



OHIO  
UNIVERSITY

**The Gladys W. and David H.  
Patton College of Education**

## **Instructional Faculty Policy for Promotion**

**The Gladys W. and David H. Patton College of Education**

**Ohio University**

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## **OHIO UNIVERSITY**

### **The Patton College of Education INSTRUCTIONAL FACULTY Policy for Promotion**

#### ***INTRODUCTION***

Instructional Faculty Members are valued in the Gladys W. and David H. Patton College of Education, and are integral to fulfilling the mission of the college:

*The Gladys W. and David H. Patton College of Education provides learning-centered experiences that foster a diverse academic community. This community serves the economic and cultural needs of the region and benefits the state, nation and world by generating new knowledge and educating future citizens and leaders. The Patton College promotes the efforts of participants who, in concert with our educational partners, design and experiment with new practices, evaluate their impact, and share the results in all relevant arenas.*

<http://www.ohio.edu/education/about/mission.cfm>

The purpose of The Patton College Instructional Faculty Policy for Promotion is to provide college-wide criteria for faculty and administration in The Patton College of Education when making decisions regarding the promotion of Instructional faculty. Instructional faculty promotion was established per the Faculty Senate Resolution passed April 8, 2013. The aim of the Instructional Faculty college-wide criteria for promotion is to provide a consistent framework for departments. This policy will be adopted if approved by a majority vote of Tenure track faculty, a majority vote of combined tenure track and Instructional faculty, and the Dean of The Patton College. Once this policy is approved, any changes made to The Patton College Instructional Faculty Policy for Promotion will require approval of a majority vote of tenure track faculty, a majority vote of combined Tenure track and Instructional faculty, and the Dean of The Patton College.

The Patton College Instructional Faculty Policy for Promotion has been prepared for Instructional faculty members who would like to be considered for promotion, as well as for committees reviewing Instructional Faculty materials for promotion. Department-specific criteria provide greater details that are more pertinent to each department. Each department within The Patton College is responsible for developing specific criteria and a set of guidelines for promotion of Instructional Faculty that reflects its departmental expectations for teaching and service while simultaneously meeting the college criteria. Department criteria must be approved by a majority vote of Tenure track faculty, a majority vote of combined Tenure track and Instructional Faculty in each department, and the dean of The Patton College. Once department criteria for Instructional Faculty Promotion have been approved, any changes made to the department Instructional Faculty Policy for Promotion will require approval of a majority vote of Tenure track department faculty, a majority vote of combined Tenure track and Instructional Faculty department faculty, and the dean of The Patton College.

## *The Patton College of Education Instructional Faculty Policy*

Although departments may have criteria that exceed those of the college, they cannot have standards or criteria that are lower than, or conflict with, those specified in the college policy. Department criteria may not conflict with the university guidelines found in the *Faculty Handbook*. Similarly, the college criteria may be more stringent than the university-level criteria, but they can be no lower.

Thus, the purpose of the college-wide Policy for Promotion of Instructional Faculty is to establish and set forth minimal expectations for Instructional Faculty promotions in The Patton College of Education. The goal of The Patton College Promotion and Tenure (P&T) Committee is to assess whether and to what extent departmental recommendations reflect proper deliberation, refer to relevant evidence, and are free from bias. The primary responsibility for a comprehensive content expert assessment of the dossier rest with the departmental faculty and the department chair. It is *not* the role of The Patton College P&T Committee to offer an additional independent expert evaluation of the dossier.

Minimum criteria when considering Instructional Faculty Promotion at Ohio University are outlined in the current version of the Ohio University Faculty Handbook available on the Faculty Senate website: <http://www.ohio.edu/facultysenate/handbook/current-handbook.cfm> The most relevant sections of the Ohio University Faculty Handbook to Instructional Faculty members are found in II.C.3.b. The most relevant sections of the Ohio University Faculty Handbook to Instructional faculty promotion are found in II.C.3.b.vi. (see page 17).

### ***DESCRIPTION OF INSTRUCTIONAL FACULTY***

Per the Faculty Handbook, Instructional Faculty consists 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 (i.e. TRS distributions ranging from 100:0:0 to 80:0:20). They possess qualifications that enable them to teach their assigned classes at a satisfactory level. Persons who have taught at Ohio University for four consecutive semesters on part-time appointments within the same department or regional campus with an average teaching load equivalent to 0.5 FTE or above shall be placed in the Instructional Faculty classification unless previously included in Tenure track or serving under a clinical faculty contract or a Visiting Professor contract. Other persons not included in Tenure track and holding part-time teaching appointments may be placed in Instructional Faculty at the recommendation of their departments. Faculty members in Instructional Faculty are expected to perform those faculty activities agreed to in negotiations with their departments at the time of hire and/or reappointment.

### ***FOCUS ON TEACHING AND SERVICE FOR INSTRUCTIONAL FACULTY***

Research, scholarship, or creative activity **is not** a criterion or expectation for promotion of Instructional Faculty. Recommendations for promotion are based on demonstrable excellence in teaching or service related to the teaching mission. Passage of a certain number of years or general teaching competence is not sufficient for a recommendation for promotion. The Instructional Faculty member must apply for promotion and supply necessary documentation in the form of a promotion dossier. College criteria and examples of artifacts will be provided in

subsequent sections of this document.

### **INSTRUCTIONAL FACULTY RANKS**

Instructor (part-time, temporary)

Assistant Professor of Instruction (0.5 FTE or greater) – initial hire rank for faculty hired for 0.5 FTE or greater

Associate Professor of Instruction (0.5 FTE or greater) - intermediate rank

Professor of Instruction – (0.5 FTE or greater) - highest rank

### **PROMOTION OF INSTRUCTIONAL FACULTY: YEARS AT EACH RANK**

Instructional Faculty holding the rank of Assistant or Associate Professor of Instruction may be promoted (without tenure). Minimum criteria for consideration for promotion are outlined in II.C.3.b.vi.a-c of the Faculty Handbook. Passage of a certain number of years or general teaching competence is not sufficient for recommendation for promotion. Instructional faculty members must apply for promotion and supply necessary documentation in the form of a promotion dossier. Instructional faculty must be guided by the college criteria for teaching and service presented in this document and the department criteria presented in the department Instructional Faculty Promotion Policy.

#### **a. PROMOTION FROM ASSISTANT PROFESSOR OF INSTRUCTION TO ASSOCIATE PROFESSOR OF INSTRUCTION**

An individual is expected to spend a minimum of **five years** in the rank of Assistant Professor of Instruction before being considered for promotion to Associate Professor of Instruction and have qualifications of the previous title, as appropriate for their teaching/service distribution.

Service as an Instructional faculty member at any rank during or prior to AY2012-2013 shall be included in the minimum years of service required for consideration for promotion. A master's degree is a minimal requirement for promotion to Associate Professor of Instruction.

#### **b. PROMOTION FROM ASSOCIATE PROFESSOR OF INSTRUCTION TO PROFESSOR OF INSTRUCTION**

An individual is expected to spend a minimum of **five years** in the rank of Associate Professor of Instruction before being considered for promotion Professor of Instruction and have qualifications of the previous title, as appropriate to their teaching/service distribution.

Service as an Instructional Faculty member at any rank during or prior to AY 2012-2013 shall be included in the minimum years of service required for consideration for promotion. A doctoral degree may be required by some departments as a requirement for promotion to Professor of Instruction.

**NOTE: INSTRUCTOR**

A faculty member hired as an Instructor is hired for part-time work and on a temporary basis. Instructors are not eligible for promotion. However, they may be offered a contract as an Assistant, Associate, or Professor of Instruction in a subsequent year if they are required to perform work that is 0.5 FTE or greater. This would be a hiring decision not a promotion decision. A master's degree is a minimal requirement for the position of Assistant Professor of Instruction.

**CRITERIA FOR PROMOTION FROM ASSISTANT PROFESSOR OF INSTRUCTION TO ASSOCIATE PROFESSOR OF INSTRUCTION**

In addition to the required 5 years at the rank of Assistant Professor of Instruction, the following criteria for teaching and service are considered for applications for promotion from Assistant Professor of Instruction to Associate Professor of Instruction.

- A. Teaching
  - a. Effective instruction
  - b. Development as an instructor
  - c. Involvement in curriculum revision at the program level
  
- B. Service
  - Unless otherwise specified by contract, there is an expectation for Instructional faculty to engage in service. However, documentation in all of the three areas listed below is not required. It is the candidate's responsibility to establish a rationale for including evidence within a given area.
  - a. Service at the program, department, college and/or university level
  - b. Service to community and/or professional organizations
  - c. Delivery of professional development to community, schools or professional organizations.
  
- C. Qualifications
  - A master's degree is a minimal requirement for promotion to Associate Professor of Instruction.

**CRITERIA FOR PROMOTION FROM ASSOCIATE PROFESSOR OF INSTRUCTION TO PROFESSOR OF INSTRUCTION**

- A. Teaching
  - a. Effective instruction
  - b. On-going development as an instructor
  - c. Leadership in teaching and pedagogy. Examples include presentation of teaching techniques, methods and/or instructional methods locally, regionally or nationally; mentoring of new faculty; development of teaching techniques, methods and/or instructional methods; and new course development relevant to professional expertise and/or program, departmental, college, or university needs.
  - d. Involvement in program analysis and revision at the program

and departmental level (e.g., participating in accreditation efforts).

B. Service

Unless otherwise specified by contract, there is an expectation for Instructional Faculty to engage in service. However, participation in service in all of the three areas listed below is not required. It is the candidate's responsibility to establish a rationale for including evidence on service within a given area consistent with the role and duties of the position.

- a. Service and **leadership** at the program, department, college and/or the university level
- b. **Leadership** in the community and/or professional organizations
- c. Continued development and delivery of professional development to community, schools or professional organizations.

C. Qualifications

A master's degree is required for promotion to Professor of Instruction. A doctoral degree may be required for promotion to Professor of Instruction. This requirement is decided at the department level and should be stipulated in the Department Instructional Faculty policies for promotion to Professor of Instruction.

### **ARTIFACTS THAT MAY BE SUBMITTED FOR TEACHING AND SERVICE**

#### TEACHING

1. Evidence of Teaching Load - Courses taught over the past 3 years. Any changes in teaching assignments
2. Teaching Effectiveness - Evidence of course organization, presentation and requirements (e.g., syllabi or other course materials).
3. Teaching philosophy statement.
4. Student evaluation information.
5. Teaching awards and recognition.
6. Selection for teaching in special programs.
7. Participation as a student in teaching enhancement programs.  
Other evidence of teaching effectiveness (e.g., supporting letters from faculty peers.)
8. Evidence of involvement in curriculum revision (e.g., letter from committee or department chair verifying involvement).
9. Evidence of interdisciplinary teaching.
10. Reports on the number of students advised or supervised.

#### SERVICE

1. Evidence of service at the program, department, college and/or university level.
2. Evidence of service to community and/or professional organizations.
3. Evidence of the delivery of professional development to community, schools or professional organizations.

4. Evidence of service and leadership at the program, department, college and/or the university level.
5. Evidence of leadership in the community and/or professional organizations.
6. Evidence of continued development and delivery of professional development to community, schools or professional organizations.

*Note: Artifacts submitted will depend on the role of the Instructional faculty member. The list above provides examples of artifacts. It is not exhaustive nor are Instructional faculty expected to provide evidence for each item listed above.*

### **TIMELINE FOR SUBMISSION AND EVALUATION OF PROMOTION DOSSIER**

The timeline for tasks associated with promotion of Instructional Faculty in The Patton College will follow the timelines published by the Office of the Executive Vice President and Provost (<https://www.ohio.edu/provost/apaa/instructor.cfm>)

### **INITIATION OF THE PROCESS**

Instructional Faculty members wishing to be evaluated for promotion must initiate the process by informing the department chair in writing of their intention to apply for promotion.

### **LEVELS OF REVIEW**

Instructional Faculty Promotion dossiers will be reviewed at four levels. Each subsequent level of review will be conducted independently of previous levels of review. However, recommendations put forward by previous levels of review will be taken into consideration.

Levels of Review include:

1. The Department Instructional Faculty Promotion Committee
2. The Department Chair
3. The Dean of The Patton College
4. The Executive Vice President and Provost

### **COMPOSITION OF DEPARTMENT INSTRUCTIONAL FACULTY PROMOTION COMMITTEES**

A separate committee for evaluation of Instructional Faculty promotion dossiers will be constituted, comprised primarily of members of the departments' Tenure Track Promotion and Tenure Committee per department policy. The committee should have at least two Instructional Faculty members at a rank equal to or higher than the Instructional faculty member being evaluated for promotion. All Instructional Faculty members serving on the committee must hold rank equal to or higher than the Instructional Faculty candidate seeks; **all Tenure track members of the committee must hold tenure. A majority of committee members must**



**hold** Tenure track **rank**. If the department does not have an Instructional faculty member who holds a rank equal to or higher than the Instructional faculty member being evaluated for promotion, an Instructional faculty member from another department within The Patton College will be invited to serve on the committee. The process for selecting an Instructional faculty member from outside the department will be determined by each department.

### **COMPOSITION OF COLLEGE INSTRUCTIONAL FACULTY PROMOTION COMMITTEE**

Each department's Tenure Track faculty elect by secret ballot one tenured Professor to serve on The Patton College Promotion and Tenure Committee. Each department's Instructional Faculty elect by secret ballot one Professor of Instruction to nominate to the Dean for service; if no Professor of Instruction is available to serve, they will elect one Associate Professor of Instruction to nominate. If not promoted Instructional Faculty exist in the department, the department need not hold an election. The Dean will appoint two Instructional Faculty members to serve on the College committee from among those nominated by departments. Members serve three year terms.

In addition, The Patton College P&T Committee votes via secret ballot regarding the merits of each case recommended to the Dean by the departments. During this process, the full Committee reviews Instructional Faculty dossiers. Only faculty with rank equal to or higher than the rank for which a candidate is being considered shall vote on the advisory recommendations to be submitted to the Dean.

The purpose of The Patton College P&T Committee is to inform the Deans' evaluation of application for promotion via written recommendations to the Dean.

### **EXTERNAL REVIEWERS NOT REQUIRED**

A review of the promotion dossier by external reviewers is not required for Instructional Faculty promotion decisions.

### **INSTRUCTIONAL FACULTY DOSSIER: REQUIRED DOCUMENTATION**

Instructional Faculty Promotion Dossiers are to be prepared in Four Sections.

For sections that are not relevant to the role of the Instructional Faculty member who is applying for promotion a notation of "Not Applicable" should be made. For example if a faculty member has not made interdisciplinary contributions because their current role did not allow for such contributions a notation of "Not Applicable" against that item should be made.

In Section 1, 2, and 3, only those materials that are required to be submitted to the Executive Vice President and Provost and the President for their review are to be included. For a list of these materials, [click here](#). In Section Four, documentation specific to each department is to be included.

**Section Four – Department-Specific Required Documentation** Examples of department-specific documentation may include any artifacts that are not required in the sections above but are required per department policy.

#### **GRIEVANCE PROCEDURE**

In the event that promotion is denied, a faculty member has a right to appeal. The appeal process is outlined in section II.F of the Faculty Handbook.

#### **ADDENDUM FOR CLARIFICATION**

**Instructional Faculty members who have more than 5 years of service at the Instructional Faculty level prior to AY 2014-15 may apply any years above 5 years of experience at the Instructional Faculty level to promotion to Professor of Instruction. For example, if an Instructional faculty member has been in The Patton College for 8 years and has applied for promotion from Assistant Professor of Instruction to Associate Professor of Instruction in AY 2013-14, then she/he may apply for promotion from Associate Professor of Instruction to Professor of Instruction after completing two more years as Associate Professor of Instruction (after completion of 10 total years of service).**

**Approved:**



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Renee A. Middleton, Dean

October 25, 2017

Prepared by The Patton College as hoc committee for Group II Policy for Promotion - Chair: C.S. Bhat; Members: K. Sprecher, M. Price, S. Nolan, H. Oh; Ex-Officio: J. Henning (2015-16). Updated October 2018 per Dean's Faculty Advisory Committee recommendations. Revised for Faculty Senate Resolution in Spring 2019; change in language (Group II term eliminated, Instructional Faculty term introduced; new designations Assistant Professor, Associate Professor, Professor ... of Instruction).