Promotion and Tenure Policy

This policy was ratified by each school in the college in May, 2014.
INTRODUCTION

The Scripps College of Communication faculty comprises a diverse community of scholar-teachers who are committed to the creation and sharing of knowledge in myriad modes and forms. The roles of a faculty member in the college respond both to the individual’s talents and to the challenges and opportunities before the college as a whole. The Scripps College places high values on faculty contributions to the body of knowledge in the field, to student learning, and to service in the individual’s school, the college, the institution, and the profession.

Faculty on the tenure-track (“Group 1”) practice three interrelated functions: the scholarship of research, creative, or professional activity; the scholarship of teaching; and service. Faculty on the instructional-personnel track (“Group 2”) practice the interrelated functions of teaching and service. All of those roles are essential to the contemporary university, and it is expected that a school’s faculty will perform them as a community. Some faculty members perhaps might place greater emphasis on the production of research, professional work, and creativity than other colleagues, who will devote the majority of their time to teaching.

The extent to which an individual pursues those functions may be stable or change over the course of the faculty member’s career, and contributions to each area may vary according to the parameters outlined in the Scripps College workload policy. All faculty members are held to the highest standards of teaching throughout their careers. The role of service, while always vital, might increase as a faculty member’s career advances. It is expected that Group 1 faculty members will, early in their careers, produce excellent and substantial creative/professional/research activity, as defined by school promotion and tenure criteria. The college recognizes the need for flexibility in support of career evolution.

Criteria for tenure (for Group 1 faculty members) and promotion (for both Groups 1 and 2) must reflect appreciation of the importance of those interdependent functions.

To attain tenure, a Group 1 faculty member must demonstrate an excellent record of professional/creative/research activity within the discipline. The candidate also must present a consistent record of effective teaching as established through such methods as self, peer and student review. The faculty member’s records in teaching and research/creative activity are equally important during the probationary period. The candidate also must demonstrate a commitment to service during that period. It is expected that the Group 1 faculty member’s school will limit her or his service assignments before promotion and tenure to accommodate the critical need for the candidate to focus on professional/creative/scholarly productivity.

To be promoted in rank, both Group 1 and Group 2 faculty members must demonstrate continued records of excellence. After promotion, a faculty member must continue a strong commitment to the scholarship of teaching and service; Group 1 faculty members also must continue to be productive in terms of research/creative/professional activity.

Promotion and tenure criteria are established at the school level, in consultation with the dean. The expectation is that each school’s P&T document will outline criteria for tenure and promotion that focus on the core missions of the Scripps College of Communication: teaching and advising, research/creative/professional activity, and service. Schools with faculty members who are engaged in interdisciplinary activities must explicitly clarify how such activities will be

1 Ohio University Faculty Handbook, Section II, C, 3, a
2 Ohio University Faculty Handbook, Section II, C, 3, b, iv
3 Ohio University Faculty Handbook, Section II, C, 6, d
evaluated with regard to reappointment as well as promotion and tenure. Schools with Group 2 faculty members must include specific criteria for promotion and procedures for annual evaluation of progress toward promotion.

Tenure and promotion decisions at Ohio University follow the guidelines and deadlines in the Faculty Handbook. All involved in the process — candidates, committee members, and administrators — should annually consult the most recent version of the Faculty Handbook, which is updated with some frequency. In preparing the case for tenure/promotion, the candidate will assemble a comprehensive dossier addressing criteria specified in the school promotion and tenure document.

For Group 1 faculty seeking promotion after attaining tenure, the candidate must also assemble a comprehensive dossier that includes all of those materials as defined by the individual’s assigned workload and area(s) of emphasis. If the candidate’s career has evolved toward greater emphasis on the scholarship of teaching, as consistent with the school’s criteria, the dossier will reflect that emphasis and will be considered without prejudice.

**COMMITTEE MEMBERSHIP, RESPONSIBILITIES, AND PROCEDURES**

**MEMBERSHIP:** The committee consists of five tenured professors or associate professors, one from each school, who are selected by the faculty of each school. When cases for promotion to full professor are being considered, and the school’s representative is an associate professor, an alternate at the rank of full professor will be selected by the school’s faculty to serve.

**RESPONSIBILITIES:** The College P&T Advisory Committee assists the dean in making college-level decisions regarding tenure and promotion. Specifically, the committee will advise the dean in the following cases:

1. Whether to accept or to reject the positive recommendation of the schools for their faculty member’s promotion and/or tenure by ensuring that each school’s promotion and tenure committee, and director, have made decisions consistent with the expectations outlined in the school’s promotion and tenure document. Every person involved in the process will adhere to terms in the candidate’s original employment contract and any subsequent modifications made in accordance with the Scripps College faculty workload policy. In rare instances, the committee may make recommendations contrary to the school vote; such recommendations must be explicitly justified using the criteria of the school’s promotion and tenure document. The votes of the committee are not binding on the dean, although the dean will

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4 Ohio University Faculty Handbook, Section II, E, 2.
5 Ohio University Faculty Handbook, Section II, C, 3, b, vi
6 Ohio University Faculty Handbook, Section I, A and sections II, C through II, F.
7 Scripps College of Communication faculty workload policy
8 In situations when there are no faculty available who are at the rank of full professor, school faculty will select a representative from another school in the college to serve on the committee.
9 Ohio University Faculty Handbook, Section II, E, 6.
10 Ohio University Faculty Handbook, Section II, E, 10, a.
communicate with members of the committee when she or he makes a decision contrary to the committee’s advice.

2. When the dean is hearing an appeal of a negative decision made at the school level or at the dean’s level, the committee will also act in an advisory role.\(^{11}\) In such cases, the committee will review only the elements of the case that are being contested. The committee is to focus on the three criteria of an appeal: due process, adequate consideration, and academic freedom.\(^{12}\) The committee also will consider whether the process has fulfilled the requirements of transparency, clarity, consistency, timeliness, and fairness that are stipulated in the Faculty Handbook.\(^{13}\) When evaluating the appeal of a promotion/tenure denial, the committee will be provided with all documents submitted by the appellant as well as all documents pertaining to the denial.

3. The committee will also advise the dean when a school recommends that tenure be granted as a condition of hiring a new Group I faculty member (usually, someone who has already achieved tenure elsewhere). In such cases, the director will provide to the dean and college committee a packet of materials demonstrating the candidate’s effectiveness in teaching, research/creative/professional activity, and service. The committee and the dean will consult the most current P&T criteria of the school in question when evaluating the candidate’s recent records of teaching/advising, professional/research/creative activity, and service. The committee’s recommendation should be based upon evidence that suggests the candidate is likely to make significant positive contributions to the academic mission of Ohio University.\(^{14}\)

In addition, when the dean receives a school-level recommendation that tenure be revoked (“loss of tenure”), the dean may consult with the College P&T Advisory Committee to ensure the decision-making process adheres to the procedures in the Faculty Handbook.\(^{15}\) If the College P&T Advisory Committee is assembled for such a purpose, it will advise the dean to ensure the process is transparent, clear, consistent, timely, and fair, as required by the Faculty Handbook.\(^{16}\)

The dean may also convene the College P&T Advisory Committee to seek advice when working with individual schools in establishing school-level promotion and tenure documents. The committee’s role in such cases will be to consider whether the school-level procedures and criteria adhere to the most current Faculty Handbook and germane Ohio University policies.

The committee may invite the candidate for promotion/tenure, director, and/or member(s) of the school’s promotion and tenure committee to attend any meeting of the committee. Such invitations should occur when the committee seeks additional explanation or perspective about the materials, recommendation, and/or appeal submitted.

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\(^{11}\) Ohio University Faculty Handbook, Section II, F.
\(^{12}\) Ohio University Faculty Handbook, Section II, F, 1.
\(^{13}\) Ohio University Faculty Handbook, Section II, E, 10.
\(^{14}\) Ohio University Faculty Handbook, Section II, C, 6, a
\(^{15}\) Ohio University Faculty Handbook, Section II, D, 5
\(^{16}\) Ohio University Faculty Handbook, Section II, E, 10.
PROCEDURES: All procedures must adhere to the Ohio University Faculty Handbook. The following summary outlines the basic steps outlined in the handbook. Specific deadlines are listed in the Appendix.

The faculty member prepares a case for promotion/tenure organized as indicated in the Chairperson’s and Director’s Handbook (see Appendix). The committee receives the dossier of the person being recommended, letters of evaluation completed by reviewers external to Ohio University (if applicable), the summary assessment of the school’s promotion and tenure committee, and the letter from the director giving his or her independent recommendation for or against tenure/promotion. In addition, schools are responsible for providing a packet of materials that will be forwarded to the Provost and President for review. That packet consists of copies of materials in the dossier as well as a summary document detailing qualifications of the candidate. A description of the packet can be found on the website administered by the Associate Provost for Faculty & Academic Planning (http://www.ohio.edu/provost/apaa/faculty-tenure-track.cfm). The packet should be reviewed by the candidate and the school director before it is forwarded to the college to ensure it conforms to the University guidelines. Each committee member reviews the individual’s record before committee discussion of each case. No one, including the representative from the school of the person being considered, is assigned the role of advocate. Instead, the committee in open discussion measures the school and director recommendations against the school’s promotion and tenure procedures and criteria.

The evaluation process of the College P&T Advisory Committee will follow these procedures:

1. Once a promotion/tenure-related case is forwarded from the school level to the dean, the dean will make the application, dossier, and supporting materials available for inspection by members of the College P&T Advisory Committee. When forwarding such a recommendation to the dean, the school director will ensure that the dean also has a copy of the applicable school P&T policy, as probationary faculty are to be assessed by the criteria in place when they were hired (unless the candidate asks in writing to be evaluated under newer criteria).17 The dean will ensure that the College P&T Advisory Committee is provided with the appropriate criteria for each candidate. Those documents should be available in an appropriate space within the dean’s office at least 7 business days prior to the college committee meeting so that committee members can inspect them there. To ensure maximum availability, committee members should not remove any documents from that location (for example, they should not take the documents to their offices, but rather should review them at the designated location).

2. At least 10 business days prior to the Faculty Handbook deadline for the dean’s decision, the dean will convene a meeting of the College P&T Advisory Committee. If multiple promotion/tenure cases are to be considered that year, the dean may ask to schedule two or more meetings, depending on the quantity and complexity of the cases.

3. The dean will schedule, convene, and attend the meeting as a non-voting member. The committee chair will facilitate the process. Committee members will separately discuss each case to be considered, and the chair will ensure that each

17 Ohio University Faculty Handbook, Section II, E, 10, c.
committee member has an opportunity to speak. The discussion will be followed by a vote to either support or not support the school recommendation. Committee members from the same school as a candidate may comment, but may not vote, on those cases. Votes of acclamation should be the norm, but anonymous voting by paper ballot may be requested by any member of the committee.

4. The chair of the committee will record the vote and solicit reasons for it. Committee members are expected to provide explanations for both positive and negative votes to assist the dean in making a decision and explaining that decision, as required by the Faculty Handbook. Within five business days after the College P&T advisory committee meeting, the chair will provide to the dean a written summary of the outcome of the vote, the committee’s recommendation, and a summary of the reasons for it, including minority opinions. The recommendation is advisory to the dean only.

5. The dean will add the letter to the documentation regarding the case, and refer to the committee’s recommendation in her or his written decision.

As committee members review the forwarded materials, and then prepare a recommendation for the dean, they will adhere to the standards of professional conduct expressed in the Ohio University Faculty Handbook and the Ohio University Policy Manual.

REVIEW AND REVISION: The Dean’s Advisory Committee should review this document periodically, at least every five years, to ensure it remains consistent with the Faculty Handbook, Ohio University policies, and the evolving mission of the College. Any changes to the policy must be approved by the Group 1 faculty of the college.

18 Ohio University Faculty Handbook, Section II, E, 6.
19 Ohio University Faculty Handbook, Section II, C, 6.
APPENDIX A: Deadlines
(updated Spring Semester, 2014)

These deadlines are from the Faculty Handbook and/or the Office of the Executive Vice President and Provost. Always, care should be taken to ensure sufficient time is allotted for review and careful consideration at the school and college levels. Meeting goals ahead of deadline is strongly recommended to ensure maximum fairness for all involved. In developing their tenure and promotion documents, schools should consider establishing earlier deadlines than those outlined below. In cases of appeal, special recognition should be given to timeliness.

FALL SEMESTER (school-level process)

First week of Fall Semester: Schools should receive applications for tenure/promotion, including dossiers of supporting materials. Directors and chairs of school tenure & promotion committees initiate procedures.

September 15: Deadline for tenured faculty eligible for promotion to request letter of evaluation from chairperson, if desired.

On or before the last day of Fall Semester exams: Director notifies candidates under review for tenure or promotion, in writing, of school recommendations regarding their application.

SPRING SEMESTER (college- and university-level procedures)

On or before the first day of Spring Semester: Directors forward positive recommendations, with their own written recommendations and dossiers, to the dean.

On or before February 1: Directors provides tenure-track faculty in the probationary period with annual evaluation letters addressing their progress toward tenure/promotion.

On or before March 1: The dean sends written notification to candidates and their directors regarding acceptance/rejection of department recommendation for tenure/promotion. If tenure/promotion case is approved, the dean forwards select documents from the dossiers receiving positive recommendations, along with his/her own written recommendations, to the associate provost for faculty and academic planning.

March 1 through March 28: Tenure and promotion recommendations reviewed by the EVPP and the President.

April 1: The EVPP sends written notification to candidates, their deans, and chairs/directors regarding final promotion/tenure decisions.

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20 If tenure is denied at the college level, the candidate has 45 days in which to file an appeal, and all subsequent decisions and appeals must occur within 30 days. See Faculty Handbook, Section II, F, 2, d.