

Appointments, Promotions, and Tenure

***Criteria and Procedures for the
Department of Engineering Education (EED)***

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Table of Contents

1. Preamble.....	5
2. Department Mission	5
3. Definitions	6
3.1. Committee of the Eligible Faculty	6
3.1.1. Tenure-Track Faculty	6
3.1.2. Practice Faculty.....	6
3.1.3. Research Faculty.....	7
3.1.4. Associated Faculty	7
3.1.5. Conflict of Interest.....	8
3.1.6. Minimum Composition.....	8
3.2. Promotion and Tenure Committee	8
3.3. Quorum	9
3.4. Recommendation from the Committee of Eligible Faculty.....	9
3.4.1. New Appointment	9
3.4.2. Reappointment, Promotion and Tenure, Promotion, and Contract Renewal.....	9
4. Appointments	10
4.1. Criteria.....	10
4.1.1. Tenure-Track Faculty	10
4.1.2. Practice Faculty.....	11
4.1.3. Research Faculty.....	13
4.1.4. Associated Faculty	14
4.1.5. Regional Campus Faculty.....	16
4.1.6. Emeritus Faculty	16
4.1.7. Courtesy Appointments for Faculty	17
4.2. Procedures.....	17
4.2.1. Tenure-Track Faculty on the Columbus Campus	18
4.2.1. Practice Faculty.....	19
4.2.2. Research Faculty.....	20

4.2.3.	Transfer from the Tenure-Track.....	20
4.2.4.	Associated Faculty	20
4.2.5.	Regional Campus Faculty.....	21
4.2.6.	Courtesy Appointments for Faculty.....	21
5.	Annual Performance and Merit Review Procedures.....	22
5.1.	Documentation	23
5.2.	Probationary Tenure-Track Faculty.....	23
5.2.1	Fourth Year Review.....	24
5.2.2	Exclusion of Time from Probationary Period	25
5.3.	Tenured Faculty	25
5.4.	Practice Faculty	25
5.5.	Research Faculty	26
5.6.	Associated Faculty.....	27
5.7.	Regional Campus Faculty.....	28
5.8.	Salary Recommendations	28
6.	Promotion and Tenure Reviews.....	29
6.1.	Definitions	29
6.1.1.	Teaching	29
6.1.2.	Scholarship	29
6.1.3.	Service	29
6.2.	Criteria and Documentation that Support Promotion.....	30
6.2.1.	Promotion to Associate Professor with Tenure.....	30
6.2.2.	Promotion to Professor	31
6.2.3.	Promotion of Practice Faculty.....	31
6.2.4.	Promotion of Research Faculty.....	33
6.2.5.	Promotion of Lecturers.....	34
6.2.6.	Regional Campus Faculty.....	34
6.3.	Procedures.....	34
6.3.1.	Candidate Responsibilities.....	35

6.3.1.1	Dossier	36
6.3.1.2	Appointments, Promotion and Tenure (APT) Document.....	40
6.3.1.3	External Evaluations	40
6.3.2.	Promotion and Tenure Committee Responsibilities	41
6.3.3.	Eligible Faculty Responsibilities	42
6.3.4.	Department Chair Responsibilities	42
6.3.5.	Procedures for Regional Campus Faculty.....	43
6.3.6.	External Evaluations	44
7.	Appeals	46
8.	Seventh Year Review.....	46
9.	Procedures for Student and Peer Evaluation of Teaching.....	46
9.1.	Student Evaluation of Teaching	46
9.2.	Peer Evaluation of Teaching	46
10.	Appendix A: Associated Faculty Contracts	48
10.1.	Multi-Year Contract Eligibility Criteria and Process.....	48
10.2.	Rolling Contract Eligibility Criteria and Process	48

1. Preamble

This document supplements general descriptions of appointment, promotion, and tenure (APT) criteria, procedures, and documentation outlined in the [Rules of the University Faculty](#) and the [Office of Academic Affairs Policies and Procedures Handbook](#). It specifically details the APT criteria, procedures, and documentation outlined in Chapter 6 of the Rules of the University Faculty ([Rules of the University Faculty Concerning Faculty Appointments, Reappointments, Promotion and Tenure](#)); Chapter 7 of the Rules of the University Faculty ([Rules of the University Faculty Concerning Clinical/Teaching/Practice and Research Faculty Appointment, Reappointment and Nonreappointment, and Promotion](#)); the Office of Academic Affairs annually updated procedural guidelines for promotion and tenure reviews (see the current Office of Academic Affairs (OAA) [Policies and Procedures Handbook](#): Volume 3); and other policies and procedures of the college and university to which the department and its faculty are subject.

Should those rules and policies change, the department 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 four years on appointment or reappointment of the department chair.

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

For the purposes of this document, the faculty of this department includes tenure-track, practice, research, associated faculty with compensated full-time equivalents (FTEs) of at least 50% in the department, and faculty that hold partial FTE positions in more than one department (jointly appointed faculty). 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 department and college; and to make negative recommendations when these are warranted in order to maintain and improve the quality of the faculty.

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

2. Department Mission

The Department of Engineering Education (EED) advances the engineering profession and enables student success by developing and delivering state-of-the-art, innovative, multidisciplinary undergraduate- and graduate-level engineering and engineering education courses and programs; by modeling and advocating scholarly, evidence-based teaching within

42 the College of Engineering; and by conducting and disseminating world-class engineering
43 education research. We strive to create and communicate approaches to engineering education
44 that transform knowledge and enhance the technological workforce and society.

45

46 **3. Definitions**

47 **3.1. Committee of the Eligible Faculty**

48 The eligible faculty for all appointment (hiring), reappointment, contract renewal, promotion, or
49 promotion and tenure reviews must have their tenure home or primary appointment in the
50 department.

51 The department chair, the dean and assistant and associate deans of the college, the executive
52 vice president and provost, and the president may not participate as eligible faculty members in
53 reviews for appointment, reappointment, promotion, promotion and tenure, or contract
54 renewal.

55 **3.1.1. Tenure-Track Faculty**

56 **Initial Appointment Reviews**

- 57 • For an appointment (hiring or appointment change from another faculty type) review of
58 an assistant professor, the eligible faculty consists of all tenure-track faculty in the
59 department.
- 60 • For appointment (hiring or appointment change from another faculty type) at senior rank
61 (associate professor or professor), the eligible faculty consists of all tenure-track faculty in
62 the department. A vote on the appropriateness of the proposed rank must then be cast by
63 all tenured faculty of equal or higher rank than the position requested.

64 **Reappointment, Promotion, or Promotion and Tenure Reviews**

- 65 • For the reappointment and promotion and tenure reviews of assistant professors, the
66 eligible faculty consists of all tenured associate professors and professors.
- 67 • For the promotion reviews of associate professors and the tenure reviews of probationary
68 professors, the eligible faculty consists of all tenured professors.

69 **3.1.2. Practice Faculty**

70 **Initial Appointment Reviews**

- 71 • For an appointment (hiring or appointment change from another faculty type) review of
72 an assistant professor of practice, the eligible faculty consists of all tenure-track faculty
73 and all practice faculty in the department.
- 74 • For appointment (hiring) at senior rank (associate professor of practice or professor of
75 practice), the eligible faculty consists of all tenure-track and all practice faculty in the
76 department. A vote on the appropriateness of the proposed rank must then be cast by all
77 tenured faculty of equal or higher rank than the position requested and all non-
78 probationary practice faculty of equal or higher rank than the position requested.

79

80 **Reappointment, Contract Renewal, and Promotion Reviews**

- 81 • For the reappointment, contract renewal, and promotion reviews of assistant professors
82 of practice, the eligible faculty consists of all tenured associate professors and professors,
83 and all non-probationary associate professors of practice or professors of practice.
- 84 • For the reappointment, contract renewal, and promotion reviews of associate professors
85 of practice, and the reappointment and contract renewal reviews of professors of practice,
86 the eligible faculty consists of all tenured professors, and all non-probationary professors
87 of practice.

88 **3.1.3. Research Faculty**

89 **Initial Appointment Reviews**

- 90 • For an appointment (hiring or appointment change from another faculty type) review of a
91 research assistant professor, the eligible faculty consists of all tenure-track faculty, all
92 faculty of practice, and all research faculty in the department.
- 93 • For appointment (hiring) at senior rank (associate professor of practice or professor of
94 practice), the eligible faculty consists of all tenure-track faculty all practice faculty, and all
95 research faculty in the department. A vote on the appropriateness of the proposed rank
96 must then be cast by all tenured faculty of equal or higher rank than the position
97 requested, all non-probationary practice faculty of equal or higher rank than the position
98 requested, and all non-probationary research faculty of equal or higher rank than the
99 position requested.

100 **Reappointment, Contract Renewal, and Promotion Reviews**

- 101 • For the reappointment, contract renewal, and promotion reviews of research assistant
102 professors, the eligible faculty consists of all tenured associate professors and professors
103 and all non-probationary research associate professors and professors.
- 104 • For the reappointment, contract renewal, and promotion reviews of research associate
105 professors and the reappointment and contract renewal reviews of research professors,
106 the eligible faculty consists of all tenured professors and all non-probationary research
107 professors.

108 **3.1.4 Associated Faculty**

109 **Initial Appointment**

- 110 • Initial appointment of compensated associated faculty is decided by the chair or designee
111 and is typically based on recommendations of an interview committee composed the
112 Associate Chair for Undergraduate Studies and Learning Infrastructure, and the respective
113 program director and/or course coordinator in the candidate's area, and peers. If the
114 initial appointment occurs within three weeks of the start of the semester or at a time
115 when faculty on nine-month appointments are off duty, the appointment is based on joint
116 recommendations of the Associate Chair for Undergraduate Studies and Learning
117 Infrastructure and the director of the program in the candidate's area.

- 118 • Initial appointments at the rank of senior lecturer require a vote by the eligible faculty (all
119 non-probationary practice faculty and tenured faculty of equal or higher rank than the
120 position requested) and prior approval of the college dean.
- 121 • Senior rank initial appointments of faculty with adjunct titles and tenure-track titles with
122 service at 49% FTE require a vote by the eligible faculty (all non-probationary practice
123 faculty and tenured faculty of equal or higher rank than the position requested) and prior
124 approval of the college dean.

125 **Reappointment and Contract Renewal**

- 126 • Reappointment and contract renewal of compensated associated faculty are decided by
127 the chair or designee and is typically based on annual review by the Associate Chair for
128 Undergraduate Studies and Learning Infrastructure, in conjunction with the respective
129 program director and/or course coordinator in the candidate's area.

130 **Promotion Reviews**

- 131 • Associated faculty are eligible for promotion but not tenure if they have adjunct titles,
132 tenure-track titles with service at 49% FTE or below and lecturer titles.
- 133 • For the promotion reviews of associated faculty with adjunct and tenure-track titles, the
134 eligible faculty shall be the same as for tenure-track faculty as described in Section 3.1.1
135 above.
- 136 • The criteria and process for promotion of a lecturer to senior lecturer are described in the
137 [Policies and Procedures for Appointment, Promotion, & Contracts for Lecturers and Senior](#)
138 [Lecturers \(PPAPC\)](#), which is maintained by the department.

139 **3.1.5 Conflict of Interest**

140 A conflict of interest exists when an eligible faculty member is related to a candidate or has a
141 comparable close interpersonal relationship, has substantive financial ties with the candidate, is
142 dependent in some way on the candidate's services, has a close professional relationship with
143 the candidate, such as when a faculty member is co-author on a significant portion of the
144 candidate's publications, has collaborated with the candidate on major grants supporting
145 research, has served as the candidate's dissertation advisor, is dependent in some way on the
146 candidate's professional activities, or has a relationship with the candidate that has created a
147 bias. Generally, faculty members who have collaborated with a candidate on at least 50% of the
148 candidate's published work since the last promotion will be expected to withdraw from a
149 promotion or reappointment review of that candidate.

150 **3.1.6 Minimum Composition**

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

154

155 **3.2. Promotion and Tenure Committee**

156 The department has a Promotion and Tenure Committee that assists the Committee of the

157 Eligible Faculty in managing the personnel and promotion and tenure issues. The committee
158 consists of three members who must hold the rank of professor or associate professor. If the
159 required number of faculty members at the specified ranks are not available in the department,
160 the committee, in conjunction with the department chair, will identify as many as two eligible
161 faculty members outside the department who are qualified and willing to serve. The
162 committee's chair and membership are appointed by the department chair. The term of service
163 is three years, with reappointment possible.

164 When considering cases involving practice faculty the Promotion and Tenure Committee may be
165 augmented by up to two non-probationary practice faculty members.

166 When considering cases involving research faculty the Promotion and Tenure Committee may be
167 augmented by up to two non-probationary research faculty members.

168

169 **3.3. Quorum**

170 The quorum required to discuss and vote on all personnel decisions is two-thirds of the eligible
171 faculty not on an approved leave of absence. Faculty on approved leave are not considered for
172 quorum unless they declare, in advance and in writing, their intent to participate in all
173 proceedings for which they are eligible during the leave. A member of the eligible faculty on
174 Special Assignment may be excluded from the count for the purposes of determining quorum
175 only if the department chair has approved an off-campus assignment.

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

178

179 **3.4. Recommendation from the Committee of Eligible Faculty**

180 In all votes taken on personnel matters only "yes" and "no" votes are counted. Abstentions are
181 not votes. Faculty members are strongly encouraged to consider whether they are participating
182 fully in the review process when abstaining from a vote on a personnel matter.

183 Absentee ballots and proxy votes are not permitted but participating in discussion and voting via
184 remote two-way electronic connection is allowed.

185 **3.4.1. New Appointment**

186 A positive recommendation from the Committee of Eligible Faculty for a new appointment is
187 secured when two-thirds of the votes cast are positive. In the case of candidates being
188 considered for appointments with partial FTEs in more than one department (jointly appointed
189 faculty), the requirements for a positive recommendation are determined independently by
190 each tenure-initiating unit (TIU) to which the candidate will be appointed. A positive
191 recommendation is required from both TIUs in order to proceed with a joint appointment.

192

193 **3.4.2. Reappointment, Promotion and Tenure, Promotion, and Contract Renewal**

194 A positive recommendation from the Committee of Eligible Faculty for reappointment,
195 promotion and tenure, promotion, and contract renewal is secured when a simple majority of

196 the votes cast are positive. In the case of jointly appointed faculty, a positive recommendation is
197 determined by the TIU holding the primary (majority) appointment and defined by the APT
198 documents of that TIU. For joint hires, a representative of the secondary TIU may be present in
199 the discussion of the Committee of Eligible Faculty in the primary TIU as a resource in
200 understanding aspects of a candidate dossier that might not conform to the primary TIU model
201 or that might reflect a hiring MOU concerning the candidate's responsibilities.

202

203 **4. Appointments**

204 **4.1. Criteria**

205 The department is committed to making only faculty appointments that enhance or have strong
206 potential to enhance the quality of the department consistent with the Department Mission.
207 Important considerations include the individual's record to date in teaching, scholarship, and
208 service; the potential for professional growth in each of these areas; and the potential for
209 interacting with colleagues and students in a way that will enhance their academic work and
210 attract other outstanding faculty and students to the department. No offer will be extended in
211 the event that the search process does not yield one or more candidates who would enhance
212 the quality of the department. The search is either cancelled or continued, as appropriate to the
213 circumstances.

214 **4.1.1. Tenure-Track Faculty**

215 Background: Faculty Rule [3335-6-02](#) and Faculty Rule [3335-6-03](#).

216 An appointee to the rank of assistant professor will have strong potential to help the
217 department achieve its mission and to enhance its quality and reputation. Specifically, an
218 appointee will have:

- 219 • either an earned doctorate or other terminal degree in engineering, engineering
220 education, or relevant field of study or possession of equivalent experience;
- 221 • demonstrated excellence in verbal and written communication;
- 222 • a potential for excellence in scholarship, associated primarily with scholarship that
223 enhances the state-of-the-art in engineering education;
- 224 • a potential for excellence in teaching, both in the classroom and in student advising;
- 225 • a potential for leadership in service, both to the profession and to the university;
- 226 • an attitude conducive of good citizenship, including a commitment to interact with others
227 in a professional, collegial, ethical, and constructive fashion; and
- 228 • a strong potential to achieve tenure and advance through the tenure-track faculty ranks.

229 **Instructor.** Appointment at the rank of instructor is made only when the offered appointment is
230 that of assistant professor, but requirements for the terminal degree have not been completed
231 by the candidate at the time of appointment. Procedures for appointment are identical to that of
232 assistant professor. The department will make every effort to avoid such appointments. An
233 appointment at the instructor level is limited to three years. Promotion to assistant professor

234 occurs without review the semester following completion of the required credentialing. When
235 an instructor has not completed requirements for promotion to the rank of assistant professor
236 by the end of the third year of appointment, the third year is a terminal year of employment
237 (Faculty Rule [3335-6-03](#)).

238 Upon promotion to assistant professor, the faculty member may request prior service credit for
239 time spent as an instructor. This request must be approved by the department's eligible faculty,
240 the department chair, the dean, and the Office of Academic Affairs. Faculty members should
241 carefully consider whether prior service credit is appropriate since prior service credit cannot be
242 revoked once granted except through an approved request to exclude time from the
243 probationary period. In addition, all probationary faculty members have the option to be
244 considered for early promotion.

245 **Assistant Professor.** Either an earned doctorate or other terminal degree in engineering,
246 engineering education, or a field of study relevant to the discipline of engineering education or
247 equivalent experience is required. Evidence of potential for scholarly productivity, high-quality
248 teaching, and high-quality service to the department and the profession is required.
249 Appointment at the rank of assistant professor is always probationary, with mandatory tenure
250 review occurring in the sixth year of service. Review for tenure prior to the mandatory review
251 year is possible when the Promotion and Tenure Committee (or the equivalent body of the TIU
252 of the primary appointment in the case of jointly appointed faculty if not the EED) determines
253 such a review to be appropriate. The granting of prior service credit, which requires approval of
254 the Office of Academic Affairs, may reduce the length of the probationary period, but is strongly
255 discouraged as it cannot be revoked once granted except through an approved request to
256 exclude time from the probationary period.

257 **Associate Professor and Professor.** Appointments at the rank of associate professor or professor
258 will be made consistent with the criteria for promotion to those ranks, as discussed later in
259 Sections 7.2.1 and 7.2.2, respectively (or in accordance with the criteria of the primary
260 appointment TIU for jointly appointed faculty if not the EED). Generally, an initial appointment at
261 one of these levels will require that the candidate has achieved higher and/or more sustained
262 levels of accomplishment in most of the above areas, as opposed to being based primarily on
263 potential or on number of years of experience. Appointment at senior rank normally entails
264 tenure. A probationary appointment at senior rank is appropriate only under unusual
265 circumstance, such as when the candidate has limited prior teaching experience or has taught
266 only in a foreign country. A probationary period of up to four years is possible, on approval of
267 the Office of Academic Affairs, with review for tenure occurring in the final year of the
268 probationary appointment. If tenure is not granted, an additional (terminal) year of employment
269 is offered.

270 Appointments at the rank of professor without tenure should not occur.

271 **4.1.2. Practice Faculty**

272 Background: Faculty Rule [3335-7-05](#).

273 The initial contract for practice faculty members must be for a period of five years. The initial
274 contract is probationary, with reappointment considered annually. Second and subsequent
275 contracts for practice assistant and associate professors must be for a period of at least three

276 years and for no more than five years. Second and subsequent contracts for practice professors
277 must be for a period of at least three years and no more than eight years. Tenure is not granted
278 to practice faculty. There is also no presumption that subsequent contracts will be offered,
279 regardless of performance. If the department wishes to consider contract renewal, a formal
280 review of the faculty member is required in the penultimate year of the current contract period.

281 Practice faculty members are primarily expected to develop, enhance, and teach courses
282 generally emphasizing engineering fundamentals, professional practice, and/or engineering
283 education issues by incorporating practical, multidisciplinary education and/or design
284 experiences. In addition, practice faculty are expected to contribute to engineering education
285 scholarship through curriculum development and development of assessment or pedagogy
286 related primarily to their teaching responsibilities. They will participate in faculty governance to
287 the extent outlined in Section 3.1 above and in the department's Pattern of Administration
288 document.

289 Practice faculty members are referred to as “Instructor of Practice”, “Assistant Professor of
290 Practice”, “Associate Professor of Practice”, or “Professor of Practice” in Engineering Education.

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

298 Practice faculty members at the ranks of assistant professor of practice, associate professor of
299 practice, or professor of practice may choose to have their primary contributions to engineering
300 education scholarship evaluated based on either (1) their expertise and experience in the
301 emerging academic field of engineering education or (2) their expertise and experience outside
302 of the engineering education academic field, including industry. Additional descriptions are
303 found below:

304 (1) Expertise and experience in engineering education include previous academic
305 employment involving teaching, indicating advanced knowledge and capability in the
306 appointee's area of specialization within education relevant to engineering; documented
307 contributions in areas of education; and academic expertise and experience applied to
308 scholarship in engineering education and related academic fields.

309 (2) Expertise and experience in relevant professional and academic settings include: previous
310 employment involving professional practice, indicating advanced knowledge and capability
311 in the appointee's area of specialization within engineering; and contributions outside of
312 the engineering education academic field; and experience outside of the engineering
313 education academic field applied to academic program development involving
314 professional practice and related state-of-the-practice activities that directly engage
315 students.

316 Based on this choice, an appointee will have:

317 • An earned doctorate or other terminal degree in engineering, engineering education, or

- 318 field of study relevant to the discipline of engineering education, or equivalent experience;
- 319 • A record of successful experiences and productive activities in previous employment,
320 indicating advanced knowledge and capability in the appointee's area of engineering-
321 related specialization;
- 322 • Potential for excellent scholarly contributions, typically based on applying their expertise
323 and experience to academic program development and/or scholarship;
- 324 • Potential for excellence in teaching courses in areas for which the department is
325 responsible;
- 326 • Potential for excellence in student advising responsibilities appropriate for the position;
- 327 • Demonstrated excellence in oral, written, and graphical communication;
- 328 • Potential for leadership in service, both to the profession and to the university;
- 329 • An attitude conducive of good citizenship, including a commitment to interact with others
330 in a professional, collegial, ethical, and constructive fashion; and
- 331 • Strong potential to advance through the practice faculty ranks.

332 Criteria for appointments at the rank of associate professor of practice or professor of practice
333 are consistent with the criteria for promotion to those ranks, as discussed in Section 6.2.4.
334 Generally, an initial appointment at one of these levels will require that the candidate has
335 achieved higher and/or more sustained levels of accomplishment in most of the above areas, as
336 opposed to being based primarily on potential or on number of years of experience

337 **4.1.3. Research Faculty**

338 Background: Faculty Rule [3335-7-32](#).

339 Appointment of research faculty entails one- to five-year contracts. The initial contract is
340 probationary, with reappointment considered annually. Tenure is not granted to research
341 faculty. There is also no presumption that subsequent contracts will be offered, regardless of
342 performance. If the department wishes to consider contract renewal, a formal review of the
343 faculty member is required in the penultimate year of the current contract period.

344 Research faculty members in the department are expected to focus their efforts on engineering
345 education scholarship. They will be expected to advise graduate students and may participate in
346 limited educational activities such as developing and teaching courses related to their research
347 but are not expected and will not be required to do the latter. They will participate in faculty
348 governance to the extent outlined in Section 3.1 above and in the department's Pattern of
349 Administration document. Research faculty members will be referred to as "Research Assistant
350 Professor", "Research Associate Professor", or "Research Professor" in Engineering Education.

351 An appointee to the rank of research assistant professor will have strong potential to help the
352 department achieve its mission and to enhance its quality and reputation, by contributing in the
353 manner described in the previous paragraph. Specifically, an appointee will have:

- 354 • an earned doctorate or other terminal degree in engineering or engineering education or
355 field of study relevant to the discipline of engineering education, or equivalent experience;

- 356 • demonstrated excellence in verbal and written communication;
- 357 • a record of notable scholarship in the engineering education discipline;
- 358 • a potential for excellence in advising of graduate students;
- 359 • a potential for excellence in scholarship, associated primarily with scholarship that
- 360 enhances the state-of-the-art in engineering education;
- 361 • an attitude conducive of good citizenship, including a commitment to interact with others
- 362 in a professional, collegial, ethical, and constructive fashion; and
- 363 • a strong potential to advance through the research faculty ranks.

364 Appointments at the rank of research associate professor or research professor will be made
365 generally consistent with the criteria for promotion to those ranks, as discussed in Section 6.2.5.
366 Generally, an initial appointment at one of these levels will require that the candidate has
367 achieved higher and/or more sustained levels of accomplishment in most of the above areas, as
368 opposed to being based primarily on potential or on number of years of experience.

369 **4.1.4. Associated Faculty**

370 Background: Faculty Rule [3335-5-19](#).

371 Associated faculty are persons with adjunct titles, visiting titles, and lecturer titles. Professors,
372 associate professors, assistant professors, and instructors who serve on appointments totaling
373 less than 50% service to the university are also associated faculty members. Persons with tenure-
374 track, practice, or research faculty titles with FTEs of 50% or more may not hold associated titles.
375 Persons holding associated titles are not eligible for tenure and may not participate in the
376 promotion and tenure reviews of tenure-track, practice, or research faculty. Persons with
377 associated titles are permitted to participate in college governance and department governance
378 as per EED Pattern of Administration. Associated faculty appointments may be made for a
379 maximum of three consecutive years and, with the exception of visiting titles, may be renewed
380 ([Faculty Rule 3335-5-19](#)).

381 Associated faculty appointments may be as short as a few weeks to assist with a focused project,
382 a semester to teach one or more courses, or for up to three years when a longer contract is
383 appropriate for the qualifications or contributions of the faculty member.

384 The majority of associated faculty in the EED are either lecturers or senior lecturers. An appointee
385 to a lecturer or senior lecturer position will have strong potential to help the department achieve
386 its mission and to enhance its quality and reputation, by contributing to teaching.

387 An appointee to either position will have:

- 388 • a potential for or demonstrated excellence in teaching;
- 389 • demonstrated excellence in verbal and written communication; and
- 390 • an attitude conducive of good citizenship, including a commitment to interact with others
- 391 in a professional, collegial, ethical, and constructive fashion.

392 **Senior Lecturer**

393 An appointee to a senior lecturer position normally will have an earned doctorate in engineering,
394 engineering education, or in a closely allied discipline appropriate to the appointee's area of
395 specialization. An alternative option is a Master's degree in engineering, engineering education,
396 or in a closely allied discipline appropriate to the appointee's area of specialization plus one or
397 more of the following:

- 398 • 7+ years of industry experience in a field relevant to the appointee's area of expertise;
- 399 • 5+ years of experience in secondary or post-secondary teaching in the appointee's area of
400 expertise; and/or
- 401 • 5+ years of combined experience from industry and teaching as previously described.

402 Criteria for appointments at the rank of senior lecturer are generally consistent with the criteria
403 for promotion to those ranks, as discussed in Section 6.2.5, but with the recognition that some of
404 the criteria may not have been possible to meet in the case of new hires. Generally, an initial
405 appointment at one of these levels will require that the candidate has achieved higher and/or
406 more sustained levels of accomplishment in most of the above areas, as documented in
407 candidate's application materials (detailed in a separate EED departmental policy document:
408 [PPAPC](#)) as opposed to being based primarily on potential or on number of years of experience.

409 **Lecturer**

410 An appointee to a lecturer position normally will have an advanced degree in engineering or
411 engineering education, or in a closely allied discipline appropriate to the appointee's area of
412 specialization, or equivalent experience. "Equivalent experience" may include the following: 3+
413 years of experience in a relevant field OR progress toward professional engineering certification
414 OR 3+ years of experience with teaching in the appointee's area of specialization OR an
415 appropriate combination of experience with teaching and industry.

416 **Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor**

417 Adjunct appointments may be compensated or uncompensated. Adjunct faculty appointments
418 are given to individuals who give academic service to the department, such as teaching a course
419 or serving on graduate student committees, for which a faculty title is appropriate. Typically, the
420 adjunct faculty rank is determined by applying the criteria for appointment of tenure-track
421 faculty. Adjunct faculty members are eligible for promotion (but not tenure) and the relevant
422 criteria are those for promotion of tenure-track faculty.

423 **Adjunct Instructor of Practice, Adjunct Assistant Professor of Practice, Adjunct Associate 424 Professor of Practice, Adjunct Professor of Practice**

425 Associated practice appointments may either be compensated or uncompensated.
426 Uncompensated appointments are given to individuals who volunteer uncompensated academic
427 service to the department, such as committee service or evaluation of student projects, for
428 which a faculty title is appropriate. Associated practice rank is determined by applying the
429 criteria for appointment of practice faculty. Associated practice faculty members are eligible for
430 promotion (but not tenure) and the relevant criteria are those for promotion of practice faculty.

431 **Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor**

432 An appointee to positions of visiting assistant professor, visiting associate professor, or visiting

433 professor will have demonstrated potential to help the department achieve its mission and to
434 enhance its quality and reputation. Visiting faculty appointments may either be compensated or
435 not compensated. Visiting faculty members on leave from an academic appointment at another
436 institution are appointed at the rank held in that position. The rank at which other (non-faculty)
437 individuals are appointed is determined by applying the criteria for appointment of tenure-track
438 faculty. Visiting faculty members are not eligible for tenure or promotion. They may not be
439 reappointed for more than three consecutive years at 100% FTE.

440 **Assistant Professor, Associate Professor, Professor with FTE below 50%**

441 Appointment at tenure-track titles is for individuals at 49% FTE or below, either compensated (1-
442 49% FTE) or uncompensated (0% FTE). The rank of associated faculty with tenure-track titles is
443 determined by applying the criteria for appointment of tenure-track faculty. Associated faculty
444 members with tenure-track titles are eligible for promotion (but not tenure) and the relevant
445 criteria are those for promotion of tenure-track faculty.

446 **4.1.5. Regional Campus Faculty**

447 In recognition of the differing mission of the regional campuses, relatively less weight will be
448 placed on the quantity of an applicant's scholarship for regional campus faculty appointments
449 compared to Columbus campus appointments and more emphasis will be placed on teaching
450 potential or excellence. However, candidates must be involved in recognized scholarly activity
451 appropriate to the discipline of engineering education. The quality of scholarship of regional
452 campus appointments is expected to be comparable to that of Columbus appointments. The
453 length of probationary period for regional campus faculty is the same as that for Columbus
454 faculty.

455 Regional campus criteria for the appointment of practice faculty, research faculty, and
456 associated faculty are the same as those for Columbus campus faculty in each of these
457 categories.

458 **4.1.6. Emeritus Faculty**

459 Emeritus faculty status is an honor given in recognition of sustained academic contributions to
460 the university as described in Faculty Rule [3335-5-36](#). Full-time tenure track, practice, research,
461 or associated faculty may request emeritus status upon retirement or resignation at the age of
462 sixty or older with ten or more years of service or at any age with twenty-five or more years of
463 service.

464 Faculty will send a request for emeritus faculty status to the department chair (regional campus
465 dean for associated faculty on regional campuses) outlining academic performance and
466 citizenship. The Committee of Eligible faculty (tenured and nonprobationary practice associate
467 professors and professors) will review the application and make a recommendation to the
468 department chair. The department chair will decide upon the request, and if appropriate submit
469 it to the dean. If the faculty member requesting emeritus status has in the 10 years prior to the
470 application engaged in serious dishonorable conduct in violation of law, rule, or policy and/or
471 caused harm to the university's reputation or is retiring pending a procedure according to
472 Faculty Rule [3335-5-04](#), emeritus status will not be considered.

473 Emeritus faculty members in the Department of Engineering Education have the following

474 perquisites:

- 475 • Emeritus complimentary parking (application provided by the BOT).
- 476 • Emeritus permanent university ID card permitting library privileges.
- 477 • Continuing use of OSU e-mail account (requested by calling the Office of Information
478 Technology's Help Line at 614-688-4357).
- 479 • Reduced membership fee offered by the Faculty Club.
- 480 • Use of recreational facilities on same basis as university faculty.
- 481 • Athletic tickets, including football ticket applications, offered by the Department of
482 Athletics at university faculty prices.
- 483 • Emeritus faculty are eligible to receive campus-wide news publications issued by the
484 university.
- 485 • Use of hotel contracts and car rental contracts with OSU/Big Ten.

486 Emeritus faculty may not vote at any level of governance and may not participate in
487 appointment, promotion, and tenure matters.

488 If an emeritus faculty member is employed by the department, e.g., teaching one or more
489 courses, then the emeritus faculty member is an associated faculty. Emeritus faculty members
490 who are not employed by the department:

- 491 • Will not be allocated office space, secretarial support, office supplies, or computer use,
492 either at retirement or anytime thereafter
- 493 • May not participate in meetings involving personnel decisions
- 494 • May not participate in department faculty and staff meetings or committee meetings.
- 495 • Will not be included in the departmental faculty-staff listserv
- 496 • Will not have access to departmental files or shared folders

497 **4.1.7 Courtesy Appointments for Faculty**

498 Courtesy appointments are no-salary joint appointments for Ohio State faculty (tenure-track,
499 practice, research, or associated faculty) from other tenure-initiating units. Candidates for such
500 appointments will have significant experience in their areas of expertise and will be ready and
501 able to engage effectively with the department's faculty in activities that help the department
502 achieve its mission and enhance its quality and reputation. Appropriate active involvement
503 includes scholarly collaboration, graduate student advising, teaching some or all of a course, or a
504 combination of these. A courtesy appointment is made at the individual's current Ohio State
505 rank, with promotion in rank recognized.

506

507 **4.2. Procedures**

508 The department follows the [Policy on Faculty Recruitment and Selection](#) and the [Policy on](#)
509 [Faculty Appointments](#), which provide important information on the following topics:

- 510 • Recruitment of tenure-track, practice, research faculty, and associated faculty;
- 511 • Appointments at senior rank or with prior service credit;
- 512 • Hiring faculty from other institutions after April 30;
- 513 • Appointment of foreign nationals; and
- 514 • Letters of offer.

515 **4.2.1. Tenure-Track Faculty on the Columbus Campus**

516 A national search is required to ensure a diverse pool of highly qualified candidates for all
517 tenure-track positions. Exceptions to this policy must be approved by the college and the Office
518 of Academic Affairs in advance. Search procedures must entail substantial faculty involvement
519 and be consistent with the university and college policies and practices set forth in the most
520 recent update of [the OAA Policy on Faculty Recruitment and Selection](#) and [The Women’s Place](#)
521 [Resources for Effective Searches](#).

522 Searches for tenure-track faculty proceed as follows:

523 The dean of the college provides approval for the department to commence a search process. This
524 approval may or may not be accompanied by constraints with regard to salary, rank, and field of
525 expertise, and may or may not include guidance on faculty with the potential for appointments to
526 more than one TIU.

527 The department chair appoints a search committee consisting of three or more faculty who
528 reflect the field of expertise that is the focus of the search (if relevant) as well as other fields
529 within the department. In the case of searches targeting jointly appointed faculty, the primary
530 appointment TIU will be responsible for assembling the search committee, which must include at
531 least one representative from the secondary TIU.

532 Prior to any search, members of the search committee must undergo inclusive hiring practices
533 training available through the college with resources from the [Office of Diversity and Inclusion](#)
534 and implicit bias training, such as that available through the [Kirwan Institute for the Study of](#)
535 [Race and Ethnicity](#).

536 The search committee:

- 537 • Includes a Diversity Advocate appointed by the department chair who is responsible for
538 providing leadership in assuring that vigorous efforts are made to achieve a diverse pool of
539 qualified applicants. The Diversity Advocate is responsible for ensuring that the committee
540 process conforms with [University Policy 1.10 Affirmative Action, Equal Employment](#)
541 [Opportunity and Non-Discrimination/Harassment](#).
- 542 • Develops a search announcement for internal posting in the university Personnel Postings
543 through the [Office of Human Resources](#) and external advertising (including through
544 [Academic Jobs Online](#)), subject to the department chair's approval. The announcement
545 will be no more specific than is necessary to accomplish the goals of the search, since an
546 offer cannot be made that is contrary to the content of the announcement with respect to
547 rank, field, credentials, salary. In addition, timing for the receipt of applications will be
548 stated as a preferred date, not a precise closing date, in order to allow consideration of

- 549 any applications that arrive before the conclusion of the search.
- 550 • Develops and implements a plan for external advertising and direct solicitation of
551 nominations and applications.
 - 552 • Screens applications and presents to the full faculty a summary of those applicants
553 (minimum of two, and usually three to five) judged worthy of interview. On-campus
554 and/or virtual interviews are arranged by the search committee chair, assisted by the
555 department office. In the case of searches targeting jointly appointed faculty, the primary
556 appointment TIU will have responsibility in identifying candidates for interview, while all
557 potential TIUs are to be included in the interview process.

558 On-campus and/or virtual interviews with candidates must include opportunities for interaction
559 with faculty groups, including the search committee; graduate students; the department
560 chair(s); and the dean or designee. In addition, all candidates make a presentation to the faculty
561 and graduate students on their scholarship and teaching. The latter could be an actual class or a
562 mock instructional situation. All candidates interviewing for a particular position must follow the
563 same interview format and relevant accommodations for disability/impairment should be
564 provided. In the case of searches targeting jointly appointed faculty, the presentation will be
565 arranged by the primary appointment TIU and should be attended by relevant faculty from all
566 proposed TIUs.

567 Following completion of on-campus and/or virtual interviews, EED faculty and staff will be given
568 an opportunity to provide feedback about tenure-track faculty candidates' faculty application
569 packages to the search committee. The eligible faculty of all proposed TIUs will meet within each
570 TIU to discuss perceptions and preferences, and to vote on each candidate. The search
571 committee reports a recommendation on each candidate to the department chair of each TIU,
572 which then conveys that preference to the department chair of the primary appointment TIU.

573 If the offer involves senior rank, the eligible faculty members vote also on the appropriateness of
574 the proposed rank. If the offer may involve prior service credit, the eligible faculty members vote
575 on the appropriateness of such credit. The eligible faculty reports a recommendation on the
576 appropriateness of the proposed rank or the appropriateness of prior service credit to the
577 department chair.

578 In the event that more than one candidate achieves the level of support required to extend an
579 offer, the department chair of the primary appointment TIU decides which candidate to
580 approach first. The details of the offer, including compensation, are determined by the
581 department chair of the primary appointment TIU.

582 The department is advised to discuss potential appointment of a candidate requiring
583 sponsorship for permanent residence or nonimmigrant work-authorized status with the Office of
584 International Affairs. The university will not grant tenure unless an individual is a (1) U.S. citizen
585 or national; (2) permanent resident ("green card" holder); (3) asylee or refugee; or (4) an
586 individual otherwise described as a "protected individual" pursuant to Title 8 U.S. Code Section
587 1324b(a)(3)(b). The department will therefore be cautious in making such appointments and
588 vigilant in seeking residency status for the appointee promptly and diligently.

589 **4.2.1. Practice Faculty**

590 Searches for practice faculty generally proceed identically as for tenure-track faculty, with the
591 following two exceptions: (1) the candidate's presentation during the on-campus or virtual
592 interview may be on professional or educational practice rather than scholarship in engineering
593 education and (2) requests for exemption from a national search require approval only by the
594 college dean.

595 **4.2.2. Research Faculty**

596 Searches for research faculty generally proceed identically as for tenure-track faculty, with the
597 following two exceptions: (1) during the on-campus or virtual interview the candidate is not
598 asked to present on teaching and (2) requests for exemption from a national search require
599 approval only by the college dean.

600 **4.2.3. Transfer from the Tenure-Track**

601 Tenure-track faculty may transfer to a practice or research appointment if appropriate
602 circumstances exist. Tenure is lost upon transfer, and transfers must be approved by the
603 department chair, the college dean, and the executive vice president and provost.

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

606 Transfers from a practice appointment and from a research appointment to the tenure-track are
607 not permitted. Practice faculty members and research faculty members may apply for tenure-
608 track positions and compete in regular national searches for such positions.

609 **4.2.4. Associated Faculty**

610 Appointment of all compensated associated faculty will occur via interviews with a committee
611 that consists of the Associate Chair for Undergraduate Studies and Learning Infrastructure, the
612 respective program director and/or course coordinator in the area in which the faculty candidate
613 is applying, and peers. As part of the interview process, a candidate will micro teach (e.g., make
614 a short presentation with accompanying slides, if necessary, for a course they might teach within
615 their role). The interview committee will make recommendations to the chair, or other designee,
616 for potential appointees, and offers will be made. If the initial appointment occurs within three
617 weeks of the start of the semester or at a time when faculty on nine-month appointments are
618 off duty, then the Associate Chair for Undergraduate Studies and Learning Infrastructure and the
619 director of the program to which the candidates have applied will both interview the candidates.
620 These interviews may occur in separate meetings or in a single meeting. The associate chair and
621 program director will meet and formulate recommendations that will be submitted to the chair,
622 or designee.

623 Initial appointments for lecturer and senior lecturers are generally made for a one-year period.
624 Semester-by-semester, shorter, or longer periods will be considered in unusual circumstances
625 and a justification for the exception to the one-year appointment guideline will be documented.
626 All appointments for lecturers and senior lecturers expire at the end of the appointment term
627 and must be formally renewed to be continued.

628 If they meet the eligibility criteria, lecturers and senior lecturers being reappointed to the
629 department may apply for appointment via multi-year or rolling contracts via the process

630 described in the [PPAPC](#).

631 Review and reappointment are described in Section 5.6.

632 Other compensated appointments are generally made for a period of one year, unless a shorter
633 or longer period is appropriate to the circumstances.

634 Appointment and reappointment of uncompensated adjunct or visiting faculty may be proposed
635 by any faculty member in the department and are decided by the department chair or designee.

636 Appointments for visiting assistant professors, visiting associate professors, or visiting professors
637 may be made for one term of up to three years or on an annual basis for up to three consecutive
638 years. All associated visiting appointments expire at the end of the appointment term and must
639 be formally renewed to be continued.

640 **4.2.5. Regional Campus Faculty**

641 The hiring of regional campus tenure-track faculty is initiated by the dean of the regional campus
642 since funding for such positions comes from these campuses. The regional campus faculty have
643 the primary responsibility for determining the position description for a regional campus faculty
644 search, but it should consult with and reach agreement on the description with the department
645 chair (or chairs in the case of proposed jointly appointed faculty). The regional campus search
646 committee must include at least one representative from the Columbus campus unit that will be
647 the primary appointment TIU. Candidates are interviewed by, at a minimum, the regional
648 campus dean, department chair, and regional campus search committee. The regional campus
649 may have additional requirements for the search not specified in this document. All
650 appointments are subject to approval by the college dean and all senior rank appointments are
651 subject to approval by OAA.

652 A decision to make an offer requires agreement by the department chair and regional campus
653 dean. Until agreement is reached, negotiations with the candidate may not begin, and the letter
654 of offer must be signed by the department chair(s) of all proposed TIU appointments and the
655 regional campus dean.

656 No tenure-track appointment to a regional campus faculty position in EED will be made if it
657 would result in the total number of FTE tenure-track faculty in EED on all regional campuses
658 exceeding 20% of the number of FTE tenure-track faculty in the department on Columbus
659 campus.

660 The process of hiring of regional campus practice faculty and regional campus research faculty is
661 the same as that described above for tenure-track faculty.

662 No practice appointment to a regional campus faculty position in EED will be made if it would
663 result in the total number of FTE practice faculty in EED exceeding 20% of the number of FTE
664 faculty in the department.

665 Associated faculty are appointed by the regional campus associate dean, in consultation with the
666 dean/director, department chair, program coordinators, and other relevant faculty members

667 **4.2.6. Courtesy Appointments for Faculty**

668 Any EED faculty member may propose a 0% FTE (courtesy) appointment for a tenure-track,

669 practice, research, or associated faculty member from another Ohio State department. A
670 proposal that describes the uncompensated academic service to the department justifying the
671 appointment is considered at a regular faculty meeting. If the proposal is approved by the
672 eligible faculty, the department chair extends an offer of appointment. The department chair
673 reviews all courtesy appointments every three years to determine whether they continue to be
674 justified and takes recommendations for renewal or nonrenewal before the faculty for a vote at
675 a regular meeting.

676

677 **5. Annual Performance and Merit Review Procedures**

678 The department follows the requirements for annual reviews as set forth in the [Policy on Faculty](#)
679 [Annual Review and Reappointment](#), which stipulates that such reviews must include a scheduled
680 opportunity for a face-to-face or virtual meeting as well as a written assessment. According to
681 the policy, the purposes of the review are to:

- 682 • Assist faculty in improving professional productivity through candid and constructive
683 feedback and through the establishment of professional development plans;
- 684 • Establish the goals against which a faculty member's performance will be assessed in the
685 foreseeable future; and
- 686 • Document faculty performance in the achievement of stated goals in order to determine
687 salary increases and other resource allocations, progress toward promotion, and, in the
688 event of poor performance, the need for remedial steps.

689 Annual reviews of all faculty members must include a scheduled opportunity for a face-to-face
690 meeting as well as a written assessment. In the case of jointly appointed faculty, the face-to-face
691 or virtual meeting is to include the TIU department chairs and/or designees for all the TIUs to
692 which the faculty member is appointed, while the written evaluation is to be prepared by the
693 primary TIU chair or designee and signed by all of the TIU chairs or designees present at the
694 meeting. The annual performance and merit reviews of every faculty member are based on
695 expected performance in teaching, scholarship, and service as set forth in the department's
696 guidelines on faculty duties and responsibilities; on any additional assignments and goals specific
697 to the individual; on progress toward promotion where relevant; and for jointly appointed
698 faculty, to evaluate progress relative to the expectations of each TIU to which the faculty
699 member is appointed. Meritorious performance in teaching, scholarship, and service is assessed
700 in accordance with the same criteria that form the basis for promotion decisions.

701 In addition to the annual review by the department chair, a review aligned with faculty's
702 reappointment, promotion, and tenure is conducted by a subcommittee of the Promotion and
703 Tenure Committee. This subcommittee provides general feedback to faculty members at critical
704 junctures (e.g., 3rd year promotion and tenure review) prior to their reappointment, promotion,
705 and tenure about their general accomplishments and progress towards promotion. The
706 documentation noted below is shared with the subcommittee, and the subcommittee provides
707 each faculty member with feedback, either written or by meeting with the faculty member.

708 The department chair is required (per Faculty Rule [3335-3-35](#)) to include a reminder in the
709 annual review letter that all faculty have the right (per Faculty Rule [3335-5-04](#)) to view their

710 primary personnel file and to provide written comment on any material therein for inclusion in
711 the file.

712

713 **5.1. Documentation**

714 For their annual performance and merit review, faculty members must submit the following
715 document to the department chair in spring semester (the department chair will annually
716 provide approximately one month's notice to all faculty of the exact due date of this material):

- 717 • Office of Academic Affairs dossier, [Policies and Procedures Handbook](#), Volume 3 (*required*
718 *for probationary faculty*) or updated documentation of performance and accomplishments
719 (*non-probationary faculty*). Faculty will be asked to highlight contributions to their dossier
720 that occurred during the past year.
- 721 • Updated CV, which will be made available to all faculty in an accessible place (*all faculty*)
- 722 • Self-reflection with the following sections: (1) evaluation of goals set for the previous year,
723 including comments on goals that were not achieved and (2) future plans, including
724 objectives to be achieved in the upcoming year as well as longer-term goals

725 Supplementary information may be offered by the faculty member or may be requested by the
726 department chair. All the materials submitted by the faculty member as part of the annual
727 review are included in that faculty member's personnel file.

728 Other documentation for the annual performance and merit review will be the same as that for
729 consideration for promotion and/or tenure. That documentation is described in Section 6 of this
730 document.

731 Under no circumstances should faculty solicit evaluations from any party for purposes of the
732 annual performance and merit review, as such solicitation places its recipient in an awkward
733 position and produces a result that is unlikely to be candid.

734 In addition to the annual review by the department chair, a review aligned with faculty's
735 reappointment, promotion, and tenure is conducted by a subcommittee of the Promotion and
736 Tenure Committee. This subcommittee provides general feedback to faculty members at critical
737 junctures (e.g., 3rd year promotion and tenure review) prior to their reappointment, promotion,
738 and tenure about their general accomplishments and progress towards promotion. The dossier
739 with annual activity highlighted is shared with the subcommittee, and the subcommittee
740 provides each faculty member with feedback, either written or by meeting with the faculty
741 member.

742

743 **5.2. Probationary Tenure-Track Faculty**

744 Background: Faculty Rule [3335-6-03](#).

745 The department chair will prepare a written annual review for each probationary tenure-track
746 faculty member. This review will be conducted as follows:

- 747 • In the second year of the candidate's appointment, with written feedback from the

748 Promotion and Tenure Committee;

- 749 • In other years in which a more elaborate formal review is not required, with the advice of
750 a subcommittee of the Promotion and Tenure Committee consisting of at least two
751 members selected annually at a meeting of the Promotion and Tenure Committee.

752 The review will be based on relevant materials including the documentation (see Section 5.1
753 above) submitted by the faculty member, and normally will be given to the faculty member
754 before the end of spring semester. The review will summarize strengths and weaknesses,
755 contain a clear statement of the area(s) of performance needing improvement, and whenever
756 possible suggest ways and means to bring about improved performance.

757 The department chair then will meet with the faculty member to discuss the review, which
758 includes a recommendation on whether to renew the probationary appointment. In the case of
759 jointly appointed faculty, the department chairs of all TIUs within the college to which the
760 faculty member has been appointed must meet simultaneously with the faculty member in this
761 meeting. The meeting must also include some discussion of the relative requirements and
762 progress for each TIU relative to the percent appointment to the TIU.

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

771 If the department chair recommends nonrenewal, the Fourth-Year Review process (per Faculty
772 Rule [3335-6-03](#)) is invoked. Following completion of the comments process, the complete
773 dossier is forwarded to the college for review and the dean makes the final decision on renewal
774 or nonrenewal of the probationary appointment.

775 **5.2.1 Fourth Year Review**

776 The fourth-year review normally will be conducted during the spring semester of the candidate's
777 fourth year of service and will be conducted similarly to a promotion and tenure review (see
778 Section 6, with promotion and tenure criteria applied with respect to achievement to date and
779 potential for achievement till the promotion and tenure review). The Promotion and Tenure
780 Committee vote by written ballot to determine whether or not to recommend renewal of the
781 faculty member's appointment. The department chair of the primary appointment TIU, in
782 consultation with the chairs of the secondary appointment TIUs (if applicable), conducts an
783 independent assessment of performance and prepares a written evaluation that includes a
784 recommendation on whether to renew the probationary appointment. At the conclusion of the
785 departmental review, the formal comments process (per Faculty Rule [3335-6-04](#)) is followed and
786 the case is forwarded to the college for review, regardless of whether the department chair
787 recommends renewal or nonrenewal. Other than the later review in the semester, the only
788 major differences in procedure are that external evaluation letters are optional and the dean,
789 not the department chair, makes the final decision regarding renewal or nonrenewal of the

790 probationary appointment.

791 **5.2.2 Exclusion of Time from Probationary Period**

792 Faculty Rule [3335-6-03 \(D\)](#) sets forth the conditions under which a probationary tenure-track
793 faculty member may exclude time from the probationary period. Additional procedures and
794 guidelines can be found in the Office of Academic Affairs [Policies and Procedures Handbook](#).

795

796 **5.3. Tenured Faculty**

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

802 The annual review of professors is based on their having achieved sustained excellence in the
803 discovery and dissemination of new knowledge relevant to the mission of the tenure initiating
804 unit, as demonstrated by national and international recognition of their scholarship; ongoing
805 excellence in teaching, including their leadership in graduate education in both teaching and
806 mentoring students; and outstanding service to the department, the university, and their
807 profession, including their support for the professional development of assistant and associate
808 professors. Professors are expected to be role models in their academic work, interaction with
809 colleagues and students, and in the recruitment and retention of junior colleagues. As the
810 highest-ranking members of the faculty, the expectations for academic leadership and
811 mentoring for professors exceed those for all other members of the faculty. If a professor has an
812 administrative role, the impact of that role and other assignments will be considered in the
813 annual review.

814 The department chair will prepare a written annual review for each tenured faculty member.
815 The review will be based on the documentation submitted by the faculty member (see Section
816 5.1 above), and normally will be given to the faculty member before the end of spring semester.
817 The review will summarize strengths and weaknesses, contain a clear statement of the area(s) of
818 performance needing improvement, and whenever possible suggest ways and means to bring
819 about improved performance. In the case of jointly appointed faculty, these reviews should
820 include assessments from all TIUs to which the faculty member has been appointed within the
821 college.

822 The department chair will meet with the faculty member to discuss the review, and the faculty
823 member will be offered an opportunity to comment on the review in writing. If necessary, the
824 department chair will prepare a response to the faculty member's comments, and a copy of this
825 new statement will be sent to the faculty member. A copy of all summary statements and
826 responses, if any, will be included in the faculty member's personnel file.

827

828 **5.4. Practice Faculty**

829 The department chair will prepare a written annual review for each practice faculty member of
830 each rank. The review will be based on relevant materials including the documentation (see
831 Section 5.1 above) submitted by the faculty member, and normally will be given to the faculty
832 member before the end of spring semester. The review will summarize strengths and
833 weaknesses, contain a clear statement of the area(s) of performance needing improvement, and
834 whenever possible suggest ways and means to bring about improved performance. In the case of
835 jointly appointed faculty, these reviews should include assessments from all TIUs to which the
836 faculty member has been appointed within the College.

837 In the penultimate contract year of a practice faculty member's appointment, the primary
838 appointment department chair must determine whether the position held by the faculty
839 member will continue. In the case of jointly appointed faculty, this evaluation is to be prepared
840 in consultation with chairs of any secondary appointment TIUs and is to be signed by all chairs of
841 TIUs to which the faculty member has been appointed if within the College. If the position will
842 not continue, the faculty member is informed that the final contract year will be a terminal year
843 of employment. The standards of notice set forth in Faculty Rule [3335-6-08](#) will be observed.

844 If the position continues, the annual review procedure will include an additional stage to be
845 completed before the end of the penultimate year of the faculty member's current appointment
846 contract. The department chair will appoint an ad hoc committee consisting of both practice
847 faculty and tenure-track faculty. The former will be selected by the department chair. The latter
848 will be a subset of the Promotion and Tenure Committee, selected by the department chair in
849 consultation with the Promotion and Tenure Committee chair. This committee will review the
850 cumulative performance of the faculty member whose appointment contract term is ending and
851 will make recommendations to the department chair regarding whether the contract should be
852 renewed, and if so whether the faculty member should be considered for promotion to the next
853 practice faculty rank (in which case see Section 67). The department chair will make the final
854 decision for renewal or nonrenewal of the contract. There is no presumption of contract
855 renewal.

856 The department chair will meet with the faculty member to discuss the review, and the faculty
857 member will be offered an opportunity to comment on the review in writing. If necessary, the
858 department chair will prepare a response to the faculty member's comments, and a copy of this
859 new statement will be sent to the faculty member. The primary appointment department chair
860 letter (along with the faculty member's comments, if received) is forwarded to the dean of the
861 college. A copy of all summary statements and responses, if any, will be included in the faculty
862 member's personnel file.

863

864 **5.5. Research Faculty**

865 The department chair will prepare a written annual review for each research faculty member of
866 each rank. The review will be based on the documentation (see Section 5.1 above) submitted by
867 the faculty member, and normally will be given to the faculty member before the end of spring
868 semester. The review will summarize strengths and weaknesses, contain a clear statement of the
869 area(s) of performance needing improvement, and whenever possible suggest ways and means
870 to bring about improved performance. In the case of jointly appointed faculty, these reviews

871 should include assessments from all TIUs to which the faculty member has been appointed
872 within the College.

873 In the penultimate contract year of a research faculty member's appointment, the primary
874 appointment department chair must determine whether the position held by the faculty
875 member will continue. If the position will not continue, the faculty member is informed that the
876 final contract year will be a terminal year of employment. The standards of notice set forth in
877 Faculty Rule [3335-6-08](#) will be observed. In the case of jointly appointed faculty, this evaluation
878 is to be prepared in consultation with chairs of any secondary appointment TIUs and is to be
879 signed by all chairs of TIUs to which the faculty member has been appointed if within the
880 College.

881 If the position continues, the annual review procedure will include an additional stage to be
882 completed before the end of the penultimate year of the faculty member's current appointment
883 contract. The department chair will appoint an ad hoc committee consisting of tenure-track and
884 research faculty. The research faculty will be selected by the department chair. The tenure-track
885 faculty will be a subset of the Promotion and Tenure Committee, selected by the department
886 chair in consultation with the Promotion and Tenure Committee chair. This committee will
887 review the cumulative performance of the faculty member whose appointment contract term is
888 ending and will make recommendations to the department chair regarding whether the contract
889 should be renewed, and if so whether the faculty member should be considered for promotion
890 to the next research faculty rank (in which case see Section 6). The department chair will make
891 the final decision for renewal or nonrenewal of the contract. There is no presumption of contract
892 renewal.

893 The department chair will meet with the faculty member to discuss the review, and the faculty
894 member will be offered an opportunity to comment on the review. If necessary, the department
895 chair will prepare a response to the faculty member's comments, and a copy of this new
896 statement will be sent to the faculty member. The primary appointment department chair letter
897 (along with the faculty member's comments, if received) is forwarded to the dean of the college.
898 A copy of all summary statements and responses, if any, will be included in the faculty member's
899 personnel file.

900

901 **5.6. Associated Faculty**

902 Compensated associated faculty members in their initial appointment must be reviewed before
903 reappointment. The department chair or designee prepares a written evaluation and meets with
904 the faculty member to discuss performance, plans, and goals as per EED Pattern of
905 Administration. The respective program director and/or course coordinator may provide support
906 materials for annual review. The recommendation on renewal or nonrenewal of the
907 appointment is final.

908 Compensated associated faculty members on a multiple-year appointment are reviewed
909 annually by the department chair or designee before reappointment or extension of the multi-
910 year or rolling contract. The department chair or designee prepares a written evaluation and
911 meets with the faculty member to discuss performance, plans, and goals as per EED Pattern of
912 Administration. Respective program director and/or course coordinator may provide support

913 materials for annual review. The recommendation on renewal or nonrenewal of the
914 appointment is final. For multi-year contracts, the chair will decide whether or not to reappoint
915 by no later than end of the penultimate year of the contract. For rolling contracts, the chair will
916 decide whether or not to reappoint by no later than end of the first year of the contract. The
917 department chair's recommendation on reappointment is final.

918 Lecturers and Senior Lecturers appointed under at least 75% FTE will both be eligible for multi-
919 year and rolling contracts. The appendix of this document (Section 11) provides a description of
920 the eligibility criteria and process for multi-year and rolling contracts.

921

922 **5.7. Regional Campus Faculty**

923 The annual performance and merit review of a regional campus probationary tenure-track or
924 tenured faculty member is first conducted on the regional campus, with a focus on teaching and
925 service. The review then moves to the primary appointment TIU and proceeds as described
926 above. In the event of divergence in performance assessment between the regional campus and
927 the department, the department chair discusses the matter with the regional campus
928 dean/director in an effort to clarify and reconcile the divergence, so that the faculty member
929 receives consistent assessment and advice. In the case of jointly appointed faculty, these
930 discussions are to include the TIU chairs or designees for all TIUs to which the faculty member
931 has been appointed.

932 The annual performance and merit review of a regional campus practice faculty member is
933 conducted on the regional campus. The dean/director will provide the department chair a copy
934 of the practice faculty member's annual performance and merit review letter.

935 The annual performance and merit review of regional campus research faculty is conducted by
936 the department and proceeds as described above for Columbus campus research faculty. The
937 department chair will provide the regional campus dean/director a copy of the faculty member's
938 annual performance and merit review letter.

939 The annual performance and merit review of regional campus associated faculty is conducted
940 entirely on the regional campus.

941

942 **5.8. Salary Recommendations**

943 The department chair makes annual salary recommendations to the dean, who may modify
944 them. The recommendations are based on the current annual performance and merit review as
945 well as on the performance and merit reviews of the preceding 24 months.

946 In formulating recommendations, the department chair consults with the Promotion and Tenure
947 Committee. As a general approach to formulating salary recommendations, the department
948 chair divides faculty into at least four groups based on continuing productivity (high, average,
949 low, and unsatisfactory) and considers market and internal equity issues. Salary increases should
950 be based upon these considerations.

951 A salary increase can consist of one or more of the following: mandatory increases as dictated

952 across the board by the college, market salary adjustments, and merit increases. The procedures
953 and criteria described below are related to the merit component of a salary increase. The
954 separate procedures and criteria related to the merit component of a salary increase for
955 lecturers and senior lecturers may be found in the [PPAPC](#).

956 Faculty on leave for part or all of an academic year will be evaluated without prejudice for being
957 on leave. If an individual is away for part of an academic year, then the evaluation of teaching
958 will be based on any course(s) taught while present. A similar procedure will be followed for
959 evaluation of department and university service.

960 Faculty with high-quality performance in all three areas of endeavor and a pattern of consistent
961 professional growth will necessarily be favored. Faculty members whose performance is
962 unsatisfactory in one or more areas are likely to receive minimal or no salary increases.

963 Faculty members who wish to discuss dissatisfaction with their salary increase with the
964 department chair should be prepared to explain how their salary (rather than the increase) is
965 inappropriately low, since increases are solely a means to the end of an optimal distribution of
966 salaries.

967 Faculty members who fail to submit the required documentation (see Section 5.1 above) for an
968 annual performance and merit review at the required time will receive no salary increase in the
969 year for which documentation was not provided, except in extenuating circumstances, and may
970 not expect to recoup the foregone raise at a later time.

971

972 **6. Promotion and Tenure Reviews**

973 **6.1. Definitions**

974 **6.1.1. Teaching**

975 Teaching in the Department of Engineering Education for all tracks (tenure-track, practice,
976 research, and associated) and ranks uses the definitions in the APT document for the College of
977 Engineering. Evaluation of teaching in the Department of Engineering Education for all tenure-
978 track, practice, and associated faculty at all ranks (including jointly appointed faculty) is based on
979 descriptions of evidence in the APT document for the College of Engineering.

980 **6.1.2. Scholarship**

981 Scholarship in the Department of Engineering Education for all tracks (tenure-track, practice,
982 research, and associated) and ranks uses the definitions in the APT document for the College of
983 Engineering. Evaluation of scholarship in the Department of Engineering Education for all tracks
984 (tenure-track, practice, research, and associated) and ranks is based on descriptions of evidence
985 in the APT document for the College of Engineering.

986 **6.1.3. Service**

987 Service in the Department of Engineering Education for all tenure-track, practice, and research
988 faculty at all ranks (including jointly appointed faculty) uses the definitions in the APT document
989 for the College of Engineering. Evaluation of service in the Department of Engineering Education

990 for all tenure-track, practice, and research faculty at all ranks (including jointly appointed faculty)
991 is based on descriptions of evidence in the APT document for the College of Engineering.
992 Elaboration is not required.

993

994 **6.2. Criteria and Documentation that Support Promotion**

995 Every candidate considered for promotion is held to a high standard of excellence in all aspects
996 of performance. Above all, candidates are held to a very high standard of excellence in the areas
997 central to their responsibilities. For example, if a candidate's primary teaching role is and will
998 continue to be undergraduate teaching, then excellence in undergraduate teaching is required. A
999 mediocre performance in this area would not be adequately counterbalanced by excellent
1000 performance in another aspect of teaching that is a significantly smaller part of the individual's
1001 responsibilities.

1002 **6.2.1. Promotion to Associate Professor with Tenure**

1003 Background: Faculty Rule [3335-6-02](#).

1004 The criteria for an appointment to an assistant professor position (Section 4.1.1) involve
1005 *potential*. The criteria for promotion to associate professor with tenure involve *achievement* of
1006 an overall record that meets expectations (see Section 6.4.) combined with the potential for
1007 higher and more sustained achievement. The candidate must show strong and sustained
1008 evidence of substantial promise for continued growth and productivity. Scholarship will be a
1009 critical evaluation component in the tenure and promotion process. A faculty member with an
1010 average scholarship record will not be granted tenure even if he/she has an excellent teaching
1011 and service record. Specific criteria are:

- 1012 • achievement of a record in teaching that meets expectations, both in the classroom and in
1013 student advising;
- 1014 • achievement of a record in scholarship that meets expectations, associated usually with
1015 scholarship that enhances the state-of-the-art in engineering education and that has led to
1016 the establishment of an independent research identity and reputation;
- 1017 • achievement of a record of service that meets expectations, including service to the
1018 profession, to the university, and/or to the department;
- 1019 • demonstration of professional and ethical conduct consistent with the [AAUP Statement on](#)
1020 [Professional Ethics](#); and
- 1021 • a strong potential to achieve higher and more sustained levels of accomplishment and
1022 thereby to advance to professor.

1023 In summary, tenure will be reserved for faculty members who (a) have made substantive
1024 achievements in scholarship and clearly demonstrated potential to become distinguished
1025 scholars and recognized leaders in engineering education, (b) are effective teachers in the
1026 classroom and advisors outside the classroom, and (c) provide high quality service to the
1027 university and to the community.

1028 Tenure is not awarded below the rank of associate professor at The Ohio State University.

1029 Section 6.4. lists the typical examples of evidence to support a case for promotion, and the
1030 methods that will be used to evaluate this evidence.

1031 **6.2.2. Promotion to Professor**

1032 Background: Faculty Rule [3335-6-02](#).

1033 The criteria for promotion to professor involve sustained achievement combined with the
1034 attainment of distinction in the field. They are:

- 1035 • sustained achievement of a record in teaching that meets expectations, both in the
1036 classroom and in student advising;
- 1037 • sustained achievement of a record in scholarship that meets expectations, associated
1038 usually with scholarship that enhances the state-of-the-art in engineering education;
- 1039 • sustained achievement of a record of service that meets expectations, including service to
1040 the profession, to the university, and/or to the department;
- 1041 • demonstration of professional and ethical conduct consistent with the [AAUP Statement on](#)
1042 [Professional Ethics](#); and
- 1043 • a total body of high-quality work and recognition as a leader in the field of engineering
1044 education that leads to national or international distinction.

1045 When assessing a candidate's national and international reputation in the field, a national and
1046 international reputation for the scholarship of teaching may be counted as either teaching or
1047 scholarship.

1048 In addition, as further specified by Faculty Rule [3335-6-02](#), assessment is in relation to specific
1049 assigned responsibilities with reasonable flexibility being exercised in order to balance, where
1050 the case requires, heavier responsibilities and commitment in one area against lighter ones in
1051 another. Promotion should reflect the reality that (a) not all faculty members have the same
1052 distribution of assignments (b) not all faculty members will be able to contribute excellence
1053 equally in all evaluation dimensions; and (c) there is a multi-faceted institutional responsibility
1054 that must be achieved by the skills of the faculty collectively. Promotion to professor should be
1055 awarded not only to those faculty who have demonstrated impact in their scholarship of
1056 research and creative inquiry, teaching and learning, and service, but also to those who have
1057 exhibited excellence in leadership to make visible and demonstrable impact upon the mission of
1058 the department, college, and university.

1059 Section 6.4. lists the typical examples of evidence to support a case for promotion, and the
1060 methods that will be used to evaluate this evidence.

1061 In the evaluation of untenured professors for tenure, the same criteria apply, along with any
1062 others established in writing at the time a senior rank appointment without tenure was offered.

1063 **6.2.3. Promotion of Practice Faculty**

1064 Background: Faculty Rule [3335-7-05](#).

1065 **Promotion to Associate Professor of Practice**

1066 The criteria for promotion to associate professor of practice involve achievement combined with

1067 the potential for sustained and higher achievement. Specifically, they are:

- 1068 • achievement of a record that meets expectations in teaching courses for which the
1069 department is responsible, and a potential for exceeding expectations in teaching;
- 1070 • achievement of a record that meets expectations in student advising responsibilities
1071 appropriate for the position;
- 1072 • achievement of a record that meets expectations of contribution to scholarship, typically
1073 based on applying either (1) their academic expertise and experience to scholarship in
1074 engineering education and related academic fields, which includes, but is not limited to
1075 academic program development or (2) their expertise and experience outside of the
1076 engineering education academic field to academic program development involving
1077 professional practice and related state-of-the-practice activities that directly engage
1078 students;
- 1079 • achievement of a record that meets expectations for service, including service to the
1080 profession, to the university, and/or to the department, and a potential for exceeding
1081 expectations in service;
- 1082 • demonstration of professional and ethical conduct consistent with the [AAUP Statement on](#)
1083 [Professional Ethics](#); and
- 1084 • strong potential to achieve higher and more sustained levels of accomplishment and
1085 thereby to advance to professor of practice.

1086 Teaching, academic program development, and scholarly contributions that meet or exceed
1087 expectations are the most critical evaluation components in the promotion process. Service is
1088 also an important criterion in the evaluation. The candidate must show strong and sustained
1089 evidence of substantial promise for continued growth and productivity.

1090 **Promotion to Professor of Practice**

1091 The criteria for promotion to professor of practice involve sustained achievement combined with
1092 the attainment of distinction in the field. They are:

- 1093 • sustained achievement of a record that meets expectations in teaching courses for which
1094 the department is responsible;
- 1095 • sustained achievement of a record that meets expectations in student advising
1096 responsibilities appropriate for the position;
- 1097 • sustained achievement of a record that meets expectations for contribution to
1098 scholarship, typically based on applying either (1) their academic expertise and experience
1099 to scholarship in engineering education and related academic fields, which includes, but is
1100 not limited to academic program development or (2) their expertise and experience
1101 outside of the engineering education academic field to academic program development
1102 involving professional practice and related state-of-the-practice activities that directly
1103 engage students;
- 1104 • sustained achievement of a record that meets expectations of service, including service to
1105 the profession, to the university, and/or to the department, and a potential for exceeding

- 1106 expectations in service;
- 1107 • demonstration of professional and ethical conduct consistent with the [AAUP Statement on](#)
1108 [Professional Ethics](#); and
- 1109 • a total body of high-quality work and recognition as a leader in the field that leads to
1110 national or international distinction in at least one of teaching, scholarship, or service.

1111 Section 6.4. lists the typical examples of evidence to support a case for promotion, and the
1112 methods that will be used to evaluate this evidence.

1113 **6.2.4. Promotion of Research Faculty**

1114 Background: Faculty Rule [3335-7-32](#).

1115 **Promotion to Research Associate Professor**

1116 The criteria for an appointment to a research assistant professor position (Section 4.1.3) involve
1117 potential. The criteria for promotion to research associate professor involve achievement
1118 combined with the potential for higher and more sustained achievement. They are:

- 1119 • achievement of a record that meets expectations in graduate student advising, and a
1120 potential for exceeding expectations in advising;
- 1121 • achievement of a record that meets expectations in scholarship, associated primarily with
1122 scholarship that enhances the state-of-the-art in engineering education;
- 1123 • demonstration of a sustainable research portfolio at designated funding levels;
- 1124 • achievement of a record that meets expectations for service to the department;
- 1125 • demonstration of professional and ethical conduct consistent with the [AAUP Statement on](#)
1126 [Professional Ethics](#); and
- 1127 • strong potential to achieve higher and more sustained levels of accomplishment and
1128 thereby to advance to research professor.

1129 Scholarship will be a critical evaluation component in the promotion process. The candidate
1130 must show strong and sustained evidence of substantial promise for continued growth and
1131 productivity.

1132 **Promotion to Research Professor**

1133 The criteria for promotion to research professor involve sustained achievement combined with
1134 the attainment of distinction in the field. They are:

- 1135 • sustained achievement of a record that meets expectations in graduate student advising;
- 1136 • sustained achievement of a record that meets expectations in scholarship, associated
1137 primarily with scholarship that enhances the state-of-the-art in engineering education;
- 1138 • demonstration of a sustainable research portfolio at designated funding levels;
- 1139 • sustained achievement of a record that meets expectations for service to the department;
- 1140 • demonstration of professional and ethical conduct consistent with the [AAUP Statement on](#)
1141 [Professional Ethics](#); and

- 1142 • a total body of high-quality work and recognition as a leader in the field that leads to
1143 national or international distinction.

1144 Section 6.4 lists the typical examples of evidence to support a case for promotion, and the
1145 methods that will be used to evaluate this evidence.

1146 **6.2.5. Promotion of Lecturers**

1147 **Eligibility:** Promotion to Senior Lecturer

1148 The criteria for promotion to senior lecturer involve achievement combined with the potential
1149 for higher and more sustained achievement. They are:

- 1150 • achievement of a record that meets expectations in teaching courses involving
1151 professional practice in engineering, engineering education, and/or a related field;
- 1152 • demonstration of professional and ethical conduct consistent with the [AAUP Statement on](#)
1153 [Professional Ethics](#); and
- 1154 • strong potential for sustained levels of accomplishment.

1155 Effective teaching, academic program development, program assessment, course development,
1156 and other activities oriented toward student learning and its evaluation will be weighted most
1157 heavily in the promotion process. The candidate must show strong and sustained evidence of
1158 potential for continued growth and productivity, which should be documented in the candidate's
1159 dossier. More detail on the criteria, processes, and documentation regarding promotion of
1160 lecturers to senior lecturers can be found in the [PPAPC](#).

1161 **6.2.6. Regional Campus Faculty**

1162 Background: Faculty Rule [3335-6-07](#).

1163 Expectations for regional campus faculty differ somewhat from those for faculty on the
1164 Columbus campus. The primary mission of the regional campuses is to provide high quality
1165 undergraduate education and serve the academic needs of their communities. Therefore, the
1166 relative emphasis on teaching and service expected of regional campus faculty will typically be
1167 greater. While the department expects regional campus faculty to achieve a record of high-
1168 quality scholarship and publications, it recognizes that greater teaching and service
1169 commitments and less access to research resources for regional campus faculty require different
1170 research expectations. In general, regional campus tenure-track faculty are not expected to have
1171 a research output that is as high as that for Columbus campus faculty, but the overall quality of
1172 this research is expected to be comparable.

1173 In evaluating regional campus practice faculty, research faculty, and associated faculty for
1174 promotion, the department will use the same criteria as described above for the promotion of
1175 faculty in each of these categories.

1176

1177 **6.3. Procedures**

1178 Background: Faculty Rule [3335-6-04](#) and Faculty Rule [3335-7-08](#).

1179 The department's procedures for promotion and tenure and promotion reviews are fully

1180 consistent with those set forth in Faculty Rules and the Office Academic Affairs annually updated
1181 procedural guidelines for promotion and tenure reviews found in Volume 3 of the [Policies and](#)
1182 [Procedures Handbook](#). The following sections, which state the responsibilities of each party to
1183 the review process, apply to all tenure-track, practice, and research faculty in the department.
1184 Policies and procedures for promotion of lecturers to senior lecturer are described in the [PPAPC](#).

1185 **6.3.1. Candidate Responsibilities**

1186 Candidates for promotion and tenure or promotion are responsible for submitting a complete,
1187 accurate dossier and providing a copy of the APT under which they wish to be reviewed. If
1188 external evaluations are required, candidates are responsible for reviewing the list of potential
1189 external evaluators compiled for their case according to TIU guidelines. Each of these elements is
1190 described in detail below.

1191 **6.3.1.1 Dossier**

1192 Candidates are responsible for submitting a complete, accurate dossier fully consistent with
1193 Office of Academic Affairs guidelines. Candidates should not sign the Office of Academic Affairs
1194 Candidate Checklist without ascertaining that they have fully met the requirements set forth in
1195 the Office of Academic Affairs core dossier outline including, but not limited to, those
1196 highlighted on the checklist. Supplementary documentation may be offered by the candidate or
1197 may be requested by the Promotion and Tenure Committee chair or the department chair.

1198 In teaching, scholarship, and service, and in a few specific subcategories of each (outlined
1199 below), ratings of the candidate's record will be provided on a scale ranging from **does not meet**
1200 **expectations**, **meets expectations**, to **exceeds expectations**. A record that “meets expectations”
1201 is a minimal expectation for promotion in that category. The Promotion and Tenure Committee
1202 rarely will rate the record of a promotion candidate as “does not meet expectations,” but these
1203 ratings may be seen more frequently in annual or fourth-year reviews in situations where
1204 substantial improvement is required to meet expectations.

1205 While the Promotion and Tenure Committee makes reasonable efforts to check the dossier for
1206 accuracy and completeness, the candidate bears full responsibility for all parts of the dossier
1207 that are to be completed by him or her.

1208 The time period for teaching documentation to be included in the dossier for probationary
1209 faculty is the start date to present. For tenured or nonprobationary faculty it is the date of last
1210 promotion or the last five years, whichever is less, to present.

1211 The time period for scholarship documentation to be included in the dossier for probationary
1212 faculty is the start date to present. For tenured or nonprobationary faculty it is the date of last
1213 promotion to present. All scholarship outcomes will be reviewed for increasing independence
1214 over time. There should also be an increasing trajectory of significant scholarly outcomes over
1215 time.

1216 The time period for service documentation to be included in the dossier for probationary faculty
1217 is the start date to present. For tenured or nonprobationary faculty it is the date of last
1218 promotion to present.

1219 The complete dossier is forwarded when the review moves beyond the department. The

1220 documentation of teaching is forwarded along with the dossier. The documentation of
1221 scholarship and service is for use during the department review only unless reviewers at the
1222 college and university levels specifically request it.

1223 Documentation for promotion and tenure or promotion is described below.

1224 **Teaching**

1225 The teaching component of the review will include summary evaluations of classroom teaching,
1226 curricular development, and advising of students. Expected documentation for these
1227 components is described in the follow three sections. Candidates are required to include peer
1228 evaluations of teaching as part of the dossier.

1229 **Classroom Teaching**

1230 Evidence that will be evaluated to assess the classroom teaching sub-category of teaching will
1231 include:

- 1232 • Student evaluations of instruction (SEI) (a summary of SEIs and, in particular, SEI
1233 comments is presented in writing from another faculty member as part of the dossier)
- 1234 • Peer observations of instruction

1235 Evidence that will be evaluated to assess the classroom teaching sub-category of teaching could
1236 include:

- 1237 • Awards for teaching
- 1238 • Individual letters (not solicited by the candidate) from former students regarding teaching
1239 effectiveness
- 1240 • Letters (not solicited by the candidate) from other faculty regarding teaching effectiveness

1241 The EED approach to teaching assessment and feedback has two required components.

1242 Direct formal assessment of teaching will be conducted using the OSU student evaluation of
1243 instruction (SEI) questionnaires and the department's official peer evaluation of teaching forms.
1244 A faculty member other than the candidate must create a summary of SEIs paying particular
1245 attention to student comments. This summary becomes part of the dossier. SEIs will be used in
1246 each regular course.

1247 At least two peer reviews of teaching (by faculty selected in consultation with the Promotion and
1248 Tenure Committee chair) will be conducted within one year before the fourth-year review and
1249 any promotion and/or tenure review. Reports from the peer reviews will be part of the
1250 candidate's record to be considered in such reviews.

1251 The candidate may include formative feedback on teaching in their dossier. Examples include,
1252 but are not limited to, EED student evaluation of teaching questionnaires and informal reviews
1253 by peers. These will not be part of the candidate's record to be considered in promotion and
1254 tenure reviews unless SEIs are not available for the same course.

1255 The department will follow the procedures for peer review of teaching as set forth in Section 9.2
1256 of this document.

1257

Curricular Development

1258 Evidence that will be evaluated to assess the curricular development sub-category of teaching
1259 will often include:

- 1260 • Curricular and content development and innovations
- 1261 • Textbook and course material development
- 1262 • Pedagogical innovations
- 1263 • Publications about teaching
- 1264 • Awards for curricular development
- 1265 • Letters (not solicited by the candidate) from other faculty regarding curricular
1266 contributions

1267

Advising

1268 Each faculty member is expected to perform academic advising as appropriate to their rank and
1269 track and as assigned by the department to graduate students, and to provide appropriate
1270 advice regarding course and program matters as well as career and graduate school choices. The
1271 primary distinguishing factor in this sub-category of teaching will be the role of the candidate in
1272 advising graduate student scholarship leading to Ph.D. and M.S. (thesis) degrees, and (to a lesser
1273 extent) research by undergraduates, including senior theses. Evidence that will be evaluated to
1274 assess the advising sub- category of teaching will often include:

- 1275 • Achievements (e.g., publications and awards) of Ph.D., M.S. thesis, and senior honors
1276 thesis students advised
- 1277 • Sustained progress toward the degree by Ph.D. and M.S. thesis students advised
- 1278 • Service on Ph.D. dissertation and M.S. thesis committees of students who have other
1279 primary advisors
- 1280 • Service as a faculty mentor for student organizations or student-led initiatives
- 1281 • Letters (not solicited by the candidate) from other faculty regarding advising contributions

1282

Scholarship

1283 Scholarship for tenure-track, practice, and research faculty involves primarily scholarship that
1284 advances the state-of-the-art in engineering education. Scholarship for practice faculty typically
1285 involves scholarship of application, which often includes course development and evaluation,
1286 curriculum development and evaluation, assessment of student learning outcomes, and
1287 instructional approaches. The scholarship component of the review will include summary
1288 evaluations of quality, quantity, significance/impact, and funding. Expected documentation for
1289 these components is described in separate sections.

1290

Quality

1291 "Quality" refers to the degree to which the candidate's scholarship represents superior
1292 intellectual achievement: the originality, novelty, and intrinsic value of scholarly contributions.

- 1293 Evidence that will be evaluated to assess the quality of scholarship will often include:
- 1294 • Independent external evaluators' opinions of the quality of the work (when available);
 - 1295 • Prestige (reputation and visibility), selectivity, impact factors, and relevance to the
1296 scholarship of publication outlets;
 - 1297 • Patents, patent applications, and similar evidence of technological innovation;
 - 1298 • Competitive peer-reviewed grants, contracts, and gifts for which the candidate is the PI or
1299 a critically important co-PI;
 - 1300 • Invited presentations at other institutions;
 - 1301 • Invitations to serve on editorial boards of prestigious journals;
 - 1302 • Invitations to serve on editorial boards or program committees of prestigious journals or
1303 conferences;
 - 1304 • Invitations to serve on government or professional organization policy-making panels and
1305 boards; and
 - 1306 • Special commendations and honors for the quality of scholarship, e.g., professional society
1307 Fellow designation.

1308 Because of the wide range of areas within engineering education, research papers may appear in
1309 diverse journals and proceedings. In many areas of the discipline, conference publications are
1310 rigorously reviewed and prestigious, and can be as significant as publications in premier journals.
1311 The appendix of this document (Section 12) includes a discussion of legitimate and community-
1312 recognized publishing strategies for Engineering Education faculty members.

1313 **Quantity**

1314 "Quantity" refers to the total body of scholarly results the candidate has produced and
1315 effectively disseminated to the broader community, typically through publication. Evidence that
1316 will be evaluated to assess the quantity of scholarship will include:

- 1317 • Number of equivalent papers (i.e., accounting for multiple authorship and paper length)
1318 appearing in or fully accepted by top publication outlets, and that can be attributed to the
1319 candidate's research publication efforts;
- 1320 • Number of publications appearing in other outlets; and
- 1321 • Number of substantial work products other than traditional publications (such as
1322 software), if applicable.

1323 The number of other publications will be considered evidence of quantity, but generally will have
1324 less weight than publications in top publication outlets. Similarly, work products that have been
1325 considered in hiring the candidate generally will be of less importance in quantity-of-scholarship
1326 determination than those produced later. For faculty members hired as associate professor or
1327 with years credited toward tenure, the totality of the record will be considered when assessing
1328 quantity, along with the expectation for productivity while at OSU.

1329 Ohio State specifically asks the candidate to include in the dossier, for each publication that the

1330 candidate wishes to be considered as a serious contribution, a description of both the
1331 intellectual contribution (qualitative) and effort contribution (quantitative). The Promotion and
1332 Tenure Committee may contact non-student co-authors to confirm such descriptions.

1333 In some situations, non-traditional scholarly products and methods of dissemination will need to
1334 be evaluated. The candidate should provide appropriate documentation to permit adequate
1335 evaluation.

1336 **Significance/Impact**

1337 "Significance/impact" refers to the degree to which the candidate's work is fundamentally
1338 important for the field, as well as the extent to which it has been recognized, cited, adopted,
1339 and/or built upon by others. Evidence that will be evaluated to assess the significance/impact of
1340 scholarship will often include:

- 1341 • Independent external evaluators' opinions of the significance/impact of the work (when
1342 available);
- 1343 • Promotion and Tenure Committee members' assessments of the significance/ impact of
1344 the work;
- 1345 • Citations of the candidate's work by others; and
- 1346 • Adoption and use of the candidate's scholarly results and techniques, or other work
1347 products, by others.

1348 **Funding**

1349 As noted above, competitive peer-reviewed grants, contracts, and gifts to support scholarship
1350 (and where they are from) will be considered in evaluating the quality of the candidate's
1351 scholarly program. Such funding is also an independently important aspect of scholarship
1352 because of the expectation that tenure-track and research faculty will obtain funding to support
1353 graduate students to do research and will contribute to the financial stability of the department.
1354 Evidence that will be evaluated to assess funding of scholarship will often include:

- 1355 • Grants, contracts, and gifts for which the candidate is the PI or a critically important co-PI;
- 1356 • Number of graduate students supported with external funding;
- 1357 • Total amount of external funding for the candidate's research program; and
- 1358 • Letters (not solicited by the candidate) from collaborators, especially the PI, documenting
1359 the importance of the candidate's role in obtaining the funding and accomplishing the
1360 work for funded projects where the candidate is a co-PI.

1361 All external funding that supports students and for which the EED and/or an EED-related center
1362 receives appropriate expenditure credit will be considered equally important in rating the
1363 funding sub-category of scholarship.

1364 **Service**

1365 The service component of the review will include summary evaluations of internal service and
1366 external service. Expected documentation for these components is described in separate

1367 sections.

1368 **Internal Service**

1369 Every faculty member is expected to contribute to the effective governance of the department,
1370 and senior faculty are expected to contribute to the effective governance of the college and
1371 university as well. Evidence that will be evaluated to assess the internal (department, college,
1372 and university) sub-category of service will often include:

- 1373 • Effective involvement and active participation in assigned department, college, and
1374 university committees;
- 1375 • Demonstration of initiative and follow-through in identifying and helping to address
1376 specific departmental problems; and
- 1377 • Observations made by Promotion and Tenure Committee members who have served with
1378 the candidate on committees and/or have been served by the candidate's activities.

1379 **External Service**

1380 Evidence that will be evaluated to assess the external (professional and community) sub-
1381 category of service will often include:

- 1382 • Professional activities such as service on conference organizing and program committees,
1383 editorships, reviewing, etc.;
- 1384 • Reviewing of proposals for funding agencies;
- 1385 • Public service related to the candidate's professional expertise;
- 1386 • Outreach and funding of outreach activities; and
- 1387 • Consulting activities.

1388 External service is not required for research faculty. Neither internal nor external service is
1389 required for associated faculty.

1390 **6.3.1.2 Appointments, Promotion and Tenure (APT) Document**

1391 Candidates are also responsible for submitting a copy of the APT document under which they
1392 wish to be reviewed. Candidates may submit the department's current APT document; or,
1393 alternatively, they may elect to be reviewed under either (a) the APT document that was in
1394 effect on their start date, or (b) the APT document that was in effect on the date of their last
1395 promotion or reappointment, whichever of these two latter documents is the more recent.
1396 However, the current APT document must be used if the letter of offer or last promotion,
1397 whichever is more recent, was more than 10 years before April 1 of the review year. The APT
1398 document must be submitted when the dossier is submitted to the department.

1399 **6.3.1.3 External Evaluations**

1400 If external evaluations are required, candidates may submit a list of potential external evaluators
1401 to the chair of the Promotion and Tenure Committee. The chair of the Promotion and Tenure
1402 Committee will consider the list submitted by the candidate. The majority of the list of the

1403 external evaluators who submit letters must be names that were not recommended by the
1404 candidate. The candidate may request the removal of no more than two names, providing the
1405 reasons for the request. The department chair decides whether removal is justified.

1406 **6.3.2. Promotion and Tenure Committee Responsibilities**

1407 The responsibilities of the Promotion and Tenure Committee are as follows:

- 1408 • To review this document annually and to recommend proposed revisions to the faculty.
- 1409 • To consider annually, in spring semester, requests from faculty members seeking a non-
1410 mandatory review in the following academic year and to decide whether it is appropriate
1411 for such a review to take place. Only professors on the committee may consider
1412 promotion review requests to the rank of professor. A two-thirds majority of those eligible
1413 to vote on a request must vote affirmatively for the review to proceed.
- 1414 • The committee first determines if all required documentation for a full review (e.g.,
1415 student and peer evaluations of teaching) is available. Lack of the required documentation
1416 is necessary and sufficient grounds on which to deny a non-mandatory review. Then, the
1417 committee bases its decision on assessment of the record as presented in the package
1418 that includes documents submitted by the faculty member, as well as external letters and
1419 on information provided by all TIUs to which the candidate has been appointed, taking
1420 into consideration any MOU concerning a jointly hired candidate's expectations for
1421 performance.
- 1422 • A tenured faculty member may only be denied a formal promotion review under Faculty
1423 Rule [3335-6-04](#) for one year. If the denial is based on lack of required documentation and
1424 the faculty member insists that the review go forward in the following year despite
1425 incomplete documentation, the individual should be advised that such a review is unlikely
1426 to be successful.
- 1427 • A decision by the committee to permit a review to take place in no way commits the
1428 eligible faculty, the department chair, or any other party to the review to making a
1429 positive recommendation during the review itself.
- 1430 • Annually, in late spring through early autumn semester, to provide administrative support
1431 for the promotion and tenure review process as described below.
 - 1432 • Late Spring: Select from among its members a Procedures Oversight Designee who
1433 will serve in this role for the following year. The Procedures Oversight Designee
1434 cannot be the same individual who chairs the committee. The Procedures Oversight
1435 Designee's responsibilities are described in the Office of Academic Affairs annual
1436 procedural guidelines.
 - 1437 • Late Spring: Solicit external evaluations from a list including names suggested by the
1438 Promotion and Tenure Committee, the department chair, and the candidate. This is
1439 the responsibility of the committee chair. (Also see External Evaluations below.)
 - 1440 • Early Autumn: Review candidates' dossiers for completeness, accuracy (including
1441 citations), and consistency with Office of Academic Affairs requirements; and work
1442 with candidates to assure that needed revisions are made in the dossier before the

- 1443 formal review process begins.
- 1444 • Meet with each candidate for clarification as necessary and to provide the candidate
1445 an opportunity to comment on his or her dossier. This meeting is not an occasion to
1446 debate the candidate's record.
- 1447 ○ Draft an analysis of the candidate's performance in teaching, scholarship and
1448 service based on information provided by all TIUs to which the candidate has
1449 been appointed, taking into consideration any MOU concerning a jointly hired
1450 candidate's expectations for performance to provide to the full eligible faculty
1451 with the dossier; and seek to clarify any inconsistent evidence in the case, where
1452 possible. The committee neither votes on cases nor takes a position in presenting
1453 its analysis of the record.
- 1454 ○ Revise the draft analysis of each case following the meeting of the full eligible
1455 faculty, to include the faculty vote and a summary of the faculty perspectives
1456 expressed during the meeting; and forward the completed written evaluation
1457 and recommendation to the department chair.
- 1458 ○ Provide a written response, on behalf of the eligible faculty, to any candidate
1459 comments that warrant response, for inclusion in the dossier.
- 1460 ○ Provide a written evaluation and recommendation to the department chair in
1461 the case of joint appointees whose tenure-initiating unit is another
1462 department. The full eligible faculty does not vote on these cases since the
1463 department's recommendation must be provided to the other tenure-
1464 initiating unit substantially earlier than the committee begins meeting on this
1465 department's cases.

1466 **6.3.3. Eligible Faculty Responsibilities**

1467 The responsibilities of the members of the eligible faculty are as follows:

- 1468 • To review thoroughly and objectively every candidate's dossier in advance of the meeting
1469 at which the candidate's case will be discussed.
- 1470 • To attend all eligible faculty meetings except when circumstances beyond one's control
1471 prevent attendance; to participate in discussion of every case; and to vote.

1472 **6.3.4. Department Chair Responsibilities**

1473 The responsibilities of the department chair are as follows:

- 1474 • To charge each member of the Promotion and Tenure Committee to conduct reviews free of
1475 bias and based on criteria.
- 1476 • To determine whether a candidate is authorized to work in the United States and whether a
1477 candidate now, or in the future, will require sponsorship for an employment visa or
1478 immigration status. (The department must ensure that such questions are asked of all
1479 applicants in a non-discriminatory manner.)
- 1480 • To make each candidate's dossier available in an accessible place for review by the Promotion

1481 and Tenure Committee at least two weeks before the meeting at which specific cases are to
1482 be discussed and voted.

1483 • To remove any member of the Promotion and Tenure Committee from the review of a
1484 candidate when the member has a conflict of interest but does not voluntarily withdraw from
1485 the review.

1486 • **Mid-Autumn Semester:** To provide an independent written evaluation and recommendation
1487 for each candidate, following receipt of the eligible faculty's completed evaluation and
1488 recommendation.

1489 • To meet with the eligible faculty to explain any recommendations contrary to the
1490 recommendation of the committee.

1491 • To inform each candidate in writing after completion of the department review process:

1492 • of the recommendations by the Promotion and Tenure Committee and department
1493 chair;

1494 • of the availability for review of the written evaluations by the Promotion and Tenure
1495 Committee and department chair; and

1496 • of the opportunity to submit written comments on the above material, within ten
1497 days from receipt of the letter from the department chair, for inclusion in the
1498 dossier. The letter is accompanied by a form that the candidate returns to the
1499 department chair, indicating whether or not he or she expects to submit comments.

1500 • To provide a written response to any candidate comments that warrants response for
1501 inclusion in the dossier.

1502 • To forward the completed dossier to the college office by that office's deadline, except in
1503 the case of associated faculty for whom the department chair recommends against
1504 promotion. A negative recommendation by the department chair is final in such cases.

1505 • To receive the Promotion and Tenure Committee's written evaluation and
1506 recommendation of candidates who are joint appointees from other tenure-initiating
1507 units, and to forward this material, along with the department chair's independent written
1508 evaluation and recommendation, to the department chair of the other tenure- initiating
1509 unit by the date requested.

1510 **6.3.5. Procedures for Regional Campus Faculty**

1511 Regional campus faculty are first reviewed by the regional campus faculty according to the
1512 process established on that campus and then by the regional campus dean. The regional campus
1513 review focuses on teaching and service.

1514 The regional campus dean forwards the written evaluation and recommendation of the regional
1515 campus review to the department chair, from which point the review follows the procedures
1516 described for the Columbus campus faculty. A request to promote requires agreement by the
1517 dean/director and the TIU head.

1518 Regional campus practice faculty are reviewed by the regional campus faculty according to the
1519 process established on that campus and then by the regional campus dean/director. Following

1520 the review, the dean/director consults with the faculty member's department chair. A request to
1521 promote follows the same procedures as tenure-track faculty except that external letters are not
1522 needed unless scholarship is a component of the assigned role.

1523 The review of regional campus research faculty takes place on the Columbus campus and follows
1524 the same procedures as those described above for Columbus campus research faculty. Following
1525 the review, the department chair will consult with the regional campus dean/director. A request
1526 to promote requires agreement by the regional campus dean/director and the department chair.

1527 Associated faculty are reviewed by the regional campus faculty according to the process
1528 established on that campus and then by the regional campus dean/director. The decision of the
1529 regional campus dean/director is final.

1530 **6.3.6. External Evaluations**

1531 External evaluations of scholarly contributions are to be obtained for all promotion reviews in
1532 which scholarship must be assessed. These include all tenure-track promotion and tenure or
1533 promotion reviews, all practice faculty reviews, all research faculty promotion reviews.

1534 A minimum of five credible and useful evaluations must be obtained for tenure-track, practice,
1535 and research faculty.

1536 For tenure-track and research faculty candidates, the department will only solicit evaluations
1537 from professors at institutions comparable to Ohio State. In the case of an assistant professor
1538 seeking promotion to associate professor with tenure, a minority of the evaluations may come
1539 from associate professors.

1540 For practice faculty candidates, the department will solicit evaluations that assess the quality
1541 and impact of practice faculty candidates under consideration for promotion. The source and
1542 content of evaluations for practice promotion candidates are expected to reflect the
1543 contributions expected of practice faculty members. Evaluations are expected to address the
1544 extent and quality of teaching as characterized by evaluations of instruction and the quality of
1545 contributions through outreach and engagement with industry, the educational community, and
1546 the broad community of practitioners as appropriate for the individual under review. Evaluations
1547 should also address the extent and quality of professional service to the EED, college and
1548 university. Evaluations need not be restricted to national or international peers but should
1549 derive from authoritative and reputable sources qualified to comment substantively on the
1550 contributions and accomplishments of the faculty member.

1551 A credible and useful evaluation:

1552 • Is written by a person highly qualified to evaluate the quality and impact of one or more of
1553 the elements in a candidate's record. The candidate's record includes multiple elements
1554 and priority of these elements depends on the desired rank or tenure status of the
1555 candidate. These elements include:

1556 (a) Scholarly contributions, including contributions to the Scholarship of Discovery
1557 or the Scholarship or Integration (typically for tenure-track or research faculty)
1558 or contributions to the Scholarship of Application (e.g., improving courses and
1559 curricula to apply the best of industry and/or educational practices) (typically
1560 for practice faculty),

- 1561 (b) Teaching,
1562 (c) Service, and
1563 (d) Relationships the candidate maintains with industry or education professionals
1564 to stay current with their associated practice;

- 1565 • Is not written by a close personal friend, research collaborator, or former academic
1566 advisor or post-doctoral mentor of the candidate; and
1567 • Provides sufficient analysis of the candidate's performance to add information to the
1568 review. A letter's usefulness is defined as the extent to which the letter is analytical as
1569 opposed to perfunctory. Under no circumstances will "usefulness" be defined by the
1570 perspective taken by an evaluator on the merits of the case.

1571 Since the department cannot control who agrees to write and or the usefulness of the letters
1572 received, at least twice as many letters are sought as are required, and they are solicited no later
1573 than the end of the spring semester prior to the review year. This timing allows additional letters
1574 to be requested should fewer than five useful letters result from the first round of requests.

1575 Qualifications of the external evaluator are generally judged based on the evaluator's expertise,
1576 record of accomplishments, and institutional affiliation.

1577 The Promotion and Tenure Committee and the department chair of the primary appointment
1578 TIU will assemble the list of evaluators. In cases of jointly appointed faculty, additional
1579 evaluators may be suggested by the Department Chair of the secondary appointment TIU as
1580 appropriate. Each candidate will be asked to submit three or four names for external evaluators,
1581 none of which should be collaborators, and a list of collaborators. If the evaluators suggested by
1582 the candidate meet the criteria for credibility, at least one and at most two, will be obtained. The
1583 Promotion and Tenure Committee and the department chair will generate additional names for
1584 external evaluators avoiding the collaborators named by the candidate. Faculty Rule [3335-6-04](#)
1585 requires that no more than half the external evaluation letters in the dossier be written by
1586 persons suggested by the candidate. In the event that the person(s) suggested by the candidate
1587 do not agree to write, neither the Office of Academic Affairs nor this department requires that
1588 the dossier contain letters from evaluators suggested by the candidate.

1589 The department follows the Office of Academic Affairs suggested format for letters requesting
1590 external evaluations. A sample letter for tenure-track faculty can be found [here](#). A sample letter
1591 for practice faculty can be found [here](#).

1592 Under no circumstances may a candidate solicit external evaluations or initiate contact in any
1593 way with external evaluators for any purpose related to the promotion review. If an external
1594 evaluator should initiate contact with the candidate regarding the review, the candidate must
1595 inform the evaluator that such communication is inappropriate and report the occurrence to the
1596 department chair, who will decide what, if any, action is warranted (requesting permission from
1597 the Office of Academic Affairs to exclude that letter from the dossier). It is in the candidate's
1598 self-interest to assure that there is no ethical or procedural lapse, or the appearance of such a
1599 lapse, in the course of the review process.

1600 In the event that the chair is unable to obtain the required five external evaluations, the chair
1601 must document all efforts, noting the individuals who were contacted, how they were

1602 contacted, and the dates and number of times they were contacted. The department is to notify
1603 the college and the Office of Academic Affairs as soon as it becomes apparent that it will not be
1604 able to obtain the required letters in time for the meeting of the eligible faculty. The lack of five
1605 external letters will not stop a mandatory review from proceeding but will halt a non-mandatory
1606 review from proceeding unless the candidate, chair of the committee of eligible faculty, and the
1607 department chair all agree in writing that it may proceed and agree that it will not constitute a
1608 procedural error.

1609 All solicited external evaluation letters that are received must be included in the dossier. If
1610 concerns arise about any of the letters received, these concerns may be addressed in the
1611 department's written evaluations or brought to the attention of the Office of Academic Affairs
1612 for advice.

1613

1614 **7. Appeals**

1615 The [Rules of the University Faculty](#) regarding appeals will apply. Faculty Rule [3335-6-05](#) sets forth
1616 general criteria for appeals of negative promotion and tenure decisions. Appeals alleging
1617 improper evaluation are described in Faculty Rule [3335-5-05](#).

1618 Disagreement with a negative decision is not grounds for appeal. In pursuing an appeal, the
1619 faculty member is required to document the failure of one or more parties to the review process
1620 to follow written policies and procedures.

1621

1622 **8. Seventh Year Review**

1623 Faculty Rule [3335-6-05](#) sets forth the conditions of and procedures for a Seventh-Year Review for
1624 a faculty member denied tenure as a result of a sixth-year (mandatory tenure) review.

1625

1626 **9. Procedures for Student and Peer Evaluation of Teaching**

1627 **9.1. Student Evaluation of Teaching**

1628 Use of the Student Evaluation of Instruction (SEI) is required in every course offered in this
1629 department. Faculty members should choose a day late in the semester when attendance is
1630 likely to be high if they are going to provide in-class time for students to complete the evaluation
1631 using a computer or mobile application. The faculty member must leave the classroom during
1632 the time allotted for completing the evaluation. The faculty member should reiterate to students
1633 that the feedback provided in the evaluations is used both for performance reviews and to
1634 provide feedback that can be considered when prepared for future teaching assignments.

1635

1636 **9.2. Peer Evaluation of Teaching**

1637 The department chair or designee oversees the department's peer evaluation of teaching
1638 process.

1639 The purpose of the EED Peer Review of Teaching (PRT) Program is to help department faculty
1640 members engage in a variety of intentional, evidence-based ways of enhancing the teaching and
1641 the learning of our students. In addition, it supports faculty of all ranks and roles in completing
1642 and documenting the peer review of teaching engagement required for promotion applications
1643 and dossiers.

1644 Based on the research on teaching and extensive conversations with the [Michael V. Drake](#)
1645 [Institute for Teaching and Learning](#), the PRT Committee has developed options that have been
1646 designed to support faculty members in their efforts to improve their teaching. These options
1647 are described on the department [peer review of teaching page](#). The department expects that
1648 each faculty member will engage in three of these options each year.

1649 In addition to the expectation that every faculty member participates each year in three options
1650 for peer review of teaching, the department PRT program has the following expectations:

- 1651 • Probationary tenure-track and practice faculty will have their teaching reviewed by a peer
1652 at least once per year during the first two years of service and at least twice more before
1653 the commencement of the mandatory tenure review;
- 1654 • Tenured associate professors and non-probationary associate professors of practice will
1655 have their teaching reviewed at least once every other year, with the goal of having at
1656 least two peer reviews of teaching before the commencement of a promotion review.

1657 The two items are conducted specifically for the purposes of promotion and tenure reviews. In
1658 these cases, the class visitation is conducted by one or more senior peers whom the promotion
1659 and tenure chair has identified in consultation with the candidate. The peer reviewer will meet
1660 with the candidate to establish a time for the visit and to understand the goals of the course and
1661 the candidate's teaching philosophy. The scheduled peer teaching evaluations are
1662 comprehensive and include, in addition to class visitation, review of course syllabi and related
1663 instruction materials. If feasible, the peer reviewer will attend two different class sessions over
1664 the course of the semester.

1665 In observing the course and reviewing the syllabus and other materials, the peer reviewer should
1666 focus on such issues as the appropriateness of the course design given the goals and level of the
1667 course, the quality and effectiveness of the instructional materials and assessment tools, and the
1668 appropriateness of the approach relative to current disciplinary knowledge. At the conclusion of
1669 the class visits, the reviewer meets with the candidate to give feedback and also submits a
1670 written report to the department chair, copied to the candidate. The candidate may provide
1671 written comments on this report and the reviewer may respond if he/she wishes. The reports
1672 are included in the candidate's promotion and tenure dossier.

1673 In addition to the expectations articulated in the department PRT program, the following
1674 interventions related to teaching in the department may be undertaken:

- 1675 • The department chair may request a review of the teaching of any faculty member not
1676 currently scheduled for review. Such reviews are normally triggered by low or declining
1677 student evaluations or other evidence of the need for providing assistance in improving
1678 teaching.
- 1679 • Any faculty member not currently scheduled for review may request a review of their

1680 teaching, to the extent that time permits. Reviews conducted at the request of the faculty
1681 member are considered formative only. The department chair is informed that the review
1682 took place, but the report is given only to the faculty member who requested the review.
1683 Faculty seeking formative reviews should also seek the services of the Michael V. Drake
1684 Institute for Teaching and Learning.

1685 Reviews conducted upon the request of the department chair or the faculty member focus on
1686 the specific aspects of instruction requested by the chair or faculty member and may or may not
1687 include class visitations

1688 The department PRT program is administered by the department chair in concert with the PRT
1689 committee. Each year, the department chair appoints a Peer Review of Teaching (PRT)
1690 Committee. The composition of the PRT Committee is described in the POA document.
1691 Reasonable efforts are made to distribute service among the senior faculty from year to year in
1692 order to support and encourage attention to the quality of teaching in the department.

1693

1694 **10. Appendix A: Associated Faculty Contracts**

1695 **10.1. Multi-Year Contract Eligibility Criteria and Process**

1696 To be considered for appointment to a multi-year contract, Lecturers and Senior Lecturers with
1697 three or more years of sequential service at 75% FTE or above, may submit documents and
1698 follow procedures as described in the [PPAPC](#).

1699 Presentation of these documents by a Lecturer or Senior Lecturer to their immediate supervisor
1700 will initiate the candidate's appointment to a multi-year contract.

1701

1702 **10.2. Rolling Contract Eligibility Criteria and Process**

1703 To be considered for appointment to a rolling contract, Lecturers and Senior lecturers must have
1704 completed two, sequential appointments at 75% FTE or above on multi-year contracts. The two
1705 rounds of appointment on multi-year contracts must be completed by the end of the autumn
1706 semester in the year prior to the spring semester when the person wants to be considered for
1707 appointment to a rolling contract. To apply Lecturers and Senior Lecturers may submit
1708 documents and follow procedures as described in the [PPAPC](#).

1709 Presentation of these documents by a Lecturer or Senior Lecturer to their immediate supervisor
1710 will initiate the candidate's appointment to a rolling contract. If appropriate, it may be agreed
1711 that the department's formal annual review documentation is sufficient for consideration.

1712 Rolling contracts are intended to recognize faculty members based on their strong record of
1713 teaching and commitment to the department; individuals who receive a rolling contract are
1714 expected to contribute to the long-term growth and development of the department.

1715