the college may cast a vote on
235 the appropriateness of the hire, regardless of rank.
- 236 • **Rank Review.** The second vote is for the appropriateness of the proposed rank
237 (determined by the search committee and/or division). This vote must be cast by all
238 tenure-track faculty and all non-probationary clinical/teaching faculty of equal or higher
239 rank than the position requested and whose primary appointment is in the college.
 - 240 • The votes will occur during one meeting and the result from the first vote will be known
241 before the second vote occurs.

242 **Reappointment and Promotion Reviews**

- 245 • For reappointment and promotion reviews of assistant clinical/teaching professors,
246 the eligible faculty consists of all tenured associate professors and professors, and all
247 non-probationary associate clinical/teaching professors and professors.
- 248 • For reappointment and promotion reviews of associate clinical/teaching professors,
249 and reappointment reviews of clinical/teaching professors, the eligible faculty
250 consists of all tenured professors and all non-probationary clinical/teaching
251 professors.

252 **3. Research Faculty**

253 **Initial Appointment Reviews**

- 256 • **Appointment Review.** The first vote is for the appropriateness of an appointment (hiring or
257 appointment change from another faculty type) at any rank. All tenure-track and research
258 faculty whose primary appointment is in the college may cast a vote on the
259 appropriateness of the hire, regardless of rank.
- 260 • **Rank Review.** The second vote is for the appropriateness of the proposed rank (determined
261 by the search committee and/or division). This vote must be cast by all tenure-track faculty
262 and all non-probationary research faculty of equal or higher rank than the position
263 requested and whose primary appointment is in the college.
- 264 • The votes will occur during one meeting and the result from the first voting will be known
265 before the second voting occurs.

266 **Reappointment and Promotion Reviews**

- 269 • For reappointment and promotion reviews of research assistant professors, the eligible
270 faculty consists of all tenured associate professors and professors and all non-
271 probationary research associate professors and professors.
- 272 • For reappointment and promotion reviews of research associate professors and
273 reappointment reviews of research professors, the eligible faculty consists of all tenured
274 professors and all non-probationary research professors.

275 **4. Associated Faculty**

276 **Initial Appointment and Reappointment**

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- 281 • Initial appointment (hiring or appointment change from another faculty type) of
282 compensated associated faculty members is decided by the dean, in consultation with the
283 division chair, based on search committee recommendations.
284 • Initial appointments at senior rank require a vote by the majority of eligible faculty (all
285 non-probationary clinical/teaching faculty, and tenured faculty of equal or higher rank
286 than the position requested) and prior approval of the dean and the Office of Academic
287 Affairs.
288 • Reappointments are decided by the dean in consultation with the division chair.
289

290 **Promotion Reviews**

- 291
292 • Associated faculty are eligible for promotion but not tenure if they have adjunct titles,
293 tenure-track titles with service at 49% FTE or below, clinical titles, and lecturer titles.
294 • For the promotion reviews of associated faculty with adjunct titles, the eligible faculty shall
295 be the same as for tenure-track, clinical/teaching, or research faculty, as appropriate to the
296 appointment, as described in Sections III.A.1, 2, or 3 above.
297 • For the promotion reviews of associated faculty with tenure-track titles, the eligible faculty
298 shall be the same as for tenure-track faculty as described in Section III.A.1.
299 • For the promotion reviews of associated clinical faculty, the eligible faculty shall be the
300 same as for clinical/teaching faculty as described in Section III.A.2 above.
301 • For the promotion review of a lecturer to senior lecturer, the eligible faculty shall be all
302 tenure-track and non-probationary clinical/teaching faculty at the rank of associate
303 professor and professor.
304

305 **5. Conflict of Interest**

306 **Search Committee Conflict of Interest**

307
308
309 A member of a search committee must disclose to the committee and refrain from
310 participation in any of the interviews, meetings, or votes that comprise the search process if
311 the member:

- 312
313 • decides to apply for the position;
314 • is related to or has a close interpersonal relationship with a candidate;
315 • has substantive financial ties with the candidate;
316 • is dependent in some way on the candidate's services;
317 • has a close professional relationship with the candidate (e.g., dissertation advisor); or
318 • has collaborated extensively with the candidate or is currently collaborating with the
319 candidate.
320

321 **Eligible Faculty Conflict of Interest**

322
323 A member of the eligible faculty has a conflict of interest when he/she/they are or have been
324 to the candidate:

- 325
326 • a thesis, dissertation, or postdoctoral advisee/advisor;
327 • a co-author on more than 50% of the candidate's publications since appointment or last
328 promotion, including pending publications and submissions;

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- a collaborator on more than 25% of projects since appointment or last promotion, including current and planned collaborations;
 - in a consulting/financial arrangement with the candidate since appointment or last promotion, including receiving compensation of any type (e.g., money, goods, or services) or is dependent in some way on the candidate’s services; or
 - in a family relationship such as a spouse, child, sibling, or parent, or other relationship, such as a close personal friendship, that might affect one’s judgment or be seen as doing so by a reasonable person familiar with the relationship.

337

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Such faculty members will be expected to withdraw from an appointment, promotion or reappointment review of that candidate.

341

342

6. Minimum Composition

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In the event that the college does not have at least three eligible faculty members who can undertake a review at a given stage (in the DAPTSC, APT committee, or full eligible faculty), the dean will appoint a faculty member from another college within the university.

347

348

B. Appointment, Promotion, and Tenure (APT) Committee

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The college has an Appointment, Promotion, and Tenure (APT) Committee that assists the Committee of the eligible faculty in managing personnel and promotion and tenure issues. The committee consists of one tenured faculty member from each division. In instances where a division does not have a tenured professor, a tenured associate professor may be elected. This member will not be present for hiring and promotion discussions related to professors. Each division shall elect its APT Committee representative from among those eligible. The term of service shall be for three years, with some of the committee elected each year. The committee chair is selected by the dean. When considering cases involving clinical/teaching faculty, the APT Committee may be augmented by two non-probationary clinical/teaching faculty members at the rank of associate professor or professor, as appropriate to the case, selected by the dean upon the recommendation of the APT committee members. When considering cases involving research faculty the APT Committee may be augmented by two non-probationary research faculty members at the rank of associate professor or professor, as appropriate to the case, selected by the dean upon the recommendation of the APT committee members.

364

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1. Division Appointment, Promotion and Tenure Subcommittees (DAPTSC)

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The DAPTSC assists the eligible faculty in managing appointments, promotion and tenure issues. The DAPTSC consists of a chair (who also serves on the college APT Committee), all faculty members (including the division chair) who are eligible to vote in any given appointment, tenure, or promotion case, and one faculty member from outside the division. In the event that a division does not have at least three eligible faculty members who can undertake a review, the dean or designee, in consultation with the eligible faculty in the division and the division chair, will appoint a faculty member from another division within the college. The DAPTSC will follow similar procedures across divisions.

375

376

The DAPTSC is responsible for an analysis of each dossier that provides a meaningful assessment of the case for appointment, promotion or tenure. A descriptive summary of the

377 candidate's work is insufficient. The DAPTSC is responsible for identifying external reviewers
378 (see External Evaluations, Section VI.B.4 of this document) and providing the list to the dean
379 or designee, who will solicit the letters. Any faculty member who believes there may be a
380 conflict of interest should notify the DAPTSC at least one week in advance of any voting
381 meeting to allow for a review and determination.
382

383 Prior to a fourth year, promotion, tenure or reappointment review, the DAPTSC will judge the
384 faculty member's submitted materials in the context of the expectations for the distribution
385 of effort as reflected in the offer letter and subsequent annual review letters or other
386 documents. The analyses, to be summarized in a written letter by the DAPTSC chair, should
387 explain in a substantive, evidence-based fashion, the scholarship, service, and teaching
388 contributions of the faculty member. The DAPTSC will also vote on all reviews, promotion,
389 tenure and reappointment cases.
390

391 The DAPTSC will also have a formal role in faculty appointments, as described in Section IV, part
392 B.
393

394 **C. Quorum**

395
396 The quorum required to discuss and vote on all personnel decisions is two-thirds of the eligible
397 faculty. The eligible faculty includes those not on an approved leave of absence. Faculty on
398 approved leave are not considered for quorum unless they declare, in advance and in writing,
399 their intent to participate in all proceedings for which they are eligible during the leave. A
400 member of the eligible faculty on Special Assignment may be excluded from the count for the
401 purposes of determining quorum only if the dean has approved an off-campus assignment.
402

403 Faculty members who recuse themselves because of a conflict of interest are not counted
404 when determining quorum. These individuals will be asked to leave the meeting during the
405 discussion of the faculty member with whom they have a conflict of interest.
406

407 **D. Recommendation from the Committee of the Eligible Faculty**

408
409 In all votes taken on personnel matters, only "yes" and "no" votes are counted. Abstentions
410 are not votes and are strongly discouraged. Faculty members are strongly encouraged to
411 consider whether they are participating fully in the review process when abstaining from a
412 vote on a personnel matter.
413

414 The eligible faculty's summary of the vote must include rationale for the vote, including both
415 the majority and minority vote. This summary must allow the reader to understand the
416 rationale for both positive and negative votes.
417

418 Absentee ballots and proxy votes are not permitted but participating fully in discussions and
419 voting via remote two-way electronic connection is allowed.
420

421 **1. Appointment, Reappointment, Promotion and Tenure, and Promotion**

422

423 A positive recommendation from the eligible faculty for appointment, reappointment,
424 promotion and tenure, and promotion, is secured when a simple majority of the votes cast are
425 positive.

426
427 In the case of joint appointments, the college must seek input from the joint-appointment
428 tenure-initiating unit (TIU) prior to the appointment, reappointment, promotion and/or tenure,
429 of that candidate.

430

431 IV. APPOINTMENTS

432

433 A. Appointment Criteria

434

435 **Faculty Appointments:** This college makes four types of faculty appointments: tenure-track
436 faculty, clinical/teaching faculty, research faculty, and associated faculty.

437

438 A tenure-track appointment is intended for faculty who assume the full range of faculty
439 responsibility including scholarship, teaching, and service.

440

441 Clinical/teaching and research faculty appointments are intended for faculty who assume a
442 narrower range of responsibility than tenure-track faculty. Clinical/teaching faculty
443 responsibility may be focused in one of three areas: teaching, professional practice, and
444 service with a lesser expectation of scholarship.

445

446 Research faculty responsibility is focused on scholarship with little expectation for teaching
447 or service.

448

449 Tenure-track appointments are for 50-100% FTE while clinical/teaching and research faculty
450 appointments are for 1-100% FTE.

451

452 The university definitions of tenure-track, clinical/teaching, and research faculty, and of
453 associated faculty, are stated in the *Rules of the University Faculty* [3335-5-19](#). The University
454 criteria for appointment of tenure-track faculty are stated in the *Rules of the University Faculty*
455 [3335-6-02](#). The University criteria for appointment of clinical/teaching faculty are stated in the
456 *Rules of the University Faculty* [3335-7-05](#). The University criteria for appointment of research
457 faculty are stated in the *Rules of the University Faculty* [3335-7-32](#).

458

459 There are various types of associated faculty appointments, including tenure-track titles <50%
460 FTE, clinical practice faculty, visiting faculty, adjunct faculty, and lecturer. Associated tenure-
461 track appointments are for faculty assuming the same range of responsibility as tenure-track
462 faculty but whose appointment is less than 50% FTE. Associated clinical practice appointments
463 are for individuals who either provide significant, uncompensated service for which a faculty
464 title is needed or compensated service to the clinical instructional programs in the health
465 sciences colleges. Clinical practice appointments are made for the period in which the service is
466 provided. Associated adjunct appointments are for persons who provide significant,
467 compensated or uncompensated service to the University such as teaching, advising, or as a
468 co-investigator. Such individuals may be either non-University employees or University
469 employees compensated on a non-instructional budget. The titles of lecturer and senior
470 lecturer shall be used for all compensated instructional appointments where other titles are

not appropriate. Lecturers' responsibilities are limited to teaching as defined in paragraph (A)(2) of rule [3335-6-02](#) of the Administrative Code.

1. Tenure-Track Faculty

Tenure-track faculty hold appointments at 50% FTE or higher. They are appointed with the expectation that they will focus on scholarship, teaching, and service (Faculty Rule [3335-6-02](#)).

Instructor. Appointments at the rank of instructor should normally only be made when the offered appointment is that of assistant professor but the appointee has not completed the required terminal degree at the onset of the appointment. (Faculty Rule [3335-6-02](#)). Procedures for appointment are identical to that of assistant professor. The college will make every effort to avoid such appointments. An appointment at the instructor level is limited to three years. Promotion to assistant professor occurs without review the semester following completion of the required credentialing. When an instructor has not completed requirements for promotion to the rank of assistant professor by the end of the third year of appointment, the third year is a terminal year of employment.

Upon promotion to assistant professor, the faculty member may request prior service credit for time spent as an instructor. This request must be approved by the college's eligible faculty, the dean, and the Office of Academic Affairs. Faculty members should carefully consider whether prior service credit is desirable since prior service credit cannot be revoked without a formal request to extend the probationary period, but all probationary faculty members have the option to be considered for early promotion.

Assistant Professor. Appointment as an assistant professor is based on having a doctoral degree and evidence that the individual can perform effectively in scholarship, teaching, and service. Appointment at the rank of assistant professor is always probationary, with mandatory tenure review occurring in the sixth year of service. Review for tenure prior to the mandatory review year is possible when the APT committee determine such a review to be appropriate. The granting of prior service credit, which requires approval of the Office of Academic Affairs, may reduce the length of the probationary period, but is strongly discouraged as it cannot be revoked once granted except through an approved request to extend the probationary period.

Teaching potential: The faculty member will be assessed for their potential to contribute to the teaching mission of the college. Evidence will include the formal presentation at the time of the interview.

Research potential: The faculty member's research potential will be assessed based on the quality of the dissertation, working papers, published and in press, record of funded research, achievements from a post-doctoral appointment and from their formal presentation.

Professional service potential: The faculty member's potential to provide professional practice and/or service to professional organizations will be considered.

Associate Professor and Professor. Appointment offers at the rank of Associate Professor or Professor and offers of prior service credit require prior approval of the Office of Academic

518 Affairs. Appointment at senior rank requires that the individual, at a minimum, meet the
519 college's criteria in teaching, scholarship, and service for promotion to these ranks.

520
521 Appointment at the rank of associate professor normally entails tenure. A probationary
522 appointment at the rank of associate professor is appropriate only under unusual
523 circumstances, such as when the candidate has limited prior teaching experience or has taught
524 only in a foreign country. A probationary period of up to four years is possible, on approval of
525 the Office of Academic Affairs, with review for tenure occurring in the final year of the
526 probationary appointment. If tenure is not granted, an additional (terminal) year of
527 employment is offered.

528
529 Appointments at the rank of professor without tenure are not possible.

530
531 Offers to foreign nationals require prior consultation with the Office of International Affairs.

532

533 **2. Clinical/Teaching Faculty**

534

535 Except for those appointed at the rank of instructor, for whom a contract is limited to three
536 years, the initial probationary contract for all other clinical/teaching faculty members must be
537 for a period of five (5) years. The initial contract at all ranks is probationary, with reappointment
538 considered annually. Second and subsequent contracts for assistant and associate
539 clinical/teaching professors must be for a period of at least three (3) years and for no more than
540 five (5) years. Second and subsequent contracts for clinical/teaching professors must be for a
541 period of at least three (3) years and no more than eight (8) years.

542

543 Tenure is not granted to clinical/teaching faculty. There is also no presumption that subsequent
544 appointments will be offered, regardless of performance. The titles of clinical/teaching faculty
545 in the College of Public Health are: Clinical/Teaching Instructor, Assistant Clinical Professor,
546 Assistant Teaching Professor, Associate Clinical Professor, Associate Teaching Professor, Clinical
547 Professor, and Teaching Professor. Clinical/teaching faculty have responsibility primarily for
548 teaching and service activities. They are encouraged to participate in research and other
549 scholarly activities, though not with the effort expected of tenure-track or research faculty.

550

551 Criteria for appointment for clinical/teaching faculty (Faculty Rule [3335-7-05](#)) will be similar to
552 those for the tenure-track faculty, but with the emphasis on excellence in teaching and practice,
553 and with potential for scholarship in a broad sense. Appointments or transfers to the
554 clinical/teaching faculty position will be made for individuals with the following experience or
555 credentials:

556 1. Individuals engaged in activities that consist primarily of teaching and public health
557 practice, but may also include administration, service, and scholarship.

558 2. An earned doctorate in a field related to public health.

559

560 **Clinical/Teaching Instructor.** Appointment is normally made at the rank of Clinical/Teaching
561 Instructor when the appointee has not completed the requirements for the terminal degree.
562 The college will make every effort to avoid such appointments. An appointment at the
563 instructor level is limited to a three-year contract. In such cases, if the instructor has not
564 completed requirements for promotion to the rank of assistant clinical/teaching professor by
565 the end of the penultimate year of the contract period, a new contract will not be considered
566 even if performance is otherwise adequate and the position itself will continue.

567
568 **Assistant Clinical/Teaching Professor.** An earned doctorate or the required
569 licensure/certification in his or her specialty are the minimum requirements for appointment at
570 the rank of assistant clinical/teaching professor. Evidence of ability to teach is highly desirable.

571
572 **Associate Clinical/Teaching Professor and Clinical/Teaching Professor.** Appointment at the rank
573 of Associate Clinical/Teaching Professor or Clinical/Teaching Professor requires that the
574 individual meets, at a minimum, the college's criteria in teaching, professional practice and
575 other service, and scholarship for promotion to these ranks.

576 577 **3. Research Faculty**

578
579 Appointment of research faculty entails one (1) to five (5) year appointments. The initial
580 appointment is probationary, with reappointment considered annually. Tenure is not granted to
581 research faculty. There is also no presumption that subsequent appointments will be offered,
582 regardless of performance. The titles of research faculty in the College of Public Health are:
583 Research Assistant Professor, Research Associate Professor, and Research Professor. Research
584 faculty have responsibilities primarily in research related to the mission and goals of the
585 college.

586
587 Criteria for appointment for research faculty (Faculty Rule [3335-7-32](#)) emphasize
588 accomplishments and potential for scholarship. Research faculty may engage in limited
589 educational activities, but classroom teaching cannot be a required part of the workload. In
590 addition, research faculty must not be engaged repeatedly in the same instructional activities
591 as tenure-track faculty.

592
593 **Research Assistant Professor.** Appointments or transfers to the research faculty position
594 require an earned doctorate in a field related to public health, and will be subject to these
595 additional criteria:

596
597 *Research:* At the time of the appointment, the individual should already have demonstrated
598 significant experience and/or potential for a productive research career, as shown by the
599 quality of funded research, the dissertation, working papers, published and in-press work,
600 research presentations, and evidence from postdoctoral work (if any).

601
602 *Funding:* Persons appointed to the research faculty position are expected to develop
603 extramural support for their salary or have other (e.g., non-general funds) support. The
604 specific time frame within which this must be accomplished, and the degree to which failure
605 to attain that support may affect either the renewal of the appointment or the individual's
606 salary, will be stated clearly in the contract for the position.

607

608 **Research Associate Professor and Research Professor.** Appointment at the rank of research
609 associate professor or research professor requires that the individual have a doctorate and
610 meet, at a minimum, the college's criteria for promotion to these ranks.

611
612 **4. Associated Faculty Appointments**

613
614 Associated faculty appointments may be as short as a couple of weeks to assist with a focused
615 project, a semester to teach one or more courses, or for up to three (3) years when a longer
616 contract is useful for long-term planning and retention. Associated faculty may be reappointed.

617
618 Associated faculty appointments in the College of Public Health are in five different
619 categories: tenure-track titles <50% FTE, clinical practice faculty, visiting faculty, adjunct
620 faculty and lecturer.

621
622 **Tenure-Track Titles <50% FTE:** Associated tenure-track appointments are for faculty assuming
623 the same range of responsibility as tenure-track faculty but whose appointment is less than
624 50% FTE. An earned doctorate is the minimum requirement for appointment of tenure-track
625 titles at 49% FTE or below. The rank of associated faculty with tenure-track titles is determined
626 by applying the criteria for appointment of tenure-track faculty. Associated faculty members
627 with tenure-track titles are eligible for promotion (but not tenure) and the relevant criteria are
628 those for promotion of tenure-track faculty.

629
630 **Clinical Practice Faculty** (Clinical Instructor of Practice, Clinical Assistant Professor of Practice,
631 Clinical Associate Professor of Practice, Clinical Professor of Practice): An earned doctorate or
632 other credentials comparable to clinical faculty of equivalent rank, and the required
633 licensure/certification in his/her/their specialty (if applicable), are the minimum requirements
634 for appointment at the rank of associated clinical practice faculty. Associated clinical rank is
635 determined by applying the criteria for appointment of clinical/teaching faculty. Clinical
636 practice faculty members are eligible for promotion (but not tenure) and the relevant criteria
637 are those for promotion of clinical/teaching faculty.

638
639 **Visiting Faculty** (Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor):
640 Visiting faculty appointments may either be compensated or uncompensated. Visiting faculty
641 members on leave from an academic appointment at another institution are appointed at the
642 rank held in that position. The rank at which other (non-faculty) individuals are appointed is
643 determined by applying the criteria for appointment of tenure-track faculty. Visiting faculty
644 members are not eligible for tenure or promotion. Visiting faculty appointments may be
645 renewed annually for a maximum of three consecutive years.

646
647 **Adjunct Faculty** (Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor):
648 Adjunct titles are used to confer faculty status on individuals who have credentials comparable
649 to tenure-track, clinical/teaching, or research faculty of equivalent rank. The adjunct faculty
650 rank is determined by applying the criteria for appointment of tenure-track, clinical/teaching,
651 or research faculty, as appropriate to the appointment. Adjunct appointments may be
652 compensated or uncompensated. Adjunct faculty appointments are given to individuals who
653 give academic service to the college, such as teaching a course or serving on graduate student
654 committees, for which a faculty title is appropriate. Adjunct faculty members are eligible for

655 promotion (but not tenure) and the relevant criteria are those for promotion of tenure-track,
656 clinical/teaching, or research faculty, as appropriate to the appointment.

657
658 **Lecturer and Senior Lecturer:** Lecturers and senior lecturers are not eligible for tenure.
659 Lecturers may be promoted to senior lecturer if they meet the criteria for appointment at that
660 rank. Senior lecturers are not eligible for promotion. The initial appointment for lecturers and
661 senior lecturers cannot exceed one year. Second and subsequent contracts for lecturers and
662 senior lecturers cannot exceed three years.

663
664 At a minimum, criteria for appointment of lecturers are:

665 At Lecturer level:
666 1. Master's degree or equivalent professional degree
667 2. Professional experience and scholarly endeavors congruent with the anticipated
668 contribution to the mission of the college

669
670 At the Senior Lecturer level:
671 1. Doctoral degree or equivalent professional degree
672 2. Contribution to a specific, identified aspect of the college's programs of instruction
673 and/or research

674 675 **5. Emeritus Faculty**

676
677 Emeritus faculty status is an honor given in recognition of sustained academic contributions to
678 the university as described in Faculty Rule [3335-5-36](#). Full-time tenure track, clinical/teaching,
679 research, or associated faculty may request emeritus status upon retirement or resignation at
680 the age of sixty (60) or older with ten (10) or more years of service or at any age with twenty-
681 five (25) or more years of service.

682
683 Faculty will send a request for emeritus faculty status to the dean outlining academic
684 performance and citizenship. The faculty eligible to conduct promotion reviews within the
685 requestor's appointment type (see Section III.A.1-4) will review the application and make a
686 recommendation to the dean, who will decide upon the request. If the faculty member
687 requesting emeritus status has in the 10 years prior to the application engaged in serious
688 dishonorable conduct in violation of law, rule, or policy and/or caused harm to the
689 university's reputation or is retiring pending a procedure according to Faculty Rule [3335-5-04](#),
690 emeritus status will not be considered.

691 Emeritus faculty may not vote at any level of governance and may not participate in promotion
692 and tenure matters.

693 694 **6. Joint Appointments**

695
696 Joint appointments are created to leverage a faculty member's unique expertise to advance
697 the mission areas of the academic units involved and promote cross-disciplinary
698 collaboration. To establish a joint faculty appointment, a [memorandum of understanding](#)
699 [\(MOU\)](#) is developed by all affected TIUs, centers, and/or institutes. The MOU will clearly
700 define the distribution of the faculty member's time commitment to the different units. The
701 MOU will also state the sources of compensation directed to the faculty member, distribution
702 of resources, the planned acknowledgement of the academic units in publications, the

703 manner in which credit for any grant funding will be attributed to the different units, and the
704 distribution of grant funds among the appointing units. Unless other arrangements are
705 specified in the MOU, the TIU in which the faculty member's FTE is greater than 50% will be
706 considered that faculty member's TIU. Joint-appointed faculty may vote on promotion and
707 tenure cases only in their TIU.

708
709 Joint appointments are made at the individual's current rank, with promotion in rank
710 recognized.

711
712 **7. Courtesy Appointments**

713
714 Occasionally the active academic involvement in this college by a tenure-track,
715 clinical/teaching, or research faculty member from another unit at the university, outside of the
716 college, warrants the offer of a 0% FTE (courtesy) appointment in the college. Appropriate
717 active involvement includes research collaboration, graduate student advising, teaching some
718 or all of a course from time to time, or a combination of these. Courtesy appointments are
719 made at the individual's current rank, with promotion in rank recognized.

720
721 **B. Appointment Procedures**

722
723 The appointment of all compensated tenure-track, clinical/teaching, research, and associated
724 faculty, irrespective of rank, must be based on a formal search process following the [SHIFT](#)
725 Framework for faculty recruitment.

726
727 The SHIFT (Strategic Hiring Initiative for Faculty Talent) Framework was designed to identify
728 and recruit broad, qualified applicant pools of extraordinary scholars who are leaders in their
729 respective fields. Deans, TIU heads, and search committee members work in partnership with
730 the Office of Faculty Affairs and other key stakeholders in adherence to this framework to
731 ensure a thorough, fair, and consistent faculty search process. The framework consists of four
732 distinct phases—each of which includes a series of core requirements (must-do action steps)
733 and optimal practices (aspirational action steps)—followed by a fifth phase focused on
734 preboarding and onboarding.

735
736 This college adheres in every respect to the Framework requirements as detailed at [SHIFT](#).

737
738 All faculty positions must be posted in [Workday](#), the university's system of record for faculty
739 and staff. A formal review and selection process, including interviews using pre-designed
740 evaluation rubrics, is required for all positions. Appropriate disposition codes for applicants
741 not selected for a position must be entered in [Workday](#) to enable the university to explain
742 why a candidate was not selected and what stage they progressed to before being removed.

743
744 See the [Policy on Faculty Recruitment and Selection](#) and the [Policy on Faculty Appointments](#) for
745 information on the following topics:

- 746 • Recruitment of tenure-track, clinical/teaching, research, and associated faculty
- 747 • Appointments at senior rank or with prior service credit
- 748 • Hiring faculty from other institutions after April 30
- 749 • Appointment of foreign nationals
- 750 • Letters of offer

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1. Tenure-Track Faculty

A national search is required to ensure a pool of highly qualified candidates for all tenure-track positions. This includes all external candidates for all faculty positions. The only exception is for dual career partners, as described in Chapter 5, Section 4.1 of the [Policies and Procedures Handbook](#). Exceptions to this policy must be approved by the dean and the Office of Academic Affairs in advance. Search procedures must entail substantial faculty involvement and be consistent with the OAA [Policy on Faculty Recruitment and Selection](#). The dean appoints a search committee consisting of three or more faculty who reflect the field of expertise that is the focus of the search (if relevant) as well as other related fields. Search committees should be comprised of members from a variety of backgrounds, lived experiences, and scholarly expertise.

Prior to any search, members of all search committees must undergo the trainings identified in the [SHIFT](#) Framework for faculty recruitment. In addition, all employees/faculty involved in the hiring and selection process must review and acknowledge the EEO Recruitment and Selection Guidelines in the BuckeyeLearn system.

The DAPTSC, APT committee, and full eligible faculty review the candidates recommended by the search committee. First the DAPTSC reviews each candidate and votes on appointment as described below. The candidate's materials, as well as the result of the DAPTSC vote, then advance to APT Committee, which also reviews and votes on appointment as described below. Finally, the eligible faculty also reviews the materials and votes on appointment. All appointment votes use secret ballots.

If the offer involves prior service credit, the DAPTSC, APT Committee, and eligible faculty must vote on the appropriateness of such credit as well.

Ideally, more than one candidate will achieve the level of support required to extend an offer, so that if the top candidate declines an offer, the second-choice candidate can be approached. The dean, in consultation with the division chair, decides which candidate to approach first. The details of all offers, including compensation, are determined by the dean.

If the offer involves tenure at senior rank (Associate Professor or Professor), the college must solicit external evaluation letters prior to a vote on awarding tenure.

All appointment offers at the rank of associate professor, with or without tenure, professor with tenure, and/or offers of prior service credit also require prior approval of the Office of Academic Affairs.

In cases in which swift action is important, the dean may extend an offer to the candidate(s) with rank and tenure contingent on review and approval of the eligible faculty.

Offers to foreign nationals require prior consultation with the Office of International Affairs. The dean or designee and the division chair should discuss the potential appointment of a candidate requiring sponsorship for permanent residence or nonimmigrant work-authorized

799 status with the Office of International Affairs. An [MOU](#) must be signed by faculty eligible for
800 tenured positions who are not U.S. citizens or nationals, permanent residents, asylees, or
801 refugees
802

803 When the appointment is to be a division chair or senior administrative position, the search
804 committee presents the list of acceptable candidates to the dean. Candidates selected by the
805 dean are then sent for review by the relevant DAPTSC, then the APT Committee, then the
806 eligible faculty as outlined above.
807

808 Announcement of a vote on a candidate for appointment must be distributed one week in
809 advance.
810

811 On rare occasions, special sessions of the APT Committee and the eligible faculty may be
812 required to expedite this process.
813

814 **2. Clinical/Teaching Faculty**

815

816 Searches for clinical/teaching faculty generally proceed identically to tenure-track faculty, with
817 the exception that the candidate's presentation during the interview is focused on
818 clinical/teaching practices rather than scholarship.
819

820 **3. Research Faculty**

821

822 Searches for research faculty generally proceed identically to tenure-track faculty.
823

824 **4. Transfer from the Tenure-track**

825

826 The college permits transfer from the tenure-track to research or clinical/teaching faculty
827 positions if appropriate to the college's mission and circumstances. All transfers must abide by
828 the following:

- 829 • The request for transfer must be initiated by the tenure-track faculty member in writing
830 and must state clearly how the individual's career goals and activities have changed.
- 831 • When a tenured faculty member transfers to a research or clinical/teaching faculty
832 position, tenure is relinquished.
- 833 • The dean and executive vice president and provost must approve all transfers.
834

835 Transfers from a research or clinical/teaching faculty position to the tenure-track are not
836 permitted. However, research and clinical/teaching faculty may apply for tenure-track positions
837 and compete in regular national searches for such positions, consistent with Faculty Rule [3335-
838 7-39](#).
839

840 **5. TIU Transfer**

841

842 Following consultation with the dean of this college (as TIU head) and with the relevant TIU
843 head and college dean, a tenure-track faculty member may voluntarily move from this TIU to
844 another upon approval of a simple majority of the eligible faculty in the receiving TIU. The
845 eligible faculty in such cases are the tenure-track faculty eligible to vote on faculty
846 appointments at the transferee's rank. See Section III.A.1 above.

847
848 The transfer must be approved by the Office of Academic Affairs and is dependent on the
849 establishment of mutually agreed-upon arrangements among the affected TIU heads, college
850 dean(s), and the faculty member. An MOU signed by all parties, including the Office of
851 Academic Affairs, must describe in detail the arrangements of the transfer. Approval will be
852 dependent on whether satisfactory fiscal arrangements for the change have been made.
853 Since normally the transferring faculty member will fill an existing vacancy in the receiving
854 unit, the MOU will describe the resources supporting the position, including salary, provided
855 by the receiving unit.

856
857 The Office of Academic Affairs can provide guidance to non-tenure-track faculty about the
858 process for transferring from one TIU to another.

859 **6. Associated Faculty**

860
861 Recommendations for appointment of associated faculty are made based on need within the
862 division and on the candidate's qualifications to satisfy that need. The appointment of
863 compensated associated faculty members follows a formal search following the [SHIFT](#)
864 Framework, which includes a job posting in [Workday](#) (see Section IV.B above) and candidate
865 interviews. The appointment is then decided by the dean based on recommendation from the
866 search committee and in consultation with the division chair.

867
868 The division chair will recommend reappointment of all compensated associated faculty to the
869 dean. Final approval and letters of offer are issued by the dean and division chair.

870
871 Compensated associated appointments are generally made for a period of one to three years,
872 unless a shorter period is appropriate to the circumstances.

873
874 Appointment and reappointment of uncompensated adjunct or visiting faculty may be
875 proposed by any faculty member in the unit and are decided by the division chair in
876 consultation with the division faculty.

877
878 Visiting appointments may be made for one term of up to three years or on an annual basis for
879 up to three years.

880
881 Lecturer and senior lecturer appointments are made on an annual or semester basis. After
882 the initial appointment, and if a division's curricular needs warrant it, a multiple year
883 lecturer or senior lecturer appointment may be offered.

884
885 All associated appointments expire at the end of the appointment term and must be formally
886 renewed to be continued.

887 888 **7. Joint Appointments**

889
890 Recommendations for joint appointments are based on a comprehensive assessment of each
891 candidate's qualifications, together with detailed evidence to support the nomination.

892
893

894 Divisions may propose a joint appointment for a tenure-track, clinical/teaching, or research
895 faculty member from another Ohio State TIU as described in Section IV.A.6. The potential for a
896 joint appointment is typically evaluated during the recruitment process and, as such, is subject
897 to all criteria outlined above for each faculty category. Joint appointments follow the same
898 three-step process as tenure-track, clinical/teaching and research faculty, with review and vote
899 by the DAPTSC, APT committee, and eligible faculty. Upon approval by the eligible faculty, the
900 dean extends an offer of joint appointment.

901
902 Approval of the joint appointment by the Office of Academic Affairs is dependent on
903 establishing a mutually agreed-upon arrangement between the TIU heads, college dean(s), and
904 the faculty member. An [MOU](#) signed by all parties, including the Office of Academic Affairs,
905 must describe in detail the arrangements of the joint appointment. Administrative approval will
906 be dependent on whether satisfactory fiscal arrangements have been made.

907 908 **8. Courtesy Appointments**

909
910 Divisions may propose a 0% FTE (courtesy) appointment for a tenure-track, clinical/teaching, or
911 research faculty member from another Ohio State tenure-initiating unit. A proposal that
912 describes the uncompensated academic service to this college justifying the appointment is
913 considered at a DAPTSC meeting. If the proposal is approved by the DAPTSC, it goes to the APT
914 committee for review and vote, then to the eligible faculty for a review and vote. Upon
915 approval by the Eligible Faculty, it is presented to the dean. The dean then extends an offer of
916 appointment.

917 918 **9. Withdrawal of Appointments**

919
920 Non-probationary appointments may be withdrawn under two circumstances: financial
921 exigency ([Faculty Rule 3335-05-02](#)) or when a faculty member has been found guilty of gross
922 or serious incompetence, grave misconduct, or nontrivial financial fraud ([Faculty Rule 3335-
923 05-04](#)).

924 925 **V. ANNUAL PERFORMANCE AND MERIT REVIEW**

926
927 The annual review process reflects the college's responsibility to apply high standards in
928 evaluating faculty. OAA requires all compensated faculty at all levels to be reviewed annually by
929 the dean or designee. Annual reviews must include a scheduled opportunity for a face-to-face
930 meeting for all probationary faculty, and an opportunity for a face-to-face meeting for all other
931 compensated faculty members, as well as a written assessment. The procedures for annual
932 review of faculty are consistent with Faculty Rules [3335-6-03](#), [3335-7-08](#) and [3335-7-36](#) and
933 follow the requirements for annual reviews as set forth in the Policy on Faculty Annual Review,
934 Post-Tenure Review, and Reappointment.

935
936 Per Faculty Rule [3335-3-35](#), the dean is required to remind faculty that they have the right (per
937 Faculty Rule [3335-5-04](#)) to view their primary personnel file and to provide written comment on
938 any material therein for inclusion in the file.
939 Faculty who are on family medical leave or parental leave during the time of the annual review will
940 complete it after they return from leave.

941

942 The purposes of the annual review are to:

- 943 1. Review the faculty member's performance in teaching, scholarship, and service based on the
- 944 criteria described in this document.
- 945 2. Review evidence of ongoing development.
- 946 3. Assess the strengths and weaknesses of the faculty member's work and progress for use by
- 947 the dean and division chair in subsequent merit/salary consideration.
- 948 4. Provide recommendations to the faculty for development in teaching, scholarship, and
- 949 service.
- 950 5. For Associate Professors, to assess progress toward promotion to the rank of Professor.
- 951 6. For Professors, to assess the overall contribution the faculty member is making to the
- 952 reputation and functioning of the college and mentoring of early-career faculty.

953

954 All divisions within the college must follow the requirements for annual performance and merit
955 reviews as set forth in the [Policy on Faculty Annual Review, Post-Tenure Review, and](#)
956 [Reappointment](#). It is the expectation of the college that annual performance and merit reviews will
957 also be consistent with the college's APT document and other relevant policies, procedures,
958 practices, and standards established by: (1) the college, (2) the Faculty Rules, (3) the Office of
959 Academic Affairs, and (4) the Office of Human Resources.

960

961 **A. Documentation**

962

963 For their annual performance review, the college requires faculty members to submit the
964 following documents early in spring semester:

- 965 • Office of Academic Affairs [dossier outline](#), (*required for probationary faculty*)
- 966 • Updated CV, which will be made available to all faculty in an accessible place (*all faculty*)
- 967 • Student evaluations of instruction, using the university's established tool (*all faculty who*
968 *performed classroom teaching during the review period*)
- 969 • Peer evaluations of instruction (*when available*)

970

971 Other documentation for the annual performance review may be requested by the dean or
972 division chairs.

973

974 **B. Annual Review of Probationary Tenure-Track Faculty**

975

976 The division chair completes the OAA-required [Annual Review Template](#), including preliminary
977 performance ratings, for each probationary tenure-track faculty member's performance during
978 the review period, in accordance with the [Policy on Faculty Annual Review, Post-Tenure Review,](#)
979 [and Reappointment](#). The chair then meets with the faculty member to discuss the review and
980 their ratings. The chair, via the APT committee, then advances their ratings, as well as the
981 dossier, teaching evaluations, and any other required materials for each probationary faculty
982 member to the eligible faculty for review. The eligible faculty must have at least one week to
983 review materials prior to any discussion and voting meeting.

984

985 The APT chair is responsible for scheduling the annual meetings for the review of probationary
986 faculty in the spring semester and for notifying the eligible faculty of the dates and times of the
987 meeting by the end of autumn semester.

988

989 The purposes of the eligible faculty review meetings are to discuss the chair’s annual review
990 and ratings for probationary faculty and to provide additional feedback to be included in the
991 chair’s review and ratings. The discussion will include an assessment of the probationary
992 faculty member’s performance, impact, and professional development in teaching,
993 scholarship, and service. This discussion will evaluate strengths and weaknesses, using the
994 criteria for the relevant rank (Section VI, part A) and related documentation (Section VI, part
995 B.1.a). The APT Committee chair summarizes the recommendations made by the eligible
996 faculty and provides them to the chair, to be integrated into the chair’s annual review and
997 ratings.

998
999 Following the discussion, the eligible faculty will also vote on whether to recommend
1000 reappointment. An open field will be included, in addition to the vote, where faculty may
1001 provide a rationale for their vote. As a general principle, faculty members should not vote
1002 “no” without explaining their rationale during the eligible faculty discussion. Faculty are also
1003 encouraged to provide a rationale for any “no” vote in the anonymous voting survey.
1004

1005 The vote results on reappointment will be shared with the dean. The dean will notify the
1006 faculty member of their reappointment decision (positive or negative) at the end of the
1007 academic year, or as soon as possible after that date. If the recommendation is for renewal of
1008 the appointment, this recommendation is final.
1009

1010 The faculty member may provide written comments on the annual review and ratings during a
1011 10 calendar day comment period. The division chair may respond to the comments and/or
1012 revise the written evaluation during this process before finalizing the review. Any comments
1013 and responses will be included with the review and shared with the dean and provost in the
1014 event of any further review or appeal.
1015

1016 At the end of the comments period, the review and ratings are forwarded to the dean, who
1017 approves or disapproves, then advances the review materials, with ratings, to the Office of
1018 Academic Affairs for review by the Executive Vice President and Provost. The appeals process
1019 is further described in the [Policy on Faculty Annual Review, Post-Tenure Review, and](#)
1020 [Reappointment](#).
1021

1022 **1. Probationary Tenure-Track Faculty: Fourth-Year Annual Review**

1023
1024 Faculty Rule [3335-6-03](#) (C)(4) requires that the fourth-year review follow the same procedures
1025 as the sixth-year review except that external evaluations are not required. External evaluations
1026 are only solicited for fourth-year review when either the dean or the eligible faculty determine
1027 that they are necessary to conduct the review. This may occur when the eligible faculty do not
1028 feel capable of evaluating the candidate’s scholarship without outside input.
1029

1030 The probationary faculty member prepares annual review materials as described in Section V,
1031 part A, but the process of review follows the schedule and procedures in Section VI, part B.
1032 Following the fourth-year review by the DAPTSC and eligible faculty, the APT chair prepares a
1033 letter of evaluation for inclusion in the dossier, which is then forwarded to the dean for review
1034 and an independent recommendation on reappointment. The faculty member may request a
1035 copy of all review materials.
1036

1037 When the fourth-year review is complete, the faculty member under review is notified by the
1038 dean or designee that the letters from the eligible faculty (via the APT committee chair) and
1039 the dean are available to review. The faculty member has 10 calendar days to provide
1040 comments on the letters for inclusion in the dossier. If the faculty member provides written
1041 comments, the chair, dean or or the eligible faculty (represented by the APT committee chair)
1042 may consider the candidate’s comments and provide a written response.
1043

1044 All fourth-year reviews and non-reappointment decisions from other probationary review years
1045 will be sent to the Office of Academic Affairs, for the executive vice president and provost’s
1046 decision. If an appointment is not renewed, standards of notice will be in accordance with
1047 Faculty Rule [3335-6-08](#).
1048

1049 **2. Extension of the Tenure Clock**

1050
1051 Faculty Rule [3335-6-03](#) (D) sets forth the conditions under which a probationary tenure track
1052 faculty member may exclude time from the tenure clock. Faculty Rule [3335-6-03 \(E\)](#) does
1053 likewise for reducing the probationary period. A faculty member remains on duty regardless
1054 of extensions or reductions to the probationary period, and annual reviews are conducted in
1055 every probationary year regardless of time extended or reduced. Approved extensions or
1056 reductions do not limit the college’s right to recommend nonrenewal of an appointment
1057 during an annual review.
1058

1059 **C. Annual Review of Tenured Faculty**

1060
1061 Review procedures discussed in this section apply to tenured faculty in the college with the
1062 exception of the dean. Annual review procedures for tenured faculty are the same as for
1063 probationary tenure-track faculty with regard to documentation submitted and review and
1064 ratings given by the division chair, and in the opportunity to provide comments on the review
1065 and ratings as the materials advance to the dean and the Executive Vice President and Provost.
1066 The only change is that the eligible faculty only participate in the review of tenured associate
1067 professors every two years. The purpose of the eligible faculty review of associate professors is
1068 to assess progress toward promotion to the rank of professor. Associate professors due to be
1069 reviewed by the eligible faculty will be notified by the first Friday of spring semester.
1070

1071 The eligible faculty also do not participate in reviews of professors. Rather, in addition to their
1072 annual review by the division chair, tenured professors are reviewed every five years by the
1073 dean. The purpose of the dean’s review of professors is to assess the overall contribution the
1074 faculty member is making to the reputation and functioning of the college across the areas of
1075 scholarship, teaching, advising, service to the profession and the community, service to the
1076 college and University, and mentoring of early-career faculty. Professors are expected to be role
1077 models in their academic work, their interactions with colleagues and students, and in the
1078 recruitment and retention of early-career colleagues. As the highest-ranking members of the
1079 faculty, the expectations for academic leadership and mentoring for professors exceed those for
1080 all other members of the faculty.
1081

1082 If an associate professor or professor has an administrative role, the impact of that role and
1083 other assignments will be considered in the annual review.
1084

1085 **D. Annual Review of Clinical/Teaching Faculty**

1086
1087 The annual review process for clinical/teaching probationary and non-probationary faculty is
1088 identical to that for tenure-track probationary and tenured faculty respectively, with the
1089 exception that non-probationary clinical/teaching associate professors are reviewed by the
1090 eligible faculty only in their penultimate year.

1091
1092 In the penultimate contract year of a non-probationary clinical/teaching faculty member's
1093 appointment, the college dean must determine whether the position held by the faculty
1094 member will continue. If the position will not continue, the faculty member is informed that the
1095 final contract year will be a terminal year of employment. The standards of notice set forth in
1096 Faculty Rule [3335-6-08](#) must be observed.

1097
1098 If the position will continue, a formal reappointment review is necessary in the penultimate
1099 contract year to determine whether the faculty member will be offered a new contract. During
1100 the penultimate year of any term the procedures for review are the same as those for
1101 probationary faculty described in Section V, part B.1. For each positive recommendation in the
1102 penultimate year, an original signed cover sheet (Record of Review for Promotion in Academic
1103 Rank/Tenure/Reappointment) shall be submitted to the Office of Academic Affairs, but no
1104 letters, vita or dossiers are required. For a negative recommendation, the terms of the contract
1105 will be honored.

1106
1107 There is no presumption of renewal of appointment.

1108
1109 **E. Annual Review of Research Faculty**

1110
1111 The annual performance and merit review process for research probationary and non-
1112 probationary faculty is identical to that for tenure-track probationary and tenured faculty,
1113 except in the penultimate year of any contract term.

1114
1115 In the penultimate contract year of a research faculty member's appointment, the dean must
1116 determine whether the position held by the faculty member will continue. If it will not
1117 continue, the research faculty member is informed that the final contract year will be a
1118 terminal year of employment. The standards of notice set forth in Faculty Rule [3335-6-08](#) must
1119 be observed.

1120
1121 If the position will continue, a formal performance review for reappointment is necessary in the
1122 penultimate contract year to determine whether the research faculty member will be offered a
1123 new contract. During the penultimate year of any term the procedures for review are the same
1124 as those for probationary faculty described in Section V, part B.1. For each positive
1125 recommendation in the penultimate year, an original signed cover sheet (Record of Review for
1126 Promotion in Academic Rank/Tenure/Reappointment) shall be submitted to the Office of
1127 Academic Affairs, but no letters, vita or dossiers are required to be submitted. For a negative
1128 recommendation, the terms of the contract will be honored.

1129
1130 There is no presumption of renewal of appointment.

1131

1132 **F. Associated Faculty**

1133
1134 The annual review process for compensated associated faculty members is identical to that
1135 for other faculty tracks in terms of documentation required and chair, dean and OAA review.
1136 The eligible faculty do not participate in the review of associated faculty members.
1137

1138 In the penultimate year of their initial appointment, all associated faculty must be reviewed
1139 by the chair before reappointment. The division chair makes a recommendation to the dean,
1140 whose decision on renewal of the appointment is final. If the decision is to renew, the dean
1141 may extend a multiple year appointment.
1142

1143 Compensated associated faculty members on a multiple year appointment must be informed
1144 no later than October 15 of the final year of the appointment whether they will be
1145 reappointed. The dean's decision on reappointment is final.
1146

1147 **G. Salary Recommendations**

1148
1149 Based on the annual review as well as on the performance and merit reviews of the preceding
1150 24 months, the dean, in consultation with the division chairs, will determine the level of merit
1151 salary increase. The dean should proactively engage in an annual equity audit of faculty salaries
1152 to ensure that they are commensurate both within the college and across the field or fields
1153 represented in the college. Salary increases will be based upon these considerations, faculty
1154 performance, and the recommendation of the division chair.
1155

1156 Faculty members who wish to discuss dissatisfaction with their salary increase with the
1157 dean should be prepared to explain how their salary (rather than the increase) is
1158 inappropriately low, since increases are solely a means to the end of an optimal distribution
1159 of salaries.
1160

1161 Decisions regarding merit increases require the submission by the faculty member of
1162 adequately documented annual review materials as outlined in Section V, part A above.
1163 Merit increases will not be awarded to faculty who do not submit these materials according
1164 to the timeline, and they may not expect to recoup the foregone raise at a later time.
1165

1166 **VI. PROMOTION AND TENURE AND PROMOTION REVIEWS**

1167
1168 Faculty Rule [3335-6-02](#) provides the following context for promotion and tenure and promotion
1169 reviews:
1170

1171 *"In evaluating the candidate's qualifications in teaching, scholarship, and service, reasonable*
1172 *flexibility shall be exercised, balancing, where the case requires, heavier commitments and*
1173 *responsibilities in one area against lighter commitments and responsibilities in another. In*
1174 *addition, as the University enters new fields of endeavor, including interdisciplinary endeavors,*
1175 *and places new emphases on its continuing activities, instances will arise in which the proper*
1176 *work of faculty members may depart from established academic patterns. In such cases care*
1177 *must be taken to apply the criteria with sufficient flexibility. In all instances, superior intellectual*
1178 *attainment, in accordance with the criteria set forth in these rules, is an essential qualification*
1179 *for promotion to tenured positions. Clearly, insistence upon this standard for continuing*

1180 *members of the faculty is necessary for maintenance and enhancement of the quality of the*
1181 *University as an institution dedicated to the discovery and transmission of knowledge.”*
1182

1183 This section of the document adheres to and amplifies this rule in addition to [3335-07-08](#) and
1184 [3335-07-36](#). College criteria are used in conjunction with the Office of Academic Affairs Promotion
1185 and Tenure/Promotion [Candidate Checklist](#). These criteria are the standards upon which
1186 judgments are based. Further, examples of evidence of attainment are provided as guidelines and
1187 are intended to be illustrative rather than exhaustive. Candidates for promotion on the tenure
1188 track should demonstrate high, rank-appropriate performance that has impact. The three areas
1189 that are evaluated include teaching, scholarly activity, and service. Evidence of a sustained pattern
1190 in the quality of faculty effort is required.

1191
1192 Candidates, together with their senior colleagues in the division and the college, the division
1193 chair and others, are responsible for contextualizing contributions and identifying and defining
1194 the most relevant evidence. Given that work in public health crosses disciplines, the “field of
1195 public health” is necessarily a broad, flexible term. In some instances, it will intersect
1196 significantly with traditional academic disciplines. In others, it may represent a unique area that
1197 a candidate has carved out within public health. Excellence in public health may involve
1198 shaping not only broad scholarly understandings of or approaches to the field, but also public
1199 health practice.

1200
1201 Most candidates will not be equally strong across teaching, scholarship, and service. Ultimately,
1202 committee and administrative judgements involve qualitative interpretation and decision-
1203 making in which performance is evaluated within the context of a candidate’s rank and fields or
1204 sub-field.

1205 1206 **A. Criteria and Evidence that Support Promotion**

1207
1208 Collegiality, courtesy, and respect for others are strongly promoted values in the College of
1209 Public Health. The college supports diverse beliefs and the free exchange of ideas and expects
1210 that faculty promote these values and apply them in a professional manner in all academic
1211 endeavors. Although institutional citizenship and collegiality are expected, they cannot be
1212 used as an independent criterion for promotion or tenure. The college recognizes, however,
1213 that these positive attributes define the ability of a faculty member to contribute effectively
1214 to exemplary teaching, scholarship, and service.

1215
1216 A commitment to these values and principles is demonstrated, for example, by participation
1217 in faculty governance and community outreach; activities related to the University’s [Shared](#)
1218 [Values](#); adherence to principles of the responsible conduct of research; constructive conduct
1219 and ethical behavior during the discharge of responsibilities and authority; and the exercise of
1220 rights and privileges consistent with the [American Association of University Professors’](#)
1221 [Statement on Professional Ethics](#).

1222
1223 All faculty are expected to contribute to the positive culture of the college and its demonstrated
1224 commitment to excellence. This college is committed to assessing the practice of these values
1225 and principles as part of all performance evaluations.
1226

1. Promotion to Associate Professor with Tenure

Tenure and promotion are based on performance, impact, and demonstrated commitment to excellence in teaching, scholarship, and service, and a pattern of performance over the probationary period that yields a high degree of confidence that the candidate will continue to develop professionally. The awarding of tenure and promotion to the rank of Associate Professor must be based on convincing evidence that the faculty member has achieved excellence as a teacher, a scholar, and one who provides effective service. Evidence must also indicate that the faculty member can be expected to continue a program of high-quality teaching, scholarship, and service relevant to the mission of the College of Public Health (adapted from Faculty Rule [3335-6-02](#)). Above all, candidates are held to a very high standard of excellence in the areas central to their responsibilities. In addition, faculty are expected to contribute to the positive culture of the College of Public Health and its demonstrated commitment to excellence.

Promotion reviews should reflect the reality that (a) not all faculty members have the same distribution of assignments; (b) not all faculty members will be able to contribute excellence equally in all evaluation dimensions; and (c) there is a multi-faceted institutional responsibility that must be achieved by the skills of the faculty collectively.

Tenure is not awarded below the rank of associate professor at The Ohio State University.

The content below is not meant to be exhaustive or applicable to all disciplines within public health but is provided to demonstrate the types of criteria and evidence that may support promotion to associate professor with tenure.

Teaching

Effective teaching is an essential responsibility of tenure-track faculty members in the College of Public Health. The quality of teaching is an explicit factor in the evaluation of faculty performance for promotion and tenure. Teaching includes undergraduate and graduate instruction in formal courses, seminars, and individual studies. Directing student research, including undergraduates, is both a research and teaching activity. Advising students or discipline-centric student organizations, and academic/career counseling (graduate and undergraduate) is also a teaching activity. Student evaluations of formal classroom or lab instruction alone are not sufficient to judge instructional proficiency.

Table 1	TEACHING and MENTORING *
Criteria	Types of Evidence Demonstrating Impact and Showing Criteria Have Been Met (examples only; not exhaustive)
Teaching approach, goals, evaluation, and curriculum development	In the relevant narratives in the dossier, faculty should describe their goals and approach in teaching and student mentoring, plans for the future in teaching and student mentoring, how they have used information from teaching evaluations from students and peers, and experiences with curriculum development
Classroom teaching	<ul style="list-style-type: none"> • Number of courses and sections taught, and number of students enrolled in each, including formal, interprofessional, or facilitated courses or seminars • Student evaluations of instruction, in line with Section IX, part A

Table 1	TEACHING and MENTORING *
Criteria	Types of Evidence Demonstrating Impact and Showing Criteria Have Been Met <i>(examples only; not exhaustive)</i>
Non-classroom teaching	<p>Non-classroom teaching can include development of new student-based or community-based curricula, and contributions to the university's broader public university teaching mission. Some examples (not exhaustive) may include:</p> <ul style="list-style-type: none"> • Development of new curricula, online degrees, and open-access courses; • Creation of new undergraduate, graduate and professional majors, minors, certificates, degrees, continuing education offerings, or creation of partnerships and exchanges, including study abroad, with other academic and research institutions; • Creative expression in course development with regard to new materials, ideas, and methods of delivery
Student mentoring and advising	<ul style="list-style-type: none"> • Formal advising as advisor or co-advisor of record of doctoral, master's, undergraduate, residents, fellows, medical, professional, or other students at Ohio State or outside; • Formal mentoring of students in research • Formal professional mentoring of students • Informal mentoring of students in research, teaching or in the profession <i>(must describe)</i> <p>Additional examples include:</p> <ul style="list-style-type: none"> • Publications with students documenting student contribution, independent student publications, or other student accomplishments; • Placement of graduate students or post-doctoral fellows into significant academic, scholarly, or professional positions
Teaching impact and accomplishments	<ul style="list-style-type: none"> • Peer evaluations of teaching, in line with Section IX, part B. Peer evaluations should document effective pedagogical methods and materials, including high-quality class preparation and interaction; • Development of new and effective instructional techniques and materials, shown through written explanation by the candidate, including syllabi, examinations, and assignments • Recognition or awards for distinguished teaching or mentoring
Other teaching activities	<ul style="list-style-type: none"> • Teaching with community partners as an engaged university • Instruction-related publications authored, co-authored or edited: number, scope, and distribution • Receiving grants, publishing, or presenting at conference on teaching projects • Teaching externally (e.g., lead of short course at a conference or another institution) • Developing instructional materials that are adopted for teaching outside of OSU • Training (e.g., at Drake, teaching endorsement, etc.)

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*The time period for teaching documentation to be included in the dossier for probationary faculty is start date to present. For tenured faculty, it is the date of submission of materials for the last promotion review or the last five years (whichever is shorter), to present. The eligible faculty may allow a candidate to include information prior to these timeframes if it believes

1268 such information would be relevant to the review. Any such material should be clearly
1269 indicated.

1270
1271 **Scholarship**

1272
1273 Tenure-track faculty are required to make significant contributions to the body of knowledge
1274 in their field of expertise. While the same level of achievement is not likely to be evaluated
1275 equally from discipline to discipline within the college, evidence of high-quality scholarship
1276 should be universally recognized. It is the responsibility of the faculty member to document
1277 both the scope and the impact of their research in the narratives included in their dossiers.
1278

1279 Faculty being considered for promotion to the associate level with tenure should have at least
1280 an emerging national or international reputation. Reputation as an independent scholar who
1281 advances the field is a cornerstone for tenure and promotion. To be considered for promotion
1282 and tenure, candidates should have advanced a body of work judged to be substantial,
1283 original (pioneering or innovative), and setting the highest standard for scholarship (in the
1284 development or application of relevant concepts, theory, and/or methods) in the field of
1285 public health. Scholarship may be individual or collaborative. Both interdisciplinary
1286 scholarship and community-engaged work are recognized as critical for advancing science and
1287 achieving impact in public health.
1288

1289 For scholarship documentation, a full history of publications and creative work of the faculty
1290 member should be included in the dossier, including from time prior to their appointment in
1291 the college, as this information provides context for the more recent research record. However,
1292 scholarship performance since the start date or date of submission of materials for last
1293 promotion review is the focus of the evaluation. Over time, a faculty member's scholarship
1294 should exhibit increasing independence and an increasing trajectory of significant scholarly
1295 outcomes.
1296

Table 2	SCHOLARSHIP
Criteria	Types of Evidence Demonstrating Impact and Showing Criteria Have Been Met (<i>examples only; not exhaustive</i>)
Narrative description of research area, accomplishments and impact	In the relevant narratives in the dossier, faculty should describe the focus of their research, major accomplishments, plans for the future (including works in progress), and quality indicators demonstrating impact

Table 2	SCHOLARSHIP
Criteria	Types of Evidence Demonstrating Impact and Showing Criteria Have Been Met (<i>examples only; not exhaustive</i>)
Publication record, overall and separated into number of first-authored, senior-authored, and student-authored (<i>student must be academic or research advisee</i>)	<p>A majority of publications should feature the faculty member as first, second or senior author. The candidate must describe their contribution to a publication with multiple authors.</p> <ul style="list-style-type: none"> • peer-reviewed, original research publications • peer-reviewed review articles • peer-reviews monographs, book or book chapters, including textbooks • editor-reviewed publications • non-peer reviewed written products such as non peer-reviewed publications or book reviews • other written work by the candidate that demonstrates quality and usefulness
Commercialization activity	<ul style="list-style-type: none"> • Intellectual property, patents, trade secrets, or other commercial activity • Invention disclosure • Provisional patent application • Non-provisional patent application • Patent protection, nationally and/or internationally • Patent issuance • Licensing agreement with commercial entity(ies) • Formation of startup or new venture • software development
Evidence of quality and impact of scholarship	<ul style="list-style-type: none"> • quality of journal/press as measured by impact factor in the year of publication, Scimago or other indicator • citations of the faculty member's published work
Scholarly activities with students aside from student publications (described above)	<ul style="list-style-type: none"> • involvement of students in research and other scholarly activities
Invited (and delivered) presentations related to scholarship	<ul style="list-style-type: none"> • at conferences as keynote, plenary, symposium or other role • at outside universities • to community-based or stakeholder group • in Ohio State settings
Conference presentations, overall and separated into number first-authored, senior-authored, and student-authored	<ul style="list-style-type: none"> • oral or poster presentations at national/international meetings and local/regional meetings

Table 2	SCHOLARSHIP
Criteria	Types of Evidence Demonstrating Impact and Showing Criteria Have Been Met (<i>examples only; not exhaustive</i>)
Policy- and practice-relevancy of scholarship	<ul style="list-style-type: none"> • use or citation of scholarship by policy makers in policymaking, lawmaking, or litigation • Op-eds, opinion pieces, or blog posts relating to scholarship • Interviews in news outlets relating to scholarship • Use of scholarship by local, county, or state government or by public-health practitioners • Evidence that published or public-facing scholarship is used by public health practitioners outside of academia in service of the public's health.
Extramural research funding	<ul style="list-style-type: none"> • Number, size and funder of extramural grant proposals <u>submitted</u>, separately as PI, MPI and co-I • Number, size and funder of <u>newly funded</u> extramural grant proposals, separately as PI, MPI and co-I • Number, size and funder of <u>ongoing</u> (e.g., funded prior to the review period) extramural grants supporting faculty member, separately as PI, MPI, and co-I
Internal research funding	<ul style="list-style-type: none"> • Number, size and funder of internal grant proposals <u>submitted</u>, separately as PI, MPI and co-I • Number, size and funder of <u>newly funded</u> internal grant proposals, separately as PI, MPI and co-I • Number, size and funder of <u>ongoing</u> (e.g., funded prior to the review period) internal grants supporting faculty member, separately as PI, MPI, and co-I
Recognition of scholarship	<ul style="list-style-type: none"> • research awards or prizes from college, university, or professional associations • service on editorial boards, grant review panels, policy-making or expert committees or panels as evidence of visibility of scholarship/expertise • service on data safety monitoring board (DSMB) • service on community advisory board (CAB), if invited due to research/scholarship

Table 2	SCHOLARSHIP
Criteria	Types of Evidence Demonstrating Impact and Showing Criteria Have Been Met <i>(examples only; not exhaustive)</i>
Other scholarship activities	<ul style="list-style-type: none"> consultation in areas of research expertise engaged research with community partners
Positive evaluation of the faculty member's scholarly productivity, impact, and excellence from independent experts in the candidate's scholarly area	<ul style="list-style-type: none"> external evaluation letters

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Service

Service is an expectation of all tenure-track faculty in the College of Public Health. Faculty members are expected to demonstrate increasing involvement and leadership in service as they progress in rank.

Table 3	SERVICE*
Criteria	Types of Evidence Demonstrating Impact and Showing Criteria Have Been Met
Narrative description of service	In the relevant narrative in the dossier, faculty should describe service goals as well as the impact of service and engagement on profession, community, and university
Service to the division	<ul style="list-style-type: none"> Attends division meetings and events during business hours serves on division committees chairs division committee(s) mentors early-career division faculty assists with recruitment of division students and faculty serves on division faculty search committee(s) or chairs division faculty search committee(s)
Service to the college	<ul style="list-style-type: none"> attends college meetings and events during business hours serves on college committee(s) chairs college committee(s) mentors early-career college faculty assists with recruitment of students and faculty advises college-level student organization(s) serves on college-level grant review committees (e.g., seed grants) serves on college search committee(s) (e.g., dean, associate dean, chair) chairs college search committee(s) (e.g., dean, associate dean, chair)

Service to the university	<ul style="list-style-type: none"> • serves on university committee(s) • chairs university committee(s) • serves on university grant review committees (CTSI, President's Research Excellence Program, etc.) • advises university-level student organization(s) • serves as leader in university programs such as Second-year Transformational Experience Program (STEP) or others
Service to profession	<ul style="list-style-type: none"> • peer-reviews manuscripts for recognized professional journal(s) • serves on editorial board for recognized professional journal(s) • serves on a local/regional/national policy-making committee • serves on site-visit committees, e.g., a site visitor at another institution for an academic program review or being a site visit team member for CEPH or CAHME • leads professional organizations at the national or international level • holds elected office with national or international professional organization(s) • chairs a national or international committee for a professional association • plays a major role organizing a professional conference • serves as member of a study section for an extramural (federal, state, foundation or other) funding agency • chairs a study section for a extramural funding agency
Service to community	<ul style="list-style-type: none"> • participates in events or projects by community organizations • leads or organizes events or projects in partnership with community organizations • serves on local/regional community boards or committees (including public health departments, health coalitions, etc.) • leads local/regional community boards or committees (including public health departments, health coalitions, etc.).

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* The time period for service documentation to be included in the dossier for probationary faculty is start date to present. For tenured faculty, it is the date of submission of materials for the last promotion review or the last five years (whichever is less), to present. The eligible faculty may allow a candidate to include information prior to these timeframes if it believes such information would be relevant to the review. Any such material should be clearly indicated.

2. Promotion to Professor

In addition to the documentation listed in the tables above, promotion to professor must be based on convincing evidence that the faculty member has a sustained record of excellence in scholarship and impact in teaching, has developed and maintained a productive program of scholarship that is recognized nationally or internationally, and has demonstrated significant leadership in service. Faculty being considered for professor should have well-established national or international reputations.

When assessing a candidate's national and international reputation in the field, a national and international reputation for the scholarship of teaching may be counted as either teaching or

1323 scholarship. As further specified by Faculty Rule [3335-6-02](#), assessment is in relation to specific
1324 assigned responsibilities with reasonable flexibility being exercised in order to balance, where
1325 the case requires, heavier responsibilities and commitment in one area against lighter ones in
1326 another.

1327
1328 Promotion to professor should be awarded not only to those faculty who have demonstrated
1329 impact in their teaching, scholarship, and service, but also to those who have exhibited
1330 excellence in leadership to make visible and demonstrable impact upon the mission of the
1331 college and university. A faculty member ready for promotion to professor should be a role
1332 model for faculty, for students, and for the profession (adapted from Faculty Rule [3335-6-02](#)).

1333
1334 Time in rank is not sufficient for promotion to professor.
1335

1336 **3. Clinical/Teaching Faculty**

1337 **Promotion to Associate Clinical/Teaching Professor**

1338
1339 Promotion to Associate Clinical/Teaching Professor is based on convincing evidence that the
1340 faculty member has achieved excellence and impact in teaching through the evidence
1341 described in Table 1, and that the faculty member can be expected to continue a program of
1342 high-quality teaching. They must also demonstrate contributions to the scholarly mission of the
1343 college, including through collaboration with others in research activities, publication in the
1344 peer-reviewed literature, giving presentations at professional meetings, or other activities listed
1345 in Table 2. Other examples of contributions to scholarship include:

- 1346 • Publishing in the professional practice literature
- 1347 • Developing and disseminating educational innovations
- 1348 • Community-engaged work

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1350
1351 At the time of promotion to clinical/teaching associate professor, faculty must also have met
1352 service expectations as described in Table 3. Clinical/teaching faculty members are expected to
1353 demonstrate increasing involvement and leadership in service as they progress in rank.

1354
1355 At the time of promotion, clinical/teaching faculty should demonstrate excellence in one area in
1356 addition to teaching. These areas include service, administration, or community engagement.
1357 Expectations are not, however, necessarily limited to only two areas.

1358
1359 Promotion will entail generation of a renewed contract. There is no presumption of a change in
1360 contract terms.

1361 **Promotion to Clinical/Teaching Professor**

1362
1363 Promotion to Clinical/Teaching Professor must be based on convincing evidence that the faculty
1364 member has a sustained record of excellence and impact in teaching (Table 1); regular
1365 contribution to the scholarly mission of the college (Table 2); and excellence and leadership in
1366 service (Table 3).

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1368
1369 Promotion will entail generation of a renewed contract. There is no presumption of a change in
1370 contract terms.

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4. Research Faculty

Promotion to Research Associate Professor

Promotion to Research Associate Professor is based on convincing evidence that the faculty member has achieved excellence and impact as a scholar, demonstrated both by the quality of the work and the ability to attract external support (Table 2). Evidence must also indicate that the faculty member can be expected to continue a program of high-quality scholarship supported by external funding, and to contribute to the mission of the college.

Promotion will entail generation of a renewed contract. There is no presumption of a change in contract terms.

Promotion to Research Professor

Promotion to Research Professor must be based on convincing evidence that the faculty member has a sustained record of excellence and impact in scholarship (Table 2) that is recognized nationally or internationally, including a continuous record of success in obtaining external research support from high-quality sources, and contributions to the mission of the college. Persons holding this rank should be recognized clearly as leaders in their field, whose presence substantially enhances the research program of the college, including the mentoring of others.

Promotion will entail generation of a renewed contract. There is no presumption of a change in contract terms.

5. Associated Faculty

The relevant criteria for the promotion of **associated faculty members with tenure-track titles** are those for the promotion of tenure-track faculty above.

The relevant criteria for the promotion of **associated clinical practice faculty** members shall be the same as those for the promotion of clinical/teaching faculty above.

The relevant criteria for the promotion of **adjunct** faculty members are the same as those for the promotion of tenure-track, clinical/teaching, or research faculty, as appropriate to the adjunct appointment, above.

Lecturers may be promoted to senior lecturer if they meet the criteria for appointment at that rank as described in Section IV, part A.4.

When courtesy faculty advance in rank following promotion in their own TIU, their title as a courtesy faculty member in the college will also change to the new rank.

Neither emeritus nor visiting faculty are eligible for promotion.

1418 **B. Procedures**

1419
1420 The college's procedures for promotion and tenure reviews are consistent with and supplement
1421 those set forth in Faculty Rules [3335-6-04 for tenure-track faculty](#), [3335-7-05 for](#)
1422 [clinical/teaching faculty](#), and [3335-7-32 for research faculty](#) and the Office of Academic Affairs
1423 annually updated procedural guidelines for promotion and tenure reviews found in Chapter 3
1424 of the [Policies and Procedures Handbook](#).

1425
1426 **1. Tenure-Track, Clinical/Teaching, and Research Faculty**

1427
1428 **a. Candidate Responsibilities**

1429 Candidates for promotion and tenure or promotion are responsible for submitting a complete,
1430 accurate dossier and providing a copy of the APT under which they wish to be reviewed, if
1431 other than the college's current document. If external evaluations are required, candidates are
1432 responsible for reviewing the list of potential external evaluators compiled for their case
1433 according to college guidelines. Each of these elements is described in detail below.

1434
1435 **Dossier**

1436 Every candidate must submit a complete, accurate dossier fully consistent with Office of
1437 Academic Affairs [dossier outline](#). This must include a clear statement of a candidate's scholarly
1438 trajectory, key areas of impact, and evidence of impact, as described in the tables above.
1439 Candidates should not sign the Office of Academic Affairs [Candidate Checklist](#) without
1440 ascertaining that they have fully met the requirements set forth in the Office of Academic
1441 Affairs core dossier outline including, but not limited to, those highlighted on the checklist.
1442 While the faculty affairs team, the DAPTSC, and the APT Committee make reasonable efforts to
1443 check the dossier for accuracy and completeness, the candidate bears full responsibility for all
1444 parts of the dossier that they complete.

1445
1446 **Appointments, Promotion, and Tenure (APT) Document**

1447 Candidates must indicate the APT document under which they wish to be reviewed.
1448 Candidates may be reviewed using the college's current APT document, or they may elect to
1449 be reviewed under either (a) the APT document that was in effect on their start date, or (b)
1450 the APT document that was in effect on the date of their last promotion (or last
1451 reappointment in the case of clinical/teaching and research faculty), whichever of these two
1452 latter documents is the more recent. However, for tenure-track faculty, the current APT
1453 document must be used if the letter of offer or last promotion, whichever is more recent,
1454 was more than 10 years before April 1 of the review year.

1455
1456 If a candidate wishes to be reviewed under an APT other than the current approved version
1457 available [here](#), a copy of the APT document under which the candidate has elected to be
1458 reviewed must be submitted when the dossier is submitted to the college.

1459
1460 **External Evaluations**

1461 Candidates are responsible for reviewing the list of potential external evaluators developed by
1462 the candidate's DAPTSC (including the division chair). The candidate may add no more than
1463 three additional names but is not required to do so. The candidate may request the removal of
1464 no more than two names. The dean and division chair decide whether removal is justified. (Also
1465 see #7 External Evaluations below.)

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b. DAPTSC responsibilities

- Annually, provide administrative support for the promotion and tenure review process as described below.

Late Spring: Suggest names of external evaluators to the dean.

Late Summer: Work with the faculty affairs ream to review candidates' dossiers for completeness, accuracy (including citations), and consistency with Office of Academic Affairs requirements; and work with candidates to assure that needed revisions are made in the dossier before the formal review process begins.

- Meet with candidates as necessary to provide the them an opportunity to comment on their dossier before the formal review process begins. This meeting is not an occasion to debate the candidate's record.
- As part of the formal review process, draft an analysis of the candidate's performance in teaching, scholarship, and service to provide to the eligible faculty with the dossier, and seek to clarify any inconsistent evidence in the case, where possible. The analysis of the case must demonstrate engagement with the candidate's submitted articles when relevant, and will consider the interdisciplinary work of a candidate across multiple units as part of the whole work, especially if the candidate has a joint appointment in another unit. This must go beyond a simple summary but must discuss the impact and importance of the work. The DAPTSC will take a preliminary vote and include the vote in their evaluation letter (NOTE: the official faculty vote occurs during the meeting of eligible faculty).
- The DAPTSC chair will present conclusions verbally to the eligible faculty. The chair may bring a faculty member from another unit at Ohio State with subject matter expertise to answer questions about the faculty member's scholarly contributions if needed.

c. Appointment, Promotion, and Tenure Committee Responsibilities

The responsibilities of the APT Committee are as follows:

- To work with the dean or designee to review this APT document annually and to recommend proposed revisions to the faculty.
- To consider annually, in spring semester, requests from faculty members seeking a non-mandatory review in the following academic year and to decide whether it is appropriate for such a review to take place. Only professors on the committee may consider promotion review requests to the rank of professor. A two-thirds majority of those eligible to vote on a request must vote affirmatively for the review to proceed.
- The APT committee bases its decision on assessment of the record as presented in the faculty member's dossier and on a determination of the availability of all required documentation for a full review . Faculty requesting a non-mandatory review will be expected to have a record of teaching, scholarship, and service that meets the expectations for the rank being considered. Lack of the required documentation is necessary and sufficient grounds on which to deny a non-mandatory review.

- 1513 - A tenured faculty member may be denied a formal promotion review under Faculty
1514 Rule [3335-6-04](#) only once. Faculty Rules [3335-7-08](#) and [3335-7-36](#) make the same
1515 provision for non-probationary clinical/teaching and research faculty, respectively. If
1516 the denial is based on lack of required documentation and the faculty member insists
1517 that the review go forward in the following year despite incomplete documentation,
1518 the individual should be advised that such a review is unlikely to be successful.
- 1519 - A decision by the APT committee to permit a review to take place in no way commits
1520 the eligible faculty, the dean, or any other party to the review to making a positive
1521 recommendation during the review itself.
- 1522 - Annually, in late spring through early autumn semester, to provide administrative
1523 support for the promotion and tenure review process as described below.
- 1524

1525 **Late Spring:** The APT committee will select from among its members a Procedures
1526 Oversight Designee who will serve in this role for the following year. The Procedures
1527 Oversight Designee cannot be the same individual who chairs the committee. The
1528 Procedures Oversight Designee's responsibilities are described [here](#).

1529 **Autumn:**

- 1530 i As part of the formal review process, the APT committee will review the
1531 DAPTSC's written evaluation of each case, to include the DAPTSC vote and a
1532 summary of the faculty perspectives expressed during the meeting, and forward
1533 the completed written evaluation to the eligible faculty.
- 1534 ii Revise the DAPTSC analysis of each case following the eligible faculty meeting,
1535 to include the faculty vote and a summary of the faculty perspectives expressed
1536 during the meeting, and forward the completed written evaluation and
1537 recommendation to the dean.
- 1538 iii Provide a written response, on behalf of the eligible faculty, to any candidate
1539 comments that warrant response, for inclusion in the dossier.
- 1540

1541 **d. Eligible Faculty Responsibilities**

1542

1543 The responsibilities of the members of the eligible faculty are as follows:

- 1544 a. To review thoroughly and objectively every candidate's dossier and other materials in
1545 advance of the meeting at which the candidate's case will be discussed.
- 1546 b. To engage fully in DAPTSC discussions and meetings.
- 1547 c. To attend all eligible faculty meetings except when circumstances beyond one's control
1548 prevent attendance, to participate in discussion of every case; and to vote.
- 1549

1550 **e. Dean Responsibilities**

1551

1552 The responsibilities of the dean are as follows:

- 1553 a. To charge each member of the eligible faculty to conduct reviews free of bias and based on
1554 criteria.
- 1555 b. To solicit external evaluations from a list including names suggested by the DAPTSC
1556 (including the division chair) and the candidate. (Also see #7 External Evaluations.)
- 1557 c. To determine whether a candidate is authorized to work in the United States and whether a
1558 candidate now, or in the future, will require sponsorship for an employment visa or
1559 immigration status. (The college must ensure that such questions are asked of all applicants
1560 in a nondiscriminatory manner.) For tenure-track assistant professors, the dean will confirm

1561 that candidates are eligible to work in the U.S. Candidates who are not U.S. citizens or
1562 nationals, permanent residents, asylees, or refugees will be required to sign an [MOU](#) at the
1563 time of promotion with tenure.

- 1564 d. To review faculty with budgeted joint appointments whose primary appointment is in this
1565 college. For appointment, promotion or reappointment, the dean will seek a letter of
1566 evaluation of the faculty member's duties, responsibilities, and workload, on any additional
1567 assignments, and on impact of the work of the individual in the field of the joint unit, from
1568 the TIU head of the joint appointment unit. For annual reviews, the dean or designee will
1569 also seek input from the TIU head of the joint appointment unit prior to assigning
1570 performance ratings as specified in the policy on [Faculty Annual Review, Post-Tenure
1571 Review, and Reappointment](#).
- 1572 e. To make each candidate's dossier available in an accessible place for review by the eligible
1573 faculty at least two weeks before the meeting at which fourth-year, promotion, tenure, and
1574 reappointment cases are to be discussed and voted, and at least one week before an
1575 appointment vote.
- 1576 f. To remove any member of the eligible faculty from the review of a candidate when the
1577 member has a conflict of interest but does not voluntarily withdraw from the review.
- 1578 g. To attend the meetings of the eligible faculty at which promotion and tenure matters
1579 are discussed as an observer to be informed by the faculty deliberation. Further, the
1580 dean will respond to questions asked of them during the meeting. Following the
1581 discussion, the dean will leave the meeting to allow for additional discussion among
1582 the eligible faculty members.
- 1583 h. To provide an independent written evaluation and recommendation for each candidate at
1584 the time of fourth-year, promotion, tenure or reappointment review, following receipt of
1585 the eligible faculty's completed evaluation and recommendation.
- 1586 i. To inform each candidate in writing after completion of the college review process:
 - 1587 1. Of the recommendations by the eligible faculty and dean.
 - 1588 2. Of the availability for review of the written evaluations by the eligible faculty and
1589 dean.
 - 1590 3. Of the opportunity to submit written comments on the above material, within ten
1591 (10) days from receipt of the letter from the dean, for inclusion in the dossier.
- 1592 j. To provide a written response to any candidate comments that warrants response for
1593 inclusion in the dossier.
- 1594 k. To forward the completed dossier to the executive vice president and provost, who will
1595 review the decisions of the dean and the eligible faculty.
- 1596 l. To receive the eligible faculty's written evaluation and recommendation of candidates who
1597 are joint appointees from other tenure-initiating units, and to forward this material, along
1598 with the dean's independent written evaluation and recommendation, to the TIU head of
1599 the other tenure-initiating unit by the date requested.

1600
1601 **6. Procedures for Associated Faculty**
1602

1603 Associated faculty with tenure-track titles, associated clinical faculty of practice, and adjunct
1604 faculty follow the promotion guidelines and procedures detailed in Section VI, part B above,
1605 with the exception that the review does not proceed to the executive vice president and
1606 provost if the dean's recommendation is negative (a negative recommendation by the dean is
1607 final in such cases). Positive recommendations shall proceed to the executive vice president and
1608 provost.

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3. External Evaluations

External evaluations of scholarly activity are obtained for all tenure-track promotion and tenure or promotion reviews, all tenure-only reviews, and all research appointment and promotion reviews. External evaluations of research are not obtained for clinical/teaching or associated faculty unless the faculty member has been involved in a significant amount of scholarship. The decision to seek external evaluations for a clinical/teaching or associated faculty promotions, or research faculty reappointments, will be made by the dean after consulting with the candidate, the division chair and the APT committee.

In keeping with the national standing of The Ohio State University, the College of Public Health will ask for evaluations from faculty in programs that are nationally recognized in their field or subfields. Public Health is a vast interdisciplinary science and faculty may come from a range of backgrounds including the social sciences, natural and physical sciences, medicine, mathematics, policy, social work, or other areas. Because public health experts are often found outside of traditional units of public health, a specific list of institutions or programs cannot be easily devised.

Accordingly, the college will seek external evaluations predominately from evaluators from the Big Ten Academic Alliance and the Association of American Universities. If a candidate's field of research requires additional expertise outside of AAU, a request for review and approval will be made to the Office of Academic Affairs.

The following principles will be applied in identifying external reviewers: the external reviewer 1) will be a distinguished expert in their field, as demonstrated by their scholarship credentials to include publications; creative work; national and international awards; prominence in professional organizations; and presence on editorial boards of major journals; 2) will be nationally or internationally known in the field related to a candidate's interdisciplinary or transdisciplinary projects; and/or 3) where relevant, will be a distinguished, award-winning scholar who is not affiliated with an academic institution.

All external evaluators will receive the candidate's CV, five papers published by the candidate since the time of hire or submission of materials for last review, and a description of the candidate's position (e.g., scholarship, teaching, and service expectations).

A conflict of interest for external reviewers exists if the reviewer is or has been to the candidate: a) a thesis, dissertation, or postdoctoral advisee/advisor; b) a research collaborator, which includes someone who has been a coauthor on a publication within the past 3 years, including pending publications and submissions; c) a collaborator on a project within the past 3 years, including current and planned collaborations; d) in a consulting/financial arrangement with the candidate within the past 3 years, including receiving compensation of any type (e.g., money, goods, or services); e) a relative or close personal friend; or f) in any relationship, personal or professional, that could reduce the reviewer's objectivity. Also excluded are reviewers from the same institution, or those who had previous employment in the same institution within the past 12 months, or those who are being considered for employment at that institution.

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

- a. Is written by a person highly qualified to judge the candidate’s scholarship (or other performance, if relevant) who can give an “arms’ length” evaluation of the research record and is not a close personal friend, research collaborator, or former academic advisor or postdoctoral mentor of the candidate (see description of conflict of interest for external reviewers above). Qualifications are generally judged on the basis of the evaluator’s expertise and record of accomplishments. Letters of evaluation from non-peer institutions must be justified based on the evaluator’s preeminence in the field. This college will generally solicit evaluations from professors. In the case of an assistant professor seeking promotion to associate professor with tenure, fewer than half of the evaluations may come from associate professors.
- b. Provides sufficient analysis of the candidate’s performance to add information to the review. A letter’s usefulness is defined as the extent to which the letter is analytical as opposed to perfunctory. Under no circumstances will “usefulness” be defined by the perspective taken by an evaluator on the merits of the case.

Since the college cannot control who agrees to write nor the usefulness of the letters received, more letters are sought than are required, and they are solicited no later than the start of the summer semester prior to the review year. This timing allows additional letters to be requested should fewer than five useful letters result from the first round of requests.

As described above, a list of potential evaluators is assembled by the DAPTSC (including the division chair), dean, and the candidate. If the evaluators suggested by the candidate meet the criteria for credibility, a letter is requested from at least one of those persons. Faculty Rule [3335-6-04](#) requires that no more than half the external evaluation letters in the dossier be written by persons suggested by the candidate. However, neither the Office of Academic Affairs nor this college requires letters from evaluators suggested by the candidate.

The college follows the Office of Academic Affairs suggested format for letters requesting external evaluations. A sample letter for tenure-track and research faculty can be found [here](#). A sample letter for clinical/teaching faculty can be found [here](#).

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

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

1704 **VII. PROMOTION AND TENURE AND REAPPONITMENT APPEALS**

1705
1706 Faculty members who believe they have been evaluated improperly for tenure, promotion, or
1707 reappointment may appeal a negative decision to the University Senate Committee on
1708 Academic Freedom and Responsibility.

1709
1710 Performance that is adequate for annual reappointment may not be adequate for the
1711 granting of promotion or tenure with promotion for faculty on the tenure track or, in the case
1712 of clinical/teaching or research faculty, for securing a reappointment.

1713
1714 Faculty Rule [3335-6-05](#) (A) sets forth general criteria for appeals of negative promotion and
1715 tenure decisions. Further detail on appeals alleging improper evaluation is contained in Faculty
1716 Rule [3335-5-05](#). **Disagreement with a negative decision is not grounds for appeal. In pursuing
1717 an appeal, the faculty member is required to document the failure of one or more parties to
1718 the review process to follow written policies and procedures.**

1719
1720 **VIII. SEVENTH-YEAR REVIEWS**

1721
1722 The college follows Faculty Rule [3335-6-05](#) (B) which sets forth the conditions of and
1723 procedures for a seventh year review for a faculty member denied tenure as a result of the
1724 sixth year review.

1725
1726 **IX. PROCEDURES FOR STUDENT AND PEER EVALUATION OF TEACHING**

1727
1728 **A. Student Evaluation of Teaching**

1729
1730 Every student in every course for which the minimum enrollment is met must be provided an
1731 opportunity to complete a confidential evaluation of the instruction and the instructor. All
1732 faculty members must obtain student evaluations of their teaching using the university's
1733 approved tool. However, faculty may add other methods to obtain feedback about their
1734 teaching for their annual reviews.. Student evaluations should be presented in table format
1735 over time by semester. Trends and/or patterns of responses in evaluations are considered to be
1736 as important as or potentially more important than individual items or scores for any particular
1737 year.

1738
1739 Faculty members should choose a day late in the semester when attendance is likely to be high
1740 if they are going to provide in-class time for students to complete the evaluation using a mobile
1741 application. The faculty member must leave the classroom during the time allotted for
1742 completing the evaluation. The faculty member should reiterate to students that the feedback
1743 provided in the evaluations is used both for performance reviews and to provide feedback that
1744 can be taken into account in future teaching.

1745
1746 **B. Peer Evaluation of Teaching**

1747
1748 Annually the dean or designee appoints a Peer Review of Teaching Committee (consisting of at
1749 least three tenured faculty and at least one non-probationary clinical/teaching faculty
1750 member). The Committee shall be responsible for gathering evidence of the quality and
1751 effectiveness of teaching, which at a minimum, includes two peer evaluations during the

1752 probationary period. For tenure-track faculty, one peer evaluation will ideally occur before
1753 fourth-year review and one after fourth year review. Faculty also need at least two peer
1754 evaluations before review for promotion from associate professor to professor.

1755
1756 The Peer Review of Teaching Committee term of service is two years, with reappointment
1757 possible. Reasonable efforts are made to distribute service among the tenured and
1758 clinical/teaching faculty from year to year in order to support and encourage attention to the
1759 quality of teaching in the unit. Although there is no presumption that a peer reviewer must be
1760 of equal or higher rank than the faculty member being reviewed, such a model will be followed
1761 to the extent possible.

1762
1763 The responsibilities of the Peer Review of Teaching Committee are as follows:

- 1764 a. To review the teaching of probationary tenure-track, clinical/teaching and associated
1765 faculty with multiple year appointments with the goal of assessing teaching at all the
1766 levels of instruction to which the faculty member is assigned (including online classes).
1767 b. To review, upon the division chair's request, the teaching of any faculty member not
1768 currently scheduled for review; such reviews are normally triggered by low or declining
1769 student evaluations or other evidence of the need for providing assistance in evaluating
1770 teaching.
1771 c. To review the teaching of a faculty member not currently scheduled for review, upon that
1772 individual's request, to the extent that time permits; reviews conducted at the request
1773 of the faculty member are considered formative only; the division chair is informed that
1774 the review took place, but the report is given only to the faculty member who requested
1775 the review; faculty seeking formative reviews should also seek the services of the
1776 [Michael V. Drake Institute for Teaching and Learning](#).
1777 d. To identify additional peer teaching evaluators, train them, and provide them an
1778 assignment list for peer evaluations to conduct.

1779
1780 Reviews conducted upon the request of the division chair or the faculty member focus on the
1781 specific aspects of instruction requested by the division chair or faculty member and may or
1782 may not include class visitations.

1783
1784 Regularly scheduled peer teaching evaluations are comprehensive and should include, in
1785 addition to class visitation, review of course syllabi and related instruction materials. In the
1786 case of peer review for the purposes of promotion and tenure reviews, the class visitation is
1787 conducted by one or more senior peers. The peer reviewer should meet with the candidate to
1788 establish a time for the visit and to understand the goals of the course and the candidate's
1789 teaching philosophy. If possible, the peer reviewer should attend two different class sessions
1790 over the course of the semester.

1791
1792 In observing the course and reviewing the syllabus and other materials, the peer reviewer should
1793 focus on such issues as the appropriateness of the course design given the goals and level of the
1794 course, the quality and effectiveness of the instructional materials and assessment tools, and the
1795 appropriateness of the approach relative to current disciplinary knowledge. At the conclusion of the
1796 class visits, the reviewer meets with the candidate to give feedback and also submits a written report
1797 to the division chair and the faculty affairs team, copied to the candidate. The candidate is
1798 encouraged to provide written reflection on this report, and the reviewer may respond if they wish.
1799 The reports are included in the candidate's promotion and tenure dossier.