



Applies to: Faculty

Responsible Office

Office of Academic Affairs

POLICY

Issued: 07/20/2004
Revised: 08/01/2019

Appointment decisions for continuing faculty positions must be based on criteria that reflect strong potential to advance through the faculty ranks, including attaining tenure, being promoted, and/or being reappointed.

Purpose of the Policy

To provide guidance for appointment decisions for each faculty type. [Faculty Rule 3335-5-19](#) states the general criteria governing the types of faculty titles. [Faculty Rules 3335-6](#) and [3335-7](#) describe in detail the tenure-track, and clinical and research appointment types.

Definitions

Term	Definition
Joint appointment	One in which a faculty member has a compensated full-time equivalent (FTE) appointment in two or more tenure-initiating units (TIUs).

Policy Details

- I. Tenure-track, Clinical, and Research Faculty
 - A. Length of appointment
 - 1. Tenure-track, clinical, and research faculty may be offered either a nine-month or a twelve-month appointment by the TIU. The most common schedule for a nine-month on-duty period under semesters is from August 15 to May 15, with compensation paid out over twelve months. Twelve-month appointments typically begin either July 1 or on the first day of autumn semester. Colleges with clinical practice for teaching and patient care have hiring dates throughout the year.
 - 2. In accordance with [Faculty Rule 3335-5-07](#), all faculty members are expected to be on duty an average of 19 working days a month (weekdays excluding university holidays). Nine-month faculty members do not accrue vacation but are not expected to be on duty during intersessions between semesters or during their off-duty period (typically summer). Twelve-month faculty members accrue vacation pursuant to the [Paid Leave Programs](#) policy.
 - 3. TIUs are to provide candidates for faculty appointments with an offer letter to sign containing, at the minimum, the proposed start date, faculty title, reappointment date, duties and responsibilities, and salary and compensation, including whether any compensation is subject to productivity expectations and requirements.
 - B. Joint appointments
 - 1. Appointing new faculty members to a **joint appointment**
 - a. TIUs considering making a joint appointment are to determine whether this is the most appropriate means of accomplishing a shared goal. Financial reasons (neither unit has the resources to make the appointment on its own) alone do not provide an optimal foundation for joint appointments. The Office of Academic Affairs (OAA) suggests not pursuing a joint appointment if there are other means (such as joint service on graduate studies committees) that will accomplish the shared goal.



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- b. TIUs making a joint appointment are to reach agreement on its terms before seeking an individual to fill the position so that these terms can be communicated clearly to candidates. These terms, modified as a consequence of negotiation with a particular candidate when appropriate, must be set forth in a memorandum of understanding (MOU) signed by the heads of the TIUs and the dean(s) of those TIUs.
 - c. Before being extended to candidates, offer letters involving joint appointments, along with the executed MOU, must be approved by OAA. A candidate must be provided with the terms of the MOU before being asked to decide on an offer. Items that must be included in the MOU include:
 - i. The TIU in which the candidate's tenure or other appointment will reside (see [Faculty Rule 3335-6-06](#)). This is the unit where the candidate will be a member of the eligible faculty for appointment, promotion, and tenure (APT) decisions. If it is possible for the TIU designation to be renegotiated at a subsequent time, the MOU should describe how such a negotiation would be initiated and concluded.
 - ii. What each unit will contribute to the appointment in terms of compensation; office; research space, equipment, and start-up funds; and any other relevant resources, as well as the process by which relative contributions could be changed over time.
 - iii. The defined workload associated with each part of the appointment; the process by which the defined workload associated with the different parts of the appointment can be changed; and the mechanism for resolving workload issues should it be alleged by either the joint appointee or one of the TIUs that one or both of the TIUs' expectations differ from those agreed to in the MOU.
 - iv. The annual salary decisions process and whether the TIUs agree to reach consensus on salary increases or each provide its own recommendation based on performance in areas relevant only to its part of the appointment.
 - v. In the case of an untenured faculty member, how annual reviews and the review for tenure will be conducted; whether both TIUs must agree on renewal of the appointment and ultimately on the award of tenure for the peer recommendation to be considered positive and if not, how a disagreement on renewal and tenure will be handled. If the TIUs cannot reach an agreement on this extremely important matter, then the hire is not to be made.
 - vi. In the case of a tenured faculty member, how annual reviews and reviews for promotion will be conducted and whether both TIUs must agree that promotion is warranted for the peer recommendation to be considered positive.
 - vii. The governance rights of the joint appointee in each of the TIUs sharing the joint appointee.
2. Faculty transfer into a joint appointment
 - a. On occasion, a faculty member hired into a faculty position in a particular TIU seeks a joint appointment with another unit. In such cases, the two TIUs must enter into an MOU about the appointment that includes the items set forth in Policy Details I.B.1.c, including which unit will serve as the TIU, with the MOU being signed by the heads of the TIUs and the dean(s) of those TIUs and OAA. In such circumstances, OAA recommends that the faculty member and the TIUs involved observe the following process:
 - i. The faculty member consults with the head of the unit with which they want to establish a joint appointment and explain why such an appointment would benefit their academic career at The Ohio State University (university).
 - ii. The TIU head then makes a judgment about whether the joint appointment will benefit the mission of the unit as a whole and whether there are funds to cover the salary and benefits associated with the joint appointment. In making this judgment, the TIU head consults with the dean (if applicable) about the effect of this joint appointment, if any, on future hires in the unit.
 - iii. If the TIU head ascertains that the transfer would benefit the unit, the TIU head consults with the dean about whether there are funds in place to support the joint appointment. At this point, the faculty member requesting the joint appointment writes a formal letter of application to the TIU head.



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- iv. The receiving unit provides information about the faculty member to its tenured faculty and requests a vote, following hiring procedures laid out in the [Appointments, Promotion, and Tenure \(APT\) document](#), about whether the unit approves the joint appointment.
 - v. The dean and TIU head of the receiving unit decide whether to approve the appointment.
 - vi. Joint appointed faculty may vote on appointments, promotion, and tenure decisions only in their TIU.
- C. Shared appointments
1. It is possible for a unit to hire two individuals to share a single tenure-track faculty position. The following considerations apply to shared appointments:
 - a. The position must be split 50-50 for both parts of the position to be tenure-track.
 - b. Offer letters for such positions must address clearly the extent to which the two positions are independent or interdependent, specifically and to the extent applicable:
 - i. The right or lack of right of one party to the other half of the position should that half become vacant.
 - ii. The independence or interdependence of annual reappointment and tenure decisions.
 - iii. The independence or interdependence of annual evaluations, salary increases, promotion in rank, and provision of resources such as space and equipment.
 - c. TIUs are to treat each half of the position as independent in evaluating performance of duties within each unit.
- D. Courtesy appointments
1. Courtesy appointments have 0% FTE and occur when a tenure-track, clinical, or research faculty member holds an appointment in one or more academic units outside the TIU.
 2. TIUs must establish formal expectations for courtesy appointments. Courtesy appointments are to be discontinued when expectations are not met and when a faculty member retires from or otherwise terminates employment with the university.
- E. Changes in appointment
1. Transfer of TIU
 - a. The concept of a TIU and the circumstances under which a tenure-track faculty member may be considered for transfer to a new TIU are described, along with the necessary approvals, in [Faculty Rule 3335-6-06](#).
 - b. Approval of the transfer by OAA is dependent on the establishment of mutually agreed upon arrangements between the administrators of the affected TIUs, including the deans(s), and the faculty member.
 - c. An MOU signed by all parties, including OAA, must describe in detail the arrangements of the transfer. Since normally the transferring faculty member will fill an existing vacancy in the receiving unit, the MOU will describe the resources supporting the position, including salary, provided by the receiving unit.
 - d. The review schedule of probationary tenure-track faculty is not altered by transferring to a new TIU. Requests for exceptions due to special circumstances must be submitted to OAA before the MOU is finalized.
 2. Transfer from tenure-track to clinical or research appointments
 - a. Tenure-track faculty members who transfer to clinical or research appointments are required to resign their tenure-track positions, relinquishing tenure if applicable.
 - b. Such transfers are initiated for consideration only upon the written request of the faculty member. Clear evidence must be offered of a change in the individual's career goals and expectations, duties, and activities.
 - c. The following Faculty Rules describe the circumstances under which such a transfer may be considered and approved:
 - i. To clinical, [Faculty Rule 3335-7-09](#).
 - ii. To research, [Faculty Rule 3335-7-38](#).



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- d. Transfer from a clinical or research appointment to the tenure-track is not permitted (see [Faculty Rules 3335-7-10](#) and [3335-7-39](#) respectively). Clinical or research faculty may apply for tenure-track positions and compete in regular national searches for such positions.
3. Reduction in FTE
 - a. Involuntary reduction
 - i. Unless otherwise agreed upon by the TIU and faculty member or otherwise set forth under the faculty rules, the involuntary reduction of FTE must follow the process under [Faculty Rule 3335-5-04](#).
 - b. Tenure-track faculty
 - i. If a part-time appointment was not included in the terms of hire as stated in the offer letter, a tenure-track faculty member who desires a temporary FTE reduction or a permanent FTE reduction must consult with the TIU head.
 - ii. Tenure-track faculty are defined in [Faculty Rule 3335-5-19 \(A\)](#) as holding an appointment of 50% FTE or greater. Persons with a tenure-track faculty title on an appointment of less than 50% FTE are associated faculty.
 - iii. Upon the faculty member's request, the TIU head, with the approval of the dean in colleges with TIUs, has the authority to grant a reduction in FTE.
 - c. Probationary tenure-track faculty
 - i. A reduction in FTE does not involve an automatic exclusion of time from the probationary period, even though the projected revised dates may be mentioned in the letter approving the reduction, as is often the case. Probationary tenure-track faculty whose appointment is less than full-time but not less than 50% may request an exclusion of time from the probationary period in accordance with [Faculty Rule 3335-6-03 \(D\)\(1\)\(c\)](#).
 - ii. OAA does not approve exclusions of time in advance. Rather, during the second year of a faculty member's reduced appointment, OAA will approve an exclusion of time for one year. For example, a 50% FTE appointment will reflect one year of service within the probationary period upon working two academic years for a nine-month appointment or two full years for a twelve-month appointment. At the appropriate time, a letter requesting approval of the exclusion of time is forwarded by the TIU head to the dean and then OAA.
 - iii. For probationary faculty, the letter directed to the final level of approval is to include (in addition to the amount of the reduction, when it will take effect, and whether it is permanent or temporary) a projected revision of the review schedule and the projected year in which the adjusted Fourth-Year Review would fall (if the Fourth-Year Review has not already occurred).
 - d. Clinical and research faculty
 - i. Clinical and research faculty who wish to renegotiate their FTE during a contract period must consult with the TIU head to seek approval.
4. Twelve-month and nine-month appointment conversions
 - a. Faculty will normally convert between a twelve-month and a nine-month appointment using a 12/9 or a 9/12 salary conversion ratio. Any other arrangement requires the approval of OAA.
 - b. See the [Faculty Compensation](#) policy for information regarding a faculty member with an administrative appointment.
5. Transfer of campus
 - a. The circumstances under which a faculty member may be considered for a transfer from one campus to another are described in [Faculty Rule 3335-6-07](#).
 - b. The provost's approval of the transfer is dependent on the establishment of a mutually agreed upon financial arrangement between administrators of the affected TIUs, including the dean(s).
- F. Endowed chairs or professorships
 1. Only the Board of Trustees (BOT) can establish an endowed chair or professorship and appoint an individual to hold that position. TIUs are to defer publicity regarding the establishment of an endowed chair/professorship or the appointment of an individual to that position until action has been taken by the BOT.



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- G. College distinguished professors
 1. Colleges wishing to recognize distinguished faculty members may establish distinguished professorships, the titles of which must be (college name) distinguished professor.
 2. Criteria for review and procedures for awarding such distinctions must be included in the college Pattern of Administration.
- H. Emeritus faculty
 1. Tenure-track, clinical, research, and associated faculty are eligible for consideration for 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 at the university (see [Faculty Rule 3335-5-19](#) and [Faculty Rule 3335-5-36](#)). The process for recommending emeritus status to the executive vice president and OAA is to be set forth in the TIU APT document and the Faculty Rules. Various offices within the university offer prerequisites to emeritus faculty, which are subject to modification and remain at the discretion of the applicable office.
 2. Graduate faculty status
 - a. See the [Graduate School Handbook](#) for details on graduate faculty status when a faculty member terminates employment with or retires from the university.
 3. Emeritus titles for endowed chairs/professorships
 - a. Faculty members who hold an endowed chair/professorship or an Ohio eminent professorship at the time of their retirement or resignation may continue to use the chair designation upon request by their TIU head with the approval of the dean, OAA, and Board of Trustees (BOT).
 - b. The request can only be made for a faculty member retiring from the university and from the chair/professorship, not for those who may have held the chair/professorship in the past or those simply ending a term holding the chair/professorship.
 - c. The request can only be for carrying the name of the chair/professorship with the “emeritus” designation preceding the name. No chair/professorship resources can be allocated to the individual carrying the emeritus designation.
 4. Title for members of the Emeritus Academy
 - a. A faculty member who has been granted emeritus academy status may use the title academy professor during the period that such faculty is an active member of the Emeritus Academy.
- I. Reemployment of retired faculty
 1. For eligibility requirements and guidelines on the rehiring of faculty who have retired from the university, see [Reemployment of Faculty and Staff policy](#).
 2. Re-employment of retired faculty is not an entitlement and cannot be guaranteed. Note that faculty may be rehired into the same position at greater than 75% FTE only if the salary is not greater than 75% of the salary at the time of retirement, subject to the requirements under the [Reemployment of Faculty and Staff policy](#).
 3. Use the guidelines below in Section III.G.1-3 of this policy to determine appointment classification and FTE.
 4. Rehiring a retired faculty member requires approval of the TIU head, the college senior human resources officer, the college dean (or campus dean/director), and OAA prior to extending an offer. Colleges must forward requests to hire a retired faculty member using the [Request to Rehire Retired Faculty/Staff Member Form](#).
- J. Reemployment of tenure-track faculty following nonrenewal of appointment or denial of tenure
 1. OAA must approve the rehire of a tenure-track faculty member denied reappointment or tenure. This requirement for approval applies to faculty members rehired within three years of the final day of their original tenure-track appointment. Approval will be based on the nature of the proposed appointment in relationship to the reasons for denial of reappointment or tenure.
 2. A proposal to rehire a faculty member to teach or to conduct research in some capacity when unacceptable teaching or research, respectively, was a factor in the denial of reappointment or tenure is unlikely to be approved.



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3. TIUs are to exercise sound judgment in considering the rehire of probationary tenure-track faculty who withdraw from a mandatory review and resign.
- K. Reemployment of tenure-track faculty who have resigned
 1. There may be rare circumstances when a unit is unable to retain a truly exceptional faculty member (e.g., a member of a national academy), and the unit and college wish to facilitate the faculty member's return to the university. The chair and dean may request approval from OAA, within two years of the faculty member's departure, to rehire the faculty member into a vacant position without a national search. The unit/college must not promise to rehire the faculty member in advance since intervening events could make it undesirable or not feasible to follow through on such a commitment.
- II. Associated Faculty
 - A. For definitions and rules regarding associated faculty, see [Faculty Rule 3335-5-19](#).
 - B. Regardless of title, all associated appointments require an offer letter stating the start date and the end date, not to exceed a term of three years. Appointments carry no presumption of academic tenure or reappointment.
 - C. Associated appointments do not typically require OAA approval except in instances when the individual does not have a degree beyond a baccalaureate degree (see Section II.M below).
 - D. Initial appointments at senior rank require prior approval of the college dean and OAA.
 - E. Renewal requires a new offer letter and a new action in the human resources (HR) system. Nonrenewal requires termination in the HR system effective on the end date as stated in the offer letter.
 - F. Persons with tenure-track faculty titles employed at 50% FTE or greater, clinical faculty, and research faculty cannot hold an associated faculty appointment.
 - G. General concerns
 1. Appointment classification
 - a. Temporary and Regular appointment status are determined by the length of the appointment. These appointments are renewable.
 - b. Temporary:
 - i. Appointment is for one semester or less.
 - ii. While a faculty member may be appointed for back-to-back semesters, continuous consecutive back-to-back appointments should be reviewed to determine if a regular appointment would be more appropriate.
 - c. Regular:
 - i. Appointment is for a minimum of two semesters up to three years.
 - ii. Faculty members with a multiple-year commitment to work for only part of the year, e.g., to be the instructor of record each fall for three years in a row, would only be appointed for the period they work.
 - d. Benefit eligibility for multiple appointments will follow the principles in the Office of Human Resources [Appointments policy](#).
 2. FTE in semesters
 - a. In cases when associated faculty members have duties limited to formal class instruction, the FTE is determined by the number of credit hours assigned per term. The university-wide baseline for fall and spring semesters is that one three-credit course equals 0.25 FTE. This translates into approximately 10 hours/week, or 3.33 hours/week/credit hour. Compensated associated faculty teaching fewer or more than three credits will have their FTE adjusted accordingly. For example, faculty teaching one course should be appointed at 25% FTE, regardless of hiring unit. Faculty teaching more than four three-credit courses should be paid supplemental compensation for this overload. No associated faculty member should teach more than five three-credit courses in a single semester.



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- b. Using this standard, a 100% FTE lecturer or other associated faculty appointment would be distributed by credit hour across two semesters as follows:

	Autumn semester	Spring semester
Credit hours	12	12
Courses	4	4

- c. Colleges and regional campuses may develop formal guidelines (written into their Patterns of Administration) for addressing types of courses that warrant a different credit-hour to FTE equivalency. This allows TIUs to address concerns about the differing amounts of time required for the preparation or evaluation of types of courses due to enrollment size, assistance from graduate teaching associates, studios, labs, one-on-one instruction, and so on, while at the same time providing a standard ensuring that all associated faculty members within a college or campus are treated equitably.
- d. In cases when associated faculty members have duties beyond formal class instruction, the TIU head must adjust the FTE accordingly. For example, in a given semester a lecturer could teach three courses and be assigned 25% FTE duties in other teaching areas, such as advising, guest lecturing, or developing curriculum.
- e. All appointment letters for associated faculty members must specify the FTE of the appointment.
3. FTE in summer term
- a. Associated faculty teaching three credits in one four-week session will be appointed at 100% FTE, in one six-week session will be appointed at 75% FTE, and in one eight-week session will be appointed at 50% FTE. A summer course may be appended to a two-semester appointment.
4. Pay Period; Benefits
- a. Associated faculty members on appointments 75% FTE or greater for two semesters or the nine-month academic year may be offered the option of having their compensation paid out over twelve months as either 8/12 (two semesters) or a 9/12 appointment respectively. Such appointments will be eligible for benefits, subject to the terms and conditions of the applicable university employee benefit plan, program and/or policy, during the entire twelve-month appointment, from September-August.
- H. Professional titles if less than 50% FTE
1. Individuals who perform across the full range of faculty duties and responsibilities (teaching, scholarship, and service) if less than 50% FTE are given tenure-track titles.
- I. Clinical practice faculty
1. Clinical practice faculty appointments are limited to the health sciences.
2. These appointments are appropriate for persons who provide significant service to the university such as:
- Teaching the equivalent of one or more courses.
 - Advising graduate students or serving on graduate committees.
 - Serving as a co-investigator on a clinical trial or scholarly project that entails regular interaction with unit faculty and students as part of the collaboration.
 - Providing necessary university affiliation so that non-university health care providers may practice in university facilities and/or engage in teaching activities.
3. Such individuals may be either non-university employees or university employees compensated on a non-instructional budget.
4. Clinical practice faculty (compensated)
- a. Clinical practice appointments are appropriate for persons who teach and provide patient care for compensation at an FTE ranging from 1% - 100%.
5. Clinical practice faculty (uncompensated)
- 0% FTE clinical practice appointments are made for the period in which the uncompensated service is provided, not to exceed three years.
 - TIUs may renew uncompensated clinical practice appointments only in cases when the purpose of the appointment continues to be met.



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J. Visiting faculty

1. Visiting faculty (compensated)
 - a. Fiscal or programmatic circumstances may sometimes make it appropriate to hire faculty under time-limited contracts. Visiting faculty appointments may be renewed for up to three consecutive years or given a contract for up to three years at 100% FTE. Part-time appointments may be renewed until the equivalent of three years at 100% FTE is reached.
 - b. TIUs may also use the visiting faculty title for the temporary appointment of faculty members from other institutions and for foreign national faculty members who have been awarded tenure but do not have permanent residency status.
 - c. Only TIUs may make visiting faculty appointments for temporary duties. A non-TIU unit, such as a center that wishes to appoint persons, must use an appropriate non-faculty title.
2. Visiting faculty (uncompensated)
 - a. TIUs may use the visiting faculty title for the temporary appointment of faculty from other institutions who are not compensated by Ohio State, typically when the faculty member is compensated by their home institution.

K. Adjunct faculty

1. These appointments are appropriate for persons who provide significant service to the university such as:
 - a. Teaching the equivalent of one or more course.
 - b. Advising graduate students or serving on graduate committees.
 - c. Serving as a co-investigator on a research project that entails regular interaction with unit faculty and students as part of the collaboration.
2. Such individuals may be either non-university employees or university employees compensated on a non-instructional budget.
3. APT documents, as well as offer letters to adjunct faculty, must clearly state that adjunct appointments are:
 - a. Recommended at the discretion of the unit;
 - b. Made for periods not to exceed three years; and
 - c. Entail no commitment to renew the appointment beyond that period.
4. Adjunct faculty (compensated)
 - a. Colleges may approve compensation for services provided by adjunct faculty in instances where such individual takes on exceptional responsibility.
5. Adjunct faculty (uncompensated)
 - a. Adjunct appointments are made for the period in which the uncompensated service is provided, not to exceed three years. Renewal is contingent upon continued significant contributions.

L. Lecturers

1. When part-time instructors are needed for teaching, other than graduate teaching associates, the appropriate appointment is lecturer or senior lecturer.
2. Colleges and the regional campuses must establish appropriate criteria and associated pay scales for differentiating lecturers from senior lecturers.

M. Qualifications for Appointment

1. While qualified faculty members are identified primarily by credentials, other factors, including but not limited to equivalent experience, may be considered by the university in determining whether a faculty member is qualified. To be a member of the faculty or be the instructor of record for college credit at the university, the faculty member must satisfy at least one of the following criteria:
 - a. Holds an academic degree that is relevant to what the faculty member is teaching and that is one level above the level at which the faculty member teaches. In terminal degree programs, faculty members possess the same level of degree.
 - b. Holds a master's degree or higher in the discipline or subfield (or if master's is in another discipline or subfield, has completed 18 graduate credit hours in the discipline or subfield in which the appointee teaches) when teaching general education courses, or other non-occupational courses.



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2. Exceptions to the qualification requirements set forth in Section II.M.1. include the instructor of record who:
 - a. Has completed all requirements for the terminal degree with the exception of the dissertation, all but dissertation (ABD). This exception applies for a maximum of three years, after which time the faculty member must have completed the terminal degree;
 - b. Holds an academic degree that is not above the level at which they teach but possesses a minimum threshold of special competence, experience, and expertise that uniquely qualifies the individual in their discipline and is equivalent to the degree that is otherwise required for a faculty position, as documented through a review process as determined by the TIU or college. Qualifications must be documented and approved by the appropriate chair and dean; or
 - c. Is a graduate student supervised by university faculty.
3. For faculty holding less than a master's degree, the university defines the minimum threshold of equivalent experience generally as five years of professional experience or demonstrated skills in the same area in which the potential instructor of record will be teaching. Credentials will be the primary determinant of minimal instructional qualifications but equivalent professional experience (having a breadth and depth of experience outside the classroom, in real-world situations relevant to what the faculty is teaching) and/or industry credentials are other possible determinants. OAA has final decision-making authority to determine whether the qualification of an instructor of record whose highest degree is less than a master's degree meets the minimum threshold. Such appointments should be rare and will only be approved if it is clear that the expertise of the faculty member fulfills a specific instructional need.

PROCEDURE

Issued: 07/20/2004

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- I. Appointing a Faculty Member to an Endowed Chair or Professorship
 - A. Once the BOT has approved the establishment of an endowed chair/professorship, the college is to transmit a draft offer letter to OAA for approval before extending an offer to the candidate. The letter must state the effective date and length of term, not to exceed five years, at which time the appointment will be up for renewal. After OAA returns the draft offer letter to the college, the unit may extend an offer to the candidate. The candidate must acknowledge acceptance of the position in writing.
 - B. The college must follow the requirements under the [Faculty Recruitment and Selection](#) policy for such appointments and include all required documentation with the draft offer letter when making an offer to an external candidate. OAA does not require a curriculum vitae (CV) for internal candidates.
 - C. The college sends to OAA a copy of the final offer on letterhead along with the candidate's acceptance, either as a signature on the offer letter or as a separate letter.
 - D. OAA forwards the offer letter with the candidate's acceptance to the BOT for final approval.
 - E. The appointment becomes official only upon approval by the BOT.
 - F. The dean must conduct a formal review prior to submitting an individual for reappointment to an endowed position.
 - G. Appointments to endowed chairs are ordinarily made at senior tenure rank and appointments to endowed professorships, when appropriate, can be made for early or mid-career faculty. Such endowments are to support the establishment of a new endowed position, and support the work of the faculty in terms of academic work and/or compensation as determined in consultation with OAA.
- II. Procedures for Faculty Emeritus Requests
 - A. Colleges are to forward written requests for faculty emeritus status to OAA using the [Request for Emeritus Status Form \(Form 207\)](#). TIUs are to follow the unit approval process set forth in their APT documents.
 - B. The title request is to be tied to final faculty status (e.g. associate professor emeritus). The process for using an emeritus title with an endowed chair, endowed professorship, or eminent scholar position is set forth in



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Policy Details I.H. The request for emeritus status must be received by the BOT prior to the date of retirement, if the prerequisites of emeritus status (see Policy Details I.H.) are to become effective by that date.

- C. After the emeritus request is approved by the BOT, the unit and/or college enters the emeritus appointment into the HR system. A retirement action must be entered prior to entering the emeritus action, and the emeritus effective date in the HR system must correspond with the effective date of the BOT approval. The emeritus effective date does not affect the retirement effective date or access to approved prerequisites as determined by the TIU.
- D. The process for recommending emeritus status to the executive vice president and provost must be set forth in the TIU APT document.
- E. Emeritus status may be revoked in accordance with the Faculty Rules.

III. Procedures for Verifying Qualifications

- A. It is the responsibility of each course instructor to provide a CV to their department or college. The current CV, along with all relevant documents, will be kept by each department, college, or program in accordance with the [University's Records Retention Schedule](#).
- B. Any offer of employment to a prospective faculty member shall be made contingent on verification of necessary academic credentials. The candidate is responsible for submitting credentials to verify that they hold an appropriate degree and any other academic or professional credential and/or experience (e.g., license or certification) required for the position.
- C. TIUs are responsible for verifying that received credentials are appropriate to the faculty member's position and teaching assignments.

Responsibilities

Position or Office	Responsibilities
Candidate	1. Acknowledge acceptance of an endowed chair or professorship position in writing.
College Dean	1. Approve the rehire of retired faculty. 2. Approve joint appointments of faculty. 3. Approve initial appointments of associated faculty at senior rank. 4. Approve qualifications of instructor of records when such faculty holds an academic degree that is not above the level at which they teach but possesses a minimum threshold of special competence, experience, and expertise that uniquely qualifies the individual in their discipline. 5. Conduct a formal review prior to submitting an individual for reappointment to an endowed position.
Office of Academic Affairs (OAA)	1. Approve offer letter and MOUs involving joint appointment and all faculty transfers into a joint appointment. 2. Approve offer letters for appointments to endowed chairs or professorships 3. Approve the rehire of retired faculty. 4. Approve the rehire of tenured-track faculty denied reappointment or tenure 5. Approve initial appointments of associated faculty at senior rank. 6. Have final decision-making authority to determine whether the qualifications of a candidate whose highest degree is less than a master's degree meets the threshold of equivalent experience to be an instructor of record.
Senior Human Resources Officer	1. Approve the rehire of retired faculty.
Tenure Initiating Unit (TIU)	1. Determine if a joint appointment is the most appropriate means of accomplishing a shared goal. 2. Establish formal expectations for courtesy appointments. 3. Provide offer letters to candidates for signing prior to start date. 4. Reach agreement with a partnering TIU on the terms, requirements, workload of a joint appointment before filling the position. 5. Verify that received credentials are appropriate to the faculty member's position and teaching assignments.
TIU head	1. Approve the rehire of retired faculty. 2. Approve qualifications of instructor of records when such faculty holds an academic degree that is not above the level at which they teach but possesses a minimum threshold of special competence, experience, and expertise that uniquely qualifies the individual in their discipline.



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Resources

Forms

- Reemployment after Retirement, hr.osu.edu/benefits/retirement/reemployment-after-retirement/
- Request for Emeritus Status Form, Form 207, oaa.osu.edu/policies-guidelines-forms
- Request to Rehire Retired Faculty/Staff Member Form, hr.osu.edu/wp-content/uploads/form-rehire-retired-request.pdf

Governance Documents

- Appointments (applicable to staff), hr.osu.edu/public/documents/policy/policy420.pdf
- Faculty Compensation, oaa.osu.edu/sites/default/files/links_files/facultycompensation.pdf
- Faculty Fellow, oaa.osu.edu/sites/default/files/links_files/facultyfellow.pdf
- Paid Leave Programs, hr.osu.edu/public/documents/policy/policy627.pdf
- Reemployment of Faculty and Staff, hr.osu.edu/public/documents/policy/policy425.pdf
- Rules of the University Faculty, trustees.osu.edu/assets/files/RuleBook/UniversityFacultyRules.pdf
- University Policies, policies.osu.edu/

Additional Guidance

- Faculty Rank Title Codes, oaa.osu.edu/assets/files/documents/FacultyRankTitleCodes.pdf
- Graduate School Handbook, gradsch.osu.edu/handbook
- Higher Learning Commission Faculty Qualifications, http://download.hlcommission.org/FacultyGuidelines_2016_OPB.pdf
- OAA Policies and Procedures Handbook, oaa.osu.edu/policies-and-procedures-handbook

Contacts

Subject	Office	Telephone	E-mail/URL
Policy questions	Office of Academic Affairs	614-292-5881	oaa.osu.edu
Establishing an endowed chair or professorship Endowment approval schedule	Office of University Advancement	614-292-2970	giveto.osu.edu/index.asp
Graduate faculty status	Graduate School	614-292-6031	gradsch.osu.edu/index.html
Rehiring retired faculty, benefits	Office of Human Resources, Benefits Services	614-292-1050	hr.osu.edu/benefits/index.aspx

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