



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

Tenure Track Faculty Policy on Promotion and Tenure

The purpose of this document is to provide college-wide guidelines for *Promotion and Tenure* for Tenure Track faculty in The Patton College of Education (PCOE) beginning Fall semester 2014-15.¹ Department policies and procedures should adhere to the policy and may be more rigorous and specific.

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.

At Ohio University:

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. Eligibility for tenure shall be determined by the department concerned and is reserved for those who are engaged in academic activities, including teaching, research, and service (Faculty Handbook, Section I.J.C.6.a).

Furthermore, at Ohio University:

All advancement in rank shall be made by the President upon the recommendation of the department, the Dean involved, and the Provost, and this recommendation shall be made upon the basis of performance associated

¹ Promotion from Assistant to Associate Professor and tenure decisions for any faculty member with a start date prior to Fall semester 2014-15 will not be subject to this policy.

with duties in the department in which rank is held (Faculty Handbook, Section JJ.C.5). Tenure shall be granted by the President upon recommendation of the department, the Dean involved, and the Provost of the University (Faculty Handbook, Section II.C.6.b).

According to the Ohio University *Faculty Handbook*, recommendations for promotion and/or tenure are sent from the department to the dean. And the dean has two options:

If the dean accepts a positive recommendation for promotion and/or tenure from a department, he/she shall submit a written recommendation to the Provost, accompanied by statements and documentation provided by the departmental chairperson.

If a recommendation for promotion and/or tenure forwarded from a department to the dean is not accepted and implemented, the dean shall inform the department chairperson in writing (with copies to all the parties involved, including the candidate) within 45 days, i.e., typically no later than April 1, and shall explain why the recommendation has not been accepted. Such an explanation will include a copy of the full written recommendation of the chairperson (Faculty Handbook, Section II.E. 6).

The PCOE policy is designed to: a) ensure continuity of process and consistency of evaluation of performance across the college, b) guide departments and faculty in their promotion and/or tenure deliberations, and c) provide specific guidance on the functions of the faculty member, department promotion and tenure committee, department promotion and tenure committee chair, department chair, and dean.

The document begins with an overview of procedures that should be followed, including guidelines for how the dossier is formatted. The document contains separate sections for guidelines for (1) individuals seeking promotion to Associate Professor with tenure, and (2) individuals seeking promotion from Associate Professor to Professor. Nothing in this statement shall be construed to supersede the procedural guarantees provided by the *Faculty Handbook*.

A. Initiation of the Process

The promotion process can be initiated by the candidate's department chair or by the candidate. In the case of tenure, it is the joint responsibility of the department chair and the faculty member to see that the tenure process begins at the appropriate time. The steps delineated below apply to both the promotion and tenure process.

B. Format for Dossier

The information requested should be sufficiently detailed so that the department promotion and tenure committee, department chair, and dean of the College can evaluate a candidate in terms of both achievement and potential for future productivity. Candidates, who have questions about material to be submitted, or format of the dossier, should contact their department chair or promotion and tenure committee chair.

All supporting material as designated by the department (hardcopy or electronic) such as, publications, slides, course materials, evaluative materials (book reviews, published critiques, adjudicated production reviews, blogs, learning games development, e-based materials, programming language code, student evaluations of courses, etc.) should be made available for review by members of the department promotion and tenure committee and the department chair.

Only the specified documents from the promotion/tenure dossiers should be submitted to the Office of the Dean, consistent with the *Promotion and Tenure Documents Submission Guidelines* established by the Executive Vice President & Provost (EVPP).² See Appendix A for the current guidelines. The following should be adhered to when submitting documents to the Office of the Dean:

"These documents should be removed from the P&T packet and assembled in the order indicated. For ease of review, it is best to remove the documents from the binders, plastic sheet protectors, or other extemporaneous materials and fasten them with a large binder clip" (Para. I).

In addition, all candidates are required to submit a completed *PCOE Dossier Summary*. The department determines the format. See Appendix B for a sample.

It is recommended that departments align the format of dossiers with the *Promotion and Tenure Documents Submission Guidelines for The Patton College Dean, Executive VP & Provost and President Review* as outlined in Appendix A to facilitate ease of extracting necessary documents for the Dean and EVPP review.

C. Composition of the Department Committee

The composition of the department promotion and tenure committee rests within the department. Departments must have written procedures delineating how their department promotion and tenure committee composition is determined and should clearly indicate how the chair of the committee is selected. These procedures should be established in consultation with the department chair.

Faculty members eligible to participate in evaluation of the candidate are Tenure Track

² Available at: <https://www.ohio.edu/provost/apfap/faculty-tenure-track>

faculty members who are tenured and of higher rank than the candidate. Every committee must have a minimum of three participants at rank for voting requirements (i.e., eligible to participate in evaluation of the candidate).

In cases where departments do not have enough Tenure Track faculty to participate in the promotion and tenure review process, Tenure Track faculty member(s) from another department within The Patton College, or from another department from within Ohio University, shall be invited to serve on the committee. The process for selecting Tenure Track faculty member(s) from outside the department will be determined by each department's promotion and tenure committee in consultation with the department chair, and shall be described in each department's policy.

Department promotion and tenure policies should clearly indicate whether an external member to the department is required to constitute the committee. It is recommended that departments include an external member to the department.

Any concern regarding a potential conflict of interest in the review process should be disclosed in writing to the chair of the promotion and tenure committee and department chair. A faculty member seeking promotion will not participate while his or her materials are being reviewed and discussed. Likewise, a faculty member will not participate while his or her family members' materials are reviewed and discussed.

D. Composition and Charge of the College Committee

Each department's tenure track faculty elect by secret ballot one tenured Professor to serve; if no Professors are available to serve, they will elect one tenured Associate Professor. If there are no tenured faculty in the department, they will elect a Professor from another department to represent them. Members serve three year terms on the College Committee.

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, only the tenured faculty committee members review tenure track 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, tenure, or both via written recommendations to the Dean.

E. External Reviewers

The PCOE considers external evaluation an important part of the P&T process. Outside, objective assessment of candidates by experts in the academic discipline provide valuable information and should be included as part of the tenure and promotion process. Each department should develop and maintain written procedures to solicit external evaluation of candidates and provide consistent instructions to each

external reviewer to use in assessing the candidate in time to include for evaluation of the candidate at the department level. The decision to offer payment is left up to the department chair and must be consistent for all external reviewers solicited for candidates. Written policies and procedures for payment must be in place.

A minimum of three external reviews is typical in the PCOE. All reviews received prior to the department vote must be included in the dossier. All letters received after the department vote must not be included in the dossier. External reviews must be people outside of Ohio University who are nationally acknowledged experts in the candidate's field from institutions similar to Ohio University (Carnegie Classification *Research High* or *Very High*), or who have participated in a tenure and promotion process at an institution similar to Ohio University, who can comment on the quality and reputation of the candidate's work. The evaluator shall be of higher academic rank than the candidate. Letters from the candidate's major Professor (i.e., dissertation chair or committee member) for a graduate degree, from former graduate students, and from ongoing research partners and formal mentors are not acceptable.

F. Stopping the Tenure Clock

The 2001 AAUP *Statement of Principles on Family Responsibilities and Academic Work* delineates various forms of family responsibilities where accommodations may be needed to support the integration of life and work, particularly for probationary faculty members. The *Statement* recommends:

The stopping of the tenure clock should be in the form of a clear entitlement under institutional policies, rather than in the form of an individually negotiated agreement or informal practice.

The Ohio University *Faculty Handbook* addresses probationary period extensions:

In case of sick leave or other cause of significantly reduced capacity lasting six months or longer, a probationary faculty member may request that the probationary period be extended by one year. This written request goes first to the departmental chair, then to the academic dean, and finally to the Provost with the understanding that normally it will be granted. If the extension is granted, subsequent contracts for the applicant will show the new probationary period date. The request should be made ahead of time if the sick leave or reduced capacity can be anticipated; but, in any case, the request must be made within one year of the beginning of the period of sick leave or reduced capacity and before August 15 of the individual's penultimate probationary year. It is possible to have a second

one-year extension during the extension during the probationary period, but the approval is much less automatic (Faculty Handbook, Section II.E.5).

If a probationary faculty member's tenure clock is stopped for any reason, including FMLA, then specific instructions should be given to the department promotion and tenure committee. Department tenure and promotion committee members and the department chair must ensure fair and adequate consideration.

G. Mid-point Review

Each probationary faculty member in The Patton College must receive an in-depth review of progress toward tenure and promotion typically during the fourth year of employment as a tenure-track faculty member at Ohio University. The specific time line is determined by the department. The candidate submits a dossier and all supporting documents to the department promotion and tenure committee for a comprehensive mid-point review. Levels of review include the department promotion and tenure committee and the department chair. The intent is to provide both formative and summative written feedback to the candidate. The chair of the department promotion and tenure committee and the department chair shall meet with the dean to convey the results of the mid-point review with respect to the candidate's acceptable progress toward tenure and promotion.

The review at each level will a) address performance of annual assignments in the areas of teaching, research/creative activity, service and any other assigned duties, b) assess overall performance and contributions in light of mid-point expectations, and c) offer constructive feedback for areas for improvement.

H. Expectations of the Candidate

Except under special circumstances, individuals at the Assistant Professor level will submit a dossier for *tenure and promotion* to Associate Professor at the same time, and the expectation is that department promotion and tenure committee will evaluate candidates for tenure and promotion jointly. According to the *Faculty Handbook*:

Promotion and tenure committees customarily cast a single combined vote on both tenure and promotion for probationary faculty, on the grounds that promotion signals the reasons for the institution's investment in a candidate. It is unlikely that tenure will be awarded to a candidate who has not also been recommended for promotion. This does not apply to candidates who are already Associate of Full Professors (Faculty Handbook, II.E.5).

Section 1: Promotion from Assistant to Associate Professor and Tenure

1. Earned doctorate.
2. Typically, a minimum of five years full-time in rank of Assistant Professor at Ohio University. In some instances when a faculty member has demonstrated outstanding accomplishments, it will be possible for a faculty member with fewer than five years at Ohio University to be considered for Associate Professor. The faculty member/candidate is strongly encouraged to consult with the department promotion and tenure committee, department chair, and dean prior to applying for tenure and promotion early.
3. Meets or exceeds the departmental criteria as outlined for teaching, research and creative activity and professional institutional and outreach/service. Candidates must demonstrate a record of *sustained* research and creative activity and the promise of continued contributions to scholarship, to continued excellence in teaching, research and creative activity, and to professional, institutional, and outreach/service as a member of the Ohio University faculty.

Teaching

In order for a faculty member to qualify for tenure and promotion to the rank of Associate Professor, the candidate must meet or exceed standards for quality teaching in the respective department. Examples of teaching of this caliber may be reflected by the following practices: (1) on-going course development and refinement to reflect changes in the discipline, (2) use of course content that is attentive to the College's core values, (3) use of varied and innovative instructional formats and activities, (4) use of relevant and valid assessment procedures and tools, (5) on-going reflection and critique of one's own teaching, and (6) responsiveness to students' feedback regarding one's teaching. Evidence of these practices can include a variety of materials such as longitudinal data on course development, ratings, and outcomes; reports from peer or chair evaluations; self-reflections; and many other types of materials.

For example:

- *Actual courses taught for each academic term. Indicate lecture/lab hours per' week and enrollment.*
- *Graduate students whose work has been completed. Indicate degree awarded to the student, year, and, if known, position now held by the student; indicate whether the candidate was the major Professor (advisor/committee chair) or a committee member,*
- *Graduate students on whose committee the candidate is presently serving. Indicate whether the candidate is the major Professor (advisor/committee chair) or a committee member. Indicate the degree the student is working for and the work that the candidate has done,*
- *Courses and curricula developed.*
- *Grants received related to teaching*
- *Publications pertaining to teaching. Include textbooks, manuals, and! articles*

- *on pedagogy.*
- *Statement of candidate's teaching philosophy and self-evaluation in terms of his or her stated values, This should be no longer than one page.*
- *Peer Evaluations.*
- *Department chair evaluations.*
- *Other contributions to teaching.*

Research/Creative Activity

In order for a faculty member to qualify for promotion to the rank of Associate Professor with tenure, he or she must meet or exceed department standards for sustained scholarship, which requires refereed/juried publications. Other forms of scholarship may include, but not limited to:

- *Article-length publications. Distinguish by type: book chapters, invited articles, monographs, abstracts, book reviews, non-refereed articles, etc.*
- *Books.*
- *Exhibitions. Distinguish between juried or invitational shows; identify work(s) and Juror (Juries); indicate regional, national, or international exhibitions.*
- *Papers or lectures. Distinguish by type: papers at professional meetings, invited lectures, etc.*
- *Performances. Distinguish between local performances, out-of-town invitationals, etc.*
- *Patents and inventions.*
- *Outreach publications,*
- *Grants and contracts. Note all co-authors, identifying the principal investigator and the involvement of the candidate; indicate funding source and amount attributed to the candidate and the PCOE, Distinguish between grants received and grants applied for but not funded. (Note: internal support and NEH and NEA fellowships should be listed under Honors and Awards above.)*
- *Description of candidate's scholarly program. Work in progress and work anticipated should be described in no more than one page.*
- *Other research/creative contributions.*

For publications: provide complete publication information in APA format. Provide, in an appendix, proof of acceptance of publications in press. Do not submit manuscripts that have not been accepted for publication. For exhibitions and performances, provide dates and locations.

Service/Outreach

In order for a faculty member to qualify for promotion to the rank of Associate Professor with tenure, the candidate must meet or exceed department standards for service/outreach. The candidate should demonstrate service to their academic program area, department, and college. Additionally, the candidate may be engaged in service to the institution and to the profession. Examples of service may include, but are not limited to:

- *Department committees (chaired/served).*
- *College committees (chaired/served).*
- *University committees (chaired/served).*
- *Conferences organized/chaired sessions.*
- *Professional organization committees (chaired/served).*
- *Professional organization offices held.*

Demonstration of outreach should include a description of the faculty member's involvement in the outreach program and the major achievements of their efforts. An outreach program is a set of activities that share a common focus and depend upon a particular discipline. Examples of details that may be included in the description of an outreach program may include the following:

- *A description of the needs addressed, the objectives, methods, and target audience.*
- *An articulation of how the program was compatible with The Patton College mission and core values.*
- *The role of the candidate's professional expertise in the design and execution of the program.*
- *Indicators of how the program led to increased recognition of the candidate's professional expertise by external audiences such as requests for information, invitations to make presentations, service on review panels, receipt of contracts, grants, and professional awards, publications, etc.*
- *Evidence of impact including both quantitative results (e.g. changes in test scores, or widespread adoption of a product or technique) and qualitative results (e.g. testimonials from clients, reviews by knowledgeable scholars/critic).*

Section 2: Promotion from Associate Professor to Professor

1. Typically, a minimum of five years full-time in rank of Associate Professor at Ohio University. In some instances when a faculty member has demonstrated outstanding accomplishments, it will be possible for a faculty member with fewer than five years at Ohio University to be considered for promotion from Associate Professor to Professor. The faculty member/candidate is strongly encouraged to consult with the department promotion and tenure committee, department chair, and dean.
2. Meets or exceeds the departmental criteria for teaching, research and creative activity, and professional institutional and service/outreach for promotion from Associate Professor to Professor; and provides evidence of sustained growth with evidence of a record of leadership endeavors. Candidates must demonstrate national prominence in the discipline and exemplary contributions as a department, college, and Ohio University citizen. Candidates for Professor are expected to document a track record reflective of expectations for continued excellence in teaching, scholarship (research and creative activity), accreditation work as appropriate, professional, institutional, and service/outreach; and engagement and leadership in collaborative scholarship and curriculum development.

Teaching

In order for a faculty member to qualify for promotion to the rank of Professor, the candidate must meet

or exceed department standards for effective teaching in the respective department.

Effective teaching that meets or exceeds expectations for high quality is demonstrated through (1) attentiveness to outcomes such as high-quality student products and other evidence of student growth and (2) acknowledged status as an exemplar. Among other relevant materials, evidence of effective teaching may include examples of student work (especially work presented to external audiences), longitudinal data on student performance, teaching awards, publication of teaching materials or descriptions of teaching practices, and reports from novice faculty members whom the candidate has mentored. For example:

- *Actual courses taught for each academic term. Indicate lecture/lab hours per week and enrollment.*
- *Graduate students whose work has been completed. Indicate degree awarded to the student, year, and, if known, position now held by the student; indicate whether the candidate was the major Professor (advisor/committee chair) or a committee member.*
- *Graduate students on whose committee the candidate is presently serving. Indicate whether the candidate is the major Professor (advisor/committee chair) or a committee member. Indicate the degree the student is working for and the work that the candidate has done.*

- *Courses and curricula developed.*
- *Grants received related to teaching.*
- *Publications pertaining to teaching. Include textbooks, manuals, and articles on pedagogy.*
- *of candidate's teaching philosophy and self-evaluation in terms of his or her stated values. This should be no longer than one page.*
- *Other contributions to teaching,*

Research/Creative Activity

In order for a faculty member to qualify for promotion from the rank of Associate Professor to Professor, the candidate must meet or exceed department standards for sustained scholarship, which requires refereed/juried publications and national prominence in the respective program/content area. Other forms of scholarship may include, but are not limited to:

- *Article-length publications. Distinguish by type: book chapters, invited articles, bulletins, proceedings, transactions, abstracts, book reviews, non-refereed articles, etc.*
- *Books.*
- *Papers or lectures. Distinguish by type: paper at professional meeting, invited lectures, etc.*
- *Patents and inventions.*
- *Outreach Scholarship.*
- *Grants and contracts. Note all co-authors, identifying the principal investigator and the involvement of the candidate; indicate funding source and amount attributed to the candidate and the PCOE. Distinguish between grants received and grants applied for but not funded. (Note: internal support and NEH and NEA fellowships should be listed under Honors and Awards above.)*
- *Description of candidate's scholarly program and works anticipated/works in progress.*
- *Other research/creative contributions.*

For publications: provide complete publication information in APA format. When available, include additional information about publications (e.g., the prestige (tier) of the publication, acceptance rate, audience). Provide, in an appendix, proof of acceptance of publications in press. Do not submit manuscripts that have not been accepted for publication. For exhibitions and performances, provide dates and locations.

Service/Outreach

In order for a faculty member to qualify for promotion from the rank of Associate Professor to Professor, the candidate must meet or exceed department standards for

leadership in service/outreach in the respective department, in the College and Ohio University. In addition, the candidate is expected to demonstrate national or international leadership in service to their profession. Examples of service may include, but are not limited to:

- *Department committees (chaired/served).*
- *College committees (chaired/served).*
- *University committees (chaired/served).*
- *Conferences organized/chaired sessions.*
- *Professional organization committees (chaired/served).*
- *Professional organization offices held.*
- *Serving on accreditation teams.*
- *Editorial review boards.*

I. Consideration of the Candidate

Departmental deliberations shall be confidential to the extent permitted by law. During the departmental review process the candidate's dossier (consisting of the departmental guidelines, information supplied by the candidate and the information supplied by the external reviewers) and supporting material shall be available for review exclusively by faculty eligible to vote on the candidate, department chair and the dean. Confidentiality and the right of faculty members to express their viewpoints openly without fear of retaliation shall be the hallmarks of the discussion.

The Policy on Promotion and Tenure is approved:



Renee A. Middleton, Dean

Date: *October 25, 2017*

Approved October 25, 2017.

Revised to eliminate the term “Group I” and replace with “Tenure Track” per Spring 2019 Faculty Senate Resolution.

Appendix A

Promotion and Tenure Documents Submission Guidelines
Documents from dossiers to submit for president and provost review.

Available: <https://www.ohio.edu/provost/apfap/faculty-tenure-track>

Effective July 5, 2016

Submit **only** the documents listed, **in the order shown**, for review by the executive vice president and provost and the president.

Remove documents from the promotion/tenure binders and assemble them in the order indicated. Remove the documents from plastic sheet protectors, etc. and fasten them with a binder clip. If an extra-large binder clip is not sufficient, it is likely that too much information is included.

Submit the documents for faculty from each college or regional campus, at the same time to

Athens Campus: The associate provost for faculty and academic planning.

Attention: Marlene Poches, Cutler Hall 310.

Regional Campuses: The executive dean for regional higher education.

Attention: Kim Hayden, Cutler Hall, 306

Section One - Introductory Documents

- 1) Review form for promotion and/or tenure (signature sheet) signed as appropriate
- 2) Letter from college or regional campus dean regarding merit of the promotion/tenure proposal
- 3) College/Campus promotion and tenure committee letter (if applicable)
- 4) Chair/Director letter (regional campus division coordinator if applicable)
- 5) Department/School promotion and tenure committee letter (regional campus division if applicable)
- 6) Annual evaluations by chair/director, departmental promotion and tenure progress letters, etc.
- 7) Copy of the faculty member's Group I offer letter (most recent if it was ever modified) – Do not send the annual reappointment letters sent by the president's office.

Section Two - Promotion/Tenure Summary Documents

- 1) Table of Contents
- 2) Academic Preparation
- 3) Professional Experience
- 4) Instruction and Advising
 - a) Teaching Load – List of courses taught over the past 3 years (include teaching assignment changes)
 - b) Teaching Effectiveness
 - i) Evidence of course organization, presentation, and requirements (Example: send one or two course syllabi)
 - ii) Student evaluation results/reports with one or two sets of course evaluations
 - iii) List of teaching awards and recognition
 - iv) Selection for teaching in special programs

- v) Participation, as a student, in teaching enhancement programs
- vi) Other evidence of teaching effectiveness (Example: supporting letters from faculty peers)
- c) Interdisciplinary Teaching – List of interdisciplinary activities
- d) Advising and Supervision Activities
- 5) Research and Scholarly Accomplishments – Submit a list of the following, not the actual publications
 - a) Articles in professional journals
 - b) Other publications and presentations
 - c) Books or portions of books
 - d) Sponsored research projects and grants
 - e) Theses and dissertations directed
 - f) Proposals
 - g) Other
- 6) Professional Associations
- 7) Committees and Service
- 8) Interdisciplinary Contributions
- 9) Other Factors

Section Three – External Review

Both the faculty candidate and the department/school promotion and tenure committee should be involved in the process of selecting external reviewers. The committee should NOT select only reviewers proposed by the faculty candidate.

Reviewers should NOT be the faculty candidates' thesis/dissertation advisor(s); former teachers, co-authors and collaborators; friends, relatives or other persons closely aligned with the faculty candidate.

The external reviewers should have appropriate academic accomplishments, rank (in the case of promotion to Professor should be similarly ranked), and be from appropriate institutions.

- 1) External Review Process
 - a) Describe the process used
 - b) Describe how the reviewers were contacted
 - c) Provide a list of the information sent to the reviewers
- 2) External reviewers' letters
 - a) Include sufficient number, normally in the range of four to six letters
- 3) Provide a short biographical summary of each reviewer, but **do NOT** include their curriculum vitas
 - a) Describe why these particular external reviewers chosen

Section Four - Curriculum Vitae and Promotion and Tenure Guidelines

- 1) Attach a current, comprehensive, curriculum vitae
- 2) Department/School/Campus promotion and tenure guidelines
- 3) College/RHE promotion and tenure guidelines

Appendix B

Sample PCOE Dossier Summary

Name: _____ Department: _____
Years in Rank: _____ Years at OHIO: _____

Teaching

Number of 100-200 level courses taught (since last promotion) _____
Number of 300-400 level courses taught (since last promotion) _____
Number of graduate level courses taught (since last promotion) _____
Number of courses developed (since last promotion) _____

Student Supervision

Number of Master students you graduated
(Total/since last promotion or coming to OHIO)
Number of PhD students you graduated
(Total/since last promotion or coming to OHIO)
Number of master students you are now that major advisor for _____
Number of PhD students you are now the major advisor for _____

Publications

Number of refereed publications (Total/since last promotion or coming to OHIO)
Number of refereed conference publications (Total/since last promotion or coming to OHIO)
Number of other publications (Total/since last promotion or coming to OHIO)
Number of books authored (Total/since last promotion or coming to OHIO)
Number of chapters authored (Total/since last promotion or coming to OHIO) Number of presentations at professional meetings in the last three years

Contracts and Grants

Number of projects you were the PI for (since last promotion)
Number of projects you were the Co-PI for (since last promotion)
Number of summer semesters in the last five years you received grant support
Number of semesters in the last five years you used grant support for course release
Number of proposals you submitted in the past three years

Service (last three years)

Number of department committees you (chaired/served)
Number of college committees you (chaired/served)
Number of university committees you (chaired/served)
Number of conferences you helped organize/chaired sessions
Number of professional organization committees you (chaired/served)
Number of professional organization offices held

Awards (list significant awards you received with dates)