

**Guidelines for**  
*Promotion and Tenure*

Ohio University

School of Applied Health Sciences and Wellness  
College of Health Sciences and Professions

## Table of Contents

### Guidelines for Faculty Evaluation

#### Introduction

### PROMOTION AND TENURE PROCEDURES

#### Composition, Selection, and Term of Office for the P&T Committee

#### Chairperson of the P&T Committee

#### Responsibilities of the P&T Committee

#### Faculty Evaluation Responsibilities

##### Progress Toward Tenure

##### Pre-Tenure Review

##### Promotion and/or Tenure

##### *Tenure*

##### *Promotion*

##### *Assistant Professor to Associate Professor*

##### *Associate Professor to Professor*

##### Criteria

##### *Teaching*

##### *Research and Creative Accomplishments*

##### *Service: Professional, Community, and University*

#### External Review

#### Committee Responsibilities

##### Review of Prospective Administrators and Faculty for Rank and Tenure

##### Annual Review of the School Director

##### Promotion and Tenure Orientation for All New Group I Probationary Faculty

## **APPENDICES**

- A: List of Important Dates for Faculty Evaluation**
- B: Format for the College of Health Sciences and Professions Curriculum Vitae when submitting P&T dossiers (from the CHSP P&T Policy)**
- C: Examples of Items to Submit for Evidence of Teaching and Advising Effectiveness**
- D: Examples of Scholarly and Creative Works**
- E: Examples of Service-Related Activities**

# School of Applied Health Sciences and Wellness

## College of Health Sciences and Professions

### Guidelines for Faculty Evaluation

#### Introduction

The School of Applied Health Sciences and Wellness (School) offers undergraduate and graduate programs. The programs include undergraduate majors in Athletic Training, Nutrition, Applied Nutrition, and Exercise Physiology, and an undergraduate minor in Applied Nutrition. Graduate programs are offered in Athletic Training, Food and Nutrition Sciences, and Physiology of Exercise. Faculty are selected for their teaching abilities, research, scholarship, and their professional activities required to meet the School's curricular goals and objectives. To create and sustain strong programs, our faculty must be exemplary University citizens (collegial, collaborative, professional), be dedicated to achieving excellence in teaching, research/creative activity/scholarship, and professional, institutional, and public service.

Formative and summative evaluations of the faculty member's efforts related to fulfilling the above-stated aims are essential to judge the meaningfulness of performance and improving the quality of programs offered by the School. Depending on academic rank and track, faculty participate in several evaluations:

- 1) All faculty will submit an annual Performance Evaluation Plan (PEP), which is used to plan and collaboratively agree on faculty development goals, evaluate annual productivity, and determine merit salary increases for all faculty (The PEP process is described in a separate policy.);
- 2) Group I probationary faculty will annually submit documentation for Progress Toward Tenure;
- 3) Group I probationary faculty are evaluated according to the Pre-Tenure Review Evaluation procedure described in this document and in the College of Health Sciences and Professions (CHSP) Promotion and Tenure (P&T) Policy; and
- 4) At the end of the probationary period, untenured Group I faculty must be evaluated for Promotion and Tenure, based on their Promotion and Tenure dossier and supporting materials. Tenured faculty members may submit materials for promotion according to their years in rank as summarized within this document and the CHSP P&T Policy.

These guidelines describe the procedures for evaluating faculty for tenure and/or promotion. The procedures for the School's annual PEP evaluation are summarized in a separate document.

These guidelines or any subsequent revisions shall be applied to faculty tenure and/or promotion decisions at various hire dates according to the following table:

	<b>Promotion</b>	<b>Tenure</b>
Is a newly hired faculty member as of first day of Fall Semester, 2012.	New guidelines (or duly approved revisions)	New guidelines (or duly approved revisions)
Is a pre-tenured faculty member approaching the formal P & T review.	Use hire-date policy unless opt in writing to use new guidelines (or duly approved revisions)	Use hire-date policy unless opt in writing to use new guidelines (or duly approved revisions)
Has tenure and promotion and is seeking promotion to full professor.	After at least a 3-year grace period (during which either old or new guidelines maybe used, the candidate will be governed by the new guidelines (or duly approved revisions)	N/A

*Notes.*

Source: Faculty Handbook (2011), Appendix A, Section F, Paragraph 5 and Faculty Senate Resolution, April 2012

Date of activation of new AHSW Faculty Evaluation Guidelines: July 1, 2012.

Pre-tenure typically means from 0-5 years of hire-date, unless a special extension has been granted to the faculty member in writing.

Candidates who are seeking tenure and/or promotion are required to prepare the documentation using the proper format and organization and to submit the dossier to the School P&T Committee. Refer to the School P&T Guidelines (this document) and the College P&T Policy for specifications and expectations of the dossier.

To provide sufficient time for faculty members to complete the evaluation tasks, and to allow the School P&T Committee sufficient time to evaluate the materials, a timeline for submitting and reviewing the documentation is in Appendix A. If these deadlines are not met, materials will not be evaluated that year. If a faculty member has a true emergency (e.g., death in the family, serious illness), they must inform the P&T committee in writing as to the circumstances and when they expect to submit their materials. The Committee has the right to deny extension requests.

The School of Applied Health Sciences and Wellness *Guidelines for Promotion and Tenure* will be reviewed at least every five years by the School P&T Committee, with the first review occurring at least two years from adoption of these guidelines. To approve the guidelines, a majority of Group I faculty must vote in favor.

## PROMOTION AND TENURE PROCEDURES

### Composition, Selection, and Term of Office for the P&T Committee

The composition of the Promotion and Tenure Committee will be five tenured, Group I faculty from the School of Applied Health Sciences and Wellness. Four members of the P&T Committee will be elected by the School's Group I faculty; one will be appointed by the School Director. If all programmatic areas/divisions are not represented on the committee after the vote, the School Director should appoint a person from the unrepresented programmatic area whenever possible. In cases where only five or fewer individuals in the School of Applied Health Sciences and Wellness qualify to serve on the Committee, all qualified faculty will serve; if fewer than five qualify, the School Director, in consultation with the Chair of the P&T Committee, will identify potential members, and the Dean of the College of Health Sciences and Professions will appoint additional members from outside the School as needed.

For promotion considerations, all voting members must hold tenured faculty status and hold the rank which is being sought. Additional faculty members from outside the School of Applied Health Sciences and Wellness may be appointed to augment the Committee as necessary. In this case, the School Director, in consultation with the Chair of the P&T Committee, will identify potential members, and the Dean of the College of Health Sciences and Professions will appoint additional members with the appropriate rank to the School Committee.

A faculty member seeking promotion and/or tenure or who has a family member being evaluated for promotion and/or tenure will not be allowed to be voted or appointed to the Committee. (For definition of "family," see Faculty Handbook II.C.7.a-b.)

Elected committee members shall serve for three years. Faculty members may serve consecutive terms. Terms of service shall be staggered, so that no more than two members of the Committee are new in a given year. The appointed member will serve a one-year term.

If a faculty member is unable to complete an assigned term on the Committee (e.g., is a candidate for promotion, on sabbatical), an alternate member will be elected to fill the vacant position. If the vacancy is temporary, the replacement faculty member will complete only the period of the vacancy. If the vacancy is permanent, the replacement faculty member will complete the term.

Group I faculty will vote for new P&T Committee members by secret ballot. The vote for the upcoming academic year will occur on or before the last day of Spring semester exams. The individual(s) receiving the most votes shall serve. Tenured faculty and faculty who have been awarded tenure effective the next academic year will be eligible for this election. In the event of a tie vote, there will be an additional secret ballot vote to break the tie. Ballots will be counted by the School Director and a continuing member of the Committee.

## Chairperson of the P&T Committee

The Chair of the P&T Committee shall be elected by members of the P&T Committee. The individual receiving the most votes shall be named Chair. In the event that no member is willing to accept the responsibility, the School Director will appoint the Chair. The Chair-elect will represent the Committee during summer months.

Responsibilities of the P&T Chair are:

- Assuring that the Committee follows the School, College, and University guidelines regarding all faculty evaluation issues;
- Coordinating all necessary activities to complete the external review of materials submitted by candidates for either tenure or promotion;
- Arranging Committee meetings;
- Preparing Committee agendas;
- Delegating Committee tasks;
- Conducting meetings; and
- Maintaining a record of Committee actions.

The Chair will serve a one-year term, and if re-elected, may opt (or decline) to serve again.

## Responsibilities of the P&T Committee

The first meeting of the Committee shall be an orientation meeting for the entire Committee, scheduled by the Chair, to review the calendar and the guidelines, and to establish a schedule of meetings.

The Committee will oversee the following tasks:

- Progress toward tenure;
- Pre-tenure review;
- Promotion and/or tenure;
- Review of prospective administrators and faculty for rank and tenure;
- Annual review of School Director; and,
- P&T orientation for all new Group I probationary faculty.

The details of each of these tasks are described in the subsequent sections of this document.

## Faculty Evaluation Responsibilities

### Progress Toward Tenure

The P&T Committee will conduct an annual review of all probationary faculty. Each probationary faculty member will submit a dossier and documentation of accomplishments for

the prior calendar year. The following materials are to be submitted by the second Monday of September:

- Current curriculum vitae (Appendix B);
- An abbreviated narrative statement discussing the candidate's strengths, areas of growth, and University citizenship in teaching, research and creative activities, and service;
- Statement about workload distribution along with a specification of the resources the University/College/School has provided to the faculty member to achieve work objectives during the previous calendar year;
- Teaching evidence and supporting documentation of all teaching-related accomplishments (Appendix C);
- Scholarly evidence and supporting documentation of all scholarship-related accomplishments (Appendix D);
- Service evidence and supporting documentation of all service-related accomplishments (See Appendix E):
  - Teaching portfolio
    - Title of courses taught since beginning of probationary period;
    - Course syllabi;
    - Description of personal teaching philosophy;
    - Statement of teaching responsibilities; and,
    - Summary of the way each course was taught and why (e.g., how each course has evolved over time).

When a probationary faculty member is submitting materials for the pre-tenure review or tenure and/or promotion review, those documents will suffice for the progress-toward-tenure review materials for that year. Probationary faculty members are encouraged to keep the submitted materials from year to year for the pre-tenure review and promotion and tenure evaluation.

The criteria in these guidelines (described below) will be used for the evaluation. The Chairperson of the P&T Committee and the School Director will meet with the probationary faculty member to review the Committee's written assessment. Each probationary faculty will also be provided with this assessment in writing via a letter written by the P&T Committee by February 1<sup>st</sup>.

### **Pre-Tenure Review**

Group I probationary faculty who are beginning their fourth year are required to submit a promotion and tenure dossier to the P&T committee by the second Monday of September. The faculty member should review the College of Health Sciences and Professions P&T Policy for specifics about pre-tenure review. Faculty hired with service credit toward tenure will be reviewed at the mid-point of their probationary period. The dossier will contain materials generated during the probationary period, including:

- The dossier narrative as described in the CHSP P&T Policy;
- Current curriculum vitae;



- Teaching portfolio as outlined in the *Progress Toward Tenure* section;
- Copies or reprints of publications/scholarly endeavors; and
- Original letter of offer.

The dossier, curriculum vita, and supporting documentation for scholarly endeavors will be submitted in a three-ring, one-inch loose-leaf notebook with front and back pockets. The pre-tenure candidate must follow the format prescribed in the CHSP P&T Policy, and should refer to Appendix B for specifics of writing the dossier and the curriculum vita content and format.

The School P&T Committee, the School Director, and the Dean of CHSP will review the materials submitted by the candidate. By first Monday of December, these three parties will meet to discuss the candidate's progress toward tenure. By February 1, the School Director will issue a letter to the candidate written by the Committee that incorporates all feedback regarding improving performance. The School P&T Committee members, Dean, and School Director will receive a copy of the final letter.

### **Promotion and/or Tenure**

The Committee members may provide assistance to faculty members seeking promotion and/or tenure. If requested by the candidate, the Committee will review a draft of the candidate's dossier in April and provide feedback regarding completeness and organization of materials. In cases of promotion post-tenure, the Committee, upon request by the candidate, will informally review the candidate's vitae and discuss the actual and anticipated contents of the dossier prior to the faculty member's formal request for consideration of promotion. Informal promotion dossier review will occur no later than spring of the academic year preceding the submission of the dossier for consideration of promotion.

### Tenure

To qualify for tenure a faculty member must have the necessary rank and meet the criteria established for tenure at the candidate's current rank, possess an earned doctorate or terminal degree obtained within the timeframe specified in the candidate's presidential contract. A faculty member should also meet the criteria as outlined for teaching, research, and creative activity, and professional, institutional, and public service. In addition, candidates must exhibit collegiality, demonstrate the promise of continuing exemplary contributions as a University citizen, be dedicated to continued excellence in teaching, research, and creative activity, and continued professional, institutional, and public service. According to the *Faculty Handbook* II.C. 6. A, "Tenure is awarded to those individuals whose records indicate that they are likely to continue to make significant positive contributions to the academic life of the University throughout their professional careers."

On or before the last day of Spring Semester exams, a letter of intent must be submitted to the P&T Committee indicating the candidate's intention to submit materials seeking tenure.

## Promotion

On or before the last day of Spring Semester exams, a letter of intent must be submitted to the P&T Committee indicating the candidate's intention to submit materials seeking promotion.

### *Assistant Professor to Associate Professor*

Promotion from the rank of Assistant Professor to Associate Professor requires:

- Earned doctorate or terminal degree;
- A minimum of three years full-time in rank of Assistant Professor at Ohio University. In rare instances when a faculty member has demonstrated outstanding accomplishments and upon agreement of the School Committee, School Director, and Dean, it will be possible for a faculty member with fewer than five years at Ohio University to be considered for Associate Professor.
- Notation: Should a faculty member be hired at the rank of associate professor, the P&T committee may evaluate the candidate for consideration of hiring with tenure.
- Meets the criteria as outlined for teaching, research, and creative activity, and professional, institutional, and public service.
- In addition, candidates must exhibit collegiality, demonstrate the promise of continuing exemplary contributions as a University citizen, and be dedicated to continued excellence in teaching, research, and creative activity, and professional, institutional, and public service.

### *Associate Professor to Professor*

Promotion from rank of Associate Professor to Professor requires:

- A minimum of five years in full-time rank of Associate Professor at Ohio University. In rare instances when a faculty member has demonstrated outstanding accomplishments and upon agreement of the Committee, School Director, and Dean, it will be possible for a faculty member with fewer than five years at Ohio University to be considered for Professor.
- Notation: In extraordinary circumstances a faculty may be hired at the rank of full professor with tenure. In such a case, the P&T committee may evaluate the candidate for consideration of hiring with tenure.
- Meets the criteria as outlined for teaching, research, and creative activity, and professional, institutional, and public service.
- In addition, candidates must exhibit collegiality, demonstrate the promise of continuing exemplary contributions as a University citizen, and be dedicated to continued excellence in teaching, research, and creative activity, and professional, institutional, and public service.

## Criteria

The dossier submitted for promotion and/or tenure consideration are due to the School P&T Committee by the second Monday of September. Sufficient documentation must be provided to the P&T Committee regarding the quality of the candidate's performance in the three categories in the format suggested by the University and College. Documentation submitted by the candidate must reflect activities carried out while the candidate is a School of Applied Health Sciences and Wellness faculty member. The following items should be submitted on or before second Monday of September:

- A three-ring, one-inch, loose-leaf notebook with front and back pockets containing:
  - Current curriculum vitae;
  - Narrative statement;
  - Appendix A: The original appointment letter and any documents stipulating conditions for this particular tenure and/or promotion;
  - Appendix B: Summary of teaching effectiveness;
  - Appendix C: The School of Applied Health Sciences and Wellness criteria for faculty evaluation and the annual progress toward tenure evaluation letters;
  - Appendix D: will be compiled after the submission of materials, so the candidate need only leave space and a tab for this appendix. It will contain the letters from external reviewers as described in a later section, the review form for Promotion and Tenure, the School's P&T Committee's letter, the School Director's letter, and the Dean's letter.
- Teaching portfolio;
- Other documentation as organized by the candidate for promotion and/or tenure.

While submission of the paper copy is mandatory, the candidate will be encouraged to also submit the current curriculum vitae and narrative statement in an electronic format. This version will allow an easier review process by the School's P&T Committee.

Each candidate for promotion and/or tenure must provide both quantitative and qualitative evidence that will document teaching, research and creative accomplishments, and professional, institutional, and public service. To be considered for tenure and/or promotion, the following must be achieved since the last promotion or during the probationary period.

### *Teaching*

Instruction and advisement of students are critical to the School's undergraduate and graduate mission. School faculty must demonstrate high quality teaching effectiveness as evidenced by the following characteristics: 1) a commitment to students; 2) an ongoing interest in the art of teaching; and 3) recognition that advising is an important aspect of the faculty-student relationship. Teaching portfolios are a substantial way for faculty to document self-reflection of instruction and advisement. To be considered for tenure and/or promotion, the following are expectations to be achieved since the last promotion or during the probationary period. These items are required in the binder:

- Evidence of effective instruction; and
- Evidence of advising and mentoring.

Examples of teaching effectiveness documentation are in Appendix C.

The weight given to teaching must be considered in light of other demands made on the faculty member by hiring agreements or activities necessary to fulfill the School'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 and creative activities that include a reduced teaching workload. Likewise, a candidate may have a higher teaching load due to laboratory sections which increase contact hours with the students. Specific teaching responsibilities will include dialogue between the faculty member, School Director, and School P&T Committee and the program area coordinator, and will reflect the goals and needs of the School and professional goals of the faculty member. The School Director shall provide a written record of agreements reflecting decisions concerning workload assignments that may later affect tenure and promotion decisions to the faculty member and copies retained in the candidate's permanent file. These documents may be used in the evaluative materials submitted by the candidate at the time of review.

#### *Research and Creative Accomplishments*

Group I faculty members within the School are expected to carry out research and creative accomplishments that help fulfill the School's mission and improve our understanding of the world. Expectations are associated with research and creative activities, based upon rank being sought. Generally, these accomplishments should reflect discipline-related expertise, originality, and contribution to the field of study. However, the diversity of the School will result in diverse avenues for achieving research and creative accomplishments. Evaluation of these accomplishments is primarily concerned with quality. Accomplishments should be reviewed and evaluated by relevant peers. Generally, research and creative accomplishments should result in peer-reviewed, copyrighted works or other scholarly products disseminated at the state, regional, national, and/or international levels as well as efforts to secure extramural grants and contracts. Faculty members who have received investment in the form of University resources (e.g., start-up funding) are expected to demonstrate corresponding gains in those areas of workload specifically targeted by those resources (CHSP P&T Policy).

A list of examples of scholarly and creative activities is found in Appendix D.

#### *Service: Professional, Community, and University*

To be considered for tenure and/or promotion the candidate must have participated in conferences, meetings, and/or symposia of relevant professional organizations at the state level or beyond, and also have had active participation in a minimum of one professional organization at the state level or beyond. The candidate must also have actively served as chair or member of at least one School, College, or University committee in each of the five years immediately preceding the request for promotion or during the probationary period when being considered for

tenure and promotion. It is expected that all faculty will be engaged in service within the university that extends beyond our college.

A list of examples of service related activities are found in Appendix E.

## External Review

By second Monday of September of the candidacy year, all candidates seeking promotion and/or tenure will submit name and full contact information of eight to ten persons to the P&T Committee Chairperson. The candidate will submit a brief statement as to why the candidate believes each person is qualified to assess/evaluate their research/creative accomplishments and their contributions to the profession. The relationship of the candidate to each potential reviewer must be included. External reviewers must be at a comparable institution and must be at or above the rank for which the candidate is being considered. In some cases individuals other than those in academic positions could be selected upon approval of the P&T Committee. To assist the candidate in selecting comparable institutions, refer to the Carnegie Foundation website and/or to the following website:

<http://www.ohio.edu/institres/univ/peerstudy/index.html>

By second Monday of September, the candidate will submit the materials to be reviewed by the external reviewers including the candidate's curriculum vitae, copies of three peer-reviewed scholarly or creative works, and a short professional statement. If asked, the P&T Committee can assist the candidate in selecting the three scholarly works that will be sent for external review.

From the list of potential external reviewers, the P&T Committee will identify all on the potential reviewer list that are considered acceptable for reviewing the candidate (e.g. at peer institution, at appropriate rank, with appropriate professional background, with minimal relationship with candidate). The committee will select two external reviewers from this list and then the School Director will select a third reviewer from the list in consultation with the program area's coordinator. The School Director will solicit the reviews, receive the reviews, and the vitae of each external reviewer. If a chosen external reviewer declines the invitation to serve in this capacity, another will be chosen from the submitted list. In the case where all options on the list are exhausted, an external reviewer(s) may be chosen from "off the list" by the School Director in consultation with the P&T Committee, the program area coordinator, and the candidate.

External reviewers will receive a copy of the P&T criteria, the candidate's curriculum vitae, and three pieces of work selected by the candidate, along with the candidate's short professional statement. These packets will be mailed by the First Monday of October by the School Director, with a formal letter drafted by the P&T Committee, but signed by the School Director. Reviewers will be asked to provide a written assessment of the quality, significance, and impact on the profession of the candidate's research and creative activities, and service to the profession. Reviewers will be asked to comment on the accomplishments of the candidate relative to others

who are at a similar stage of their professional career. Reviewers will also be asked to comment on quantity of work; however, the Committee will need to take into consideration the individual's distribution of workload when evaluating quantity. The letter to external reviewers must request responses to the following questions:

- How long have you known the candidate and in what capacity?
- In your professional judgment, what is the quality and significance of the candidate's work as reflected in the curriculum vitae and examples of research/creative/scholarly accomplishments provided?
- In your professional judgment, how does the candidate's research/creative/scholarly work compare (or rank) in relationship to other successful individuals in the field at this stage of professional development?
- In your professional judgment, how does the candidate's service, including national/professional service, compare (or rank) in relationship to other successful individuals in the field at this stage of professional development?

Each reviewer will be asked to return the evaluation by the deadline of first Monday of November. The external reviewers will also be asked to their biography, biosketch, and/or curriculum vitae (which the School Director will summarize for the P&T Committee into a biography as stated above).

It is important to remember that the assessments by the external reviewers will be considered as only one part of the evaluation process. The P&T Committee has the final responsibility for evaluating candidates for promotion and/or tenure. These external assessments will also be considered at the College and University levels, because they will be forwarded as part of Appendix D with the candidate's dossier.

### Committee Responsibilities

The P&T Committee will be responsible for meeting the deadlines for promotion and/or tenure as specified in these guidelines and the College P&T Policy, as well as the guidelines found in the *Ohio University Faculty Handbook*.

Each member of the P&T Committee is required to review the dossier and teaching portfolio individually before the entire Committee meets to review these materials. Members of the Committee should notify the Chairperson prior to a full Committee meeting about missing materials or the need to obtain additional information.

After the final review of the dossier, the teaching portfolio, and the external reviews for promotion and/or tenure, the Committee will vote by secret ballot "for" or "against" tenure. Also, by secret ballot, the Committee will vote "for" or "against" promotion. Following the vote, the P&T Chair will prepare a letter to the School Director with the written recommendation of the committee. The letter should state the vote results. Any individual member of the Committee may submit an addendum to the evaluation summary that may reflect a different viewpoint. This letter will be given to the School Director by the end of the first week of business after winter break, with a copy sent to the candidate.

Letters from the Committee, with a positive recommendation, go forward to the School Director, along with the materials submitted by the candidate. The School Director then makes a decision about the candidate's case for promotion and/or tenure and writes a letter to the CHSP Dean by last day of Fall semester; this letter is also copied to the candidate and School P&T Committee.

A candidacy which does not result in a positive recommendation does not go beyond the School committee level. The candidate should refer to the *Ohio University Faculty Handbook* regarding the appeal process (section II.F. in the September 2009).

### **Review of Prospective Administrators and Faculty for Rank and Tenure**

The P&T Committee will evaluate prospective administrators and faculty for rank and tenure, in accordance with the *Faculty Handbook*.

### **Annual Review of the School Director**

The P&T Committee will facilitate the faculty evaluation component of the annual evaluation of the School Director, per the College of Health Sciences and Professions P&T Policy.

### **Promotion and Tenure Orientation for All New Group I Probationary Faculty**

A copy of these guidelines, along with the College P&T Policy, will be provided to all new Group I probationary faculty during the first semester of being hired.

## APPENDIX A

### List of Important Dates for Faculty Evaluation

#### ***Last Day of Spring Semester Exams***

(year preceding submission of promotion and tenure materials)

Letter submitted to P&T Committee by Candidate(s) for Promotion and/or Tenure indicating intention to submit material the following fall.

#### ***Second Monday of September***

Promotion and/or Tenure candidate submits to P&T Committee:

- List of potential external reviewers;
- Three external reviewer packets [Curriculum Vitae, Statement about self, and three Scholarly/Creative Accomplishments]; and
- Complete Promotion and/or Tenure dossier and supporting materials.

Probationary Group I faculty submits to P&T Committee:

Pre-tenure review materials.

#### ***September 15<sup>th</sup>***

Tenured faculty eligible for promotion request letter of evaluation from chairperson if desired. (Probationary faculty receive evaluation letter annually without requesting one).

#### ***First Monday of October***

P&T Committee selects external reviewers, and School Director sends out the External Review packets.

#### ***First Monday of November***

External reviewer evaluations are due back to the School Director who will submit them to the P&T Committee by second Monday of November with summary of the external reviewer (e.g., biography and/or curriculum vitae).

#### ***First Monday of December***

P&T Committee sends letter to School Director regarding decision on any School promotion and/or tenure cases that year, copy goes to faculty member who is seeking promotion and/or tenure.

#### ***Last Day of Fall Semester Exams***

School Director notifies faculty member in writing of School P&T recommendation for Promotion and/or Tenure. The Dean, P&T committee, and candidate each receive a copy of the letter. 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 P&T committee submits its recommendation to the Dean for consideration. Dossiers go to the Dean's office by the first day of Spring semester.



***Last Day of Fall Semester Exams***

Pre-Tenure review cases will be discussed by P&T Committee, School Director, and Chair by this date.

***February 1<sup>st</sup>***

Pre-Tenure Review letter sent by School Director to pre-tenure review candidate(s). P&T Committee will receive a copy of the final letter(s).

Progress toward Tenure letters sent by P&T Committee to each faculty who submitted the Progress toward Tenure materials. School Director will receive a copy of the final letter(s).

***March 1<sup>st</sup>***

Dean notifies School Director and candidate in writing of rejection of School P&T recommendation for promotion &/or tenure no later than this date. In the case of a positive recommendation, the Dean submits a written recommendation regarding promotion and/or tenure to the Executive Vice-President and Provost per the Ohio University Faculty handbook. The Dean may notify the School Director of his/her decision regarding promotion and/or tenure along with the reason(s) for the decision.

***April 1<sup>st</sup>***

Provost notifies Dean, School Director, and candidate in writing of rejection of School recommendation for promotion &/or tenure no later than this date.

***Last Day of Spring Semester Exams***

Election for new P&T Committee members for the coming year will occur. Following election the P&T Committee members will elect a P&T Committee Chair.

## APPENDIX B

### Format for the College of Health Sciences and Professions Curriculum Vitae when submitting P&T dossiers (from the CHSP P&T Policy)

Name

Office Address

Office Telephone Number

**Academic Preparation** (in reverse chronological order from the most recent to the earliest)

**Scholarly and Creative Activities** (Identify whether these activities are in review, accepted and, if published, identify the full name of the publication, title of the journal, volume, issue, page numbers, etc. In organizing these activities, it is essential to identify which activities are refereed.)

A. Journal Publications (differentiate between refereed, reviewed, and invited)

B. Books and Chapters in Books

C. Presentations (differentiate between platform and poster presentations, refereed and invited)

D. Grants/research conducted (indicate granting agency, role and responsibility, year(s) of award, yearly amount)

E. Abstracts (these should be referred or peer reviewed and only listed in one place on the CV)

**Professional Experience** (in reverse chronological order from the most recent to the earliest)

Instruction and Advising (in reverse chronological order)

Courses/workshops taught during at least the past **five (5)** years

Field or clinical instruction

Seminar papers, theses, and dissertations indicating whether serving as advisor or committee member

**Professional Associations**

**Committees and Service**

**Interdisciplinary Contributions**

**Special Assignments and/or Administrative Responsibilities**

## APPENDIX C

### Examples of Items to Submit for Evidence of Teaching and Advising Effectiveness

- Teaching portfolio (see suggestions in CHSP P&T Policy)
- Student course evaluation data
- Teaching reviews and statements from colleagues who have observed the faculty member in the classroom and/or reviewed classroom materials for consideration
- Advisee evaluations
- Statements from students
- Statements from alumni
- Teaching awards
- Collaborative efforts related to teaching
- Curricular creation, revision, review
- Use of alternative instructional modalities (e.g. student research opportunities, service learning, problem-based learning, instructional travel opportunities)
- Pedagogical works disseminated

## APPENDIX D

### Examples of Research and Scholarship

- Authoring of:
  - Article in a refereed journal
  - Article in a non-refereed journal
  - Manual, workbook, monograph, exhibit catalog
  - Chapter in book
  - Book, letter, abstract, editorial, book review, technical report
  - Working paper that has been submitted for review by a scholarly panel
- Editing in which the faculty is listed as the editor of (could be considered professional service):
  - Book
  - Manual
  - Journal within the discipline
  - Specific issue of a journal (e.g. guest editor)
- Editing in which the faculty member is a member of an editorial review board or panel (could be considered professional service):
  - Journal
  - Professional association newsletter or other publication
  - Editorial consultant of a journal
- Review work (could be considered professional service):
  - Book reviewer with review to be published usually in discipline-related journal
  - Book review as requested by prospective publisher
  - Review of software material
- Professional exhibits and shows:
  - Single artist juried exhibit or show
  - Work in a juried exhibit or show
  - Designer/curator of juried exhibit or show
  - Invited judge/juror for a juried exhibit or show
- Professional presentations and posters:
  - Refereed presentation at professional meeting
  - Refereed paper included in the proceedings of a conference
  - Refereed poster at professional meeting
  - Non-refereed paper or poster
- Funded grants and/or contracts
  - Project funded by sources external to Ohio University

- Project funded by sources internal to Ohio University
- Invited presentations, panel participation, other invited activities in which the individual is being invited for work that has contributed to the growth of the discipline
- Education and professional enhancement activities that have led to a product or some activity that has enhanced the knowledge within the discipline
- Peer-reviewed activities that are not included in the items above

## Examples of Creative Works

Authoring of:

- software/systems package
- Websites
- Invention/patent

## APPENDIX E

### Examples of Service-Related Activities

#### Professional service activities:

- Elected office in professional association
- Elected or appointed to governing board of professional association or government agency
- Chairperson of committee in professional association at the region within the state level
- Chairperson or member of a professional accreditation team
- Invited consultant, external to the University, involving consultation visit(s) and/or written report
- Attendance at workshops, institutes, classes conducted by appropriate professional organizations
- Coordination of a review process, serve as track chairperson, or a program respondent for conference planning
- Teaching or conducting professionally related workshops other than those that will result in the awarding of credit by Ohio University
- Editor of a book, manual, journal, or journal issue/member of journal editorial review board for a journal or newsletter/Editorial consultant for a journal (may be scholarly activity)
- Others items may be considered

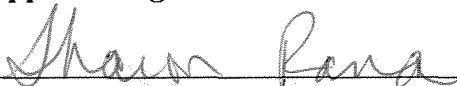
#### University service activities:


- Chairperson of committees/councils at the School, College, or University level
- Active member of task force
- Chairperson or member of subcommittees within University Curriculum Council, Graduate Council, or Faculty Senate
- Advisor/supervisor to University-recognized student organization
- Member of University Senate
- Coordinator of program area or clinical services
- Attendance at annual commencement and other appropriate events
- Development of alumni and student recruitment programs that contribute in an on-going fashion to the accomplishments of the School's mission
- Primary responsibility for development of student enrichment seminars or development of student internship opportunities through contact with organizations, businesses, or agencies
- Other items may be considered

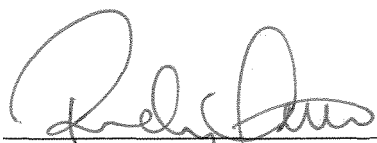
Community service activities:

- Elected/appointed community board/agency member
- Active member of task force
- Coordinator of clinical services
- Primary responsibility for development of student enrichment seminars or development of student internship opportunities through contact with organizations, businesses, or agencies
- Other items may be considered

**Approval Signatures**

  
\_\_\_\_\_  
Sharon Rana, Chair, Promotion and Tenure Committee  
7/24/12  
Date

  
\_\_\_\_\_  
Roger Gilders, School Director  
8/2/12  
Date

  
\_\_\_\_\_  
Randy Leite, Dean, College of Health Sciences and Professions  
8/2/12  
Date