

**Appointments, Promotion, and
Tenure
Criteria and Procedures for
The Ohio State University
Department of Slavic and East
European Languages and Cultures**

Approved by the Faculty: 11/5/20

Approved by the Office of Academic Affairs: December 7, 2020

Appointments, Promotion, and Tenure Criteria and Procedures
Department of Slavic and East European Languages and Cultures

Table of Contents

I.	Preamble	4
II.	Department Mission.....	4
III.	Definitions.....	5
	A) Committee of the Eligible Faculty	6
	1) Tenure-track Faculty	6
	2) Associated Faculty	6
	B) Conflict of Interest	7
	1) Minimum Composition.....	7
	C) Quorum	7
	D) Recommendation from the Committee of the Eligible Faculty	8
IV.	Appointments.....	8
	A) Criteria	8
	1) Tenure-track Faculty	8
	2) Tenure-track Faculty—Regional Campus.....	10
	3) Associated Faculty	10
	4) Emeritus Faculty.....	11
	5) Courtesy Appointments for Faculty	11
	B) Procedures.....	12
	1) Tenure Track Faculty	12
	2) Tenure-track Faculty—Regional Campus	14
	3) Associated Faculty	15
	4) Courtesy Appointments for Faculty.....	15
V.	Annual Performance and Merit Review Procedures.....	16
	A) Documentation.....	16
	B) Probationary Tenure-track Faculty	17
	1) Regional Campus Faculty	18
	2) Fourth-Year Review.....	18
	3) Exclusion of Time from Probationary Period	18
	C) Tenured Faculty	19
	D) Tenured Faculty—Regional Campus.....	20
	E) Associated Faculty	20

F)	Salary Recommendations.....	20
VI.	Promotion and Tenure and Promotion Reviews	21
A)	Criteria	21
1)	Promotion to Associate Professor with Tenure.....	22
2)	Promotion to Professor	24
3)	Regional Campus Faculty	25
4)	Associated Faculty	25
B)	Procedures for Tenure-Track Faculty	26
1)	Candidate Responsibilities.....	26
a)	Dossier.....	26
i)	Teaching.....	27
ii)	Documentation for Research and Scholarship.....	28
iii)	Documentation for Service.....	29
b)	Appointments, Promotion, and Tenure (APT) Document.....	29
c)	External Evaluations (see also External evaluations below)	29
2)	Committee of Eligible Faculty Responsibilities.....	30
3)	Department Chair Responsibilities	32
C)	Procedures for Regional Campus Faculty	Error! Bookmark not defined.
D)	Procedures for Associated Faculty	34
E)	External Evaluations	34
VII.	Appeals	35
VIII.	Seventh-year Reviews.....	35
IX.	Procedures for Student and Peer Evaluation of Teaching.....	36
A)	Student Evaluation of Teaching.....	36
B)	Peer Evaluation of Teaching.....	37

I. Preamble

This document is a supplement to Chapters 6 and 7 of the Rules of the University Faculty (<https://trustees.osu.edu/bylaws-and-rules/university-faculty-rules>); the annually updated procedural guidelines for promotion and tenure reviews in Volume 3 of the Office of Academic Affairs' Policy 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 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 executive dean of the college 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/rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html>) 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/rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html>) 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 (<http://hr.osu.edu/policy/policy110.pdf>).

II. Department Mission

Established in 1962, the Department of Slavic and East European Languages and Cultures is dedicated to researching and teaching the languages, literatures, and cultures of the East, Central, and Southeast European nations and peoples. From the outset, the department has embraced the identity of a genuinely "Slavic and East European" (rather than "Russian") department, and it has maintained that broad scope ever since. At the same time, the

Department has responded to recent needs to serve a diverse body of students with interests in a variety of disciplines outside the Humanities by making the transition from a traditional "languages, linguistics, and literatures" department to one that increasingly explores Slavic and other cultures of the region from an interdisciplinary perspective. Active engagement with research in turn enhances the teaching, advising, and community outreach missions of the Department. The activities the department engages in to achieve its mission comprise, but are not limited to:

- Serving three main constituencies: undergraduate students, in particular those majoring and minoring in Departmental programs or pursuing double majors, those in General Education courses, and graduate students at the master's and doctoral levels;
- Supporting innovative research in literary history and criticism, cultural studies, Slavic linguistics, second language acquisition and language pedagogy;
- Offering effective instruction in Russian, Bosnian/Croatian/Serbian, Polish, Romanian, Hungarian, and Czech languages or other languages which support the mission of the department;
- Advancing diversity, equity and inclusion through research, teaching and/or outreach and engagement activities;
- Appointing qualified faculty who will enhance or have strong potential to enhance its excellence in teaching, research and service;
- Sponsoring and organizing scholarly and cultural activities such as conferences, symposia, guest lecturers by distinguished speakers, and a variety of educational events to create a stimulating atmosphere of intellectual exchange;
- Engaging international audiences through publication, collaboration, and scholarly presentations;
- Encouraging interdisciplinary research and collaboration among faculty and students from the department and with other units on campus and groups within the wider community who share related interests;
- Disseminating knowledge and enhancing our community outreach and engagement through presentations, events, and other opportunities to network with community organizations.

III. Definitions

A) *Committee of the Eligible Faculty*

The eligible faculty for all appointment (hiring), reappointment, promotion, or promotion and tenure reviews must have their tenure home or primary appointment in the department.

The department chair, the executive dean, divisional deans, and assistant and associate deans of the college, the executive vice president and provost, and the president may not participate as eligible faculty members in reviews for appointment, reappointment, promotion, promotion and tenure, or contract renewal.

1) Tenure-track Faculty

Initial Appointment Reviews

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

Reappointment, Promotion, or Promotion and Tenure Reviews

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

Tenure-track faculty joint appointees whose TIU is another department may participate in all governance matters and may vote on all governance matters except appointment, promotion and tenure reviews. In accordance with OAA policy, voting rights on appointment, promotion and tenure reviews are not granted to faculty whose TIU is another department. However, the department strives to ensure that joint appointees are afforded opportunity for input on appointment, promotion, and tenure cases.

2) Associated Faculty

Initial Appointment, Reappointment, and Contract Renewal

- For the initial appointment review of an associated faculty member, the eligible faculty are all tenure-track faculty members. For reappointments, the eligible faculty are all tenured faculty members.

Initial appointments at senior rank require a vote by the eligible faculty (all tenured faculty of equal or higher rank than the position requested) and prior approval of the college dean or designee.

Promotion Reviews

- Associated faculty are eligible for promotion but not tenure if they have adjunct titles, tenure-track titles with service at 49% FTE or below, and lecturer titles.

For the promotion reviews of associated faculty with tenure-track titles, the eligible faculty shall be the same as for tenure-track faculty as described in Section III.A.1 above.

The promotion of a lecturer to senior lecturer is decided by the department chair in consultation with the eligible faculty.

B) Conflict of Interest

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

1) Minimum Composition

In the event that the department does not have at least three eligible faculty members who can undertake a review, the department chair, after consulting with the executive dean or designee, will appoint one or more faculty members from another department within the college, as needed to form a committee of three members.

C) Quorum

The quorum required to discuss and vote on all personnel decisions is two-thirds of the eligible faculty not on an approved leave of absence. Faculty on approved leaves of absence may not participate in personnel decisions including promotion and tenure reviews. A member of the eligible faculty on Special Assignment may be excluded from the count for the purposes of determining quorum only if the department chair has approved an off-campus assignment. Faculty members who recuse themselves because of a conflict of interest are not counted when determining quorum.

D) Recommendation from the Committee of the Eligible Faculty

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

Absentee ballots and proxy votes are not permitted.

A positive recommendation from the eligible faculty for appointment, reappointment, promotion and tenure, and promotion is secured when two-thirds of the votes cast are positive. In the case of a joint appointment, the department must seek input from a candidate’s joint-appointment TIU prior to his or her appointment, reappointment, promotion and/or tenure.

IV. Appointments

A) Criteria

The department is committed to making only faculty appointments that enhance or have strong potential to enhance the quality of the department. Important considerations include the individual's record to date in teaching; scholarship and service; the potential for professional growth in each of these areas; and the potential for interacting with colleagues and students in a way that will enhance their academic work and attract other outstanding faculty and students to the department. The department seeks and highly values scholars with demonstrated evidence of advancing diversity, equity and inclusion through their research, teaching and/or outreach and engagement activities. No offer will be extended in the event that the search process does not yield one or more candidates who would enhance the quality of the department. The search is cancelled or continued, as appropriate to the circumstances.

The department may make joint tenure-track appointments that enhance its ability to carry out its mission. The details of these appointments and the rights and responsibilities of the faculty member in relation to SEELC are clarified in a memorandum of understanding issued at the time of the joint appointment.

1) Tenure-track Faculty

- **Instructor.** Appointment at the rank of instructor is made only /when the offered appointment is that of assistant professor, but requirements for the

terminal degree have not been completed by the candidate at the time of appointment. The department will make every effort to avoid such appointments. An appointment at the instructor level is limited to three years. When an instructor has not completed requirements for promotion to the rank of assistant professor by the end of the third year of appointment, the third year is a terminal year of employment.

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 executive dean or designee, 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.

- **Assistant Professor.** An earned terminal degree is the minimum requirement for appointment at the rank of assistant professor. Evidence of potential for scholarly productivity, high-quality teaching, and high-quality service to the department and the profession are highly desirable. 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 seventh year will be the final year of employment. Review for tenure prior to the mandatory review year is possible when the Committee of the Eligible Faculty 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.
- **Associate Professor and Professor.** Appointment offers at the rank of Associate Professor or Professor, with or without tenure, and/or offers of prior service credit require prior approval of the Office of Academic Affairs. Appointment at senior rank requires that the individual, at a minimum, meet the department's criteria in teaching, scholarship, and service for promotion to these ranks. Appointment at senior rank normally entails tenure. A probationary appointment at senior rank is appropriate only under unusual circumstances, such as when the candidate has limited prior teaching experience or has taught only in a foreign country. A probationary period of up to four years is possible, on approval of the Office of Academic Affairs, with review for tenure occurring in the final year of the probationary appointment. If tenure is not granted, an additional (terminal) year of employment is offered.

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

2) Tenure-track Faculty—Regional Campus

As the mission of the regional campuses emphasizes undergraduate instruction, regional campus criteria for appointment at the rank of assistant professor, associate professor, or professor are similar to those for Columbus campus faculty, but give relatively greater emphasis at each rank to teaching experience and service to the community.

3) Associated Faculty

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

- **Lecturer:** Appointment as lecturer requires that the individual have, at a minimum, a Master's degree in a field appropriate to the subject matter to be taught. Evidence of ability to provide high-quality instruction is desirable. Lecturers are not eligible for tenure, but may be promoted to senior lecturer if they meet the criteria for appointment at that rank. The initial appointment for a lecturer should generally not exceed one year.
- **Senior Lecturer:** Appointment as senior lecturer requires that the individual have, at a minimum, a doctorate in a field appropriate to the subject matter to be taught, along with evidence of ability to provide high-quality instruction; or a Master's degree and at least five years of teaching experience with documentation of high quality. Senior lecturers are not eligible for tenure or promotion. The initial appointment for a senior lecturer should generally not exceed one year.
- **Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor:** Visiting faculty appointments may either be compensated or not compensated. Visiting faculty members on leave from an academic appointment at another institution are appointed at the rank held in that position. The rank at which other (non-faculty) individuals are appointed is determined by applying the criteria for appointment of tenure-track faculty. Visiting faculty members are not eligible for tenure or promotion. They may not be reappointed for more than three consecutive years at 100% FTE.
- **Assistant Professor, Associate Professor, Professor with FTE below 50%:** Appointment at tenure-track titles is for individuals at 49% FTE or below, either compensated (1 – 49% FTE) or uncompensated (0% FTE). The rank of associated faculty with tenure-track titles is determined by applying the

criteria for appointment of tenure-track faculty. Associated faculty members with tenure-track titles are eligible for promotion (but not tenure) and the relevant criteria are those for promotion of tenure-track faculty.

- **Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor:** Adjunct appointments may be compensated or uncompensated. Adjunct faculty appointments are given to individuals who give academic service to the department, such as teaching a course or serving on graduate student committees, for which a faculty title is appropriate. Typically, the adjunct faculty rank is determined by applying the criteria for appointment of tenure-track faculty. Adjunct faculty members are eligible for promotion (but not tenure) and the relevant criteria are those for promotion of tenure-track faculty.

4) Emeritus Faculty

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

Faculty will send a request for emeritus faculty status to the department chair (regional campus dean for associated faculty on regional campuses) outlining academic performance and citizenship. The Committee of Eligible faculty (tenured associate professors and professors) will review the application and make a recommendation to the department chair. The chair will decide upon the request, and if appropriate submit it to the executive dean. If the faculty member requesting emeritus status has in the 10 years prior to the application engaged in serious dishonorable conduct in violation of law, rule, or policy and/or caused harm to the university's reputation or is retiring pending a procedure according to Faculty Rule [3335-5-04](#), emeritus status will not be considered.

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

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

5) Courtesy Appointments for Faculty

Occasionally the active academic involvement in this department by a tenure-track faculty member from another department at Ohio State warrants the offer of a 0% FTE (courtesy) appointment in this department. Appropriate active involvement includes research

collaboration, graduate student advising, teaching some or all of a course from time to time, or a combination of these. A courtesy appointment is made at the individual's current Ohio State rank, with promotion in rank recognized.

B) Procedures

See the Faculty Policy on Faculty Recruitment and Selection (http://oaa.osu.edu/sites/default/files/links_files/facultyrecruitment.pdf) and the Policy on Faculty Appointments (<https://oaa.osu.edu/assets/files/documents/facultyappointments.pdf>) for information on the following topics:

- Recruitment of tenure-track faculty
- Appointments at senior rank or with prior service credit
- Hiring faculty from other institutions after April 30
- Appointment of foreign nationals
- Letters of offer

1) Tenure Track Faculty

Unless an exception has been granted by the College of Arts and Sciences and the Office of Academic Affairs, a national search is required to ensure a diverse pool of highly qualified candidates for all tenure track positions. Search procedures must entail substantial faculty involvement and be consistent with the OAA [Policy on Faculty Recruitment and Selection](#).

Searches for tenure-track faculty proceed as follows:

At a regular or special meeting of all voting faculty, the scope and research profile of a needed position is discussed and after agreement is reached by a simple majority vote, the chair submits a recruitment proposal to the dean. The executive dean of the college provides approval for the department to commence a search process. This approval may or may not be accompanied by constraints with regard to salary, rank, and field of expertise.

The department chair appoints an ad hoc search committee for that position, consisting of no fewer than three members of the voting faculty of SEELC, and appoints one of these to chair the committee. The department chair may also appoint faculty from other appropriate units and a graduate student representative, but ensures that the voting faculty of SEELC constitutes a majority of the committee members. The department chair may serve as a non-voting member of the search committee.

Prior to any search, members of all search committees must undergo inclusive hiring practices training available through the College of Arts and Sciences' Office of

Diversity Equity and Inclusion. Implicit bias training offered through the university is also strongly encouraged.

The search committee appoints a diversity advocate who is responsible for providing leadership in assuring that vigorous efforts are made to ensure a diverse pool of qualified applicants. In consultation with faculty, the department chair drafts a description of the position for internal posting in the university Job Postings through the Office of Human Resources Employment Services (www.hr.osu.edu/) and external advertising.

The announcement will be no more specific than is necessary to accomplish the goals of the search, since an offer cannot be made that is contrary to the content of the announcement with respect to rank, field, credentials, and salary. In addition, timing for the receipt of applications will be stated as a preferred date, not a precise closing date, in order to allow consideration of any applications that arrive before the conclusion of the search.

The search committee develops and implements a plan for external advertising and direct solicitation of nominations and applications. If there is any likelihood that the applicant pool will include qualified foreign nationals, the search committee must advertise using at least one 30-day online ad in a national professional journal. The university does not grant tenure in the absence of permanent residency ("green card"), and strict U. S. Department of Labor guidelines do not permit sponsorship of foreign nationals for permanent residency unless the search process resulting in their appointment to a tenure track position included an advertisement in a field-specific nationally prominent professional journal.

When the deadline has been reached, dossiers of all candidates are prepared by the chair of the search committee and made available to each member of the committee. Dossiers are archived on the Ohio State University's approved storage clouds Buckeye Box or One Drive. All members of the eligible faculty are invited to examine the dossiers and make known to the committee members their views on any or all of the candidates before the search committee meets to create a list of finalists who are to be interviewed.

After all candidates on the first-round interview list have been interviewed via Skype, Zoom, or other virtual program, the search committee convenes, deliberates, and evaluates the candidates. The department chair convenes a special meeting of the voting faculty, at which the chair of the search committee presents the views of the search committee members on the candidates' strengths and weaknesses.

At least one of the finalists is expected to contribute to the diversity of the department; if the search committee judges that in the pool of candidates there is no qualified person who can do so, the chair of the search committee must explain the committee's efforts to attract a diverse pool of applicants.

The search committee chair presents the proposed slate of on-campus interviewees for approval to the associate dean for diversity, equity and inclusion and the divisional dean for arts and humanities through the Arts and Sciences Faculty Search Diversity Recruitment Report (<https://ascintranet.osu.edu/faculty/recruitment-hiring>).

The names of the finalists, determined by the search committee in consultation with faculty, are announced to the faculty. On-campus interviews are arranged by the search committee chair, assisted by the departmental office. To the extent possible, it is desirable that each finalist be interviewed in person on campus, be requested to deliver a formal presentation on a topic related to his or her areas of specialization and expertise, be asked to teach a class relevant to their field, and be provided with opportunities for interaction with faculty groups, including the search committee, graduate students, the department chair, and the dean or designee. To the extent possible, the interview format for all candidates must be the same.

After all finalists have been interviewed, the search committee solicits comments from faculty, graduate and undergraduate students, and staff members. The chair convenes a special meeting of the voting faculty (with two-thirds of the members required for a quorum), at which the search committee presents its recommendation for hire and explains its rationale. The voting faculty may accept, modify, or reject the recommendation of the search committee. The faculty will recommend the candidate who receives the highest number of votes to the department chair who then makes his or her recommendation in a report to the divisional dean of the College of Arts and Sciences.

The department chair and the divisional dean of the college are responsible for conducting all negotiations and contractual matters leading to the appointment, with final approval by the executive dean. Potential appointment of a foreign national who lacks permanent residency must be discussed with the Office of International Affairs. The university does not grant tenure in the absence of permanent residency status. The department will therefore be cautious in making such appointments and vigilant in assuring that the appointee seeks residency status promptly and diligently. If the offer involves senior rank, the eligible faculty members vote also on the appropriateness of the proposed rank. If the offer involves prior service credit, the eligible faculty members vote on the appropriateness of such credit. Only faculty members, for whom SEELC is their TIU, may vote on the appointment and the matter of rank and service credit. A two-thirds vote is required for a positive recommendation.

In the event that more than one candidate achieves the level of support required to extend an offer, the department chair decides which candidate to approach first. The details of the offer, including compensation, are determined by the department chair.

2) Tenure-track Faculty—Regional Campus

The regional campus has primary responsibility for determining the position

description for a tenure-track faculty search, but the dean/director or designee consults with the department chair to reach agreement on the description before the search begins. The regional campus search committee must include at least one representative from the department.

Candidates are interviewed by, at a minimum, the regional campus dean, department chair, department eligible faculty, and regional campus search committee. The regional campus may have additional requirements for the search not specified in this document. A decision to make an offer requires agreement by the department chair and regional campus dean. Until agreement is reached, negotiations with the candidate may not begin. The letter of offer must be signed by both the department chair and the regional campus dean.

3) Associated Faculty

The appointment and reappointment of all compensated associated faculty are decided by the department chair in consultation with the eligible faculty.

Appointment and reappointment of uncompensated adjunct or visiting faculty may be proposed by any faculty member in the department and are decided by the department chair in consultation with faculty.

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

Lecturer and senior lecturer appointments are made by the chair on an annual basis and rarely semester by semester. After the initial appointment, and if the department's curricular needs warrant it, a multiple year appointment may be offered.

Renewal of associated appointments is based on the same criteria as appointment and on positive peer and student evaluation of teaching.

4) Courtesy Appointments for Faculty

Any department faculty member may propose a 0% FTE (courtesy) appointment for a tenure-track faculty member from another Ohio State department. A proposal (accompanied by the prospective appointee's curriculum vitae and a brief statement) is considered at a regular faculty meeting and is followed by a simple majority vote of approval. If approved, the department chair extends an offer of appointment. The department chair reviews all courtesy appointments every three years to determine

whether they continue to be justified, and takes recommendations for nonrenewal before the faculty for a vote at a regular meeting.

V. Annual Performance and Merit Review Procedures

The department follows the requirements for annual reviews as set forth in the Faculty Annual Review Policy (<https://oaa.osu.edu/sites/default/files/uploads/policies/Faculty-Annual-Review-and-Reappointment.pdf>), which stipulates that such reviews must include a scheduled opportunity for a face-to-face meeting as well as a written assessment.

According to the policy, the purposes of the review are to:

- Assist faculty in improving professional productivity through candid and constructive feedback and through the establishment of professional development plans;
- Establish the goals against which a faculty member's performance will be assessed in the foreseeable future; and
- Document faculty performance in the achievement of stated goals in order to determine salary increases and other resource allocations, progress toward promotion, and, in the event of poor performance, the need for remedial steps.

The annual performance and merit reviews of every faculty member are based on expected performance in teaching, scholarship, and service as set forth in the department's guidelines on faculty duties and responsibilities, on any additional assignments and goals specific to the individual, and on progress toward promotion where relevant. Meritorious performance in teaching, scholarship, and service is assessed in accordance with the same criteria that form the basis for promotion decisions.

The department chair is required (per Faculty Rule 3335-3-35, <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 Faculty Rule 3335-5-04, <https://trustees.osu.edu/bylaws-and-rules/3335-5>) to view their primary personnel file and to provide written comment on any material therein for inclusion in the file.

A) Documentation

For their annual performance and merit review, faculty members must submit the following documents to the department chair no later than the final day of autumn semester classes:

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

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

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

B) Probationary Tenure-track Faculty

The annual review committee for probationary assistant professors will consist of the tenured associate professors and professors of the department. The review committee will be chaired by the department chair, who will participate in its deliberations. After the meeting and discussion of the progress of the probationary faculty, the chair meets with the faculty member to discuss his or her performance, future plans, and goals; and prepares a written evaluation, reflecting the opinions voiced during the review committee meeting, which includes a recommendation on whether to renew the probationary appointment.

The department chair informs probationary faculty members at the time of initial appointment, and in timely fashion each year thereafter, when the annual review will take place. Probationary faculty are provided with a copy of the Office of Academic Affairs dossier outline, which must be completed by the faculty member in reporting accomplishments to date as well as future plans and goals. In addition, the annual review dossier includes copies of Student Evaluations of Instruction, summaries of narrative student evaluations of teaching, peer evaluations of teaching, course syllabi, and copies of publication and forthcoming publications.

It is the responsibility of the individual faculty member to compile his or her dossier and to see that his or her curriculum vitae and bibliography in the department files are kept up to date. It is the right of the individual faculty member to examine the contents of this dossier at any time, in accordance with college and university guidelines. Dossiers are archived on the Ohio State University's approved storage clouds Buckeye Box or One Drive. Tenure-track faculty members are required to use the OAA approved electronic dossier to generate their core dossier.

If the department chair recommends renewal of the appointment, this recommendation is final. The department chair's annual review letter to the faculty member renews the probationary appointment for another year and includes content on future plans and goals. The faculty member may provide written comments on the review. The department chair's letter (along with the faculty member's comments, if received) is forwarded to the dean of the college. In addition, the annual review letter becomes part of the cumulative dossier for promotion and tenure (along with the faculty member's comments, if he or she chooses).

If the department chair recommends nonrenewal, the Fourth-Year Review process (per Faculty Rule 3335-6-04, <https://trustees.osu.edu/bylaws-and-rules/3335-6>) is invoked. Following completion of the comments process, the complete dossier is forwarded to

the college for review and the executive dean makes the final decision on renewal or nonrenewal of the probationary appointment.

1) Regional Campus Faculty

Annual performance and merit review of the probationary faculty member is first conducted on the regional campus, with a focus on teaching and service. The review then moves to the department and proceeds as described above. In the event of divergence in performance assessment between the regional campus and the department, the department chair discusses the matter with the regional campus dean/director in an effort to clarify and reconcile the divergence, so that the faculty member receives consistent assessment and advice.

2) Fourth-Year Review

During the fourth year of the probationary period the annual review follows the same procedures as the mandatory tenure review, with the exception that external evaluations are optional and the executive dean (not the department chair) makes the final decision regarding renewal or nonrenewal of the probationary appointment.

External evaluations are only solicited when either the department chair or the eligible faculty determine that they are necessary to conduct the Fourth-Year Review. This may occur when the candidate's scholarship is in an emergent field, is interdisciplinary, or the eligible faculty do not feel otherwise capable of evaluating the scholarship without outside input.

The chair convenes a meeting with the eligible faculty, who conduct a review of the candidate. The chair may provide information during the discussion, but has no vote. On completion of the review, the eligible faculty vote by written ballot on whether to renew the probationary appointment.

The eligible faculty forwards a record of the vote and a written performance review to the department chair. The department chair conducts an independent assessment of performance and prepares a written evaluation that includes a recommendation on whether to renew the probationary appointment. At the conclusion of the department review, the formal comments process (per Faculty Rule 3335-6-04, <https://trustees.osu.edu/bylaws-and-rules/3335-6>) is followed and the case is forwarded to the college for review, regardless of whether the department chair recommends renewal or nonrenewal.

3) Exclusion of Time from Probationary Period

Faculty Rule 3335-6-03 (D) (<https://trustees.osu.edu/bylaws-and-rules/3335-6>) sets forth the conditions under which a probationary tenure-track faculty member may

exclude time from the probationary period. Additional procedures and guidelines can be found in the Office of Academic Affairs Policies and Procedures Handbook (<https://oaa.osu.edu/policies-and-procedures-handbook>). After the correct form is filed within a year of the event, one year is automatically excluded for the birth of a child or adoption of a child under age six, although a faculty member may decline such exclusions. The final deadline for filing such requests is April 1 of the mandatory review year.

C) Tenured Faculty

The annual performance and merit review evaluates the performance of tenured faculty members in the areas of teaching, research, and service and, in the case of associate professors, their progress toward promotion. The annual review is intended to encourage and advise faculty members in their professional development, and to identify departmental resources that may aid in furthering that development.

The annual review of tenured faculty is the responsibility of the department chair. Each year the department chair solicits from each tenured faculty member a completed Annual Faculty Activity Report, detailing his or her publications, research, teaching, and service for the previous calendar year. In addition to the Report, the chair may request copies of Student Evaluations of Instruction, summaries of narrative student evaluations of teaching, course syllabi, and copies of publications and forthcoming publications. Tenured faculty must demonstrate evidence of attentiveness to diversity, equity and inclusion in their research, teaching, and/or outreach and engagement.

Associate professors are reviewed annually by the department chair, who conducts an independent assessment; meets with the faculty member to discuss his or her performance and future plans and goals; and prepares a written evaluation on these topics. The faculty member may provide written comments on the review.

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

If a professor has an administrative role, the impact of that role and other assignments will be considered in the annual review. The department chair prepares a written evaluation of performance against these expectations. The faculty member may provide written comments

on the review.

D) Tenured Faculty—Regional Campus

Annual review of the tenured faculty member is first conducted on the regional campus, with a focus on teaching and service. The review then moves to the department and proceeds as described above. In the event of divergence in performance assessment between the regional campus and the department, the department chair discusses the matter with the regional campus dean/director in an effort to clarify and reconcile the divergence, so that the faculty member receives consistent assessment and advice.

E) Associated Faculty

Compensated associated faculty members in their initial appointment must be reviewed before reappointment. The department chair, or designee, prepares a written evaluation. The department chair's recommendation on renewal of the appointment is final. If the recommendation is to renew, the department chair may extend a multiple year appointment.

Compensated associated faculty members on a multiple year appointment are reviewed annually by the department chair, or designee. The department chair, or designee, prepares a written evaluation and may meet with the faculty member to discuss his or her performance, future plans, and goals. No later than October 15 of the final year of the appointment, the department chair will decide whether or not to reappoint. The department chair's recommendation on reappointment is final.

F) Salary Recommendations

The department chair recommends annual salary increases and other performance rewards to the executive dean or designee, who may modify these recommendations. The recommendations are based on the current annual performance and merit review as well as on the performance and merit reviews of the preceding 24 months. In formulating recommendations, the department chair consults with faculty. As a general approach to formulating salary recommendations, the department chair divides faculty into at least four groups based on continuing productivity (high, average, low, and unsatisfactory) and considers market and internal equity issues. Salary increases should be based upon these considerations. Salary increases may be formulated in dollar amounts rather than percentage increases, with the goal of distributing available funds in a manner that achieves the optimal distribution of salaries.

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

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

VI. Promotion and Tenure and Promotion Reviews

A) Criteria

Faculty Rule 3335-6-02 (<https://trustees.osu.edu/rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html>) provides the following context for promotion and tenure and promotion reviews:

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

Excellence in teaching, scholarship, and service constitutes the criterion for promotion and tenure. While the department recognizes that some faculty may be stronger in one area than the other, there nonetheless must be a balance between the three areas. Extraordinary teaching cannot compensate for a poor publication record, and extraordinary scholarship cannot compensate for unsatisfactory teaching. Outstanding undergraduate and graduate teaching is essential to the department's successful maintenance of a viable and coherent curriculum. Therefore, due consideration is given during tenure and promotion reviews to demonstrated teaching proficiency. It is

also one of the primary objectives of the department to establish and maintain successful undergraduate and graduate programs that attract qualified students and assure them of a rigorous and stimulating educational experience. Excellence in scholarship also is essential to the department's standing as a vibrant intellectual and educational program. Therefore, evidence of scholarly productivity, as outlined below, is a necessary condition for tenure and promotion.

1) Promotion to Associate Professor with Tenure

Faculty Rule 3335-6-02 (<https://trustees.osu.edu/rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html>) provides the following general criteria for promotion to associate professor with tenure:

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

Tenure is not awarded below the rank of associate professor at The Ohio State University.

The award of tenure is an acknowledgement of excellence and future potential for preeminence. It is therefore essential to evaluate and judge the probability that faculty, once tenured, will continue to develop professionally and contribute to the department's academic mission at a high level for the duration of their time at the university.

Every candidate is held to a high standard of excellence in all aspects of performance. Above all, candidates are held to a very high standard of excellence in the areas central to their responsibilities. For example, if a candidate's primary teaching role is and will continue to be undergraduate teaching, then excellence in undergraduate teaching is required. A mediocre performance in this area would not be adequately counterbalanced by excellent performance in another aspect of teaching that is a significantly smaller part of the individual's responsibilities.

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

Just as there are varying forms of scholarly activity and varying results of scholarly efforts, there must be varying criteria and patterns for the evaluation of such efforts. For promotion to associate professor with tenure in the field of Literature, Film, and

Cultural studies, candidates must complete a body of significant and original scholarly work; this typically includes a book that has been published or is under board-approved final contract with a respected academic press, as well as published articles in peer-reviewed journals and peer-reviewed edited volumes and papers at professional conferences.

In the other fields, similar evidence of scholarly productivity is expected, and the publication of a book is highly desirable. In certain disciplines, such as Linguistics, the publication of a series of substantive refereed articles may be judged to represent work and accomplishment comparable to the publication of a book in other fields.

The same is true in Language Methodology and Pedagogy, where the publication of innovative textbooks or instructional software that incorporate or present theoretical ideas or advances in methods of teaching may be judged to be equivalent to monographic works when accompanied by articles published in high-quality refereed journals; and in Philology, where the publication of editions of texts with critical apparatus may be judged with considerable weight as evidence of scholarly productivity. Translations from original works in Slavic and East European languages to English are another important endeavor consistent with the departmental mission. Translations may be presented as evidence of scholarly achievement especially when presented in the context of scholarly publications that explicate their historical, esthetic, cultural, social significance, or along with critical scholarly apparatus.

Translations will be evaluated in light of their scholarly significance and the contribution they make to public knowledge. In other, newly emerging fields (Digital Humanities, for example) significant evidence of evaluated digital work may be presented as testimony of scholarly achievement, provided that it includes material that explicates its design, innovative features, efficacy, or theoretical significance.

Interdisciplinary and multi-disciplinary work is encouraged.

Candidates must demonstrate an ability to teach effectively at both the undergraduate and graduate levels, to advise majors and/or students preparing theses, and to develop syllabi and courses that further the department's instructional mission. Teaching excellence is measured by student and peer evaluations, by awards and other formal recognition, and by the statement on teaching included in the candidate's dossier. In recognition of the university's commitment to expanding opportunities to a diverse population of students and of the role of scholarly work in shaping a more just and diverse world, efforts in teaching, scholarship and service that pursue these goals are encouraged. This includes attention to minority populations in the region of study and work that addresses representations and diverse experiences in terms of race, ethnicity, class, gender and sexual identity, religion, disability, and neurodiversity.

Finally, candidates must serve effectively on department, college, and university committees, and demonstrate an ability to work effectively with other colleagues in the management of the department.

2) Promotion to Professor

The College of Arts and Sciences expectations for promotion to professor are set forth in the ASC College APT Document, found at the OAA website:

<https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure>. The information given below supplements these policies.

Consistent with Faculty Rule 3335-6-02 (C), <https://trustees.osu.edu/bylaws-and-rules/3335-6>, promotion to the rank of professor is based on convincing evidence that the faculty member has furthered the department's distinctive mission by producing a sustained record of excellence in teaching, a significant body of scholarship that is recognized nationally or internationally, and a record of leadership in service, both on campus and to the profession. The department further expects a candidate for promotion to professor to be a role model for less senior faculty, for students, and for the profession.

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

Excellence in scholarship means attainment of measurable national or international recognition based on an appropriate amount and rate of high quality published research and/or other relevant creative endeavors. A successful candidate will have achieved national distinction as a scholar and have an emerging international reputation. Excellence in teaching means the provision to all students of the opportunity to realize their full capabilities for learning and, to the most capable and motivated students, an enhanced learning experience. It can be measured by the attainment of national or international recognition, as evidenced by pedagogical publications, awards, honors, and/or critical student outcomes. In recognition of the university's commitment to expanding opportunities to a diverse population of students and of the role of scholarly work in shaping a more just and diverse world, efforts in teaching, scholarship and service that pursue these goals are encouraged. This includes attention to minority populations in the region of study and work that addresses representations and diverse experiences in terms of race, ethnicity, class, gender and sexual identity, religion, disability, and neurodiversity. Excellence in service means the provision of a high level of professional expertise and experience to one or more publics, including the university, the Columbus community, the state of Ohio, the nation, and professional organizations.

For promotion to professor, faculty members must complete a second body of original and significant scholarship beyond that produced for advancement to the rank of associate professor. Demonstration of this second body of work should follow the same principles as listed above for promotion to associate professor and must show continued productivity beyond what was considered at the time of tenure and

promotion to associate professor.

In addition, as further specified by Faculty Rule [3335-6-02](#), assessment is in relation to specific assigned responsibilities with reasonable flexibility being exercised in order to balance, where the case requires, heavier responsibilities and commitment in one area against lighter ones in another. Promotion should reflect the reality that (a) not all faculty members have the same distribution of assignments (b) not all faculty members will be able to contribute excellence equally in all evaluation dimensions; and (c) there is a multi-faceted institutional responsibility that must be achieved by the skills of the faculty collectively. Promotion to professor should be awarded not only to those faculty who have demonstrated impact in their scholarship of research and creative inquiry, teaching and learning, and service, but also to those who have exhibited excellence in the scholarship of leadership to make visible and demonstrable impact upon the mission of the department, college and university.

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

3) Regional Campus Faculty

Expectations for regional campus faculty differ somewhat from those for faculty on the Columbus campus. The primary mission of the regional campuses is to provide high quality undergraduate instruction and to serve the academic needs of their communities. Therefore, the relative emphasis on teaching and service expected of regional campus faculty ordinarily will be greater. The department expects regional campus faculty members to establish a program of high quality scholarship while recognizing that the greater teaching and service commitments of regional campus faculty require a different set of expectations. The judgment regarding whether a particular body of work meets departmental standards for tenure and/or promotion will take into consideration the regional campuses' different mission, higher teaching expectations, and lesser access to research resources.

4) Associated Faculty

Promotion to Adjunct Associate Professor and Adjunct Professor. The relevant criteria for the promotion of adjunct faculty members shall be the same as those for the promotion of tenure-track faculty above.

Promotion to Associate Professor and Professor with FTE below 50%. The relevant criteria for the promotion of associated faculty members with tenure-track titles are those for the promotion of tenure-track faculty above.

Promotion to Senior Lecturer. Lecturers may be promoted to senior lecturer if they

meet the criteria for appointment at that rank as described in Section IV.A.5.

Promotion of Visiting Faculty. Visiting faculty members are not eligible for promotion.

B) Procedures for Tenure-Track Faculty

The department's procedures for promotion and tenure and promotion reviews are fully consistent with those set forth in Faculty Rule 3335-604 (<https://trustees.osu.edu/rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html>) and the Office Academic Affairs annually updated procedural guidelines for promotion and tenure reviews found in Volume 3 of the Policies and Procedures Handbook (<https://oaa.osu.edu/policies-and-procedures-handbook>).

A review for tenure must take place no later than during the final year of a probationary period. A faculty member may ask to be considered for non-mandatory promotion and tenure review or for promotion review at any time; however, the eligible faculty may decline to put forth a faculty member for formal non-mandatory promotion and tenure review or promotion review if the candidate's accomplishments are judged not to warrant such review. The eligible faculty may only deny a tenured faculty member a formal review for promotion once. After one denial, the faculty member's request for a formal review must be allowed to proceed.

Only the candidate may stop any review for promotion and tenure once external letters of evaluation have been sought. The candidate may withdraw from review at any stage of the process by so informing the department chair in writing (see the [Policies and Procedures Handbook](#) Volume 3, Section 3.11.1.2). If the review process has moved beyond the department, the department chair informs the executive dean or the executive vice president and provost, as relevant, of the candidate's withdrawal. Withdrawal from the mandatory tenure review during the final probationary year means that tenure is not granted.

1) Candidate Responsibilities

Candidates for promotion and tenure or promotion are responsible for (1) submitting a complete, accurate dossier and (2) providing a copy of the APT under which they wish to be reviewed. If external evaluations are required, candidates are responsible for (3) reviewing the list of potential external evaluators compiled for their case according to departmental guidelines.

a) Dossier

Every candidate must submit a complete and accurate dossier that follows the Office

of Academic Affairs dossier outline. Candidates should not sign the Office of Academic Affairs Candidate Checklist without ascertaining that they have fully met the requirements set forth in the Office of Academic Affairs core dossier outline including, but not limited to, those highlighted on the checklist.

While the Committee of Eligible Faculty makes reasonable efforts to check the dossier for accuracy and completeness, the candidate bears full responsibility for all parts of the dossier that are to be completed by him or her.

The complete dossier is forwarded when the review moves beyond the department. The documentation of teaching is forwarded along with the dossier. The documentation of scholarship and service is for use during the departmental review only, unless reviewers at the college and university levels specifically request it.

i) Teaching

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

- Cumulative SEI reports (Student Evaluation of Instruction computer-generated summaries prepared by the Office of the University Registrar) for every class;
- Peer evaluation of teaching reports (for probationary faculty at least once each year; candidates for promotion to professor are expected to have at least 5 peer evaluations for the 5-year period prior to consideration for promotion); the chair will appoint reviewers from the department and outside of it to visit probationary faculty's classes;
- Discursive student evaluations for every class taught (this is required for probationary faculty and highly recommended for all faculty);
- Copies of pedagogical papers, books or other materials published, or accepted for publication. Material accepted for publication but not yet published must be accompanied by a letter from the publisher stating that the work has been unequivocally accepted and is in final form with no further revisions needed;
- Teaching activities as listed in the core dossier including:
 - Involvement in graduate/professional exams, theses, and dissertations, and undergraduate research
 - Mentoring postdoctoral scholars and researchers
 - Extension and continuing education instruction
 - Involvement in curriculum development
 - Awards and formal recognition of teaching
 - Presentations on pedagogy and teaching at national and international conferences
 - Adoption of teaching materials at other colleges or universities;
- Other relevant documentation of teaching as appropriate.

ii) Documentation for Research and Scholarship

In evaluating scholarly achievement, the department considers both quality and quantity, although a special emphasis is placed on quality and evidence of a significant contribution to a faculty member's field of study. The time period for scholarship documentation to be included in the dossier for probationary faculty is the start date to present. For tenured or nonprobationary faculty it is the date of last promotion to present. Such evidence includes the following categories:

- **Publications:** The type and scope of each publication are considered. Because of the diverse nature of scholarship encompassed within SEELC, publication may occur in emergent evaluated interdisciplinary works with a high impact on emergent fields of scholarship, as well as more established venues. Books, monographs, critical editions, articles, book reviews, etc., if based on original research, are accorded special importance as evidence of scholarly achievement and development. In general, monographs and papers that undergo considerable scrutiny before publication (e.g., by editorial boards of journals or anthology editors) are more highly valued than those that do not. The quality of the venue of publication (such as respected peer-reviewed journals and appropriate academic presses) is also carefully weighed.

Other publications that are conceived primarily for university instruction such as textbooks, source books, readers, anthologies of texts, translations, and contributions in the area of foreign language teaching, as well as similar publications are judged to be scholarly works only when they present new ideas or incorporate scholarly research.

Translations and creative work are evaluated in light of their originality, depth, and pertinence to the academic mission of the department. Evaluation of reviews of scholarly works written for professional journals takes into account the scholarship of the reviews and the type and quality of the journals.

- **Scholarly Presentations:** The department expects scholarly activity at international, national, and regional professional meetings. Papers, formal participation in symposia, and official commentaries made as a discussant of the papers of others are appraised whenever possible by appropriate faculty and/or on the basis of opinions, oral and written, of scholars in the field.
- **Grants, Prizes, and Awards:** Importance is attached to scholarly recognition in the form of prizes, awards, grants, and fellowships, as well as to invitations to deliver public lectures or to teach at other major research universities.
- **Editorial Boards:** Recognition in the form of requests to serve on editorial boards of scholarly journals, to chair sessions at professional meetings and

conventions, or to serve on program committees for such meetings may be considered as indicators of the faculty member's prominence in the field.

- **Other Evidence:** Any other evidence that a faculty member believes pertinent to his or her performance as a scholar may be submitted.

iii) Documentation for Service

Recognition should be given to scholarly service that a faculty member has been asked to perform or that which he or she initiated on behalf of scholarly organizations, the department, college, and the university. In evaluating service, the department considers the nature, extent and impact of the faculty member's activities. Consideration is given to activities that enhance the department's mission to foster cooperation in research and teaching among Arts and Sciences faculty at the university. Those who perform service in which the commitment of time is considerable (especially with little or no reduction in teaching responsibilities) can reasonably expect that such service receive due consideration. Any service obligations undertaken especially by non-tenured faculty members and submitted by them for evaluation under this rubric must be considered and discussed. Such requests are listed in the service portion of the dossier and document national or international service as well. The time period for service documentation to be included in the dossier for probationary faculty is the start date to present. For tenured or nonprobationary faculty it is the date of last promotion to present.

b) Appointments, Promotion, and Tenure (APT) Document

Candidates must submit a copy of the APT under which they wish to be reviewed. Candidates may submit the department's current APT document; or, alternatively, they may elect to be reviewed under either (a) the APT document that was in effect on their start date, or (b) the APT document that was in effect on the date of their last promotion, whichever of these two latter documents is the more recent. However, the current APT document must be used if the letter of offer or last promotion, whichever is more recent, was more than 10 years before April 1 of the review year. The APT document must be submitted when the dossier is submitted to the TIU.

c) External Evaluations (see also External evaluations below)

As noted above, if external evaluations are required, candidates are responsible for reviewing the list of potential external evaluators developed according to departmental guidelines. The candidate may add no more than three additional names, but is not required to do so. The candidate may request the removal of no more than two names, providing the reasons for the request. The department chair decides whether removal is justified.

2) Committee of Eligible Faculty Responsibilities

The responsibilities of the Committee of Eligible Faculty are as follows:

- To review this document annually and to recommend proposed revisions to the faculty;
- To consider annually, in spring semester, requests from faculty members seeking a non-mandatory review in the following academic year and to decide whether it is appropriate for such a review to take place. Only professors on the committee may consider promotion review requests to the rank of professor. A two-thirds majority of those eligible to vote on a request must vote affirmatively for the review to proceed;
 - The committee bases its decision on assessment of the record as presented in the faculty member's CV and on a determination of the availability of all required documentation for a full review (student and peer evaluations of teaching). Lack of the required documentation is necessary and sufficient grounds on which to deny a non-mandatory review;
 - A tenured faculty member may only be denied a formal promotion review under Faculty Rule 3335-6-04 (<https://trustees.osu.edu/rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html>) for one year. If the denial is based on lack of required documentation and the faculty member insists that the review go forward in the following year despite incomplete documentation, the individual should be advised that such a review is unlikely to be successful;
 - Consistent with Office of Academic Affairs policy, only faculty members who are citizens or permanent residents of the United States may be considered for non-mandatory tenure review. The committee must confirm with the department chair that an untenured faculty member seeking non-mandatory tenure review is a U.S. citizen or permanent resident (has a "green card"). Faculty members not eligible for tenure due to lack of citizenship or permanent residency are moreover not considered for promotion by this department.
- A decision by the committee to permit a review to take place in no way commits the eligible faculty, the department chair, or any other party to the review to making a positive recommendation during the review itself;

- Annually, in late spring through early autumn semester, to provide administrative support for the promotion and tenure review process as described below.
 - **Late Spring/Summer:** Select from among its members a Procedures Oversight Designee who will serve in this role for the following year. The Procedures Oversight Designee cannot be the same individual who chairs the committee. The Procedures Oversight Designee's responsibilities are described in the Office of Academic Affairs annual procedural guidelines.
 - **Late Spring:** Suggest names of external evaluators to the department chair.
 - **Early Autumn:** Review candidates' dossiers for completeness, accuracy (including citations), and consistency with Office of Academic Affairs requirements; and work with candidates to assure that needed revisions are made in the dossier before the formal review process begins.
 - Review thoroughly and objectively every candidate's dossier in advance of the meeting at which the candidate's case will be discussed.
 - Meet with each candidate for clarification as necessary and to provide the candidate an opportunity to comment on his or her dossier. This meeting is not an occasion to debate the candidate's record.
 - Meet to discuss the candidates' achievements in teaching, scholarship, and service and votes.
 - Write a summary of the faculty perspectives expressed during the meeting; and forward the completed written evaluation and recommendation to the department chair.
 - Provide a written response to any candidate comments that warrant response, for inclusion in the dossier.
 - Provide a written evaluation and recommendation (including an advisory vote) to the department chair in the case of joint appointees whose tenure- initiating unit is another department.
 - Attend all P&T (Eligible Faculty) meetings except when circumstances beyond one's control prevent attendance; participate in discussion of every case; and vote.

3) Department Chair Responsibilities

The responsibilities of the department chair are as follows:

- To charge each member of the Eligible Faculty Committee to conduct reviews free of bias and based on criteria.
- Where relevant, to verify the prospective candidate's residency status. Faculty members who are neither citizens nor permanent residents of the United States may not undergo a non-mandatory review for tenure, and tenure will not be awarded as the result of a mandatory review until permanent residency status is established. Faculty members not eligible for tenure due to lack of citizenship or permanent residency are moreover not considered for promotion by this department;
- **Late Spring Semester:** To solicit external evaluations from a list including names suggested by the Committee of the Eligible Faculty, the chair and the candidate. Also, see External Evaluations below;
- **Late spring/summer:** To appoint a chair to the Committee of Eligible Faculty according to the research interests of a particular candidate;
- To solicit an evaluation from a TIU head of any TIU in which the candidate has a joint appointment.
- To make each candidate's dossier available on the Ohio State University's approved storage clouds Buckeye Box or One Drive. for review by the eligible faculty at least two weeks before the meeting at which specific cases are to be discussed and voted;
- To remove any member of the eligible faculty from the review of a candidate when the member has a conflict of interest but does not voluntarily withdraw from the review;
- To attend the meetings of the eligible faculty at which promotion and tenure matters are discussed and respond to questions raised during the meeting; the department chair will leave the meeting to allow open discussion among the eligible faculty members;
- **Mid-Autumn Semester:** To provide an independent written evaluation and recommendation for each candidate, following receipt of the eligible faculty's completed evaluation and recommendation;
- To meet with the eligible faculty to explain any recommendations contrary to the recommendation of the committee;

- To inform each candidate in writing after completion of the department review process:
 - Of the recommendations by the eligible faculty and department chair;
 - Of the availability for review of the written evaluations by 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 Committee of Eligible Faculty'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 tenure-initiating unit by the date requested.

C) Procedures for Regional Campus Faculty

If a regional campus member is to be reviewed, the department chair notifies the faculty member, with a copy to the dean of the regional campus. The dean initiates a review by the regional campus faculty according to the procedures established on the campus. The review focuses mainly on teaching and service. The dean forwards the report of this review and a recommendation to the department chair for inclusion in the candidate's dossier and for the use of the department's committee of eligible faculty.

From this point on, the review follows the same course as all promotion and tenure reviews. The department chair sends to the dean copies of the external evaluations, the department committee's report, and the department chair's recommendation.

D) Procedures for Associated Faculty

Adjunct faculty and associated faculty with tenure-track titles follow the promotion guidelines and procedures detailed in Section VI.B above, with the exception that the review does not proceed to the college level if the department chair's recommendation is negative, and does not proceed to the executive vice president and provost if the executive dean's recommendation is negative. Positive recommendations from the executive dean likewise do not proceed to the executive vice president and provost.

E) External Evaluations

External evaluations of scholarly activity and research are obtained for all promotion reviews in which scholarship must be assessed. These include all tenure-track promotion and tenure or promotion reviews. External evaluations of scholarly activity and research are not obtained for associated faculty unless the faculty member has been involved in a significant amount of scholarship.

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

- 3) Is written by a person highly qualified to judge the candidate's scholarship (or other performance, if relevant) who can give an "arms' length" evaluation of the research record and is not a close personal friend, research collaborator, or former academic advisor or post-doctoral mentor of the candidate. Qualifications are generally judged on the basis of the evaluator's expertise, record of accomplishments, and institutional affiliation. This department will normally only solicit evaluations from professors at institutions comparable to Ohio State. In the case of an assistant professor seeking promotion to associate professor with tenure, a minority of the evaluations may come from associate professors;
- 4) 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.

Since the department cannot control who agrees to write and or the usefulness of the letters received, a larger number of letters are sought as are required, and they are solicited no later than the end of May prior to the review year.

As described above, a list of potential evaluators is assembled by the Committee of the Eligible Faculty, 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. Faculty Rule 3335-6-04

(<https://trustees.osu.edu/rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html>) requires that no more than half the external evaluation letters in the dossier be written by persons suggested by the candidate. In the event that the person(s) suggested by the candidate do not agree to write, neither the Office of Academic Affairs nor this department requires that the dossier contain letters from evaluators suggested by the candidate.

The department follows the College of Arts and Sciences' suggested format, provided at <https://ascintranet.osu.edu/Promotion-Tenure>, for letters requesting external evaluations.

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

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

VII. Appeals

Faculty Rule 3335-6-05 (<https://trustees.osu.edu/bylaws-and-rules/3335-6>) sets forth general criteria for appeals of negative promotion and tenure decisions. Further detail on appeals alleging improper evaluation is provided in Faculty Rule 3335-5-05 (<https://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html>).

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.

VIII. Seventh-year Reviews

In keeping with Faculty Rule 3335-6-05 (B), <https://trustees.osu.edu/bylaws-and-rules/3335-6>, in rare instances the department may petition the executive dean to conduct

a seventh-year review for an assistant professor who has been denied promotion and tenure as a result of a sixth year (mandatory tenure) review. Two-thirds of all eligible faculty of the department and the department chair must both approve proceeding with a petition for a seventh-year review. The petition must provide documentation of substantial new information regarding the candidate's performance that is germane to the reasons for the original negative decision. Petitions for seventh-year reviews must be initiated before the beginning of the last year of employment and in accordance with the department's tenure and promotion timetable because the seventh-year review, if approved, would take place during the regular university review cycle of the assistant professor's seventh and last year of employment.

If the executive dean concurs with the department's petition, the dean in turn petitions the executive vice president and provost for permission to conduct a seventh-year review. If the provost approves the request, a new review is conducted equivalent to the one that resulted in the nonrenewal of the appointment.

The conduct of a seventh-year review does not presume a positive outcome. In addition, should the new review result in a negative decision, the faculty member's last day of employment is that stated in the letter of nonrenewal issued following the original negative decision.

A faculty member may not request a seventh-year review, appeal the denial of a seventh-year review petition initiated by the department, or appeal a negative decision following a seventh-year review, since the faculty member has already been notified that tenure has been denied at the conclusion of the sixth-year review.

IX. 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. Faculty members should choose a day late in the semester when attendance is likely to be high if s/he is going to provide in-class time for students to complete the evaluation using a mobile application. The faculty member must leave the classroom during the time allotted for completing the evaluation. The faculty member should reiterate to students that the feedback provided in the evaluations is used both for performance reviews and to provide feedback that can be taken into account in future teaching. In addition, probationary faculty are required to use discursive forms, and all faculty are strongly encouraged to do so. The faculty distribute the forms to the students and leave the classroom. A designated student submits the completed forms to the department. Instructors do not have access to results of either evaluation instrument until the final grades for the course have been recorded.

B) Peer Evaluation of Teaching

The department chair oversees the department's peer evaluation of teaching process. The chair appoints reviewers, associate professors or professors to evaluate the instruction. Because of the interdisciplinary nature of the department, the reviewer may be from outside the department.

All probationary faculty undergo peer review of teaching at least once each year with the goal of assessing teaching at all the levels of instruction to which the faculty member is assigned. The teaching of tenured associate professors is reviewed at least once every other year, with the goal of assessing teaching at all the levels of instruction to which the faculty member is assigned over a six year period. Candidates for promotion to professor are expected to have at least 5 peer evaluations by professors prior to consideration for promotion. The teaching of tenured professors is reviewed at least once every other year. Associate professors are evaluated by professors and professors by other professors.

In carrying out the teaching evaluation, the reviewer must evaluate the syllabus (its clarity, appropriateness to the course, explication of requirements and grading criteria, etc.), the mode of instruction (based on at least one class visitation), and the relevance of the course (including the way it is taught) to the mission of the department. At the conclusion of the class visits, the reviewer meets with the candidate to give feedback and also submits a written report to the department chair, copied to the candidate. The candidate may provide written comments on this report and the reviewer may respond if he/she wishes. The reports are included in the candidate's promotion and tenure dossier.

Overall, teaching is evaluated in relation to the department's mission of promoting innovative and interdisciplinary undergraduate and graduate instruction.

Upon the department chair's request, the teaching of any faculty member not currently scheduled for review may be reviewed. Such reviews are normally triggered by low or declining student evaluations or other evidence of the need for providing assistance in improving teaching.

The teaching of a faculty member not currently scheduled for review may also be reviewed upon that individual's request, to the extent that time permits. Reviews conducted at the request of the faculty member are considered formative only. The department chair is informed that the review took place, but the report is given only to the faculty member who requested the review. Faculty seeking formative reviews should also seek the services of the [Michael V. Drake Institute for Teaching and Learning](#).