

**Procedure and Criteria for Renewal of Appointment,  
Promotion, and Merit for Group II and Group IV Faculty  
Applied Sciences & Professions (ASP) Division  
Ohio University – Chillicothe**

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**I. Faculty Handbook**

The *Ohio University Faculty Handbook* will govern the renewal of appointment process and the promotion and tenure process. Each faculty member should be aware of the policy and procedures that is expressed in applicable sections of the *Ohio University Faculty Handbook*.

**II. Committees and Their Composition**

**A. Annual Review Committee for Group II and IV Faculty**

The Applied Sciences and Professions (ASP) Annual Review committee for Group II and IV faculty will be a committee of the whole which includes all Group II and IV faculty from the ASP division. The Division Coordinator will appoint the Chair to this committee by the first day of Fall semester.

Group IV faculty will refrain from participation on decisions involving Group II promotions. Group IV faculty are expected to participate on all other committee matters.

For faculty members seeking promotion, they are not considered eligible faculty members on the ASP Annual Review Committee for Group II and IV Faculty for their application for promotion. They will not be permitted to participate in any of the deliberations nor vote on any of the recommendations pertaining to their application for promotion. They will be eligible for all other considerations before the ASP Annual Review Committee for Group II and IV Faculty.

**III. Procedures for Recommendations for Renewal and Promotion.**

Annually, the ASP division will evaluate all Group II faculty and Group IV faculty for renewal. All of these evaluations must result in recommendations forwarded to the ASP Division Coordinator who will issue a final letter of evaluation to the faculty member regarding renewal or non-renewal and copy to the Campus Dean.

**A. Procedure for Renewal of Appointment**

This section applies to Group II faculty and Group IV faculty in the ASP division. The materials to be used for this evaluation will include the annual Faculty Self-Evaluation submission as requested by the Campus Dean (see Appendix A).

For Group II/IV faculty, the Faculty Self-Evaluation submission will be evaluated for alignment with division rubrics (see Appendix B) and renewal criteria (see Part IV.A of

this document). Additional materials can be supplied by the faculty member being evaluated.

For Group II/IV faculty, the ASP Division Coordinator will provide the evaluation of the faculty member's materials and provide a letter summarizing the evaluation for renewal or non-renewal and copy to the Campus Dean.

Timelines for notifications on renewal of contracts must adhere to the *Ohio University Faculty Handbook*, in particular, Section II.D.3.

## **B. Procedure for Promotion**

This section applies to all Group II faculty. For Group II faculty, this section outlines the procedures for promotion.

### **1. Group II Faculty**

This sub-section applies to Group II faculty in the ASP division (Group IV faculty are not eligible for promotion). A Group II faculty member requesting consideration for promotion must notify the Division Coordinator in writing by September 15.

For consideration of promotion, the faculty member must provide the Chair of the ASP Annual Review committee for Group II/IV with a letter and any supporting materials by October 20.

For all Group II faculty seeking promotion, the ASP Annual Review Committee for Group II and IV Faculty (see Part II of this document) will provide the initial evaluation of the faculty member's materials in writing to the Division Coordinator by two business days before the last day of Fall Semester. The Division Coordinator will provide a letter summarizing their evaluation and decision regarding promotion by the last day of Fall Semester. A copy will be sent to the Campus Dean for further consideration. The Campus Dean has the option to consider the application for promotion.

Group IV faculty will refrain from participation on decisions involving Group II promotions.

## **IV. Criteria for Promotion and Recommendations for Renewal**

The following criteria are normative. However, an individual may be hired with a specific mission to fulfill; it is also possible that a situation or campus need may arise affecting an individual's profile. In such cases, the ASP Annual Review Committee for Group II and IV faculty may set aside normative criteria and evaluate the individual case in light of campus needs or specific mission. When such a situation arises, appropriate documentation should be produced and provided to the Division Coordinator and the Campus Dean to warrant this special consideration.

## **A. Criteria for Renewal and Promotion of Group II and Group IV Faculty**

This section applies to Group II and Group IV faculty in the ASP division. Group IV faculty are not eligible for promotion. Only renewal applies to Group IV faculty.

Because the primary mission of Ohio University-Chillicothe is teaching, candidates for promotion should, first and foremost, provide evidence of teaching excellence and may demonstrate acceptable levels of accomplishment in scholarship and in service.

The following questions should guide the decision-making process of the ASP Annual Review Committee for Group II and Group IV Faculty:

- Has this person demonstrated excellence in teaching?
- Has the person under consideration been a valuable addition to Ohio University, the Chillicothe campus, and to this ASP division?
- Has the faculty member demonstrated collegial relationships with faculty members within and outside his or her division?
- Has the faculty member demonstrated a professional relationship with the community constituents?
- What positive impact has the person under consideration had on Ohio University, the Chillicothe campus, and this ASP division since he/she was first employed?
- What is his/her professional demeanor and ethics?
- What is his/her potential contribution for the future?
- What is his/her contributions above and beyond classroom teaching?

In performing any annual or promotion evaluation, the ASP Annual Review Committee for Group II and IV Faculty will consider each individual's performance in teaching. Additional consideration for renewal and promotion can include scholarly activity and professional growth; and university and community service. Representative activities for each area are provided in Appendix B – Group II/IV Evaluation Rubric.

Given the range of possibilities, considerable variability is likely among our faculty. No one is expected to perform every activity in each area, although all faculty may be reasonably expected to perform certain activities in each area. The weight accorded certain activities and accomplishments may vary in the course of an annual versus promotion evaluation, as well as in promotion evaluations for different ranks.

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**V. Procedures for Recommendations for Merit.**

Annually, the ASP division will evaluate all eligible Group II faculty and Group IV faculty for merit. All Group II faculty and Group IV faculty in the ASP division must submit to the Division Coordinator an annual Faculty Self-Evaluation submission as requested by the Campus Dean (see Appendix A) by October 20.

**A. Group II and Group IV Faculty**

For Group II and Group IV faculty, the merit evaluation will be conducted by the Annual Review committee for Group II and IV Faculty. This merit evaluation will make use of the Group II/IV Evaluation Rubric (see Appendix B).

Four Group II and Group IV faculty, the merit pay allocation is:

Seventy-five percent (75%) for Fulfillment of Minimum Requirements. We believe it is suitable to reward those who are doing their jobs. "Merit" need not apply only to going above and beyond requirements; fulfilling one's contract should be valued and positively enforced. Group II faculty will split 75% of the annual pool among those who have fulfilled the minimum requirements in worksheet I below. These requirements apply to face-to-face, blended, and on-line courses that Group II faculty are assigned to teach.

Twenty-five percent (25%) for Meritorious Achievement. The remaining 25% will be split among those who have gone beyond the minimum requirements. Due to the diversity in teaching assignments, several spaces have been left blank in the worksheet for additional meritorious activities. When possible, documentation should be provided.

All of these merit evaluations must result in written recommendations forwarded to the ASP Division Coordinator by two business days before the last day of Fall Semester. The Division Coordinator will issue a final letter to each faculty member describing their merit determination by February 1.

The ASP Division Coordinator will provide a summary of all faculty merit determinations to the Campus Dean by February 1.

**VI. Criteria for Recommendations for Merit**

The criteria for merit for Group II are the same as those outlined for promotion in section IV of this document and are evaluated using the Group II/IV Evaluation Rubric (see Appendix B).

**Appendix A – Faculty Self-Evaluation**

**OHIO UNIVERSITY-CHILLICOTHE  
FACULTY SELF-EVALUATION –2012 AY  
AND  
FACULTY DEVELOPMENT PLAN –2013 AY**

*Due January 11, 2013*

**Name:**

**Division:**

The purpose of this form is to allow faculty to report past academic year's teaching, research, and service accomplishments as well as next academic year's plans in all three areas, in a single, annual report.

Student evaluation scores will be filed with the document by your division coordinator or the dean's office.

Please sign below once you and your division coordinator (or Dean, in the case of the division coordinators) have reviewed the completed document together.

\_\_\_\_\_  
(Faculty Member)

\_\_\_\_\_  
(Division Coordinator)

\_\_\_\_\_  
(Dean)

**PART I – TEACHING AND ADVISING**

- A. New course or program design activities in 2012:
- B. New course or program design activities planned for 2013 and any resources needed:
- C. Major innovations in previously existing courses or programs in 2012:
- D. Major innovations in previously existing courses or programs planned for 2013 and any resources needed:
- E. Other notable achievements in teaching and/or advising in 2012:
- F. Other notable plans for teaching and/or advising in 2013 and any resources needed:

**PART II – RESEARCH/SCHOLARLY ACTIVITY**

- A. Completed research/scholarly activities during 2012:  
  
List below completed research/scholarly activities during 2012 (including refereed journal articles, proceedings, other professional presentations, conferences attended, professional development workshops, etc.) Please be specific about the nature of activities and when they were undertaken (e.g., data gathered 2012, manuscript planned for submission, 2013).
- B. Planned research/scholarly activities for 2013:  
  
List below the research/scholarly activities you plan for 2013:
- C. Resources needed:  
  
List any resources needed to carry out your research/scholarly activities planned for 2013:

**PART III – PROFESSIONAL ACTIVITIES/SERVICE ACTIVITIES**

- A. Professional Activities in 2012 (manuscript reviewing, editorships, leadership position in professional organizations, etc.):
- B. Professional Activities planned for 2013 and any resources needed:
- C. Service Activities (Campus and Community) in 2012 (e.g., committee work, participation in critical events, meeting with practitioners in a formal capacity, volunteering for general community service):
- D. Service Activities planned for 2013 and any resources needed:

**Appendix B – Group II/IV Evaluation Rubric**

**Checklist - Fulfillment of Minimum Requirements**

Name \_\_\_\_\_ Date \_\_\_\_\_ Dept/Discipline \_\_\_\_\_

<b>Criteria</b>	<b>Fulfilled</b>	<b>Confirmed</b>
Met class obligations. If absence was necessary, went through the correct channels to report such absence.		
Was present for a minimum of one office hour per course each week.		
Prepared and submitted a syllabus for each class that contained required elements according to the faculty handbook. Documented and kept all records required by the university?		
Assigned final exams/papers/projects for the scheduled day and was available to students during that time.		

**Checklist – Meritorious Achievement**

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_ **Dept/Discipline** \_\_\_\_\_

Teaching

Examples: exceptional teaching; teaching awards, recognition; teaching awards, recognition; new courses, program development; mentoring, including recommendation letters; field trips; technological development for courses; teaching on other campuses; course-related projects requiring extensive preparation and production effort, such as plays, gallery exhibits, video production, concerts, etc.

Criteria	Fulfilled	Confirmed

**Professional Activities and Development**

Examples: publications, exhibits, etc. (scholarly or creative, as pertains to the field); conference and workshop presentations; membership in professional organizations; conference/professional organization work; attending conferences, workshops, seminars, etc. relation to the field; educational development; writing, applying for and/or managing internal or external grants; and new course creation.

<b>Criteria</b>	<b>Fulfilled</b>	<b>Confirmed</b>

Service and Outreach

Service extends to any OU Campus, OU-Athens, Community, Regional, National, and so on.

Examples; student advising load; committee work; attending faculty, division, and departmental meetings; attending meetings or events in Athens; attending campus or community events; organizing campus events, trips, community events, etc.; working in public schools; club advising; organizing and/or chaperoning campus-sponsored trips abroad; developing websites; evaluating programs her or elsewhere, consultant work; teaching continuing ed. programs and workshops; doing guest lectures or presentations for others' classes or for local organizations; organizing benefit concerts or activities, etc.

<b>Criteria</b>	<b>Fulfilled</b>	<b>Confirmed</b>

Miscellaneous

Ex.: participating in an interview for campus or local news articles that do not directly pertain to courses taught.

<b>Criteria</b>	<b>Fulfilled</b>	<b>Confirmed</b>

**Appendix C – Renewal of Appointment and Promotion and Tenure Timeline**

**Renewal of Appointment and Promotion and Tenure Timeline  
Applied Sciences and Professions (ASP) Division  
Ohio University-Chillicothe**

To assist with determining applicability of deadlines in the timeline below, please refer to the following codes:

(a) Tenure-Track (Probationary) Group I, (b) Tenured Group I Seeking Promotion,  
(c) All Group I Faculty, (d) All Group II Faculty, (e) All Group IV Faculty

<b><i>Due Date</i></b>	<b><i>Item</i></b>	<b><i>Applicability</i></b>
<i>First Day of Fall Semester</i>	The Division Coordinator will appoint the ASP Annual Review Committee for Group I and a Chair.	(c)
	The Division Coordinator will appoint the Chair to the the ASP Annual Review Committee for Group II and IV.	(d) (e)
<i>September 1</i>	The Division Coordinator will send a reminder to eligible probationary faculty that they are required to submit a full dossier with supporting data to be used in the Third Year Probationary Review. The Regional Campus Format for Promotion and Tenure Dossier is the format to arrange materials.	(a)
	The Division Coordinator will send a request for promotion consideration to the faculty.	(b)
<i>September 15</i>	A faculty member requesting consideration for promotion and/or tenure must notify the Division Coordinator in writing.	(b) (d)
	Tenured faculty eligible for promotion can request letter of evaluation from Division Coordinator by this date, if desired. Division Coordinator will provide letter by February 1 <sup>st</sup> . Probationary faculty receive evaluation letter annually without requesting one on February 1 <sup>st</sup> .	(b)
<i>September 20</i>	The Division Coordinator, after consultation with the ASP Promotion and Tenure Committee, will notify each candidate in writing that they will be considered actively for tenure and/or promotion.	(a) (b)
<i>September 25</i>	The faculty member seeking promotion and/or tenure must provide a list of four potential external reviewers and must provide the ASP Promotion and Tenure committee Chair or a designee five copies of <i>Section V: Scholarship and Creative Activity</i> of the dossier and reprints of publications or other appropriate documentation for creative activities (e.g., Compact Discs, Flash Drives, DVDs, etc.). See Section III.C of this document for more detail.	(a) (b)
	The faculty member must provide the ASP Promotion and Tenure	(a) (b)

*ASP Division Procedure and Criteria for Renewal, Promotion, and Merit  
for Group II & Group IV Faculty*

<b><i>Due Date</i></b>	<b><i>Item</i></b>	<b><i>Applicability</i></b>
	committee Chair or a designee five copies of <i>Section V: Scholarship and Creative Activity</i> of the dossier and reprints of publications or other appropriate documentation for creative activities, such as CDs.	
<i>September 30</i>	The ASP Promotion and Tenure committee will send the candidate's <i>Section V</i> and any supporting material to external reviewers.	(a) (b)
<i>October 20</i>	All promotion and tenure dossiers and Third Year Probationary Review dossiers will be submitted to the Division Coordinator.	(a) (b)
	All promotion materials being considered for promotion will be submitted to the Division Coordinator.	(d)
	The ASP Promotion and Tenure committee should receive the external reviewers' letters.	(a) (b)
	All ASP faculty should submit the annual Faculty Self-Evaluation submission as requested by the Campus Dean (see Appendix A).	(c) (d) (e)
<i>Two Business Days Before the Last Day of Fall Semester</i>	All ASP Promotion and Tenure committee decisions regarding promotion and tenure and the Third Year Probationary Review shall be submitted in writing to the Division Coordinator.	(a) (b)
	All ASP Annual Review Committee for Group I Faculty decisions regarding merit shall be submitted in writing to the Division Coordinator.	(c)
	All ASP Annual Review Committee for Group II and IV Faculty decisions regarding merit shall be submitted in writing to the Division Coordinator.	(d) (e)
<i>Last Day of Fall Semester</i>	The Division Coordinator shall notify the faculty member in writing of the ASP Promotion and Tenure committee's recommendations, as well as, the Division Coordinator's recommendations for promotion and/or tenure and Third Year Probationary Review.	(a) (b)
<i>First Day of Spring Semester</i>	Promotion and Tenure dossiers recommended for promotion and/or tenure by the ASP Promotion and Tenure committee and the Division Coordinator are forwarded to the Dean.	(a) (b)
<i>February 1</i>	The Division Coordinator will provide tenure-track (probationary) Group I faculty with annual letter of evaluation regarding progress toward promotion and tenure.	(a)
	The Division Coordinator will provide Group II faculty and Group IV faculty with annual letter of evaluation.	(d) (e)
	The Division Coordinator will provide all faculty a final letter describing their merit determination	(c) (d) (e)