

APPOINTMENTS, PROMOTION AND TENURE

Criteria and Procedures for the Department of Classics

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Table of Contents

- I. PREAMBLE.....5**
- II. DEPARTMENT MISSION5**
- III. DEFINITIONS5**
 - A. COMMITTEE OF THE ELIGIBLE FACULTY5**
 - 1. TENURE-TRACK FACULTY.....5*
 - 2. TEACHING FACULTY6*
 - 3. ASSOCIATED FACULTY6*
 - 4. CONFLICT OF INTEREST7*
 - 5. MINIMUM COMPOSITION.....7*
 - B. PROMOTION AND TENURE COMMITTEE7**
 - C. QUORUM.....8**
 - D. RECOMMENDATION FROM THE COMMITTEE OF THE ELIGIBLE FACULTY8**
 - 1. APPOINTMENT8*
 - 2. REAPPOINTMENT, PROMOTION AND TENURE, PROMOTION, AND CONTRACT RENEWAL.....8*
- IV. APPOINTMENTS8**
 - A. CRITERIA:9**
 - 1. TENURE-TRACK FACULTY.....9*
 - 2. TEACHING FACULTY10*
 - 3. ASSOCIATED FACULTY11*
 - 4. REGIONAL CAMPUS FACULTY.....12*
 - 5. EMERITUS FACULTY.....12*

6. COURTESY APPOINTMENTS.....	13
B. PROCEDURES:.....	13
1. TENURE-TRACK FACULTY—COLUMBUS CAMPUS.....	13
2. TEACHING FACULTY	15
3. TRANSFER FROM THE TENURE TRACK	16
4. ASSOCIATED FACULTY	16
5. REGIONAL CAMPUS FACULTY	16
6. COURTESY APPOINTMENTS.....	17
V. ANNUAL PERFORMANCE AND MERIT REVIEWS.....	17
A. DOCUMENTATION.....	18
B. PROBATIONARY TENURE-TRACK FACULTY	19
1. PROCEDURES.....	19
2. FOURTH YEAR REVIEW.....	20
3. EXCLUSION OF TIME FROM PROBATIONARY PERIODS.....	21
C. TENURED ASSOCIATE PROFESSORS.....	21
D. PROFESSORS	22
E. TEACHING FACULTY	22
F. ASSOCIATED FACULTY	22
G. REGIONAL CAMPUS FACULTY	23
H. SALARY RECOMMENDATIONS	23
VI. REVIEWS FOR PROMOTION WITH TENURE, AND FOR PROMOTION	24
A. CRITERIA AND DOCUMENTATION THAT SUPPORT PROMOTION	24
1. PROMOTION FROM ASSISTANT TO ASSOCIATE PROFESSOR WITH TENURE	25

2. <i>PROMOTION TO RANK OF PROFESSOR</i>	26
3. <i>TEACHING FACULTY</i>	26
4. <i>PROMOTION OF ASSOCIATED FACULTY</i>	27
5. <i>PROMOTION OF REGIONAL CAMPUS FACULTY</i>	27
B. PROCEDURES	27
1. <i>TENURE-TRACK AND TEACHING FACULTY</i>	27
2. <i>PROCEDURES FOR ASSOCIATED FACULTY</i>	34
3. <i>PROCEDURES FOR REGIONAL CAMPUS FACULTY</i>	34
4. <i>EXTERNAL EVALUATIONS</i>	35
VII. APPEALS	36
VIII. SEVENTH-YEAR REVIEWS	37
IX. PROCEDURES FOR STUDENT AND PEER EVALUATION OF TEACHING	37
A. STUDENT EVALUATION OF TEACHING	37
B. PEER EVALUATION OF TEACHING	38

I. PREAMBLE

This document is a supplement to Chapter 6 of the [Rules of the University Faculty](#) (“Rules of the University Faculty Concerning Faculty Appointment, Reappointments, Promotion and Tenure”), the Office of Academic Affairs procedural guidelines for promotion and tenure reviews in Volume 3 of the Office of Academic Affairs [Policies and Procedures Handbook](#), and any additional policies established by the college and the university. Should those rules and policies change, the department will follow those new rules and policies until such time as it can update this document to reflect the changes. In addition, this document must be reviewed, and either reaffirmed or revised, at least every four years on appointment or reappointment of the department chair. The chair may also ask the committee of the Eligible Faculty or an *ad hoc* committee to recommend alterations, deletions, and additions to this document. Such recommendations will be discussed and voted on by the faculty in meeting.

II. DEPARTMENT MISSION

The academic mission of the Department of Classics is to promote the study of the languages, literatures, and cultures of Greeks and Romans in all periods from antiquity to the present, specifically through the publication of original research that engages directly with broader philosophical debates about the constitution of knowledge in the Humanities. The teaching of this knowledge, its sources, and methodological and theoretical approaches challenges the undergraduate and graduate students to prepare some for a professional future in the field and all for a life of learning and critical thinking. The department’s goal is to make this knowledge available to a wide constituency of colleagues and friends of Greek and Roman studies, inside and outside the university, and to foster a collegial environment that promotes excellence in research, teaching, and discussion. Further, we recognize service to the needs of the department, the college, the university, and the community as an essential element of good academic citizenship.

III. DEFINITIONS

A. COMMITTEE OF THE ELIGIBLE FACULTY

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

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

1. TENURE-TRACK FACULTY

Initial Appointment Reviews

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

Reappointment, Promotion, or Promotion and Tenure Reviews

- For the reappointment and promotion and tenure reviews of assistant professors, the eligible faculty consists of all tenured associate professors and professors.
- For the promotion reviews of associate professors, the eligible faculty consists of all tenured professors.

2. *TEACHING FACULTY*

Initial Appointment Reviews

- In the department, the eligible faculty for an appointment (hiring or appointment change from another faculty type) review of a teaching assistant professor consists of all tenure-track faculty and all teaching faculty.
- The eligible faculty for an appointment (hiring or appointment change from another faculty type) at senior rank (teaching associate professor or professor) consists of all tenured faculty of equal or higher rank than the position requested, and all non-probationary teaching faculty of equal or higher rank than the position requested.

Reappointment, Contract Renewal, and Promotion Reviews

- The eligible faculty for reappointment, contract renewal, and promotion reviews of teaching assistant professors consists of all tenured associate professors and professors and all non-probationary teaching associate professors and professors.
- The eligible faculty for the reappointment, contract renewal, and promotion reviews of teaching associate professors, and the reappointment and contract renewal reviews of teaching professors consists of all tenured professors and all non-probationary teaching professors.

3. *ASSOCIATED FACULTY*

Initial Appointment, Reappointment, and Contract Renewal

- Initial appointment (hiring or appointment change from another faculty type), reappointment, and contract renewal of associated faculty members are decided by the department chair, who, when appropriate, will consult with the faculty.

Initial appointments at senior rank require a vote by the eligible faculty (all non-probationary teaching faculty and tenured faculty of equal or higher rank than the position requested) and prior approval of the executive dean or designee.

Promotion Reviews

- Associated faculty are eligible for promotion but not tenure if they have adjunct titles, and lecturer titles.

For the promotion reviews of associated faculty with adjunct and tenure-track titles, the eligible faculty shall be the same as for tenure-track faculty as described in Section III.A.1 above.

The promotion of a lecturer to senior lecturer is decided by the department chair in consultation with the tenure-track faculty of the department.

4. CONFLICT OF INTEREST

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

5. MINIMUM COMPOSITION

In the event that the department does not have at least three eligible faculty members who can undertake a review, the department chair, after consulting with the executive dean, will appoint a faculty member from another department within the college. That individual should not serve as the procedures oversight designee for the committee of the eligible faculty.

B. PROMOTION AND TENURE COMMITTEE

The department normally does not have a promotion and tenure committee on duty, as all review, promotion, and tenure cases are handled directly by the committee of the eligible faculty. In special cases, the chair of the department may appoint a promotion and tenure committee to facilitate a review, consisting of the chair of the committee of the eligible faculty, two professors, and one associate professor. The promotion and tenure committee does not vote or otherwise make recommendations on cases.

C. QUORUM

The quorum required to discuss and vote on all personnel decisions is two-thirds of the eligible faculty from all campuses not on an approved leave of absence. Faculty on approved leave are not considered for quorum unless they declare, in advance and in writing, their intent to participate in all proceedings for which they are eligible during the leave. A member of the eligible faculty on special assignment may be excluded from the count for the purposes of determining quorum only if the department chair has approved an off-campus assignment. Faculty members who recuse themselves because of a conflict of interest are not counted when determining quorum.

D. RECOMMENDATION FROM THE COMMITTEE OF THE ELIGIBLE FACULTY

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

1. APPOINTMENT

A positive recommendation from the eligible faculty for appointment is secured when two-thirds of the votes cast are positive.

- In the case of a joint appointment, the department must seek input from a candidate’s joint-appointment TIU prior to his or her appointment.

2. REAPPOINTMENT, PROMOTION AND TENURE, PROMOTION, AND CONTRACT RENEWAL

A positive recommendation from the eligible faculty for reappointment, promotion and tenure, promotion, and contract renewal is secured when two-thirds of the votes cast are positive.

- In the case of a joint appointment, the department must seek input from a candidate’s joint-appointment TIU prior to his or her reappointment, promotion and/or tenure, or contract renewal.

IV. APPOINTMENTS

The Department of Classics will make faculty appointments that enhance the quality of the department and its effectiveness in pursuing its mission. The department expects that its senior members will be distinguished scholars within their areas of research and that junior members will have reasonable promise of achieving that status. Excellence in scholarship is therefore a necessary condition for appointment or promotion to any continuing position. The department expects excellence in teaching from all of its

members as part of its mission. The department further expects excellence in service to the department, the college and the university, with the understanding that assistant professors are generally spared heavier and more time-consuming service assignments. No offer will be extended in the event that a search process does not yield one or more candidates who would enhance the quality of the department. The search is either cancelled or continued, as appropriate to the circumstances.

A. CRITERIA:

1. TENURE-TRACK FACULTY

a. Instructor

An appointment to the rank of instructor should normally be made only when the offered appointment is that of assistant professor, but the appointee has not completed the required terminal degree at the onset of the appointment. Procedures for appointment are identical to that of assistant professor. The appointment is always probationary and may not exceed three years. An instructor must be approved for promotion to assistant professor by the end of the third year of appointment or the appointment will not be renewed beyond the end of the third year. Promotion occurs without review the semester following completion of the required credentialing.

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

b. Assistant Professor

The minimum requirement for appointment at, or promotion to, the rank of assistant professor is an earned doctorate or other terminal degree in the relevant field of study or possession of equivalent experience and promise both of a strong research profile and the ability to be an effective teacher and to advance through the ranks. An appointment to the rank of assistant professor is always probationary and may not exceed six years, including prior service credit. An assistant professor is reviewed for promotion and tenure no later than the sixth year of appointment as an assistant professor and informed by the end of the sixth year as to whether promotion and tenure will be granted at the beginning of the seventh year. For individuals not recommended for promotion and tenure after the mandatory review, the 7th year will be the final year of employment.

Review for tenure prior to the mandatory review year is possible when the Committee of Eligible Faculty determines such a review to be appropriate. The granting of prior service credit, which requires approval of the Office of Academic Affairs, may reduce the length of the probationary period, but is strongly discouraged as it cannot be revoked once granted except through an approved request to exclude time from the probationary period.

c. Professor or Associate Professor

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

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

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

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

2. *TEACHING FACULTY*

The initial contract for teaching faculty must be for a period of five years. The initial contract is probationary, with reappointment considered annually. Second and subsequent contracts for teaching assistant professors and associate professors must be for a period of at least three years and no more than five years. Second and subsequent contracts for teaching professors must be for a period of at least three years and no more than eight years. There is no presumption that subsequent appointments will be offered, regardless of performance. The terms of a contract may be re-negotiated at the time of reappointment. For faculty in their second and subsequent appointment terms, the teaching faculty member may be reappointed by the affirmative vote of the eligible faculty. These extended appointments are not probationary, and the individual may only be terminated for cause (see rule [3335-5-04](#) of the Administrative Code) or financial exigency (see rule [3335-5-02.1](#) of the Administrative Code). Tenure is not granted to teaching faculty.

Teaching appointments exist for faculty members who focus principally on the education needs of students in the department or college. Teaching Faculty members are expected to contribute the department's research and education mission as reflected in undergraduate and graduate program development and teaching. Teaching Faculty appointments are made in accordance with Faculty Rule [3335-7](#). Each new appointment must enhance, or have strong potential to enhance, the quality of the department.

Assistant Professor of Teaching Modern Greek or Classics. An earned doctorate or other terminal degree in the relevant field or equivalent experience is the minimum requirement for appointment at the rank of assistant professor of teaching. Evidence of ability to teach effectively is highly desirable.

Associate Professor of Teaching Modern Greek or Classics and Professor of Teaching Modern Greek or Classics. Appointment at the rank of associate professor of teaching or professor of teaching requires that the individual have an earned doctorate or other terminal degree in the relevant field or equivalent experience. The individual must meet, at a minimum, the department's criteria—in teaching, professional practice, and other service—for promotion to the rank. Appointment at the rank of associate professor of teaching requires production and dissemination of scholarly materials pertinent to pedagogy. These materials can include a combination of publications in academic journals or edited collections, conference presentations, authorship or co-authorship of pedagogical materials such as textbooks/websites (print or open access), and development of pedagogical materials for classroom use. Appointment at the rank of professor of teaching requires production and dissemination of scholarly materials pertinent to pedagogy. These materials can include a combination of publications in academic journals or edited collections, conference presentations, authorship or co-authorship of pedagogical materials such as textbooks/websites (print or open access), and development of pedagogical materials for classroom use.

3. ASSOCIATED FACULTY

The department may extend associated appointments to faculty who provide significant teaching and service. These are not tenured or tenure-track appointments and may or may not have a salary. Associated appointments are made by the chair, who, when appropriate, will consult with the faculty. Associated faculty members do not participate in department governance at any level, and may not participate in matters pertaining to promotion and tenure. They may on some occasions be asked to provide input to appropriate departmental committees. The criteria for appointment of associated faculty with modified faculty titles (such as "adjunct" and "visiting") are comparable to the criteria for appointment at the tenure-track ranks. These criteria will also serve as a basis for evaluating the occasional associated faculty member who desires promotion.

Associated appointments in the Department of Classics include the following:

a. Senior Lecturer

Appointment at the rank of senior lecturer requires the Ph.D. degree or its equivalent, demonstrated potential for significant scholarship, and ability as an effective teacher in Greek and/or Latin. Senior lecturers may teach at any level for which they are qualified. Their teaching must be evaluated in writing by their students and by the chair or his/her designee and by others among the tenure-track faculty. Such appointments may be renewed, provided that their record in teaching, scholarship, and service has served the department's mission and that there is a continuing need for their services.

b. Lecturer

The minimum requirement for appointment at the rank of lecturer will be that all work for the Ph.D. except the dissertation be completed at the time of the appointment.

Normally, lecturers will teach introductory-level courses only. Their appointments will be made on a course-by-course and semester-by-semester basis. Their teaching must be evaluated by their students and by the chair or his/her designee. Lecturers may be reappointed if there is a continuing need for their services and if their teaching has been effective.

c. Visiting Faculty

Visiting faculty must have credentials as scholars and teachers similar to those of a tenure-track appointment at the same level (as defined elsewhere in this document). Visiting faculty are eligible to teach at any level for which they are qualified as scholars and teachers. Visiting faculty, whose appointments may not exceed three continuous years, include individuals on leave from other academic institutions and temporary faculty.

d. Adjunct Faculty

Adjunct faculty must have credentials as scholars and teachers similar to those of a tenure-track appointment at the same level (as defined elsewhere in this document). Adjunct faculty are eligible to teach at any level for which they are qualified. Such appointments typically are not the result of a departmental search.

4. REGIONAL CAMPUS FACULTY

As the mission of the regional campuses emphasizes undergraduate instruction, regional campus criteria for appointment at the tenure-track ranks of assistant professor, associate professor, and professor are similar to those for Columbus campus faculty, but give relatively greater emphasis at each rank to teaching experience and quality.

Regional campus criteria for the appointment of teaching faculty and associated faculty are the same as those for Columbus campus faculty in each of these categories.

5. EMERITUS FACULTY

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

Faculty will send a request for emeritus faculty status to the department chair (regional campus dean for associated faculty on regional campuses) outlining academic performance and citizenship. The Committee of Eligible faculty (tenured and nonprobationary teaching associate professors and professors) will review the application and make a recommendation to the department chair. The department chair will decide upon the request, and if appropriate submit it to the executive dean or designee. If the faculty member requesting emeritus status has in the 10 years prior to the application engaged in serious dishonorable conduct in violation of law, rule, or

policy and/or caused harm to the university's reputation or is retiring pending a procedure according to Faculty Rule [3335-5-04](#), emeritus status will not be considered.

See the OAA [Policies and Procedures Handbook](#) Volume 1, Chapter 1, for information about the types of perquisites that may be offered to emeritus faculty, provided resources are available.

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

6. COURTESY APPOINTMENTS

A courtesy appointment in the Department of Classics requires a Ph.D. in Classics or in an equivalent or related field and a tenure-track appointment in another unit at The Ohio State University. It is based on the expectation that the appointee will contribute substantially to the department's mission. An individual with a courtesy appointment (0% FTE) may not participate in department meetings or be appointed to department committees. He or she may hold graduate faculty status in the department, upon the recommendation of the graduate studies committee, but may not be the main adviser of Ph.D. students. Such appointments may collaborate with tenure-track faculty in graduate and undergraduate courses and may participate in program development. Continuation of the appointment will reflect ongoing contributions to the department's mission and will be terminated when those contributions cease to exist or cease to serve the department's needs. Unlike associated appointments, courtesy appointments do not require formal renewal. A courtesy appointment is made at the individual's current Ohio State rank, with promotion in rank recognized.

B. PROCEDURES:

See the [Policy on Faculty Recruitment and Selection](#), and the [Policy on Faculty Appointments](#) for information on the following topics: recruitment of tenure-track faculty; appointments at senior rank or with prior service credit; hiring faculty from other institutions after April 30; appointment of foreign nationals; and letters of offer.

1. TENURE-TRACK FACULTY—COLUMBUS CAMPUS

A national search is required to ensure a diverse pool of highly qualified candidates for all tenure-track positions. Exceptions to this policy must be approved by the college and the Office of Academic Affairs in advance. Search procedures must [Policy on Faculty Appointments](#).

After consultation with the eligible faculty meeting together, and upon approval faculty vote of a job description, and after approval by the executive dean, the chair will appoint a search committee for any tenure-track or tenured appointment.

Prior to any search, members of all search committees must undergo inclusive hiring practices training available through the college with resources from the [Office of Diversity](#)

[and Inclusion](#). Implicit bias training, such as that available through the [Kirwan Institute for the Study of Race and Ethnicity](#), is also required of all search committee members prior to any search.

The search committee:

- Appoints a Diversity Advocate who is responsible for providing leadership in assuring that vigorous efforts are made to achieve a diverse pool of qualified applicants.
- Develops a search announcement for internal posting in the university Job Postings through the [Office of Human Resources](#) subject to the department chair's approval. The announcement will be no more specific than is necessary to accomplish the goals of the search, since an offer cannot be made that is contrary to the content of the announcement with respect to rank, field, credentials, salary. In addition, timing for the receipt of applications will be stated as a preferred date, not a precise closing date, in order to allow consideration of any applications that arrive before the conclusion of the search.
- Solicits applications broadly and by a variety of other means, including advertisements in journals and professional organizations, listings on the Internet, letters to graduate institutions and leading scholars asking for nominations, and invitations to potential candidates asking them to apply.
- Screens applications and letters of recommendation and presents to the full faculty a summary of those applicants (usually three to five) judged worthy of interview. If the faculty agrees with this judgment, virtual or on-campus interviews are arranged by the search committee chair, assisted by the department office. If the faculty does not agree, the department chair in consultation with the faculty determines the appropriate next steps (solicit new applications, review other applications already received, cancel the search for the time being).

After a national search, generally including personal interviews at appropriate professional meetings, the committee will report to the faculty and submit a short list of the top candidates, at least one of whom could contribute to the diversity of the unit. If the search committee judges that in the pool of candidates there is no qualified person who can contribute to the diversity of the unit, it will explain at a meeting of the faculty its efforts to attract a diverse pool of applicants and will describe the pool of applicants and the pool of finalists before asking the faculty to vote on inviting the finalists for an interview. After discussion and in accordance with the majority vote of the faculty, and with the approval of the divisional dean, the committee will normally invite top candidates for virtual or on-campus interviews.

On-campus interviews with candidates must include opportunities for interaction with faculty groups, including the search committee; graduate students; the department chair; and the dean or designee. In addition, all candidates make a presentation to the faculty and graduate students on their scholarship, and teach a class. The latter could be an actual class or a mock instructional situation. All candidates interviewing for a particular position must follow the same interview format, and relevant accommodations for disability/impairment

should be provided.

At this point the official work of the committee is usually complete. At the departmental meeting called to review the candidates, representatives of the graduate student advisory committee will report the views of the graduate student body and participate in a discussion of those views with the faculty, then they will leave the meeting; this report has to be based on a formal consultation of all graduate students. After full discussion, the eligible faculty will select the top candidate by a written confidential ballot. A positive vote of two-thirds of the faculty present is normally expected before the chair can recommend the appointment to the executive dean of the college. If the top candidate receives more than half but less than two-thirds of the votes, the faculty will vote again on the single top candidate. If this candidate still receives less than two-thirds of the votes, the chair in consultation with the dean will decide whether to make an offer to the top-ranked candidate on the basis of a simple majority or to end the search and begin again.

If the offer involves senior rank, the eligible faculty members vote also on the appropriateness of the proposed rank. If the offer may involve prior service credit, the eligible faculty members vote on the appropriateness of such credit. The eligible faculty reports a recommendation on the appropriateness of the proposed rank or the appropriateness of prior service credit to the department chair. Appointment offers at the rank of Associate Professor or Professor, with or without tenure, and/or offers of prior service credit require prior approval of the Office of Academic Affairs.

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

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

If the chair decides to make an offer, s/he will write a letter of explanation of the circumstances to the faculty with a copy to be sent to the executive dean. After the offer is made, the chair will discuss the search with the graduate students.

2. TEACHING FACULTY

Searches for teaching faculty generally proceed identically as for tenure-track faculty, with the exception that the candidate's presentation during the on-campus or virtual interview will address issues in teaching or professional teaching practice rather than scholarship, and exceptions to a national search require approval only by the executive dean of the college.

3. TRANSFER FROM THE TENURE TRACK

Tenure-track faculty may transfer to a teaching appointment if appropriate circumstances exist. Tenure or tenure eligibility is lost upon transfer, and transfers must be approved by the department chair, the executive dean, and the executive vice president and provost.

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

Transfers from a teaching appointment to the tenure track are not permitted. Teaching faculty members may apply for tenure-track positions and compete in regular national searches for such positions.

4. ASSOCIATED FACULTY

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

a. Senior Lecturer

The chair appoints senior lecturers after consultation with the full faculty and in accordance with the majority opinion as determined by a vote of the tenure-track faculty.

b. Lecturer

Lecturer and senior lecturer appointments are made by the chair, preferably on an annual basis but, if need be, on a semester by semester basis.

c. Visiting Faculty

The chair appoints visiting faculty after consultation with the full faculty and in accordance with the majority opinion as determined by a vote of the tenure-track faculty. When appropriate, the chair will convene a search committee and follow the regular search procedures of the department as outlined in Section IV.B.1 above. Visiting appointments may be made for one term of up to three years or on an annual basis for up to three years.

d. Adjunct Faculty

Adjunct faculty will be appointed by the chair upon consultation with the full faculty and in accordance with the majority opinion as determined by a vote of the tenure-track faculty.

5. REGIONAL CAMPUS FACULTY

The regional campus has primary responsibility for determining the need for a position and the position description, but it should consult with and seek the agreement of the department chair and faculty of the Columbus department. The chair of the department and the regional campus dean or director will agree on a single search committee for the position consisting of members of both units. Except as stipulated here, the committee will otherwise follow the procedures governing Columbus Campus searches (above).

Candidates should be interviewed by the regional campus dean, the chair of the department, the search committee, and representatives of both faculties. Candidates will be evaluated on both campuses, with the Columbus faculty taking primary responsibility for evaluating the candidate's record and potential as a scholar. At the end of the evaluation process, the search committee will make a recommendation to the department chair and the regional campus dean. A chair's decision to hire must be informed by a vote of the eligible faculty and agreement with regional campus dean or director. Negotiations with a candidate should not begin without such agreement and a letter of offer must be signed by the chair of the department and the dean or director of the regional campus.

Searches for regional campus teaching faculty are the same as those described above for tenure-track faculty.

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

6. COURTESY APPOINTMENTS

Any faculty member may propose a 0% FTE (courtesy) appointment for a tenure-track or teaching faculty member from another Ohio State tenure-initiating unit. Courtesy appointments will be made by the chair upon consultation with the full faculty and in accordance with the majority opinion as determined by a vote of the tenure-track faculty. The department chair reviews all courtesy appointments every three years to determine whether they continue to be justified, and takes recommendations for nonrenewal before the faculty for a vote at a regular meeting.

V. ANNUAL PERFORMANCE AND MERIT REVIEWS

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

- Assist faculty in improving professional productivity through candid and constructive feedback and through the establishment of professional development plans;
- Establish the goals against which a faculty member's performance will be assessed in the foreseeable future; and

- Document faculty performance in the achievement of stated goals in order to determine salary increases and other resource allocations, progress toward promotion, and, in the event of poor performance, the need for remedial steps.

The annual performance and merit review of every faculty member is based on expected performance in teaching, scholarship, and service as set forth in the department's guidelines on faculty duties and responsibilities; on any additional assignments and goals specific to the individual; and on progress toward promotion where relevant. Meritorious performance in teaching, scholarship, and service is assessed in accordance with the same criteria that form the basis for promotion decisions.

At the beginning of the academic year, the chair will invite each faculty member to discuss specific goals for the coming year. Committee appointments, teaching assignments, and other discretionary actions of the chair will reflect this meeting and the faculty member may request to have the understanding reached put in writing. During the Spring semester, the chair will notify all faculty in a timely manner of the forthcoming annual review. If there has been an understanding as described above, during the review the year's accomplishments will be assessed in terms of that understanding.

The department chair is required (per Faculty Rule [3335-3-35](#)) to include a reminder in the annual review letter that all faculty have the right (per Faculty Rule [3335-5-04](#)) to view their primary personnel file and to provide written comment on any material therein for inclusion in the file.

A. DOCUMENTATION

For their annual performance and merit review, faculty members must submit the following documents to the department chair when solicited by the chair in the spring semester:

- Office of Academic Affairs dossier outline, [Policies and Procedures Handbook](#), Volume 3 (*required for probationary faculty*) or updated documentation of performance and accomplishments (*non-probationary faculty*)
- updated CV, which will be made available to all faculty in an accessible place (*all faculty*)

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

The chair may also seek additional information as necessary and consult colleagues as necessary for a fair and thorough review. In this regard, the chair may invite reviews of public presentations, curricular development, service, or general impact of scholarship from anyone in a position to evaluate the faculty member's performance. Copies of these supplementary materials and of the teaching evaluation committee evaluations or summaries of the faculty member's teaching evaluations will be provided to the faculty member at least one week before the annual review so that he or she may provide

explanation or other comment.

B. PROBATIONARY TENURE-TRACK FACULTY

1. PROCEDURES

- a. At the time of appointment, probationary faculty members will be provided with all pertinent documents detailing department, college, and university promotion and tenure policies and criteria. If these documents are revised during the probationary period, probationary faculty members will be provided with copies of the revised documents.

The chair of the department and the committee of the eligible faculty will review all untenured faculty in each year of their probationary service following the procedures used for fourth-year reviews (see Section V.B.2 below). The annual performance and merit review will encompass the untenured faculty member's performance in the areas of research, teaching, and service, and will require evidence of continuing development in each area. (It is, however, understood that junior faculty contribute less in the area of service than their senior colleagues.) The chair will inform probationary faculty members at the time of initial appointment and in a timely fashion each year thereafter when the annual review will take place and remind them of the required documentation stipulated above. This documentation must be submitted at least one week prior to the date of the review. The annual review enables the department to communicate its performance expectations to probationary faculty and to evaluate progress towards those expectations. The department is committed to not renewing a probationary appointment following any annual review in which it is apparent that the candidate's likelihood of meeting expectations for promotion and tenure is poor. All annual review letters will become a part of a faculty member's dossier for subsequent annual reviews during the probationary period, including the review for promotion and tenure.

- b. The committee of the eligible faculty must meet and discuss each probationary faculty member's annual performance at the annual review. It is the responsibility of every committee member to review all available documentation and to participate in the review meeting. If it is absolutely impossible for a faculty member to attend the meeting, s/he may participate in the meeting by Skype or teleconference. In each annual review other than the fourth-year review, whose procedures differ as described in V.B.2 below, the vote of the committee is only advisory to the chair. The chair may participate but not vote at this review. The committee will appoint a senior member and participant in the discussion to summarize the deliberations and explain the vote in a letter to the chair.
- c. If the chair's recommendation is to reappoint the faculty member to another year of service, that recommendation is final. If the chair's recommendation to the dean is to *not* reappoint the faculty member, the Fourth-Year Review process (per Faculty Rule [3335-6-03](#)) is invoked. Following completion of the comments process, the complete dossier is forwarded to the college for review and the executive dean makes the final decision on renewal or nonrenewal of the probationary appointment.
- d. Both the committee's written assessment of the faculty member and the chair's letter

must be circulated to all faculty who participated in the meeting before being officially communicated to the untenured faculty member. The chair must provide the faculty member under review with a copy of his or her letter of recommendation and the letter of the committee of the eligible faculty. The faculty member will be given ten (10) days to respond in writing to the letters from the committee of the eligible faculty to the chair and/or from the chair to the executive dean. The chair of the committee and/or the department chair may respond to this letter. There will be only one iteration of this process. All letters and responses will, then, become part of the faculty member's dossier. A copy will also be sent to the college office.

In the case of a recommendation for reappointment, the chair will also compose a letter to the faculty member offering constructive and candid advice and counsel. The letter should include strengths and weaknesses, as appropriate. In cases of differing assessments, the chair will attempt to resolve conflicting evaluations in a way that both advises the faculty member of those areas where his or her record is open to question and provides candid and clear advice about aspects of performance that need improvement.

- e. If the executive dean agrees with a negative recommendation from the chair, the probationary faculty will be informed of university appeal procedures (see section VII of this document) according to the standards of notice set forth in Faculty Rule [3335-6-08](#) and in keeping with instructions from the Office of Academic Affairs. All such letters must be approved by the executive dean or her/his representative in advance of being sent and will explain to the faculty member the reasons for non-renewal. In the case of a negative decision, the appointment of the probationary faculty member will not be renewed beyond the succeeding academic year.
- f. If during an annual review the committee of the eligible faculty determines by a two-thirds vote in a confidential written ballot that an assistant professor should be put up for promotion and tenure before his or her probationary term is completed, the chair will invite that assistant professor to submit his or her dossier to the committee for review and evaluation in accordance with section VI.B., below.

2. *FOURTH YEAR REVIEW*

The fourth-year review of probationary tenure-track faculty has the same purposes as any other annual review but the procedures are the same as those of the sixth-year (mandatory) review for tenure, with the following three exceptions: (a) there are only two levels of review, the department and the college; (b) external evaluations are not solicited. Unlike other annual reviews, the vote of the eligible faculty in the fourth-year review is not only advisory to the chair but has independent standing.

Following the vote on the fourth-year review, the chair of the committee of the eligible faculty will submit to the chair of the department a letter in which the full committee's assessment of the probationary faculty member's performance is stated and discussed. The letter will also record the vote and the committee's recommendation. The chair of the department will prepare a separate evaluation of the probationary faculty member's performance and an independent recommendation. On completion of the departmental

review, the probationary faculty member will be informed in writing that he or she may review the department's evaluations. The probationary faculty member has ten days from receipt of this notice to provide written comments on the department's evaluations for inclusion in the dossier. Should the probationary faculty member provide comments, the committee will have the opportunity to respond in writing to those comments. There will be only one iteration of this process. The two evaluations produced in the department (those of the committee of the eligible faculty and of the chair of the department), along with any comments from the probationary faculty member and responses by the chair of the committee (or a designee) and the department chair, will be forwarded to the executive dean of the college, who makes the final decision regarding renewal or nonrenewal of the probationary appointment.

3. EXCLUSION OF TIME FROM PROBATIONARY PERIODS

Probationary faculty at any rank may exclude time from the probationary period under Faculty Rule [3335-6-03](#). Additional procedures and guidelines can be found in the Office of Academic Affairs [Policies and Procedures Handbook](#). Probationary faculty will be reviewed annually during their probationary periods regardless of whether time is excluded from that period, unless their absence from campus during an excluded period makes the conduct of such review impractical.

C. TENURED ASSOCIATE PROFESSORS

The chair of the department and the professors review all associate professors annually in the spring. This review will encompass the faculty member's performance in the areas of research, teaching, and service, and continuing development in each area.

The department chair will inform all associate professors in a timely fashion each year when the annual performance and merit review will take place and request the documentation stipulated in section A above. This material will be made available to the committee of the eligible faculty; they may also seek additional information and consult colleagues as necessary for a fair and thorough review. This annual review enables the professors to communicate their expectations to associate professors and to evaluate their progress towards those expectations.

The professors will elect one who has participated in the discussion to summarize their deliberations in a letter to the chair. After the meeting the chair will provide the faculty member with a written assessment of his or her performance and professional development, based upon and reflecting the discussion of the professors. The chair's letter may take the form of an addendum to the letter of the professors or be a formal letter. If the chair's assessment disagrees in essential details with the assessment written by the professors, the chair will explain her/his disagreement in a letter to them.

Associate professors will meet annually with the chair to discuss their annual reviews and future plans. If they choose, they may respond in writing to any part of the review. The chair of the committee of the eligible faculty may respond to this response. There will only one iteration of this process.

D. PROFESSORS

Professors will submit the documentation stipulated in section V.A, above. The chair will review this documentation and other documents, as necessary, will consult members of the faculty as appropriate, and will use this information as the basis for an annual performance review.

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

The chair will provide each faculty member with written feedback regarding his/her performance and future plans. Faculty members will meet annually with the chair to discuss their annual reviews and future plans. If they choose, they may respond in writing to any part of the review.

E. TEACHING FACULTY

The annual performance and merit review process for teaching probationary and non-probationary faculty is identical to that for tenure-track probationary and tenured faculty respectively, except that non-probationary teaching faculty may participate in the review of teaching faculty of lower rank.

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

If the position will continue, a formal performance review for reappointment is necessary in the penultimate contract year to determine whether the faculty member will be offered a new contract. This review generally proceeds in the same manner as the Fourth-Year Review procedures for tenure track faculty. There is no presumption of renewal of contract.

F. ASSOCIATED FACULTY

Compensated associated faculty members in their initial appointment must be reviewed before reappointment. The department chair, or designee, prepares a written evaluation

and meets with the faculty member to discuss his or her performance, future plans, and goals. The department chair's recommendation on renewal of the appointment is final. If the recommendation is to renew, the department chair may extend a multiple year appointment.

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

G. REGIONAL CAMPUS FACULTY

Probationary faculty on regional campuses will be reviewed annually by the regional campus dean/director and by the tenured faculty and the chair of the department on the Columbus campus. The regional campus performance and merit review, which focuses mainly on teaching and service, should take place first on the regional campus. The dean/director's report of that review and a copy of the faculty member's annual review documentation will be forwarded to the chair of the department. The department review will focus on the candidate's scholarly work and on the appropriateness of course content and course standards, but will consider all aspects of his or her record. The department chair should give a written review to the faculty member and a copy to the regional campus dean/director. It is important that the chair of the department and the regional campus dean/director be alert to any developing discrepancy for the probationary faculty member between the quality of teaching and service on the one hand and the quality and quantity of scholarly work on the other, in order to minimize the possibility that the regional campus and the department may disagree on a tenure recommendation. When such discrepancies become apparent, the regional campus dean/director should seek appropriate means of addressing this problem with the faculty member and the chair of the department.

The annual performance and merit reviews of tenured regional campus faculty are conducted by the regional campus dean/director. A copy of the dean/director's review letter should be sent to the department chair, who will evaluate the research portion of the annual performance.

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

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

H. SALARY RECOMMENDATIONS

Except when the university dictates any type of across the board salary increase, all funds

for annual salary increases are directed toward rewarding meritorious performance and assuring, to the extent possible given financial constraints, that salaries reflect the market and are internally equitable.

On occasion, one-time cash payments or other rewards, such as extra travel funds, are made to recognize non-continuing contributions that justify reward but do not justify permanent salary increases. Such payments/rewards are considered at the time of annual salary recommendations.

The executive dean determines the amount of incremental money available to the department, and the chair makes salary recommendations to the executive dean, who may modify them. The recommendations are based on the current annual performance and merit review as well as on the performance and merit reviews of the preceding 24 months.

The regional campuses have their own resources for salary increases for their faculty.

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

Faculty who fail to submit the required documentation for an annual performance and merit review at the required time will receive no salary increase in that year, and may not expect to recoup the foregone raise at a later time.

VI. REVIEWS FOR PROMOTION WITH TENURE, AND FOR PROMOTION

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

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

A. CRITERIA AND DOCUMENTATION THAT SUPPORT PROMOTION

1. PROMOTION FROM ASSISTANT TO ASSOCIATE PROFESSOR WITH TENURE

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

The award of tenure is an acknowledgement of excellence and future potential for preeminence. It is therefore essential to evaluate and judge the probability that faculty, once tenured, will continue to develop professionally and contribute to the department's academic mission at a high level for the duration of their time at the university.

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

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

A candidate for promotion with tenure is expected to have a research record that demonstrates a high standard of excellence and clear distinction in scholarship, as is appropriate to faculty at a major research institution. The candidate must present a significant body of scholarship in his or her field and must show significant achievements that will have an impact on scholarly discussion and demonstrate the ability to undertake sustained and continuing original work. Typically this will take the form of a finished book, published or under final board-approved contract and in production with a quality press, as well as other evidence of quality in scholarship, such as published articles, invited book chapters, conference papers, invitations to conferences, and the winning of grants in national and international competitions.

The pattern of performance over the probationary period should yield a high degree of confidence that the candidate will continue to develop professionally. This is most easily provided by a consistent record of productivity and a well-articulated research agenda. In addition, the assistant professor must have demonstrated excellence as a teacher of graduates and undergraduates. Typically, an assistant professor in Classics is not and should not be asked to serve on many committees; nevertheless, he or she should have established a record of good departmental citizenship through a willingness to serve when asked and conscientious performance. While it is recognized that some faculty are stronger in one area than in another, it is nevertheless the case that in the Department of Classics no activity contributes as much to the departmental mission as research.

These criteria and the procedures for evaluating performance are further elaborated in other paragraphs of this section.

2. PROMOTION TO RANK OF PROFESSOR

The Department of Classics expects an individual ready for promotion to professor to be a role model for less senior faculty, for students, and for the profession. While individuals seeking promotion are assessed only in regard to their assigned responsibilities, exceptional performance in these assignments is required, with reasonable flexibility being exercised in order to balance, where the case requires, heavier responsibilities and commitment in one area against lighter ones in another. Promotion should reflect the reality that (a) not all faculty members have the same distribution of assignments (b) not all faculty members will be able to contribute excellence equally in all evaluation dimensions; and (c) there is a multi-faceted institutional responsibility that must be achieved by the skills of the faculty collectively. Promotion to professor should be awarded not only to those faculty who have demonstrated impact in their scholarship of research and creative inquiry, teaching and learning, and service, but also to those who have exhibited excellence in leadership to make visible and demonstrable impact upon the mission of the department, college, and university.

To be eligible for promotion to professor, a faculty member must have made outstanding scholarly contributions to his or her area of expertise, contributions that have secured him or her national or international reputation for intellectual eminence in his or her field. It is expected that the faculty member will have a second body of scholarship that represents a continuing and strong record of publications since promotion to the associate professor rank. It is further required that there be strong evidence that the scholar's work has had a major impact on his or her field. Typically, evidence will include a second book, published or in production with a quality press, and a series of refereed journal articles, book chapters, edited works, conference papers, and book reviews beyond those presented for tenure, as well as national and international grants and fellowships, and invitations to speak at prestigious conferences and universities, to contribute to international publications, and/or to be a visiting professor on other campuses. There must be evidence not only of continuous past accomplishment, but of a strong ongoing scholarly agenda that predicts continued eminence in the field. In addition, he or she must have demonstrated continued excellence as a teacher of graduate and undergraduate students, and must have an excellent record of leadership in service to the department, college, and scholarly community. These criteria and the procedures for evaluating performance are further elaborated in other paragraphs of this section.

3. TEACHING FACULTY

- a) **Promotion to assistant professor of teaching** Classics requires that a faculty member has completed their doctoral or other terminal degree in the relevant field or equivalent experience, and be performing satisfactorily in teaching and service.
- b) **Promotion to associate professor of teaching** Classics requires that a faculty member hold a doctoral or other terminal degree in the relevant field or equivalent experience, show convincing evidence of excellence as a teacher and a provider of effective service; have a documented high level of competence in professional practice; display the potential for continuing a program of high-quality teaching and service relevant to the

mission of the department; and production and dissemination of scholarly materials pertinent to pedagogy.

- c) **Promotion to professor of teaching** Classics requires that a faculty member have a record of continuing professional growth and increasing quality of contributions, including a sustained record of excellence in teaching; leadership in service to the department and to the profession; and production and dissemination of scholarly materials pertinent to pedagogy.

4. PROMOTION OF ASSOCIATED FACULTY

- a) **Promotion to Adjunct Associate Professor and Adjunct Professor.** The relevant criteria for the promotion of adjunct faculty members shall be the same as those for the promotion of tenure-track faculty above.
- b) **Promotion of Visiting Faculty.** Visiting faculty members are not eligible for promotion.

5. PROMOTION OF REGIONAL CAMPUS FACULTY

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

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

B. PROCEDURES

The department's procedures for promotion and tenure and promotion reviews are fully consistent with those set forth in Faculty Rule [3335-6-04](#) and the Office Academic Affairs' annually updated procedural guidelines for promotion and tenure reviews found in Volume 3 of the [Policies and Procedures Handbook](#).

1. TENURE-TRACK AND TEACHING FACULTY

a. Candidate Responsibilities

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

Dossier

Every candidate must submit a complete and accurate dossier that follows the Office of Academic Affairs dossier outline. Candidates should not sign the Office of Academic Affairs Candidate Checklist without ascertaining that they have fully met the requirements set forth in the Office of Academic Affairs core dossier outline including, but not limited to, those highlighted on the checklist.

While the Eligible Faculty makes reasonable efforts to check the dossier for accuracy and completeness, the candidate bears full responsibility for all parts of the dossier that are to be completed by him or her.

Teaching Documentation

It is not enough that a teacher conscientiously meets his or her obligations and successfully conveys knowledge. The Department of Classics expects clear evidence of an effective interest in students, stimulation of student interest in the subject matter, high standards of intellectual performance and, where appropriate, the use of up-to-date scholarship and resources in teaching. Evaluation of a candidate's performance as a teacher will be based on the widest possible range of evidence. It will include (1) evidence solicited by the department chair or by the chair of the committee of the Eligible Faculty, and (2) evidence offered by the candidate.

Evidence presented to the committee of the Eligible Faculty regarding teaching will normally include the following:

- a) Student evaluations for all courses for all the probationary years or, in the case of promotion from associate professor to professor, student evaluations for courses taught since the last promotion or the last five years, whichever is less, to present.
- b) Syllabi, exams, and course assignments for all courses (1000-8000 levels) for all the probationary years or, in the case of promotion from associate professor to professor, for all courses taught since the last promotion or in the last five years, whichever is less, to present.
- c) A brief written statement by the candidate of his or her teaching objectives, methods, and accomplishments. This document may include a statement of the candidate's approach to and goals for teaching, a self-assessment, and a description of specific strategies for improvement of teaching. The candidate may want to call attention to innovations, improvements, and adjustments made in courses over time.

- d) Peer evaluations of a range of courses as stipulated in section IX, below.
- e) Other data that the department chair, the committee of the Eligible Faculty, or the candidate may judge pertinent to an evaluation of the candidate's performance in the area of teaching. This additional data might include:
- Explanations or demonstrations of especially successful or innovative teaching techniques;
 - Explanations of special teaching accomplishments, awards, and the like;
 - Information regarding his or her publication of teaching materials and articles on teaching techniques;
 - Descriptions of technical innovations and use of new technology in preparing course material, delivering information, setting learning tasks and evaluating performance;
 - Team teaching and interdisciplinary work that brings research in Classics into meaningful interaction with other areas of research and instruction in the college and college.

Scholarship Documentation.

Scholarly excellence entails significant and original contributions to published scholarship in the candidate's field of specialization. Such contributions include the following: contributions that offer new knowledge; information that aids colleagues in the field in carrying forward their own research; invention or exploration of new fields of inquiry; application of new concepts or concepts from other disciplines to traditional areas of research; and in general any application or interpretation of concepts that advance understanding and knowledge in the candidate's field.

The usual media for scholarly contributions are books, articles in recognized, refereed journals or prestigious invitations to contribute to publications that advance rather than summarize knowledge and understanding, and presentations at scholarly meetings.

Comparable electronic media are also acceptable, so long as these have standard refereed processes.

The candidate's achievements and the likelihood of further long-term scholarly accomplishments will be evaluated on the basis of the widest possible range of evidence, including both evidence offered by the candidate and that solicited by the department chair and the chair of the committee of the Eligible Faculty.

The time period for scholarship documentation to be included in the dossier for probationary faculty is the start date to present. For tenured or nonprobationary faculty it is the date of last promotion to present. There should be an increasing trajectory of

significant scholarly outcomes over time.

Evidence will normally include:

- (1) Publications. In evaluating publications and manuscripts, the committee will consider the nature of each publication, the type of refereeing, the reputation of a publisher or journal, and any other external measure, but will not allow extrinsic concerns to modify their scholarly judgment regarding the intrinsic merit of the publication. Ordinarily, the committee will consider monographic or interpretive publications based upon original research as providing primary evidence of scholarly development rather than textbooks or source books conceived primarily for elementary undergraduate instruction, though the development of materials for use with new technologies may serve as evidence insofar as it entails original research. The department chair or chair of the committee may solicit -- and the candidate may present -- published reviews from scholars in the field. The candidate may be asked to offer or may present the reports of anonymous referees.
- (2) Scholarly activity at professional meetings. The quality of the contributions will be the primary consideration in evaluating this activity. Papers, formal commentaries on the papers of others, and participation in colloquia will be evaluated. It is part of the responsibility of senior colleagues to try to attend the presentations and colloquia of junior colleagues; their evaluations may be placed in writing in the candidates file. Again, the committee may seek and the candidate may present evaluations from scholars in the field.
- (3) Reviews of scholarly works for journals. The scholarship of the reviews and the nature of the journals in which they appear will be appraised.
- (4) Scholarly recognition in the form of requests to serve on editorial boards of scholarly journals, to chair sessions at professional meetings and conventions or to serve on program committees for such meetings, to speak at other institutions or to assume the post of visiting professor.
- (5) Recognition in the form of prizes, awards, grants, or fellowships based on scholarly esteem and reputation.
- (6) Any other evidence which the candidate, the department chair, or the eligible faculty believe pertinent to the candidate's development as a scholar. The candidate may include in his or her dossier any manuscripts of articles or papers, whether they have been published or not.

Service Documentation.

A member of the Department of Classics at The Ohio State University has an obligation to use his or her talents to collaborate effectively with colleagues for the betterment of the department, the college, the university, and the larger community. A faculty member's profile of service may vary over time, and it is understood that junior faculty are generally spared many service commitments. Promotion to professor,

unlike promotion to associate professor, *does* entail a record of committed service to the department. This service may include, but is not limited to, graduate advising, work with graduate students on preparing candidacy exams, committed involvement on dissertation committees, chairing a dissertation committee. Additionally, associate professors are expected to chair department committees, and to demonstrate involvement in organizations, outreach projects, or other community and/or disciplinary initiatives that contribute to the well-being and enhancement of the Department of Classics at OSU and across the discipline. The committee of the Eligible Faculty may consider any information that the candidate, the department chair, or the committee considers pertinent to a full evaluation of the candidate's ability to render effective service to these communities, including evidence relating to the quality and the quantity of such service. The information may include the number of committee meetings attended and quality of contributions made, specific projects undertaken, administrative responsibilities assumed, and individual, community or professional contributions. The department chair, the committee, or the candidate may solicit written assessments of a candidate's service from those who are in a position to provide them.

Other information may include:

- a) Service on department, college, and university committees;
- b) Presentations made in the classes of others, contributions to university publications, lectures to the departmental faculty, and similar activities;
- c) Activities in the university community and in the community outside the university based on and related to one's professional training and professional concerns;
- d) Activity in the national or international scholarly community and its institutions.

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

The complete dossier is forwarded when the review moves beyond the department. The documentation of teaching is forwarded along with the dossier. The documentation of scholarship and service is for use during the department review only, unless reviewers at the college and university levels specifically request it.

Appointments, Promotion, and Tenure (APT) Document

Candidates must also submit a copy of the APT under which they wish to be reviewed. Candidates may submit the department's current APT document; or, alternatively, they may elect to be reviewed under either (a) the APT document that was in effect on their start date, or (b) the APT document that was in effect on the date of their last promotion, whichever of these two latter documents is the more recent. However, the current APT document must be used if the letter of offer or last promotion, whichever is more recent, was more than 10 years before April 1 of the review year.

The APT document must be submitted when the dossier is submitted to the department.

External Evaluations

Candidates are responsible for reviewing the list of potential external evaluators developed by the department chair and the committee of the Eligible Faculty. The candidate may add no more than three additional names, but is not required to do so. The candidate may request the removal of no more than two names, providing the reasons for the request. The department chair decides whether removal is justified. (Also see External Evaluations below.)

b. Responsibilities of the Committee of the Eligible Faculty

The responsibilities of the Eligible Faculty are as follows:

- To review this document annually and to recommend proposed revisions to the faculty.
- To consider annually, in spring semester, requests from faculty members seeking a non-mandatory review in the following academic year and to decide whether it is appropriate for such a review to take place. A two-thirds affirmative vote is required for the review to proceed.
 - The committee bases its decision on assessment of the record as presented in the faculty member's CV and on a determination of the availability of all required documentation for a full review (student and peer evaluations of teaching). Lack of the required documentation is necessary and sufficient grounds on which to deny a non-mandatory review.
 - A tenured faculty member may be denied a formal promotion review under Faculty Rule [3335-6-04](#) only for one year. If the denial is based on lack of required documentation and the faculty member insists that the review go forward in the following year despite incomplete documentation, the individual should be advised that such a review is unlikely to be successful.
- A decision by the committee to permit a review to take place in no way commits the Eligible Faculty, the department chair, or any other party to the review to making a positive recommendation during the review itself.
- Annually, in late spring through early autumn semester, the committee of the Eligible Faculty provides administrative support for the promotion and tenure review process as described below.
 - **Late Spring:** Select from among its members a Procedures Oversight Designee (POD) who will serve in this role for the following year. The Procedures Oversight Designee cannot be the same individual who chairs the committee. The Procedures Oversight Designee's responsibilities are described in the Office of Academic Affairs annual procedural guidelines.
 - **Late Spring:** Suggest the names of external evaluators to the department chair.

This responsibility falls mainly to the chair of the Eligible Faculty, who may solicit suggestions from the rest of the committee.

- **Early Autumn:** The chair of the committee, the POD, and any other committee members so designated by the chair review the candidates' dossiers for completeness, accuracy (including citations), and consistency with Office of Academic Affairs requirements; and they work with the candidates to assure that needed revisions are made in the dossier before the formal review process begins. They meet with each candidate for clarification as necessary and to provide the candidate an opportunity to comment on his or her dossier. This meeting is not an occasion to debate the candidate's record.
- Review thoroughly and objectively every candidate's dossier in advance of the meeting at which the candidate's case will be discussed. Members must attend all Eligible Faculty meetings except when circumstances beyond one's control prevent attendance; participate in discussion of every case; and vote.
- Write an evaluation of the candidate's performance in teaching, scholarship and service that reflects the committee's discussion and vote and summarizes the faculty perspectives expressed during the meeting; and forward the completed written evaluation and recommendation to the department chair.
- Provide a written response, on behalf of the Eligible Faculty, to any candidate comments that warrant response, for inclusion in the dossier.
- Provide a written evaluation and recommendation to the department chair in the case of joint appointees whose tenure-initiating unit is another department. The Eligible Faculty does not vote on these cases since the department's recommendation must be provided to the other tenure- initiating unit substantially earlier than the committee begins meeting on this department's cases.

c. Department Chair Responsibilities

The responsibilities of the department chair are as follows:

- To charge each member of the Eligible Faculty Committee to conduct reviews free of bias and based on criteria.
- To determine whether a candidate is authorized to work in the United States and whether a candidate now, or in the future, will require sponsorship for an employment visa or immigration status. (The department must ensure that such questions are asked of all applicants in a non-discriminatory manner.)
- **Late Spring Semester:** To solicit external evaluations from a list including names suggested by the committee of the Eligible Faculty, the department chair, and the candidate. (Also see External Evaluations below.)
- To make each candidate's dossier available in an accessible place for review by the

Eligible Faculty at least two weeks before the meeting at which specific cases are to be discussed and voted.

- To remove any member of the Eligible Faculty from the review of a candidate when the member has a conflict of interest but does not voluntarily withdraw from the review.
- To attend the meetings of the Eligible Faculty at which promotion and tenure matters are discussed and respond to questions raised during the meeting. At the request of the eligible faculty, the department chair will leave the meeting to allow open discussion among the eligible faculty members.
- **Mid-Autumn Semester:** To provide an independent written evaluation and recommendation for each candidate, following receipt of the Eligible Faculty's completed evaluation and recommendation.
- To meet with the Eligible Faculty to explain any recommendations contrary to the recommendation of the committee.
- To inform each candidate in writing after completion of the department review process: of the recommendations by the Eligible Faculty and department chair; of the availability for review of the written evaluations by the Eligible Faculty and department chair; and of the opportunity to submit written comments on the above material, within ten days from receipt of the letter from the department chair, for inclusion in the dossier. The letter is accompanied by a form that the candidate returns to the department chair, indicating whether or not he or she expects to submit comments.
- To provide a written response to any candidate comments that warrant response for inclusion in the dossier.
- To forward the completed dossier to the college office by that office's deadline, except in the case of associated faculty for whom the department chair recommends against promotion. A negative recommendation by the department chair is final in such cases.
- To receive the committee of the Eligible Faculty's written evaluation and recommendation of candidates who are joint appointees from other tenure- initiating units, and to forward this material, along with the department chair's independent written evaluation and recommendation, to the department chair of the other tenure- initiating unit by the date requested.

2. PROCEDURES FOR ASSOCIATED FACULTY

Adjunct faculty and associated faculty with tenure-track titles for whom promotion is a possibility follow the promotion guidelines and procedures detailed in Section VI.B above, with the exception that the review does not proceed to the college level if the department chair's recommendation is negative, and does not proceed to the executive vice president and provost if the executive dean's recommendation is negative.

3. PROCEDURES FOR REGIONAL CAMPUS FACULTY

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

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

Regional campus teaching faculty are reviewed by the regional campus faculty according to the process established on that campus and then by the regional campus dean/director. Following the review, the dean/director consults with the faculty member's department chair. A request to promote follows the same procedures as tenure-track faculty except that external letters are not needed unless scholarship is a component of the assigned role.

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

4. *EXTERNAL EVALUATIONS*

External evaluations of scholarly activity and research are obtained for all promotion reviews in which scholarship must be assessed. These include all tenure-track promotion and tenure or promotion reviews. External evaluations of scholarly activity and research are not obtained for teaching faculty or associated faculty unless the faculty member has been involved in a significant amount of scholarship. The decision to seek external evaluations for a teaching or associated faculty member will be made by the department chair after consulting with the candidate and the chair of the Eligible Faculty Committee. A minimum of five credible and useful evaluations must be obtained. A credible and useful evaluation:

- Is written by a person highly qualified to provide an arms' length judgment of the candidate's scholarship (or other performance, if relevant) who is not a close personal friend, research collaborator, or former academic advisor or post- doctoral mentor of the candidate. Qualifications are generally judged on the basis of the evaluator's expertise, record of accomplishments, and institutional affiliation. This department will only solicit evaluations from professors at institutions comparable to Ohio State. In the case of an assistant professor seeking promotion to associate professor with tenure, a minority of the evaluations may come from associate professors.
- Provides sufficient analysis of the candidate's performance to add information to the review. A letter's usefulness is defined as the extent to which the letter is analytical as opposed to perfunctory. Under no circumstances will "usefulness" be defined by the perspective taken by an evaluator on the merits of the case.

Since the department cannot control who agrees to write and or the usefulness of the letters received, the department seeks more letters than are required, and solicits these

letters no later than the end of the spring semester prior to the review year. This timing allows additional letters to be requested should fewer than five useful letters result from the first round of requests.

As described above, the committee of the Eligible Faculty, the department chair, and the candidate assemble a list of potential evaluators. If the evaluators suggested by the candidate meet the criteria for credibility, a letter is requested from at least one of those persons. Faculty Rule [3335-6-04](#) requires that no more than half of the external evaluation letters in the dossier be written by persons suggested by the candidate. In the event that the person(s) suggested by the candidate do not agree to write, neither the Office of Academic Affairs nor this department requires that the dossier contain letters from evaluators suggested by the candidate.

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

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

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

VII. APPEALS

It is the policy of The Ohio State University to make decisions regarding the renewal of probationary appointments and promotion and tenure in accordance with the standards, criteria, policies, and procedures stated in the Faculty Rules, supplemented by additional written standards, criteria, policies, and procedures established by tenure initiating units and colleges.

Faculty Rule [3335-6-05](#) sets forth the general criteria for appeals of negative promotion and tenure decisions.

If a candidate believes that a non-renewal decision or negative promotion and tenure decision has been made in violation of this policy and therefore alleges that it was made improperly, the candidate may appeal that decision. Procedures for appealing a decision based on an allegation of improper evaluation are described in rule [3335-5-05](#) of the Administrative Code. Appeals may also be based on allegations of discrimination.

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

Complaints alleging improper evaluation shall be presented in writing to the faculty members of the committee on academic freedom and responsibility and to the executive vice president and provost within thirty days (whenever practical) after a faculty member has been notified of the decision the faculty member wishes to challenge.

VIII. SEVENTH-YEAR REVIEWS

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

Every effort should be made to consider new information about a candidate's performance before a final decision is made if the new information becomes available before a decision is rendered. In rare instances, the department may petition the executive dean to conduct a seventh-year review for an assistant professor who has been denied promotion and tenure. Both the Eligible Faculty of the department and the chair must approve proceeding with a petition for a seventh-year review. The petition must provide documentation of substantial new information regarding the candidate's performance that is germane to the reasons for the original negative decision. Petitions for seventh-year reviews must be initiated before the beginning of the last year of employment because the seventh-year review, if approved, would take place during the regular university review cycle of the assistant professor's seventh and last year of employment.

If the executive dean concurs with the department's petition, the dean shall in turn petition the executive vice president and provost for permission to conduct a seventh-year review. If the Provost approves the request, a new review will be conducted equivalent to the one that resulted in the non-renewal of the appointment. The initiation of a seventh-year review does not presume a positive outcome. In addition, should the new review result in a negative decision, the faculty member's last day of employment is that stated in the letter of non-renewal issued following the original negative decision.

A faculty member may not request a seventh-year review, appeal the denial of a seventh-year review petition initiated by his or her department, or appeal a negative decision following a seventh-year review, since the faculty member has already been notified that tenure has been denied at the conclusion of the sixth-year review.

IX. PROCEDURES FOR STUDENT AND PEER EVALUATION OF TEACHING

A. STUDENT EVALUATION OF TEACHING

All faculty are expected to offer students in all regularly scheduled courses an

opportunity to evaluate the course and the instruction in the course. The use of the university Student Evaluation of Instruction (eSEI) is required. The evaluations will be entered into the faculty member's Annual Review Dossier for use by the committee of the Eligible Faculty and the chair.

The use of other forms of evaluation is left to the discretion of the instructor, though faculty members are strongly encouraged to use other evaluation instruments to supplement the SEI. If such are used, they are to be proctored by a student, who will return them to a designated member of the office staff. These evaluations will be retained in the office and given to the faculty member only after the final grades have been submitted. Any comments collected through these instruments should be included in the regularly scheduled peer review or Annual Performance Report. Summaries of these comments, prepared by someone other than the candidate, should also be included in promotion and tenure dossiers.

B. PEER EVALUATION OF TEACHING

The teaching of probationary tenure-track faculty will be formally peer reviewed in at least the second, third, and fourth years of employment. At least five courses will be evaluated over the three-year period, including (ideally) at least one large lecture course, one small lecture or discussion course, one 2000-6000 level language course, and one 7000-8000 level graduate course. The teaching of teaching faculty will be evaluated in the first and second years of each term of appointment. At least two courses will be evaluated.

A formal review will include at least two visits to the classroom. A faculty member must be assigned by the Teaching Evaluation Coordinator to perform the review. Wherever possible a peer reviewer will be of higher rank than the faculty member being reviewed. The reviewer will make a written report, give it to the Teaching Evaluation Coordinator, who will give a copy to the probationary faculty member. The report will become part of the probationary faculty member's file. The candidate may provide written comments on this report and the reviewer may respond if he or she wishes.

The teaching of tenured associate professors will be formally peer reviewed during the two to three years before promotion to professor is expected. At least four courses will be evaluated, (ideally) one large lecture course, one small lecture/discussion course, one 2000-6000 level language course, and one 7000-8000 level graduate course. The faculty member assigned by the Teaching Evaluation Coordinator to perform the review will make a written report, a copy of which will be made available to the faculty member. The report will become part of the faculty member's file.

The teaching of tenured professors will be formally peer reviewed at least once every four years, with the goal of assessing teaching at all levels of instruction to which the faculty member is assigned.

Additional or specific peer reviews of teaching may be scheduled by the chair, especially in a case where problems become known (for example through declining SEI scores).

Faculty seeking formative reviews should also seek the services of the [Michael V. Drake Institute for Teaching and Learning](#).