

1 **Appointments, Promotion, and Tenure (APT) Criteria and Procedures**
2 **College of Engineering**
3 **Revised: July 25, 2019– OAA September 19, 2019**
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".

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II College Mission

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

III Definitions

A Committee of the Eligible Faculty

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1 Tenure Track Faculty

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

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

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

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2 Faculty of Practice

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

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

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3 Research Faculty

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The eligible faculty for appointment reviews of research faculty consists of all tenure track faculty whose tenure resides in the TIU, all faculty of practice whose primary appointment is in the TIU, and all research

1 faculty whose primary appointment is in the TIU unless the department bases appointment decisions on
2 search committee recommendations or other search mechanisms rather than a vote of the full faculty. For
3 an appointment at senior rank, a second vote is taken by the faculty members eligible to vote on the rank
4 under consideration.

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

13 14 **4 Conflict of Interest**

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

23 24 **5 Minimum Composition**

25
26 In the event that a TIU does not have at least three eligible faculty members who can undertake a review,
27 the Department Chair or School Director, after consulting with the Dean, will appoint a faculty member
28 or faculty members from another TIU within the college.

29 **B Promotion and Tenure Committee**

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

35
36 When considering cases involving faculty of practice the Promotion and Tenure Committee may be
37 augmented by two nonprobationary eligible faculty of practice members.

38
39 When considering cases involving research faculty the Promotion and Tenure Committee may be
40 augmented by two nonprobationary eligible research faculty members.

41 **C Quorum**

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

47

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

3 **D Recommendation from the Committee of the Eligible Faculty**

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

8
9 Absentee ballots and proxy votes are not permitted, but participating in discussion and voting via remote
10 two-way electronic connection is allowed.

11 12 **1 Appointment**

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

20 21 **2 Reappointment, Promotion and Tenure, Promotion, and Contract Renewal**

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

30 31 32 **IV Appointments**

33 34 **A TIU APT Document Expectations**

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

41 **B TIU Process Expectations**

42
43 It is the expectation of the College that a faculty appointment forwarded from a TIU for approval by the
44 College or a courtesy faculty appointment made by a TIU will have been made consistent with that TIU
45 APT document, and other relevant policies, procedures, practices, and standards established by: (1) the

1 College, (2) the Faculty Rules, (3) the Office of Academic Affairs, and (4) the Office of Human
2 Resources.

3 **C Criteria**

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

13 14 **1 Tenure track Faculty**

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

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

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

43
44 **Associate Professor.** There must be clear and convincing evidence that the offeree of an appointment as
45 an associate professor with tenure has, at a minimum exceeded the College and TIU criteria for
46 appointment as a tenure track assistant professor and met or exceeded the College and TIU (or primary
47 appointment TIU for jointly appointed faculty) criteria for promotion to associate professor with tenure.
48 In addition, a TIU APT document must address how an offeree, who has not held a faculty position, will
49 be determined to have met the criteria. Appointment at the rank of associate professor normally entails

1 tenure, however a probationary appointment at senior rank may be appropriate under certain
2 circumstances, such as when the candidate has limited prior teaching experience or has taught only in a
3 foreign country. A probationary period of up to four years is possible, on approval of the Office of
4 Academic Affairs, with review for tenure occurring in the final year of the probationary appointment. If
5 tenure is not granted, an additional (terminal) year of employment is offered.

6
7 Foreign nationals who lack permanent residency status may be appointed to a senior rank and approved
8 for tenure, if appropriate, but the university will not grant tenure in the absence of permanent residency.
9 Offers to foreign nationals require prior consultation with the Office of International Affairs.

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

21
22 Foreign nationals who lack permanent residency status may be appointed to a senior rank and approved
23 for tenure, if appropriate, but the university will not grant tenure in the absence of permanent residency.
24 Offers to foreign nationals require prior consultation with the Office of International Affairs.

25 **2 Tenure track Faculty—Regional Campus**

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

33 **3 Faculty of practice**

34
35 Faculty of practice in the College of Engineering will be referred to as “Assistant, Associate, or Professor
36 of Practice in [TIU name]”. Distinctions among ranks are based on the level of distinction attained by the
37 candidate.

38
39 Criteria and policies governing appointment of faculty of practice must be consistent with [Faculty Rule](#)
40 [3335-7](#). Reappointment is based on the candidate’s performance and on the continued needs of the TIU.

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

47
48 Appointment of faculty of practice entails a three-, four- or five-year contract. The initial contract is
49 probationary, with reappointment considered annually. Tenure is not granted to faculty of practice. There
50 is also no presumption that subsequent contracts will be offered, regardless of performance. If the TIU

1 wishes to consider contract renewal, a formal review of the faculty member is required in the penultimate
2 year of the current contract period. For more information see [Faculty Rule 3335-7](#).

3
4 **Instructor of Practice.** Appointment is normally made at the rank of instructor of practice when the
5 appointee has not completed the requirements for the terminal degree. The TIU will make every effort to
6 avoid such appointments. An appointment at the instructor level is limited to a four-year contract. In such
7 cases, if the instructor has not completed requirements for promotion to the rank of assistant professor by
8 the end of the penultimate year of the contract period, a new contract will not be considered even if
9 performance is otherwise adequate and the position itself will continue.

10
11 **Assistant Professor of Practice.** There must be clear and convincing evidence that the offeree of an
12 appointment as assistant professor of practice has, at a minimum capability in the offeree's area of
13 specialization experience in the practice of the discipline attained professional accomplishment the
14 background and ability to share and transfer knowledge to students. Normally, the offeree will have an
15 earned doctorate or other terminal degree in the relevant field. Professional publications and actual
16 teaching experience is helpful but not required.

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

23
24 **Professor of Practice.** There must be clear and convincing evidence that the offeree of an appointment as
25 a full professor of practice has, at a minimum exceeded the College and TIU criteria for appointment as
26 an associate professor of practice met or exceeded the College and TIU criteria for promotion to full
27 professor of practice. A TIU APT document must address how an offeree will be determined to have met
28 the criteria.

29 30 **4 Research faculty**

31
32 Research faculty in the College of Engineering will be referred to as "Research Assistant, Associate, or
33 Professor in [TIU name]". Distinctions among ranks are based on the level of distinction attained by the
34 candidate.

35
36 Criteria and policies associated with research faculty appointments must be consistent with Faculty Rule
37 [3335-7](#). Research faculty members may participate with voting rights in matters of governance and
38 committee service at the College level, except that they cannot participate or vote on promotion and
39 tenure matters of tenure track faculty or faculty of practice ([Faculty Rule 3335-7-37](#)). Each TIU approved
40 for research faculty must have a Pattern of Administration (POA) that describes the governance rights to
41 be extended within the TIU to such faculty members.

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

48
49 **Research Assistant Professor.** There must be clear and convincing evidence that the offeree of an
50 appointment as research assistant professor has, at a minimum, a record of high quality publications that
51 strongly indicate the ability to sustain an independent, externally funded research program.

1
2 **Research Associate Professor.** There must be clear and convincing evidence that the offeree of an
3 appointment as a research associate professor has, at a minimum exceeded the College and TIU criteria
4 for appointment as a research assistant professor and met or exceeded the College and TIU criteria for
5 promotion to research associate professor. A TIU APT document must address how an offeree will be
6 determined to have met the criteria.
7

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

13 **5 Associated Faculty**

14
15 Associated faculty are persons with clinical practice titles, adjunct titles, visiting titles, and lecturer titles.
16 Professors, associate professors, assistant professors, and instructors who serve on appointments totaling
17 less than fifty per cent service to the university are also associated faculty members. Persons with tenure
18 track, clinical, or research faculty titles may not hold associated titles. Persons holding associated titles
19 are not eligible for tenure and may not participate in the promotion and tenure reviews of tenure track,
20 clinical, or research faculty. Persons with associated titles are permitted to participate in college
21 governance and TIU governance where approved by a vote of at least a majority of all of its tenure track
22 faculty and also clinical and research faculty in those units where they have been given voting rights.
23 Associated faculty appointments may be made for a maximum of three consecutive years and may be
24 renewed ([Faculty Rule 3335-5-19](#)).
25

26 Associated faculty appointments may be as short as two weeks to assist with a focused project, a semester
27 to teach one or more courses, or for up to three years when a longer contract is useful for long-term
28 planning and retention. Associated faculty may be reappointed.
29

30 **Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor.** Adjunct appointments
31 may be compensated or uncompensated. Adjunct faculty appointments are appropriate only for
32 individuals who provide substantial service to the academic or research mission of the appointing unit.
33 Units should establish guidelines for the circumstances in which such associated faculty may identify
34 themselves as Ohio State faculty. Typically the adjunct faculty rank is determined by applying the criteria
35 for appointment of tenure track faculty. Adjunct faculty members are eligible for promotion (but not
36 tenure) and the relevant criteria are those for promotion of tenure track faculty.
37

38 **Adjunct Instructor of Practice, Adjunct Assistant Professor of Practice, Adjunct Associate**
39 **Professor of Practice, Adjunct Professor of Practice.** Associated clinical appointments may either be
40 compensated or uncompensated. Uncompensated appointments are given to individuals who volunteer
41 uncompensated academic service to the TIU, for which a faculty title is appropriate. Associated clinical
42 rank is determined by applying the criteria for appointment of faculty of practice. Associated faculty of
43 practice members are eligible for promotion (but not tenure) and the relevant criteria are those for
44 promotion of faculty of practice.
45

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

1
2 **Senior Lecturer.** Appointment as senior lecturer requires that the individual have a terminal degree in a
3 field appropriate to the subject matter to be taught, along with evidence of ability to provide high-quality
4 instruction; or a Master's degree and at least five years of teaching experience with documentation of high
5 quality. Senior lecturers are not eligible for tenure or promotion. The initial appointment for a senior
6 lecturer should not exceed one year. Subsequent appointments may be of longer duration. Exceptions to
7 senior lecturer appointment requirements may be granted by review and approval of the college and
8 OAA.
9

10 **Assistant Professor, Associate Professor, Professor with FTE below 50%.** Appointment at tenure
11 track titles is for individuals at 49% FTE or below, either compensated (1 – 49% FTE) or uncompensated
12 (0% FTE). The rank of associated faculty with tenure track titles is determined by applying the criteria for
13 appointment of tenure track faculty. Associated faculty members with tenure track titles are eligible for
14 promotion (but not tenure) and the relevant criteria are those for promotion of tenure track faculty.
15

16 **Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor.**
17 Visiting faculty appointments may either be compensated or not compensated. Visiting faculty members
18 on leave from an academic appointment at another institution are appointed at the rank held in that
19 position. The rank at which other (non-faculty) individuals are appointed is determined by applying the
20 criteria for appointment of tenure track faculty. Visiting faculty members are not eligible for tenure or
21 promotion. They may not be reappointed for more than three years at 100% FTE.
22

23 **6 Courtesy Appointments for Faculty**

24
25 Occasionally the active academic involvement in a TIU by a tenure track, clinical, or research faculty
26 member from another TIU at Ohio State warrants the offer of a 0% FTE (courtesy)
27 appointment. Appropriate active involvement includes research collaboration, graduate student advising,
28 teaching some or all of a course from time to time, or a combination of these. A courtesy appointment is
29 made at the individual's current Ohio State rank, with promotion in rank recognized.

30 **D Procedures**

31
32 See the Faculty Policy on Faculty Recruitment and Selection and the Policy on Faculty Appointments in
33 the Office of Academic Affairs [Policies and Procedures Handbook](#) for information on the following
34 topics:
35

- 36 • recruitment of tenure track, clinical, and research faculty
- 37 • appointments at senior rank or with prior service credit
- 38 • hiring faculty from other institutions after April 30
- 39 • appointment of foreign nationals
- 40 • letters of offer

41 42 **1 Tenure track Faculty**

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

1
2 Searches for tenure track faculty proceed as follows:
3

4 The Dean of the college provides approval for the TIU to commence a search process. This approval may
5 or may not be accompanied by constraints with regard to salary, rank, and field of expertise, and may or
6 may not include guidance on faculty with the potential for appointments to more than one TIU.
7

8 The Department Chair or School Director appoints a search committee consisting of three or more faculty
9 members who reflect the field of expertise that is the focus of the search (if relevant) as well as other
10 fields within the TIU. In the case of searches targeting jointly appointed faculty, the primary appointment
11 TIU will be responsible for assembling the search committee, which must include at least one
12 representative from the secondary TIU.
13

14 The search committee:
15

- 16 • Ensures that each member has participated in an orientation on hiring for inclusive excellence
17 within 24 months prior to a search.
- 18 • Appoints a Diversity Advocate who is responsible for providing leadership in assuring that
19 vigorous efforts are made to use best practices in developing a diverse pool of qualified
20 applicants. The Diversity Advocate is responsible for ensuring that the committee process
21 conforms with [University Policy 1.10 Affirmative Action, Equal Employment Opportunity &](#)
22 [Non - Discrimination/Harassment](#).
23
- 24 • Develops a search announcement for internal posting in the university Job Postings through the
25 [Office of Human Resources Employment Services](#) and external advertising, subject to the
26 Department Chair's approval. The announcement will be no more specific than is necessary to
27 accomplish the goals of the search, since an offer cannot be made that is contrary to the content of
28 the announcement with respect to rank, field, credentials, salary. In addition, timing for the
29 receipt of applications will be stated as a preferred date, not a precise closing date, in order to
30 allow consideration of any applications that arrive before the conclusion of the search.
31
- 32 • Develops and implements a plan for external advertising and direct solicitation of nominations
33 and applications. Advertising is rarely sufficient to create a diverse pool of applicants.
34 Networking and other forms of personal contact with those in a position to recommend or to be
35 candidates are usually required. If there is any likelihood that the applicant pool will include
36 qualified foreign nationals, the search committee must advertise using at least one 30-day online
37 ad in a national professional journal. Approved positions must be posted in the University
38 Personnel Postings through the Office of Human Resources. The university does not grant tenure
39 in the absence of permanent residency ("green card"), and strict U. S. Department of Labor
40 guidelines do not permit sponsorship of foreign nationals for permanent residency unless the
41 search process resulting in their appointment to a tenure track position included an advertisement
42 in a field-specific nationally professional journal.
43
- 44 • Subject to specific TIU procedures, screens applications and letters of recommendation and
45 presents to the full faculty a summary of those applicants (usually three to five) judged worthy of
46 interview. If the TIU faculty agrees with this judgment, on-campus interviews are arranged by the
47 search committee Chair, assisted by the TIU office. If the faculty does not agree, the Department
48 Chair in consultation with the faculty determines the appropriate next steps (solicit new
49 applications, review other applications already received, cancel the search for the time being). In
50 the case of searches targeting jointly appointed faculty, the primary appointment TIU will have

1 responsibility in identifying candidates for interview, while all potential TIUs are to be included
2 in the interview process.
3

4 On-campus interviews with candidates must include opportunities for interaction with faculty groups,
5 including the search committee; the TIU Chair or Director(s); and the Dean or designee. In addition, all
6 candidates make a presentation to the faculty and graduate students on their scholarship. All candidates
7 interviewing for a particular position must follow the same interview format. In the case of searches
8 targeting jointly appointed faculty, the presentation will be arranged by the primary appointment TIU, and
9 should be attended by relevant faculty from all proposed TIUs.
10

11 Subject to specific TIU procedures, following completion of on-campus interviews, the eligible faculty of
12 all proposed TIUs will meet within each TIU to discuss perceptions and preferences, and to vote on each
13 candidate. The eligible faculty reports a recommendation on each candidate to the Department Chair or
14 School Director of each TIU, which then conveys that preference to the Department Chair or School
15 Director of the primary appointment TIU.
16

17 If the offer involves senior rank, the eligible faculty members vote also on the appropriateness of the
18 proposed rank. If the offer may involve prior service credit, the eligible faculty members vote on the
19 appropriateness of such credit. The eligible faculty reports a recommendation on the appropriateness of
20 the proposed rank or the appropriateness of prior service credit to the Department Chair.
21

22 In the event that more than one candidate achieves the level of support required to extend an offer, the
23 Chair or Director of the primary appointment TIU decides which candidate to approach first. The details
24 of the offer, including compensation, are determined by the Chair or Director of the primary appointment
25 TIU.
26

27 A draft letter of offer to a tenure track faculty candidate, accompanied by the candidate's curriculum vitae
28 and appropriate letters attesting to the candidate's qualifications, must be submitted to engineering
29 administration for review and approval by the Dean. Engineering administration will review the draft
30 letter of offer for consistency with the essential components required by the Office of Academic Affairs
31 (OAA) and by the College.
32

33 The required documentation for appointments at senior rank and junior appointments with prior service
34 credit can be found in the [Policy on Faculty Recruitment and Selection](#).
35

36 Potential appointment of a foreign national who lacks permanent residency must be discussed with the
37 Office of International Affairs. The university does not grant tenure in the absence of permanent
38 residency status. The TIU will therefore be cautious in making such appointments and vigilant in assuring
39 that the appointee seeks residency status promptly and diligently.
40

41 **2 Tenure track Faculty—Regional Campus**

42

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

1
2 Candidates are interviewed by, at a minimum, the regional campus Dean, Department Chair or School
3 Director, TIU eligible faculty, and regional campus search committee. The regional campus may have
4 additional requirements for the search not specified in this document. A decision to make an offer
5 requires agreement by the Department Chair or School Director and regional campus Dean. Until
6 agreement is reached, negotiations with the candidate may not begin, and the letter of offer must be
7 signed by the Department Chair(s) or School Director(s) of all proposed TIU appointments and the
8 regional campus Dean.
9

10 **3 Faculty of practice**

11
12 Creation of a faculty of practice position requires the prior approval of the Dean. Approved positions
13 must be posted in the University Personnel Postings through the Office of Human Resources. A national
14 search is required to ensure a diverse pool of highly qualified candidates unless an exception is approved
15 by the Dean. A draft letter of offer to a faculty of practice candidate, accompanied by the candidate's
16 curriculum vitae and appropriate letters attesting to the candidate's qualifications, must be submitted to
17 engineering administration for review and approval by the Dean. Engineering administration will review
18 the draft letter of offer for consistency with the essential components required by the Office of Academic
19 Affairs and by the College.
20

21 Appointments at the rank of associate professor of practice or professor of practice require approval of the
22 Office of Academic Affairs. For such appointments, the Dean may consult with the College Promotion
23 and Tenure Committee.
24
25

26 **4 Research Faculty**

27
28 Creation of a research faculty position requires prior approval of the Dean. Approved positions must be
29 posted in the University Personnel Postings through the Office of Human Resources. A national search is
30 required to ensure a diverse pool of highly qualified candidates unless an exception is approved by the
31 Dean. A draft letter of offer to a research faculty candidate, accompanied by the candidate's curriculum
32 vitae and appropriate letters attesting to the candidate's qualifications, must be submitted to engineering
33 administration for review and approval by the Dean. Engineering administration will review the draft
34 letter of offer for consistency with the essential components required by the Office of Academic Affairs
35 and by the College.
36

37 Appointments at the rank of research associate professor or research professor require approval of the
38 Office of Academic Affairs. For such appointments, the Dean may consult with the College Promotion
39 and Tenure Committee.
40

41 **5 Transfer from the Tenure track**

42
43 Tenure track faculty may transfer to a clinical or research appointment if appropriate to the individual's
44 circumstances and the transfer will further the interests of the College and TIU in question. A TIU that
45 permits transfers from tenure track to clinical or research appointments must explicitly enable this in its
46 Appointments, Promotion and Tenure document. All such transfers are subject to the conditions specified
47 in [Faculty Rule 3335-7-09](#) for faculty of practice and [Faculty Rule 3335-7-38 for research faculty, as well](#)
48 [as](#) to the TIU and College limits on the number of faculty of practice. Tenure is lost upon transfer, and
49 transfers must be approved by the Department Chair or School Director, the college Dean, and the
50 executive vice president and provost.

1
2 The request for transfer must be initiated by the faculty member in writing and must state clearly how the
3 individual's career goals and activities have changed.
4

5 Transfers from a clinical appointment and from a research appointment to the tenure- track are not
6 permitted. Faculty of practice members and research faculty members may apply for tenure track
7 positions and compete in national searches for such positions.
8

9 **6 Associated Faculty**

10
11 The appointment, review, and reappointment of all compensated associated faculty are decided by the
12 Department Chair or School Director in consultation with the faculty.
13

14 Appointment and reappointment of uncompensated adjunct or visiting faculty may be proposed by any
15 faculty member in the TIU and are decided by the Department Chair or School Director in consultation
16 with the faculty.
17

18 Compensated associated appointments are generally made for a period of one year, unless a shorter or
19 longer period is appropriate to the circumstances. All associated appointments expire at the end of the
20 appointment term and must be formally renewed to be continued. Visiting appointments may be made for
21 one term of up to three years or on an annual basis for up to three consecutive years.
22

23 Lecturer and senior lecturer appointments are usually made on a semester-by-semester or annual basis.
24 After the initial appointment, and if the curricular needs of a department or school warrant it, a multiple
25 year appointment may be offered.
26

27 Associated faculty for whom promotion is a possibility follow the promotion guidelines and procedures
28 for the faculty track on which the appointment has been made (see Appointment Criteria above), with the
29 exception that the review does not proceed to the college level if the Department Chair's recommendation
30 is negative, and does not proceed to the university level if the Dean's recommendation is negative.
31

32 **7 Courtesy Appointments for Faculty**

33
34 Subject to specific TIU procedures, any faculty member within a TIU may propose a 0% FTE (courtesy)
35 appointment for a tenure track, clinical, or research faculty member from another Ohio State unit. A
36 statement of purpose that describes the uncompensated academic service to the TIU justifying the
37 appointment is considered at a faculty meeting. If the purpose is approved by the eligible faculty, the
38 Department Chair or School Director extends an offer of appointment. A copy of a letter of offer of a
39 courtesy appointment for faculty, accompanied by the candidate's curriculum vitae, must be submitted to
40 engineering administration at the time an offer is made. The Department Chair or School Director reviews
41 all courtesy appointments at least every three years to determine whether they continue to be justified, and
42 takes recommendations for nonrenewal before the faculty for a vote at a regular meeting.
43

44 **V Annual Review Procedures**

45
46 The College and its TIUs follow the requirements for annual reviews as set forth in the [University Policy](#)
47 [on Faculty Annual Review and Reappointment](#).
48

49 The annual reviews of every faculty member are based on expected performance in teaching, research,
50 creative work and scholarship, and service as set forth in College and TIU guidelines on faculty duties

1 and responsibilities; on any additional assignments and goals specific to the individual; and on progress
2 toward promotion where relevant.

3
4 The annual review of a faculty member is the responsibility of the appropriate Department Chair or
5 School Director of the primary TIU to which the faculty member is appointed. Each TIU document must
6 describe the unit's procedures for conducting annual reviews, including guidance on inclusion of material
7 from secondary appointment TIUs in the case of jointly appointed faculty. Annual reviews are expected to
8 provide a written objective assessment of the candidate's progress in teaching, scholarship and service,
9 and for jointly appointed faculty, to evaluate progress relative to the expectations of each TIU to which
10 the faculty member is appointed. Per [Faculty Rule 3335-3-35](#), the Department Chair or School Director of
11 the TIU is required to include a reminder in the annual review letter that all faculty have the right (per
12 [Faculty Rule 3335-5-04](#)) to view their primary personnel file and to provide written comment on any
13 material therein for inclusion in the file. These procedures should include mechanisms for a face-to-face
14 meeting as well as a written evaluation for all faculty. In the case of jointly appointed faculty, the face-to-
15 face meeting is to include the TIU Chairs or Directors and/or designees for all the TIUs to which the
16 faculty member is appointed, while the written evaluation is to be prepared by the primary TIU Chair or
17 Director or designee and may be signed by all of the TIU Chairs or Directors or designees present at the
18 meeting. Specific documentation requirements in the areas of teaching, research, creative work,
19 scholarship and service are to be determined by the primary appointment TIU, with the understanding that
20 joint appointments may require some agreed flexibility with the consensus of the TIU Chairs or Director.

21
22 For all probationary faculty, it is the expectation that (1) annual review letters will serve as annual
23 reappointment letters and (2) a copy will be forwarded to the college.

24
25 It is the expectation of the College that an annual review of a faculty member conducted by a TIU will
26 have been made consistent with that TIU APT document (or documents in the case of jointly appointed
27 faculty), and other relevant policies, procedures, practices, and standards established by: (1) the College,
28 (2) the Faculty Rules, (3) the Office of Academic Affairs, and (4) the Office of Human Resources. The
29 Dean must review an annual review when there has been submitted by a TIU: (1) a [Report of Non-](#)
30 [Renewal of Probationary Appointment of Faculty](#) or (2) a Report of Non-Renewal for Faculty of practice
31 or Research faculty. In each case the decision of the Dean is final.

32 **A Probationary Tenure track Faculty**

33
34 Every probationary tenure track faculty member is reviewed annually by the Chair or School Director,
35 who meets with the faculty member to discuss his or her performance, future plans, and goals; and
36 prepares a written evaluation that includes a recommendation on whether to renew the probationary
37 appointment. A face to face meeting of the candidate with the Department Chair or School Director of the
38 TIU to discuss the annual review is required. In the case of jointly appointed faculty, the Department
39 Chairs or School Directors of all TIUs within the College to which the faculty member has been
40 appointed must meet simultaneously with the faculty member in this meeting. The meeting must also
41 include some discussion of the relative requirements and progress for each TIU relative to the percent
42 appointment to the TIU.

43
44 If the Department Chair or School Director of the TIU holding the primary appointment recommends
45 renewal of the appointment, this recommendation is final. The Department Chair's annual review letter to
46 the faculty member renews the probationary appointment for another year and includes content on future
47 plans and goals. In the case of jointly appointed faculty, this letter should include input from all of the
48 appointed TIUs. In the case of jointly appointed faculty, this evaluation is to be signed by all Directors
49 and Chairs of TIUs to which the faculty member has been appointed if within the College. The faculty

1 member may provide written comments on the review. The Department Chair or School Director letter
2 (along with the faculty member's comments, if received) is forwarded to the Dean of the college. In
3 addition, the annual review letter becomes part of the cumulative dossier for promotion and tenure (along
4 with the faculty member's comments, if he or she chooses).

5
6 If the Department Chair of the primary appointment TIU recommends nonrenewal, the Fourth-Year
7 Review process (per [Faculty Rule 3335-6-03](#)) is invoked. Following completion of the comments process,
8 the complete dossier is forwarded to the college for review and the Dean makes the final decision on
9 renewal or nonrenewal of the probationary appointment.

10 **1 Regional Campus Faculty**

11
12 Annual review of the probationary faculty member is first conducted on the regional campus, with a focus
13 on teaching and service. The review then moves to the primary appointment TIU and proceeds as
14 described above. In the event of divergence in performance assessment between the regional campus and
15 the TIU, the Department Chair discusses the matter with the regional campus Dean/director in an effort to
16 clarify and reconcile the divergence, so that the faculty member receives consistent assessment and
17 advice. In the case of jointly appointed faculty, these discussions are to include the TIU Chair or
18 Directors or designees for all TIUs to which the faculty member has been appointed.

19 **2 Fourth-Year Review**

20
21
22 During the fourth year of the probationary period the annual review follows the same procedures as the
23 mandatory tenure review, with the exception that external evaluations are optional and the Dean (not the
24 Department Chair or School Director) makes the final decision regarding renewal or nonrenewal of the
25 probationary appointment.

26
27 Annually, the Dean will establish the latest date for the receipt by the College of dossiers from TIUs for
28 candidates undergoing fourth year reviews. The eligible faculty conducts a review of the candidate. On
29 completion of the review, the eligible faculty of the primary appointment TIU votes by written ballot on
30 whether to renew the probationary appointment. The Department Chair or School Director of the primary
31 appointment TIU, in consultation with the Department Chairs or School Directors of the secondary
32 appointment TIUs (if applicable), conducts an independent assessment of performance and prepares a
33 written evaluation that includes a recommendation on whether to renew the probationary appointment. At
34 the conclusion of the department or school review, the formal comments process (per [Faculty Rule 3335-
35 6-04](#)) is followed and the case is forwarded to the college for review, regardless of whether the primary
36 appointment TIU Department Chair or School Director recommends renewal or nonrenewal.

37
38 A review by the College Promotion and Tenure Committee is required unless the primary appointment
39 TIU Chair or Director and Dean agree to reappoint. The fourth year review of a probationary faculty
40 member shall not require the solicitation of external letters of evaluation except when either the
41 Department Chair or the eligible faculty determine that they are necessary to conduct the Fourth-Year
42 Review. This may occur when the candidate's scholarship is in an emergent field, is interdisciplinary, or
43 the eligible faculty do not feel otherwise capable of evaluating the scholarship without outside input. In
44 the case of jointly appointed faculty, the Department Chair or School Director of the secondary
45 appointment TIU should be consulted as an additional source of evaluation in determining whether
46 outside letters should be solicited.

47
48 The written evaluation from the primary appointment TIU Chair or Director must clearly provide
49 justification for the recommendation to the College, and should be prepared in consultation with Chairs or
50 Directors of all TIUs to which the faculty member has been appointed. If the secondary TIU is within the
51

1 college, the letter must be signed by the Chairs or Directors of all TIUs to which the faculty member has
 2 been appointed. The primary appointment TIU Chair or Director must clearly state in the review the
 3 expectations of specific achievements in teaching, research or creative work, scholarship and service that
 4 the faculty member needs to accomplish before being recommended for promotion to associate professor
 5 with tenure.

7 **3 Changes in Length of Probationary Period**

8
 9 [Faculty Rule 3335-6-03 \(D\)](#) sets forth the conditions under which a probationary tenure track faculty
 10 member may exclude time from the probationary period. [Faculty Rule 3335-6-03 \(F\)](#) does likewise for
 11 extensions of the probationary period. A faculty member remains on duty regardless of time excluded
 12 from or extended to the probationary period, and annual reviews are conducted in every probationary year
 13 regardless of time excluded or extended. Approved exclusions or extensions do not limit the TIU's right
 14 to recommend nonrenewal of appointment during an annual review. Additional procedures and guidelines
 15 can be found in the Office of Academic Affairs [Policies and Procedures Handbook](#).

16 **B Tenured Faculty**

17
 18 Annual reviews of tenured faculty members are expected to include a written objective assessment of the
 19 candidate's progress in teaching, scholarship and service. In the case of an Associate Professor, this
 20 assessment gauges progress to promotion to Professor. In the case of a Professor this assessment is
 21 gauged towards contributions to the TIU, the University, and the discipline. In the case of jointly
 22 appointed faculty, these reviews should include assessments from all TIUs to which the faculty member
 23 has been appointed within the College.

24 **C Tenured Faculty—Regional Campus**

25
 26 Columbus campus TIUs shall establish review procedures for their tenured regional campus faculty.
 27 Annual review of a tenured faculty member is first conducted on the regional campus, with a focus on
 28 teaching and service. The review then moves to the department or school and proceeds as described
 29 above, including any relevant guidance for jointly appointed faculty. In the event of divergence in
 30 performance assessment between the regional campus and the TIU, the primary appointment Department
 31 Chair or School Director discusses the matter with the regional campus Dean/director in an effort to
 32 clarify and reconcile the divergence, so that the faculty member receives consistent assessment and
 33 advice.

34 **D Faculty of practice**

35
 36 The annual review process for clinical probationary and nonprobationary faculty is identical to that for
 37 tenure track probationary and tenured faculty respectively, including guidance for jointly appointed
 38 faculty.

40 **1 Annual Review for Probationary Faculty of Practice**

41
 42 For probationary faculty of practice, a meeting with the primary appointment Chair or School Director is
 43 required to discuss his or her performance, future plans, and goals. The primary appointment Department
 44 Chair or School Director must prepare a written evaluation that includes a recommendation on whether to
 45 renew if the appointment. In the case of jointly appointed faculty, this evaluation is to be prepared in
 46 consultation with Chairs or Directors of any secondary appointment TIUs, and is to be signed by all
 47 Directors and Chairs of TIUs to which the faculty member has been appointed if within the College.

1
2 If the primary appointment Department Chair or School Director recommends renewal of the
3 appointment, this recommendation is final. The Department Chair's annual review letter to the faculty
4 member renews the probationary appointment for another year and includes content on future plans and
5 goals. The faculty member may provide written comments on the review. The primary appointment
6 Department Chair or School Director letter (along with the faculty member's comments, if received) is
7 forwarded to the Dean of the college. In addition, the annual review letter becomes part of the cumulative
8 dossier (along with the faculty member's comments, if he or she chooses).
9

10 If the primary appointment Department Chair recommends nonrenewal, the Fourth-Year Review process
11 (per [Faculty Rule 3335-6-03](#)) is invoked. Following completion of the comments process, the complete
12 dossier is forwarded to the college for review and the Dean makes the final decision on renewal or
13 nonrenewal of the probationary appointment.
14

15 **2 Appointment Renewal (Contract Renewal) for Faculty of Practice**

16

17 In the penultimate contract year of a faculty of practice member's appointment, the primary appointment
18 Department Chair or School Director must determine whether the position held by the faculty member
19 will continue. If the position will not continue, the faculty member is informed that the final contract year
20 will be a terminal year of employment. The standards of notice set forth in [Faculty Rule 3335-6-08](#) must
21 be observed. There is no presumption of contract renewal.
22

23 **Probationary** faculty of practice must undergo a review no later than the beginning of the penultimate
24 year of his or her contract so the unit may determine whether it is appropriate to renew that individual's
25 appointment for a new term. The review will follow the same procedures as for an appointment renewal
26 for tenure track faculty, i.e: a fourth year review process. External letters of evaluation are not solicited.
27 The college dean has the final approval on the reappointment. Positive decisions will be approved by
28 OAA without a review, and this decision is communicated to OAA using only the
29 [Record of Review for Promotion in Academic Rank/Tenure/Reappointment Form](#) with no attachments.
30 The Board of Trustees (BOT) has final approval, after which the faculty member is no longer
31 probationary.
32

33 If the individual will not be renewed the faculty member should be so informed, subject to the relevant
34 standards of notice set forth in [Faculty Rule 3335-6-08](#).
35

36 **Nonprobationary** faculty of practice must be informed as to whether the new appointment will be
37 extended by the end of the penultimate year of the contract. The normal annual review will serve as the
38 basis for evaluation. The primary appointment TIUs may request additional evidence to characterize the
39 performance of the faculty member during their contract period, including from secondary appointment
40 TIUs as applicable. External letters of evaluation are not solicited. An initial decision from the TIU head
41 to reappoint is final. An initial decision not to reappoint requires a review by a TIU standing committee
42 and requires the concurrence of the Dean. All reappointment decisions are at the discretion of the Dean.
43 There is no presumption of contract renewal.

44 **E Research Faculty**

45

46 The annual review process for research probationary and nonprobationary faculty is identical to that for
47 tenure track probationary and tenured faculty.
48

49 **1 Annual Review for Probationary Research Faculty**

1
2 For probationary research faculty, a meeting with the primary appointment Chair or School Director is
3 required to discuss his or her performance, future plans, and goals. The Department Chair or School
4 Director must prepare a written evaluation that includes a recommendation on whether to renew if the
5 appointment. In the case of jointly appointed faculty, this evaluation is to be prepared in consultation
6 with Chairs or Directors of any secondary appointment TIUs, and is to be signed by all Directors and
7 Chairs of TIUs to which the faculty member has been appointed if within the College.
8

9 If the primary appointment Department Chair or School Director recommends renewal of the
10 appointment, this recommendation is final. The TIU Chair or Director's annual review letter to the faculty
11 member renews the probationary appointment for another year and includes content on future plans and
12 goals. The faculty member may provide written comments on the review. The Department Chair or
13 School Director letter (along with the faculty member's comments, if received) is forwarded to the Dean
14 of the college. In addition, the annual review letter becomes part of the cumulative dossier (along with the
15 faculty member's comments, if he or she chooses).
16

17 A recommendation for nonrenewal requires the approval of both the primary appointment TIU Head and
18 the Dean of the College. The Dean makes the final decision.
19

20 **2 Appointment Renewal (Contract Renewal) for Research Faculty**

21

22 In the penultimate contract year of a research faculty member's appointment, the Department Chair or
23 School Director must determine whether the position held by the faculty member will continue.

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

27 There is no presumption of contract renewal.
28

29 **Probationary** research faculty must undergo a review no later than the beginning of the penultimate year
30 of his or her contract so the unit may determine whether it is appropriate to renew that individual's
31 appointment for a new term. The review will follow the same procedures as for an appointment renewal
32 for tenure track faculty, ie: a fourth year review process concurrently with the probationary tenure track
33 faculty. External letters of evaluation are not solicited. The college dean has the final approval on the
34 reappointment. Positive decisions will be approved by OAA without a review, and this decision is
35 communicated to OAA using only the

36 [Record of Review for Promotion in Academic Rank/Tenure/Reappointment Form](#) with no attachments.

37 The Board of Trustees (BOT) has final approval, after which the faculty member is no longer
38 probationary.
39

40 If the individual will not be renewed the faculty member should be so informed, subject to the relevant
41 standards of notice set forth in [Faculty Rule 3335-6-08](#).
42

43 **Nonprobationary** research faculty must be informed as to whether the new appointment will be extended
44 by the end of the penultimate year of the contract. The normal annual review will serve as the basis for
45 evaluation. The primary appointment TIUs may request additional evidence to characterize the
46 performance of the faculty member during their contract period, including from secondary appointment
47 TIUs as applicable. External letters of evaluation are not solicited. An initial decision from the TIU head
48 to reappoint is final. An initial decision not to reappoint requires a aTIU standing committee and
49 requires the concurrence of the Dean. All reappointment decisions are at the discretion of the Dean.
50

There is no presumption of contract renewal.

1 **F Associated Faculty**

2
3 Compensated associated faculty members in their initial appointment must be reviewed before
4 reappointment. There is no presumption of reappointment at the end of a contract period. If the position
5 will not continue, the Department Chair or School Director should inform the faculty member that there
6 will be a non-renewal of employment.

7
8 If the position will continue, a formal performance review for reappointment is necessary to determine
9 whether the faculty member will be offered a new contract. Documentation required in the annual review
10 of an associated faculty member will be determined by the TIU. The Department Chair, School Director
11 or designee prepares a written evaluation and meets with the faculty member to discuss his or her
12 performance, future plans, and goals. The Department Chair or School Director recommendation on
13 renewal of the appointment is final. If the recommendation is to renew, the Department Chair or School
14 Director may extend a multiple year appointment subject to the limitations discussed in [Section IV.C.5](#).

15
16 Compensated associated faculty members on a multiple year appointment are reviewed annually by the
17 Department Chair, School Director or, designee. The Department Chair, School Director or designee
18 prepares a written evaluation and meets with the faculty member to discuss his or her performance, future
19 plans, and goals. The Department Chair or School Director recommendation on reappointment is final.

22 **VI Merit Salary Increases and Other Rewards**

23
24 Each TIU document must describe the criteria, procedures, and documentation required for merit salary
25 reviews and other rewards. It is the expectation of the College that merit salary increases and other
26 rewards made by a TIU will be made consistent with that TIU APT document, and other relevant policies,
27 procedures, practices, and standards established by: (1) the College, (2) the Faculty Rules, (3) the Office
28 of Academic Affairs, and (4) the Office of Human Resources.

29 **A Criteria**

30
31 Except when the university dictates any type of across the board salary increase, all funds for annual
32 salary increases are directed toward rewarding meritorious performance and assuring, to the extent
33 possible given financial constraints, that salaries reflect the market and are internally equitable.

34
35 On occasion, one-time cash payments or other rewards, such as extra travel funds, are made to recognize
36 non-continuing contributions that justify reward but do not justify permanent salary increases. Such
37 payments/rewards are considered at the time of annual salary recommendations. Annual merit salary
38 increases and off-cycle salary increases are subject to approval by the Dean.

39
40 TIUs are strongly encouraged to award merit salary increases consistent with the results of the faculty
41 member's annual review. Meritorious performance in teaching, research, creative work, scholarship, and
42 service are assessed in accordance with the same criteria that form the basis for promotion decisions.
43 Faculty with high-quality performance in all three areas of endeavor and a pattern of consistent
44 professional growth will necessarily be favored. Faculty members whose performance is unsatisfactory in
45 one or more areas are likely to receive minimal or no salary increases.

46
47 Faculty who fail to submit the required documentation for an annual review at the required time will
48 receive no salary increase in the year for which documentation was not provided, except in extenuating
49 circumstances, and may not expect to recoup the foregone raise at a later time.

1 **B Procedures**

2
3 Each year, the Dean will establish guidelines and notify the appropriate TIU Department Chair or School
4 Director of the schedule for awarding merit salary increases. Requests for off-cycle salary increases,
5 accompanied by the rationale for the request, must be submitted by the appropriate Department Chair or
6 School Director to the Dean and require Office of Academic Affairs approval.

7
8 The Department Chair or School Director (of the primary appointment TIU in the case of jointly
9 appointed faculty) recommends annual salary increases and other performance rewards to the Dean, who
10 may modify these recommendations. Salary increases are formulated in dollar amounts rather than
11 percentage increases, with the goal of distributing available funds in a manner that achieves the optimal
12 distribution of salaries that considers market and internal equity issues as appropriate.

13
14 Faculty members who wish to discuss dissatisfaction with their salary increase with the Department Chair
15 or School Director should be prepared to explain how their salary (rather than the increase) is
16 inappropriately low, since increases are solely a means to the end of an optimal distribution of salaries.
17

18 **C Documentation**

19
20 Documentation is expected of all faculty members as part of the annual review procedure. Specific
21 documentation requirements in the areas of teaching, research, creative work, scholarship and service are
22 to be determined by the primary appointment TIU.
23
24

25 **VII Promotion and Tenure and Promotion Reviews**

27 **A Criteria**

28
29 [Faculty Rule 3335-6-02\(D\)](#) provides the following context for promotion and tenure and promotion
30 reviews:
31

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

43
44 In accordance with [Faculty Rule 3335-6-02\(E\)](#), each TIU must have an APT document that describes (1)
45 the unit's criteria for the award of tenure and promotion to the rank of associate professor, and (2) the
46 unit's criteria for promotion to the rank of professor. These documents must also include guidance on
47 evaluation of jointly appointed faculty relative to these criteria. Each TIU desiring faculty of practice
48 must, in addition, have in its APT document the unit's criteria for promotion to the rank of associate

1 professor of practice and the unit's criteria for promotion to the rank of professor of practice. Each TIU
2 desiring research faculty must, in addition, have in its APT document the unit's criteria for promotion to
3 the rank of research associate professor and the unit's criteria for promotion to the rank of research
4 professor. Each TIU desiring regional campus tenure track faculty must, in addition, have in its APT
5 document the unit's criteria and procedures associated with promotion and tenure of such faculty. TIU
6 APT documents also must include the evidence to be provided in support of each of the foregoing actions
7 that are relevant to that unit.

8
9 The College has three sets of criteria for promotion and tenure, and for promotion: teaching, scholarship,
10 and service. Evidence of effective contributions in each of these areas must be demonstrated through the
11 documentation of activities over a period of time.

12
13 The College of Engineering comprises a wide array of professional disciplines. Care must be taken to
14 apply the three criteria with sufficient flexibility. In all instances superior intellectual attainment and
15 impact, in accordance with the criteria set forth, is an essential qualification for promotion to tenured
16 faculty positions. Insistence upon this standard for continuing members of the faculty is necessary for the
17 maintenance and enhancement of the University as an institution dedicated to the discovery and
18 transmission of knowledge ([Faculty Rule 3335-6-02-\(D\)](#)).

19
20 Each of the College's TIUs must revise or reaffirm its APT document at least every 4 years (upon
21 appointment or reappointment of the Chair or Director) and submit the document for review and approval
22 by the College and OAA. Document revision should follow the current OAA template, and should be in
23 alignment with the current version of the College APT document.

24 25 **1 Teaching**

26
27 Teaching is broadly defined to include the imparting of knowledge to and the education of people. The
28 College Mission states that the College and the School will "foster a learning culture that prepares our
29 students to be key contributors to society" and that they will "be an innovative leader in engineering and
30 architectural education."

31
32 Teaching activities include undergraduate, graduate, and professional courses taught in curricular and co-
33 curricular settings; involvement graduate exams, theses, and dissertations; promoting, coaching and
34 mentoring undergraduate researchers; involvement in extension and continuing education; curriculum
35 development; faculty and instructor professional development; evaluation and direction of student
36 scholarship; academic advising; writing textbooks, monographs and other compilations of essential
37 education resources, including online teaching resources; advising of student groups and organizations;
38 participation in student affairs programs and student services; and engaging in the Scholarship of
39 Teaching (SoTL). Novel teaching methods including development of electronic and other forms of
40 educational interactions with students inside and outside the traditional classroom environment are
41 encouraged.

42
43 Evidence of effective teaching can include: student, peer, supervisor and external evaluations of teaching
44 in the classroom; awards and formal recognition for teaching; evaluation of performance as an advisor
45 and mentor; number, level, complexity and size of courses taught; development of novel interdisciplinary
46 courses; exit interviews with graduating seniors; alumni surveys; quality of textbooks, monographs,
47 electronic resources and other publications on education in the candidate's field; number of completed
48 Masters theses or Ph.D. dissertations; number and quality of undergraduate researchers advised; number
49 and quality of jointly authored publications with graduate or undergraduate students; impact of course
50 and/or curriculum development; and/or effective teaching innovations. The evaluation of a candidate's

1 teaching should be accomplished within a systematic and comparative evaluation process that includes all
2 faculty within the TIUs in which the candidate has taught.

3

4 Candidates are expected to have:

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

22 **2 Scholarship**

23

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

31

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

42

43 Evidence of scholarship will be specific to the TIU or TIUs to which a candidate has been appointed, and
44 may include the quantity, quality, and impact of the aforementioned activities, for example, numbers of
45 publications and citation analysis thereto in the context of the publishing landscape of the TIU discipline,
46 numbers of presentations and invited lectures; amount of research funding in the context of the funding
47 landscape of each TIU discipline; placing in juried competitions; number of patents, licenses and
48 licensing revenue, awards, prizes, and other forms of professional recognition; letters of evaluation by

1 peers at the national and international level. In the case of jointly appointed faculty, care must be taken to
 2 consider impacts across multiple fields. This is particularly important in cases where the research focus
 3 may deviate from what would be considered conventional work for the primary appointment TIU, and
 4 may require evaluations from referees outside of the primary appointment discipline.

5
 6 Candidates are expected to have:

- 7
- 8 • Produced coherent body of scholarship that has made a distinct contribution to the discipline, is
 9 gaining national or international recognition, and promises continued growth. Scholarship must
 10 always find a public venue, although the character and status of these venues will vary according
 11 to TIU. Collaborative work and research funding are also encouraged. Here, too, specific
 12 requirements will vary according to TIU's, and appropriate flexibility must be exercised in the
 13 case of jointly appointed faculty. The following attributes of the body of work are considered:
 14 ○ Quality, impact, quantity
 15 ○ Unique contribution to a line of inquiry
 16 ○ Rigor of the peer-review process and degree of dissemination
 17 ○ Collaborative work is strongly encouraged, and indeed is essential to most types of inquiry.
 18 In this case, the candidate's intellectual contributions to collaborative work must be clearly
 19 and fairly described to permit accurate assessment. In the assessment of collaborative work
 20 that has led to research productivity, there shall be no evaluative bias against the number of
 21 collaborators or co-authors of publications, proposals, projects or other tangible products of
 22 the work. Because of the synergism that often results from collaborative work and because of
 23 the unique capabilities that individual contributors bring to a team, an assessment of
 24 contribution based solely on a linear fractionation of contribution among collaborators can be
 25 misleading and inappropriate, and a more holistic assessment of the candidate's contribution
 26 must be made.
 - 27 • A demonstrated ability to obtain and potential to sustain research program funding, in disciplines
 28 where it is appropriate. Research funding is a means to an end; funding that has not led to
 29 research productivity is a negative indicator. There shall be no evaluative bias against any
 30 particular source of research funding if it has led to research productivity. A developing
 31 national/international reputation in the candidate's field as evidenced by external evaluations,
 32 invitations to present at recognized prestigious forums, invitations to review research papers and
 33 grant proposals, and a beginning trend of positive citations in other researchers' publications. A
 34 reputation based on the quality of the research contribution is distinguished from one based
 35 mainly on familiarity through the faculty member's frequent attendance at national and
 36 international conferences.
 - 37 • Demonstrated a vision for how their individual area of scholarly excellence contributes to
 38 advancing the research strategy of the TIU, the college and the university. In the case of jointly
 39 appointed faculty, this vision should include considerations of the research strategies of the TIUs
 40 to which the candidate has been appointed.
 - 41 • Demonstrated an understanding of how their own areas of scholarly expertise benefit from
 42 diversity among faculty, staff and students.
 - 43 • Demonstrated a high degree of ethics in scholarship including, but not limited to, full and timely
 44 adherence to all regulations relevant to the research program, and ethical treatment of graduate
 45 students, postdoctoral fellows, and collaborators and in the dissemination of scholarship.

46 47 **3 Service**

48
 49 Service, or public service as stated in the mission of the University, is broadly defined to include
 50 administrative service to the University, professional service to the faculty member's discipline, and the
 51 provision of disciplinary expertise to public or private entities beyond the university ([Faculty Rule 3335-](#)

1 [6-02\(A\)](#)). The College Mission states that the College and the Knowlton School of Architecture will
 2 “promote and support the purposes of the entire university.”
 3

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

15 Candidates are expected to have:
 16

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

21
 22 The quality and quantity of service and its importance relative to teaching and scholarship is evaluated in
 23 the context of the individual faculty member’s distribution of effort. For candidates whose duties are mainly
 24 administrative in nature, superior administrative service that clearly enhances the effectiveness of the
 25 institution may be a primary and leading professional contribution that should be highly valued.
 26

27 **4 Professional Ethics**

28
 29 Excellence in teaching, scholarship, and service are moreover defined to include professional ethical
 30 conduct in each area of responsibility, consistent with the [American Association of University Professors’
 31 Statement on Professional Ethics](#).
 32

33 **B TIU APT Documents**

34
 35 A TIU APT document must describe, for each category of faculty appropriate to the TIU and in a manner
 36 consistent with this document: (1) the elaboration of each set of criteria, as appropriate to the specific
 37 discipline and TIU, (2) the evidence expected to be involved in the documentation and assessment of each
 38 of the criteria, (3) the levels of achievement necessary to demonstrate that the criteria are met. The criteria
 39 should be met within the context of the TIU’s mission, the standards of Chapters 6 and 7 of the Faculty
 40 Rules, and the standards and mission of the College, and the mission of the University, and (4) criteria for
 41 evaluation of jointly appointed candidates, including criteria for candidates who have primary and
 42 secondary appointments in each TIU.
 43

44 The standards of quality and effectiveness required must be representative of high performance. The
 45 College expects that when a TIU forwards the dossier of a candidate for review and has recommended
 46 that promotion and tenure or promotion be granted, that the TIU has ensured that the evidence of the
 47 qualifications and performance of the candidate meet or exceed the TIU and College criteria applicable to
 48 the nomination.

1 2 **1 Promotion to Associate Professor with Tenure**

3
4 All tenure track faculty must be engaged in teaching, the development of the TIU (or TIUs in the case of
5 jointly appointed faculty) and College academic program, the mentoring of students, the development of a
6 record of scholarship, and service both on campus and off thereby demonstrating a commitment to
7 citizenship and collegiality.

8
9 The awarding of tenure and promotion to the rank of associate professor must be based upon clear and
10 convincing evidence that the candidate has provided and will continue to provide high quality teaching,
11 scholarship, and service relevant to the mission of the candidate's TIU (or TIUs in the case of jointly
12 appointed faculty), according to the criteria in the TIU APT documents ([Faculty Rule 3335-6-02\(C\)](#)).
13 When assessing a candidate's national and international reputation in the field, creative activities in
14 outreach and engagement should be valued in addition to scholarly and teaching activities.

15
16 In the evaluation of untenured associate professors for tenure, the same criteria apply, along with any
17 others established in writing at the time a senior rank appointment without tenure was offered.
18

19 **2 Promotion to Professor**

20
21 All tenure track faculty must be engaged in teaching, the development of the TIU and College academic
22 program, the mentoring of students, the development of a record of scholarship, service both on campus
23 and off thereby demonstrating a commitment to citizenship and collegiality.

24
25 The awarding of promotion to the rank of professor must be based upon clear and convincing evidence
26 that the faculty member has demonstrated a sustained record of excellence in teaching, has produced a
27 significant body of scholarship that is recognized nationally or internationally, and has demonstrated
28 leadership in service relevant to the mission of the candidate's TIU (or TIUs in the case of jointly
29 appointed faculty) according the criteria in the TIU APT documents ([Faculty Rule 3335-6-02\(C\)](#)).
30

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

38 **3 Regional Campus Faculty**

39
40 TIUs with regional campus faculty must state the criteria for their promotion to associate professor with
41 tenure and for their promotion to professor. Criteria for regional campus faculty should be developed in
42 consultation with the unit's regional campus TIU(s) and the Deans of the regional campuses. These
43 criteria must reflect the following considerations:
44

- 45 • The primary function of the regional campuses is to provide high-quality undergraduate instruction
46 and to serve the academic needs of their communities. With this consideration in mind, in evaluating
47 regional campus faculty for promotion and tenure or promotion, the TIU will give greater emphasis to
48 the quality of teaching and service relative to scholarship.
- 49 • Regional campus faculty are expected to establish a program of high-quality scholarly activity, but
50 the character and quantity of that activity may differ from that of Columbus campus faculty because

1 of the weight of other responsibilities and because of lack of access to comparable resources (regional
2 campus faculty do not have graduate teaching associates to assist them in their teaching or generally
3 have access to research facilities comparable to those of Columbus-based faculty).

- 4 • Teaching and service responsibilities of regional campus faculty are often more substantial than those
5 of Columbus-based faculty.

6 7 8 **4 Faculty of practice**

9
10 All faculty of practice must:

- 11
- 12 • be engaged in teaching, the development of the TIU and College academic program, and the
13 mentoring of students.
- 14 • contribute to the outreach and engagement mission of the TIU, College, and University
- 15 • contribute to service and thereby demonstrate a commitment to citizenship and collegiality

16
17 The teaching activities of faculty of practice must be consistent with the rationale for having faculty of
18 practice in the College; these consist of courses that involve the practice of engineering. The scholarly
19 emphasis of faculty of practice is expected to be different from that of tenure track and research faculty;
20 faculty of practice would be more engaged in activities dealing with the state of the practice of
21 engineering or architecture, while tenure track and research faculty would be more engaged in activities
22 that advance the state of the art and science of engineering or architecture. The venues appropriate for
23 dissemination of such scholarly contributions therefore may be very different from those expected of
24 tenure track faculty. Scholarly and professional service activities of faculty of practice would be expected
25 to emphasize outreach and interaction with constituencies beyond the research community, such as with
26 industry, the broader educational community, and the broad community of practitioners. Examples of
27 evidence of contributions in each of these areas are contained in [Section VII.A](#).

28
29 **Promotion to Associate Professor of Practice.** For promotion to associate professor of practice, a
30 faculty member must have a demonstrated record of accomplishment in the area of teaching, an
31 established record of mentoring students, contributed to the outreach and engagement mission of the TIU,
32 College, and University, exhibited a commitment to service and collegiality, and show promise of
33 continued professional growth. Specific criteria in teaching and service for promotion to associate
34 professor of practice are similar to those for promotion to associate professor with tenure except that
35 scholarship activity is not required.

36
37 **Promotion to Professor of Practice.** For promotion to professor of practice, a faculty member must have
38 sustained accomplishment in the area of teaching, sustained record of mentoring students, continued
39 contribution to the outreach and engagement mission of the TIU, College, and University that is
40 recognized at the national and/or international level, proven leadership in service, professional practice,
41 and/or teaching at the national and/or international level and production and dissemination of scholarly
42 materials pertinent to pedagogy and/or professional practice. Specific criteria in teaching and service for
43 promotion to professor of practice are similar to those for promotion to professor with tenure except that
44 scholarship activity is not expected to the same extent.

45 46 **5 Research Faculty**

47
48 All research faculty must:

- 49
- 50 • be engaged in the mentoring of students, particularly graduate students.

- 1 • develop a record of scholarship.
- 2 • contribute to service and thereby demonstrate a commitment to citizenship and collegiality.

3
4 Classroom teaching is not required of research faculty ([Faculty Rule 3335-7-32](#)). However, research
5 faculty members are expected to be engaged in those teaching activities described in [Section VII.A](#) that
6 develop the research capabilities of graduate students. The preponderance of the effort of research faculty
7 is expected to be devoted to scholarship activities as described in [Section VII.A](#). Professional service
8 activities such as described in [Section VII.A](#) are expected of research faculty, while administrative service
9 activities would be expected to focus on tasks consistent with the candidate's scholarly expertise.

10
11 It is recognized that research faculty may emphasize research that applies and transitions technologies
12 into practice as opposed to more fundamental investigations. The importance of maintaining full salary
13 coverage is also recognized. The College takes these factors into account in evaluating research faculty
14 candidates for promotion.

15
16 **Promotion to Research Associate Professor.** Subject to the different emphases for research faculty in
17 teaching, scholarship and service described above, the criteria for promotion are similar to those outlined
18 in [Section VII.B.1](#).

19
20 **Promotion to Research Professor.** Subject to the different emphases for research faculty in teaching,
21 scholarship and service described above, the criteria for promotion are similar to those outlined in [Section](#)
22 [VII.B.2](#).

23 24 **C Procedures**

25
26 The college's procedures for promotion and tenure and promotion reviews are fully consistent with those
27 set forth in [Faculty Rule 3335-6-04](#) and the Office Academic Affairs annually updated procedural
28 guidelines for promotion and tenure reviews found in Volume 3 of the [Policies and Procedures](#)
29 [Handbook](#). The following sections, which state the responsibilities of each party to the review process,
30 apply to all faculty members and all TIUs in the college.

31 32 **1 Candidate Responsibilities**

33
34 The responsibilities of the candidate are as follows:

- 35
36 • To submit a complete, accurate dossier fully consistent with Office of Academic Affairs
37 guidelines. Candidates should not sign the Office of Academic Affairs Candidate Checklist without
38 ascertaining that they have fully met the requirements set forth in the Office of Academic Affairs core
39 dossier outline including, but not limited to, those highlighted on the checklist.
 - 40
41 • Candidates must also submit a copy of the APT under which they wish to be reviewed. Candidates
42 may submit their TIU's current APT document; or, alternatively, they may elect to be reviewed under
43 either (a) the APT document that was in effect on their start date, or (b) the APT document that was
44 in effect on the date of their last promotion, whichever of these two latter documents is the more
45 recent. However, the current APT document must be used if the letter of offer or last promotion,
46 whichever is more recent, was more than 10 years before April 1 of the review year. The APT
47 document must be submitted when the dossier is submitted to the TIU.
- 48

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

7 **2 TIU Promotion and Tenure Committee Responsibilities**

8
 9 The responsibilities of the TIU Promotion and Tenure Committee are as follows:

- 10
 11 • Review its document annually and to recommend proposed revisions to the faculty.
 12 • Provide objective assessment of candidates' progress based on information provided by all TIUs to
 13 which the candidate has been appointed, taking into consideration any MOU concerning a jointly
 14 hired candidate's expectations for performance.
 15 • Ensure that the TIU P&T Committee (of the primary appointment TIU in the case of jointly appointed
 16 faculty) explains and addresses dissenting votes in their report on the candidate, as well as
 17 summarizing and addressing all TIU eligible faculty comments.
 18 • Transmit the completed dossier to Engineering Administration.
 19

20 **3 College Promotion and Tenure Committee Responsibilities**

21
 22 Upon the receipt of a dossier from a TIU on a candidate for promotion and/or tenure, the Dean will
 23 submit the dossier to the College Promotion and Tenure Committee for review. In considering a TIU's
 24 recommendation for promotion and tenure, or for promotion, the College Promotion and Tenure
 25 Committee shall:

- 26
 27 • Assess the process used to evaluate candidates based upon the College APT document and the
 28 primary appointment TIU APT document, which must have been approved previously by the College
 29 and OAA.
 30 • Review and evaluate the dossier, consistent with the Committee purposes described in the College's
 31 Pattern of Administration
 32 • Recommend to the Dean a promotion and/or tenure action based upon evaluation of qualifications,
 33 performance and accomplishment of the candidate and considering comparable achievements in the
 34 candidate's discipline.
 35

36 Committee recommendations shall be in writing to the Dean and report the vote of the Committee on the
 37 particular matter deliberated by the Committee.
 38

39 **4 College Dean Responsibilities**

40
 41 The Dean will consider the recommendations of the Committee. If the Dean decides to deny promotion of
 42 a candidate on the faculty of practice or the research faculty, that decision is final ([Faculty Rules 3335-7-08 and 3335-7-36](#)). In all other cases, the Dean will recommend in writing, to the Executive Vice
 43 President for Academic Affairs and Provost, the promotion and/or tenure action to be taken.
 44
 45

46 **5 Procedures for Regional Campus Faculty**

47
 48 Regional campus faculty are first reviewed by the regional campus faculty according to the process
 49 established on that campus and then by the regional campus Dean/director. The regional campus review
 50 focuses on teaching and service.

1
2 The regional campus Dean/director forwards the written evaluation and recommendation of the regional
3 campus review to the Department Chair, from which point the review follows the procedures described
4 for the Columbus campus faculty.
5

6 **External Evaluations – Tenure Track, Faculty of practice, Research faculty and Adjunct** 7 **Faculty**

8
9 External evaluations of scholarly activity and research are obtained for all promotion reviews in which
10 scholarship of tenure track and research faculty must be assessed. These include all tenure track
11 promotion and tenure or promotion reviews, all research appointment contract renewals and promotion
12 reviews, and all adjunct faculty promotion reviews.
13

14 A minimum of five credible and useful evaluations must be obtained. A credible and useful evaluation:
15

- 16 • Is written by a person highly qualified to judge the candidate's scholarship or other performance, as
17 relevant who can give an “arms’ length” evaluation of the research record and is not a close personal
18 friend, research collaborator, or former academic advisor or post-doctoral mentor of the
19 candidate. Qualifications are generally judged on the basis of the evaluator's expertise, record of
20 accomplishments, and institutional affiliation. For tenure track and research faculty candidates, TIUs
21 will only solicit evaluations from professors at institutions comparable to Ohio State. In the case of an
22 assistant professor seeking promotion to associate professor with tenure, a minority of the evaluations
23 may come from associate professors.
- 24 • Provides sufficient analysis of the candidate's performance to add information to the review. A letter's
25 usefulness is defined as the extent to which the letter is analytical as opposed to perfunctory. Under
26 no circumstances will “usefulness” be defined by the perspective taken by an evaluator on the merits
27 of the case.
28

29 External evaluations that assess the quality and impact of faculty of practice candidates under
30 consideration for promotion are to be obtained. The source and content of external evaluations for faculty
31 of practice promotion candidates should reflect the contributions expected of faculty of practice members.
32 External evaluations should address the extent and quality of teaching as characterized by internal and
33 external evaluations of instruction and the quality of contributions through outreach and engagement with
34 industry, the educational community and the broad community of practitioners as appropriate for the
35 individual under review. Evaluations should also address the extent and quality of professional service to
36 the TIU, College and University. External evaluations need not be restricted to national or international
37 peers, but should derive from authoritative and reputable sources qualified to comment substantively on
38 the contributions and accomplishments of the faculty member. Examples of evidence for and balance
39 among the areas of contribution are to be determined by each TIU approved for faculty of practice and
40 described in the unit APT document.
41

42 As described above, a list of potential evaluators is assembled by the Promotion and Tenure Committee,
43 the Department Chair of the primary appointment TIU, and the candidate. In cases of jointly appointed
44 faculty, additional evaluators may be suggested by the Department Chair of the secondary appointment
45 TIU as appropriate. If the evaluators suggested by the candidate meet the criteria for credibility, a letter is
46 requested from at least one of those persons. [Faculty Rule 3335-6-04](#) requires that no more than half the
47 external evaluation letters in the dossier be written by persons suggested by the candidate. In the event
48 that the person(s) suggested by the candidate do not agree to write, neither the Office of Academic Affairs
49 nor any TIU within the college requires that the dossier contain letters from evaluators suggested by the
50 candidate.

1
2 The department follows the [Office of Academic Affairs suggested format](#) for letters requesting external
3 evaluations.
4

5 All solicited external evaluation letters that are received must be included in the dossier. If concerns arise
6 about any of the letters received, these concerns may be addressed in the TIU's written evaluations or
7 brought to the attention of the Office of Academic Affairs for advice.
8

9 **D Documentation**

10
11 As noted above under Candidate Responsibilities, every candidate must submit a complete and accurate
12 dossier that follows the Office of Academic Affairs dossier outline. While the Promotion and Tenure
13 Committee makes reasonable efforts to check the dossier for accuracy and completeness, the candidate
14 bears full responsibility for all parts of the dossier that are to be completed by the candidate.
15

16 **1 Teaching**

17
18 The time period for material included in the dossier for probationary faculty is the date of hire to present.
19 For tenured or nonprobationary faculty it is the date of last promotion or the last five years, whichever is
20 less, to present. Examples of documentation include:
21

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

43 **2 Scholarship**

44
45 The time period for material included in the dossier for probationary faculty is the date of hire to present.
46 For tenured or nonprobationary faculty it is normally the date of last promotion to present. Examples of
47 documentation include:
48

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

15 **3 Service**

16
17 The time period for material included in the dossier for probationary faculty is the date of hire to present.
18 For tenured or nonprobationary faculty it is normally the date of last promotion to present. Examples of
19 documentation include:

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

34 **VIII Appeals**

35
36 [Faculty Rule 3335-6-05](#) sets forth general criteria for appeals of negative promotion and tenure
37 decisions. Appeals alleging improper evaluation are described in [Faculty Rule 3335-5-05](#).

38
39 Disagreement with a negative decision is not grounds for appeal. In pursuing an appeal, the faculty
40 member is required to document the failure of one or more parties to the review process to follow written
41 policies and procedures.

44 **IX Seventh-Year Reviews**

45
46 [Faculty Rule 3335-6-05](#) sets forth the conditions of and procedures for a Seventh Year Review for a
47 faculty member denied tenure as a result of a sixth year (mandatory tenure) review.

48
49

X Procedures for Student and Peer Evaluation of Teaching

A Student Evaluation of Teaching

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

B Peer Evaluation of Teaching

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

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

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

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

Regularly scheduled peer teaching evaluations (the first three situations listed above) are comprehensive and should include, in addition to class visitation, review of course syllabi and related instruction materials. In the case of peer review for the purposes of promotion and tenure reviews, the class visitation is conducted by one or more senior peers whom the promotion and tenure Chair has identified in consultation with the candidate. The peer reviewer should meet with the candidate to establish a time for

1 the visit and to understand the goals of the course and the candidate's teaching philosophy. If possible, the
2 peer reviewer should attend two different class sessions over the course of the semester.

3

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