



# THE OHIO STATE UNIVERSITY

College of Engineering Appointments, Promotion, and  
Tenure Criteria and Procedures

Approved by the Office of Academic Affairs (12/17/2020)

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

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## I Preamble

This document is a supplement to [Chapters 3335-6](#) and [Chapter 3335-7](#) 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".

## 1 II. College Mission

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

## 7 III. Definitions

### 8 A. Committee of the Eligible Faculty

9  
10 The eligible faculty for all appointment (hiring), reappointment, contract renewal, promotion, or  
11 promotion and tenure reviews must have their tenure home or primary appointment in the TIU.

12  
13 The Department Chair or School Director, the dean and assistant and associate deans of the college, the  
14 executive vice president and provost, and the president may not participate as eligible faculty members in  
15 reviews for appointment, reappointment, promotion, promotion and tenure, or contract renewal.

### 17 1. Tenure Track Faculty

#### 18 Initial Appointment Reviews

- 19 • For an appointment (hiring or appointment change from another faculty type) review of an  
20 assistant professor, the eligible faculty consists of all tenure-track faculty in the TIU.

21  
22 *(The bullet above is not applicable if the TIU bases appointment decisions on search*  
23 *committee recommendations rather than a vote of the eligible faculty. In such cases, the*  
24 *recommendation to the Department Chair or School Director is the responsibility of the*  
25 *search committee.)*

- 26 • For appointment (hiring or appointment change from another faculty type) at senior rank  
27 (associate professor or professor), a review is performed and a second vote cast by all tenured  
28 faculty of equal or higher rank than the position requested.

#### 32 Reappointment, Promotion, or Promotion and Tenure Reviews

- 33 • For the reappointment and promotion and tenure reviews of assistant professors, the eligible  
34 faculty consists of all tenured associate professors and professors.
- 35 • For the promotion reviews of associate professors and the tenure reviews of probationary  
36 professors, the eligible faculty consists of all tenured professors.

### 41 2. Faculty of Practice

#### 42 Initial Appointment Reviews

- 43 • For an appointment (hiring or appointment change from another faculty type) review of an  
44 assistant professor of practice, the eligible faculty consists of all tenure-track faculty and all  
45 faculty of practice in the TIU.

46  
47  
48

1 *(The bullet above is not applicable if the TIU bases appointment decisions on search*  
 2 *committee recommendations rather than a vote of the eligible faculty. In such cases, the*  
 3 *recommendation to the Department Chair or School Director is the responsibility of the*  
 4 *search committee.)*

- 5  
 6 • For appointment (hiring) at senior rank (associate professor of practice or professor of  
 7 practice), a review is performed and a second vote cast by all tenured faculty of equal or  
 8 higher rank than the position requested, and all nonprobationary faculty of practice of equal  
 9 or higher rank than the position requested.

### 10 **Reappointment, Contract Renewal, and Promotion Reviews**

- 11  
 12  
 13 • For the reappointment, contract renewal, and promotion reviews of assistant professors of  
 14 practice, the eligible faculty consists of all tenured associate professors and professors, and, if  
 15 permitted by vote of the TIU's tenure-track faculty, all nonprobationary associate professors  
 16 of practice and professors of practice.  
 17  
 18 • For the reappointment, contract renewal, and promotion reviews of associate professors of  
 19 practice, and the reappointment and contract renewal reviews of professors of practice, the  
 20 eligible faculty consists of all tenured professors and, if permitted by vote of the TIU's  
 21 tenure-track faculty, all nonprobationary professors of practice.  
 22

## 23 **3. Research Faculty**

### 24 **Initial Appointment Reviews**

- 25  
 26  
 27 • For an appointment (hiring or appointment change from another faculty type) review of a  
 28 research assistant professor, the eligible faculty consists of all tenure-track faculty, all faculty  
 29 of practice, and all research faculty in the TIU.  
 30

31 *(The bullet above is not applicable if the TIU bases appointment decisions on search*  
 32 *committee recommendations rather than a vote of the eligible faculty. In such cases, the*  
 33 *recommendation to the Department Chair or School Director is the responsibility of the*  
 34 *search committee.)*

- 35  
 36 • For appointment (hiring or appointment change from another faculty type) at senior rank  
 37 (research associate professor or research professor), a review is performed and a second vote  
 38 cast by all tenured faculty of equal or higher rank than the position requested, all  
 39 nonprobationary faculty of practice of equal or higher rank, and all nonprobationary research  
 40 faculty of equal or higher rank than the position requested.  
 41

### 42 **Reappointment, Contract Renewal, and Promotion Reviews**

- 43  
 44 • For the reappointment, contract renewal, and promotion of research assistant professors, the  
 45 eligible faculty consists of all tenured associate professors and professors and, if permitted by  
 46 vote of the TIU's tenure-track faculty, all nonprobationary associate professors and  
 47 professors of practice and all nonprobationary research associate professors and professors.  
 48  
 49 • For the reappointment, contract renewal, and promotion of research associate professors and  
 50 the reappointment and contract renewal reviews of research professors, the eligible faculty

1 consists of all tenured professors and, if permitted by vote of the TIU's tenure-track faculty,  
2 all nonprobationary professors of practice, and all nonprobationary research professors.  
3  
4

#### 5 **4. Conflict of Interest**

6

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

#### 15 **5. Minimum Composition**

16

17 If a TIU does not have at least three eligible faculty members who can undertake a review, the  
18 Department Chair or School Director, after consulting with the Dean, will appoint a faculty member or  
19 faculty members from another TIU within the college.

#### 20 **B. Promotion and Tenure Committee**

21

22 The College has a Promotion and Tenure Advisory Committee that reviews the promotion, tenure and  
23 reappointment or renewal of College faculty and provides an evaluative assessment to the Dean. The  
24 Committee's assessment is advisory to the dean. The college committee provides a vote regarding  
25 promotion and/or tenure and consensus that all earlier review processes met written university, college,  
26 and tenure initiating units' procedures. The quorum consists of 3 members of the College Promotion and  
27 Tenure Advisory Committee. The committee's membership shall be as outlined in the College Pattern of  
28 Administration. The term of service is three years, with reappointment possible.  
29

30 When considering cases involving faculty of practice the Promotion and Tenure Committee may be  
31 augmented by two non-probationary eligible faculty of practice members.  
32

33 When considering cases involving research faculty the Promotion and Tenure Committee may be  
34 augmented by two non-probationary eligible research faculty members.

#### 35 **C. Quorum**

36

37 The quorum required to discuss and vote on all personnel decisions is determined by the TIU. Eligible  
38 faculty includes those not on an approved leave of absence. Faculty on approved leave or Special  
39 Assignment are not considered for quorum unless they declare, in advance, in writing, of intent to  
40 participate in all proceedings.  
41

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

45 Faculty who did not attend the entire discussion of a particular case are not permitted to vote on that case.  
46 Faculty members who are not present cannot vote *in absentia* unless they participate by conference call or  
47 video link.  
48

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

In all votes taken on personnel matters only “yes” and “no” votes are counted. Abstentions are not votes. Faculty members are strongly encouraged to consider whether they are participating fully in the review process when abstaining from a vote on a personnel matter. Faculty who did not attend the entire discussion of a case are not permitted to vote on that case.

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

### **1. Appointment**

The portion of positive votes required for a candidate to receive a positive recommendation from the eligible faculty for appointment is determined by the TIU. In the case of candidates being considered for appointments with partial FTEs in more than one department (jointly appointed faculty), the TIU will develop an MOU with expectations from the second department, school or college.

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

A positive recommendation from the eligible faculty for reappointment, promotion and tenure, promotion, and contract renewal is determined by TIUs and defined in TIU APT documents. In the case of jointly appointed faculty, a positive recommendation is determined by the TIU holding the primary (majority) appointment and defined by the APT document of this TIU.

## **IV. Appointments**

### **A. TIU APT Document Expectations**

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

### **B. TIU Process Expectations**

It is the expectation of the College that a faculty appointment forwarded from a TIU for approval by the College or a courtesy faculty appointment made by a TIU will have been made consistent with that TIU APT document, and other relevant policies, procedures, practices, and standards established by: (1) the College and (2) the [Faculty Rules](#).

### **C. Criteria**

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

1 quality of the department(s). The search is either cancelled or continued, as appropriate to the  
2 circumstances.

3  
4 A curriculum vitae for all faculty members, including associated faculty members, must be kept in each  
5 TIU.

### 6 7 **1. Tenure track Faculty**

8  
9 **Instructor.** Appointment at the rank of instructor is made only when the offered appointment is that of  
10 assistant professor, but requirements for the terminal degree have not been completed by the candidate at  
11 the time of appointment. TIUs will make every effort to avoid such appointments. An appointment at the  
12 instructor level is limited to three years. Promotion to assistant professor occurs without review the  
13 semester following completion of the required credentialing. If an instructor has not completed  
14 requirements for promotion to the rank of assistant professor by the end of the third year of appointment,  
15 the third year is a terminal year of employment. (Faculty Rule [3335-6-03](#)).

16  
17 Upon promotion to assistant professor, the faculty member may request prior service credit for time spent  
18 as an instructor. This request must be approved by the TIU's eligible faculty, the Department Chair, the  
19 Dean, and the Office of Academic Affairs. Faculty members should carefully consider whether prior  
20 service credit is appropriate since prior service credit cannot be revoked once granted. In addition, all  
21 probationary faculty members have the option to be considered for early promotion.

22  
23 **Assistant Professor.** There must be clear and convincing evidence that the offeree of an appointment as a  
24 tenure track assistant professor has, at a minimum an earned doctorate or other terminal degree in the  
25 relevant field of study or possession of equivalent experience; a potential for excellence in teaching, as  
26 demonstrated by a record of quality teaching and/or excellence in verbal and written communication; a  
27 potential for excellence in scholarship as demonstrated by having produced a body of research, scholarly  
28 and creative work appropriate to the TIU discipline(s); a potential to perform effective service, including  
29 a commitment to good citizenship and collegiality within the TIU; strong potential to attain tenure and  
30 advance through the faculty ranks. Appointment at the rank of assistant professor is always probationary,  
31 with mandatory tenure review occurring in the sixth year of service. Review for tenure prior to the  
32 mandatory review year is possible when the TIU Promotion and Tenure Committee (or the TIU of the  
33 primary appointment in the case of jointly appointed faculty) determines such a review to be  
34 appropriate. The granting of prior service credit, which requires approval of the Office of Academic  
35 Affairs, may reduce the length of the probationary period, but is strongly discouraged as it cannot be  
36 revoked once granted.

37  
38 **Associate Professor.** There must be clear and convincing evidence that the offeree of an appointment as  
39 an associate professor with tenure has, at a minimum exceeded the College and TIU criteria for  
40 appointment as a tenure track assistant professor and met or exceeded the College and TIU (or primary  
41 appointment TIU for jointly appointed faculty) criteria for promotion to associate professor with tenure.  
42 In addition, a TIU APT document must address how an offeree, who has not held a faculty position, will  
43 be determined to have met the criteria. Appointment at the rank of associate professor normally entails  
44 tenure, however a probationary appointment at senior rank may be appropriate under certain  
45 circumstances, such as when the candidate has limited prior teaching experience or has taught only in a  
46 foreign country. A probationary period of up to four years is possible, on approval of the Office of  
47 Academic Affairs, with review for tenure occurring in the final year of the probationary appointment. If  
48 tenure is not granted, an additional (terminal) year of employment is offered.

49

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

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

16 Foreign nationals who lack permanent residency status may be appointed to a senior rank and approved  
17 for tenure, if appropriate, but the university will not grant tenure in the absence of permanent residency.  
18 Offers to foreign nationals require prior consultation with the Office of International Affairs.  
19

## 20 **2. Tenure track Faculty—Regional Campus**

21

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

## 28 **3. Faculty of Practice**

29

30 Faculty of practice in the College of Engineering will be referred to as “Instructor, Assistant, Associate,  
31 or Professor of Practice in [TIU name]”. Distinctions among ranks are based on the level of distinction  
32 attained by the candidate.  
33

34 Criteria and policies governing appointment of faculty of practice must be consistent with [Faculty Rule](#)  
35 [3335-7](#). Reappointment is based on the candidate’s performance and on the continued needs of the TIU.  
36

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

43 Appointment of faculty of practice entails a three-, four- or five-year contract. The initial contract is  
44 probationary, with reappointment considered annually. Tenure is not granted to faculty of practice. There  
45 is also no presumption that subsequent contracts will be offered, regardless of performance. If the TIU  
46 wishes to consider contract renewal, a formal review of the faculty member is required in the penultimate  
47 year of the current contract period. For more information see [Faculty Rule 3335-7](#).  
48

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

1 cases, if the instructor has not completed requirements for promotion to the rank of assistant professor by  
2 the end of the penultimate year of the contract period, a new contract will not be considered even if  
3 performance is otherwise adequate and the position itself will continue.

#### 4 **Assistant Professor of Practice.**

5 There must be clear and convincing evidence that the offeree of an appointment as assistant, associate, or  
6 professor of practice has, at a minimum, (i) exemplary capability in the offeree's areas of specialization,  
7 (ii) significant experience in the practice of the discipline, (iii) demonstrated exceptional professional  
8 accomplishment, and (iv) potential to support student and program development in the offeree's areas of  
9 expertise. The offeree will have either (a) at least an earned master's degree, with a doctoral degree being  
10 preferred, or (b) appropriate professional accomplishments demonstrating expertise in their areas of  
11 specialization, a minimum of five years of experience in the workplace, and the required  
12 licensure/certification in their areas of specialization as the minimum requirements. Professional  
13 publications or actual teaching experience are not required, but either or both would strengthen the  
14 offeree's qualifications.

15  
16  
17 **Associate Professor of Practice.** There must be clear and convincing evidence that the offeree of an  
18 appointment as an associate professor of practice has, at a minimum, exceeded the College and TIU  
19 criteria for appointment as an assistant professor of practice met or exceeded the College and TIU criteria  
20 for promotion to associate professor of practice. A TIU APT document must address how an offeree will  
21 be determined to have met the criteria.

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

#### 27 **4. Research faculty**

28  
29  
30 Research faculty in the College of Engineering will be referred to as "Research Assistant, Associate, or  
31 Professor in [TIU name]". Distinctions among ranks are based on the level of distinction attained by the  
32 candidate.

33  
34 Criteria and policies associated with research faculty appointments must be consistent with Faculty Rule  
35 [3335-7](#). Research faculty members may participate with voting rights in matters of governance and  
36 committee service at the College level, except that they cannot participate or vote on promotion and  
37 tenure matters of tenure track faculty or faculty of practice ([Faculty Rule 3335-7-37](#)). Each TIU approved  
38 for research faculty must have a Pattern of Administration (POA) that describes the governance rights to  
39 be extended within the TIU to such faculty members.

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

46  
47 **Research Assistant Professor.** There must be clear and convincing evidence that the offeree of an  
48 appointment as research assistant professor has, at a minimum, a record of high-quality publications that  
49 strongly indicate the ability to sustain an independent, externally funded research program.

50

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

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

## 12 **5. Associated Faculty**

13  
14 Associated faculty are persons with clinical practice titles, adjunct titles, visiting titles, and lecturer titles.  
15 Professors, associate professors, assistant professors, and instructors who serve on appointments totaling  
16 less than fifty per cent service to the university are also associated faculty members. Persons with tenure  
17 track, clinical, or research faculty titles may not hold associated titles. Persons holding associated titles  
18 are not eligible for tenure and may not participate in the promotion and tenure reviews of tenure track,  
19 faculty of practice, or research faculty. Persons with associated titles are permitted to participate in  
20 college governance and TIU governance where approved by a vote of at least a majority of all of its  
21 tenure track faculty, and also faculty of practice and research faculty in those units where they have been  
22 given voting rights. Associated faculty appointments may be made for a maximum of three consecutive  
23 years and may be renewed ([Faculty Rule 3335-5-19](#)).  
24

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

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

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

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

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

8  
 9 **Assistant Professor, Associate Professor, Professor with FTE below 50%.** Appointment at tenure  
 10 track titles is for individuals at 49% FTE or below, either compensated (1 – 49% FTE) or uncompensated  
 11 (0% FTE). The rank of associated faculty with tenure track titles is determined by applying the criteria for  
 12 appointment of tenure track faculty. Associated faculty members with tenure track titles are eligible for  
 13 promotion (but not tenure) and the relevant criteria are those for promotion of tenure track faculty.

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

## 21 22 **6. Emeritus Faculty**

23  
 24 Emeritus faculty status is an honor given in recognition of sustained academic contributions to the  
 25 university as described in Faculty Rule [3335-5-36](#). Full-time tenure track, of practice, research, or  
 26 associated faculty may request emeritus status upon retirement or resignation at the age of sixty or older  
 27 with ten or more years of service or at any age with twenty-five or more years of service.

28  
 29 Faculty will send a request for emeritus faculty status to the Department Chair or School Director  
 30 (regional campus dean for associated faculty on regional campuses) outlining academic performance  
 31 and citizenship. The Committee of Eligible faculty (tenured and nonprobationary faculty of practice,  
 32 research faculty at the associate and professor ranks) will review the application and make a  
 33 recommendation to the Department Chair or School Director. The Department Chair or School Director  
 34 will decide upon the request, and if appropriate submit it to the Dean. If the faculty member requesting  
 35 emeritus status has in the 10 years prior to the application engaged in serious dishonorable conduct in  
 36 violation of law, rule, or policy and/or caused harm to the university's reputation or is retiring pending  
 37 a procedure according to Faculty Rule [3335-05-04](#), emeritus status will not be considered.

38  
 39 See the OAA [Policies and Procedures Handbook](#) Volume 1, Chapter 1, for information about the types  
 40 of perquisites that may be offered to emeritus faculty, provided resources are available.

41  
 42 Emeritus faculty may not vote at any level of governance and may not participate in promotion and  
 43 tenure matters.

## 44 45 **7. Courtesy Appointments for Faculty**

46  
 47 Occasionally the active academic involvement in a TIU by a tenure track, clinical, or research faculty  
 48 member from another TIU at Ohio State warrants the offer of a 0% FTE (courtesy)  
 49 appointment. Appropriate active involvement includes research collaboration, graduate student advising,  
 50 teaching some or all of a course from time to time, or a combination of these. A courtesy appointment is  
 51 made at the individual's current Ohio State rank, with promotion in rank recognized.

## 1 **D. Procedures**

2  
3 See the Faculty Policy on Faculty Recruitment and Selection and the Policy on Faculty Appointments in  
4 the Office of Academic Affairs [Policies and Procedures Handbook](#) for information on the following  
5 topics:

- 6
- 7 • recruitment of tenure track, clinical, and research faculty
- 8 • appointments at senior rank or with prior service credit
- 9 • hiring faculty from other institutions after April 30
- 10 • appointment of foreign nationals
- 11 • letters of offer

### 12 13 **1. Tenure track Faculty**

14  
15 A national search is required to ensure a diverse pool of highly qualified candidates for all tenure track  
16 positions. Exceptions to this policy must be approved by the College and the Office of Academic Affairs  
17 in advance. Search procedures must entail substantial faculty involvement and be consistent with the  
18 OAA [Policy on Faculty Recruitment and Selection and other](#) university and college policies and practices  
19 set forth in the most recent updates of the [College of Engineering Guide to Effective Searches](#), [The](#)  
20 [Women's Place Tools for Conducting Diverse and Effective Searches](#).

21  
22 Searches for tenure track faculty proceed as follows:

23  
24 The Dean of the college provides approval for the TIU to commence a search process. This approval may  
25 or may not be accompanied by constraints with regard to salary, rank, and field of expertise, and may or  
26 may not include guidance on faculty with the potential for appointments to more than one TIU.

27  
28 The Department Chair or School Director appoints a search committee consisting of three or more faculty  
29 members who reflect the field of expertise that is the focus of the search (if relevant) as well as other  
30 fields within the TIU. In the case of searches targeting jointly appointed faculty, the primary appointment  
31 TIU will be responsible for assembling the search committee, which must include at least one  
32 representative from the secondary TIU.

33  
34 The search committee:

- 35
- 36 • Ensures that each member has participated in an orientation on hiring for inclusive excellence  
37 within 24 months prior to a search.
- 38
- 39 • Appoints a Diversity Advocate who is responsible for providing leadership in assuring that  
40 vigorous efforts are made to use best practices in developing a diverse pool of qualified  
41 applicants. The Diversity Advocate is responsible for ensuring that the committee process  
42 conforms with [University Policy 1.10 Affirmative Action, Equal Employment Opportunity &](#)  
43 [Non - Discrimination/Harassment](#).
- 44
- 45 • Develops a search announcement for internal posting in the university Job Postings through the  
46 [Office of Human Resources Employment Services](#) and external advertising, subject to the  
47 Department Chair's approval. The announcement will be no more specific than is necessary to  
48 accomplish the goals of the search, since an offer cannot be made that is contrary to the content of  
49 the announcement with respect to rank, field, credentials, salary. In addition, timing for the

1 receipt of applications will be stated as a preferred date, not a precise closing date, in order to  
2 allow consideration of any applications that arrive before the conclusion of the search.  
3

- 4 • Develops and implements a plan for external advertising and direct solicitation of nominations  
5 and applications. Advertising is rarely sufficient to create a diverse pool of applicants.  
6 Networking and other forms of personal contact with those in a position to recommend or to be  
7 candidates are usually required. If there is any likelihood that the applicant pool will include  
8 qualified foreign nationals, the search committee must advertise using at least one 30-day online  
9 ad in a national professional journal. Approved positions must be posted in the University  
10 Personnel Postings through the Office of Human Resources. The university does not grant tenure  
11 in the absence of permanent residency ("green card"), and strict U. S. Department of Labor  
12 guidelines do not permit sponsorship of foreign nationals for permanent residency unless the  
13 search process resulting in their appointment to a tenure track position included an advertisement  
14 in a field-specific nationally professional journal.  
15
- 16 • Subject to specific TIU procedures, screens applications and letters of recommendation and  
17 presents to the full faculty a summary of those applicants (usually three to five) judged worthy of  
18 interview. If the TIU faculty agrees with this judgment, on-campus interviews are arranged by the  
19 search committee Chair, assisted by the TIU office. If the faculty does not agree, the Department  
20 Chair in consultation with the faculty determines the appropriate next steps (solicit new  
21 applications, review other applications already received, cancel the search for the time being). In  
22 the case of searches targeting jointly appointed faculty, the primary appointment TIU will have  
23 responsibility in identifying candidates for interview, while all potential TIUs are to be included  
24 in the interview process.  
25

26 On-campus interviews with candidates must include opportunities for interaction with faculty groups,  
27 including the search committee; the TIU Chair or Director; and the Dean or designee. In addition, all  
28 candidates make a presentation to the faculty and graduate students on their scholarship. All candidates  
29 interviewing for a position must follow the same interview format. In the case of searches targeting  
30 jointly appointed faculty, the presentation will be arranged by the primary appointment TIU and should be  
31 attended by relevant faculty from all proposed TIUs.  
32

33 Subject to specific TIU procedures, following completion of on-campus interviews, the eligible faculty of  
34 all proposed TIUs will meet within each TIU to discuss perceptions and preferences, and to vote on each  
35 candidate. The eligible faculty reports a recommendation on each candidate to the Department Chair or  
36 School Director of each TIU. The Department Chair of the minority TIU then conveys that preference to  
37 the Department Chair or School Director of the primary appointment TIU.  
38

39 If the offer involves senior rank, the eligible faculty members vote also on the appropriateness of the  
40 proposed rank. If the offer may involve prior service credit, the eligible faculty members vote on the  
41 appropriateness of such credit. The eligible faculty reports a recommendation on the appropriateness of  
42 the proposed rank or the appropriateness of prior service credit to the Department Chair.  
43

44 In the event that more than one candidate achieves the level of support required to extend an offer, the  
45 Chair or Director of the primary appointment TIU decides which candidate to approach first. The details  
46 of the offer, including compensation, are determined by the Chair or Director of the primary appointment  
47 TIU.  
48

49 A draft letter of offer to a tenure track faculty candidate, accompanied by the candidate's curriculum vitae  
50 and appropriate letters attesting to the candidate's qualifications, must be submitted to engineering

1 administration for review and approval by the Dean. Engineering administration will review the draft  
2 letter of offer for consistency with the essential components required by OAA and the College.

3  
4 The required documentation for appointments at senior rank and junior appointments with prior service  
5 credit can be found in the [Policy on Faculty Recruitment and Selection](#).

6  
7 Potential appointment of a foreign national who lacks permanent residency must be discussed with the  
8 Office of International Affairs. The university does not grant tenure in the absence of permanent  
9 residency status. The TIU will therefore be cautious in making such appointments and vigilant in assuring  
10 that the appointee seeks residency status promptly and diligently.

## 11 **2. Tenure track Faculty—Regional Campus**

12  
13  
14 The regional campus has primary responsibility for determining the position description for a tenure track  
15 faculty search, but the Dean/director or designee consults with the Department Chair (or Chairs in the  
16 case of proposed jointly appointed faculty) to reach agreement on the description before the search  
17 begins. Searches for regional campus faculty will be performed by procedures like those used for tenure  
18 track faculty on the Columbus campus. Search committees for tenure track faculty at regional campuses  
19 must include at least one member from the Columbus campus unit that will be the primary appointment  
20 TIU. Whether or not a national search is conducted, evidence must be presented that the eligible faculty  
21 on the Columbus campus are in consensus that the candidate is acceptable when the offer letter is  
22 submitted to Engineering Administration for approval by the Dean.

23  
24 Candidates are interviewed by, at a minimum, the regional campus Dean, Department Chair or School  
25 Director, TIU eligible faculty, and regional campus search committee. The regional campus may have  
26 additional requirements for the search not specified in this document. A decision to make an offer  
27 requires agreement by the Department Chair or School Director and regional campus Dean. Until  
28 agreement is reached, negotiations with the candidate may not begin, and the letter of offer must be  
29 signed by the Department Chair(s) or School Director(s) of all proposed TIU appointments and the  
30 regional campus Dean.

## 31 **3. Faculty of Practice**

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

42  
43 Appointments at the rank of associate professor of practice or professor of practice require approval of the  
44 Office of Academic Affairs. For such appointments, the Dean may consult with the College Promotion  
45 and Tenure Committee.

## 46 **4. Research Faculty**

47  
48  
49 Creation of a research faculty position requires prior approval of the Dean. Approved positions must be  
50 posted in the University Personnel Postings through the Office of Human Resources. A national search is  
51 required to ensure a diverse pool of highly qualified candidates unless an exception is approved by the

1 Dean. A draft letter of offer to a research faculty candidate, accompanied by the candidate's curriculum  
2 vitae and appropriate letters attesting to the candidate's qualifications, must be submitted to engineering  
3 administration for review and approval by the Dean. Engineering administration will review the draft  
4 letter of offer for consistency with the essential components required by the Office of Academic Affairs  
5 and by the College.

6  
7 Appointments at the rank of research associate professor or research professor require approval of the  
8 Office of Academic Affairs. For such appointments, the Dean may consult with the College Promotion  
9 and Tenure Committee.

## 10 11 **5. Transfer from the Tenure track**

12  
13 Tenure track faculty may transfer to an of practice or research appointment if appropriate to the  
14 individual's circumstances and the transfer will further the interests of the College and TIU in question. A  
15 TIU that permits transfers from tenure track to of practice or research appointments must explicitly enable  
16 this in its Appointments, Promotion and Tenure document. All such transfers are subject to the conditions  
17 specified in [Faculty Rule 3335-7-09](#) for faculty of practice and [Faculty Rule 3335-7-38](#) for research  
18 faculty, as well as to the TIU and College limits on the number of faculty of practice. Tenure is lost upon  
19 transfer, and transfers must be approved by the Department Chair or School Director, the college Dean,  
20 and the executive vice president and provost.

21  
22 The request for transfer must be initiated by the faculty member in writing and must state clearly how the  
23 individual's career goals and activities have changed.

24  
25 Transfers from an of practice appointment and from a research appointment to the tenure- track are not  
26 permitted. Faculty of practice members and research faculty members may apply for tenure track  
27 positions and compete in national searches for such positions.

## 28 29 **6. Associated Faculty**

30  
31 The appointment, review, and reappointment of all compensated associated faculty are decided by the  
32 Department Chair or School Director in consultation with the faculty.

33  
34 Appointment and reappointment of uncompensated adjunct or visiting faculty may be proposed by any  
35 faculty member in the TIU and are decided by the Department Chair or School Director in consultation  
36 with the faculty.

37  
38 Compensated associated appointments are generally made for a period of one year, unless a shorter or  
39 longer period is appropriate to the circumstances. All associated appointments expire at the end of the  
40 appointment term and must be formally renewed to be continued. Visiting appointments may be made for  
41 one term of up to three years or on an annual basis for up to three consecutive years.

42  
43 Lecturer and senior lecturer appointments are usually made on a semester-by-semester or annual basis.  
44 After the initial appointment, and if the curricular needs of a department or school warrant it, a multiple  
45 year appointment may be offered.

46  
47 Associated faculty for whom promotion is a possibility follow the promotion guidelines and procedures  
48 for the faculty track on which the appointment has been made (see Promotion and Tenure and Promotion  
49 Reviews below), with the exception that the review does not proceed to the college level if the  
50 Department Chair's recommendation is negative, and does not proceed to the university level if the  
51 Dean's recommendation is negative.

## 7. Courtesy Appointments for Faculty

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

## V. Annual Performance and Merit Review Procedures

The College and its TIUs follow the requirements for annual performance and merit reviews as set forth in the [University Policy on Faculty Annual Review and Reappointment](#). It is the expectation of the College that an annual performance and merit review conducted by a TIU will also be consistent with that TIU's APT document (or documents, in the case of jointly appointed faculty), and other relevant policies, procedures, practices, and standards established by: (1) the College, (2) the Faculty Rules, (3) the Office of Academic Affairs, and (4) the Office of Human Resources.

- The review is based on expected performance in teaching, research, creative work and scholarship, and service as set forth in College and TIU guidelines on faculty duties and responsibilities; on any additional assignments and goals specific to the individual; on any additional assignments and goals specific to the individual; and on progress toward promotion where relevant.
- Meritorious performance in teaching, scholarship, and service is assessed in accordance with the same criteria that form the basis for promotion decisions.
- Annual performance and merit reviews must include a scheduled opportunity for a face-to-face meeting as well as a written assessment. In the case of jointly appointed faculty, the face-to-face meeting is to include the TIU Chairs or Directors and/or designees for all the TIUs to which the faculty member is appointed, while the written evaluation is to be prepared by the primary TIU Chair or Director or designee and may be signed by all of the TIU Chairs or Directors or designees present at the meeting.

The annual performance and merit review of every compensated faculty member is the responsibility of the appropriate Department Chair or School Director of the primary TIU to which the faculty member is appointed. Each TIU's APT document must describe the unit's schedule and procedures for conducting annual reviews, including guidance on inclusion of material from secondary appointment TIUs in the case of jointly appointed faculty. Annual reviews are expected to provide a written objective assessment of the candidate's progress in teaching, scholarship and service, and for jointly appointed faculty, to evaluate progress relative to the expectations of each TIU to which the faculty member is appointed. Per [Faculty Rule 3335-3-35](#), the Department Chair or School Director of the TIU is required to include a reminder in the annual review letter that all faculty have the right (per [Faculty Rule 3335-5-04](#)) to view their primary personnel file and to provide written comment on any material therein for inclusion in the file..

### A. Documentation

1 For their annual performance and merit review, the College requires faculty members to submit the  
2 following documents to their Department chair or School Director no later than the final day of  
3 autumn semester classes:

- 4 • Office of Academic Affairs dossier outline, [Policies and Procedures Handbook](#), Volume 3  
5 (*required for probationary faculty*) or updated documentation of performance and  
6 accomplishments (*non-probationary faculty*)
- 7 • updated CV, which will be made available to all faculty in an accessible place (*all faculty*)  
8

9  
10 Other documentation for the annual performance and merit review will be the same as that for  
11 consideration for promotion and/or tenure. The specific documentation requirements in the areas of  
12 teaching, research, creative work, scholarship and service are to be determined by the primary  
13 appointment TIU, with the understanding that joint appointments may require some agreed flexibility  
14 with the consensus of the TIU Chairs or Director. That documentation is described in Section VI of  
15 this document.

16  
17 Under no circumstances should faculty solicit evaluations from any party for purposes of the annual  
18 performance and merit review, as such solicitation places its recipient in an awkward position and  
19 produces a result that is unlikely to be candid.

20  
21 Additional details on annual and promotion reviews for faculty hired under the Discovery Theme initiative  
22 are provided in the appointment MOU.

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

26  
27 The Dean must review an annual performance and merit review when a TIU has submitted: (1) a [Report](#)  
28 [of Non-Renewal of Probationary Appointment of Faculty](#), (2) a Report of Non-Renewal for Faculty of  
29 practice or Research faculty, or (3) the fourth-year review of a probationary faculty member. In each of  
30 these cases the decision of the Dean is final.

## 31 32 **B. 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, plans, and goals; and prepares a  
36 written evaluation that includes a recommendation on whether to renew the probationary appointment. A  
37 face to face meeting of the candidate with the Department Chair or School Director of the TIU to discuss  
38 the annual review is required. In the case of jointly appointed faculty, the Department Chairs or School  
39 Directors of all TIUs within the College to which the faculty member has been appointed must meet  
40 simultaneously with the faculty member in this meeting. The meeting must also include some discussion  
41 of the relative requirements and progress for each TIU relative to the percent appointment to the TIU.

42  
43 If the Department Chair or School Director of the TIU holding the primary appointment recommends  
44 renewal of the appointment, this recommendation is final. The Department Chair's annual review letter to  
45 the faculty member renews the probationary appointment for another year and includes content on plans  
46 and goals. In the case of jointly appointed faculty, this letter should include input from all the appointed  
47 TIUs. In the case of jointly appointed faculty, this evaluation is to be signed by all Directors and Chairs  
48 of TIUs to which the faculty member has been appointed if within the College. The faculty member may  
49 provide written comments on the review. The Department Chair or School Director letter (along with the

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

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

## 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

## 20 **2. Fourth-Year Review**

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 college, the letter must be signed by the Chairs or Directors of all TIUs to which the faculty member has

1 been appointed. The primary appointment TIU Chair or Director must clearly state in the review the  
2 expectations of specific achievements in teaching, research or creative work, scholarship and service that  
3 the faculty member needs to accomplish before being recommended for promotion to associate professor  
4 with tenure.

### 6 **3. Changes in Length of Probationary Period**

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

### 15 **C. Tenured Faculty**

17 Associate professors are reviewed annually by the Department Chair or School Director. The Department  
18 Chair or School Director conducts an independent assessment; meets with the faculty member to discuss  
19 his or her performance and future plans and goals; and prepares a written evaluation on these topics. The  
20 faculty member may provide written comments on the review.

22 Professors are reviewed annually by the Department Chair or School Director, who meets with the faculty  
23 member to discuss his or her performance and future plans and goals. The annual review of professors is  
24 based on their having achieved sustained excellence and ongoing outcomes in the discovery and  
25 dissemination of new knowledge relevant to the mission of the tenure initiating unit, as demonstrated by  
26 ongoing national and international recognition of their scholarship; ongoing excellence in teaching,  
27 including their leadership in graduate education in both teaching and mentoring students; and ongoing  
28 outstanding service to the TIU, the university, and their profession, including their support for the  
29 professional development of assistant and associate professors. Professors are expected to be role models  
30 in their academic work, interaction with colleagues and students, and in the recruitment and retention of  
31 junior colleagues. As the highest-ranking members of the faculty, the expectations for academic  
32 leadership and mentoring for professors exceed those for all other members of the faculty.

34 If a professor has an administrative role, the impact of that role and other assignments will be considered  
35 in the annual review. The Department Chair or School Director prepares a written evaluation of  
36 performance against these expectations. The faculty member may provide written comments on the  
37 review.

40 In the case of jointly appointed faculty, these reviews should include assessments from all TIUs to which  
41 the faculty member has been appointed within the College.

### 42 **D. Tenured Faculty—Regional Campus**

44 Columbus campus TIUs shall establish review procedures for their tenured regional campus faculty.  
45 Annual performance and merit review of a tenured faculty member is first conducted on the regional  
46 campus, with a focus on teaching and service. The review then moves to the department or school and  
47 proceeds as described above, including any relevant guidance for jointly appointed faculty. In the event of  
48 divergence in performance assessment between the regional campus and the TIU, the primary

1 appointment Department Chair or School Director discusses the matter with the regional campus  
2 Dean/director in an effort to clarify and reconcile the divergence, so that the faculty member receives  
3 consistent assessment and advice.

#### 4 **E. Faculty of Practice**

5  
6 The annual review process for clinical probationary and non-probationary faculty is identical to that for  
7 tenure track probationary and tenured faculty respectively, including guidance for jointly appointed  
8 faculty, except that nonprobationary of practice faculty may participate in the review of practice faculty of  
9 lower rank.

##### 10 11 **1. Annual Performance and Merit Review for Probationary Faculty of Practice**

12  
13 For probationary faculty of practice, a meeting with the primary appointment Chair or School Director is  
14 required to discuss his or her performance, future plans, and goals. The primary appointment Department  
15 Chair or School Director must prepare a written evaluation that includes a recommendation on whether to  
16 renew if the appointment. In the case of jointly appointed faculty, this evaluation is to be prepared in  
17 consultation with Chairs or Directors of any secondary appointment TIUs and is to be signed by all  
18 Directors and Chairs of TIUs to which the faculty member has been appointed if within the College.

19  
20 If the primary appointment Department Chair or School Director recommends renewal of the  
21 appointment, this recommendation is final. The Department Chair's annual review letter to the faculty  
22 member renews the probationary appointment for another year and includes content on future plans and  
23 goals. The faculty member may provide written comments on the review. The primary appointment  
24 Department Chair or School Director letter (along with the faculty member's comments, if received) is  
25 forwarded to the Dean of the college. In addition, the annual review letter becomes part of the cumulative  
26 dossier (along with the faculty member's comments, if he or she chooses).

27  
28 If the primary appointment Department Chair recommends nonrenewal, the Fourth-Year Review process  
29 (per [Faculty Rule 3335-6-03](#)) is invoked. Following completion of the comments process, the complete  
30 dossier is forwarded to the college for review and the Dean makes the final decision on renewal or  
31 nonrenewal of the probationary appointment.

##### 32 33 **2. Appointment Renewal (Contract Renewal) for Faculty of Practice**

34  
35 In the penultimate contract year of a faculty of practice member's appointment, the primary appointment  
36 Department Chair or School Director must determine whether the position held by the faculty member  
37 will continue. If the position will not continue, the faculty member is informed that the final contract year  
38 will be a terminal year of employment. The standards of notice set forth in [Faculty Rule 3335-6-08](#) must  
39 be observed. There is no presumption of contract renewal.

40  
41 **Probationary** faculty of practice must undergo a review no later than the beginning of the penultimate  
42 year of his or her contract so the unit may determine whether it is appropriate to renew that individual's  
43 appointment for a new term. The review will follow the same procedures as the fourth-year review  
44 process for probationary tenure track faculty described above. External letters of evaluation are not  
45 solicited. The college dean has the final approval on the reappointment. Positive decisions will be  
46 approved by OAA without a review, and this decision is communicated to OAA using only the [Record of  
47 Review for Promotion in Academic Rank/Tenure/Reappointment Form](#) with no attachments. The Board  
48 of Trustees (BOT) has final approval, after which the faculty member is no longer probationary.

49

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

3  
4 **Non-probationary** faculty of practice must be informed as to whether the new appointment will be  
5 extended by the end of the penultimate year of the contract. The normal annual performance and merit  
6 review will serve as the basis for evaluation. The primary appointment TIUs may request additional  
7 evidence to characterize the performance of the faculty member during their contract period, including  
8 from secondary appointment TIUs as applicable. External letters of evaluation are not solicited. An initial  
9 decision from the TIU head to reappoint is final. An initial decision not to reappoint requires a review by  
10 a TIU standing committee and requires the concurrence of the Dean. All reappointment decisions are at  
11 the discretion of the Dean. There is no presumption of contract renewal.

## 12 **F. Research Faculty**

13  
14 The annual review process for research probationary and non-probationary faculty is identical to that for  
15 tenure track probationary and tenured faculty except that nonprobationary research and practice faculty  
16 may participate in the review of research faculty of lower rank.

### 17 **1. Annual Performance and Merit Review for Probationary Research Faculty**

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

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

34  
35 A recommendation for nonrenewal requires the approval of both the primary appointment TIU Head and  
36 the Dean of the College. The Dean makes the final decision.

### 37 **2. Appointment Renewal (Contract Renewal) for Research Faculty**

38  
39  
40 In the penultimate contract year of a research faculty member's appointment, the Department Chair or  
41 School Director must determine whether the position held by the faculty member will continue.  
42 If the position will not continue, the faculty member is informed that the final contract year will be a  
43 terminal year of employment. The standards of notice set forth in [Faculty Rule 3335-6-08](#) must be  
44 observed. There is no presumption of contract renewal.

45  
46 **Probationary** research faculty must undergo a review no later than the beginning of the penultimate year  
47 of his or her contract so the unit may determine whether it is appropriate to renew that individual's  
48 appointment for a new term. The review will follow the same procedures as the fourth year review  
49 process for probationary tenure track faculty described above and concurrently with the probationary  
50 tenure track faculty. External letters of evaluation are not solicited. The college dean has the final

1 approval on the reappointment. Positive decisions will be approved by OAA without a review, and this  
2 decision is communicated to OAA using only the [Record of Review for Promotion in Academic](#)  
3 [Rank/Tenure/Reappointment Form](#) with no attachments. The Board of Trustees (BOT) has final  
4 approval, after which the faculty member is no longer probationary.

5  
6 If the individual will not be renewed the faculty member should be so informed, subject to the relevant  
7 standards of notice set forth in [Faculty Rule 3335-6-08](#).

8  
9 **Non-probationary** research faculty must be informed as to whether the new appointment will be  
10 extended by the end of the penultimate year of the contract. The normal annual review will serve as the  
11 basis for evaluation. The primary appointment TIUs may request additional evidence to characterize the  
12 performance of the faculty member during their contract period, including from secondary appointment  
13 TIUs as applicable. External letters of evaluation are not solicited. An initial decision from the TIU head  
14 to reappoint is final. An initial decision not to reappoint requires a vote of a TIU standing committee and  
15 requires the concurrence of the Dean. All reappointment decisions are at the discretion of the Dean.  
16 There is no presumption of contract renewal.

### 17 **G. Associated Faculty**

18  
19 Compensated associated faculty members in their initial appointment must be reviewed before  
20 reappointment. There is no presumption of reappointment at the end of a contract period. If the position  
21 will not continue, the Department Chair or School Director should inform the faculty member that there  
22 will be a non-renewal of employment.

23  
24 If the position will continue, a formal performance review for reappointment is necessary to determine  
25 whether the faculty member will be offered a new contract. Documentation required in the annual review  
26 of an associated faculty member will be determined by the TIU. The Department Chair, School Director  
27 or designee prepares a written evaluation and meets with the faculty member to discuss his or her  
28 performance, future plans, and goals. The Department Chair or School Director recommendation on  
29 renewal of the appointment is final. If the recommendation is to renew, the Department Chair or School  
30 Director may extend a multiple year appointment subject to the limitations discussed in [Section IV.C.5](#).

31  
32 Compensated associated faculty members on a multiple year appointment are reviewed annually by the  
33 Department Chair, School Director or, designee. The Department Chair, School Director or designee  
34 prepares a written evaluation and meets with the faculty member to discuss his or her performance, future  
35 plans, and goals. The Department Chair or School Director's recommendation on reappointment is final.

### 36 **H. Salary Recommendations**

37  
38  
39 Department Chairs and School Directors heads make annual salary recommendations to the Dean, who  
40 may modify them. The recommendations are based on the current annual performance and merit review  
41 as well as on the performance and merit reviews of the preceding 24 months.

42  
43 Each TIU document must describe the criteria, procedures, and documentation required for merit salary  
44 reviews and other rewards. It is the expectation of the College that merit salary increases and other  
45 rewards made by a TIU will be made consistent with that TIU APT document, and other relevant policies,  
46 procedures, practices, and standards established by: (1) the College, (2) the Faculty Rules, (3) the Office  
47 of Academic Affairs, and (4) the Office of Human Resources.

48  
49 Faculty who fail to submit the required documentation (see Section V-A above) for an annual  
50 performance and merit review at the required time will receive no salary increase in the year for which

1 documentation was not provided, except in extenuating circumstances, and may not expect to recoup the  
2 foregone raise at a later time.

## 3 4 **VI. Promotion and Tenure and Promotion Reviews** 5

### 6 **A. Criteria**

7  
8 [Faculty Rule 3335-6-02\(D\)](#) provides the following context for promotion and tenure and promotion  
9 reviews:

10  
11 *In evaluating the candidate's qualifications in teaching, scholarship, and service, reasonable*  
12 *flexibility shall be exercised, balancing, where the case requires, heavier commitments and*  
13 *responsibilities in one area against lighter commitments and responsibilities in another. In addition,*  
14 *as the university enters new fields of endeavor, including interdisciplinary endeavors, and places new*  
15 *emphases on its continuing activities, instances will arise in which the proper work of faculty*  
16 *members may depart from established academic patterns. In such cases care must be taken to apply*  
17 *the criteria with sufficient flexibility. In all instances superior intellectual attainment, in accordance*  
18 *with the criteria set forth in these rules, is an essential qualification for promotion to tenured*  
19 *positions. Clearly, insistence upon this standard for continuing members of the faculty is necessary*  
20 *for maintenance and enhancement of the quality of the university as an institution dedicated to the*  
21 *discovery and transmission of knowledge.*

22  
23 In accordance with [Faculty Rule 3335-6-02\(E\)](#), each TIU must have an APT document that describes (1)  
24 the unit's criteria for the award of tenure and promotion to the rank of associate professor, and (2) the  
25 unit's criteria for promotion to the rank of professor. These documents must also include guidance on  
26 evaluation of jointly appointed faculty relative to these criteria. Each TIU desiring faculty of practice  
27 must, in addition, have in its APT document the unit's criteria for promotion to the rank of associate  
28 professor of practice and the unit's criteria for promotion to the rank of professor of practice. Each TIU  
29 desiring research faculty must, in addition, have in its APT document the unit's criteria for promotion to  
30 the rank of research associate professor and the unit's criteria for promotion to the rank of research  
31 professor. Each TIU desiring regional campus tenure track faculty must, in addition, have in its APT  
32 document the unit's criteria and procedures associated with promotion and tenure of such faculty. TIU  
33 APT documents also must include the evidence to be provided in support of each of the foregoing actions  
34 that are relevant to that unit.

35  
36 The purposes of the college-level promotion and tenure and promotion reviews are: (1) to determine  
37 whether the TIU has conducted its review and reached a recommendation consistent with University,  
38 college, and unit standards, criteria, policies, and rules; and (2) to determine where the weight of the  
39 evidence lies in cases in which there is not a clear or consistent recommendation from the TIU. If the  
40 conclusion of the college-level review is that the recommendation of the unit is not consistent with  
41 University, college, and TIU standards, criteria, policies, and rules, the dean may make a recommendation  
42 that is contrary to the recommendation of the TIU.

43  
44 The College has 3 sets of criteria for promotion and tenure, and for promotion: teaching, scholarship, and  
45 service. Evidence of effective contributions in each of these areas must be demonstrated through the  
46 documentation of activities over a period.

47  
48 The College of Engineering comprises a wide array of professional disciplines. Care must be taken to  
49 apply the three criteria with enough flexibility. In all instances superior intellectual attainment and impact,  
50 in accordance with the criteria set forth, is an essential qualification for promotion to tenured faculty

1 positions. Insistence upon this standard for continuing members of the faculty is necessary for the  
 2 maintenance and enhancement of the University as an institution dedicated to the discovery and  
 3 transmission of knowledge ([Faculty Rule 3335-6-02-\(D\)](#)).

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

## 9 **1. Teaching**

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

14 Teaching activities include undergraduate, graduate, and professional courses taught in curricular and co-  
 15 curricular settings; involvement graduate exams, theses, and dissertations; promoting, coaching and  
 16 mentoring undergraduate researchers; involvement in extension and continuing education; curriculum  
 17 development; faculty and instructor professional development; evaluation and direction of student  
 18 scholarship; academic advising; writing textbooks, monographs and other compilations of essential  
 19 education resources, including online teaching resources; advising of student groups and organizations;  
 20 participation in student affairs programs and student services; and engaging in the Scholarship of  
 21 Teaching (SoTL). Novel teaching methods including development of electronic and other forms of  
 22 educational interactions with students inside and outside the traditional classroom environment are  
 23 encouraged.

24 Evidence of effective teaching can include: student, peer, supervisor and external evaluations of teaching  
 25 in the classroom; awards and formal recognition for teaching; evaluation of performance as an advisor  
 26 and mentor; number, level, complexity and size of courses taught; development of novel interdisciplinary  
 27 courses; exit interviews with graduating seniors; alumni surveys; quality of textbooks, monographs,  
 28 electronic resources and other publications on education in the candidate's field; number of completed  
 29 Masters theses or Ph.D. dissertations; number and quality of undergraduate researchers advised; number  
 30 and quality of jointly authored publications with graduate or undergraduate students; impact of course  
 31 and/or curriculum development; and/or effective teaching innovations. The evaluation of a candidate's  
 32 teaching should be accomplished within a systematic and comparative evaluation process that includes all  
 33 faculty within the TIUs in which the candidate has taught.

34 Candidates are expected to have:

- 35 • Provided up to date content at an appropriate level in every instructional situation and
- 36 demonstrated continuing growth in subject matter knowledge.
- 37 • Demonstrated the ability to organize and present class material effectively with logic, conviction,
- 38 and enthusiasm.
- 39 • Demonstrated appropriate use of various modes of instruction, classroom technology, and other
- 40 teaching strategies to create an optimal learning environment.
- 41 • Engaged students actively in the learning process and encouraged independent thought, creativity,
- 42 and appreciation of the knowledge creation process.
- 43 • Provided appropriate and timely feedback to students throughout the instructional process.
- 44 • Treated students with respect and courtesy.
- 45 • Improved curriculum through revision or new development of courses and/or academic programs.

- 1 • Developed interdisciplinary courses across multiple departments, schools and colleges in the case
- 2 of jointly appointed faculty.
- 3 • Served as advisor to an appropriate number of graduate students given the TIU's graduate
- 4 student/faculty ratio and the faculty member's area(s) of expertise.
- 5 • Assisted graduate students in the production of high-quality published work.
- 6 • Engaged in documentable efforts to improve teaching.

## 7 2. Scholarship

8  
9 Scholarship is broadly defined to include discovery, scholarly and creative work, applied research, and  
10 the scholarship of pedagogy. ([Faculty Rule 3335-6-02\(A\)](#)). More specifically, scholarship may be defined  
11 to include the possession, application, and advancement of a body of knowledge gained through research,  
12 study, and learning. The College Mission states that the College and the Knowlton School of Architecture  
13 will “provide new knowledge that can be assimilated by our customers and partners” and “create and  
14 disseminate new ideas and concepts that expand our understanding of science, engineering and  
15 architecture.”

16  
17 Scholarly activities will be specific to the TIU or TIUs to which a candidate has been appointed,  
18 and may include: publishing scholarly works such as books and monographs, chapters in edited  
19 books, bulletins and technical reports, peer reviewed journal articles, editor reviewed journal  
20 articles, reviews and abstracts, papers in proceedings; presenting lectures at universities,  
21 symposia, and conferences; submitting proposals; conducting and directing original research or  
22 other creative activities; editing books, and collections of research works; developing software;  
23 producing peer reviewed creative works in exhibits, symposia, publication, and juried  
24 competitions; designing and/or supervising the construction of creative products (e.g., new  
25 building, alloy, machine, device, or software); developing and securing intellectual property such  
26 as patents, patent disclosures and licensing of university-developed intellectual property.

27  
28 Evidence of scholarship will be specific to the TIU or TIUs to which a candidate has been appointed, and  
29 may include the quantity, quality, and impact of the aforementioned activities, for example, numbers of  
30 publications and citation analysis thereto in the context of the publishing landscape of the TIU discipline,  
31 numbers of presentations and invited lectures; amount of research funding in the context of the funding  
32 landscape of each TIU discipline; placing in juried competitions; number of patents, licenses and  
33 licensing revenue, awards, prizes, and other forms of professional recognition; letters of evaluation by  
34 peers at the national and international level. In the case of jointly appointed faculty, care must be taken to  
35 consider impacts across multiple fields. This is particularly important in cases where the research focus  
36 may deviate from what would be considered conventional work for the primary appointment TIU and  
37 may require evaluations from referees outside of the primary appointment discipline.

38  
39 Candidates are expected to have:

- 40  
41 • Produced coherent body of scholarship that has made a distinct contribution to the discipline, is
- 42 gaining national or international recognition, and promises continued growth. Scholarship must
- 43 always find a public venue, although the character and status of these venues will vary according
- 44 to TIU. Collaborative work and research funding are also encouraged. Here, too, specific
- 45 requirements will vary according to TIU's, and appropriate flexibility must be exercised in the
- 46 case of jointly appointed faculty. The following attributes of the body of work are considered:
- 47 ○ Quality, impact, quantity
- 48 ○ Unique contribution to a line of inquiry
- 49 ○ Rigor of the peer-review process and degree of dissemination

- 1           ○ Collaborative work is strongly encouraged, and indeed is essential to most types of inquiry.
- 2           In this case, the candidate’s intellectual contributions to collaborative work must be clearly
- 3           and fairly described to permit accurate assessment. In the assessment of collaborative work
- 4           that has led to research productivity, there shall be no evaluative bias against the number of
- 5           collaborators or co-authors of publications, proposals, projects or other tangible products of
- 6           the work. Because of the synergism that often results from collaborative work and because of
- 7           the unique capabilities that individual contributors bring to a team, an assessment of
- 8           contribution based solely on a linear fractionation of contribution among collaborators can be
- 9           misleading and inappropriate, and a more holistic assessment of the candidate’s contribution
- 10          must be made.
- 11          • A demonstrated ability to obtain and potential to sustain research program funding, in disciplines
- 12          where it is appropriate. Research funding is a means to an end; funding that has not led to
- 13          research productivity is a negative indicator. There shall be no evaluative bias against any source
- 14          of research funding if it has led to research productivity. A developing national/international
- 15          reputation in the candidate's field as evidenced by external evaluations, invitations to present at
- 16          recognized prestigious forums, invitations to review research papers and grant proposals, and a
- 17          beginning trend of positive citations in other researchers' publications. A reputation based on the
- 18          quality of the research contribution is distinguished from one based mainly on familiarity through
- 19          the faculty member's frequent attendance at national and international conferences.
- 20          • Demonstrated a vision for how their individual area of scholarly excellence contributes to
- 21          advancing the research strategy of the TIU, the college and the university. In the case of jointly
- 22          appointed faculty, this vision should include considerations of the research strategies of the TIUs
- 23          to which the candidate has been appointed.
- 24          • Demonstrated an understanding of how their own areas of scholarly expertise benefit from
- 25          diversity among faculty, staff and students.
- 26          • Demonstrated a high degree of ethics in scholarship including, but not limited to, full and timely
- 27          adherence to all regulations relevant to the research program, and ethical treatment of graduate
- 28          students, postdoctoral fellows, and collaborators and in the dissemination of scholarship.

### 30          3. Service

31          Service, or public service as stated in the mission of the University, is broadly defined to include

32          administrative service to the University, professional service to the faculty member’s discipline, and the

33          provision of disciplinary expertise to public or private entities beyond the university ([Faculty Rule 3335-](#)

34          [6-02\(A\)](#)). The College Mission states that the College and the Knowlton School of Architecture will

35          “promote and support the purposes of the entire university.”

36          

37          

38          Evidence of administrative service to the University can include: appointment or election to TIU, College,

39          and/or University committees; administrative positions held and superior organizational leadership;

40          affirmative action and mentoring activities. Evidence of professional service to the faculty member’s

41          discipline can include: editorships of or service as a reviewer for journals or other learned publications;

42          offices held and other service to professional societies; development of mechanisms to help bring people

43          into the profession; and organization of and service to conferences, workshops and symposia. Evidence of

44          the provision of expertise to public and private entities beyond the University includes: reviewer of

45          proposals; external examiner; service on panels and commissions; professional consultation to industry,

46          government, and education. Professional expertise provided as a compensated outside professional

47          service alone is insufficient to satisfy the service criterion.

48          

49          Candidates are expected to have:

- 50
- 51          • Made contributions to the governance and advancement of the department/school in a collegial

1 manner that facilitates positive contributions by others, and

- 2 • Made useful contributions to the College, the University, industry, and/or civic community.
- 3 • Made useful contributions to the profession.

4  
5 The quality and quantity of service and its importance relative to teaching and scholarship is evaluated in  
6 the context of the individual faculty member's distribution of effort. For candidates whose duties are mainly  
7 administrative in nature, superior administrative service that clearly enhances the effectiveness of the  
8 institution may be a primary and leading professional contribution that should be highly valued.

#### 9 10 **4. Professional Ethics**

11  
12 Excellence in teaching, scholarship, and service are moreover defined to include professional ethical  
13 conduct in each area of responsibility, consistent with the [American Association of University Professors'](#)  
14 [Statement on Professional Ethics](#).

#### 15 16 **B. TIU APT Documents**

17  
18 A TIU APT document must describe, for each category of faculty appropriate to the TIU and in a manner  
19 consistent with this document: (1) the elaboration of each set of criteria, as appropriate to the specific  
20 discipline and TIU, (2) the evidence expected to be involved in the documentation and assessment of each  
21 of the criteria, (3) the levels of achievement necessary to demonstrate that the criteria are met. The criteria  
22 should be met within the context of the TIU's mission, the standards of Chapters 6 and 7 of the Faculty  
23 Rules, and the standards and mission of the College, and the mission of the University, and (4) criteria for  
24 evaluation of jointly appointed candidates, including criteria for candidates who have primary and  
25 secondary appointments in each TIU.

26  
27 The standards of quality and effectiveness required must be representative of high performance. The  
28 College expects that when a TIU forwards the dossier of a candidate for review and has recommended  
29 that promotion and tenure or promotion be granted, that the TIU has ensured that the evidence of the  
30 qualifications and performance of the candidate meet or exceed the TIU and College criteria applicable to  
31 the nomination.

#### 32 33 **1. Promotion to Associate Professor with Tenure**

34  
35 All tenure track faculty must be engaged in teaching, the development of the TIU (or TIUs in the case of  
36 jointly appointed faculty) and College academic program, the mentoring of students, the development of a  
37 record of scholarship, and service both on campus and off thereby demonstrating a commitment to  
38 citizenship and collegiality.

39  
40 The awarding of tenure and promotion to the rank of associate professor must be based upon clear and  
41 convincing evidence that the candidate has provided and will continue to provide high quality teaching,  
42 scholarship, and service relevant to the mission of the candidate's TIU (or TIUs in the case of jointly  
43 appointed faculty), according to the criteria in the TIU APT documents ([Faculty Rule 3335-6-02\(C\)](#)).  
44 When assessing a candidate's national and international reputation in the field, creative activities in  
45 outreach and engagement should be valued in addition to scholarly and teaching activities.

46  
47 In the evaluation of untenured associate professors for tenure, the same criteria apply, along with any  
48 others established in writing at the time a senior rank appointment without tenure was offered.

1

## 2. Promotion to Professor

3

4 All tenure track faculty must be engaged in teaching, developing academic programs in the TIU and  
5 College, mentoring students, developing of a record of scholarship, of research and creative inquiry, and  
6 serving both on campus and off, thereby demonstrating a commitment to citizenship and collegiality.

7

8 The awarding of promotion to the rank of professor will be based upon clear and convincing evidence that  
9 the faculty member has demonstrated a sustained record of accomplished teaching, has produced a  
10 significant body of scholarship that is recognized nationally or internationally, and has demonstrated  
11 excellence in the scholarship of leadership to make a visible and demonstrable impact upon the mission of  
12 the candidate's TIU (or TIUs in the case of jointly appointed faculty) and The Ohio State University  
13 according to the criteria in the TIU APT documents ([Faculty Rule 3335-6-02](#)). Additionally, in evaluating  
14 a faculty member for promotion to professor, the College considers the following:

- 15 (a) faculty members contribute to excellence differently across all evaluation dimensions,
- 16 (b) faculty members have different distributions of assignments,
- 17 (c) responsibilities of the TIU, College, and University are met by the collective contributions of  
18 the faculty, and
- 19 (d) faculty members who fail to meet the basic expectations of the TIU in one or more  
20 dimensions of evaluation acknowledge that their case for promotion is atypical and must present  
21 within their dossier introduction a compelling argument supported by sufficient evidence that  
22 balances the absence.

23

24 In cases involving (d), each level of review of the faculty member to must evaluate excellence in  
25 one category to be exemplary and worthy of promotion to professor.

26

27 The specific criteria in teaching, scholarship, and service for promotion to Professor are similar to those  
28 for promotion to the rank of Associate Professor with tenure, with the added expectations across these  
29 dimensions of sustained accomplishment and increasing quality of contributions, a record of continuing  
30 professional growth, and evidence of established national and international reputation in the field, using  
31 evidence outlined in Section VI.A.1. When assessing a candidate's accomplishments, quality of  
32 contributions, and national and international reputation in the field, creative activities in outreach and  
33 engagement will be valued in addition to scholarly, teaching, and service activities.

34

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

37

## 3. Regional Campus Faculty

38

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

43

- 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 **4. Faculty of Practice**

8  
9 All faculty of practice must:

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

15  
16 The teaching activities of faculty of practice must be consistent with the rationale for having faculty of  
17 practice in the College; these consist of courses that involve the practice of engineering. The scholarly  
18 emphasis of faculty of practice is expected to be different from that of tenure track and research faculty;  
19 faculty of practice would be more engaged in activities dealing with the state of the practice of  
20 engineering or architecture, while tenure track and research faculty would be more engaged in activities  
21 that advance the state of the art and science of engineering or architecture. The venues appropriate for  
22 dissemination of such scholarly contributions therefore may be very different from those expected of  
23 tenure track faculty. Scholarly and professional service activities of faculty of practice would be expected  
24 to emphasize outreach and interaction with constituencies beyond the research community, such as with  
25 industry, the broader educational community, and the broad community of practitioners. Examples of  
26 evidence of contributions in each of these areas are contained in [Section VI.A](#) of this document.

27  
28 **Promotion to Associate Professor of Practice.** For promotion to associate professor of practice, a  
29 faculty member must have a demonstrated record of accomplishment in the area of teaching, an  
30 established record of mentoring students, contributed to the outreach and engagement mission of the TIU,  
31 College, and University, exhibited a commitment to service and collegiality, and show promise of  
32 continued professional growth. Specific criteria in teaching and service for promotion to associate  
33 professor of practice are similar to those for promotion to associate professor with tenure except that  
34 scholarship activity is not required.

35  
36 **Promotion to Professor of Practice.** For promotion to professor of practice, a faculty member must have  
37 sustained accomplishment in the area of teaching, sustained record of mentoring students, continued  
38 contribution to the outreach and engagement mission of the TIU, College, and University that is  
39 recognized at the national and/or international level, proven leadership in service, professional practice,  
40 and/or teaching at the national and/or international level and production and dissemination of scholarly  
41 materials pertinent to pedagogy and/or professional practice. Specific criteria in teaching and service for  
42 promotion to professor of practice are like those for promotion to professor with tenure except that  
43 scholarship activity is not expected to the same extent.

#### 44 45 **5. Research Faculty**

46  
47 All research faculty must:

- 48 • be engaged in the mentoring of students, particularly graduate students.
  - 49 • develop a record of scholarship.
- 50

- contribute to service and thereby demonstrate a commitment to citizenship and collegiality.

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

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

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

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

## C. Procedures

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

### 1. Candidate Responsibilities

The responsibilities of the candidate are as follows:

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

- 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 is  
3 not required to do so. The candidate may request the removal of no more than two names, providing  
4 the reasons for the request. The Department Chair decides whether removal is justified. (Also see  
5 External Evaluations below.)  
6

## 7 **2. TIU Eligible Faculty Responsibilities**

8

9 At the level of TIUs within the College of Engineering, the responsibilities of the members of the  
10 eligible faculty during promotion and tenure reviews are as follows:

- 11
- 12 • To review thoroughly and objectively every candidate's dossier in advance of the meeting at  
13 which the candidate's case will be discussed.
  - 14
  - 15 • To attend all eligible faculty meetings except when circumstances beyond one's control prevent  
16 attendance; to participate in discussion of every case; and to vote.
  - 17

## 18 **3. Department Chair and School Director Responsibilities**

19

20 The responsibilities of Department Chairs and School Directors in the College of Engineering during  
21 promotion and tenure reviews are as follows:

- 22
- 23 • Where relevant, to verify the prospective candidate's residency status. Faculty members who are  
24 neither citizens nor permanent residents of the United States may not undergo a non-mandatory  
25 review for tenure, and tenure will not be awarded as the result of a mandatory review until  
26 permanent residency status is established. Faculty members not eligible for tenure due to lack of  
27 citizenship or permanent residency are moreover not considered for promotion by the unit.  
28
  - 29 • Late Spring Semester: To solicit external evaluations from a list including names suggested by  
30 the Promotion and Tenure Committee, the Department Chair/School Director, and the candidate.  
31 (Also see External Evaluations below.)  
32
  - 33 • To solicit an evaluation from a TIU head of any TIU in which the candidate has a joint  
34 appointment. In the case of Discovery Theme Faculty the joint unit is the Discovery Theme  
35 Program that supported the hire of the candidate.  
36
  - 37 • To make adequate copies of each candidate's dossier available in an accessible place for review  
38 by the eligible faculty at least two weeks before the meeting at which specific cases are to be  
39 discussed and voted.  
40
  - 41 • To remove any member of the eligible faculty from the review of a candidate when the member  
42 has a conflict of interest but does not voluntarily withdraw from the review.  
43
  - 44 • To attend the meetings of the eligible faculty at which promotion and tenure matters are discussed  
45 and respond to questions that are raised during the meeting. A Department Chair or School  
46 Director will leave the meeting to allow open discussion among the eligible faculty members.  
47
  - 48 • Mid-Autumn Semester: To provide an independent written evaluation and recommendation for  
49 each candidate, following receipt of the eligible faculty's completed evaluation and  
50 recommendation.

- 1
- 2 • To meet with the eligible faculty to explain any recommendations contrary to the
- 3 recommendation of the committee.
- 4
- 5 • To inform each candidate in writing after completion of the unit review process (1) of the
- 6 recommendations by the eligible faculty and unit head; (2) of the availability for review of the
- 7 written evaluations by the eligible faculty and unit head and (3) of the opportunity to submit
- 8 written comments on the above material, within ten days from receipt of the letter from the unit
- 9 head for inclusion in the dossier. The letter is accompanied by a form that the candidate returns to
- 10 the unit head, indicating whether or not he or she expects to submit comments.
- 11
- 12 • To provide a written response to any candidate comments that warrant response for inclusion in
- 13 the dossier.
- 14
- 15 • To forward the completed dossier to the college office by that office's deadline, except in the case
- 16 of associated faculty for whom the Department Chair or School Director recommends against
- 17 promotion. A negative recommendation by the unit head is final in such cases.
- 18
- 19 • To receive the Promotion and Tenure Committee's written evaluation and recommendation of
- 20 candidates who are joint appointees from other tenure initiating units, and to forward this
- 21 material, along with the unit head's independent written evaluation and recommendation, to the
- 22 head of the other tenure initiating unit by the date requested.
- 23

#### 24 **4. TIU Promotion and Tenure Committee Responsibilities**

25  
26 The responsibilities of the TIU Promotion and Tenure Committee are as follows:

- 27
- 28 • Review its document annually and to recommend proposed revisions to the faculty.
- 29 • Provide objective assessment of candidates' progress based on information provided by all TIUs to
- 30 which the candidate has been appointed, taking into consideration any MOU concerning a jointly
- 31 hired candidate's expectations for performance, including Discovery Theme candidates.
- 32 • Ensure that the TIU P&T Committee (of the primary appointment TIU in the case of jointly appointed
- 33 faculty) explains and addresses dissenting votes in their report on the candidate, as well as
- 34 summarizing and addressing all TIU eligible faculty comments.
- 35 • Transmit the completed dossier to Engineering Administration.
- 36

#### 37 **5. College Promotion and Tenure Committee Responsibilities**

38  
39 The College of Engineering Promotion and Tenure Committee is comprised of at least six tenure track

40 faculty at the rank of Professor appointed by the Dean, each serving a three-year term. Up to an additional

41 two senior members from the clinical faculty may be appointed by the Dean, each serving a three-year

42 term, to assess clinical faculty candidates only. Up to an additional two senior members from the research

43 faculty may be appointed by the Dean, each serving a three-year term, to assess research faculty

44 candidates only. Appointees must be members of the Graduate faculty and hold a 50% or more

45 appointment in a TIU of the college. Each year, four tenure track faculty members will remain on the

46 P&T Committee for the following year. One of these shall be appointed by the Dean in spring to serve as

47 P&T Committee Chair the following year. No administrative appointees are eligible to serve as

48 committee members.

49

1 Once the committee is constituted, chair will appoint a Procedures Oversight Designee (POD) and at least  
2 one primary reader and one secondary reader for each case. It is expected that all panel members have  
3 examined all OAA-approved dossiers being discussed. A draft of the report outlining the case may be  
4 prepared by the primary reader in advance and serve as the basis for the discussion of each case.  
5

6 The committee will review the materials provided by the TIUs for promotion and tenure consideration.  
7 These will be prepared in a manner spelled out by the TIU's Appointments, Promotion, and Tenure:  
8 Criteria and Procedures document.  
9

10 Once materials are submitted to the College for review, with the exception of items covered in the two  
11 bulleted entries immediately below, no further consultation with TIU heads or committees on substantive  
12 matters should take place. This assures that the levels of review are independent. Committee members  
13 from a candidate's TIU will be ineligible to participate in any discussion of the case, including  
14 procedures, policies, or culture of the TIU. The only exception is in the case of the Knowlton School,  
15 where a committee member from a different section than the candidate may participate in the discussion  
16 but not vote. Only the dossier material should be discussed and evaluated.  
17

- 18 • Should questions arise with respect to procedural errors (those that reasonably could have  
19 affected the outcome), they should be addressed before the review continues. The error should be  
20 corrected at the level of the review at which it occurred. The case should be fully reconsidered  
21 from that point on. If internal letters have been generated at that level of review and beyond, they  
22 should be saved but not included in the dossier. The new written evaluations should note that  
23 reconsideration took place because of a procedural error and state the nature of that error. The  
24 comments process must be repeated for the new internal letters.  
25
- 26 • Should there be significant new information, the record may be amended; however, all parties to  
27 the review process must review an amended record. If the information becomes available after a  
28 case has left the TIU, the college committee may return the case to the TIU.  
29

30 Upon the receipt of a dossier from a TIU on a candidate for promotion and/or tenure, the Dean will  
31 submit the dossier to the College Promotion and Tenure Committee for review. In considering a TIU's  
32 recommendation for promotion and tenure, or for promotion, the College Promotion and Tenure  
33 Committee shall:  
34

- 35 • Assess the process used to evaluate candidates based upon the College APT document and the  
36 primary appointment TIU APT document, which must have been approved previously by the College  
37 and OAA.
- 38 • Review and evaluate the dossier, consistent with the Committee purposes described in the College's  
39 Pattern of Administration
- 40 • Recommend to the Dean a promotion and/or tenure action based upon evaluation of qualifications,  
41 performance and accomplishment of the candidate and considering comparable achievements in the  
42 candidate's discipline.  
43

44 The committee chair will preside over the relevant committee's discussion of each case. The criteria to be  
45 applied are outlined above and require excellence in scholarship, teaching, and service. The chair will be  
46 responsible for preparing the written report of the committee's assessment and vote. Only "yes" and "no"  
47 votes on the recommendation to tenure and/or promote candidates are allowable; abstentions are not  
48 allowed among committee members. Committee recommendations shall be in writing to the Dean and  
49 report the vote of the Committee on the matter deliberated by the Committee.  
50

1 After the college committee completes its work, the chair shall advise the Dean on tenure and promotion  
2 for each candidate. Following that consultation, the Dean shall make a final recommendation in writing to  
3 the Executive Vice President and Provost.  
4

5 Once the dean completes his or her letter to the Provost, the Dean will inform the candidate and the TIU  
6 head of the completion of the college-level review and of the availability of the reports. The candidate and  
7 TIU head will be provided with copies of those reports. University rules and OAA guidelines regarding  
8 the comments process will then be followed.  
9

10 When a promotion and tenure decision is negative, the Dean must advise the candidate of his or her right  
11 to appeal and also of his or her final date of employment under the seven-year rule (if applicable).  
12

13 Fourth-year reviews will follow the above procedures with one exception. The final decision with respect  
14 to reappointment will rest with the Dean. There is no comments process following the final decision.  
15

## 16 **6. College Dean Responsibilities**

17

18 The Dean will consider the recommendations of the Committee. If the Dean decides to deny promotion of  
19 a candidate on the faculty of practice or the research faculty, that decision is final ([Faculty Rules 3335-7-](#)  
20 [08](#) and [3335-7-36](#)). In all other cases, the Dean will recommend in writing, to the Executive Vice  
21 President for Academic Affairs and Provost, the promotion and/or tenure action to be taken.  
22

## 23 **7. Procedures for Regional Campus Faculty**

24

25 Regional campus faculty are first reviewed by the regional campus faculty according to the process  
26 established on that campus and then by the regional campus Dean/director. The regional campus review  
27 focuses on teaching and service.  
28

29 The regional campus Dean/director forwards the written evaluation and recommendation of the regional  
30 campus review to the Department Chair, from which point the review follows the procedures described  
31 for the Columbus campus faculty.  
32

## 33 **8. External Evaluations – Tenure Track, Faculty of Practice, Research Faculty and Adjunct** 34 **Faculty**

35

36 External evaluations of scholarly activity and research are obtained for all promotion reviews in which  
37 scholarship of tenure track and research faculty must be assessed. These include all tenure track  
38 promotion and tenure or promotion reviews, all research appointment contract renewals and promotion  
39 reviews, and all adjunct faculty promotion reviews.  
40

41 A minimum of five credible and useful evaluations must be obtained. A credible and useful evaluation:  
42

- 43 • Is written by a person highly qualified to judge the candidate's scholarship or other performance, as  
44 relevant who can give an "arms' length" evaluation of the research record and is not a close personal  
45 friend, research collaborator, or former academic advisor or post-doctoral mentor of the  
46 candidate. Qualifications are generally judged based on the evaluator's expertise, record of  
47 accomplishments, and institutional affiliation. For tenure track and research faculty candidates, TIUs  
48 will only solicit evaluations from professors at institutions comparable to Ohio State. In the case of an  
49 assistant professor seeking promotion to associate professor with tenure, a minority of the evaluations  
50 may come from associate professors.

- 1 • Provides enough analysis of the candidate's performance to add information to the review. A letter's  
2 usefulness is defined as the extent to which the letter is analytical as opposed to perfunctory. Under  
3 no circumstances will "usefulness" be defined by the perspective taken by an evaluator on the merits  
4 of the case.  
5

6 External evaluations that assess the quality and impact of faculty of practice candidates under  
7 consideration for promotion are to be obtained. The source and content of external evaluations for faculty  
8 of practice promotion candidates should reflect the contributions expected of faculty of practice members.  
9 External evaluations should address the extent and quality of teaching as characterized by internal and  
10 external evaluations of instruction and the quality of contributions through outreach and engagement with  
11 industry, the educational community and the broad community of practitioners as appropriate for the  
12 individual under review. Evaluations should also address the extent and quality of professional service to  
13 the TIU, College and University. External evaluations need not be restricted to national or international  
14 peers but should derive from authoritative and reputable sources qualified to comment substantively on  
15 the contributions and accomplishments of the faculty member. Examples of evidence for and balance  
16 among the areas of contribution are to be determined by each TIU approved for faculty of practice and  
17 described in the unit APT document.  
18

19 As described above, a list of potential evaluators is assembled by the Promotion and Tenure Committee,  
20 the Department Chair of the primary appointment TIU, and the candidate. In cases of jointly appointed  
21 faculty, additional evaluators may be suggested by the Department Chair of the secondary appointment  
22 TIU as appropriate. If the evaluators suggested by the candidate meet the criteria for credibility, a letter is  
23 requested from at least one of those persons. [Faculty Rule 3335-6-04](#) requires that no more than half the  
24 external evaluation letters in the dossier be written by persons suggested by the candidate. In the event  
25 that the person(s) suggested by the candidate do not agree to write, neither the Office of Academic Affairs  
26 nor any TIU within the college requires that the dossier contain letters from evaluators suggested by the  
27 candidate.  
28

29 The department follows the [Office of Academic Affairs suggested format](#) for letters requesting external  
30 evaluations.  
31

32 All solicited external evaluation letters that are received must be included in the dossier. If concerns arise  
33 about any of the letters received, these concerns may be addressed in the TIU's written evaluations or  
34 brought to the attention of the Office of Academic Affairs for advice.  
35

## 36 **9. Dossier**

37

38 As noted above under Candidate Responsibilities, every candidate must submit a complete and accurate  
39 dossier that follows the Office of Academic Affairs dossier outline. While the Promotion and Tenure  
40 Committee makes reasonable efforts to check the dossier for accuracy and completeness, the candidate  
41 bears full responsibility for all parts of the dossier that are to be completed by the candidate.  
42

### 43 **1. Teaching**

44

45 The time period for material included in the dossier for probationary faculty is the start date to present.  
46 For tenured or non-probationary faculty it is the date of last promotion or the last five years, whichever is  
47 less, to present. Examples of documentation include:  
48

- 1 • cumulative eSEI reports (Student Evaluation of Instruction computer-generated summaries prepared
- 2 by the Office of the University Registrar) for every class.
- 3 • a year-by-year summary of the eSEI reports (both quantitative and narrative components) prepared by
- 4 a faculty member other than the candidate.
- 5 • peer evaluation of teaching reports as required by the TIU's peer evaluation of teaching program
- 6 (details, including number, provided in Section IX below).
- 7 • Copies of pedagogical papers, books or other materials published, or accepted for publication.
- 8 Material accepted for publication but not yet published must be accompanied by a letter from the
- 9 publisher stating that the work has been unequivocally accepted and is in final form with no further
- 10 revisions needed.
- 11 • teaching activities as listed in the core dossier including:
- 12 ○ involvement in graduate/professional exams, theses, and dissertations, and undergraduate
- 13 research
- 14 ○ mentoring postdoctoral scholars and researchers
- 15 ○ extension and continuing education instruction
- 16 ○ involvement in curriculum development
- 17 ○ awards and formal recognition of teaching
- 18 ○ presentations on pedagogy and teaching at national and international conferences
- 19 ○ adoption of teaching materials at other colleges or universities.
- 20 • other relevant documentation of teaching as appropriate.

## 22 **2. Scholarship**

23  
24 The time period for material included in the dossier for probationary faculty is the start date to present.  
25 For tenured or non-probationary faculty, it is normally the date of last promotion to present. All  
26 scholarship outcomes will be reviewed for increasing independence over time. There should also be an  
27 increasing trajectory of significant scholarly outcomes over time. Examples of documentation include:  
28

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

## 43 **3. Service**

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

- 49 • service activities as listed in the core dossier including
- 50 ○ involvement with professional journals and professional societies

- 1       ○ consultation activity with industry, education, or government
- 2       ○ clinical services
- 3       ○ administrative service to TIU
- 4       ○ administrative service to college
- 5       ○ administrative service to university and Student Life
- 6       ○ advising to student groups and organizations
- 7       ○ awards and prizes for service to profession, university, or TIU.
- 8       • any available documentation (e.g. letters from committee Chairs) of the quality of service that
- 9       enhances the list of service activities in the dossier.

10  
11 The complete dossier is forwarded when the review moves beyond the TIU. The documentation of  
12 teaching is forwarded along with the dossier. The documentation of scholarship and service is for use  
13 during the TIU review only, unless reviewers at the College and University levels specifically request it.

## 14 15 **VII. Appeals**

16  
17 [Faculty Rule 3335-6-05](#) sets forth general criteria for appeals of negative promotion and tenure  
18 decisions. Appeals alleging improper evaluation are described in [Faculty Rule 3335-5-05](#).

19  
20 Disagreement with a negative decision is not grounds for appeal. In pursuing an appeal, the faculty  
21 member is required to document the failure of one or more parties to the review process to follow written  
22 policies and procedures.

## 23 24 **VIII. Seventh-Year Reviews**

25  
26 [Faculty Rule 3335-6-05](#) sets forth the conditions of and procedures for a Seventh Year Review for a  
27 faculty member denied tenure as a result of a sixth year (mandatory tenure) review.

## 28 29 30 **IX. Procedures for Student and Peer Evaluation of Teaching**

### 31 32 **A. Student Evaluation of Teaching**

33  
34 Use of the electronic Student Evaluation of Instruction (eSEI) including collection of open-ended  
35 narrative comments is required in every course offered in this college. Faculty members should choose a  
36 day late in the semester when attendance is likely to be high if s/he is going to provide in-class time for  
37 students to complete the evaluation using a mobile application. The faculty member must leave the  
38 classroom during the time allotted for completing the evaluation. The faculty member should reiterate to  
39 students that the feedback provided in the evaluations is used both for performance reviews and to  
40 provide feedback that can be considered in future teaching.

### 41 **B. Peer Evaluation of Teaching**

42  
43 The Department Chair or School Director of the TIU in which a particular course is taught oversees that  
44 TIU's peer evaluation of teaching process.

45  
46 Annually the Department Chair or School Director appoints a Peer Review of Teaching Committee. The  
47 responsibilities of the Peer Review of Teaching Committee are as follows:

48

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

20  
21 Reviews conducted upon the request of the Department Chair/School Director or the faculty member  
22 focus on the specific aspects of instruction requested by the Chair or faculty member and may or may not  
23 include class visitations

24  
25 Regularly scheduled peer teaching evaluations (the first three situations listed above) are comprehensive  
26 and should include, in addition to class visitation, review of course syllabi and related instruction  
27 materials. In the case of peer review for the purposes of promotion and tenure reviews, the class visitation  
28 is conducted by one or more senior peers whom the promotion and tenure Chair has identified in  
29 consultation with the candidate. The peer reviewer should meet with the candidate to establish a time for  
30 the visit and to understand the goals of the course and the candidate's teaching philosophy. If possible, the  
31 peer reviewer should attend two different class sessions over the course of the semester.

32  
33 In observing the course and reviewing the syllabus and other materials, the peer reviewer should focus on  
34 such issues as the appropriateness of the course design given the goals and level of the course, the quality  
35 and effectiveness of the instructional materials and assessment tools, and the appropriateness of the  
36 approach relative to current disciplinary knowledge. At the conclusion of the class visits, the reviewer  
37 meets with the candidate to give feedback and submits a written report to the Department Chair or School  
38 Director, copied to the candidate. The candidate may provide written comments on this report and the  
39 reviewer may respond if he/she wishes. The reports are included in the candidate's promotion and tenure  
40 dossier.