



COLLEGE OF HEALTH SCIENCES AND PROFESSIONS
DEPARTMENT OF INTERDISCIPLINARY HEALTH STUDIES

Promotion Policy

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PART I. OVERVIEW

The Department of Interdisciplinary Health Studies offers the following programs

Undergraduate Programs

- Associate of Applied Science in Medical Assisting Technology (MAT)
- Bachelor of Science in Integrated Healthcare Studies (BSIHS)

Undergraduate Certificates

- Global Health
- Interprofessional Care Certificate

Graduate Certificates

- Global Health
- Health Policy
- Healthcare Leadership
- Clinical Informatics
- Veterans Health

Masters

- Master of Global Health (MGH)
- Master of Integrated Health Studies (MIHS)
- Master of Science in Cardiovascular Perfusion (MSCP)

Mission

The Department of Interdisciplinary Health Studies provides innovative, flexible, and accessible pathways to learning for working professionals from various healthcare backgrounds with specific interests and career goals not met through conventional degree models.

Vision

The Department of Interdisciplinary Health Studies will be a leader in the development of lifelong learning by providing educational experiences that emphasize integrative thinking and interprofessional competence relevant to all healthcare professions.

A. Purpose

The purpose of the IHS promotion policy is to provide support for faculty seeking promotion through IHS.

Nothing in this document shall be construed to supersede the procedural guarantees provided by the *Faculty Handbook*.

This document specifies departmental procedures for promotion review required for faculty members. The IHS Promotion content is designed to provide faculty with an outline for implementing the procedures set forth in the Ohio University Faculty Handbook and further described in the CHSP Promotion and Tenure Policy (April 2022).

B. DEFINITION OF TERMS/ACRONYMS

Creative activity – The deliberate application of information, imagination, and initiative to produce new, innovative and socially valuable products, processes, and ways of thinking.

Clinical Faculty- members in IHS may practice in a clinical setting with a license and/or a certification. They might also teach, mentor, and advise students who are pursuing clinical majors or who are in a degree program that requires supervision from a clinical faculty member.

Early Promotion- When a candidate initiates promotion prior to the expected timelines identified in the Faculty Handbook or documented in the letter of appointment.

Entrepreneurship – The pursuit of novel opportunities often with risks and limited resources. The goals of commercialization are to improve the quality of lives, to assure the sustainability of the creative product or process, and to make a profit.

Exceptionality –Well above average, expected, or typical in all workload categories, with an emphasis on categories identified in unit guidelines as the highest priorities for each faculty classification. As a departmental definition this faculty member exemplifies interdisciplinary work across all areas of their workload.

Interdisciplinary – The combination of two or more disciplines or fields of study for educational, clinical, or research purposes. In IHS this definition is being expanded to include faculty in HIS who work across multiple disciplines/schools/departments with a license/certification that supports

interdisciplinary work.

Interdisciplinary Health Studies – IHS will be used in place of the entire name of the department throughout this document.

Interprofessional – Two or more health professionals learning or working together to create a collaborative practice for patient care. Each member brings their unique disciplinary knowledge to the project. This is distinctive in IHS as full-time faculty must demonstrate support for interprofessional activities and education.

Promotion Committee (PC) – This refers to the relevant IHS committee that evaluates faculty members annually, at all ranks, for promotion. The IHS PC will be comprised of individuals at or above the rank that the applicant is seeking. Because there are no tenured faculty in IHS this committee will be called the Promotion Committee (PC). Due to the nature of IHS outside faculty from other departments/schools/colleges may be included on this committee at or above the rank that the faculty member is seeking promotion to.

Promotion and Tenure Advisory Committee (PTAC) – The committee comprised of representatives from all units that advises the dean.

Unit – IHS is a Department within the College with unit level promotion guidelines and with promotion eligible faculty.

C. Departmental PROMOTION COMMITTEE (PC)

1. Composition

The IHS PC will be comprised of individuals at or above the rank that the applicant is seeking. Because there are no tenured faculty in IHS this committee will be called the Promotion Committee (PC). Due to the interdisciplinary nature of IHS diversity, equity, and inclusion should be considered in making appointments to the unit PC. Due to the interdisciplinary nature of IHS the committee will most likely include members from other departments/school in CHSP or across the university that best reflect the interdisciplinary nature of the candidate seeking promotion.

- All voting members must be at the same or higher academic rank as that being requested by the candidate.
- A faculty member who may have a conflict of interest with a candidate

should recuse himself/herself as a reviewer (see *Faculty Handbook* for details on matters of recusal).

- Whenever the committee cannot be populated with members from IHS and CHSP, additional members from Ohio University faculty members external to the College may be appointed to the PC by the Chair of IHS and/or Dean as appropriate.
- Any faculty member on the promotion committee under consideration for promotion will be prohibited from being present during any discussion of any cases at their considered faculty track level.
- For clinical and instructional faculty an ad-hoc voting committee will be convened with a majority of the voting members being from the candidate's faculty track, who have the understanding of the interdisciplinary nature of the faculty in IHS and are at the applicant's rank or higher.

2. Procedures

The PC will complete a thorough review of the documents that will be forwarded to the PTAC. It is the role of the PC chair to ensure that the discussion reflects contributions from each PC member. The Chair of the PC is responsible for providing the Dean with a written summary of discussions for each candidate along the resulting vote.

The meeting devoted to candidate reviews will occur during the Fall term and the candidate seeking promotion will receive notification from the IHS chair no later than the last day of fall semester exams.

D. IMPORTANT TIMELINES AND DEADLINES

The College adheres to timelines and deadlines approved by the Faculty Senate (see *Faculty Handbook*) and noted in Appendix C. Guidance on preparing documents for promotion review are found in Part IV of these guidelines.

Not later than June 15 each candidate notifies the Chair of the IHS in writing of their decision to stand for promotion and acknowledges understanding of the policies and procedures.

Not later than September 15 candidates will submit their dossier and supporting materials to the Chair of IHS.

Not Later than September 22 will the Chair of IHS appoint the PC based on the candidate(s) seeking promotion.

Not later than October 1 the candidate's dossier and supporting materials will be distributed to the members on the IHS PC.

Not later than November 15 the IHS PC members will review the candidate's entire dossier and vote on the issue(s) of promotion.

Not later than Dec 1 the PC Chair will have prepared a written summary of the committee's deliberations, including the outcome of voting. This letter becomes a permanent part of the candidate's dossier.

If the voting outcome is positive, the dossier is sent to the IHS chair. If the voting outcome is negative, the dossier is sent to the Dean.

Not later than the last day of fall semester exams the IHS chair notifies the faculty member in writing of the IHS PC recommendation for promotion.

In the case of a positive recommendation, the IHS chair will submit a written recommendation to the Dean. If the candidate is the IHS chair, the PC submits its recommendation directly to the Dean.

Not later than the first day of spring semester dossiers are sent to the Dean's office by the first day of Spring semester.

Guideline Revision Procedures

These guidelines will be reviewed and revised as necessary by the PC, but no less than every 5 years. If revisions are deemed necessary, the committee will submit recommended changes to all faculty of IHS for consideration and approval. Any changes must be approved by a majority of those voting. Once approved by IHS faculty, the revised document is forwarded to the Chair of IHS and the Dean of the CHSP for final acceptance.

E. DOCUMENT PREPARATION CONSIDERATIONS

1. Workload

Changes in workload and workload expectations must be documented to contextualize performance throughout the review period. Documentation of the most current workload distribution is required. The inclusion of this documentation is the responsibility of the candidate. In all review cases, the weight given to each section of the workload must be considered in light of other demands made on the faculty member by hiring agreements or activities necessary to fulfill the unit's mission. For example, a candidate may have been hired with the understanding that workload would include administrative responsibilities or may have received resources for scholarly activities that include a reduced teaching, service, or clinical workload.

Specific workload responsibilities will occur through dialogue between the faculty member, the IHS Chair, and the unit's PC and will reflect the goals and needs of the program (including interdisciplinary teaching and research if applicable) and the professional goals of the individual faculty member.

The IHS Chair shall provide a written record of decisions that may later affect promotion decisions to the faculty member and copies retained in his/her permanent file. To this end, the candidate must maintain accurate documentation (e.g., summary notes of conversations with the Director/Chair, email correspondences) of any changes in workload and expectations that may occur during the pre-promotion period. If workload requests are made and not addressed in a timely manner documentation by the candidate is needed so that the PC and those on the PTAC can be advised of the gaps. These documents will be used in the evaluative materials submitted by the candidate at the time of review.

2. Annual Reviews

All candidates seeking promotion should submit annual merit reviews and pre-promotion reviews where applicable. It should be noted that annual review letters do not guarantee the outcome of the promotion process. They are a single component that is considered by the members of the unit PC.

The timeline for annual review for IHS is as follow

The first Monday in November activities and accomplishments from previous calendar year are submitted in accordance with the faculty members workload and sent to the IHS chair.

Before the last day of Fall semester, the IHS chair will meet with each faculty member and discuss their workload, goals, and progress towards promotion. By February 1 faculty will received an annual evaluation letter form the IHS chair.

3. Electronic Submission

Candidates must submit digital versions of their materials according to the template provided by the Provost and documented in these guidelines. IHS PC will consult with the candidate in a timely manner if their materials require reformatting. Formatting alone should not be a reason for denial of promotion and candidates should be given an opportunity to address formatting concerns. Candidates should also be given opportunities to provide missing documentation. Clarification but not additional content may be added according to the unit's individual guidelines. **All changes and/or additions of material must occur before the IHS PC formally votes.**

PART II. CLINICAL FACULTY

Per the Faculty Handbook "Clinical faculty track consists of faculty in the College whose work is primarily teaching in a clinical setting and as appropriate to their individual disciplines." The Clinical faculty track is a non-tenure line. In IHS clinical faculty operate in an interdisciplinary nature which means they might also hold roles of Chair, program coordinator, or other administrative roles which are to be clearly articulated in their materials. In IHS, the Clinical faculty track consists of faculty members who hold clinical licenses/credentials/certifications and who may practice as clinicians or supervise students in their disciplines.

In IHS Clinical Faculty should have practiced or are practicing in a healthcare field that requires a license or certification. They are primarily hired to mentor/teach students in pre-clinical and clinical disciplines and/or in clinical settings. Clinical faculty may hold the rank

- a. Assistant Clinical Professor
- b. Associate Clinical Professor
- c. Clinical Professor

Faculty in the Clinical faculty track will normally be hired at a rank of Assistant Clinical Professor, but rank may be negotiated at the time of hire depending on qualifications and experience.

Clinical faculty must be evaluated annually by the IHS Chair, the CHSP Dean will evaluate the IHS chair as well as the faculty through the annual chair review, based on the unit's guidelines with more extensive reviews performed in the last year of multi-year contracts. Extensive reviews will be completed by the unit's PC with input from the Chair, and then sent on to the Dean for action of renewal or non-renewal.

Clinical faculty members may be employed on the basis of full-time or part-time appointments.

Clinical faculty members may negotiate a shift from a full-time to a part-time appointment, or from a part-time to a full-time appointment without loss of rank.

Clinical faculty members may decrease areas of their workload to assume roles of IHS chair, coordinator, or other leadership positions.

Percentage distribution of teaching, clinical work, and service responsibilities are negotiated with the IHS Chair, or CHSP Dean for the chair, who is seeking a workload change during their time as chair, at the time of hire in the letter of offer and annually as appropriate to meet the needs of unit or college.

Faculty holding a Clinical Track position are eligible to apply for tenure track positions when they become available. The criteria for rank determination in the Clinical Track and the Tenure Track differ. Hence, a faculty member's rank in the Clinical Track is not necessarily transferable to the Tenure Track.

A. PROMOTION

In all review cases, the weight given teaching and clinical duties must be considered in light of other demands made on the faculty member by hiring agreements or activities necessary to fulfill the unit's mission. For example, a candidate may have been hired with the understanding that workload would include administrative responsibilities (such as program coordinator or chair) or may have received resources for scholarly activities that include a reduced teaching workload. Specific teaching responsibilities will occur through dialogue between the faculty member, the IHS Chair, Program Director, and/or the Chair of the unit's PC (other committee members also may be involved) and will reflect the goals and needs of the program (including interdisciplinary teaching, if applicable) and the professional goals of the individual faculty member.

The IHS Chair shall provide a written record of decisions that may later affect promotion decisions to the faculty member and copies retained in his/her permanent file. To this end, the candidate must maintain accurate documentation (e.g., summary notes of conversations with the IHS Chair or in the case of the chair seeking promotion correspondence with the dean or the direct report for the IHS chair) email correspondences of any changes in workload and expectations that may occur during the pre-promotion period. These documents may be used in the evaluative materials submitted by the candidate at the time of review.

B. EARLY PROMOTION

Although typical time periods in a given rank are usually expected (e.g., 6 years in the rank of Assistant and 5 years in the rank of Associate), demonstrated merit, not years of service, shall be the guiding factor for promotion. Promotion shall not be automatic, nor will it be regarded as guaranteed upon completion of a typical term of service.

A recommendation for early promotion is possible but requires that a case be made for the candidate's exceptionality as defined in these guidelines and specified by units. The candidate must explicitly address the case for exceptionality in the dossier under each section as applicable. Faculty members who apply for early promotion and are not successful may reapply in the following year.

Candidates are advised to conduct preliminary discussions with the IHS chair and the Dean prior to submission for early promotion by the last day of spring semester prior to early review.

C. REVIEW OF CLINICAL FACULTY

Promotion through the ranks from Assistant Clinical Professor to Clinical Professor is in recognition of the accomplishments of the faculty member being considered. All Clinical faculty members in the College are encouraged to move through the academic ranks to achieve the status of Clinical Professor.

1. Pre-Promotion Review

In addition to annual evaluations, clinical track faculty planning on applying for promotion should request a pre-promotion review. Depending on the terms and conditions of hire and the historical relationship with the College, the timeline may vary. Ideally the review would take place in the fall term, three years prior to applying for promotion. It is noted that individual circumstances may alter the timeline. Congruent with the College's goal of collaboration and mentorship, the IHS PC will work with the candidate to assist in preparation and guidance for the review. It is the responsibility of the candidate to initiate this process. By the second Monday of September, the candidate will submit to the PC a dossier conforming to the college template.

2. Assistant Clinical Professor to Associate Clinical Professor

Depending on the terms of hire and the standards of the academic unit, promotion from the rank of Assistant Clinical Professor to Associate Clinical Professor will be based on one or more of the following and should be consistent with the workload and defined clinical responsibilities for the faculty member:

A. Teaching/Mentorship

A demonstrated record of effectiveness as a teacher/mentor.

B. Service/Leadership

A record of service including administration to the discipline, the academic unit and, where possible, the unit, College, and/or University and to the public as well as the profession at large. This section may also include leadership such as program coordinator, director, or IHS chair.

C. Clinical Activities

Evaluation of clinical service according to documented workload.

Specifically clinical service should be clearly explained and include performance measures according to supervision, administration, and/or direct patient contact as applicable. If the clinical faculty member mentors students in a clinical manner this should be documented. Discussion of teaching, administrative duties, and research (if applicable as it is not required in IHS) in light of clinical service must be included.

3. Associate Clinical Professor to Clinical Professor

Depending on the terms of hire and the standards of the academic unit, promotion from the rank of Associate Clinical Professor to Clinical Professor will be based on one or more of the following and should be consistent with the workload and defined clinical responsibilities for the faculty member:

A. Teaching/Mentorship

Demonstrated continued growth and cumulative record of mentoring/teaching effectiveness that includes expertise in their content area, integration of pedagogical practices, and/or curriculum development.

B. Service/Leadership

Demonstrated leadership in service to the unit, College, and/or University and to the public as well as the profession at large. Portions of this leadership should reflect national recognition in the candidate's profession or area of study. This section may also include leadership such as program coordinator, director, or IHS chair.

C. Clinical Activities

Evaluation of clinical service according to documented workload. Specifically clinical service should be clearly explained and include performance measures according to supervision, administration, and/or direct patient contact as applicable. If the clinical faculty member mentors students in a clinical manner this should be documented. Discussion of teaching, administrative duties, and research (if applicable as it is not required in IHS) in light of clinical service must be included.

Continued growth in all areas is expected from the time of appointment to Clinical Associate Professor. National or international recognition of the candidate's work in teaching, research, clinical mentoring or direct patient

care, and/or service is an expectation for promotion.

If significant but unrecognized administrative duties prohibit continued growth in any of the areas, the PC may consider the circumstances as long as documentation is provided. For example, if the clinical faculty member is chair of IHS or program director.

D. DOCUMENTATION

The IHS PC will focus review on documentation that would advance to the PTAC and Provost and can request supplemental materials such as teaching portfolios. Required documentation will be submitted electronically and must include the following to progress to PTAC:

Section One -- Introductory documents

1. Signed review form for promotion
2. College dean letter
3. Unit Chair/Director letter
4. Regional campus dean non-decision, input letter (if applicable)
5. Annual evaluation letters and any promotion progress letters
6. Appointment letter

Section Two – Promotion Summary Documents (Dossier)

1. Table of Contents
2. Academic preparation
3. Professional experience
4. Instruction and advising
 - a. Teaching load
 - b. Teaching effectiveness
 - i. Evidence of course organization, presentation and requirements, include 2 course syllabi
 - ii. Student course evaluation results
 - iii. List of teaching awards and recognition
 - iv. Selection for teaching in special programs
 - v. Participation, as a student, in teaching enhancement program
 - vi. Other evidence of teaching effectiveness
 - c. Interdisciplinary teaching
 - d. Advising and supervision
5. Research and Scholarly Accomplishments (if applicable as this is not required in IHS) such as:
 - a. Articles in professional journals
 - b. Other publications and presentations
 - c. Books or book chapters
 - d. Sponsored research and grants
 - e. Proposals

- f. Other evidence
- 6. Evidence of Clinical Practice such as:
 - a. Evidence of expanded clinical services and/or new service lines created in practice area
 - b. Evidence of clinical quality outcomes; indicators selected and reported by the applicant
 - c. Evidence of annual patient satisfaction data/ratings that illustrate trends over time (e.g., 3-5 years)
 - d. Demonstrated timeliness/adequacy of completion of medical records and other documentation
 - e. Attainment of board certification or recertification
 - f. Implemented patient safety and continuous quality improvement measures
 - g. Development of clinical and community program(s) increasing access to community service
 - h. Demonstrated ability work in and/or lead interprofessional teams of health care providers
 - i. Developed patient education materials from clinical expertise and the evidence-based practices
 - j. Leadership position within the practice, such as medical director, or clinical practices consultant; sustained track record of exemplary clinical leadership
 - k. Peers external to the college/department have judged the activity as exemplary and leading to the improvement of practice
 - l. Letter from employer substantiating candidate is in good standing in the practice
- 7. Committees and service
 - a. Division, unit, college, university committee service (coordinator, chair, program director)
 - b. State and national professional service, such as:
 - i. Member of professional association committees, taskforce, workgroup, etc.
 - ii. Elected office, board of directors, etc.
 - iii. Contributor to improvement of clinical practice standards
 - iv. Consultant to clinical practice or clinical product development
 - v. Editorial consultant/reviewer
 - vi. Member of accreditation organization
- 8. Interdisciplinary contributions and support
- 9. Other factors

Section Three – Curriculum Vitae and Promotion Guidelines

- 1. Comprehensive, current CV
- 2. Unit promotion guidelines applicable to the case

3. College/RHE guidelines applicable to the case

PART III. INSTRUCTIONAL (NON-TENURE-TRACK) FACULTY

Instructional (Non-Tenure-Track) Faculty consist of experienced persons holding part-time or full-time appointments, who are primarily considered instructional personnel and may also have service responsibilities, related to the teaching mission of the department, college, or university but no expectation for research or creative activity.

Instructional faculty members promoted within the College will demonstrate high quality mentoring/teaching effectiveness. Teaching effectiveness is viewed as a measure of quality, not quantity, and is expected of all candidates. Instructional faculty may hold the rank

- a. Assistant Professor of Instruction
- b. Associate Professor of Instruction
- c. Professor of Instruction

Faculty in the Instructional faculty track will normally be hired at a rank of Assistant Professor of Instruction, but rank may be negotiated at the time of hire depending on qualifications and experience.

Instructional faculty must be evaluated annually by the IHS Chair based on the IHS guidelines with more extensive reviews performed in the last year of multi-year contracts. Extensive reviews will be completed the IHS PC with input from the IHS Chair, and then sent on to the Dean for action of renewal or non-renewal.

Instructional faculty members may be employed on the basis of full-time or part-time appointments.

Instructional faculty members may negotiate a shift from a full-time to a part-time appointment, or from a part-time to a full-time appointment without loss of rank.

Percentage distribution of teaching and service responsibilities are negotiated with the Chair/Director at the time of hire in the letter of offer and annually as appropriate to meet the needs of unit or college.

A. PROMOTION

In all review cases, the weight given teaching must be considered in light of other demands made on the faculty member by hiring agreements or activities necessary to fulfill the unit's mission. For example, a candidate may have been hired with the understanding that workload would include administrative responsibilities or may have received resources for scholarly activities that include a reduced teaching workload. Specific teaching responsibilities will occur through dialogue between the faculty member, the IHS chair and/or the chair of the IHS PC (other committee

members also may be involved) and will reflect the goals and needs of the program (including interdisciplinary teaching, if applicable) and the professional goals of the individual faculty member.

The IHS chair shall provide a written record of decisions that may later affect promotion decisions to the faculty member and copies retained in his/her permanent file. To this end, the candidate must maintain accurate documentation (e.g., summary notes of conversations with the IHS chair, email correspondences) of any changes in workload and expectations that may occur during the pre-promotion period. These documents may be used in the evaluative materials submitted by the candidate at the time of review.

B. EARLY PROMOTION

A recommendation for early promotion is possible but requires that a case be made for the candidate's exceptionalism. The candidate must explicitly address the case for exceptionalism in the dossier under each section as applicable. Faculty members who apply for early promotion and are not successful may reapply the following year.

Candidates are advised to conduct preliminary discussions with their chair and the Dean prior to submission for early promotion/tenure by the last day of spring semester prior to dossier submission.

C. REVIEW OF INSTRUCTIONAL FACULTY

Promotion through the ranks from assistant professor of instruction to professor of instruction is in recognition of the accomplishments of the faculty member being considered. All Instructional faculty in the College are encouraged to move through the academic ranks to achieve the status of professor of instruction. Promotion shall not be automatic nor will it be regarded as guaranteed upon completion of a typical term of service.

1. Pre-Promotion Review

In addition to annual evaluations, instructional faculty planning on applying for promotion should request a pre-promotion review. Depending on the terms and conditions of hire and the historical relationship with the College, the timeline may vary. Ideally the review would take place in the fall term, three years prior to applying for promotion. It is noted that individual circumstances may alter the timeline. Congruent with the College's goal of collaboration and mentorship, the IHS PC will work with the candidate to assist in preparation and guidance for the review. It is the responsibility of the candidate to initiate this process. By the second Monday of September, the candidate will submit to the IHS PC a dossier conforming to the college

template.

2. Assistant Professor of Instruction to Associate Professor of Instruction

Depending on the terms of hire and the standards of the academic unit, promotion from the rank of assistant professor of instruction (≥ 0.5 FTE) to associate professor of instruction will be based on one or both of the following:

- a. A demonstrated record of effectiveness as a teacher/mentor.
- b. A record of service/leadership including administration to the discipline, the academic unit and, where possible, the College, the University, and the public as well as the profession at large. This section may also include leadership such as program coordinator, director, or IHS chair.
- c. Instructional faculty members may decrease areas of their workload to assume roles of IHS chair, coordinator, or other leadership positions.

3. Associate Professor of Instruction to Professor of Instruction

Depending on the terms of hire and the standards of the unit, promotion to the highest rank requires academic achievements and a professional reputation that is recognized as outstanding

One or more of the following attributes will be considered when deciding if a faculty member will earn the rank of professor of instruction:

- a. Demonstrated continued growth and cumulative record of mentoring/teaching effectiveness.
- b. Demonstrated leadership in service to the University (unit, College, University), to the public, and to the profession at large. This section may also include leadership such as program coordinator, director, or HIS chair.
- c. Mentorship and development related to teaching in the college
- d. Instructional faculty members may decrease areas of their workload to assume roles of HIS chair, coordinator, or other leadership positions.

Continued growth is expected from the time of appointment as Associate Professor

of Instruction.

D. DOCUMENTATION

The IHS PC will focus review on documentation that would advance to the PTAC and Provost and can request supplemental materials such as teaching portfolios. Required documentation will be submitted electronically and must include the following:

Section One -- Introductory documents

1. Review form for promotion
2. College dean letter
3. Unit Chair/Director letter
4. Regional campus dean non-decision, input letter (if applicable)
5. Annual evaluation letters and any promotion progress letters
6. Appointment letter

Section Two - Promotion Summary Documents (Dossier)

1. Table of Contents
2. Academic preparation
3. Professional experience
4. Instruction and advising
 - a. Teaching load
 - b. Teaching effectiveness
 - i. Evidence of course organization, presentation and requirements, include 2 course syllabi
 - ii. Student course evaluation results
 - iii. List of teaching awards and recognition
 - iv. Selection for teaching in special programs
 - v. Participation, as a student, in teaching enhancement program
 - vi. Other evidence of teaching effectiveness
 - c. Interdisciplinary teaching
 - d. Advising and supervision
 - e. Professional associations
5. Committees and service
6. Committees and service
 - a. Division, unit, college, university committee service
 - b. State and national professional service, such as:
 - i. Member of professional association committees, taskforce, workgroup, etc.
 - ii. Elected office, board of directors, etc.
 - iii. Contributor to improvement of clinical practice standards
 - iv. Consultant to clinical practice or clinical product development

- v. Editorial consultant/reviewer
- vi. Member of accreditation organization
7. Interdisciplinary contributions
8. Other factors

Section Three – Curriculum Vitae and Promotion Guidelines

1. Comprehensive, current CV
2. Unit promotion guidelines applicable to the case
3. College/RHE guidelines applicable to the case

PART V. EXTENSIONS AND APPEALS

A. EXTENSION PROCESS FOR ALL FACULTY TRACKS

For details see the Faculty Handbook.

B. APPEAL PROCESS FOR ALL FACULTY TRACKS

In the case of a negative recommendation for promotion, the candidate may begin an appeal process. At this point, a dated and digitally saved version is kept in a secure location by the academic unit considering the appeal. The candidate has direct supervised access to the document. The initial letter of appeal must be filed by the candidate within 45 days of written receipt of the negative recommendation (as stated in the Faculty Handbook). For further details about “Time Limits” please refer to the faculty handbook.

Grounds for an appeal may be based on one or more of the following conditions:

1. inadequate consideration.
2. denial of due process – a procedural error; or,
3. denial of academic freedom.

It is the responsibility of the candidate to delineate the case for the appeal in relationship to the submitted dossier.

The appeal process starts at the level where the negative recommendation was received. If that is the level of the unit PC, then the candidate directs the letter of appeal to the unit PC through the unit IHS chair. The unit PC will reconvene to review the issues of appeal based on the original dossier. The IHS PC must complete its review of the appeal and submit a written response to the candidate within 30 days. If the committee’s review upholds the appeal (agrees with the candidate), then the candidate’s original dossier is sent to the IHS chair for review and the standard reviewing process occurs but on a modified timeline.

If the committee rejects the candidate’s appeal, then the candidate has 30 days to submit a letter of appeal to the Dean. During these 30 days, the original dossier will be forwarded to the Dean for secure keeping. Upon receipt of a letter of appeal, the

Dean may convene the College PTAC to assist in the review process. The Dean's decision on the appeal must be completed and a written decision submitted to the candidate within 30 days of receipt of the letter of appeal.

If the Dean upholds the original PC decision (appeal is rejected), then the candidate has the right to appeal to the next level (Executive Vice-President and Provost). The candidate has the right to appeal through all levels up to the Faculty Senate (see Faculty Handbook for details).

The vote on the appeal by the Standing Committee on Promotion and Tenure of the Faculty Senate is binding and completes the appeal process within the University. The steps in the appeal process are:

- Unit PC
- Dean
- Executive Vice-President and Provost
- Faculty Senate Standing Committee on Promotion and Tenure
- Formal Proceeding
- President

If the Dean supports the appeal, then the dossier is reconsidered by the IHS PC. At each step of a positive appeal, the dossier is returned to the unit's PC for further consideration and a vote. The candidate will have the original dossier returned to him/her at the completion of the appeal process.

Note: All appeals adjudicated by the Standing Committee on Promotion and Tenure of the Faculty Senate will be heard and voted on by tenured faculty who are at rank equal to or higher than the rank the appellant is seeking. In the instance of an Instructional or Clinical track faculty appeal, two Instructional or Clinical track faculty senators will be appointed as voting members of the PTAC.

Jose Diligley

Chair of Interdisciplinary Health Studies

9/20/2022

Date

John V. Gentry

Interim Dean, College Health Sciences and Professions

9/20/2022

Date

List of Attachments
Attachment A: Timelines and Deadlines

ATTACHMENT A Timelines and Deadlines

This appendix contains a summary of critical dates and deadlines from selected sections of the Faculty Handbook (2021-22). Material is collected here only as a convenience to faculty; the referenced sections, not this appendix, are part of the faculty contract with the University.

A. Notification Deadlines

Timeline of Promotion and Tenure Review Process

All the dated deadlines are based upon published schedules from the Faculty Handbook at Ohio University.

Last day of spring semester exams each promotion and/or tenure candidate notifies his/her School Director of the decision to stand for promotion and/or tenure. If the candidate is the School Director he/she notifies the Dean of his/her decision to stand for promotion.

The School Director appoints the PTC Chair and committee for the following year. All faculty members shall be notified of this phase of the promotion and/or tenure process.

First day of Fall Semester Candidates submit the name, title, address, and phone number of 5 persons external to Ohio University whom they believe are qualified to assess/evaluate their scholarly accomplishments and their contributions to the profession.

Second Monday of September all candidates for promotion and/or tenure submit a completed dossier and supplementary notebook, according to the College and University format, to the Chair of the PTC in the School. Materials will be kept in a secure location within the school.

September 15 Tenured faculty eligible for promotion request a letter of evaluation from School Director if desired. (Probationary faculty receive evaluation letter annually without requesting one.)

November 1 Letters from all external reviewers are due to the PTC Chair.

First Monday of December The School PTC will have met, reviewed the candidate's entire dossier, and voted on the issue(s) of promotion and/or tenure. The PTC Chair will have prepared a written summary of the committee's deliberations, including the outcome of voting. This letter becomes a permanent part of the candidate's dossier. If the voting outcome is positive, the dossier is sent to the School Director. If the voting outcome is negative, the dossier is sent to the Dean.

Last day of fall semester exams the School Director notifies the faculty member in writing of the School PTC recommendation for promotion and/or tenure. In the case of a positive recommendation, the School Director will submit a written recommendation to the Dean. If the candidate is a School Director, only the PTC submits its recommendation to the Dean. Dossiers go to the Dean's office by the first day of Spring semester.

B.

1. Nonrenewal of Probationary Appointments (Section II.D.3)

February 1	Nonrenewal notification <i>during the first year of service</i> for contracts expiring at the end of the academic year (or no later than 3 months before expiration for other contracts).
November 15	Nonrenewal notification <i>during the second year of service</i> for contracts expiring at the end of the academic year (or no later than 6 months before expiration for other contracts).
May 30	Nonrenewal notification after two or more years of service for contracts expiring at the end of the academic year (or no later than 12 months before expiration for other contracts).

2. Promotion and Tenure (Sections II.D.1, II.E.2, II.E.7, II.E.8, and II.E.10)

September 15	Tenured faculty eligible for promotion request letter of evaluation from chairperson if desired. (Probationary faculty receive evaluation letter annually without requesting one.)
February 1	Chairperson provides probationary faculty with annual letter of evaluation regarding progress toward tenure.
Last Day of Fall Semester Exams	Chairperson notifies faculty member in writing of departmental recommendation for promotion and/or tenure
March 1	Dean notifies chairperson and candidate in writing of rejection of department recommendation for promotion/tenure
April 1	Provost notifies dean, chairperson, and candidate in writing of rejection of department

	recommendation for promotion/tenure.
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3. Evaluation and Contracts of Continuing Faculty (Sections II.D.1, II.D.3, and II.E)

February 1	Chairperson provides faculty member with written statement of annual departmental evaluation.
March 15	Faculty member receives formal notice of reappointment for next year. Continuing faculty, excluding those undergoing active consideration for promotion/tenure are sent contracts, if feasible.
July 15	Contracts sent to all continuing faculty members unless deadline extended by Faculty Senate. Second-year contract for probationary faculty includes written form verifying tenure dates and deadlines

4. Resignations (Section II.K)

April 15	Faculty member gives notice of resignation in writing to dean (or no later than 30 days after receiving written notification of terms of employment for the following year).
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5. University Faculty Fellowships (Sections V.A.11 and V.A.12)

First day of Spring semester.	Written application from faculty member to department chairperson.
March 15	Written notification of President's approval or disapproval to faculty member.

C. Time Limits

1. Appeal of No reappointment or Denial of Tenure or Promotion(Section II.F)

45 days	For faculty member's initial appeal (time counted from date of notification of denial, excluding intersessions and summer terms).
30 days	For appeal by the faculty member to each higher

	administrative level (time counted from date of last notification of denial, excluding intersessions and summer terms).
30 days	For each administrative level (department chairperson, dean, and Provost) to rule on the grievance.
30 days	For appeal by faculty member to Promotion and Tenure Committee of Faculty Senate (time counted from date of notification of denial by Provost, excluding intersessions and summer terms).
45 days	For petition to Promotion and Tenure Committee, after it issues its report, to recommend a formal proceeding.

2. Grievances other than Reappointment, Promotion, and Tenure (Section II.G)

30 days	For each administrative level to render a decision in writing (time counted from date of receipt of grievance).
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3. Minimum Period for Retention of Student Records (Section IV.A7)

One semester	For retention of all material used to determine a student's grade, unless returned to student or alternate policy provided at beginning of semester. Spring-semester material must be kept on file through Fall semester.
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