

# **Policy and Procedure for Promotion (without tenure) of Group II Faculty**

## **I. Introduction**

Group II faculty are members of the division valued for their excellence in students' learning. The promotion process, criteria and guidelines governing the promotion of group II faculty will mirror relevant process and criteria of group I faculty (Faculty Handbook, Group I P&T document, RHE Criteria). Only academic activities under the responsibility of the division will be considered for evaluation in the promotion process. Teaching must be an integral part of the promotion process. Meeting the promotion criteria of teaching or excelling at them is a must to get promoted. Other duties, like Research, Service, and so forth, depend on the job description outlined in the letter of appointment and/or contract of the faculty and the fact that such activity is under the division's responsibility. Duties that are not under division supervision and yet have an impact on students and campus life can be claimed if their impact on the students, division, campus and university is shown. This impact could be presented as a work beyond the division duties as presented in the job description or contract. Only group II faculty with teaching load of at least 0.5 FTE and 51% of their overall Ohio University work load are eligible for promotion.

## **II. Faculty Handbook**

Sections II. C, D, E, and F of the *Ohio University Faculty Handbook* will govern the promotion and tenure process in many ways. Each faculty member should be aware of the policy that is expressed in these sections of the Faculty Handbook. It is worth noting that nothing in this document should be interpreted as superseding the Faculty Handbook, and faculty must follow its guidance.

## **III. Committee Composition**

The Arts & Sciences (A&S) Group II Faculty Promotion Committee will be composed of at least 3 tenured Group I faculty from within the division and two group II faculty at or above the rank for which the candidate is being considered. If there are fewer than five eligible faculty members within the division, an eligible member from outside the division or from another Ohio University campus will be selected. Preference will be given to a faculty member specific to the discipline of the candidate. Voting members must be at or above the rank for which the candidate is being considered. Initially, as the division and RHE are building their core of group II faculty, a promotion committee composed of group I faculty only is permitted. This shall be the exception, not the rule, only until a sufficient number of Group II faculty meeting Promotion Committee criteria is available in the division or on other Ohio University campuses

#### **IV. Procedure for Renewal of Appointment, Award of Promotion in Rank**

Annually, the Division Coordinator, in consultation with the Promotion Committee, shall evaluate all Group II faculty members in the division with regard to renewal of appointment. This evaluation must result in recommendations with respect to reappointment.

An evaluation with regard to progress towards promotion is done **upon request** from the candidate and would be included in the evaluation for renewal of appointment.

In the annual evaluation of Group II faculty appointments, and/or promotion, various types of information will be utilized. This will include, but not be limited to, personnel files maintained in the office of the Dean or Division Coordinator, the Division Coordinator's annual evaluations, the carefully considered professional judgment of peers and colleagues, comments from representatives of the candidate's respective departments in Athens where appropriate, and student evaluations for every course evaluated during the most recent three years. Faculty members not serving on the Promotion Committee may also convey recommendations with supporting documents to the Promotion Committee through its Chair. Upon receiving any outside information the Chair is required to forward it to the full committee for its evaluation. The chair will also provide this information to the faculty member being considered for promotion, providing them the opportunity to rebut any negative assertions.

##### **A. Procedure for Renewal of Appointment**

The Promotion Committee will review the Group II faculty member's self-evaluation and other materials in its evaluation of the individual's performance and/or progress toward promotion. The committee will submit its evaluation and recommendation for renewal of appointment to the DC. By February 1, the DC shall notify the faculty member in writing of the reappointment recommendation. If the recommendation is not to reappoint for the upcoming academic year, it must be in accordance with the terms of the *Faculty Handbook*.

##### **B. Promotion Procedure (See Appendix I)**

Yearly, by **September 1**, the DC will send a request for applications for promotion to the A&S Group II faculty. A faculty member requesting consideration for promotion must notify the Division Coordinator in writing by **September 15**.

The faculty member then has the opportunity to submit to the committee written materials (e.g. a dossier) which he/she believes to be relevant to the promotion decision. *The faculty*

*member is responsible for the dossier's content and presentation.* The faculty member is encouraged to request guidance on the dossier preparation from the DC and Promotion Committee representatives. *This procedure should not be seen as a pre-promotion review,* but merely as a critique of the packet's clarity of content and correctness of form. Faculty members have until **September 20** to submit their dossier for this assistance.

In their Promotion document preparation, Faculty members should use the guidelines established in the RHE document as applicable to Group II duties, *Format for the Promotion and Tenure Dossier.*

<http://www.ouorc.ohio.edu/development/index.htm>

Additionally, as per the general guidelines found in RHE's *Criteria for Promotion and Tenure*, at least three external letters of reference should be included in any promotion dossier. These letters should be solicited by the committee chair from individuals qualified to assess or confirm the candidate's teaching contributions. These individuals may be chosen from the list of potential reviewers provided by the candidate (see below). Innovative teaching is a critical aspect of evaluation, and the referees will be selected to assess and comment on the candidate's achievements. Some referees could be selected to assess other aspects of the dossier but teaching is the primary and the decisive aspect. Referees should clearly understand that they are not being asked to make a recommendation regarding the candidate's promotion. Neither graduate advisors nor collaborators should serve as referees.

After receiving a candidate's dossier, the Promotion Committee shall forward it and any additional supporting documentation to the appropriate Athens department chair for evaluation. If the Athens department's chooses to not participate in the process, it must be documented by the Promotion committee. In this case, the process must follow its course without the Athens' department evaluation. This step will be implemented only if the faculty member being reviewed for promotion has a home department on the Athens campus.

All promotions in rank must originate in a positive recommendation determined by a majority vote of the Promotion Committee. The Chair of the Promotion Committee will provide the faculty member, via the candidate's Division Coordinator, a written statement describing the committee's decision and the rationale upon which it is based. A Minority Report will be attached if submitted to the Promotion Chairperson by the member or members of the committee who voted in the minority. **By the Last Day of Fall Semester,** group II faculty candidate for promotion shall receive a letter from the Division Coordinator containing the results of the evaluation.

In the event of a positive recommendation for the award of promotion in rank, the Promotion Committee's recommendation, supporting documentation, and the Athens

department Chair's evaluation if any, will be sent by the Promotion Chair to the DC. The DC will review this material and forward it to the Dean together with his/her own positive or negative recommendation. If the Promotion Committee does not recommend promotion for the faculty member, no further evaluation is required, except in the case of an appeal (see *Faculty Handbook* II. F.).

If the Dean *accepts a positive recommendation* for promotion from the DC, he/she shall submit a written recommendation to the Provost, accompanied by statements and documentation provided by the Promotion Committee and the DC. If a recommendation for promotion forwarded from the DC to the Dean is *not accepted and implemented*, the Dean shall inform the Division Coordinator in writing (with copies to all parties involved, including the Promotion Committee Chair and the candidate) within 45 days. If a recommendation for promotion is not accepted by the Provost, *Faculty Handbook* guidelines will dictate procedure (*FH* II. F. 2c.).

#### **IV. Criteria for Renewal of Group II Appointment, Award of Promotion in Rank**

##### **A. Criteria for Promotion**

Promotion will be considered in accordance with the policy outlined in the *Ohio University Faculty Handbook*. Since the minimum period in rank is set by the senate in the Faculty Hand book (II.C.3.b.vi.a-c) it is the general policy of this campus to grant promotion only when those minimum criteria have been met.

In addition to the general requirements listed in the *Faculty Handbook*, the following promotion questions should be asked (depending on the on the job description outlined in the letter of appointment and/or contract of the faculty and the fact that such activity is under the division's responsibility):

##### **1. Has the faculty member demonstrated consistent excellence in teaching?**

To guide the committee in its assessment of teaching a partial list of behaviors, characteristics, attitudes, and activities that are common to outstanding teaching are listed as follows:

- Classroom visits by the DC or other appointed division faculty
- Enthusiasm for teaching
- Knowledge of subject material
- Ability to communicate effectively to a diverse student population
- Belief in the potential of students and their ability to learn
- Ability to show how subject matter relates to the formation of a well-educated individual
- Fostering student growth and achievement in oral communication, writing, and critical thinking

- Ability to cross disciplinary lines and acquaint students with the connections among disciplines
- Willingness to seek and use pedagogy which, in given circumstances, most enhances learning
- Promoting active learning and a participatory classroom with engagement, dialogue, and feedback
- Commitment to one's own development as a teacher and a learner: openness to learning to improve
- Humanness and a sensitivity to diverse views and backgrounds of students
- Promoting mutual respect among students and faculty
- Being accessible and approachable for appropriate student consultations
- Setting high standards for student work and supporting students in their endeavors
- Providing prompt and appropriate evaluation of student work
- Giving attention to ancillary instructional support activities (selecting texts, recording grades, etc.)
- Preparation and organization
- Peer ratings
- Indications of high level of student achievements (student work recognized, accepted to conferences or exhibitions, published, etc.)
- Supervising internships, student workers/practica/student teaching/etc.
- Relevant awards and recognitions received
- Participation in conferences focusing on pedagogy
- Participation in relevant external service activities (consultantships, memberships in professional organizations, participation in professional conferences, etc.)
- Use of appropriate technologies in information or communication delivery
- Any other appropriate evidence of teaching excellence

**2. Has the person under promotion consideration demonstrated through past activities that there is a good likelihood that he or she will continue to be a valuable addition to the A&S Division and to the Chillicothe Campus?**

**3. Has the faculty member demonstrated that he or she can sustain professional growth appropriate to teaching in his or her discipline as evidenced by participation at conferences, meetings, workshops, courses related to the teaching discipline, etc.?**

**4. What positive impact has the faculty member had on the division and campus since he or she was first employed?**

**5. Has the faculty member demonstrated collegial relationships with faculty members within and outside his or her division?**

6. **Has the faculty member demonstrated appropriate professional behavior and ethics?**
7. **Has the faculty member demonstrated a professional relationship with the community constituents?**
8. **What is the faculty member's potential for future growth in the areas of teaching, professional activities, university and community service?**

The criteria for promotion will, at a minimum, meet RHE's and the Senate Criteria for Promotion. In some areas, the A&S Division criteria may exceed those established by RHE.

**Primary Considerations:**

1. ***Teaching***, defined by level of rank, in an ever-increasing degree as one moves from Lecturer rank to that of Senior Lecturer. Considerations for teaching quality include:
  - a. Student evaluations taken and summarized quarterly for all classes required to be evaluated over the nine-month academic year. The minimum requirement will be the most recent three years dating from the application for consideration of promotion.
  - b. Peer evaluation as conducted firsthand by the Division Coordinator or other faculty members. Second-hand information, based on student comments and other sources, obtained by the Division Coordinator and general faculty will be admissible.
  - c. The flexibility and adaptability of course offerings consonant with qualifications and the Athens department's or OUC administration's approval.
  - d. Unsolicited letters of academic commendation from former students.
  - e. Increased knowledge of subject matter as indicated by college graduate credits beyond the terminal degree.
  - f. Non-credit course work or workshops directly related to one's discipline and beyond the terminal degree requirements for one's discipline.
  - g. Other factors and evidence that the faculty member may consider important in the consideration of effective teaching. The acceptability and weight of such factors will be at the discretion of the committee.

**Secondary Considerations:**

1. Service to the University:

- a. Service on RHE, University and Campus committees.
- b. Participation in service learning programs.
- c. Grants to OUC.
- d. Development of new academic or technical degree programs.
- e. Participation in student activities.
- f. Academic advising.
- g. Special assignments beyond contracted responsibilities.
- h. Other factors the faculty member may consider important. The acceptability and weighing of such factors will be at the discretion of the committee

**2. Professional scholarship, research, and creative activities** depending on the job description outlined in the letter of appointment or contract or if the faculty member is choosing to include it. Considerations of quality in scholarship, research, and creative activities include

- a. Regional, national, international publications based on documented peer-reviewed research, creative activities, or scholarship.
- b. Regional, national, international peer-reviewed exhibitions or presentations of artwork, music, or theater performances.
- c. Regional, national, international peer-reviewed paper presentations based on documented research, creative activities, or scholarship.
- d. Professional activities. (Participation in discipline-related organizational activities, and, to a lesser extent, membership in professional organizations and attendance at professional association meetings, seminars, workshops, editorship relating to journals in relevant discipline, etc.)
- e. Discipline-related honors, awards, grants, fellowships, residencies, etc.
- f. Credit and non-credit course work or workshops directly related to one's discipline and beyond the terminal degree requirements for one's discipline.
- g. Other factors the faculty member may consider important. Accepting and weighing such factors will be at the discretion of the committee.

**3. Community Service:**

- a. Providing expertise to the community that is directly related to one's discipline. For example, consultation for grants, jurying for discipline-related activities, serving on institutional boards, etc. This does not include work done for non-OUC salaried positions.
- b. Providing significant expertise to the community that is not directly related to one's discipline. For example, serving as Crisis Center volunteer, United Way campus representative, coordinator of a significant community project, etc.
- c. Participation in university outreach programs.
- d. Other factors the faculty member may consider important. The acceptability and weighing of such factors will be at the discretion of the committee.

**B. Criteria for Promotion to Specific Ranks**

A terminal degree in his or her academic or technical discipline, while not absolutely necessary for promotion, is a plus. Years in rank or years at the University beyond the minimum required years, are not necessarily important for consideration for promotion—longevity is not a guarantee of promotion.

**Lecturer**

Normally, Group II faculty will be hired at the rank of Lecturer. Group II Faculty with less than 0.5 FTE are hired at the Assistant Lecturer rank and **are not eligible for promotion**. Master's degree and some academic training in one's teaching discipline beyond the Master's, or evidence of substantial professional contribution in one's teaching is considered the minimal requirement for any promotion.

**Associate Lecturer**

In order to be promoted to the rank of Associate Lecturer, the applicant must successfully meet expectations outlined in letter of appointment or contract, show professional growth and development in teaching, and professional field, and demonstrate involvement in learning communities within 5 year time period. This growth should be demonstrated by achieving excellence in the areas of teaching and professional activities determined by his/her letter of appointment or contract. Experience must be at least five years at Lecturer rank for faculty to be considered for promotion to Associate Lecturer.

Group II faculty should demonstrate that they have effectively communicated the concepts, understandings, methods, and skills required in the subject matter of their courses. They will have motivated students to analyze, evaluate, and engage in material. They will also have exercised fairness in grading and classroom leadership. Evaluation of teaching effectiveness will depend on a combination of student and peer evaluation. Some other options for demonstrating effective teaching may include:

- Teaching awards received
- Demonstrated commitment to student learning
- Demonstrated membership to learning communities (i.e. part of committees, associations, and organizations dedicated to improving student learning)
- Work with others to improve student learning on campus
- Attend conference sessions on teaching and report back to campus community on what one learned, including innovative teaching techniques
- Courses developed or taught for the first time by the candidate
- Collaborate/discuss teaching with other Group I, II, III, and IV faculty
- Existing courses restructured
- Course materials developed
- Innovative pedagogical techniques
- Independent studies directed

### **Senior Lecturer**

In order to be considered for promotion to the rank of Senior Lecturer, the applicant must have consistently met the expectations outlined under Associate Lecturer, demonstrate consistent excellence in teaching and professional growth, as evidenced by national and/or international distinction in teaching in the discipline. Promote effective student learning among colleagues by holding practicums/presentations on various subjects, such as teaching methods, technologies, and innovations. Provide mentorship to other faculty and possibly contributing to scholarship on effective teaching through professional activities including presentations at conferences and possible publications. Excellence in other activities determined by his/her letter of appointment or contract must also be demonstrated. Experience must be at least five years at Associate Lecturer rank for faculty to be considered for promotion to Senior Lecturer.

### **Note on the use of titles in the Faculty Handbook:**

*II C 3 b iv. Group II Faculty are categorized into four ranks. The rank of Assistant Lecturer should be given to all part-time faculty (<0.5 FTE). For Group II Faculty serving at 0.5 FTE or greater, the initial rank is Lecturer, the Intermediate rank is Associate Lecturer, and the highest rank is Senior Lecturer. Individuals hired as Group II faculty in or prior to AY2012-2013 and who held the rank of Assistant Professor are permitted to use the courtesy title of Assistant Professor; those who held the rank of Assistant Professor or Associate Professor and who hold the Associate Lecturer rank are permitted to use the courtesy title of Associate Professor; and, those who held the rank of Assistant Professor, Associate Professor or professor and who hold the Senior Lecturer rank are permitted to use the courtesy title of Professor.*

## **APPENDIX I:**

### **Division of Arts & Sciences Ohio University-Chillicothe Group II Faculty Promotion Process Timeline**

#### **Group II Promotion Deadlines for 2013-2014**

The dates below will be used for Group II promotion during 2013-2014 only. Next year, the deadlines will be the same as for Group I.

12/1/2013: Department and College Group II promotion criteria established and ready for implementation

3/1/2014: Group II dossiers due to Department/School for review and recommendation.

4/1/2014: Department forwards recommendation to College for review and recommendation.

5/15/2014: College forwards recommendation to Provost for review and recommendation.

6/15/2014: Provost announces recommendation on promotion.

#### **Group II Promotion Deadlines for the years after 2013-2014**

*September 1:* The Division Coordinator (DC) will send a request for promotion consideration to the faculty.

*September 15:* A faculty member requesting consideration for promotion must notify the DC in writing.

*September 15:* Group II faculty eligible for promotion request letter of Promotion evaluation from chairperson if desired. (Faculty receive an appointment evaluation letter annually without requesting one.)

*September 15:* If a faculty member believes that his or her case for promotion would be evaluated differently if a complete promotion dossier were available, he or she must

inform the Promotion Committee and the DC that a Promotion dossier will be submitted for consideration.

*September 15:* The candidate should provide a list of four potential external reviewers for *Section on teaching*. If the candidate is not able to provide a list, the division will take that responsibility. Preference will be given to professional in the field of the candidate who are familiar with the candidate's work. Reviewers must be Not "the candidate's dissertation advisors, former teachers, co-authors, friends, relatives, or other persons closely aligned with the candidate." For each potential reviewer on the list, the candidate must include the name, address, telephone, and email address along with a "brief biographical summary of the reviewer's accomplishments, appointments, and other pertinent information" that will highlight the reviewer's academic and professional background.

[http://www.ouorc.ohio.edu/docs/RHE\\_Format\\_Promotion\\_and\\_Tenure\\_Dossier.pdf](http://www.ouorc.ohio.edu/docs/RHE_Format_Promotion_and_Tenure_Dossier.pdf)

[http://www.ouorc.ohio.edu/docs/External\\_Reference\\_Solicitation\\_Letter\\_Sample.pdf](http://www.ouorc.ohio.edu/docs/External_Reference_Solicitation_Letter_Sample.pdf)

The candidate must provide the Promotion Committee Chair or a designee five copies of the *Teaching Section* or other appropriate documentation.

*September 20:* Dossiers may be submitted for pre-evaluation critique and assistance.

*September 20:* The Promotion committee will send the candidate's *Teaching Section* and any supporting material to external reviewers.

*October 20:* The committee should receive the external reviewers' letters. All promotion dossiers will be submitted to the DC.

*Two Business Days Before the Last Day of Fall Semester:* All Promotion committee decisions regarding promotion shall be submitted in writing to the DC.

*Last Day of Fall Semester:* The DC shall notify the faculty member in writing of the Promotion committee's recommendations for promotion.

*First Day of Spring Semester:* Promotion dossiers are submitted to the Dean.

*February 1:* The DC will provide Group II faculty with annual letter of evaluation regarding appointment. Group II faculty eligible for promotion who requested a letter of Promotion evaluation from chairperson receives that evaluation with the letter of appointment.