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Appointments, Promotion, and Tenure
Criteria and Procedures

for the Department of
Chemical and Biomolecular Engineering

(Approved by Faculty, July 17, 2020; OAA approved, August 27, 2020)

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1. PREAMBLE.

This document is a supplement to Chapter 6 and 7 of the Rules of the University Faculty <https://trustees.osu.edu/bylaws-and-rules/university-faculty-rules>; the Office of Academic Affairs annually updated procedural guidelines for promotion and tenure reviews in Volume 3 of the Policies and Procedures Handbook (<https://oaa.osu.edu/policies-and-procedures-handbook>); and other policies and procedures of the college and University to which the Department of Chemical and Biomolecular Engineering and its faculty are subject.

Should those rules and policies change, the Department 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 four years on the appointment or reappointment of the Department Chair.

This document must be approved by the Dean of the College of Engineering and the Office of Academic Affairs before it may be implemented. It sets forth the Department's mission and, in the context of that mission and the missions of the College and University, its criteria and procedures for faculty appointments and for faculty promotion, tenure and rewards, including salary increases. In approving this document, the Dean and the Office of Academic Affairs accept the mission and criteria of the Department and delegate to it the responsibility to apply high standards in evaluating current faculty and faculty candidates in relation to departmental mission and criteria.

The faculty and the administration are bound by the principles articulated in Faculty Rule 3335-6-01 (<https://trustees.osu.edu/university-faculty-rules/3335-6>) 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 (<https://trustees.osu.edu/university-faculty-rules/3335-6>) 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's policy on equal opportunity (https://policies.osu.edu/assets/docs/policy_pdfs/AffirmativeActionEqualEmploymentOpportunityandNon-Discrimination-Harassment_FINAL.pdf).

2. DEPARTMENT MISSION.

The Mission of the Department of Chemical and Biomolecular Engineering is:

To educate undergraduate and graduate students in Chemical and Biomolecular Engineering and foster cross-fertilization with other disciplines.

To advance the state-of-the-art knowledge of Chemical and Biomolecular Engineering and allied fields through novel and sustained research.

1 To serve the public, academic and industrial communities through consultation, collaborative
2 efforts, dissemination of research results, entrepreneurship and participation in conferences and
3 professional societies.

4
5 To value diversity as defined broadly in scholarship, approaches to teaching and in student, faculty
6 and staff make-up.

7 8 **3. DEFINITIONS.**

9
10 It is understood that the statements below are to be considered within the general framework
11 provided by the Rules of the University Faculty, and are subject to the provisions of that
12 document.

13
14 There are six types of faculty in the Department of Chemical and Biomolecular Engineering:
15 tenure-track, professor of practice, research, associated, courtesy, and emeritus. Untenured faculty,
16 as well as professors of practice or research professors during their initial appointment period, are
17 considered probationary.

18 19 **A. Eligible Faculty.**

20
21 The eligible faculty for all appointment (hiring), reappointment, contract renewal, promotion, or
22 promotion and tenure reviews must have their tenure home or primary appointment in the
23 Department.

24
25 The Department Chair, the Dean and Assistant and Associate deans of the College, the Executive
26 Vice President and Provost, and the President may not participate as eligible faculty members in
27 reviews for appointment, reappointment, promotion, promotion and tenure, or contract renewal.

28 29 **1. Tenure-track Faculty.**

30 31 **Initial Appointment Reviews**

- 32
- 33 • For an appointment (hiring or appointment change from another faculty type) review of an
34 assistant professor, the eligible faculty consists of all tenure-track faculty in the
35 department.
 - 36
37 • For appointment (hiring or appointment change from another faculty type) at senior rank
38 (associate professor or professor), a review is performed and a second vote cast by all
39 tenured faculty of equal or higher rank than the position requested.

40 41 **Reappointment, Promotion, or Promotion and Tenure Reviews**

- 42
- 43 • For the reappointment and promotion and tenure reviews of assistant professors, the
44 eligible faculty consists of all tenured associate professors and professors.

- 1 • For the promotion reviews of associate professors and the tenure reviews of probationary
2 professors, the eligible faculty consists of all tenured professors.
3

4 **2. Faculty of Practice.**
5

6 **Initial Appointment Reviews**
7

- 8 • For an appointment (hiring or appointment change from another faculty type) review of a
9 practice assistant professor, the eligible faculty consists of all tenure-track faculty and all
10 faculty of practice in the department.
11
- 12 • For appointment (hiring) at senior rank (practice associate professor or professor), a review
13 is performed and a second vote cast by all tenured faculty of equal or higher rank than the
14 position requested, and all nonprobationary faculty of practice of equal or higher rank than
15 the position requested.
16

17 **Reappointment, Contract Renewal, and Promotion Reviews**
18

- 19 • For the reappointment, contract renewal, and promotion reviews of practice assistant
20 professors, the eligible faculty consists of all tenured associate professors and professors,
21 and all nonprobationary associate professors and professors of practice.
22
- 23 • For the reappointment, contract renewal, and promotion reviews of practice associate
24 professors, and the reappointment and contract renewal reviews of practice professors, the
25 eligible faculty consists of all tenured professors, and all nonprobationary professors of
26 practice.
27

28 **3. Research Faculty.**
29

- 30 • For an appointment (hiring or appointment change from another faculty type) review of a
31 research assistant professor, the eligible faculty consists of all tenure-track faculty and all
32 research faculty in the department.
33
- 34 • For appointment (hiring or appointment change from another faculty type) at senior rank
35 (research associate professor or research professor), a review is performed and a second
36 vote cast by all tenured faculty of equal or higher rank than the position requested and all
37 nonprobationary research faculty of equal or higher rank than the position requested.
38

39 **Reappointment, Contract Renewal, and Promotion Reviews**
40

- 41 • For the reappointment, contract renewal, and promotion reviews of research assistant
42 professors, the eligible faculty consists of all tenured associate professors and professors
43 and all nonprobationary research associate professors and professors.
44
- 45 • For the reappointment, contract renewal, and promotion reviews of research associate
46 professors and the reappointment and contract renewal reviews of research professors, the

1 eligible faculty consists of all tenured professors and all nonprobationary research
2 professors.

3
4 **4. Conflict of Interest.**

5
6 A conflict of interest exists when an eligible faculty member is related to a candidate or has a
7 comparable close interpersonal relationship, has substantive financial ties with the candidate,
8 is dependent in some way on the candidate's services, has a close professional relationship
9 with the candidate (dissertation advisor), or has collaborated so extensively with the
10 candidate that an objective review of the candidate's work is not possible. Generally, faculty
11 members who have collaborated with a candidate on at least 50% of the candidate's
12 published work since the last promotion will be expected to withdraw from a promotion
13 review of that candidate.

14
15 **5. Minimum Composition.**

16
17 In the event that the Department does not have at least three eligible faculty members who
18 can undertake a review, the Department Chair, after consulting with the Dean, will appoint a
19 faculty member from another Department within the College.

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

22
23 Promotion and Tenure Committee consists of all Eligible faculty for voting. The chair appoints a
24 chair (or two co-chairs) to manage the process. A Procedures Oversight Designee (POD) is also
25 chosen by the Eligible faculty to oversee the process.

26
27 When considering cases involving faculty of practice the Promotion and Tenure Committee may
28 be augmented by two non-probationary faculty of practice members.

29
30 When considering cases involving research faculty the Promotion and Tenure Committee may be
31 augmented by two non-probationary research faculty members.

32
33 **C. Quorum.**

34
35 The quorum required to discuss and vote on all personnel decisions is two thirds of the eligible
36 faculty not on an approved leave of absence. Faculty on approved leave of absences may not
37 participate in personnel decisions including promotion and tenure reviews. A member of the
38 eligible faculty on Special Assignment may be excluded from the count for the purposes of
39 determining quorum only if the Department Chair has approved an off-campus assignment.

40
41 Faculty members who recuse themselves because of a conflict of interest are not counted when
42 determining quorum.

43
44 **D. Recommendation from the Committee of the Eligible Faculty.**

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

5 Absentee ballots and proxy votes are not permitted.
6

7 **1. Appointment.**
8

9 A positive recommendation from the eligible faculty for appointment is secured when two-
10 thirds of the votes cast are positive.
11

12 **2. Reappointment, Promotion and Tenure, Promotion, and Contract Renewal.**
13

14 A positive recommendation from the eligible faculty for reappointment, promotion and
15 tenure, promotion, and contract renewal is secured when a simple majority of the votes cast
16 are positive.
17

18 **4. APPOINTMENTS.**
19

20 Tenure-track, professor of practice, research, associated, and emeritus faculty positions require the
21 approval of the Dean. In addition to complying with all University and College rules with respect to the
22 total number of professors of practice and research faculty, under no circumstance will the combined
23 number of professors of practice and research faculty exceed 30% of the total number of tenure-track
24 faculty. Following is the Department of Chemical and Biomolecular Engineering’s criteria for each of
25 the six types of faculty.
26

27 **A. CRITERIA.**
28

29 **1.0. General Criteria for Tenure-track Faculty.**

30 The candidate offered a position will:

- 31 • have demonstrated through clear and convincing evidence that for the particular
32 appointment the criteria have been met or exceeded in the following areas: teaching,
33 scholarship and service.
- 34 • enhance or have strong potential to enhance the quality of the Department.
- 35 • have support for the appointment, demonstrated by a strong consensus within the
36 Department as evidenced by an appropriate faculty review and a 66 percent positive vote.
37 Only positive and negative votes of the currently eligible voting faculty are valid and a
38 faculty may remove themselves from the vote if they were not present for a majority of
39 the evaluation/deliberation of the candidate.
40

41 **1.1. Criteria: Tenure-track Assistant Professor.**

42 The candidate offered a position will:

- 43 • have an earned doctorate or other terminal degree in the relevant field of study or
44 possession of equivalent experience.
- 45 • have a potential for excellence in teaching, as demonstrated by a record of teaching
46 and/or excellence in verbal and written communication.

- have a potential for excellence in scholarship as demonstrated by having produced a body of research, scholarship and creative work.
- have a potential to perform effective service.
- have a strong potential to attain tenure and advance through the faculty ranks.

Appointment at the rank of assistant professor is always probationary, with mandatory tenure review occurring in the sixth year of service. For individuals not recommended for promotion and tenure after the mandatory review, the 7th year will be the final year of employment.

Review for tenure prior to the mandatory review year is possible when the Promotion and Tenure Committee determines such a review to be appropriate. The granting of prior service credit, which requires approval of the Office of Academic Affairs, may reduce the length of the probationary period, but is strongly discouraged as it cannot be revoked once granted.

An offeree can be appointed as an instructor if all of the criteria for the position of a tenure-track faculty assistant professor have been met with the exception that the offeree has not completed the terminal degree at the time of the appointment. Award of the terminal degree must be imminent. An individual who begins an appointment as an instructor without the terminal degree must, therefore, complete the terminal degree and be promoted by the beginning of the third year of appointment or that year is the last year of the appointment (Faculty Rule 3335-6-03, <https://trustees.osu.edu/bylaws-and-rules/3335-6>).

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

1.2. Criteria: Associate Professor with Tenure.

The candidate offered a position will:

- Meet or exceed the Department criteria for promotion to Associate Professor with tenure.
- Candidates who have not held a faculty position must demonstrate strong research achievements and recognition, an aptitude and strong interest in teaching and a record of service to the profession.

1.3. Criteria: Professor with Tenure.

The candidate offered a position will:

- Meet or exceed the Department criteria for promotion to Professor with tenure.
- Candidates who have not held a faculty position must demonstrate international recognition for their research, an aptitude and strong interest in teaching and significant service to the profession.

1.4. Criteria: Associate Professor or Professor without Tenure.

Appointment to Associate Professor or Professor generally includes tenure. However, in special cases, a probationary period may be granted, in accordance with Faculty Rule 3335-

1 6-03 (<https://trustees.osu.edu/bylaws-and-rules/3335-6>), for a period not to exceed four years.
2 Review for tenure occurs in the final year of the probationary appointment. If tenure is not
3 granted, an additional (terminal) year of employment is offered.
4

5 **1.5. Prior Approval**

6 Appointment offers at the rank of Associate Professor or Professor, with or without tenure,
7 and/or offers of prior service credit require prior approval of the Office of Academic Affairs.
8

9 Foreign nationals who lack permanent residency status may be appointed to a senior rank and
10 approved for tenure, if appropriate, but the university will not grant tenure in the absence of
11 permanent residency. Offers to foreign nationals require prior consultation with the Office of
12 International Affairs.
13

14 **2. Criteria for Faculty of practice.**

15 Faculty of practice positions exist in the Department of Chemical and Biomolecular
16 Engineering and will be referred to as “Assistant, Associate, or Professor of Practice” in
17 Chemical and Biomolecular Engineering. Distinctions among ranks are based on the level of
18 distinction attained by the candidate. Reappointment is based on the candidate’s performance
19 and on the continued needs of the Department.
20

21 There must be clear and convincing evidence that the offeree of an appointment as assistant,
22 associate, or professor of practice has, at a minimum, (i) exemplary capability in the offeree’s
23 areas of specialization, (ii) significant experience in the practice of the discipline, (iii)
24 demonstrated exceptional professional accomplishment, and (iv) potential to support student
25 and program development in the offeree’s areas of expertise. Furthermore, the offeree is
26 required to have either (a) earned master’s degree, with a doctoral degree being preferred, or
27 (b) have appropriate professional accomplishments demonstrating expertise in their areas of
28 specialization, a minimum of five years of experience in the workplace, and the required
29 licensure/certification in their areas of specialization. Professional publications or actual
30 teaching experience are not required, but either or both would strengthen the offeree’s
31 qualifications.
32

33 Faculty of practice appointments are for three to five years with the possibility of renewal. The
34 initial contract is probationary, with reappointment considered annually. Tenure is not granted
35 to professors of practice. There is also no presumption that subsequent contracts will be
36 offered, regardless of performance. If the department wishes to consider contract renewal, a
37 formal review of the faculty member is required in the penultimate year of the current contract
38 period. For more information see Faculty Rule 3335-7 ([https://trustees.osu.edu/university-
39 faculty-rules/3335-7](https://trustees.osu.edu/university-faculty-rules/3335-7)).
40

41 Faculty of practice may participate in matters of governance and committee service in the
42 Department and at the College level, except that they cannot participate as voting members
43 of the Department Promotion and Tenure Committee when voting on tenure-track or research
44 faculty.
45

46 **3. Criteria for Research Faculty.**

1 Research faculty in the College of Engineering will be referred to as “Assistant Research
2 Professor, Associate Research Professor, or Research Professor” in Chemical and
3 Biomolecular Engineering. Distinctions among ranks are based on the level of distinction
4 attained by the candidate as described below. Reappointment is based on the candidate’s
5 performance and on the continued needs of the TIU.
6

7 Appointment of research faculty entails one- to five-year contracts. The initial contract is
8 probationary, with reappointment considered annually. Tenure is not granted to research
9 faculty. There is also no presumption that subsequent contracts will be offered, regardless of
10 performance. If the department wishes to consider contract renewal, a formal review of the
11 faculty member is required in the penultimate year of the current contract period. For more
12 information see Faculty Rule 3335-7 ([https://trustees.osu.edu/university-faculty-rules/3335-
13 7](https://trustees.osu.edu/university-faculty-rules/3335-7)).
14

15 Appointments at the rank of Associate Research Professor or Research Professor require
16 evaluation by the Promotion and Tenure Committee and a discussion and vote by the eligible
17 faculty. The Department Chair and/or the Promotion and Tenure Committee Chair may
18 request external evaluation letters.
19

20 **Assistant Research Professor.** Appointment at the rank of assistant research professor
21 requires that the individual have a doctorate and a record of high-quality publications that
22 strongly indicate the ability to sustain an independent, externally funded research program.
23

24 **Associate Research Professor and Research Professor.** Appointment at the rank of
25 associate research professor or research professor requires that the individual have a
26 doctorate and meet, at a minimum, the department's criteria for promotion to these ranks.
27

28 Research faculty may participate in matters of governance and committee service in the
29 Department and at the College level, except that they cannot participate as voting members
30 of the department promotion and tenure committee when voting on tenure-track faculty or
31 faculty of practice.
32

33 **4. Associated Faculty.**

34 Faculty Rule 3335-5-19 (<https://trustees.osu.edu/bylaws-and-rules/3335-5>) enumerates the
35 titles that may be held by Associated faculty in the Department of Chemical and
36 Biomolecular Engineering. Associated faculty include: lecturers, senior lecturers, faculty
37 with tenure-track titles having appointments less than 50%, and adjunct and visiting faculty.
38 Associated appointments are made for up to three years at a time, and can be renewed.
39 Associated faculty are not eligible for tenure in the Department of Chemical and
40 Biomolecular Engineering.
41

42 An associated faculty member should hold a Ph.D. or, alternatively, have had significant,
43 industrial and or practical experience comparable to a terminal degree. Visiting faculty may
44 not be appointed for more than three consecutive years at 100% FTE.
45

46 **Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor.** Adjunct
47 appointments may be compensated or uncompensated. Adjunct faculty appointments are

1 given to individuals who give academic service to the department, such as teaching a course
2 or serving on graduate student committees, for which a faculty title is appropriate. Typically,
3 the adjunct faculty rank is determined by applying the criteria for appointment of tenure-
4 track faculty. Adjunct faculty members are eligible for promotion (but not tenure) and the
5 relevant criteria are those for promotion of tenure-track faculty.
6

7 **Lecturer.** Evidence of ability to provide high-quality instruction is required. Lecturers are
8 not eligible for tenure, but may be promoted to senior lecturer if they meet the criteria for
9 appointment at that rank. The initial appointment for a lecturer should generally not exceed
10 one year.
11

12 **Senior Lecturer.** Appointment as senior lecturer requires that the individual have, at a
13 minimum, a doctorate in a field appropriate to the subject matter to be taught, along with
14 evidence of ability to provide high-quality instruction; or a Master's degree and at least five
15 years of teaching experience with documentation of high-quality teaching. Senior lecturers
16 are not eligible for tenure or promotion. The initial appointment for a senior lecturer should
17 generally not exceed one year.
18

19 **Assistant Professor, Associate Professor, Professor with FTE below 50%.** Appointment
20 at tenure-track titles is for individuals at 49% FTE or below, either compensated (1 – 49%
21 FTE) or uncompensated (0% FTE). The rank of associated faculty with tenure-track titles is
22 determined by applying the criteria for appointment of tenure-track faculty. Associated
23 faculty members with tenure-track titles are eligible for promotion (but not tenure) and the
24 relevant criteria are those for promotion of tenure-track faculty.
25

26 **Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor, Visiting**
27 **Professor.** Visiting faculty appointments may either be compensated or not compensated.
28 Visiting faculty members on leave from an academic appointment at another institution are
29 appointed at the rank held in that position. The rank at which other (non-faculty) individuals
30 are appointed is determined by applying the criteria for appointment of tenure-track faculty.
31 Visiting faculty members are not eligible for tenure or promotion. They may not be
32 reappointed for more than three consecutive years.
33

34 **5. Courtesy Appointments for Faculty.**

35 A no-salary joint appointment for tenure-track faculty, faculty of practice, or research faculty
36 from another TIU is a courtesy appointment. A courtesy appointment is made at the
37 individual's current Ohio State rank, with promotion in rank recognized.
38

39 **6. Emeritus Faculty**

40
41 Emeritus faculty status is an honor given in recognition of sustained academic contributions
42 to the university as described in Faculty Rule [3335-5-36](#). Full-time tenure track, practice,
43 research, or associated faculty may request emeritus status upon retirement or resignation at
44 the age of sixty or older with ten or more years of service or at any age with twenty-five or
45 more years of service.

1 Faculty will send a request for emeritus faculty status to the Department Chair outlining
2 academic performance and citizenship. The Committee of Eligible faculty (tenured and
3 nonprobationary practice associate professors and professors) will review the application
4 and make a recommendation to the Department Chair. The Department Chair will decide
5 upon the request, and if appropriate submit it to the Dean. If the faculty member requesting
6 emeritus status has in the 10 years prior to the application engaged in serious dishonorable
7 conduct in violation of law, rule, or policy and/or caused harm to the university's reputation
8 or is retiring pending a procedure according to Faculty Rule 3335-5-04, emeritus status will
9 not be considered.

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

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

15 **B. PROCEDURES (RECRUITMENT).**

16 See the Office of Academic Affairs Policies and Procedures Handbook
17 (<http://oaa.osu.edu/policiesprocedureshandbook.html>) on the following topics:
18

19 Recruitment of Tenure-track Faculty, Faculty of Practice and Research Faculty
20 Appointments at Senior Rank or with Prior Service Credit
21 Hiring Faculty From Other Institutions After April 30
22 Appointment of Foreign Nationals
23 Letters of Offer
24
25
26

27 **1. Tenure-track Faculty.**

28 A national search is required to ensure a diverse pool of highly qualified candidates for all
29 tenure-track positions. Exceptions to this policy must be approved by the Dean of the College
30 and the Office of Academic Affairs in advance. Search procedures must entail substantial
31 faculty involvement and be consistent with the OAA [Policy on Faculty Recruitment and](#)
32 [Selection](#). Searches for tenure-track faculty proceed as follows:
33

- 34 - The Dean of the College provides approval for the Department to commence a search
35 process. This approval may or may not be accompanied by constraints with regard to salary,
36 rank, and field of expertise.
- 37 - The Department Chair appoints a search committee consisting of three or more faculty
38 members who reflect the field of expertise that is the focus of the search (if relevant) as well
39 as other fields within the Department.
40

41 Prior to any search, members of all search committees must undergo inclusive hiring
42 practices training available through the Office of Diversity and Inclusion
43 (<https://odi.osu.edu/>). Implicit bias training, also strongly encouraged, is available through
44 the Kirwan Institute for the Study of Race and Ethnicity (<http://kirwaninstitute.osu.edu/>).
45

1 The search committee:

- 2 • Appoints a Diversity Advocate who is responsible for providing leadership in assuring that
3 vigorous efforts are made to achieve a diverse pool of qualified applicants.
- 4 • Develops a search announcement for both internal posting in the University Personnel
5 Postings (formerly known as the "green sheet") through the Office of Human Resources and
6 external advertising, subject to the Department Chair's approval. The external advertising
7 will consist of placing the announcement in appropriate journals, sending it in letters to
8 appropriate academic departments external to OSU, and posting it on the Departmental
9 website. The announcement will be no more specific than is necessary to accomplish the
10 goals of the search, since an offer cannot be made that is contrary to the content of the
11 announcement with respect to rank, field, credentials, salary, etc. In addition, timing for the
12 receipt of applications will be stated as a preferred date, not a precise closing date, in order to
13 allow consideration of any applications that arrive before the conclusion of the search.
- 14 • Develops and implements a plan for external advertising and direct solicitation of
15 nominations and applications. If there is any likelihood that the applicant pool will include
16 qualified foreign nationals, the search committee must advertise using at least one 30-day
17 online ad in a national professional journal. The University does not grant tenure in the
18 absence of permanent residency ("green card"), and strict U. S. Department of Labor (DOL)
19 guidelines do not permit sponsorship of foreign nationals for permanent residency unless the
20 search process resulting in their appointment to a tenure-track position included an
21 advertisement in a field-specific nationally circulated professional journal.
- 22 • Screens applications and letters of recommendation and presents to the full faculty a
23 summary of those applicants (typically a subset of all of the applicants) judged worthy of
24 interview. If the faculty agrees with this judgment, on-campus interviews are arranged by the
25 search committee chair, assisted by the Department office. If the faculty does not agree, the
26 Department Chair in consultation with the faculty determines the appropriate next steps, e.g.,
27 to solicit new applications, to review other applications already received, or to cancel the
28 current search.

29
30 On-campus interviews with candidates must include opportunities for interaction with faculty
31 groups, including the search committee; graduate students; the Department Chair; and the
32 Dean or designee. In addition, all candidates make a presentation to the faculty and graduate
33 students on their research. All candidates interviewing for a particular position must follow
34 the same interview format.

35
36 Following completion of on-campus interviews, the eligible voting faculty meet to discuss
37 perceptions and preferences, and to vote on each candidate.

38
39 If the offer involves senior rank, the eligible voting faculty vote also on the appropriateness
40 of the proposed rank. (The results of the vote are provided to the Office of Academic Affairs,
41 along with the other documentation required for offers at senior rank.) If the offer involves
42 prior service credit, the eligible faculty vote on the appropriateness of such credit.
43 Appointment offers at the rank of Associate Professor or Professor, with or without tenure,
44 and/or offers of prior service credit require prior approval of the Office of Academic Affairs.
45

1 In the event that more than one candidate achieves the level of support required to extend an
2 offer, the Department Chair decides which candidate to approach first. The details of the
3 offer, including compensation, are determined by the Department Chair.
4

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

11 **2. Faculty of practice.**

12
13 Searches for faculty of practice generally proceed identically as for tenure-track faculty, with
14 the exception that the candidate's presentation during the on-campus interview is on
15 professional practice rather than research.
16

17 Highly qualified faculty of practice candidates may occasionally be considered for
18 appointment without a national search, but only when there is a reasonable likelihood that a
19 national search would not result in finding more highly qualified and/or more diverse
20 candidates. The Dean must first approve the decision to interview a candidate without a
21 national search. The Department Chair determines the details of the offer, including the
22 length of the initial contract subject to approval by the Dean.
23

24 Appointments at rank of Associate Professor of Practice or Professor of Practice require
25 evaluation by the Promotion and Tenure Committee, as well as a discussion and vote by the
26 eligible faculty. This process must include external evaluation letters that focus on the
27 candidate's credentials in teaching and/or professional practice, as opposed to the external
28 letters for traditional tenure-track faculty which emphasize teaching and research credentials.
29 To address this challenge, the Department should be proactive and encourage faculty of
30 practice to make professional presentations on their teaching at national meetings, such as
31 ASEE, AIChE, and sub-specialties, such as safety societies.
32

33 **3. Research Faculty.**

34 Searches for research faculty generally proceed identically as for tenure-track faculty. Highly
35 qualified research candidates may occasionally be considered for appointment without a
36 national search, but only when there is a reasonable likelihood that a national search would
37 not result in finding more highly qualified and/or more diverse candidates. The faculty and
38 the Dean of the College must first approve the decision to interview a candidate without a
39 national search. From that point, the on-campus interview and decision-making processes are
40 identical to those following a national search. The Department Chair determines the details of
41 the offer.
42

43 **4. Transfer from the Tenure-track.**

44

1 Tenure-track faculty may transfer to a faculty of practice or research appointment if
2 appropriate circumstances exist. Tenure is lost upon transfer, and transfers must be approved
3 by the Department Chair, the College Dean, and the Executive Vice President and Provost.
4

5 The request for transfer must be initiated by the faculty member in writing and must state
6 clearly how the individual's career goals and activities have changed.
7

8 Transfers from a faculty of practice appointment and from a research faculty appointment to
9 the tenure-track faculty appointment are not permitted. Faculty of practice members and
10 research faculty members may apply for tenure-track positions and compete in regular
11 national searches for such positions.
12

13 **5. Appointments for Associated Faculty.**

14 Any Department faculty member may propose an Associated Faculty appointment. A
15 proposal that describes the academic service to this Department justifying the appointment is
16 considered at a faculty meeting. If the proposal is approved by the faculty, a draft letter of
17 offer, accompanied by the candidate's curriculum vitae, is then submitted to the Engineering
18 Administration for review and approval by the Dean.
19

20 The Department Chair determines the details of the offer.
21

22 Associated faculty for whom promotion is a possibility follow the promotion guidelines and
23 procedures for tenure-track faculty (see Promotion and Tenure and Promotion Reviews
24 below), with the exception that the review does not proceed to the College level if the
25 Department Chair's recommendation is negative, and does not proceed to the university level
26 if the Dean's recommendation is negative.
27

28 **6. Courtesy Appointments for Faculty.**

29 Any Department faculty member may propose a 0% FTE (courtesy) appointment for a
30 faculty member from another Ohio State Department. A proposal that describes the
31 uncompensated academic service to this Department justifying the appointment is considered
32 at a faculty meeting. If the proposal is approved by the faculty, the Department Chair extends
33 an offer of appointment. The Department Chair reviews all courtesy appointments annually
34 to determine whether they continue to be justified, and takes recommendations for non-
35 renewal from the faculty for a vote at a faculty meeting.
36

37 **5. ANNUAL PERFORMANCE AND MERIT REVIEW.**

38
39 The Department follows the requirements for annual performance and merit reviews as set forth in
40 the [Policy on Faculty Annual Review and Reappointment](#), which stipulates that such reviews must
41 include a scheduled opportunity for a face-to-face meeting as well as a written assessment.
42

43 The annual performance and merit reviews of every faculty member are based on expected
44 performance in teaching, research, and service as set forth in the Department's guidelines on Faculty
45 Duties and Responsibilities; on any additional assignments and goals specific to the individual; and
46 on progress toward promotion where relevant. For jointly appointed faculty, including Discovery

1 Theme appointments, additional assignments and goals related to the joint appointment will also be
2 part of the evaluation. Specific documentation requirements in the areas of teaching, research,
3 creative work, scholarship and service will be determined by the primary appointment TIU, with the
4 understanding that joint appointments may require some agreed flexibility with the consensus of the
5 TIU Chair or Director.

6
7 The Department Chair is required (per Faculty Rule 3335-3-35, [https://trustees.osu.edu/bylaws-and-
8 rules/3335-3](https://trustees.osu.edu/bylaws-and-rules/3335-3)) to include a reminder in the annual review letter that all faculty have the right (per
9 Faculty Rule 3335-5-04, <https://trustees.osu.edu/bylaws-and-rules/3335-5>) to view their primary
10 personnel file and to provide written comment on any material therein for inclusion in the file.

11 **A. Documentation.**

12
13
14 The annual performance review of every faculty member requires evaluation based on the three
15 primary focuses of faculty responsibility: teaching, research and service. A template, given to
16 faculty members each year to assist in the collection and presentation of data for this review is
17 included in Appendix I. For their annual performance and merit review, faculty members must
18 submit the following documents to the Department Chair no later than the final day of autumn
19 semester classes:

- 20
21 • Office of Academic Affairs dossier outline, [*Policies and Procedures Handbook*](#), Volume 3
22 (*required for probationary faculty and recommended for associate professors*) or updated
23 documentation of performance and accomplishments (*non-probationary faculty*)
- 24 • updated CV, which will be made available to all faculty in an accessible place (*all faculty*)

25
26 Other documentation for the annual performance and merit review will be the same as that for
27 consideration for promotion and/or tenure. That documentation is described in Section 6 of this
28 document.

29
30 Under no circumstances should faculty solicit evaluations from any party for purposes of the
31 annual performance and merit review, as such solicitation places its recipient in an awkward
32 position and produces a result that is unlikely to be candid.

33 **B. Probationary Tenure-track Faculty.**

34
35
36 Every probationary tenure-track faculty member is reviewed annually by the Chair, who meets
37 with the faculty member to discuss his or her performance, future plans, and goals; and prepares
38 a written evaluation that includes a recommendation on whether to renew the probationary
39 appointment. At the Chair's discretion, comments from other faculty with regard to the
40 probationary faculty performance may be solicited. In the case of jointly appointed faculty, the
41 face-to-face meeting is to include the TIU Chairs or Directors and/or designees for all the TIUs
42 to which the faculty member is appointed, while the written evaluation is to be prepared by the
43 primary TIU Chair or Director or designee and may be signed by all of the TIU Chairs or
44 Directors or designees present at the meeting.

1 If the Department Chair recommends renewal of the appointment, this recommendation is
2 final. The Department Chair's annual review letter to the faculty member renews the
3 probationary appointment for another year and includes content on future plans and goals. In the
4 case of jointly appointed faculty, this letter should include input from all of the appointed TIUs.
5 In the case of jointly appointed faculty, this evaluation is to be signed by all Directors and Chairs
6 of TIUs to which the faculty member has been appointed if within the College. The faculty
7 member may provide written comments on the review. The Department Chair's letter (along with
8 the faculty member's comments, if received) is forwarded to the Dean of the College. In addition,
9 the annual review letter becomes part of the cumulative dossier for promotion and tenure (along
10 with the faculty member's comments).
11

12 If the Department Chair recommends nonrenewal, the Fourth-Year Review process (per Faculty
13 Rule 3335-6-04 [<https://trustees.osu.edu/bylaws-and-rules/3335-6>]) is invoked. Following
14 completion of the comments process, the complete dossier is forwarded to the College for review
15 and the Dean makes the final decision on renewal or nonrenewal of the probationary
16 appointment.
17

18 **1. Fourth Year Review.**

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

24 External evaluations are only solicited when either the Department Chair or the eligible
25 faculty determine that they are necessary to conduct the Fourth-Year Review. This may occur
26 when the candidate's scholarship is in an emergent field, is interdisciplinary, or the eligible
27 faculty do not feel otherwise capable of evaluating the scholarship without outside input. In
28 the case of jointly appointed faculty, the Department Chair or School Director of the
29 secondary appointment TIU should be consulted as an additional source of evaluation in
30 determining whether outside letters should be solicited.
31

32 The eligible faculty conducts a review of the candidate and a vote is taken by the eligible
33 faculty.
34

35 The eligible faculty forwards a record of the vote and a written performance review to the
36 Department Chair. The Department Chair conducts an independent assessment of
37 performance and prepares a written evaluation that includes a recommendation on whether to
38 renew the probationary appointment. At the conclusion of the Department review, the formal
39 comments process (per Faculty Rule 3335-6-04 [[https://trustees.osu.edu/bylaws-and-
40 rules/3335-6](https://trustees.osu.edu/bylaws-and-rules/3335-6)]) is followed and the case is forwarded to the College for review, regardless of
41 whether the Department Chair recommends renewal or nonrenewal.
42

43 **2. Exclusion of Time from the Probationary Period.**

44 Faculty Rule 3335-6-03 (D) sets forth the conditions under which a probationary tenure-track
45 faculty member may exclude time from the probationary period. The full text of the rule and
46 application process is available at <https://trustees.osu.edu/bylaws-and-rules/3335-6>. Current

1 reasons for exclusion of time include birth or adoption of children under the age of six,
2 personal illness, care of a seriously ill or injured person, an unpaid leave of absence, or
3 factors beyond the faculty member's control that hinder the performance of the usual range of
4 duties.

6 **C. Tenured Faculty.**

7 Associate Professors are reviewed annually by the Department Chair. The Department Chair
8 conducts an independent assessment; meets with the faculty member to discuss his or her
9 performance and future plans and goals; and prepares a written evaluation on these topics. In the
10 case of jointly appointed faculty, these reviews should include assessments from all TIUs to
11 which the faculty member has been appointed within the College. The faculty member may
12 provide written comments on the review.

13
14 Professors are reviewed annually by the Department Chair, who meets with the faculty member to
15 discuss his or her performance and future plans and goals. The annual review of professors is
16 based on their having achieved sustained excellence in the discovery and dissemination of new
17 knowledge relevant to the mission of the tenure initiating unit, as demonstrated by national and
18 international recognition of their scholarship; ongoing excellence in teaching, including their
19 leadership in graduate education in both teaching and mentoring students; and outstanding service
20 to the Department, the University, and their profession, including their support for the professional
21 development of assistant and associate professors. Professors are expected to be role models in
22 their academic work, interaction with colleagues and students, and in the recruitment and retention
23 of junior colleagues. As the highest ranking members of the faculty, the expectations for academic
24 leadership and mentoring for professors exceed those for all other members of the faculty.

25
26 If a professor has an administrative role, the impact of that role and other assignments will be
27 considered in the annual review. The Department Chair prepares a written evaluation of
28 performance against these expectations. The faculty member may provide written comments on
29 the review.

31 **D. Faculty of practice.**

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

36
37 In the penultimate contract year of a faculty of practice member's appointment, the Department
38 Chair must determine whether the position held by the faculty member will continue. If the
39 position will not continue, the faculty member is informed that the final contract year will be a
40 terminal year of employment. The standards of notice set forth in Faculty Rule 3335-6-08
41 (<https://trustees.osu.edu/bylaws-and-rules/3335-6>) must be observed.

42
43 If the position will continue, a formal performance review for reappointment is necessary in the
44 penultimate contract year to determine whether the faculty member will be offered a new
45 contract. This review follows the review procedures for promotion of faculty of practice (see
46 Section 6). There is no presumption of renewal of contract.

1
2 **E. Research Faculty.**

3 The annual review process for probationary and non-probationary research faculty is identical to
4 that for probationary and tenured tenure-track faculty, except that non-probationary research
5 faculty may participate in the review of research faculty of lower rank.
6

7 In the penultimate contract year of a research faculty member's appointment, the Department
8 Chair must determine whether the position held by the faculty member will continue. If it will
9 not continue, the faculty member is informed that the final contract year will be a terminal year
10 of employment. The standards of notice set forth in Faculty Rule 3335-6-08
11 (<https://trustees.osu.edu/bylaws-and-rules/3335-6>) must be observed.
12

13 If the position will continue, a formal performance review for reappointment is necessary in the
14 penultimate contract year to determine whether the faculty member will be offered a new
15 contract. This review follows the review procedures for promotion of research faculty (see
16 Section 6). There is no presumption of renewal of contract.
17

18 **F. Associated Faculty.**

19 The Department Chair reviews all associated faculty appointments, except those of tenure-track
20 faculty with a joint appointment in another department, annually to determine whether they
21 continue to be justified, and takes recommendations for non-renewal before the faculty vote at a
22 faculty meeting. Reappointment letters for associated faculty on annual appointments should
23 summarize the faculty member's previous year of service.
24

25 Compensated associated faculty members on a multiple year appointment are reviewed annually
26 by the Department Chair, or designee. The Department Chair, or designee, prepares a written
27 evaluation and meets with the faculty member to discuss his or her performance, future plans,
28 and goals. No later than October 15 of the final year of the appointment, the Chair will decide
29 whether or not to reappoint. The Department Chair's recommendation on reappointment is final.
30 The procedure for tenure-track faculty with joint appointment in another department is outlined
31 in the offer letter and is not included in the above description.
32

33 **G. Salary Recommendations.**

34 The Department Chair recommends annual salary increases to the Dean, who may modify these
35 recommendations. The recommendations are based on the current annual performance and merit
36 review as well as on the performance and merit reviews of the preceding 24 months.
37

38 In formulating recommendations, the Department Chair reviews the Annual Reports provided by
39 the faculty and uses them as a basis for his/her recommendations. As a general approach to
40 formulating salary recommendations, the Department Chair divides faculty into at least four
41 groups based on continuing productivity (high, average, low, and unsatisfactory) and considers
42 market and internal equity issues. Salary increases should be based upon these considerations.
43

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

1
2 Faculty who fail to submit the required documentation (see Section 5-A above) for an annual
3 performance and merit review at the required time will receive no salary increase in the year for
4 which documentation was not provided, except in extenuating circumstances, and may not
5 expect to recoup the foregone raise at a later time.
6

7 **6. PROMOTION AND TENURE AND PROMOTION REVIEWS.**

8
9 **A. CRITERIA.** Faculty Rule 3335-6-02 (<https://trustees.osu.edu/bylaws-and-rules/3335-6>)
10 provides the following context for promotion and tenure and promotion reviews:
11

12 *In evaluating the candidate's qualifications in teaching, scholarship, and service, reasonable*
13 *flexibility shall be exercised, balancing, where the case requires, heavier commitments and*
14 *responsibilities in one area against lighter commitments and responsibilities in another. In*
15 *addition, as the university enters new fields of endeavor, including interdisciplinary endeavors,*
16 *and places new emphases on its continuing activities, instances will arise in which the proper*
17 *work of faculty members may depart from established academic patterns. In such cases care must*
18 *be taken to apply the criteria with sufficient flexibility. In all instances superior intellectual*
19 *attainment, in accordance with the criteria set forth in these rules, is an essential qualification for*
20 *promotion to tenured positions. Clearly, insistence upon this standard for continuing members of*
21 *the faculty is necessary for maintenance and enhancement of the quality of the university as an*
22 *institution dedicated to the discovery and transmission of knowledge.*
23

24 **1. Promotion to Associate Professor with Tenure.**

25 ([Faculty Rule 3335-6-02\(C\)](#)) provides the following general criteria for promotion to Associate
26 Professor with Tenure:
27

28 *The awarding of tenure and promotion to the rank of associate professor must be based on*
29 *convincing evidence that the faculty member has achieved excellence as a teacher, as a scholar, and*
30 *as one who provides effective service; and can be expected to continue a program of high quality*
31 *teaching, scholarship, and service relevant to the mission of the academic unit(s) to which the faculty*
32 *member is assigned and to the university.*
33

34 Tenure is not awarded below the rank of Associate Professor at The Ohio State University. It
35 is therefore essential to evaluate and judge the probability that faculty, once tenured, will
36 continue to develop professionally and contribute to the Department's academic mission at a
37 high level for the duration of their time at the University.
38

39 Every candidate is held to a high standard of excellence in all aspects of performance.
40 Accepting weakness in any aspect of performance in making a tenure decision is tantamount
41 to deliberately handicapping the Department's ability to perform and to progress
42 academically. Above all, candidates are held to a very high standard of excellence in the
43 areas central to their responsibilities. If a candidate's primary teaching role is and will
44 continue to be undergraduate teaching, then excellence in undergraduate teaching is required.
45 A mediocre performance in this area would not be adequately counterbalanced by excellent
46 performance in another aspect of teaching that is a significantly smaller part of the
47 individual's responsibilities.
48

1 Excellence in teaching, research, and service are moreover defined to include professional
2 ethical conduct in each area of responsibility, consistent with the American Association of
3 University Professors' Statement on Professional Ethics
4 (<https://www.aaup.org/report/statement-professional-ethics>).
5

6 The accomplishments listed below in the areas of teaching, research, and service are
7 expected of faculty for promotion to Associate Professor with Tenure. In the evaluation of
8 untenured Associate Professors for tenure, the same criteria apply, along with any others
9 established in writing at the time a senior rank appointment without tenure was offered.
10

11 **Teaching.**

12 The Department recognizes that excellence in teaching is perhaps more difficult to judge than
13 in research and service; certainly, there is no single set of criteria that apply in all cases. As
14 partial and/or general guidelines, the Department values the following:
15

- 16 • enthusiasm for the subject.
- 17 • command of the subject; continuous growth of knowledge of the subject.
- 18 • ability to organize the material; presentation of the subject with logic and conviction.
- 19 • concern for the student; ability to communicate with students, both in the classroom and
20 outside the classroom.
- 21 • objectivity.
- 22 • skill in general guidance and advising the students.
- 23 • theses and/or dissertations supervised and approved.
24

25 Excellence in teaching will be primarily evaluated via teaching evaluations obtained from
26 students and peers (see Section 9, Procedures for Student and Peer Evaluation of Teaching).
27 More generally, for promotion to Associate Professor with Tenure, a faculty member is
28 expected to:

- 29 • Provide up to date content at an appropriate level in every instructional situation and
30 demonstrate continuing growth in subject matter knowledge.
- 31 • Demonstrate the ability to organize and present class material effectively with logic,
32 conviction, and enthusiasm.
- 33 • Demonstrate creativity in the use of various modes of instruction, classroom technology,
34 and other teaching strategies to create an optimal learning environment.
- 35 • Engage students actively in the learning process and encourage independent thought,
36 creativity, and appreciation of the knowledge creation process.
- 37 • Provide appropriate and timely feedback to students throughout the instructional process.
- 38 • Treat students with respect and courtesy.
- 39 • Improve curriculum through revision or new development of courses and/or academic
40 programs.
- 41 • Serve as advisor to an appropriate number of graduate students given the Department's
42 graduate student/faculty ratio and the faculty member's area(s) of expertise.
- 43 • Engage in documentable efforts to improve teaching.
44

45 **Research.**

1 A number of quantitative measures are used to evaluate the faculty member's research
2 contribution. These include:

3
4 **Publications.** Journals – It is expected that active faculty should have a number of significant
5 papers published in prestigious refereed archival engineering or scientific journals
6 appropriate to their sub-discipline. Publications of research monographs, book chapters and
7 books, and publications in refereed Conference Proceedings of national or international
8 conferences which are also significant research contributions will also be evaluated as well as
9 patents, software licenses and externally adopted software.

10
11 **Research Grants and Contracts.** The significance of the impact of the candidate's research
12 should be recognized by external support of one or more projects. Funds received from
13 industrial, private foundations and federal agencies are all important as indicators of the
14 impact and quality of research. This will include grants or contracts which have been agreed
15 to in principle in writing.

16
17 Other measures of recognition include:

18 **-Research Awards**

19 **-Patents**

20 **-Invited Seminars or Invited Lectures at Conferences**

21 **-Conference Presentations**

22
23 More generally, for promotion to Associate Professor with Tenure, a faculty member is
24 expected to demonstrate that he/she has achieved excellence as a scholar. Assistant Professor
25 candidates for promotion and tenure shall demonstrate that they have attained national
26 reputations as scholars based on high-quality original research as demonstrated by
27 publications, research grants and contracts, invitations to present seminars or invited lectures
28 on their research, and research awards and other recognitions. The candidate's research
29 contributions must be judged by the Committee to be significant in his/her research area(s),
30 taking into account the comments of distinguished evaluators familiar with the research
31 area(s). In the case of jointly appointed faculty, care must be taken to consider impacts across
32 multiple fields. This is particularly important in cases where the research focus may deviate
33 from what would be considered conventional work for the primary appointment TIU, and
34 may require evaluations from referees outside of the primary appointment discipline.

35
36 **Service.**

37 Faculty members must show evidence of service to the University, to the Chemical and
38 Biomolecular Engineering (or related) profession and professional service to local, state or
39 national communities. They must demonstrate their continuing commitment to service.

40
41 **Examples of University Service** are listed below. These are not exclusive and are not in
42 order of importance:

- 43 • Departmental: administration of departmental functions beyond teaching, advising and
44 research responsibilities. Examples include: curriculum or facility review, revision or
45 renovation, organizing seminars or special programs. Such service also includes service
46 to multiple departments or centers for those faculty on joint appointments.

- College/University: participation in administrative or policy setting activities. Examples include membership in: the University Senate, the Committee for Academic Affairs, ad-hoc committees focused on topics such as seed grant or new degree-granting programs.
- Student Activities: recruitment of potential students, involvement with student groups, e.g. as an advisor or promoting scholarly activities. Examples include advising the Student Section of AIChE or Tau Beta Pi.

Professional Service.

- Societies: active participation in or leadership of professional societies and/or conferences, e.g. as an officer or on a policy setting committee and organizing and/or chairing symposium.
- Peer Review: of proposals for granting agencies, or of manuscripts, books, inventions, etc., of a technical nature prior to or following publication.
- Consulting: service in R&D, design, operation, etc., especially when innovative concepts or methods are developed, rather than just applying conventional skills and procedures.
- Professional Development: participation in short courses, workshops, panels, etc. that are oriented toward training, assessing or unifying research goals, or addressing technical issues of significance.
- Other Research Recognition: Offices in Professional Research Societies or Committees, Editorial Board Memberships, Organizing Committee Memberships for International Conferences, etc.

Civic Service.

- Community Service: identification or resolution of technical problems or issues that face a community, e.g. pollution abatement, clean-up of chemical spills, handling toxic chemicals, or assessment of hazards.
- Promotion of Technical Awareness: talking to civic groups, high school students, etc. about socially important technical issues; serving as an organizer or judge of a science fair; writing or providing information on technical issues that affect legislative or judicial activities.
- Government Interaction: providing advice, information or requests for action regarding policies and actions.

More generally, for promotion to Associate Professor with Tenure, a faculty member is expected to demonstrate that he/she has achieved a level of effective service. In addition, faculty on joint appointments are expected to show sufficient service to both departments.

2. Promotion to Professor.

([Faculty Rule 3335-6-02\(C\)](#)) establishes the following general criteria for promotion to the rank of Professor.

Promotion to the rank of professor must be based on convincing evidence that the faculty member has a sustained record of excellence in teaching; has produced a significant body of scholarship that is recognized nationally or internationally; and has demonstrated leadership in service.

1 For promotion to Professor, a faculty member is expected to be a role model for faculty, for
2 students, and for the profession. Assessment takes place in relation to specific assigned
3 responsibilities, with exceptional performance in these responsibilities required. The specific
4 criteria in teaching, research, and service for promotion to Professor are similar to those for
5 promotion to Associate Professor with Tenure, with the added expectation of sustained
6 accomplishment and a record of continuing professional growth. Promotion standards in
7 CBE reflect the reality that (a) not all faculty members have the same distribution of
8 assignments, (b) not all faculty members will be able to contribute excellence equally in all
9 evaluation dimensions, and (c) there is a multi-faceted institutional responsibility that must
10 be achieved by the skills of the faculty collectively. Promotion to professor is to be awarded
11 not only to those faculty who have demonstrated impact in their scholarship of research and
12 creative inquiry, teaching and learning, and service, but also to those who have exhibited
13 excellence in the scholarship of leadership to make a visible and demonstrable impact upon
14 the mission of the TIU and The Ohio State University.

15
16 When assessing a candidate's national and international reputation in the field, a national and
17 international reputation for the scholarship of teaching may be counted as either teaching or
18 scholarship.

19
20 In the evaluation of untenured Professors for tenure, the same criteria apply along, with any
21 others established in writing at the time a senior rank appointment without tenure was
22 offered.

23 24 **3. Promotion of Faculty of Practice.**

25 **Promotion to Associate Professor of Practice.** Promotion to Associate Professor of Practice
26 should be based on the candidate's

- 27 - Accomplishment in the area of teaching
- 28 - Contribution to the scholarly mission of the Department, College, and University,
- 29 - Promise of continued professional growth

30 Subject to the different emphasis for faculty of practice in teaching, scholarship and service
31 described in this section, the criteria for promotion are similar to those for promotion to
32 Associate Professor for tenure-track faculty. It is recognized that teaching activities of the
33 faculty of practice (in contrast to those of tenure-track faculty) may show greater emphasis in
34 areas such as laboratory development (e.g. lab manual authorship), design project
35 supervision, supervising student teams in project competitions, advising student
36 organizations, or interactions with industry.

37
38 **Promotion to Professor of Practice.** Promotion to Professor of Practice should be based on
39 the candidate's

- 40 - Sustained accomplishment in the area of teaching
- 41 - Continued contributions to the scholarly mission of the Department, College, and
42 University

43 Subject to the different emphases for faculty of practice in teaching, scholarship and service
44 described in this section, the criteria for promotion are similar to those for promotion to
45 Professor for tenure-track faculty. It is recognized that teaching activities of faculty of
46 practice (in contrast to those of tenure-track faculty) may show greater emphasis in areas
47 such as laboratory development (e.g. lab manual authorship), design project supervision,

1 supervising student teams in project competitions, advising student organizations, or
2 interactions with industry. Such contributions when present should be sustained and
3 outstanding for successful promotion to Professor of Practice.
4

5 **4. Promotion of Research Faculty.**

6 **Promotion to Associate Research Professor.** A faculty member must have a substantial
7 record of high-quality focused research consistent with an appointment devoted solely to
8 research. Publications must appear in high quality peer reviewed venues and be judged by
9 external evaluators as having substantial positive impact on the field. A record of continuous
10 peer reviewed funding is required along with evidence of a growing national reputation.
11

12 **Promotion to Research Professor.** A faculty member must have a national or international
13 reputation built on an extensive body of high-quality publications and with demonstrated
14 impact on the field. A record of continuous peer reviewed funding is required, along with
15 demonstrated research productivity as a result of such funding.
16

17 **B. PROCEDURES.**

18 The Department's procedures for promotion and tenure and promotion reviews are fully
19 consistent with those set forth in Faculty Rule 3335-6-04 ([https://trustees.osu.edu/bylaws-and-](https://trustees.osu.edu/bylaws-and-rules/3335-6)
20 [rules/3335-6](https://trustees.osu.edu/bylaws-and-rules/3335-6)) and the Office Academic Affairs annually updated procedural guidelines for
21 promotion and tenure reviews found in Volume 3 of the Policies and Procedures Handbook
22 (<https://oaa.osu.edu/policies-and-procedures-handbook>). The following sections, which state the
23 responsibilities of each party to the review process, apply to all faculty in the department.
24

25 **1. Candidate Responsibilities.**

- 26 • To submit a complete, accurate dossier fully consistent with Office of Academic Affairs
27 guidelines. Candidates should not sign the Office of Academic Affairs Candidate Checklist
28 without ascertaining that they have fully met the requirements set forth in the Office of
29 Academic Affairs core dossier outline, including but not limited to those highlighted on the
30 Checklist.
- 31 • To submit a copy of the APT document under which the candidate wishes to be reviewed.
32 Candidates may submit the Department's current APT document; or, alternatively, they
33 may elect to be reviewed under either (a) the APT document that was in effect on their
34 start date, or (b) the APT document that was in effect on the date of their last
35 promotion, whichever of these two latter documents is the more recent. However, the
36 current APT document must be used if the letter of offer or last promotion, whichever
37 is more recent, was more than 10 years before April 1 of the review year. This must be
38 submitted when the dossier is submitted to the Department.
- 39 • If external evaluations are required: to review, upon request by the Department Chair, the
40 list of potential external evaluators developed by the Department Chair and the Promotion
41 and Tenure Committee. The candidate may add no more than three additional names, but is
42 not required to do so. The candidate may request the removal of no more than two names,
43 providing the reasons for the request. The Department Chair decides whether removal is
44 justified. (Also see EXTERNAL EVALUATIONS below.)
45

46 **2. Promotion and Tenure Committee Responsibilities.**

- 1 • The Department has a Promotion and Tenure Committee whose Chair or Co-chairs are
2 appointed by the Department Chair. The Eligible faculty make up the membership of the
3 committee. The Chair or Co-chairs of the P&T Committee provide administrative
4 support for the promotion and tenure review process as described below. The
5 responsibilities of the Promotion and Tenure Committee are as follows:
- 6 • To review this document annually and to recommend proposed revisions to the faculty.
- 7 • To consider annually, in Spring semester, requests from faculty members seeking a non-
8 mandatory review in the following academic year and to decide whether it is appropriate
9 for such a review to take place. Only Professors on the committee may consider
10 promotion review requests to the rank of Professor. A two-thirds majority of those
11 eligible to vote on a request must vote affirmatively for the review to proceed.
- 12 • The committee bases its decision on assessment of the record as presented in the faculty
13 member's CV and on a determination of the availability of all required documentation for
14 a full review (e.g., student and peer evaluations of teaching). Lack of the required
15 documentation is necessary and sufficient grounds on which to deny a non-mandatory
16 review.
- 17 • A tenured faculty member may only be denied a formal promotion review under Faculty
18 Rule 3335-6-04 (<https://trustees.osu.edu/bylaws-and-rules/3335-6>) for one year. If the
19 denial is based on lack of required documentation and the faculty member insists that the
20 review go forward in the following year despite incomplete documentation, the individual
21 should be advised that such a review is unlikely to be successful.
- 22 • Consistent with Office of Academic Affairs policy, only faculty who are citizens or
23 permanent residents of the United States may be considered for non-mandatory tenure
24 review. The committee must confirm with the Department Chair that an untenured
25 faculty member seeking non-mandatory tenure review is a U.S. citizen or permanent
26 resident (i.e. has a "green card"). Faculty not eligible for tenure due to lack of citizenship
27 or permanent residency are moreover not considered for promotion by this department.
 - 28 ○ **Late Spring:** Select from among its members a Procedures Oversight Designee who
29 will serve in this role for the following year. The Procedures Oversight Designee
30 cannot be the same individual who chairs the committee. The Procedures Oversight
31 Designee's responsibilities are described in the Office of Academic Affairs annual
32 procedural guidelines.
 - 33 ○ **Late Spring:** Suggest names of external evaluators to the Department Chair.
 - 34 ○ **Early Autumn:** Review candidates' dossiers for completeness, accuracy (including
35 citations), and consistency with Office of Academic Affairs requirements; and work
36 with candidates to assure that needed revisions are made in the dossier before the
37 formal review process begins.
 - 38 ○ Meet with each candidate for clarification as necessary and to provide the candidate
39 an opportunity to comment on his or her dossier. (This meeting is not an occasion to
40 debate the candidate's record.)
 - 41 ○ Draft an analysis of the candidate's performance in teaching, research and service to
42 provide to the Committee of the Eligible Faculty with the dossier; and seek to clarify
43 any inconsistent evidence in the case, where possible.
 - 44 ○ Revise the draft analysis of each case following the faculty meeting, to include the
45 faculty vote and a summary of the faculty perspectives expressed during the meeting;

1 and forward the completed written evaluation and recommendation to the Department
2 Chair.

- 3 ○ Provide a written response to any candidate comments that warrant response, for
4 inclusion in the dossier.
- 5 ○ Provide a written evaluation and recommendation to the Department Chair in the case
6 of joint appointees whose tenure initiating unit is another Department. The full
7 Committee of the Eligible Faculty does not vote on these cases since the Department's
8 recommendation must be provided to the other TIU substantially earlier than the
9 Committee begins meeting on this Department's cases.
- 10 ● The Eligible Faculty are responsible for the following:
 - 11 ○ To review thoroughly and objectively every candidate's dossier in advance of the meeting
12 at which the candidate's case will be discussed.
 - 13 ○ To attend all committee meetings except when circumstances beyond one's control
14 prevent attendance; to participate in discussion of every case; and to vote.

15 **3. Department Chair Responsibilities.**

16 The responsibilities of the Department Chair are as follows:

- 17 ● To charge each member of the eligible faculty to conduct reviews free of bias and based
18 on criteria.
- 19 ● Where relevant, to verify the prospective candidate's residency status. Faculty who are
20 neither citizens nor permanent residents of the United States may not undergo a non-
21 mandatory review for tenure, and tenure may not be awarded as the result of a mandatory
22 review until permanent residency status is established. Faculty not eligible for tenure due
23 to lack of citizenship or permanent residency are moreover not considered for promotion
24 by this Department.
- 25 ● **Late Spring Semester:** To solicit external evaluations from a list including names
26 suggested by the Promotion and Tenure Committee, the candidate and the chair. (Also
27 see EXTERNAL EVALUATIONS below.) For faculty on joint appointment, to solicit
28 names from the other TIU or centers involved in the candidates appointment.
- 29 ● To make adequate copies of each candidate's dossier available in an accessible place for
30 review by the Committee of the Eligible Faculty at least two weeks before the meeting at
31 which specific cases are to be discussed and voted.
- 32 ● To remove any member of the Committee of the Eligible Faculty from the review of a
33 candidate when the member has a conflict of interest but does not voluntarily withdraw
34 from the review.
- 35 ● To attend the meetings of the eligible faculty at which promotion and tenure matters are
36 discussed and respond to questions raised during the meeting. The Department Chair will
37 leave the meeting to allow open discussion among the eligible faculty members.
- 38 ● **Mid Autumn Semester:** To provide an independent written evaluation and
39 recommendation for each candidate, following receipt of the Committee of the Eligible
40 Faculty's completed evaluation and recommendation.
- 41 ● To meet with the Committee of the Eligible Faculty to explain any recommendations
42 contrary to the recommendation of the Committee.
- 43 ● To inform each candidate in writing after completion of the Department review process:
 - 44 ○ of the recommendations by the Committee of the Eligible Faculty and Department
45 Chair.
 - 46

- of the availability for review of the written evaluations by the Committee of the Eligible Faculty and Department Chair.
- of the opportunity to submit written comments on the above material, within ten days from receipt of the letter from the Department Chair, for inclusion in the dossier. The letter is accompanied by a form that the candidate returns to the Department Chair, indicating whether or not he or she expects to submit comments.
- To provide a written response to any candidate comments that warrant response for inclusion in the dossier.
- To forward the completed dossier to the College office by that office's deadline, except in the case of associated faculty for whom the Department Chair recommends against promotion. A negative recommendation by the Department Chair is final in such cases.
- To receive the Promotion and Tenure Committee's written evaluation and recommendation of candidates who are joint appointees from other tenure initiating units, and to forward this material, along with the Department Chair's independent written evaluation and recommendation, to the Department Chair of the other TIU by the date requested.

4. External Evaluations.

External evaluations of research and scholarly activity are obtained for all promotion reviews in which research must be assessed. These include all tenure-track promotion and tenure or promotion reviews, all research contract renewal and promotion reviews. In cases of jointly appointed faculty, additional evaluators may be suggested by the Department Chair of the secondary appointment TIU as appropriate.

It is recognized that external letters for faculty of practice are not based on the same criteria as for typical tenure-track positions, or research faculty positions. In this case, the goal is to solicit letters that demonstrate that the candidate is of sufficient expertise/knowledge to be qualified for their position. Such letters provide outside verification of the Department's decision for promotion

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

- is written by a person highly qualified to judge the candidate's scholarly accomplishments (or other performance, if relevant) who is not a close personal friend, research collaborator, or former academic advisor or post-doctoral mentor of the candidate. Qualifications are generally judged on the basis of the evaluator's expertise, record of accomplishments, and institutional affiliation.
- provides sufficient analysis of the candidate's performance to add information to the review. A letter's usefulness is defined as the extent to which the letter is analytical as opposed to perfunctory. Under no circumstances will "usefulness" be defined by the perspective taken by an evaluator on the merits of the case.

As described above, a list of potential evaluators is assembled by the Promotion and Tenure Committee, the Department Chair, and the candidate. If the evaluators suggested by the candidate meet the criteria for credibility, a letter is requested from at least one of those persons. Section B(3) of Faculty Rule 3335-6-04 (<https://trustees.osu.edu/bylaws-and->

1 [rules/3335-6](#)) requires that no more than half the external evaluation letters in the dossier be
2 written by persons suggested by the candidate. In the event that the person(s) suggested by
3 the candidate do not agree to write, neither the Office of Academic Affairs nor this
4 Department requires that the dossier contain letters from evaluators suggested by the
5 candidate. The Department follows the Office of Academic Affairs suggested format,
6 provided at <https://oaa.osu.edu/policies-and-procedures-handbook>, for letters requesting
7 external evaluations.
8

9 Under no circumstances may a candidate solicit external evaluations or initiate contact in any
10 way with external evaluators for any purpose related to the promotion review. If an external
11 evaluator should initiate contact with the candidate regarding the review, the candidate must
12 inform the evaluator that such communication is inappropriate and report the occurrence to
13 the Department Chair, who will decide what, if any, action is warranted, e.g., requesting
14 permission from the Office of Academic Affairs to exclude that letter from the dossier. It is
15 in the candidate's self-interest to assure that there is no ethical or procedural lapse, or the
16 appearance of such a lapse, in the course of the review process.
17

18 All solicited external evaluation letters that are received must be included in the dossier. If
19 concerns arise about any of the letters received, these concerns may be addressed in the
20 Department's written evaluations or brought to the attention of the Office of Academic
21 Affairs for advice.
22

23 **C. DOSSIER.**

24
25 As noted above under CANDIDATE RESPONSIBILITIES, every candidate must submit a
26 complete and accurate dossier that follows the Office of Academic Affairs dossier outline and
27 any additional requirements that the College of Engineering might require (See
28 [https://oaa.osu.edu/sites/default/files/uploads/handbooks/policies-and-procedures/Core-Dossier-](https://oaa.osu.edu/sites/default/files/uploads/handbooks/policies-and-procedures/Core-Dossier-Outline.pdf)
29 [Outline.pdf](#) for latest dossier template and requirements as well as the College of Engineering -
30 <https://intranet.engineering.osu.edu/about/faculty-and-staff/faculty>). While the Promotion and
31 Tenure Committee makes reasonable efforts to check the dossier for accuracy and completeness,
32 the candidate bears full responsibility for all parts of the dossier that are to be completed by the
33 candidate.
34

35 The complete dossier, including the SEI and peer evaluation documentation of teaching noted
36 below, is forwarded when the review moves beyond the Department. The documentation of
37 research and service noted below is for use during the Department review only, unless reviewers
38 at the college and University levels specifically request it.

- 39 • Any published materials presented for consideration should be in the form of reprints,
40 photocopies of journal articles, or other final form that documents actual publication. An
41 author's manuscript does not document publication.
- 42 • Under no circumstances should faculty solicit evaluations from any party for purposes of the
43 review.
44

1 The time period for teaching documentation to be included in the dossier for probationary faculty
2 is the start date to present. For tenured or nonprobationary faculty it is the date of last promotion
3 or the last five years, whichever is less, to present.
4

5 The time period for scholarship documentation to be included in the dossier for probationary
6 faculty is the start date to present. For tenured or nonprobationary faculty it is the date of last
7 promotion to present. All scholarship outcomes will be reviewed for increasing independence over
8 time. There should also be an increasing trajectory of significant scholarly outcomes over time.
9

10 The time period for service documentation to be included in the dossier for probationary faculty is
11 the start date to present. For tenured or nonprobationary faculty it is the date of last promotion to
12 present.
13

14 **1. Teaching and other department-suggested teaching documentation.**

15 For the time period since the last promotion or the last five years, whichever is less:

- 16 • Cumulative SEI reports (Student Evaluation of Instruction computer generated
17 summaries prepared by the Office of the University Registrar) for every class.
- 18 • Peer evaluation of teaching reports as required by the Department's peer evaluation of
19 teaching program (details provided in the Appendix II in this document).
- 20 • Copies of pedagogical papers, books or other materials published, or accepted for
21 publication. Material accepted for publication but not yet published must be accompanied
22 by a letter from the publisher stating that the work has been unequivocally accepted and
23 is in final form with no further revisions needed.
- 24 • Other relevant documentation of teaching as appropriate.
25

26 **2. Research**

27 For the time period since appointment or the last promotion:

- 28 • Copies of representative scholarly papers published or accepted for publication. Papers
29 accepted for publication but not yet published must be accompanied by a notification from
30 the publisher stating that the paper has been unequivocally accepted and is in final form,
31 with no further revisions needed. Collaborative work is encouraged, and the candidate's
32 intellectual contributions to the collaborative work must be clearly and fairly described to
33 allow an accurate assessment. It is also recognized that synergism can result from
34 collaborations; therefore, an assessment of contribution based solely on a linear
35 fractionation of contribution among collaborators can be misleading and inappropriate, and
36 a more holistic assessment of the candidate's contribution must be made.
- 37 • Documentation of grants and contracts received. It is recognized that funding is a means
38 to an end, and the ultimate objective of funding is scholarship. Consequently, less
39 evaluation is placed on the source of funding, and more on the impact of that funding on
40 scholarship.
- 41 • Involvement in the start-up of new commercial enterprises is a further example of
42 scholarship.
- 43 • Documentation of national/international reputation. Examples of metrics include:
44 invitations to make technical presentations, review panels, citations of candidates'
45 published work, etc.

- Other relevant documentation of research as appropriate, e.g. published reviews including publications where one's work is favorably cited, or grants and contract proposals that have been submitted.
- Appendix I, which summarizes topics for a faculty member's annual report on scholarship is an example of topics considered as scholarship.

3. Service

For the time period since the last promotion:

- Any available documentation of the quality of service that enhances the list of service activities in the dossier.

7. APPEALS.

Faculty Rule 3335-6-05 (A) (<https://trustees.osu.edu/bylaws-and-rules/3335-6>) sets forth general criteria for appeals of negative promotion and tenure decisions. Appeals alleging improper evaluation are described in Faculty Rule 3335-5-05 (<https://trustees.osu.edu/bylaws-and-rules/3335-5>). Disagreement with a negative decision is not grounds for appeal. In pursuing an appeal, the faculty member is required to document the failure of one or more parties to the review process to follow written policies and procedures.

8. SEVENTH YEAR REVIEWS.

Faculty Rule 3335-6-05 (B) (<https://trustees.osu.edu/bylaws-and-rules/3335-6>) sets forth the conditions of and procedures for a seventh-year review for a faculty member denied tenure as a result of a sixth year (mandatory tenure) review.

9. PROCEDURES FOR STUDENT AND PEER EVALUATION OF TEACHING.

A. Student Evaluation of Teaching

Use of the Student Evaluation of Instruction (SEI) is required in every course offered in this department.

B. Peer Evaluation of Teaching

The Department Chair oversees the department's peer evaluation of teaching process.

The curriculum committee will serve as the Peer Review of Teaching Subcommittee with one member of the curriculum committee taking the lead on identifying suitable peer reviewers and ensuring that the summary of the review is reported to the Department Chair and faculty member. Reasonable efforts are made to distribute peer review service among the tenured faculty from year to year in order to support and encourage attention to the quality of teaching in the department. Although there is no presumption that a peer reviewer must be of equal or higher rank than the faculty member being reviewed, such a model will be followed to the extent possible.

1 The responsibilities of the Peer Review of Teaching Subcommittee are as follows:
2

- 3 • to review the teaching of probationary tenure-track and faculty of practice at least once
4 during the first two years of service, and at least once per year during the remainder of the
5 probationary period, with the goal of assessing teaching at all the levels of instruction to
6 which the faculty member is assigned in the course of each probationary year.
7
- 8 • to review the teaching of tenured associate professors and non-probationary associate
9 professors of practice at least once every two years, with the goal of assessing teaching at all
10 the levels of instruction to which the faculty member is assigned over a three-year period
11
- 12 • to review, upon the Department Chair's request, the teaching of any faculty member not
13 currently scheduled for review. Such reviews are normally triggered by low or declining
14 student evaluations or other evidence of the need for assistance in improving teaching.
15
- 16 • to review the teaching of a faculty member not currently scheduled for review, upon that
17 individual's request, to the extent that time permits. Reviews conducted at the request of the
18 faculty member are considered formative only. The Department Chair is informed that the
19 review took place, but the report is given only to the faculty member who requested the
20 review. Faculty seeking formative reviews should also seek the services of the Michael V.
21 Drake Institute for Teaching and Learning (<https://drakeinstitute.osu.edu/>).
22

23 Reviews conducted upon the request of the Department Chair or the faculty member focus on the
24 specific aspects of instruction requested by the Chair or faculty member.
25

26 Regularly scheduled peer teaching evaluations (the first two situations listed above) are
27 comprehensive and should include, in addition to class visitation, review of course syllabi and
28 related instruction materials. In the case of peer review for the purposes of promotion and tenure
29 reviews, the class visitation is conducted by one or more senior peers whom the promotion and
30 tenure chair has identified in consultation with the candidate. The peer reviewer should meet
31 with the candidate to establish a time for the visit and to understand the goals of the course and
32 the candidate's teaching philosophy. If possible, the peer reviewer should attend two different
33 class sessions over the course of the semester.
34

35 In observing the course and reviewing the syllabus and other materials, the peer reviewer should
36 focus on such issues as the appropriateness of the course design given the goals and level of the
37 course, the quality and effectiveness of the instructional materials and assessment tools, and the
38 appropriateness of the approach relative to current disciplinary knowledge. At the conclusion of
39 the class visits, the reviewer meets with the candidate to give feedback and also submits a written
40 report to the Department Chair, copied to the candidate. The candidate may provide written
41 comments on this report and the reviewer may respond if he/she wishes. The reports are included
42 in the candidate's promotion and tenure dossier.
43

44 Appendix II contains example forms used for peer review.

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APPENDIX I

Annual activity report for (name):

Period: January 1, 20xx- December 31, 20xx

Probationary faculty and associate professors must submit the annual activity report following OAA dossier format (instead of Appendix I) which can be found at:

<https://oaa.osu.edu/sites/default/files/uploads/handbooks/policies-and-procedures/Core-Dossier-Outline.pdf>

Professional recognition

Honors and Awards during the report period

Research

1. Books and Book Chapters
2. Refereed Papers
3. Patents
4. Grant Support

5a. Grants active during the reporting period

(Title, Sponsor, Budget, Name(s) of PI and co-PIs , Start Date, End Date, Budget)

5b. Proposals submitted during the reporting period (indicate status as “funded”, “not funded” or “pending”

(Title, Sponsor, Budget, Name(s) of PI and co-PIs , Start Date, End Date, Budget)

5. Proceeding Publications
6. Technical Reports
7. Invited Lectures, Seminars and Short Courses

7a. Invited Lectures at Universities and Corporate Research Center

7b. Invited or Keynote Lectures at Conferences

8. Additional Paper Presentations
9. Any collaborative activities

Advising

1. PhD students advised during the report period (indicate graduation date or expected graduation date)
2. MS students advised during the grant period(indicate graduation date or expected graduation date)
3. Post-doctoral researchers advised during the grant period
4. Undergraduate researchers advised during the report period

1 5. Undergraduate Honors students who completed their Honors theses during the report period

2
3

4 Teaching

5 1. Courses Taught (Semester, Number of Students)

6 Please attach the SEI reports

7 2. New course development

8

9 Service

10 1. Activities to increase diversity and inclusion

11 2. Outreach and Engagement

12 3. Departmental, College and University Committees

13 4. Organizers and Session Chairs of National and International Meetings

14 5. Editorial Boards, National Committees and Other Professional Activities

15

16 Other

17 Other Important Accomplishments Made in Either the University or the Professional Arena That Were
18 Not Covered Above

19
20

21 Goals

22 Please provide a list of your professional goals for the next year

23
24

25 CV

26
27 Please provide a current CV as a separate document

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1 **APPENDIX II**

2 **Table 1**
3 **Class Observation Checklist**

4 **Course: __ Instructor: Date:**

5
6
7 Circle your responses to each of the 10 questions and then add comments below the table.

	Extremely	Very well	Adequately	Inadequately	Not at all
The instructor					
1 – was well prepared for class	5	4	3	2	1
2 – was knowledgeable about the subject matter	5	4	3	2	1
3 – was enthusiastic about the subject matter	5	4	3	2	1
4 – spoke clearly, audibly, and confidently	5	4	3	2	1
5 – used a variety of relevant illustrations/examples	5	4	3	2	1
6 – made effective use of the board and/or visual aids	5	4	3	2	1
7 – asked stimulating and challenging questions	5	4	3	2	1
8 – effectively held students’ attention	5	4	3	2	1
9 – encouraged and achieved active student involvement	5	4	3	2	1
10 – treated students impartially and with respect	5	4	3	2	1

8
9 **Overall rating (add circled responses and divide by 10): _**

10
11 **What worked well in the class? (Continue on back if necessary)**

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17 **What could have been improved? (Continue on back if necessary)**

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25 **Evaluator(s) _____**

Table 2
Course Material Checklist

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Course: **Instructor:** **Date:**

Circle your responses to each of the 10 questions and then add comments below the table.

	Extremely	Very well	Adequately	Inadequately	Not at all
1. Course content includes the appropriate topics	5	4	3	2	1
2. Course content reflects the current state of the field	5	4	3	2	1
3. Course learning objectives are clear and appropriate	5	4	3	2	1
4. Course policies and rules are clear and appropriate	5	4	3	2	1
5. Lecture notes are well organized and clearly written	5	4	3	2	1
6. Supplementary handouts and web pages are well organized and clearly written	5	4	3	2	1
7. Assignments are consistent with objectives and appropriately challenging	5	4	3	2	1
8. Tests are consistent with learning objectives and appropriately challenging	5	4	3	2	1
9. Tests are clearly written and reasonable in length	5	4	3	2	1
10. Student products demonstrate satisfaction of learning objectives	5	4	3	2	1

Overall rating (add circled responses and divide by 10):

What are the strengths of the course materials? (Continue on back if necessary)

What could have been improved? (Continue on back if necessary)

Evaluator(s)