

1 **Appointments, Promotion, and Tenure (APT) Criteria and Procedures**  
2 **College of Engineering**  
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4

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## I Preamble

This document is a supplement to [Chapters 6](#) and [Chapter 7](#) of the [Rules of the University Faculty](#); the annually updated procedural guidelines for promotion and tenure reviews in Volume 3 of the Office of Academic Affairs [Policies and Procedures Handbook](#); the [University Policy on Faculty Appointments](#), and other policies and procedures of the university to which the college and its faculty are subject.

Should those rules and policies change, the college will follow the new rules and policies until such time as it can update this document to reflect the changes. In addition, this document must be reviewed, and either reaffirmed or revised, at least every five years on the appointment or reappointment of the Dean.

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

The faculty and the administration are bound by the principles articulated in [Faculty Rule 3335-6-01](#) of the Administrative Code. In particular, all faculty members accept the responsibility to participate fully and knowledgeably in review processes; to exercise the standards established in [Faculty Rule 3335-6-02](#) and other standards specific to this department and college; and to make negative recommendations when these are warranted in order to maintain and improve the quality of the faculty.

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

This Appointments, Promotion and Tenure (APT) document is an instrument against which tenure initiating unit (TIU) APT documents are evaluated for approval by the College. It sets forth the procedures to be used by TIUs and described in TIU APT documents. For academic appointment, promotion and tenure; this document characterizes the range of criteria that may be considered in TIU APT documents, including for faculty that hold partial FTE positions in more than one department (jointly appointed faculty). Each TIU APT document shall develop appointment, promotion and tenure criteria that fit the TIU mission and align with the guidance in this document.

The Department Chair or School Director of each TIU is responsible for ensuring that the TIU revise its APT document to be consistent with this document and with the most current version [Rules of the University Faculty](#) and the [Policies and Procedures Handbook](#) noted above, the University, College, and TIU missions; and other relevant policies, procedures, practices, and standards established by the College and the University.

The College of Engineering comprises several academic departments led by Chairs and the Knowlton School of Architecture led by a director. Where it is not explicitly stated in this document, the use of the term "Chair" or "Department Chair" implies "School Director", and the use of the term "department" implies "school".

## II College Mission

1 The College of Engineering and the Knowlton School of Architecture will create, transfer and preserve  
2 knowledge in the disciplines of engineering, design and planning to enhance economic competitiveness  
3 and promote societal well-being.  
4

## 5 6 **III Definitions**

### 7 **A Committee of the Eligible Faculty**

8

#### 9 **1 Tenure track Faculty**

10  
11 The eligible faculty for appointment reviews of tenure track faculty consists of all tenure track faculty  
12 members whose tenure resides in the TIU, unless the TIU bases appointment decisions on search  
13 committee recommendations rather than a vote of the full faculty. For an appointment at senior rank, a  
14 second vote is taken by the faculty members eligible to vote on the rank under consideration.  
15

16 The eligible faculty for recommendation of initial appointment at senior rank, reappointment, promotion  
17 and tenure, and promotion reviews of tenure track faculty consists of all tenured faculty of rank higher  
18 than the candidate whose tenure resides in the TIU excluding the Department Chair or School Director,  
19 the Dean and assistant and associate Deans of the college, the executive vice president and provost, and  
20 the president.  
21

22 For tenure reviews of probationary professors, eligible faculty are tenured professors whose tenure resides  
23 in the TIU excluding the Department Chair or School Director, the Dean and assistant and associate  
24 Deans of the college, the executive vice president and provost, and the president.  
25

#### 26 **2 Clinical Faculty**

27

28 The eligible faculty for appointment reviews of clinical faculty consists of all tenure track faculty whose  
29 tenure resides in the TIU and all clinical faculty whose primary appointment is in the TIU unless the TIU  
30 bases appointment decisions on search committee recommendations or other search mechanisms rather  
31 than a vote of the full faculty. For an appointment at senior rank, a second vote is taken by the faculty  
32 members eligible to vote on the rank under consideration.  
33

34 The eligible faculty for recommendation of initial appointment at senior rank, reappointment, contract  
35 renewal, and promotion of clinical faculty consists of all tenured faculty of rank higher than the candidate  
36 whose tenure resides in the TIU and all nonprobationary clinical faculty of rank higher than the candidate  
37 whose primary appointment is in the TIU excluding the Department Chair or School Director, the Dean  
38 and assistant and associate Deans of the college, the executive vice president and provost, and the  
39 president.  
40

#### 41 **3 Research Faculty**

42

43 The eligible faculty for appointment reviews of research faculty consists of all tenure track faculty whose  
44 tenure resides in the TIU, all clinical faculty whose primary appointment is in the TIU, and all research  
45 faculty whose primary appointment is in the TIU unless the department bases appointment decisions on  
46 search committee recommendations or other search mechanisms rather than a vote of the full faculty. For  
47 an appointment at senior rank, a second vote is taken by the faculty members eligible to vote on the rank  
48 under consideration.  
49

1 The eligible faculty for recommendation of initial appointment at senior rank, reappointment, contract  
2 renewal, and promotion reviews of research faculty consists of all tenured faculty of rank higher than the  
3 candidate whose tenure resides in the TIU, all nonprobationary clinical faculty of rank higher than the  
4 candidate whose primary appointment is in the department, and all nonprobationary research faculty of  
5 rank higher than the candidate whose primary appointment is in the TIU excluding the Department Chair  
6 or School Director, the Dean and assistant and associate Deans of the college, the executive vice president  
7 and provost, and the president.  
8

#### 9 **4 Conflict of Interest**

10  
11 A conflict of interest exists when an eligible faculty member is related to a candidate or has a comparable  
12 close interpersonal relationship, has substantive financial ties with the candidate, is dependent in some  
13 way on the candidate's services, has a close professional relationship with the candidate (dissertation  
14 advisor), or has collaborated so extensively with the candidate that an objective review of the candidate's  
15 work is not possible. Generally, faculty members who have collaborated with a candidate on at least 50%  
16 of the candidate's published work since the last promotion will be expected to withdraw from a promotion  
17 or appointment review of that candidate.  
18

#### 19 **5 Minimum Composition**

20  
21 In the event that a TIU does not have at least three eligible faculty members who can undertake a review,  
22 the Department Chair or School Director, after consulting with the Dean, will appoint a faculty member  
23 or faculty members from another TIU within the college.

#### 24 **B Promotion and Tenure Committee**

25  
26 The College has a Promotion and Tenure Advisory Committee that reviews the promotion, tenure and  
27 reappointment or renewal of College faculty and provides an evaluative assessment to the Dean. The  
28 committee's membership shall be as outlined in the College Pattern of Administration. The term of  
29 service is three years, with reappointment possible.  
30

31 When considering cases involving clinical faculty the Promotion and Tenure Committee may be  
32 augmented by two nonprobationary eligible clinical faculty members.  
33

34 When considering cases involving research faculty the Promotion and Tenure Committee may be  
35 augmented by two nonprobationary eligible research faculty members.

#### 36 **C Quorum**

37  
38 The quorum required to discuss and vote on all personnel decisions is determined by the TIU. Eligible  
39 faculty includes those not on an approved leave of absence. A member of the eligible faculty on Special  
40 Assignment may be excluded from the count for the purposes of determining quorum only if the TIU  
41 Chair or Director has approved an off-campus assignment.  
42

43 Faculty members who withdraw or recuse themselves because of a conflict of interest are not counted  
44 when determining quorum.

#### 45 **D Recommendation from the Committee of the Eligible Faculty**

46

1 In all votes taken on personnel matters only “yes” and “no” votes are counted. Abstentions are not votes.  
2 Faculty members are strongly encouraged to consider whether they are participating fully in the review  
3 process when abstaining from a vote on a personnel matter.  
4

5 Absentee ballots and proxy votes are not permitted, but participating in discussion and voting via remote  
6 two-way electronic connection is allowed.  
7

## 8 **1 Appointment**

9

10 The portion of positive votes required for a candidate to receive a positive recommendation from the  
11 eligible faculty for appointment is determined by the TIU. In the case of candidates being considered for  
12 appointments with partial FTEs in more than one department (jointly appointed faculty), the requirements  
13 for a positive recommendation are determined independently by the TIUs to which the candidate will be  
14 appointed. A positive recommendation is required from both TIUs in order to proceed with a joint  
15 appointment.  
16

## 17 **2 Reappointment, Promotion and Tenure, Promotion, and Contract Renewal**

18

19 A positive recommendation from the eligible faculty for reappointment, promotion and tenure, promotion,  
20 and contract renewal is determined by TIUs and defined in TIU APT documents. In the case of jointly  
21 appointed faculty, a positive recommendation is determined by the TIU holding the primary (majority)  
22 appointment and defined by the APT documents of this TIU. For joint hires, a representative of the  
23 secondary TIU may be present in the discussion of the Committee of Eligible Faculty in the primary TIU  
24 as a resource in understanding aspects of a candidate dossier that might not conform to the primary TIU  
25 model or that might reflect a hiring MOU concerning the candidate’s responsibilities.  
26  
27  
28

## 29 **IV Appointments**

### 30 **A TIU APT Document Expectations**

31

32 For each type of faculty appointment (tenure track faculty, jointly appointed tenure track faculty,  
33 associated faculty, courtesy appointment for faculty, and if desired, clinical faculty, research faculty, or  
34 tenure track faculty at regional campuses), a TIU APT document must describe: (1) the unit’s criteria for  
35 making such an appointment, (2) the evidence to be provided in support of such an appointment, and (3)  
36 the unit’s procedures for making such an appointment.

### 37 **B TIU Process Expectations**

38

39 It is the expectation of the College that a faculty appointment forwarded from a TIU for approval by the  
40 College or a courtesy faculty appointment made by a TIU will have been made consistent with that TIU  
41 APT document, and other relevant policies, procedures, practices, and standards established by: (1) the  
42 College, (2) the Faculty Rules, (3) the Office of Academic Affairs, and (4) the Office of Human  
43 Resources.

### 44 **C Criteria**

45

1 The College is committed to making only faculty appointments that enhance or have strong potential to  
2 enhance the quality of its TIUs. Important considerations for TIUs include the individual's record to date  
3 in teaching, scholarship and service; the potential for professional growth in each of these areas; and the  
4 potential for interacting with colleagues and students in a way that will enhance their academic work and  
5 attract other outstanding faculty and students to the TIU or TIUs (in the case of joint appointments). No  
6 offer will be extended in the event that the search process does not yield one or more candidates who  
7 would enhance the quality of the department(s). The search is either cancelled or continued, as  
8 appropriate to the circumstances.  
9

## 10 **1 Tenure track Faculty**

11  
12 **Instructor.** Appointment at the rank of instructor is made only when the offered appointment is that of  
13 assistant professor, but requirements for the terminal degree have not been completed by the candidate at  
14 the time of appointment. TIUs will make every effort to avoid such appointments. An appointment at the  
15 instructor level is limited to three years. When an instructor has not completed requirements for  
16 promotion to the rank of assistant professor by the end of the third year of appointment, the third year is a  
17 terminal year of employment. (Faculty Rule [3335-6-03](#)).  
18

19 Upon promotion to assistant professor, the faculty member may request prior service credit for time spent  
20 as an instructor. This request must be approved by the TIU's eligible faculty, the Department Chair, the  
21 Dean, and the Office of Academic Affairs. Faculty members should carefully consider whether prior  
22 service credit is appropriate since prior service credit cannot be revoked once granted. In addition, all  
23 probationary faculty members have the option to be considered for early promotion.  
24

25 **Assistant Professor.** There must be clear and convincing evidence that the offeree of an appointment as a  
26 tenure track assistant professor has, at a minimum an earned doctorate or other terminal degree in the  
27 relevant field of study or possession of equivalent experience; a potential for excellence in teaching, as  
28 demonstrated by a record of quality teaching and/or excellence in verbal and written communication; a  
29 potential for excellence in scholarship as demonstrated by having produced a body of research, scholarly  
30 and creative work appropriate to the TIU discipline(s); a potential to perform effective service, including  
31 a commitment to good citizenship and collegiality within the TIU; strong potential to attain tenure and  
32 advance through the faculty ranks. Appointment at the rank of assistant professor is always probationary,  
33 with mandatory tenure review occurring in the sixth year of service. Review for tenure prior to the  
34 mandatory review year is possible when the TIU Promotion and Tenure Committee (or the TIU of the  
35 primary appointment in the case of jointly appointed faculty) determines such a review to be  
36 appropriate. The granting of prior service credit, which requires approval of the Office of Academic  
37 Affairs, may reduce the length of the probationary period, but is strongly discouraged as it cannot be  
38 revoked once granted.  
39

40 **Associate Professor.** There must be clear and convincing evidence that the offeree of an appointment as  
41 an associate professor with tenure has, at a minimum exceeded the College and TIU criteria for  
42 appointment as a tenure track assistant professor and met or exceeded the College and TIU (or primary  
43 appointment TIU for jointly appointed faculty) criteria for promotion to associate professor with tenure.  
44 In addition, a TIU APT document must address how an offeree, who has not held a faculty position, will  
45 be determined to have met the criteria. Appointment at the rank of associate professor normally entails  
46 tenure, however a probationary appointment at senior rank may be appropriate under certain  
47 circumstances, such as when the candidate has limited prior teaching experience or has taught only in a  
48 foreign country. A probationary period of up to four years is possible, on approval of the Office of  
49 Academic Affairs, with review for tenure occurring in the final year of the probationary appointment. If  
50 tenure is not granted, an additional (terminal) year of employment is offered.  
51

1 Foreign nationals who lack permanent residency status may be appointed to a senior rank and approved  
2 for tenure, if appropriate, but the university will not grant tenure in the absence of permanent residency.  
3 Offers to foreign nationals require prior consultation with the Office of International Affairs.  
4

5 **Professor.** There must be clear and convincing evidence that the offeree of an appointment as a professor  
6 with tenure has, at a minimum exceeded the College and TIU (or primary appointment TIU for jointly  
7 appointed faculty) criteria for appointment as an associate professor with tenure and met or exceeded the  
8 College and TIU criteria for promotion to professor. In addition, a TIU APT document must address how  
9 an offeree who has not held a faculty position will be determined to have met the criteria. Appointment at  
10 the rank of professor normally entails tenure, however a probationary appointment at senior rank may be  
11 appropriate under certain circumstances, such as when the candidate has limited prior teaching experience  
12 or has taught only in a foreign country. A probationary period of up to four years is possible, on approval  
13 of the Office of Academic Affairs, with review for tenure occurring in the final year of the probationary  
14 appointment. If tenure is not granted, an additional (terminal) year of employment is offered.  
15

16 Foreign nationals who lack permanent residency status may be appointed to a senior rank and approved  
17 for tenure, if appropriate, but the university will not grant tenure in the absence of permanent residency.  
18 Offers to foreign nationals require prior consultation with the Office of International Affairs.

## 19 **2 Tenure track Faculty—Regional Campus**

20

21 As the mission of the regional campuses emphasizes undergraduate instruction, regional campus criteria  
22 for appointment at the rank of assistant professor, associate professor, or professor are similar to those for  
23 Columbus campus faculty, but give relatively greater emphasis at each rank to teaching experience and  
24 quality. Nonetheless, candidates must be involved in recognized scholarly activity appropriate to the  
25 discipline in which appointment is being considered.  
26

## 27 **3 Clinical faculty**

28

29 Clinical faculty in the College of Engineering will be referred to as “Assistant, Associate, or Professor of  
30 Practice in [TIU name]”. Distinctions among ranks are based on the level of distinction attained by the  
31 candidate.  
32

33 Criteria and policies governing appointment of clinical faculty must be consistent with [Faculty Rule](#)  
34 [3335-7](#). Reappointment is based on the candidate’s performance and on the continued needs of the TIU.  
35

36 Clinical faculty may participate with voting rights in matters of governance and committee service at the  
37 College level, except that they cannot participate or vote on promotion and tenure matters of tenure track  
38 faculty ([Faculty Rule 3335-7-04\(A\)](#)). Each TIU approved for clinical faculty must have a Pattern of  
39 Administration (POA) that describes the governance rights to be extended within the TIU to such faculty  
40 members.  
41

42 Appointment of clinical faculty entails a three-, four- or five-year contract. The initial contract is  
43 probationary, with reappointment considered annually. Tenure is not granted to clinical faculty. There is  
44 also no presumption that subsequent contracts will be offered, regardless of performance. If the TIU  
45 wishes to consider contract renewal, a formal review of the faculty member is required in the penultimate  
46 year of the current contract period. For more information see [Faculty Rule 3335-7](#).  
47

48 **Instructor of Practice.** Appointment is normally made at the rank of instructor of practice when the  
49 appointee has not completed the requirements for the terminal degree. The TIU will make every effort to  
50 avoid such appointments. An appointment at the instructor level is limited to a four-year contract. In such  
51 cases, if the instructor has not completed requirements for promotion to the rank of assistant professor by

1 the end of the penultimate year of the contract period, a new contract will not be considered even if  
2 performance is otherwise adequate and the position itself will continue.

3  
4 **Assistant Professor of Practice.** There must be clear and convincing evidence that the offeree of an  
5 appointment as assistant professor of practice has, at a minimum capability in the offeree's area of  
6 specialization experience in the practice of the discipline attained professional accomplishment the  
7 background and ability to share and transfer knowledge to students. Normally, the offeree will have an  
8 earned doctorate or other terminal degree in the relevant field. Professional publications and actual  
9 teaching experience is helpful but not required.

10  
11 **Associate Professor of Practice.** There must be clear and convincing evidence that the offeree of an  
12 appointment as an associate professor of practice has, at a minimum, exceeded the College and TIU  
13 criteria for appointment as an assistant professor of practice met or exceeded the College and TIU criteria  
14 for promotion to associate professor of practice. A TIU APT document must address how an offeree will  
15 be determined to have met the criteria.

16  
17 **Professor of Practice.** There must be clear and convincing evidence that the offeree of an appointment as  
18 a full professor of practice has, at a minimum exceeded the College and TIU criteria for appointment as  
19 an associate professor of practice met or exceeded the College and TIU criteria for promotion to full  
20 professor of practice. A TIU APT document must address how an offeree will be determined to have met  
21 the criteria.

#### 22 23 **4 Research faculty**

24  
25 Research faculty in the College of Engineering will be referred to as "Research Assistant, Associate, or  
26 Professor in [TIU name]". Distinctions among ranks are based on the level of distinction attained by the  
27 candidate.

28  
29 Criteria and policies associated with research faculty appointments must be consistent with Faculty Rule  
30 [3335-7](#). Research faculty members may participate with voting rights in matters of governance and  
31 committee service at the College level, except that they cannot participate or vote on promotion and  
32 tenure matters of tenure track faculty or clinical faculty ([Faculty Rule 3335-7-37](#)). Each TIU approved for  
33 research faculty must have a Pattern of Administration (POA) that describes the governance rights to be  
34 extended within the TIU to such faculty members.

35  
36 Appointment of research faculty entails one- to five-year contracts. The initial contract is probationary,  
37 with reappointment considered annually. Tenure is not granted to research faculty. There is also no  
38 presumption that subsequent contracts will be offered, regardless of performance. If the TIU wishes to  
39 consider contract renewal, a formal review of the faculty member is required in the penultimate year of  
40 the current contract period. For more information see [Faculty Rule 3335-7](#).

41  
42 **Research Assistant Professor.** There must be clear and convincing evidence that the offeree of an  
43 appointment as research assistant professor has, at a minimum, a record of high quality publications that  
44 strongly indicate the ability to sustain an independent, externally funded research program.

45  
46 **Research Associate Professor.** There must be clear and convincing evidence that the offeree of an  
47 appointment as a research associate professor has, at a minimum exceeded the College and TIU criteria  
48 for appointment as a research assistant professor and met or exceeded the College and TIU criteria for  
49 promotion to research associate professor. A TIU APT document must address how an offeree will be  
50 determined to have met the criteria.

51

1 **Research Professor.** There must be clear and convincing evidence that the offeree of an appointment as a  
2 research professor has, at a minimum exceeded the College and TIU criteria for appointment as a research  
3 associate professor and met or exceeded the College and TIU criteria for promotion to research professor.  
4 A TIU APT document must address how an offeree will be determined to have met the criteria.  
5

## 6 **5 Associated Faculty**

7

8 Associated faculty are persons with clinical practice titles, adjunct titles, visiting titles, and lecturer titles.  
9 Professors, associate professors, assistant professors, and instructors who serve on appointments totaling  
10 less than fifty per cent service to the university are also associated faculty members. Persons with tenure  
11 track, clinical, or research faculty titles may not hold associated titles. Persons holding associated titles  
12 are not eligible for tenure and may not participate in the promotion and tenure reviews of tenure track,  
13 clinical, or research faculty. Persons with associated titles are permitted to participate in college  
14 governance and TIU governance where approved by a vote of at least a majority of all of its tenure track  
15 faculty and also clinical and research faculty in those units where they have been given voting rights.  
16 Associated faculty appointments may be made for a maximum of three consecutive years and may be  
17 renewed ([Faculty Rule 3335-5-19](#)).  
18

19 Associated faculty appointments may be as short as two weeks to assist with a focused project, a semester  
20 to teach one or more courses, or for up to three years when a longer contract is useful for long-term  
21 planning and retention. Associated faculty may be reappointed.  
22

23 **Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor.** Adjunct appointments  
24 may be compensated or uncompensated. Adjunct faculty appointments are appropriate only for  
25 individuals who provide substantial service to the academic or research mission of the appointing unit.  
26 Units should establish guidelines for the circumstances in which such associated faculty may identify  
27 themselves as Ohio State faculty. Typically the adjunct faculty rank is determined by applying the criteria  
28 for appointment of tenure track faculty. Adjunct faculty members are eligible for promotion (but not  
29 tenure) and the relevant criteria are those for promotion of tenure track faculty.  
30

31 **Adjunct Instructor of Practice, Adjunct Assistant Professor of Practice, Adjunct Associate**  
32 **Professor of Practice, Adjunct Professor of Practice.** Associated clinical appointments may either be  
33 compensated or uncompensated. Uncompensated appointments are given to individuals who volunteer  
34 uncompensated academic service to the TIU, for which a faculty title is appropriate. Associated clinical  
35 rank is determined by applying the criteria for appointment of clinical faculty. Associated clinical faculty  
36 members are eligible for promotion (but not tenure) and the relevant criteria are those for promotion of  
37 clinical faculty.  
38

39 **Lecturer.** Appointment as lecturer requires that the individual have, at a minimum, a Master's degree in a  
40 field appropriate to the subject matter to be taught. Evidence of ability to provide high-quality instruction  
41 is desirable. Lecturers are not eligible for tenure, but may be promoted to senior lecturer if they meet the  
42 criteria for appointment at that rank. The initial appointment for a lecturer should not exceed one year.  
43 Exceptions to lecturer and senior lecturer appointment requirements may be granted by review and  
44 approval of the college and OAA. Subsequent appointments may be of longer duration.  
45

46 **Senior Lecturer.** Appointment as senior lecturer requires that the individual have a terminal degree in a  
47 field appropriate to the subject matter to be taught, along with evidence of ability to provide high-quality  
48 instruction; or a Master's degree and at least five years of teaching experience with documentation of high  
49 quality. Senior lecturers are not eligible for tenure or promotion. The initial appointment for a senior  
50 lecturer should not exceed one year. Subsequent appointments may be of longer duration. Exceptions to

1 senior lecturer appointment requirements may be granted by review and approval of the college and  
2 OAA.

3  
4 **Assistant Professor, Associate Professor, Professor with FTE below 50%.** Appointment at tenure  
5 track titles is for individuals at 49% FTE or below, either compensated (1 – 49% FTE) or uncompensated  
6 (0% FTE). The rank of associated faculty with tenure track titles is determined by applying the criteria for  
7 appointment of tenure track faculty. Associated faculty members with tenure track titles are eligible for  
8 promotion (but not tenure) and the relevant criteria are those for promotion of tenure track faculty.  
9

10 **Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor.**  
11 Visiting faculty appointments may either be compensated or not compensated. Visiting faculty members  
12 on leave from an academic appointment at another institution are appointed at the rank held in that  
13 position. The rank at which other (non-faculty) individuals are appointed is determined by applying the  
14 criteria for appointment of tenure track faculty. Visiting faculty members are not eligible for tenure or  
15 promotion. They may not be reappointed for more than three years at 100% FTE.  
16

## 17 **6 Courtesy Appointments for Faculty**

18  
19 Occasionally the active academic involvement in a TIU by a tenure track, clinical, or research faculty  
20 member from another TIU at Ohio State warrants the offer of a 0% FTE (courtesy)  
21 appointment. Appropriate active involvement includes research collaboration, graduate student advising,  
22 teaching some or all of a course from time to time, or a combination of these. A courtesy appointment is  
23 made at the individual's current Ohio State rank, with promotion in rank recognized.

## 24 **D Procedures**

25  
26 See the Faculty Policy on Faculty Recruitment and Selection and the Policy on Faculty Appointments in  
27 the Office of Academic Affairs [Policies and Procedures Handbook](#) for information on the following  
28 topics:  
29

- 30 • recruitment of tenure track, clinical, and research faculty
- 31 • appointments at senior rank or with prior service credit
- 32 • hiring faculty from other institutions after April 30
- 33 • appointment of foreign nationals
- 34 • letters of offer

## 35 36 **1 Tenure track Faculty**

37  
38 A national search is required to ensure a diverse pool of highly qualified candidates for all tenure track  
39 positions. Exceptions to this policy must be approved by the College and the Office of Academic Affairs  
40 in advance. Search procedures must be consistent with university and college policies and practices set  
41 forth in the most recent updates of the [College of Engineering Guide to Effective Searches](#), [Office of](#)  
42 [Academic Affairs Resources for Effective Searches](#), [The Women's Place Resources for Effective](#)  
43 [Searches](#).  
44

45 Searches for tenure track faculty proceed as follows:  
46

47 The Dean of the college provides approval for the TIU to commence a search process. This approval may  
48 or may not be accompanied by constraints with regard to salary, rank, and field of expertise, and may or  
49 may not include guidance on faculty with the potential for appointments to more than one TIU.

1  
2 The Department Chair or School Director appoints a search committee consisting of three or more faculty  
3 members who reflect the field of expertise that is the focus of the search (if relevant) as well as other  
4 fields within the TIU. In the case of searches targeting jointly appointed faculty, the primary appointment  
5 TIU will be responsible for assembling the search committee, which must include at least one  
6 representative from the secondary TIU.

7  
8 The search committee:

- 9
- 10 • Appoints a Diversity Advocate who is responsible for providing leadership in assuring that  
11 vigorous efforts are made to use best practices in developing a diverse pool of qualified  
12 applicants. The Diversity Advocate is responsible for ensuring that the committee process  
13 conforms with [University Policy 1.10 Affirmative Action, Equal Employment Opportunity &](#)  
14 [Non - Discrimination/Harassment](#).  
15
  - 16 • Develops a search announcement for internal posting in the university Job Postings through the  
17 [Office of Human Resources Employment Services](#) and external advertising, subject to the  
18 Department Chair's approval. The announcement will be no more specific than is necessary to  
19 accomplish the goals of the search, since an offer cannot be made that is contrary to the content of  
20 the announcement with respect to rank, field, credentials, salary. In addition, timing for the  
21 receipt of applications will be stated as a preferred date, not a precise closing date, in order to  
22 allow consideration of any applications that arrive before the conclusion of the search.  
23
  - 24 • Develops and implements a plan for external advertising and direct solicitation of nominations  
25 and applications. If there is any likelihood that the applicant pool will include qualified foreign  
26 nationals, the search committee must advertise using at least one 30-day online ad in a national  
27 professional journal. Approved positions must be posted in the University Personnel Postings  
28 through the Office of Human Resources. The university does not grant tenure in the absence of  
29 permanent residency ("green card"), and strict U. S. Department of Labor guidelines do not  
30 permit sponsorship of foreign nationals for permanent residency unless the search process  
31 resulting in their appointment to a tenure track position included an advertisement in a field-  
32 specific nationally professional journal.  
33
  - 34 • Subject to specific TIU procedures, screens applications and letters of recommendation and  
35 presents to the full faculty a summary of those applicants (usually three to five) judged worthy of  
36 interview. If the TIU faculty agrees with this judgment, on-campus interviews are arranged by the  
37 search committee Chair, assisted by the TIU office. If the faculty does not agree, the Department  
38 Chair in consultation with the faculty determines the appropriate next steps (solicit new  
39 applications, review other applications already received, cancel the search for the time being). In  
40 the case of searches targeting jointly appointed faculty, the primary appointment TIU will have  
41 responsibility in identifying candidates for interview, while all potential TIUs are to be included  
42 in the interview process.

43  
44 On-campus interviews with candidates must include opportunities for interaction with faculty groups,  
45 including the search committee; the TIU Chair or Director(s); and the Dean or designee. In addition, all  
46 candidates make a presentation to the faculty and graduate students on their scholarship. All candidates  
47 interviewing for a particular position must follow the same interview format. In the case of searches  
48 targeting jointly appointed faculty, the presentation will be arranged by the primary appointment TIU, and  
49 should be attended by relevant faculty from all proposed TIUs.  
50

1 Subject to specific TIU procedures, following completion of on-campus interviews, the eligible faculty of  
2 all proposed TIUs will meet within each TIU to discuss perceptions and preferences, and to vote on each  
3 candidate. The eligible faculty reports a recommendation on each candidate to the Department Chair or  
4 School Director of each TIU, which then conveys that preference to the Department Chair or School  
5 Director of the primary appointment TIU.

6  
7 If the offer involves senior rank, the eligible faculty members vote also on the appropriateness of the  
8 proposed rank. If the offer may involve prior service credit, the eligible faculty members vote on the  
9 appropriateness of such credit. The eligible faculty reports a recommendation on the appropriateness of  
10 the proposed rank or the appropriateness of prior service credit to the Department Chair.

11  
12 In the event that more than one candidate achieves the level of support required to extend an offer, the  
13 Chair or Director of the primary appointment TIU decides which candidate to approach first. The details  
14 of the offer, including compensation, are determined by the Chair or Director of the primary appointment  
15 TIU.

16  
17 A draft letter of offer to a tenure track faculty candidate, accompanied by the candidate's curriculum vitae  
18 and appropriate letters attesting to the candidate's qualifications, must be submitted to engineering  
19 administration for review and approval by the Dean. Engineering administration will review the draft  
20 letter of offer for consistency with the essential components required by the Office of Academic Affairs  
21 (OAA) and by the College.

22  
23 The required documentation for appointments at senior rank and junior appointments with prior service  
24 credit can be found in the [Policy on Faculty Recruitment and Selection](#).

25  
26 Potential appointment of a foreign national who lacks permanent residency must be discussed with the  
27 Office of International Affairs. The university does not grant tenure in the absence of permanent  
28 residency status. The TIU will therefore be cautious in making such appointments and vigilant in assuring  
29 that the appointee seeks residency status promptly and diligently.

## 30 **2 Tenure track Faculty—Regional Campus**

31  
32  
33 The regional campus has primary responsibility for determining the position description for a tenure track  
34 faculty search, but the Dean/director or designee consults with the Department Chair (or Chairs in the  
35 case of proposed jointly appointed faculty) to reach agreement on the description before the search  
36 begins. Searches for regional campus faculty will be performed by procedures similar to those used for  
37 tenure track faculty on the Columbus campus. Search committees for tenure track faculty at regional  
38 campuses must include at least one member from the Columbus campus unit that will be the primary  
39 appointment TIU. Whether or not a national search is conducted, evidence must be presented that the  
40 eligible faculty on the Columbus campus are in consensus that the candidate is acceptable when the offer  
41 letter is submitted to Engineering Administration for approval by the Dean.

42  
43 Candidates are interviewed by, at a minimum, the regional campus Dean, Department Chair or School  
44 Director, TIU eligible faculty, and regional campus search committee. The regional campus may have  
45 additional requirements for the search not specified in this document. A decision to make an offer  
46 requires agreement by the Department Chair or School Director and regional campus Dean. Until  
47 agreement is reached, negotiations with the candidate may not begin, and the letter of offer must be  
48 signed by the Department Chair(s) or School Director(s) of all proposed TIU appointments and the  
49 regional campus Dean.

## 50 **3 Clinical faculty**

51

1  
2 Creation of a clinical faculty position requires the prior approval of the Dean. Approved positions must be  
3 posted in the University Personnel Postings through the Office of Human Resources. A national search is  
4 required to ensure a diverse pool of highly qualified candidates unless an exception is approved by the  
5 Dean. A draft letter of offer to a clinical faculty candidate, accompanied by the candidate's curriculum  
6 vitae and appropriate letters attesting to the candidate's qualifications, must be submitted to engineering  
7 administration for review and approval by the Dean. Engineering administration will review the draft  
8 letter of offer for consistency with the essential components required by the Office of Academic Affairs  
9 and by the College.

10  
11 Appointments at the rank of associate professor of practice or professor of practice require approval of the  
12 Office of Academic Affairs. For such appointments, the Dean may consult with the College Promotion  
13 and Tenure Committee.

#### 14 15 16 **4 Research Faculty**

17  
18 Creation of a research faculty position requires prior approval of the Dean. Approved positions must be  
19 posted in the University Personnel Postings through the Office of Human Resources. A national search is  
20 required to ensure a diverse pool of highly qualified candidates unless an exception is approved by the  
21 Dean. A draft letter of offer to a research faculty candidate, accompanied by the candidate's curriculum  
22 vitae and appropriate letters attesting to the candidate's qualifications, must be submitted to engineering  
23 administration for review and approval by the Dean. Engineering administration will review the draft  
24 letter of offer for consistency with the essential components required by the Office of Academic Affairs  
25 and by the College.

26  
27 Appointments at the rank of research associate professor or research professor require approval of the  
28 Office of Academic Affairs. For such appointments, the Dean may consult with the College Promotion  
29 and Tenure Committee.

#### 30 31 **5 Transfer from the Tenure track**

32  
33 Tenure track faculty may transfer to a clinical or research appointment if appropriate to the individual's  
34 circumstances and the transfer will further the interests of the College and TIU in question. A TIU that  
35 permits transfers from tenure track to clinical or research appointments must explicitly enable this in its  
36 Appointments, Promotion and Tenure document. All such transfers are subject to the conditions specified  
37 in [Faculty Rule 3335-7-09](#) for clinical faculty and [Faculty Rule 3335-7-38 for research faculty, as well as](#)  
38 to the TIU and College limits on the number of clinical faculty. Tenure is lost upon transfer, and transfers  
39 must be approved by the Department Chair or School Director, the college Dean, and the executive vice  
40 president and provost.

41  
42 The request for transfer must be initiated by the faculty member in writing and must state clearly how the  
43 individual's career goals and activities have changed.

44  
45 Transfers from a clinical appointment and from a research appointment to the tenure- track are not  
46 permitted. Clinical faculty members and research faculty members may apply for tenure track positions  
47 and compete in national searches for such positions.

#### 48 49 **6 Associated Faculty**

50

1 The appointment, review, and reappointment of all compensated associated faculty are decided by the  
2 Department Chair or School Director in consultation with the faculty.

3  
4 Appointment and reappointment of uncompensated adjunct or visiting faculty may be proposed by any  
5 faculty member in the TIU and are decided by the Department Chair or School Director in consultation  
6 with the faculty.

7  
8 Compensated associated appointments are generally made for a period of one year, unless a shorter or  
9 longer period is appropriate to the circumstances. All associated appointments expire at the end of the  
10 appointment term and must be formally renewed to be continued. Visiting appointments may be made for  
11 one term of up to three years or on an annual basis for up to three consecutive years.

12  
13 Lecturer and senior lecturer appointments are usually made on a semester-by-semester or annual basis.  
14 After the initial appointment, and if the curricular needs of a department or school warrant it, a multiple  
15 year appointment may be offered.

16  
17 Associated faculty for whom promotion is a possibility follow the promotion guidelines and procedures  
18 for the faculty track on which the appointment has been made (see Appointment Criteria above), with the  
19 exception that the review does not proceed to the college level if the Department Chair's recommendation  
20 is negative, and does not proceed to the university level if the Dean's recommendation is negative.

## 21 22 **7 Courtesy Appointments for Faculty**

23  
24 Subject to specific TIU procedures, any faculty member within a TIU may propose a 0% FTE (courtesy)  
25 appointment for a tenure track, clinical, or research faculty member from another Ohio State unit. A  
26 statement of purpose that describes the uncompensated academic service to the TIU justifying the  
27 appointment is considered at a faculty meeting. If the purpose is approved by the eligible faculty, the  
28 Department Chair or School Director extends an offer of appointment. A copy of a letter of offer of a  
29 courtesy appointment for faculty, accompanied by the candidate's curriculum vitae, must be submitted to  
30 engineering administration at the time an offer is made. The Department Chair or School Director reviews  
31 all courtesy appointments at least every three years to determine whether they continue to be justified, and  
32 takes recommendations for nonrenewal before the faculty for a vote at a regular meeting.

## 33 34 **V Annual Review Procedures**

35  
36 The College and its TIUs follow the requirements for annual reviews as set forth in the [University Policy](#)  
37 [on Faculty Annual Review](#).

38  
39 The annual reviews of every faculty member are based on expected performance in teaching, research,  
40 creative work and scholarship, and service as set forth in College and TIU guidelines on faculty duties  
41 and responsibilities; on any additional assignments and goals specific to the individual; and on progress  
42 toward promotion where relevant.

43  
44 The annual review of a faculty member is the responsibility of the appropriate Department Chair or  
45 School Director of the primary TIU to which the faculty member is appointed. Each TIU document must  
46 describe the unit's procedures for conducting annual reviews, including guidance on inclusion of material  
47 from secondary appointment TIUs in the case of jointly appointed faculty. Annual reviews are expected to  
48 provide a written objective assessment of the candidate's progress in teaching, scholarship and service,  
49 and for jointly appointed faculty, to evaluate progress relative to the expectations of each TIU to which  
50 the faculty member is appointed. Per [Faculty Rule 3335-3-35](#), the Department Chair or School Director of

1 the TIU is required to include a reminder in the annual review letter that all faculty have the right (per  
2 [Faculty Rule 3335-5-04](#)) to view their primary personnel file and to provide written comment on any  
3 material therein for inclusion in the file. These procedures should include mechanisms for a face-to-face  
4 meeting as well as a written evaluation. In the case of jointly appointed faculty, the face-to-face meeting  
5 is to include the TIU Chairs or Directors and/or designees for all the TIUs to which the faculty member is  
6 appointed, while the written evaluation is to be prepared by the primary TIU Chair or Director or designee  
7 and signed by all of the TIU Chairs or Directors or designees present at the meeting. Specific  
8 documentation requirements in the areas of teaching, research, creative work, scholarship and service are  
9 to be determined by the primary appointment TIU.

10  
11 It is the expectation of the College that an annual review of a faculty member conducted by a TIU will  
12 have been made consistent with that TIU APT document (or documents in the case of jointly appointed  
13 faculty), and other relevant policies, procedures, practices, and standards established by: (1) the College,  
14 (2) the Faculty Rules, (3) the Office of Academic Affairs, and (4) the Office of Human Resources. The  
15 Dean must review an annual review when there has been submitted by a TIU: (1) a Report of Non-  
16 Renewal of Probationary Appointment of Faculty, (2) the fourth year review of a probationary faculty  
17 member, or (3) a Report of Contract Renewal or Non-Renewal for Clinical faculty or Research faculty. In  
18 each of cases (1), (2) or (3), the decision of the Dean is final.

### 19 **A Probationary Tenure track Faculty**

20  
21 Every probationary tenure track faculty member is reviewed annually by the Chair or School Director,  
22 who meets with the faculty member to discuss his or her performance, future plans, and goals; and  
23 prepares a written evaluation that includes a recommendation on whether to renew the probationary  
24 appointment. A face to face meeting of the candidate with the Department Chair or School Director of the  
25 TIU to discuss the annual review is required. In the case of jointly appointed faculty, the Department  
26 Chairs or School Directors of all TIUs within the College to which the faculty member has been  
27 appointed must meet simultaneously with the faculty member in this meeting. The meeting must also  
28 include some discussion of the relative requirements and progress for each TIU relative to the percent  
29 appointment to the TIU.

30  
31 If the Department Chair or School Director of the TIU holding the primary appointment recommends  
32 renewal of the appointment, this recommendation is final. The Department Chair's annual review letter to  
33 the faculty member renews the probationary appointment for another year and includes content on future  
34 plans and goals. In the case of jointly appointed faculty, this letter should include input from all of the  
35 appointed TIUs. In the case of jointly appointed faculty, this evaluation is to be signed by all Directors  
36 and Chairs of TIUs to which the faculty member has been appointed if within the College. The faculty  
37 member may provide written comments on the review. The Department Chair or School Director letter  
38 (along with the faculty member's comments, if received) is forwarded to the Dean of the college. In  
39 addition, the annual review letter becomes part of the cumulative dossier for promotion and tenure (along  
40 with the faculty member's comments, if he or she chooses).

41  
42 If the Department Chair of the primary appointment TIU recommends nonrenewal, the Fourth-Year  
43 Review process (per [Faculty Rule 3335-6-03](#)) is invoked. Following completion of the comments process,  
44 the complete dossier is forwarded to the college for review and the Dean makes the final decision on  
45 renewal or nonrenewal of the probationary appointment.

### 46 47 **1 Regional Campus Faculty**

48

1 Annual review of the probationary faculty member is first conducted on the regional campus, with a focus  
2 on teaching and service. The review then moves to the primary appointment TIU and proceeds as  
3 described above. In the event of divergence in performance assessment between the regional campus and  
4 the TIU, the Department Chair discusses the matter with the regional campus Dean/director in an effort to  
5 clarify and reconcile the divergence, so that the faculty member receives consistent assessment and  
6 advice. In the case of jointly appointed faculty, these discussions are to include the TIU Chair or  
7 Directors or designees for all TIUs to which the faculty member has been appointed.  
8

## 9 **2 Fourth-Year Review**

10  
11 During the fourth year of the probationary period the annual review follows the same procedures as the  
12 mandatory tenure review, with the exception that external evaluations are optional and the Dean (not the  
13 Department Chair or School Director) makes the final decision regarding renewal or nonrenewal of the  
14 probationary appointment.  
15

16 Annually, the Dean will establish the latest date for the receipt by the College of dossiers from TIUs for  
17 candidates undergoing fourth year reviews. The eligible faculty conducts a review of the candidate. On  
18 completion of the review, the eligible faculty of the primary appointment TIU votes by written ballot on  
19 whether to renew the probationary appointment. The Department Chair or School Director of the primary  
20 appointment TIU, in consultation with the Department Chairs or School Directors of the secondary  
21 appointment TIUs (if applicable), conducts an independent assessment of performance and prepares a  
22 written evaluation that includes a recommendation on whether to renew the probationary appointment. At  
23 the conclusion of the department or school review, the formal comments process (per [Faculty Rule 3335-](#)  
24 [6-04](#)) is followed and the case is forwarded to the college for review, regardless of whether the primary  
25 appointment TIU Department Chair or School Director recommends renewal or nonrenewal.  
26

27 A review by the College Promotion and Tenure Committee is required unless the primary appointment  
28 TIU Chair or Director and Dean agree to reappoint. The fourth year review of a probationary faculty  
29 member shall not require the solicitation of external letters of evaluation except when either the  
30 Department Chair or the eligible faculty determine that they are necessary to conduct the Fourth-Year  
31 Review. This may occur when the candidate's scholarship is in an emergent field, is interdisciplinary, or  
32 the eligible faculty do not feel otherwise capable of evaluating the scholarship without outside input. In  
33 the case of jointly appointed faculty, the Department Chair or School Director of the secondary  
34 appointment TIU should be consulted as an additional source of evaluation in determining whether  
35 outside letters should be solicited.  
36

37 The written evaluation from the primary appointment TIU Chair or Director must clearly provide  
38 justification for the recommendation to the College, and should be prepared in consultation with Chairs or  
39 Directors of all TIUs to which the faculty member has been appointed. If the secondary TIU is within the  
40 college, the letter must be signed by the Chairs or Directors of all TIUs to which the faculty member has  
41 been appointed. The primary appointment TIU Chair or Director must clearly state in the review the  
42 expectations of specific achievements in teaching, research or creative work, scholarship and service that  
43 the faculty member needs to accomplish before being recommended for promotion to associate professor  
44 with tenure.  
45

## 46 **3 Changes in Length of Probationary Period**

47  
48 [Faculty Rule 3335-6-03 \(D\)](#) sets forth the conditions under which a probationary tenure track faculty  
49 member may exclude time from the probationary period. [Faculty Rule 3335-6-03 \(F\)](#) does likewise for  
50 extensions of the probationary period. A faculty member remains on duty regardless of time excluded  
51 from or extended to the probationary period, and annual reviews are conducted in every probationary year

1 regardless of time excluded or extended. Approved exclusions or extensions do not limit the TIU's right  
2 to recommend nonrenewal of appointment during an annual review. Additional procedures and guidelines  
3 can be found in the Office of Academic Affairs [Policies and Procedures Handbook](#).

#### 4 **B Tenured Faculty**

5  
6 Annual reviews of tenured faculty members are expected to include a written objective assessment of the  
7 candidate's progress in teaching, scholarship and service. In the case of an Associate Professor, this  
8 assessment gauges progress to promotion to Professor. In the case of a Professor this assessment is  
9 gauged towards contributions to the TIU, the University, and the discipline. In the case of jointly  
10 appointed faculty, these reviews should include assessments from all TIUs to which the faculty member  
11 has been appointed within the College.

#### 12 **C Tenured Faculty—Regional Campus**

13  
14 Columbus campus TIUs shall establish review procedures for their tenured regional campus faculty.  
15 Annual review of a tenured faculty member is first conducted on the regional campus, with a focus on  
16 teaching and service. The review then moves to the department or school and proceeds as described  
17 above, including any relevant guidance for jointly appointed faculty. In the event of divergence in  
18 performance assessment between the regional campus and the TIU, the primary appointment Department  
19 Chair or School Director discusses the matter with the regional campus Dean/director in an effort to  
20 clarify and reconcile the divergence, so that the faculty member receives consistent assessment and  
21 advice.

#### 22 **D Clinical faculty**

23  
24 The annual review process for clinical probationary and nonprobationary faculty is identical to that for  
25 tenure track probationary and tenured faculty respectively, including guidance for jointly appointed  
26 faculty.

27  
28 For probationary clinical faculty, a meeting with the primary appointment Chair or School Director is  
29 required to discuss his or her performance, future plans, and goals. The primary appointment Department  
30 Chair or School Director must prepare a written evaluation that includes a recommendation on whether to  
31 renew if the appointment. In the case of jointly appointed faculty, this evaluation is to be prepared in  
32 consultation with Chairs or Directors of any secondary appointment TIUs, and is to be signed by all  
33 Directors and Chairs of TIUs to which the faculty member has been appointed if within the College.

34  
35 If the primary appointment Department Chair or School Director recommends renewal of the  
36 appointment, this recommendation is final. The Department Chair's annual review letter to the faculty  
37 member renews the probationary appointment for another year and includes content on future plans and  
38 goals. The faculty member may provide written comments on the review. The primary appointment  
39 Department Chair or School Director letter (along with the faculty member's comments, if received) is  
40 forwarded to the Dean of the college. In addition, the annual review letter becomes part of the cumulative  
41 dossier (along with the faculty member's comments, if he or she chooses).

42  
43 If the primary appointment Department Chair recommends nonrenewal, the Fourth-Year Review process  
44 (per [Faculty Rule 3335-6-03](#)) is invoked. Following completion of the comments process, the complete  
45 dossier is forwarded to the college for review and the Dean makes the final decision on renewal or  
46 nonrenewal of the probationary appointment.  
47

1 In the penultimate contract year of a clinical faculty member's appointment, the primary appointment  
2 Department Chair or School Director must determine whether the position held by the faculty member  
3 will continue.

4 If the position will not continue, the faculty member is informed that the final contract year will be a  
5 terminal year of employment. The standards of notice set forth in [Faculty Rule 3335-6-08](#) must be  
6 observed.

7  
8 If the position will continue, a formal performance review for reappointment is necessary in the  
9 penultimate contract year to determine whether the faculty member will be offered a new contract. The  
10 normal annual review will serve as the basis for evaluation. The primary appointment TIUs may request  
11 additional evidence to characterize the performance of the faculty member during their contract period,  
12 including from secondary appointment TIUs as applicable. External letters of evaluation are not solicited.  
13 There is no presumption of contract renewal.

## 14 **E Research Faculty**

15  
16 The annual review process for research probationary and nonprobationary faculty is identical to that for  
17 tenure track probationary and tenured faculty.

18  
19 For probationary research faculty, a meeting with the primary appointment Chair or School Director is  
20 required to discuss his or her performance, future plans, and goals. The Department Chair or School  
21 Director must prepare a written evaluation that includes a recommendation on whether to renew if the  
22 appointment. In the case of jointly appointed faculty, this evaluation is to be prepared in consultation  
23 with Chairs or Directors of any secondary appointment TIUs, and is to be signed by all Directors and  
24 Chairs of TIUs to which the faculty member has been appointed if within the College.

25  
26 If the primary appointment Department Chair or School Director recommends renewal of the  
27 appointment, this recommendation is final. The TIU Chair or Director's annual review letter to the faculty  
28 member renews the probationary appointment for another year and includes content on future plans and  
29 goals. The faculty member may provide written comments on the review. The Department Chair or  
30 School Director letter (along with the faculty member's comments, if received) is forwarded to the Dean  
31 of the college. In addition, the annual review letter becomes part of the cumulative dossier (along with the  
32 faculty member's comments, if he or she chooses).

33  
34 If the primary appointment TIU Chair or Director recommends nonrenewal, the Fourth-Year Review  
35 process (per [Faculty Rule 3335-6-03](#)) is invoked. Following completion of the comments process, the  
36 complete dossier is forwarded to the college for review and the Dean makes the final decision on renewal  
37 or nonrenewal of the probationary appointment.

38  
39 In the penultimate contract year of a research faculty member's appointment, the Department Chair or  
40 School Director must determine whether the position held by the faculty member will continue.  
41 If the position will not continue, the faculty member is informed that the final contract year will be a  
42 terminal year of employment. The standards of notice set forth in [Faculty Rule 3335-6-08](#) must be  
43 observed.

44  
45 If the position will continue, a formal performance review for reappointment is necessary in the  
46 penultimate contract year to determine whether the faculty member will be offered a new contract. The  
47 normal annual review will serve as the basis for evaluation. The primary appointment TIUs may request  
48 additional evidence to characterize the performance of the faculty member during their contract period,

1 including from secondary appointment TIUs as applicable. External letters of evaluation may be solicited,  
2 but are not required. There is no presumption of contract renewal.

### 3 **F Associated Faculty**

4  
5 Compensated associated faculty members in their initial appointment must be reviewed before  
6 reappointment. There is no presumption of reappointment at the end of a contract period. If the position  
7 will not continue, the Department Chair or School Director should inform the faculty member that there  
8 will be a non-renewal of employment.  
9

10 If the position will continue, a formal performance review for reappointment is necessary to determine  
11 whether the faculty member will be offered a new contract. Documentation required in the annual review  
12 of an associated faculty member will be determined by the TIU. The Department Chair, School Director  
13 or designee prepares a written evaluation and meets with the faculty member to discuss his or her  
14 performance, future plans, and goals. The Department Chair or School Director recommendation on  
15 renewal of the appointment is final. If the recommendation is to renew, the Department Chair or School  
16 Director may extend a multiple year appointment subject to the limitations discussed in [Section IV.C.5](#).

17  
18 Compensated associated faculty members on a multiple year appointment are reviewed annually by the  
19 Department Chair, School Director or, designee. The Department Chair, School Director or designee  
20 prepares a written evaluation and meets with the faculty member to discuss his or her performance, future  
21 plans, and goals. The Department Chair or School Director recommendation on reappointment is final.  
22  
23

## 24 **VI Merit Salary Increases and Other Rewards**

25  
26 Each TIU document must describe the criteria, procedures, and documentation required for merit salary  
27 reviews and other rewards. It is the expectation of the College that merit salary increases and other  
28 rewards made by a TIU will be made consistent with that TIU APT document, and other relevant policies,  
29 procedures, practices, and standards established by: (1) the College, (2) the Faculty Rules, (3) the Office  
30 of Academic Affairs, and (4) the Office of Human Resources.

### 31 **A Criteria**

32  
33 Except when the university dictates any type of across the board salary increase, all funds for annual  
34 salary increases are directed toward rewarding meritorious performance and assuring, to the extent  
35 possible given financial constraints, that salaries reflect the market and are internally equitable.  
36

37 On occasion, one-time cash payments or other rewards, such as extra travel funds, are made to recognize  
38 non-continuing contributions that justify reward but do not justify permanent salary increases. Such  
39 payments/rewards are considered at the time of annual salary recommendations. Annual merit salary  
40 increases and off-cycle salary increases are subject to approval by the Dean.  
41

42 TIUs are strongly encouraged to award merit salary increases consistent with the results of the faculty  
43 member's annual review. Meritorious performance in teaching, research, creative work, scholarship, and  
44 service are assessed in accordance with the same criteria that form the basis for promotion decisions.  
45 Faculty with high-quality performance in all three areas of endeavor and a pattern of consistent  
46 professional growth will necessarily be favored. Faculty members whose performance is unsatisfactory in  
47 one or more areas are likely to receive minimal or no salary increases.  
48

1 Faculty who fail to submit the required documentation for an annual review at the required time will  
2 receive no salary increase in the year for which documentation was not provided, except in extenuating  
3 circumstances, and may not expect to recoup the foregone raise at a later time.

#### 4 **B Procedures**

5  
6 Each year, the Dean will establish guidelines and notify the appropriate TIU Department Chair or School  
7 Director of the schedule for awarding merit salary increases. Requests for off-cycle salary increases,  
8 accompanied by the rationale for the request, must be submitted by the appropriate Department Chair or  
9 School Director to the Dean and require Office of Academic Affairs approval.

10  
11 The Department Chair or School Director (of the primary appointment TIU in the case of jointly  
12 appointed faculty) recommends annual salary increases and other performance rewards to the Dean, who  
13 may modify these recommendations. Salary increases are formulated in dollar amounts rather than  
14 percentage increases, with the goal of distributing available funds in a manner that achieves the optimal  
15 distribution of salaries that considers market and internal equity issues as appropriate.

16  
17 Faculty members who wish to discuss dissatisfaction with their salary increase with the Department Chair  
18 or School Director should be prepared to explain how their salary (rather than the increase) is  
19 inappropriately low, since increases are solely a means to the end of an optimal distribution of salaries.  
20

#### 21 **C Documentation**

22  
23 Documentation is expected of all faculty members as part of the annual review procedure. Specific  
24 documentation requirements in the areas of teaching, research, creative work, scholarship and service are  
25 to be determined by the primary appointment TIU.  
26  
27

### 28 **VII Promotion and Tenure and Promotion Reviews**

29

#### 30 **A Criteria**

31  
32 [Faculty Rule 3335-6-02\(D\)](#) provides the following context for promotion and tenure and promotion  
33 reviews:  
34

35 *In evaluating the candidate's qualifications in teaching, scholarship, and service, reasonable*  
36 *flexibility shall be exercised, balancing, where the case requires, heavier commitments and*  
37 *responsibilities in one area against lighter commitments and responsibilities in another. In addition,*  
38 *as the university enters new fields of endeavor, including interdisciplinary endeavors, and places new*  
39 *emphases on its continuing activities, instances will arise in which the proper work of faculty*  
40 *members may depart from established academic patterns. In such cases care must be taken to apply*  
41 *the criteria with sufficient flexibility. In all instances superior intellectual attainment, in accordance*  
42 *with the criteria set forth in these rules, is an essential qualification for promotion to tenured*  
43 *positions. Clearly, insistence upon this standard for continuing members of the faculty is necessary*  
44 *for maintenance and enhancement of the quality of the university as an institution dedicated to the*  
45 *discovery and transmission of knowledge.*  
46

1 In accordance with [Faculty Rule 3335-6-02\(E\)](#), each TIU must have an APT document that describes (1)  
2 the unit's criteria for the award of tenure and promotion to the rank of associate professor, and (2) the  
3 unit's criteria for promotion to the rank of professor. These documents must also include guidance on  
4 evaluation of jointly appointed faculty relative to these criteria. Each TIU desiring clinical faculty must,  
5 in addition, have in its APT document the unit's criteria for promotion to the rank of associate professor  
6 of practice and the unit's criteria for promotion to the rank of professor of practice. Each TIU desiring  
7 research faculty must, in addition, have in its APT document the unit's criteria for promotion to the rank  
8 of research associate professor and the unit's criteria for promotion to the rank of research professor. Each  
9 TIU desiring regional campus tenure track faculty must, in addition, have in its APT document the unit's  
10 criteria and procedures associated with promotion and tenure of such faculty. TIU APT documents also  
11 must include the evidence to be provided in support of each of the foregoing actions that are relevant to  
12 that unit.

13  
14 The College has three sets of criteria for promotion and tenure, and for promotion: teaching, scholarship,  
15 and service. Evidence of effective contributions in each of these areas must be demonstrated through the  
16 documentation of activities over a period of time.

17  
18 The College of Engineering comprises a wide array of professional disciplines. Care must be taken to  
19 apply the three criteria with sufficient flexibility. In all instances superior intellectual attainment and  
20 impact, in accordance with the criteria set forth, is an essential qualification for promotion to tenured  
21 faculty positions. Insistence upon this standard for continuing members of the faculty is necessary for the  
22 maintenance and enhancement of the University as an institution dedicated to the discovery and  
23 transmission of knowledge ([Faculty Rule 3335-6-02-\(D\)](#)).

24  
25 Each of the College's TIUs must revise or reaffirm its APT document at least every 4 years (upon  
26 appointment or reappointment of the Chair or Director) and submit the document for review and approval  
27 by the College and OAA. Document revision should follow the current OAA template, and should be in  
28 alignment with the current version of the College APT document.

## 29 **1 Teaching**

30  
31  
32 Teaching is broadly defined to include the imparting of knowledge to and the education of people. The  
33 College Mission states that the College and the School will "foster a learning culture that prepares our  
34 students to be key contributors to society" and that they will "be an innovative leader in engineering and  
35 architectural education."

36  
37 Teaching activities include undergraduate, graduate, and professional courses taught in curricular and co-  
38 curricular settings; involvement graduate exams, theses, and dissertations; promoting, coaching and  
39 mentoring undergraduate researchers; involvement in extension and continuing education; curriculum  
40 development; faculty and instructor professional development; evaluation and direction of student  
41 scholarship; academic advising; writing textbooks, monographs and other compilations of essential  
42 education resources, including online teaching resources; advising of student groups and organizations;  
43 participation in student affairs programs and student services; and engaging in the Scholarship of  
44 Teaching (SoTL). Novel teaching methods including development of electronic and other forms of  
45 educational interactions with students inside and outside the traditional classroom environment are  
46 encouraged.

47  
48 Evidence of effective teaching can include: student, peer, supervisor and external evaluations of teaching  
49 in the classroom; awards and formal recognition for teaching; evaluation of performance as an advisor  
50 and mentor; number, level, complexity and size of courses taught; development of novel interdisciplinary  
51 courses; exit interviews with graduating seniors; alumni surveys; quality of textbooks, monographs,

1 electronic resources and other publications on education in the candidate's field; number of completed  
 2 Masters theses or Ph.D. dissertations; number and quality of undergraduate researchers advised; number  
 3 and quality of jointly authored publications with graduate or undergraduate students; impact of course  
 4 and/or curriculum development; and/or effective teaching innovations. The evaluation of a candidate's  
 5 teaching should be accomplished within a systematic and comparative evaluation process that includes all  
 6 faculty within the TIUs in which the candidate has taught.

7  
 8 Candidates are expected to have:

- 9 • Provided up to date content at an appropriate level in every instructional situation and
- 10 demonstrated continuing growth in subject matter knowledge.
- 11 • Demonstrated the ability to organize and present class material effectively with logic, conviction,
- 12 and enthusiasm.
- 13 • Demonstrated appropriate use of various modes of instruction, classroom technology, and other
- 14 teaching strategies to create an optimal learning environment.
- 15 • Engaged students actively in the learning process and encouraged independent thought, creativity,
- 16 and appreciation of the knowledge creation process.
- 17 • Provided appropriate and timely feedback to students throughout the instructional process.
- 18 • Treated students with respect and courtesy.
- 19 • Improved curriculum through revision or new development of courses and/or academic programs.
- 20 • Developed interdisciplinary courses across multiple departments, schools and colleges in the case
- 21 of jointly appointed faculty.
- 22 • Served as advisor to an appropriate number of graduate students given the TIU's graduate
- 23 student/faculty ratio and the faculty member's area(s) of expertise.
- 24 • Assisted graduate students in the production of high quality published work.
- 25 • Engaged in documentable efforts to improve teaching.

## 26 **2 Scholarship**

27  
 28 Scholarship is broadly defined to include discovery, scholarly and creative work, applied research, and  
 29 the scholarship of pedagogy. ([Faculty Rule 3335-6-02\(A\)](#)). More specifically, scholarship may be defined  
 30 to include the possession, application, and advancement of a body of knowledge gained through research,  
 31 study, and learning. The College Mission states that the College and the Knowlton School of Architecture  
 32 will "provide new knowledge that can be assimilated by our customers and partners" and "create and  
 33 disseminate new ideas and concepts that expand our understanding of science, engineering and  
 34 architecture."

35  
 36 Scholarly activities will be specific to the TIU or TIUs to which a candidate has been appointed,  
 37 and may include: publishing scholarly works such as books and monographs, chapters in edited  
 38 books, bulletins and technical reports, peer reviewed journal articles, editor reviewed journal  
 39 articles, reviews and abstracts, papers in proceedings; presenting lectures at universities,  
 40 symposia, and conferences; submitting proposals; conducting and directing original research or  
 41 other creative activities; editing books, and collections of research works; developing software;  
 42 producing peer reviewed creative works in exhibits, symposia, publication, and juried  
 43 competitions; designing and/or supervising the construction of creative products (e.g., new  
 44 building, alloy, machine, device, or software); developing and securing intellectual property such  
 45 as patents, patent disclosures and licensing of university-developed intellectual property.

46  
 47 Evidence of scholarship will be specific to the TIU or TIUs to which a candidate has been appointed, and  
 48 may include the quantity, quality, and impact of the aforementioned activities, for example, numbers of

1 publications and citation analysis thereto in the context of the publishing landscape of the TIU discipline,  
 2 numbers of presentations and invited lectures; amount of research funding in the context of the funding  
 3 landscape of each TIU discipline; placing in juried competitions; number of patents, licenses and  
 4 licensing revenue, awards, prizes, and other forms of professional recognition; letters of evaluation by  
 5 peers at the national and international level. In the case of jointly appointed faculty, care must be taken to  
 6 consider impacts across multiple fields. This is particularly important in cases where the research focus  
 7 may deviate from what would be considered conventional work for the primary appointment TIU, and  
 8 may require evaluations from referees outside of the primary appointment discipline.  
 9

10 Candidates are expected to have:

- 11 • Produced coherent body of scholarship that has made a distinct contribution to the discipline, is  
 12 gaining national or international recognition, and promises continued growth. Scholarship must  
 13 always find a public venue, although the character and status of these venues will vary according  
 14 to TIU. Collaborative work and research funding are also encouraged. Here, too, specific  
 15 requirements will vary according to TIU's, and appropriate flexibility must be exercised in the  
 16 case of jointly appointed faculty. The following attributes of the body of work are considered:  
 17
  - 18 ○ Quality, impact, quantity
  - 19 ○ Unique contribution to a line of inquiry
  - 20 ○ Rigor of the peer-review process and degree of dissemination
  - 21 ○ Collaborative work is strongly encouraged, and indeed is essential to most types of inquiry.  
 22 In this case, the candidate's intellectual contributions to collaborative work must be clearly  
 23 and fairly described to permit accurate assessment. In the assessment of collaborative work  
 24 that has led to research productivity, there shall be no evaluative bias against the number of  
 25 collaborators or co-authors of publications, proposals, projects or other tangible products of  
 26 the work. Because of the synergism that often results from collaborative work and because of  
 27 the unique capabilities that individual contributors bring to a team, an assessment of  
 28 contribution based solely on a linear fractionation of contribution among collaborators can be  
 29 misleading and inappropriate, and a more holistic assessment of the candidate's contribution  
 30 must be made.
- 31 • A demonstrated ability to obtain and potential to sustain research program funding, in disciplines  
 32 where it is appropriate. Research funding is a means to an end; funding that has not led to  
 33 research productivity is a negative indicator. There shall be no evaluative bias against any  
 34 particular source of research funding if it has led to research productivity. A developing  
 35 national/international reputation in the candidate's field as evidenced by external evaluations,  
 36 invitations to present at recognized prestigious forums, invitations to review research papers and  
 37 grant proposals, and a beginning trend of positive citations in other researchers' publications. A  
 38 reputation based on the quality of the research contribution is distinguished from one based  
 39 mainly on familiarity through the faculty member's frequent attendance at national and  
 40 international conferences.
- 41 • Demonstrated a vision for how their individual area of scholarly excellence contributes to  
 42 advancing the research strategy of the TIU, the college and the university. In the case of jointly  
 43 appointed faculty, this vision should include considerations of the research strategies of the TIUs  
 44 to which the candidate has been appointed.
- 45 • Demonstrated an understanding of how their own areas of scholarly expertise benefit from  
 46 diversity among faculty, staff and students.
- 47 • Demonstrated a high degree of ethics in scholarship including, but not limited to, full and timely  
 48 adherence to all regulations relevant to the research program, and ethical treatment of graduate  
 49 students, postdoctoral fellows, and collaborators and in the dissemination of scholarship.  
 50

### 51 3 Service

1  
2 Service, or public service as stated in the mission of the University, is broadly defined to include  
3 administrative service to the University, professional service to the faculty member's discipline, and the  
4 provision of disciplinary expertise to public or private entities beyond the university ([Faculty Rule 3335-](#)  
5 [6-02\(A\)](#)). The College Mission states that the College and the Knowlton School of Architecture will  
6 "promote and support the purposes of the entire university."  
7

8 Evidence of administrative service to the University can include: appointment or election to TIU, College,  
9 and/or University committees; administrative positions held and superior organizational leadership;  
10 affirmative action and mentoring activities. Evidence of professional service to the faculty member's  
11 discipline can include: editorships of or service as a reviewer for journals or other learned publications;  
12 offices held and other service to professional societies; development of mechanisms to help bring people  
13 into the profession; and organization of and service to conferences, workshops and symposia. Evidence of  
14 the provision of expertise to public and private entities beyond the University includes: reviewer of  
15 proposals; external examiner; service on panels and commissions; professional consultation to industry,  
16 government, and education. Professional expertise provided as a compensated outside professional  
17 service alone is insufficient to satisfy the service criterion.  
18

19 Candidates are expected to have:

- 20
- 21 • Made contributions to the governance and advancement of the department/school in a collegial
  - 22 manner that facilitates positive contributions by others, and
  - 23 • Made useful contributions to the College, the University, industry, and/or civic community.
  - 24 • Made useful contributions to the profession.
- 25

26 The quality and quantity of service and its importance relative to teaching and scholarship is evaluated in  
27 the context of the individual faculty member's distribution of effort. For candidates who duties are mainly  
28 administrative in nature, superior administrative service that clearly enhances the effectiveness of the  
29 institution may be a primary and leading professional contribution that should be highly valued.  
30

#### 31 **4 Professional Ethics**

32

33 Excellence in teaching, scholarship, and service are moreover defined to include professional ethical  
34 conduct in each area of responsibility, consistent with the [American Association of University Professors'](#)  
35 [Statement on Professional Ethics](#).  
36

#### 37 **B TIU APT Documents**

38

39 A TIU APT document must describe, for each category of faculty appropriate to the TIU and in a manner  
40 consistent with this document: (1) the elaboration of each set of criteria, as appropriate to the specific  
41 discipline and TIU, (2) the evidence expected to be involved in the documentation and assessment of each  
42 of the criteria, (3) the levels of achievement necessary to demonstrate that the criteria are met. The criteria  
43 should be met within the context of the TIU's mission, the standards of Chapters 6 and 7 of the Faculty  
44 Rules, and the standards and mission of the College, and the mission of the University, and (4) criteria for  
45 evaluation of jointly appointed candidates, including criteria for candidates who have primary and  
46 secondary appointments in each TIU.  
47

1 The standards of quality and effectiveness required must be representative of high performance. The  
2 College expects that when a TIU forwards the dossier of a candidate for review and has recommended  
3 that promotion and tenure or promotion be granted, that the TIU has ensured that the evidence of the  
4 qualifications and performance of the candidate meet or exceed the TIU and College criteria applicable to  
5 the nomination.  
6

### 7 **1 Promotion to Associate Professor with Tenure**

8

9 All tenure track faculty must be engaged in teaching, the development of the TIU (or TIUs in the case of  
10 jointly appointed faculty) and College academic program, the mentoring of students, the development of a  
11 record of scholarship, and service both on campus and off thereby demonstrating a commitment to  
12 citizenship and collegiality.  
13

14 The awarding of tenure and promotion to the rank of associate professor must be based upon clear and  
15 convincing evidence that the candidate has provided and will continue to provide high quality teaching,  
16 scholarship, and service relevant to the mission of the candidate's TIU (or TIUs in the case of jointly  
17 appointed faculty), according to the criteria in the TIU APT documents ([Faculty Rule 3335-6-02\(C\)](#)).  
18 When assessing a candidate's national and international reputation in the field, creative activities in  
19 outreach and engagement should be valued in addition to scholarly and teaching activities.  
20

21 In the evaluation of untenured associate professors for tenure, the same criteria apply, along with any  
22 others established in writing at the time a senior rank appointment without tenure was offered.  
23

### 24 **2 Promotion to Professor**

25

26 All tenure track faculty must be engaged in teaching, the development of the TIU and College academic  
27 program, the mentoring of students, the development of a record of scholarship, service both on campus  
28 and off thereby demonstrating a commitment to citizenship and collegiality.  
29

30 The awarding of promotion to the rank of professor must be based upon clear and convincing evidence  
31 that the faculty member has demonstrated a sustained record of excellence in teaching, has produced a  
32 significant body of scholarship that is recognized nationally or internationally, and has demonstrated  
33 leadership in service relevant to the mission of the candidate's TIU (or TIUs in the case of jointly  
34 appointed faculty) according the criteria in the TIU APT documents ([Faculty Rule 3335-6-02\(C\)](#)).  
35

36 The specific criteria in teaching, scholarship, and service for promotion to Professor are similar to those  
37 for promotion to Associate Professor with Tenure, with the added expectation of sustained  
38 accomplishment and increasing quality of contributions, a record of continuing professional growth, and  
39 evidence of established national and international reputation in the field, using evidence outlined in  
40 Section VII.A.1. When assessing a candidate's national and international reputation in the field, creative  
41 activities in outreach and engagement should be valued in addition to scholarly and teaching activities.  
42

### 43 **3 Regional Campus Faculty**

44

45 TIUs with regional campus faculty must state the criteria for their promotion to associate professor with  
46 tenure and for their promotion to professor. Criteria for regional campus faculty should be developed in  
47 consultation with the unit's regional campus TIU(s) and the Deans of the regional campuses. These  
48 criteria must reflect the following considerations:  
49

- 1 • The primary function of the regional campuses is to provide high-quality undergraduate instruction  
2 and to serve the academic needs of their communities. With this consideration in mind, in evaluating  
3 regional campus faculty for promotion and tenure or promotion, the TIU will give greater emphasis to  
4 the quality of teaching and service relative to scholarship.
- 5 • Regional campus faculty are expected to establish a program of high-quality scholarly activity, but  
6 the character and quantity of that activity may differ from that of Columbus campus faculty because  
7 of the weight of other responsibilities and because of lack of access to comparable resources (regional  
8 campus faculty do not have graduate teaching associates to assist them in their teaching or generally  
9 have access to research facilities comparable to those of Columbus-based faculty).
- 10 • Teaching and service responsibilities of regional campus faculty are often more substantial than those  
11 of Columbus-based faculty.

#### 14 4 Clinical Faculty

15 All clinical faculty must:

- 16 • be engaged in teaching, the development of the TIU and College academic program, and the  
17 mentoring of students.
- 18 • contribute to the outreach and engagement mission of the TIU, College, and University
- 19 • contribute to service and thereby demonstrate a commitment to citizenship and collegiality

20 The teaching activities of clinical faculty must be consistent with the rationale for having clinical faculty  
21 in the College; these consist of courses that involve the practice of engineering. The scholarly emphasis of  
22 clinical faculty is expected to be different from that of tenure track and research faculty; clinical faculty  
23 would be more engaged in activities dealing with the state of the practice of engineering or architecture,  
24 while tenure track and research faculty would be more engaged in activities that advance the state of the  
25 art and science of engineering or architecture. The venues appropriate for dissemination of such scholarly  
26 contributions therefore may be very different from those expected of tenure track faculty. Scholarly and  
27 professional service activities of clinical faculty would be expected to emphasize outreach and interaction  
28 with constituencies beyond the research community, such as with industry, the broader educational  
29 community, and the broad community of practitioners. Examples of evidence of contributions in each of  
30 these areas are contained in [Section VII.A](#).

31 **Promotion to Associate Professor of Practice.** For promotion to associate professor of practice, a  
32 faculty member must have a demonstrated record of accomplishment in the area of teaching, an  
33 established record of mentoring students, contributed to the outreach and engagement mission of the TIU,  
34 College, and University, exhibited a commitment to service and collegiality, and show promise of  
35 continued professional growth. Specific criteria in teaching and service for promotion to associate  
36 professor of practice are similar to those for promotion to associate professor with tenure except that  
37 scholarship activity is not required.

38 **Promotion to Professor of Practice.** For promotion to professor of practice, a faculty member must have  
39 sustained accomplishment in the area of teaching, sustained record of mentoring students, continued  
40 contribution to the outreach and engagement mission of the TIU, College, and University that is  
41 recognized at the national and/or international level, proven leadership in service, professional practice,  
42 and/or teaching at the national and/or international level and production and dissemination of scholarly  
43 materials pertinent to pedagogy and/or professional practice. Specific criteria in teaching and service for  
44 promotion to professor of practice are similar to those for promotion to professor with tenure except that  
45 scholarship activity is not expected to the same extent.

## 5 Research Faculty

All research faculty must:

- be engaged in the mentoring of students, particularly graduate students.
- develop a record of scholarship.
- contribute to service and thereby demonstrate a commitment to citizenship and collegiality.

Classroom teaching is not required of research faculty ([Faculty Rule 3335-7-32](#)). However, research faculty members are expected to be engaged in those teaching activities described in [Section VII.A](#) that develop the research capabilities of graduate students. The preponderance of the effort of research faculty is expected to be devoted to scholarship activities as described in [Section VII.A](#). Professional service activities such as described in [Section VII.A](#) are expected of research faculty, while administrative service activities would be expected to focus on tasks consistent with the candidate's scholarly expertise.

It is recognized that research faculty may emphasize research that applies and transitions technologies into practice as opposed to more fundamental investigations. The importance of maintaining full salary coverage is also recognized. The College takes these factors into account in evaluating research faculty candidates for promotion.

**Promotion to Research Associate Professor.** Subject to the different emphases for research faculty in teaching, scholarship and service described above, the criteria for promotion are similar to those outlined in [Section VII.B.1](#).

**Promotion to Research Professor.** Subject to the different emphases for research faculty in teaching, scholarship and service described above, the criteria for promotion are similar to those outlined in [Section VII.B.2](#).

## C Procedures

The college'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](#). The following sections, which state the responsibilities of each party to the review process, apply to all faculty members and all TIUs in the college.

### 1 Candidate Responsibilities

The responsibilities of the candidate are as follows:

- To submit a complete, accurate dossier fully consistent with Office of Academic Affairs guidelines. 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.
- Candidates must also submit a copy of the APT under which they wish to be reviewed. Candidates may submit their TIU'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

1 in effect on the date of their last promotion, whichever of these two latter documents is the more  
 2 recent. However, the current APT document must be used if the letter of offer or last promotion,  
 3 whichever is more recent, was more than 10 years before April 1 of the review year. The APT  
 4 document must be submitted when the dossier is submitted to the TIU.

- 5
- 6 • To review the list of potential external evaluators developed by the Department Chair and the  
 7 Promotion and Tenure Committee. The candidate may add no more than three additional names, but  
 8 is not required to do so. The candidate may request the removal of no more than two names,  
 9 providing the reasons for the request. The Department Chair decides whether removal is  
 10 justified. (Also see External Evaluations below.)

## 11 **2 TIU Promotion and Tenure Committee Responsibilities**

12  
 13 The responsibilities of the TIU Promotion and Tenure Committee are as follows:

- 14
- 15 • Review its document annually and to recommend proposed revisions to the faculty.
  - 16 • Provide objective assessment of candidates' progress based on information provided by all TIUs to  
 17 which the candidate has been appointed, taking into consideration any MOU concerning a jointly  
 18 hired candidate's expectations for performance.
  - 19 • Ensure that the TIU P&T Committee (of the primary appointment TIU in the case of jointly appointed  
 20 faculty) explains and addresses dissenting votes in their report on the candidate, as well as  
 21 summarizing and addressing all TIU eligible faculty comments.
  - 22 • Transmit the completed dossier to Engineering Administration.

## 23 **3 College Promotion and Tenure Committee Responsibilities**

24  
 25 Upon the receipt of a dossier from a TIU on a candidate for promotion and/or tenure, the Dean will  
 26 submit the dossier to the College Promotion and Tenure Committee for review. In considering a TIU's  
 27 recommendation for promotion and tenure, or for promotion, the College Promotion and Tenure  
 28 Committee shall:

- 29
- 30 • Assess the process used to evaluate candidates based upon the College APT document and the  
 31 primary appointment TIU APT document, which must have been approved previously by the College  
 32 and OAA.
  - 33 • Review and evaluate the dossier, consistent with the Committee purposes described in the College's  
 34 Pattern of Administration
  - 35 • Recommend to the Dean a promotion and/or tenure action based upon evaluation of qualifications,  
 36 performance and accomplishment of the candidate and considering comparable achievements in the  
 37 candidate's discipline.

38  
 39  
 40  
 41 Committee recommendations shall be in writing to the Dean and report the vote of the Committee on the  
 42 particular matter deliberated by the Committee.

## 43 **4 College Dean Responsibilities**

44  
 45 The Dean will consider the recommendations of the Committee. If the Dean decides to deny promotion of  
 46 a candidate on the clinical faculty or the research faculty, that decision is final ([Faculty Rules 3335-7-08](#)  
 47 [and 3335-7-36](#)). In all other cases, the Dean will recommend in writing, to the Executive Vice President  
 48 for Academic Affairs and Provost, the promotion and/or tenure action to be taken.  
 49  
 50

## 5 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.

## 6 External Evaluations – Tenure Track, Clinical faculty, Research faculty and Adjunct Faculty

External evaluations of scholarly activity and research are obtained for all promotion reviews in which scholarship of tenure track and research faculty must be assessed. These include all tenure track promotion and tenure or promotion reviews, all research appointment contract renewals and promotion reviews, and all adjunct faculty promotion reviews.

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

- Is written by a person highly qualified to judge the candidate's scholarship or other performance, as relevant who can give an “arms’ length” evaluation of the research record and is not a close personal friend, research collaborator, or former academic advisor or post-doctoral mentor of the candidate. Qualifications are generally judged on the basis of the evaluator's expertise, record of accomplishments, and institutional affiliation. For tenure track and research faculty candidates, TIUs 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.

External evaluations that assess the quality and impact of clinical faculty candidates under consideration for promotion are to be obtained. The source and content of external evaluations for clinical faculty promotion candidates should reflect the contributions expected of clinical faculty members. External evaluations should address the extent and quality of teaching as characterized by internal and external evaluations of instruction and the quality of contributions through outreach and engagement with industry, the educational community and the broad community of practitioners as appropriate for the individual under review. Evaluations should also address the extent and quality of professional service to the TIU, College and University. External evaluations need not be restricted to national or international peers, but should derive from authoritative and reputable sources qualified to comment substantively on the contributions and accomplishments of the faculty member. Examples of evidence for and balance among the areas of contribution are to be determined by each TIU approved for clinical faculty and described in the unit APT document.

As described above, a list of potential evaluators is assembled by the Promotion and Tenure Committee, the Department Chair of the primary appointment TIU, and the candidate. In cases of jointly appointed faculty, additional evaluators may be suggested by the Department Chair of the secondary appointment TIU as appropriate. If the evaluators suggested by the candidate meet the criteria for credibility, a letter is

1 requested from at least one of those persons. [Faculty Rule 3335-6-04](#) requires that no more than half the  
 2 external evaluation letters in the dossier be written by persons suggested by the candidate. In the event  
 3 that the person(s) suggested by the candidate do not agree to write, neither the Office of Academic Affairs  
 4 nor any TIU within the college requires that the dossier contain letters from evaluators suggested by the  
 5 candidate.

6  
 7 The department follows the [Office of Academic Affairs suggested format](#) for letters requesting external  
 8 evaluations.

9  
 10 All solicited external evaluation letters that are received must be included in the dossier. If concerns arise  
 11 about any of the letters received, these concerns may be addressed in the TIU's written evaluations or  
 12 brought to the attention of the Office of Academic Affairs for advice.  
 13

## 14 **D Documentation**

15  
 16 As noted above under Candidate Responsibilities, every candidate must submit a complete and accurate  
 17 dossier that follows the Office of Academic Affairs dossier outline. While the Promotion and Tenure  
 18 Committee makes reasonable efforts to check the dossier for accuracy and completeness, the candidate  
 19 bears full responsibility for all parts of the dossier that are to be completed by the candidate.  
 20

### 21 **1 Teaching**

22  
 23 The time period for material included in the dossier for probationary faculty is the date of hire to present.  
 24 For tenured or nonprobationary faculty it is the date of last promotion or the last five years, whichever is  
 25 less, to present. Examples of documentation include:  
 26

- 27 • cumulative eSEI reports (Student Evaluation of Instruction computer-generated summaries prepared  
 28 by the Office of the University Registrar) for every class.
- 29 • a year-by-year summary of the eSEI reports (both quantitative and narrative components) prepared by  
 30 a faculty member other than the candidate.
- 31 • peer evaluation of teaching reports as required by the TIU's peer evaluation of teaching program  
 32 (details, including number, provided in Section X below).
- 33 • Copies of pedagogical papers, books or other materials published, or accepted for publication.  
 34 Material accepted for publication but not yet published must be accompanied by a letter from the  
 35 publisher stating that the work has been unequivocally accepted and is in final form with no further  
 36 revisions needed.
- 37 • teaching activities as listed in the core dossier including:
  - 38 ○ involvement in graduate/professional exams, theses, and dissertations, and undergraduate
  - 39 research
  - 40 ○ mentoring postdoctoral scholars and researchers
  - 41 ○ extension and continuing education instruction
  - 42 ○ involvement in curriculum development
  - 43 ○ awards and formal recognition of teaching
  - 44 ○ presentations on pedagogy and teaching at national and international conferences
  - 45 ○ adoption of teaching materials at other colleges or universities.
- 46 • other relevant documentation of teaching as appropriate.

### 47 **2 Scholarship**

48  
 49

1 The time period for material included in the dossier for probationary faculty is the date of hire to present.  
 2 For tenured or nonprobationary faculty it is normally the date of last promotion to present. Examples of  
 3 documentation include:

- 4
- 5 • Copies of all books, articles, and scholarly papers published or accepted for publication. Papers
- 6 accepted for publication but not yet published must be accompanied by a letter from the publisher
- 7 stating that the paper has been unequivocally accepted and is in final form, with no further revisions
- 8 needed.
- 9 • documentation of grants and contracts received
- 10 • other relevant documentation of research as appropriate (published reviews including publications
- 11 where one's work is favorably cited, grants and contract proposals that have been submitted)
- 12 • scholarship activities as listed in the core dossier including
  - 13 ○ documentation of creative works pertinent to the candidate's professional focus including
  - 14 artwork, choreography, collections, compositions, curated exhibits, moving images, multimedia,
  - 15 performances, radio, recitals, recordings, television, and websites
  - 16 ○ documentation of inventions, patents, disclosures, options and commercial licenses
  - 17 ○ list of prizes and awards for research, scholarly, or creative work

### 19 3 Service

20

21 The time period for material included in the dossier for probationary faculty is the date of hire to present.  
 22 For tenured or nonprobationary faculty it is normally the date of last promotion to present. Examples of  
 23 documentation include:

- 24
- 25 • service activities as listed in the core dossier including
  - 26 ○ involvement with professional journals and professional societies
  - 27 ○ consultation activity with industry, education, or government
  - 28 ○ clinical services
  - 29 ○ administrative service to TIU
  - 30 ○ administrative service to college
  - 31 ○ administrative service to university and Student Life
  - 32 ○ advising to student groups and organizations
  - 33 ○ awards and prizes for service to profession, university, or TIU.
- 34 • any available documentation (e.g. letters from committee Chairs) of the quality of service that
- 35 enhances the list of service activities in the dossier.

### 38 VIII Appeals

39

40 [Faculty Rule 3335-6-05](#) sets forth general criteria for appeals of negative promotion and tenure  
 41 decisions. Appeals alleging improper evaluation are described in [Faculty Rule 3335-5-05](#).

42

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

### 48 IX Seventh-Year Reviews

49

1 [Faculty Rule 3335-6-05](#) sets forth the conditions of and procedures for a Seventh Year Review for a  
2 faculty member denied tenure as a result of a sixth year (mandatory tenure) review.  
3  
4

## 5 **X Procedures for Student and Peer Evaluation of Teaching** 6

### 7 **A Student Evaluation of Teaching** 8

9 Use of the Student Evaluation of Instruction (eSEI) including collection of open-ended narrative  
10 comments is required in every course offered in this college. Faculty members should choose a day late in  
11 the semester when attendance is likely to be high if s/he is going to provide in-class time for students to  
12 complete the evaluation using a mobile application. The faculty member must leave the classroom during  
13 the time allotted for completing the evaluation. The faculty member should reiterate to students that the  
14 feedback provided in the evaluations is used both for performance reviews and to provide feedback that  
15 can be taken into account in future teaching.

### 16 **B Peer Evaluation of Teaching** 17

18 The Department Chair or School Director of the TIU in which a particular course is taught oversees that  
19 TIU's peer evaluation of teaching process.  
20

21 Annually the Department Chair or School Director appoints a Peer Review of Teaching Committee. The  
22 responsibilities of the Peer Review of Teaching Committee are as follows:  
23

- 24 • to review the teaching of probationary tenure track and clinical faculty at least once per year during  
25 the first two years of service, and at least twice more before the commencement of the mandatory  
26 tenure review, with the goal of assessing teaching at all the levels of instruction to which the faculty  
27 member is assigned
- 28 • to review the teaching of tenured associate professors and nonprobationary associate professors of  
29 practice at least once every other year, with the goal of having at least two peer reviews of teaching  
30 before the commencement of a promotion review
- 31 • to review the teaching of tenured professors and nonprobationary professors of practice at least once  
32 every four years with the goal of assessing teaching at all the levels of instruction to which the faculty  
33 member is assigned during the year of the review
- 34 • To review, upon Department Chair or School Director request, the teaching of any faculty member  
35 not currently scheduled for review. Such reviews are normally triggered by low or declining student  
36 evaluations or other evidence of the need for providing assistance in improving teaching.
  - 37 • To review the teaching of a faculty member not currently scheduled for review, upon that  
38 individual's request, to the extent that time permits. Reviews conducted at the request of the  
39 faculty member are considered formative only. The Department Chair or School Director is  
40 informed that the review took place, but the report is given only to the faculty member who  
41 requested the review. Faculty seeking formative reviews should also seek the services of the  
42 University Institute for Teaching and Learning (<https://uitl.osu.edu/>).  
43

44 Reviews conducted upon the request of the Department Chair/School Director or the faculty member  
45 focus on the specific aspects of instruction requested by the Chair or faculty member and may or may not  
46 include class visitations  
47

1 Regularly scheduled peer teaching evaluations (the first three situations listed above) are comprehensive  
2 and should include, in addition to class visitation, review of course syllabi and related instruction  
3 materials. In the case of peer review for the purposes of promotion and tenure reviews, the class visitation  
4 is conducted by one or more senior peers whom the promotion and tenure Chair has identified in  
5 consultation with the candidate. The peer reviewer should meet with the candidate to establish a time for  
6 the visit and to understand the goals of the course and the candidate's teaching philosophy. If possible, the  
7 peer reviewer should attend two different class sessions over the course of the semester.  
8

9 In observing the course and reviewing the syllabus and other materials, the peer reviewer should focus on  
10 such issues as the appropriateness of the course design given the goals and level of the course, the quality  
11 and effectiveness of the instructional materials and assessment tools, and the appropriateness of the  
12 approach relative to current disciplinary knowledge. At the conclusion of the class visits, the reviewer  
13 meets with the candidate to give feedback and also submits a written report to the Department Chair or  
14 School Director, copied to the candidate. The candidate may provide written comments on this report and  
15 the reviewer may respond if he/she wishes. The reports are included in the candidate's promotion and  
16 tenure dossier.