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1 - Preamble

The Rules of the University Faculty (Faculty Rules), specifically Faculty Rule 3335-6-02 http://trustees.osu.edu/rules/university-rules/rules6/ru6-02.html requires that each tenure initiating unit (TIU) and the College have an Appointments, Promotion, and Tenure (APT) document. The College of Engineering APT document describes, in general terms, the College’s criteria for appointments, promotion, and tenure within the context of the College’s mission (see Section 2) and the standards set forth in Chapters 6 and 7 of the Faculty Rules http://trustees.osu.edu/rules/university-rules.html The document also describes the College’s procedures for reviewing for approval TIU faculty appointments and for conducting college level reviews for promotion and tenure.

The College APT document supplements Chapters 6 and 7 of the Faculty Rules, the Office of Academic Affairs (OAA) annually updated policies and procedures handbook (http://oaa.osu.edu/handbook.html), and any additional policies established by the University. Should those rules and policies change, the College shall follow those new rules and policies until such time as it can update this document to reflect the changes. In addition, this document must be reviewed, and either reaffirmed or revised, at least every five years and on appointment or reappointment of the College Dean.

This document must be approved by the Dean of the College and OAA before it can be implemented. In approving this document, OAA accepts the mission and criteria of the College and delegates to it the responsibility to ensure that the College and its TIUs apply high standards in evaluating continuing faculty candidates for promotion and/or tenure in relation to TIU and College mission and criteria.

The faculty and the administration are bound by the principles articulated in Faculty Rule 3335-6-01 http://trustees.osu.edu/rules/university-rules/rules6/ru6-01.html. In particular all faculty members accept the responsibility to participate fully and knowledgeably in review processes; to exercise the standards established in Faculty Rule 3335-6-02 http://trustees.osu.edu/rules/university-rules/rules6/ru6-02.html and other standards specific to the College; and to make negative recommendations when these are warranted in order to maintain and improve the quality of the faculty.

Decisions considering appointment, reappointment, and promotion and tenure will be free of discrimination in accordance with the university’s policy on equal opportunity (http://hr.osu.edu/policy/policy110.pdf).

This College APT document provides an instrument against which TIU APT documents are evaluated for approval by the College, by setting forth the minimum criteria to be considered in TIU APT documents. Each TIU APT document shall tailor these criteria to fit the TIU mission.

The department chair or school director of each TIU is responsible for ensuring that the TIU revise its APT document to be consistent with this College APT document and with the then current: Faculty Rules, Chapter 6 - Faculty Appointments, Reappointments, Promotion and Tenure and Chapter 7 – Regular Clinical Track Faculty and Regular Research Track Faculty Appointment, Reappointment and Nonreappointment, and Promotion; (2) OAA Policy and Procedures Handbook, in particular, Volume 1 Operational Procedures and Policies; (3) University, College, and TIU missions; and (4) other relevant policies, procedures, practices, and standards established by the College and the University.
2 – Mission of the College

The College of Engineering and the Knowlton School of Architecture will:

- Foster a learning culture that prepares our students to be key contributors to society
- Provide new knowledge that can be assimilated by our customers and partners
- Create and disseminate new ideas and concepts that expand our understanding of science, engineering and architecture
- Be an innovative leader in engineering and architecture education
- Be a prime resource for Ohio economic development
- Provide life-long learning for engineers and architects
- Promote and support the purposes of the entire university

3. Definitions
This section is intended for tenure initiating units. This language is provided to guide TIUs.

3.1 Committee of the Eligible Faculty

3.1.1 Regular Tenure Track Faculty

The eligible faculty for appointment reviews of regular tenure track faculty consists of all tenure track faculty whose tenure resides in the TIU.

The eligible faculty for reappointment, promotion and tenure, and promotion reviews of regular tenure track faculty consists of all tenured faculty of higher rank than the candidate whose tenure resides in the TIU excluding the department chair, the dean and assistant and associate deans of the college, the executive vice president and provost, and the president.

The eligible faculty for tenure reviews of probationary professors are tenured professors whose tenure resides in the TIU excluding the department chair, the dean and assistant and associate deans of the college, the executive vice president and provost, and the president.

3.1.2 Regular Clinical Track Faculty

The eligible faculty for appointment reviews of regular clinical track faculty consists of all tenure track faculty whose tenure resides in the TIU and all regular clinical track faculty whose primary appointment is in the tTIU.

The eligible faculty for reappointment, contract renewal, and promotion of regular clinical track faculty consists of all tenured faculty of higher rank than the candidate whose tenure resides in the TIU and all nonprobationary regular clinical track faculty of higher rank than the candidate whose primary appointment is in
the TIU excluding the TIU head, the dean and assistant and associate deans of the college, the executive vice president and provost, and the president.

### 3.1.3 Regular Research Track Faculty

The eligible faculty for appointment reviews of regular research track faculty consists of all tenure track faculty whose tenure resides in the TIU, all regular clinical track faculty whose primary appointment is in the TIU, and all regular research track faculty whose primary appointment is in the TIU.

The eligible faculty for reappointment, contract renewal, and promotion reviews of regular research track faculty consists of all tenured faculty of higher rank than the candidate whose tenure resides in the TIU, all nonprobationary clinical track faculty of higher rank than the candidate whose primary appointment is in the TIU, and all nonprobationary research track faculty of higher rank than the candidate whose primary appointment is in the TIU excluding the department chair, the dean and assistant and associate deans of the college, the executive vice president and provost, and the president.

### 3.1.4 Conflict of Interest

A conflict of interest exists when an eligible faculty member is related to a candidate or has a comparable close interpersonal relationship, has substantive financial ties with the candidate, is dependent in some way on the candidate's services, has a close professional relationship with the candidate (dissertation advisor), or has collaborated so extensively with the candidate that an objective review of the candidate's work is not possible. Generally, faculty members who have collaborated with a candidate on at least 50% of the candidate's published work since the last promotion will be expected to withdraw from a review of that candidate during the P&T process.

### 3.1.5 Minimum Composition

In the event that the TIU does not have at least three eligible faculty members who can undertake a review, the TIU head, after consulting with the dean, will appoint a faculty member from another TIU within the college.

### 3.2 Promotion and Tenure Committee

The College has a Promotion and Tenure Committee that advises the Dean on promotion and tenure issues. The committee’s appointment shall be as outlined in the College Pattern of Administration.

When considering cases involving regular clinical track faculty the Promotion and Tenure Committee may be augmented by two nonprobationary regular clinical track faculty members.
When considering cases involving regular research track faculty the Promotion and Tenure Committee may be augmented by two nonprobationary regular research track faculty members.

3.3 Quorum

The quorum required to discuss and vote on all personnel decisions is determined by the tenure initiating unit. Eligible faculty includes those not on an approved leave of absence. A member of the eligible faculty on Special Assignment may be excluded from the count for the purposes of determining quorum only if the TIU head has approved an off-campus assignment.

Faculty members who withdraw or recuse themselves because of a conflict of interest are not counted when determining quorum.

3.4 Recommendation from the Committee of the Eligible Faculty

In all votes taken on personnel matters only “yes” and “no” votes are counted. Abstentions are not votes. Faculty members are strongly encouraged to consider whether they are participating fully in the review process when abstaining from a vote on a personnel matter.

Absentee ballots and proxy votes are not permitted.

3.4.1 Appointment

The portion of positive votes required for a candidate to receive a positive recommendation from the eligible faculty for appointment is determined by the TIU.

3.4.2 Reappointment, Promotion and Tenure, Promotion, and Contract Renewal

A positive recommendation from the eligible faculty for reappointment, promotion and tenure, promotion, and contract renewal is secured when at least a simple majority of the votes cast are positive/affirmative.

4 - Appointments

For each type of faculty appointment (tenure track faculty, auxiliary faculty, courtesy appointment for regular faculty, and if desired, clinical track faculty, research track faculty, or tenure track faculty at regional campuses), a TIU APT document must describe: (1) the unit’s
criteria for making such an appointment, (2) the evidence to be provided in support of such an appointment, and (3) the unit’s procedures for making such an appointment. It is the expectation of the College that a faculty appointment forwarded from a TIU for approval by the College or a courtesy regular faculty appointment made by a TIU will have been made consistent with that TIU APT document, and other relevant policies, procedures, practices, and standards established by: (1) the College, (2) the Faculty Rules, (3) the Office of Academic Affairs, and (4) the Office of Human Resources.

4.1 - Criteria

4.1.1 – Regular Tenure Track Faculty

The offeree of a tenure track faculty appointment must have:

- demonstrated through clear and convincing evidence that for the particular appointment the criteria have been met or exceeded in the following areas: teaching, scholarship, and service;
- strong potential to enhance the quality of the TIU;
- support for the appointment, demonstrated by a strong consensus within the TIU as evidenced by an appropriate faculty review.

4.1.1.1 - Tenure Track Assistant Professor

There must be clear and convincing evidence that the offeree of an appointment as a tenure track assistant professor has, at a minimum:

- an earned doctorate or other terminal degree in the relevant field of study or possession of equivalent experience;
- a potential for excellence in teaching, as demonstrated by a record of quality teaching and/or excellence in verbal and written communication;
- a potential for excellence in scholarship as demonstrated by having produced a body of research, scholarly and creative work appropriate to the TIU discipline;
- a potential to perform effective service, including a commitment to good citizenship and collegiality within the TIU;
- strong potential to attain tenure and advance through the faculty ranks.

4.1.1.2 - Associate Professor with Tenure

There must be clear and convincing evidence that the offeree of an appointment as an associate professor with tenure has, at a minimum:

- exceeded the College and TIU criteria for appointment as a tenure track assistant professor;
- met or exceeded the College and TIU criteria for promotion to associate professor with tenure.

In addition, a TIU APT document must address how an offeree who has not held a faculty position will be determined to have met the criteria.
4.1.1.3 - Full Professor with Tenure

There must be clear and convincing evidence that the offeree of an appointment as a full professor with tenure has, at a minimum:

- exceeded the College and TIU criteria for appointment as an associate professor with tenure;
- met or exceeded the College and TIU criteria for promotion to full professor.

In addition, a TIU APT document must address how an offeree who has not held a faculty position will be determined to have met the criteria.

4.1.1.4 - Associate or Full Professor without Tenure

Appointments to associate or full professor generally include tenure. However, a probationary period may be granted, in accordance with Faculty Rule 3335-6-03, by petition, for a period not to exceed four years. A TIU must exercise care in making these appointments, especially if the probationary period will be less than four years.

4.1.1.5 - Instructor

Appointment to the position of instructor can be made to an offeree if all of the criteria for the position of a regular tenure-track faculty assistant professor have been met with the exception that the offeree will not have completed the terminal degree at the time of the appointment. Award of the terminal degree must be imminent. Instructor appointments are limited to three years with the last year the terminal year. Therefore, an individual who begins an appointment as an instructor without the terminal degree must complete the terminal degree and be promoted by the beginning of the third year of appointment or that year is the last year of an appointment (ref: Faculty Rule 3335-6-03).

4.1.2 – Regular Tenure Track Faculty at Regional Campuses

In accord with the mission of the regional campuses, relatively greater weight will be placed upon potential for teaching excellence in the evaluation of applicants for a position. However, candidates must be involved in recognized scholarly activity appropriate to the discipline in which appointment is being considered.

4.1.3 - Regular Clinical Track Faculty

Regular clinical track faculty in the College of Engineering will be referred to as “(Assistant, Associate, or Full) Professor of Practice in [TIU name]”. Distinctions among ranks are based on the level of distinction attained by the candidate.

Criteria and other policies governing appointment of regular clinical track faculty must be consistent with Faculty Rule 3335-7. Reappointment is based on the candidate’s performance and on the continued needs of the TIU.

Regular clinical track faculty may participate with voting rights in matters of governance and committee service at the College level, except that they cannot participate or vote on promotion and tenure matters of regular tenure track faculty [ref: Faculty Rule 3335-7-
Each TIU approved for regular clinical track faculty must have a Pattern of Administration (POA) that describes the governance rights to be extended within the TIU to such faculty.

### 4.1.3.1 – Assistant Professor of Practice

There must be clear and convincing evidence that the offeree of an appointment as assistant professor of practice has, at a minimum:

- capability in the offeree’s area of specialization
- experience in the practice of the discipline
- attained professional accomplishment
- the background and ability to share and transfer knowledge to students

Normally, the offeree will have an earned doctorate or other terminal degree in the relevant field. Professional publications and actual teaching experience is helpful but not required.

### 4.1.3.2 – Associate Professor of Practice

There must be clear and convincing evidence that the offeree of an appointment as an associate professor of practice has, at a minimum:

- exceeded the College and TIU criteria for appointment as an assistant professor of practice
- met or exceeded the College and TIU criteria for promotion to associate professor of practice

### 4.1.3.3 – Full Professor of Practice

There must be clear and convincing evidence that the offeree of an appointment as a full professor of practice has, at a minimum:

- exceeded the College and TIU criteria for appointment as an associate professor of practice
- met or exceeded the College and TIU criteria for promotion to full professor of practice

### 4.1.4 – Regular Research Track Faculty

Criteria and policies associated with research track faculty appointments must be consistent with Faculty Rule 3335-7. Regular research track faculty may participate with voting rights in matters of governance and committee service at the College level, except that they cannot participate or vote on promotion and tenure matters of regular tenure track faculty or regular clinical track faculty [ref: Faculty Rule 3335-7-37]. Each TIU desiring regular research track faculty must have a Pattern of Administration (POA) that describes the governance rights to be extended within the TIU to such faculty. Other governance rights of regular research track faculty are contained in Faculty Rule 3335-7-37.
4.1.4.1 – Research Assistant Professor

There must be clear and convincing evidence that the offeree of an appointment as research assistant professor has, at a minimum, a record of high quality publications that strongly indicate the ability to sustain an independent, externally funded research program.

4.1.4.2 – Research Associate Professor

There must be clear and convincing evidence that the offeree of an appointment as a research associate professor has, at a minimum:

- exceeded the College and TIU criteria for appointment as a research assistant professor
- met or exceeded the College and TIU criteria for promotion to research associate professor

4.1.4.3 – Research Full Professor

There must be clear and convincing evidence that the offeree of an appointment as a research professor has, at a minimum:

- exceeded the College and TIU criteria for appointment as a research associate professor
- met or exceeded the College and TIU criteria for promotion to research professor

4.1.5 - Auxiliary Faculty

Faculty Rule 3335-5-19 defines “regular faculty” and “auxiliary” faculty. University policies define compensated auxiliary faculty and no-salary auxiliary faculty. Compensated auxiliary faculty includes lecturers, senior lecturers, faculty with regular titles having appointments less than 50%, and visiting faculty. No-salary auxiliary faculty includes adjunct faculty, faculty with regular titles having a zero percent appointment, and visiting faculty. Auxiliary appointments are made for no more than three years at a time. Auxiliary faculty are not eligible for tenure. Lecturers and Visiting Faculty are eligible for promotion based on criteria set by the TIU.

Appointment as lecturer requires that the individual have, at a minimum, a Master’s degree in a field appropriate to the subject matter to be taught along with evidence of the ability to provide high quality instruction. Appointment as senior lecturer requires that the individual have, at a minimum, a doctorate in a field appropriate to the subject matter being taught along with evidence of the ability to provide high quality instruction, or a Master’s degree and at least five years teaching experience with demonstration of high quality.

Relevant criteria for appointment of auxiliary faculty with regular faculty titles are those for appointment of regular faculty at the same rank. Visiting faculty may not be appointed for more than three consecutive years at 100% FTE.

The types of auxiliary appointments are as follows
(also see http://oaa.osu.edu/assets/files/documents/FacultyRankTitleCodes.pdf for a chart on types of faculty appointments):

- clinical titles (compensated or uncompensated)
  - clinical instructor, clinical assistant professor, clinical associate professor, clinical professor

- regular titles 1-49% (compensated)
  - instructor, assistant professor, associate professor, professor

- regular titles 0% (uncompensated)
  - instructor, assistant professor, associate professor, professor

- visiting titles (compensated or uncompensated)—temporary faculty and persons on leave from other academic institutions
  - visiting instructor, visiting assistant professor, visiting associate professor, visiting professor

- adjunct titles (compensated and uncompensated)
  - adjunct instructor, adjunct assistant professor, adjunct associate professor, adjunct professor

- lecturer and senior lecturer (compensated)

Uncompensated auxiliary appointments are appropriate only for individuals who provide substantial service to the academic mission of the appointing unit. Units should establish guidelines for the circumstances in which such auxiliary faculty may identify themselves as Ohio State faculty.

4.1.6 - Courtesy Appointments for Regular Faculty

A no-salary joint appointment for regular University faculty from another TIU is a courtesy appointment. A courtesy appointment is made at the individual’s current Ohio State rank, with promotion in rank recognized.

Courtesy appointments are warranted only if they are accompanied by substantial involvement in the academic work of the unit. TIUs should establish criteria for such involvement. Unlike auxiliary appointments, courtesy appointments do not require formal annual renewal, but continuation of the appointment should reflect ongoing involvement.

4.2 – Procedures

4.2.1 – Regular Tenure Track Faculty

Creation of a tenure track faculty position requires prior approval of the Dean. Approved positions must be posted in the University Personnel Postings through the Office of Human Resources. A national search is required to ensure a diverse pool of highly qualified candidates unless an exception is approved by OAA. Search procedures must entail substantial faculty involvement and be consistent with university policies as set
forth in the OHR Guide to Effective Searches (http://hr.osu.edu/hrpubs/guidesearches.pdf).

A draft letter of offer to a tenure track faculty candidate, accompanied by the candidate’s curriculum vitae and appropriate letters attesting to the candidate’s qualifications, must be submitted to Engineering Administration for review and approval by the Dean. Engineering Administration will review the draft letter of offer for consistency with the essential components required by the Office of Academic Affairs (OAA) and by the College.

Appointments that grant prior service credit, or that are at the rank of associate or full professor, require approval of the College Dean and the Office of Academic Affairs. For such appointments, the Dean may consult with the College Promotion and Tenure Committee.

The required documentation for appointments at senior rank and junior appointments with prior service credit can be found in the Policy on Faculty Appointments (http://oaa.osu.edu/assets/files/documents/facultyrecruitment.pdf).

4.2.1.1 – Tenure Track Faculty at Regional Campuses

Searches for regional campus faculty will be performed by procedures similar to those used for tenure-track faculty on the Columbus campus. Search committees for tenure-track faculty at regional campuses must include at least one member from the Columbus campus unit that will be the TIU. Whether or not a national search is conducted, evidence must be presented that the eligible faculty on the Columbus campus are in consensus that the candidate is acceptable when the offer letter is submitted to Engineering Administration for approval by the Dean. The offer letter should be agreed to by both the TIU head and the Dean of the Regional Campus.

4.2.2 – Regular Clinical Track Faculty

Creation of a clinical track faculty position requires the prior approval of the Dean. Approved positions must be posted in the University Personnel Postings through the Office of Human Resources. A national search is required to ensure a diverse pool of highly qualified candidates unless an exception is approved by the Dean. A draft letter of offer to a clinical track faculty candidate, accompanied by the candidate’s curriculum vitae and appropriate letters attesting to the candidate’s qualifications, must be submitted to Engineering Administration for review and approval by the Dean. Engineering Administration will review the draft letter of offer for consistency with the essential components required by the Office of Academic Affairs and by the College.

Appointments at the rank of associate professor of practice or professor of practice require approval of the Office of Academic Affairs. For such appointments, the Dean may consult with the College Promotion and Tenure Committee.

Tenure-track faculty may transfer to the clinical track if appropriate to the individual’s circumstances and the transfer will further the interests of the College and TIU in question. All such transfers are subject to the conditions specified in Faculty Rule 3335-7-09 and to the unit’s limits on the number of clinical-track faculty.
4.2.3 – Regular Research Track Faculty

Creation of a regular research track faculty position requires prior approval of the Dean. Approved positions must be posted in the University Personnel Postings through the Office of Human Resources. A national search is required to ensure a diverse pool of highly qualified candidates unless an exception is approved by the Dean. A draft letter of offer to a research track faculty candidate, accompanied by the candidate’s curriculum vitae and appropriate letters attesting to the candidate’s qualifications, must be submitted to Engineering Administration for review and approval by the Dean. Engineering Administration will review the draft letter of offer for consistency with the essential components required by the Office of Academic Affairs and by the College.

Appointments at the rank of research associate professor or research professor require approval of the Office of Academic Affairs. For such appointments, the Dean may consult with the College Promotion and Tenure Committee.

Tenure-track faculty may transfer to the research track if appropriate to the individual’s circumstances and the transfer will further the interests of the College and TIU in question. A TIU that permits transfers from tenure track to research track must explicitly enable this in its Appointments, Promotion and Tenure document. All such transfers are subject to the conditions specified in Faculty Rule 3335-7-38 and to the unit’s limits on the number of research-track faculty.

4.2.5 – Auxiliary Faculty

A draft letter of offer to an auxiliary faculty candidate, accompanied by the candidate’s curriculum vitae, must be submitted to Engineering Administration for review and approval by the Dean. Engineering Administration will review the draft letter of offer for consistency with the essential components required by the Office of Academic Affairs and by the College.

4.2.6 – Courtesy Appointments for Regular Faculty

A copy of a letter of offer of a courtesy appointment for regular faculty, accompanied by the candidate’s curriculum vitae, must be submitted to Engineering Administration at the time an offer is made.

5 – Annual Review Procedures

All regular faculty members and all auxiliary faculty members subject to consideration for reappointment are required to have an annual performance review. The annual review of a faculty member is the responsibility of the appropriate department chair or school director of the TIU to which the faculty member is appointed. Each TIU document must describe the unit’s procedures for conducting annual reviews. Annual reviews are expected to involve eligible TIU faculty and provide a written objective assessment of the candidate’s progress in teaching, scholarship and service. Per Faculty Rule 3335-3-35, the department chair or school director of the TIU is required to include a reminder in the annual review letter that all faculty have the right
(per Faculty Rule 3335-5-04) to view their primary personnel file and to provide written comment on any material therein for inclusion in the file. These procedures should include mechanisms for a face-to-face meeting as well as a written evaluation.

It is the expectation of the College that an annual review of a faculty member conducted by a TIU will have been made consistent with that TIU APT document, and other relevant policies, procedures, practices, and standards established by: (1) the College, (2) the Faculty Rules, (3) the Office of Academic Affairs, and (4) the Office of Human Resources. The Dean must review an annual review when there has been submitted by a TIU: (1) a Report of Non-Renewal of Probationary Appointment of Regular Faculty, (2) the fourth year review of a probationary faculty member, or (3) a Report of Contract Renewal or Non-Renewal for Regular Clinical Track Faculty or Regular Research Track Faculty. In each of cases (1), (2) or (3), the decision of the Dean is final [ref: Office of Academic Affairs, Policies and Procedures Handbook, Chapter X, Annual Review]. See the Policy on Faculty Annual Review (http://oaa.osu.edu/assets/files/documents/annualreview.pdf) for OAA guidelines on the annual review process.

5.1 – Probationary Tenure Track Faculty

Copies of all annual review letters for probationary tenure track faculty members, along with any written comments to them by the candidate, must be provided to the Dean. A face to face meeting of the candidate with the department chair or school director of the TIU to discuss the annual review is required. Documentation associated with the review must follow the format of the promotion and tenure dossier outline established by OAA.

5.1.1 – Probationary Tenure Track Faculty at Regional Campuses

Annual reviews, with the exception of Fourth Year Review and reviews for promotion and tenure, will be conducted by the Regional Campus, in consultation with the chair of the TIU on the Columbus campus and in accordance with the procedures of that regional campus. Fourth year reviews will follow the procedure described above for faculty on the Columbus campus, except that the Dean of the Regional Campus will provide an evaluation of the candidate as input to the review by the TIU eligible faculty. Reviews for promotion and tenure will be conducted in accordance with criteria and procedures described later in this document.

5.1.2 – Fourth Year Review

Like any annual review it results in reappointment for another year or in a nonrenewal notice. Annually, the Dean will establish the latest date for the receipt by the College of dossiers from TIUs for candidates undergoing fourth year reviews. A review by the College Promotion and Tenure Committee is required unless the TIU and Dean agree to reappoint. The fourth year review of a probationary faculty member shall not require the solicitation of external letters of evaluation. The written evaluation from the TIU Chair/Director must clearly provide justification for the recommendation to the College. The TIU Chair/Director must clearly state in the review the expectations of specific achievements in teaching, research and service that the faculty member needs to
accomplish before being recommended for promotion to associate professor with tenure.

5.1.3 – Changes to Length of Probationary Period

Faculty Rule 3335-6-03(D) sets forth the conditions under which a probationary tenure track faculty member may exclude time from the probationary period, and the procedures for obtaining the necessary approvals of requests to exclude time. Faculty Rule 3335-6-03(F) does likewise for extensions of the probationary period. The faculty member remains on duty regardless of time excluded from or extended to the probationary period, and annual reviews are conducted in every probationary year regardless of time excluded or extended. Approved exclusions or extensions do not limit the TIU’s right to recommend nonrenewal of appointment during an annual review.

5.2 – Regular Tenured Faculty

Annual reviews of tenured faculty members are expected to include a written objective assessment of the candidate’s progress in teaching, scholarship and service. In the case of an Associate Professor, this assessment gauges progress to promotion to Full Professor. In the case of a Full Professor this assessment is gauged towards contributions to the TIU, the University, and the discipline.

5.3 – Regular Tenured Faculty – Regional Campus

The Columbus campus TIU shall establish review procedures for its tenured regional campus faculty.

5.4 – Regular Clinical Track Faculty

The initial contract of all regular clinical track faculty members is probationary regardless of the academic rank at hire. The duration of the initial contract defines the length of the probationary period. Documentation required in the annual review of a probationary regular clinical track faculty member must follow the format of the promotion and tenure dossier outline established by OAA. A face to face meeting with the candidate by the department chair or school director of the TIU is required for any annual review of a probationary clinical track faculty member. Copies of all annual review letters for probationary clinical track faculty members, along with any written comments to them by the candidate, must be provided to the Dean.

There is no presumption of reappointment at the end of a contract period. At the beginning of each penultimate contract year of a regular clinical track faculty member's appointment, the department chair or school director of the TIU should consult with the Dean to determine whether the position held by the faculty member will continue. If the position will not continue, the department chair or school director should inform the faculty member that the final contract year will be a terminal year of employment. The standards of notice set forth in Faculty Rule 3335-6-08 must be observed. No annual review is required in this situation. If the position will continue, the annual review in the
penultimate year will determine whether it is appropriate to renew the candidate’s contract to fill that position.

5.5 – Regular Research Track Faculty

The initial contract of all regular research track faculty members is probationary regardless of the academic rank at hire. The duration of the initial contract defines the length of the probationary period. Documentation required in the annual review of a probationary regular research track faculty member must follow the format of the promotion and tenure dossier outline established by OAA. A face to face meeting with the candidate by the department chair or school director of the TIU is required for any annual review of a probationary research track faculty member. Copies of all annual review letters for probationary research track faculty members, along with any written comments to them by the candidate, must be provided to the Dean.

There is no presumption of reappointment at the end of a contract period. At the beginning of each penultimate contract year of a regular research track faculty member's appointment, the department chair or school director of the TIU should consult with the Dean to determine whether the position held by the faculty member will continue. If the position will not continue, the department chair or school director should inform the faculty member that the final contract year will be a terminal year of employment. The standards of notice set forth in Faculty Rule 3335-6-08 must be observed. No annual review is required in this situation. If the position will continue, the annual review in the penultimate year will determine whether it is appropriate to renew the candidate’s contract to fill that position.

5.6 – Auxiliary Faculty

The duration of the initial contract defines the length of the probationary period. Documentation required in the annual review of an auxiliary faculty member will be determined by the TIU.

There is no presumption of reappointment at the end of a contract period. The TIU head shall determine whether the position held by the auxiliary faculty member will continue. If the position will not continue, the department chair or school director should inform the faculty member that there will be a non-renewal of employment.

The TIU shall determine the criteria by which Auxiliary faculty will be considered for promotion. Auxiliary faculty who have not collected and maintained the documentation necessary to support a fully informed evaluation should be informed that promotion will be considered only when sufficient documentation has been accumulated. Those auxiliary faculty with regular faculty titles and less than 50 percent FTE seek promotion should have qualifications similar to those on the tenure-track at the rank desired.

6 – Merit Salary Increases and Other Rewards

Each TIU document must describe the criteria, procedures, and documentation required for merit salary reviews and other rewards. It is the expectation of the College that merit salary increases and other rewards made by a TIU will be made consistent with that TIU APT document, and
other relevant policies, procedures, practices, and standards established by: (1) the College, (2) the Faculty Rules, (3) the Office of Academic Affairs, and (4) the Office of Human Resources.

6.1 – Criteria

TIUs are strongly encouraged to award merit salary increases consistent with the results of the faculty member’s annual review. Annual merit salary increases and off-cycle salary increases are subject to approval by the Dean.

6.2 – Procedures

Each year, the Dean will establish guidelines and notify the appropriate TIU department chair or school director of the schedule for awarding merit salary increases. Requests for off-cycle salary increases, accompanied by the rationale for the request, must be submitted by the appropriate department chair or school director to the Dean and require Office of Academic Affairs approval.

6.3 – Documentation

Documentation is expected of all faculty members as part of the annual review procedure. Specific documentation requirements in the areas of teaching, scholarship and service are to be determined by the TIU.

7 - Promotion and Tenure and Promotion Reviews

7.1 - Criteria

Each TIU must have an APT document that describes [ref: Faculty Rule 3335-6-02(E)]: (1) the unit’s criteria for the award of tenure and promotion to the rank of associate professor, and (2) the unit’s criteria for promotion to the rank of professor. Each TIU desiring clinical track faculty must, in addition, have in its APT document the unit’s criteria for promotion to the rank of associate professor of practice and the unit’s criteria for promotion to the rank of professor of practice. Each TIU desiring research track faculty must, in addition, have in its APT document the unit’s criteria for promotion to the rank of research associate professor and the unit’s criteria for promotion to the rank of research professor. Each TIU desiring regional campus tenure track faculty must, in addition, have in its APT document the unit’s criteria and procedures associated with promotion and tenure of such faculty. TIU APT documents also must include the evidence to be provided in support of each of the foregoing actions that are relevant to that unit.

The College has three sets of criteria for promotion and tenure, and for promotion: criteria for teaching, scholarship, and service. Evidence of effective contributions in each of these areas must be demonstrated through the documentation of a person’s activities over a period of time.

Teaching is broadly defined to include the imparting of knowledge to and the education of people. The College Mission states that the College and the School will “foster a
learning culture that prepares our students to be key contributors to society” and that they will “be an innovative leader in engineering and architectural education.”

Teaching activities include undergraduate, graduate, and professional courses taught; involvement in graduate exams, theses, and dissertations; extension and continuing education; curriculum development; evaluation and direction of student scholarship; academic advising; writing textbooks, monographs and other compilations of essential education resources, including online teaching resources; advising of student groups and organizations; participation in student affairs programs and student services. Novel teaching methods including development of electronic and other forms of educational interactions with students inside and outside the traditional classroom environment are encouraged.

Metrics of effective teaching can include: student and peer evaluation of teaching in the classroom; awards and formal recognition for teaching; evaluation of performance as an advisor and mentor; number, level, and size of courses taught, exit interviews with graduating seniors; alumni surveys; quality of textbooks, monographs, electronic resources and other publications on education in the candidate’s field; number of completed Masters theses or Ph.D. dissertations; number and quality of jointly authored publications with graduate students; impact of course and/or curriculum development; effective teaching innovations. The evaluation of a candidate’s teaching should be accomplished within a systematic and comparative evaluation process that includes all faculty within the TIU.

Scholarship is broadly defined to include research, scholarly, and creative work [ref: Faculty Rule 3335-6-02(A)]. More specifically, scholarship may be defined to include the possession, application, and advancement of a body of knowledge gained through research, study, and learning. The College Mission states that the College and the Knowlton School of Architecture will “provide new knowledge that can be assimilated by our customers and partners” and “create and disseminate new ideas and concepts that expand our understanding of science, engineering and architecture.”

Scholarly activities include: publishing scholarly works such as books and monographs, chapters in edited books, bulletins and technical reports, peer reviewed journal articles, editor reviewed journal articles, reviews and abstracts, papers in proceedings; presenting lectures at universities, symposia, and conferences; submitting proposals, conducting and directing original research or other creative activities; editing books, and collections of research works; developing software; producing peer reviewed creative works in exhibits, symposia, publication, and juried competitions; designing and/or supervising the construction of creative products (e.g., new building, alloy, machine, device, or software); securing patents and licensing of intellectual property.

Metrics of scholarship include the quantity, quality, and impact of the aforementioned activities, for example, numbers of publications and citation analysis thereto in the context of the publishing landscape of the TIU discipline, numbers of presentations and invited lectures; amount of research funding in the context of the funding landscape of the TIU discipline; placing in juried competitions; number of patents, licenses and licensing revenue, awards, prizes, and other forms of professional recognition; letters of evaluation by peers at the national and international level.
Service, or public service as stated in the mission of the University, is broadly defined to include administrative service to the University, professional service to the faculty member’s discipline, and the provision of professional expertise to entities outside the University [ref: Faculty Rule 3335-6-02(A)]. The College Mission states that the College and the Knowlton School of Architecture will “promote and support the purposes of the entire university.”

Evidence of administrative service to the University can include: appointment or election to TIU, College, and/or University committees; administrative positions held; affirmative action and mentoring activities. Evidence of professional service to the faculty member’s discipline can include: editorships of or service as a reviewer for journals or other learned publications; offices held and other service to professional societies; development of mechanisms to help bring people into the profession; and organization of and service to conferences, workshops and symposia. Evidence of the provision of professional expertise to public and private entities beyond the University includes: reviewer of proposals; external examiner; service on panels and commissions; professional consultation to industry, government, and education. Professional expertise provided as a compensated outside professional service alone is insufficient to satisfy the service criterion.

A TIU APT document must describe, for each category of faculty appropriate to the TIU and in a manner consistent with this document: (1) the elaboration of each set of criteria, as appropriate to the specific discipline and TIU, (2) the evidence and metrics expected to be involved in the documentation and assessment of each of the criteria, (3) the levels of achievement necessary to demonstrate that the criteria are met. The criteria should be met within the context of the TIU’s mission, the standards of Chapters 6 and 7 of the Faculty Rules, and the standards and mission of the College, and the mission of the University, and (4) criteria for evaluation of joint appointment candidates.

The standards of quality and effectiveness required must be representative of high performance. The College expects that when a TIU forwards the dossier of a candidate for review and has recommended that promotion and tenure or promotion be granted, that the TIU has ensured that the evidence of the qualifications and performance of the candidate meet or exceed the TIU and College criteria applicable to the nomination.

In evaluating a candidate’s qualifications in teaching, scholarship, and service, reasonable flexibility shall be exercised, balancing, where required, heavier commitments and responsibilities in one criterion area against lighter commitments and responsibilities in another. For example, in accord with the mission of the regional campuses, greater weight will be placed upon teaching excellence in the evaluation of regional campus faculty although substantive scholarly accomplishments and a record of appropriate service activity still are expected and the scholarly accomplishments should be of quality comparable to that expected of tenure track faculty on the Columbus campus. As the College enters new fields of endeavor, including interdisciplinary involvement, and places new emphases on its continuing activities, instances will arise in which the proper work of a faculty member may depart from established academic patterns [ref: Faculty Rule 3335-6-02(D)].

The College of Engineering comprises a wide array of professional disciplines. Care must be taken to apply the three criteria with sufficient flexibility. In all instances superior
intellectual attainment and impact, in accordance with the criteria set forth, is an essential qualification for promotion to tenured faculty positions. Insistence upon this standard for continuing members of the faculty is necessary for the maintenance and enhancement of the University as an institution dedicated to the discovery and transmission of knowledge [ref: Faculty Rule 3335-6-02-(D)].

7.1.1 - Promotion to Associate Professor with Tenure

All regular tenure track faculty must

- be engaged in teaching, the development of the TIU and College academic program, and the mentoring of students
- develop a record of scholarship
- contribute to service and thereby demonstrate a commitment to citizenship and collegiality

The awarding of tenure and promotion to the rank of associate professor must be based upon clear and convincing evidence that the candidate (a) has provided high quality teaching, scholarship, and service relevant to the mission of the candidate’s TIU, according to the criteria below and those criteria and metrics in the TIU APT document, and (b) can be expected to continue to do so [ref. Faculty Rule 3335-6-02(C)].

7.1.1.1 – Teaching Criteria

Candidates are expected, based on the criteria in 7.1, to have:

- Provided up to date content at an appropriate level in every instructional situation and demonstrated continuing growth in subject matter knowledge.
- Demonstrated the ability to organize and present class material effectively with logic, conviction, and enthusiasm.
- Demonstrated appropriate use of various modes of instruction, classroom technology, and other teaching strategies to create an optimal learning environment.
- Engaged students actively in the learning process and encouraged independent thought, creativity, and appreciation of the knowledge creation process.
- Provided appropriate and timely feedback to students throughout the instructional process.
- Treated students with respect and courtesy.
- Improved curriculum through revision or new development of courses and/or academic programs.
- Served as advisor to an appropriate number of graduate students given the department's graduate student/faculty ratio and the faculty member's area(s) of expertise.
- Assisted graduate students in the production of high quality published work.
- Engaged in documentable efforts to improve teaching.

7.1.1.2 – Scholarship Criteria

Candidates, based on the criteria in 7.1, are expected to have:
• Produced a body of work in high quality peer reviewed venues. This work shall be thematically focused, contribute substantively to knowledge in the area of focus, and is beginning to be favorably cited or otherwise show evidence of influence on the work of others. The following attributes of the body of work are considered:
  o Quality, impact, quantity
  o Unique contribution to a line of inquiry or repacking of earlier work
  o Rigor of the peer-review process and degree of dissemination
  o Collaborative work is expected in, and indeed is essential to, some types of inquiry, in which the candidate’s intellectual contributions to collaborative work must be clearly and fairly described to permit accurate assessment.

• A demonstrated ability to obtain and potential to sustain research program funding, where appropriate. Competitive peer-reviewed funding is weighted more favorably than other types, since it serves as a quality indicator of research programs, and grants requiring the exercise of intellectual creativity are weighted more heavily than those that largely dictate the work to be done. Research funding is a means to an end; funding that has not led to research productivity is disregarded in the review. A developing national/international reputation in the candidate's field as evidenced by external evaluations, invitations to present at recognized prestigious forums, invitations to review research papers and grant proposals, and a beginning trend of positive citations in other researchers' publications. A reputation based on the quality of the research contribution is distinguished from one based mainly on familiarity through the faculty member's frequent attendance at national and international conferences.

• Demonstrated a high degree of ethics in the conduct of research including, but not limited to, full and timely adherence to all regulations relevant to the research program, and ethical treatment of graduate students, postdoctoral fellows, and collaborators.

7.1.1.3 - Service Criteria

Candidates, based on the criteria in 7.1, are expected to have:

• Made substantive contributions to the governance of the department/School in a collegial manner that facilitates positive contributions by others.
• Made substantive contributions to professional societies, organizations, industries and governmental bodies that represent leadership in the outreach and engagement mission of the university.
• Demonstrated the potential for useful contributions to the profession.

7.1.2 - Promotion to Professor

The awarding of promotion to the rank of professor must be based upon clear and convincing evidence that the faculty member has demonstrated [ref: Faculty Rule 3335-6-02(C)]: a sustained record of excellence in teaching, has produced a significant body of scholarship that is recognized nationally or internationally, and/or has demonstrated excellence in service. The specific criteria in teaching, scholarship, and service for promotion to Professor are similar to those for promotion to Associate Professor with
Tenure, with the added expectation of sustained accomplishment and increasing quality of contributions, a record of continuing professional growth, and evidence of established national and international reputation in the field, using evidence outlined in Section 7.3.

When assessing a candidate’s national and international reputation in the field, creative activities in outreach and engagement should be valued as well, in addition to scholarly and teaching activities.

7.1.3 – Regional Campus Faculty

TIUs with regional campus faculty must state the criteria for their promotion to associate professor with tenure and for their promotion to professor. Criteria for regional campus faculty should be developed in consultation with the unit’s regional campus TIU and the deans of the regional campuses. These criteria must reflect the following considerations:

- The primary function of the regional campuses is to provide high-quality undergraduate instruction and to serve the academic needs of their communities.
- Regional campus faculty are expected to establish a program of high-quality scholarly activity, but the character and quantity of that activity may differ from that of Columbus campus faculty because of the weight of other responsibilities and because of lack of access to comparable resources (regional campus faculty do not have graduate teaching associates to assist them in their teaching or generally have access to research facilities comparable to those of Columbus-based faculty).
- Teaching and service responsibilities of regional campus faculty are often more substantial than those of Columbus-based faculty.

7.1.4 – Promotion of Regular Clinical Track Faculty

All regular clinical track faculty must

- be engaged in teaching, the development of the TIU and College academic program, and the mentoring of students.
- contribute to the outreach and engagement mission of the TIU, College, and University
- contribute to service and thereby demonstrate a commitment to citizenship and collegiality

The teaching activities of regular clinical track faculty must be consistent with the rationale for having regular clinical track faculty in the College; these consist of courses that involve the practice of engineering. The scholarly emphasis of clinical track faculty is expected to be different from that of tenure track and research track faculty; clinical track faculty would be more engaged in activities dealing with the state of the practice of engineering, while tenure track and research track faculty would be more engaged in activities that advance the state of the art and science of engineering or architecture. The venues appropriate for dissemination of such scholarly contributions therefore may be very different from those expected of tenure track faculty. Scholarly and professional service activities of clinical track faculty would be expected to emphasize outreach and interaction with constituencies beyond the research community, such as with industry, the broader educational community, and the broad community of practitioners. Examples of evidence of contributions in each of these areas are contained in Section 6.1.
7.1.4.1 – Promotion to Associate Professor of Practice

Promotion to Associate Professor of Practice should be based on the candidate’s

- demonstrated record of accomplishment in the area of teaching
- established record of mentoring students
- contribution to the outreach and engagement mission of the TIU, College, and University
- exhibited a commitment to service and collegiality
- promise of continued professional growth

Subject to the different emphases for clinical track faculty in teaching, scholarship and service described earlier in Section 6.1.3, the criteria for promotion are similar to those outlined in Section 6.1.1.

7.1.4.2 – Promotion to Professor of Practice

Promotion to Full Professor of Practice should be based on the candidate’s

- sustained accomplishment in the area of teaching
- sustained record of mentoring students
- continued contribution to the outreach and engagement mission of the TIU, College, and University that is recognized at the national and/or international level
- proven leadership in service, professional practice, and/or teaching at the national and/or international level

Subject to the different emphases for clinical track faculty in teaching, scholarship and service described earlier in Section 7.1.1, the criteria for promotion are similar to those outlined in Section 7.1.2.

7.1.5 – Promotion of Regular Research Track Faculty

All regular research track faculty must

- be engaged in the mentoring of students, particularly graduate students
- develop a record of scholarship
- contribute to service and thereby demonstrate a commitment to citizenship and collegiality

Classroom teaching is not required of research track faculty [ref: Faculty Rule 3335-7-32]. However, research track faculty members are expected to be engaged in those teaching activities described in Section 6.1 that develop the research capabilities of graduate students. The preponderance of the effort of research track faculty is expected to be devoted to scholarship activities as described in Section 6.1. Professional service activities such as described in Section 6.1 are expected of research track faculty, while administrative service activities would be expected to focus on tasks consistent with the person’s scholarly expertise.
7.1.5.1 – Promotion to Research Associate Professor

Subject to the different emphases for research track faculty in teaching, scholarship and service described earlier in Section 6.1.4, the criteria for promotion are similar to those outlined in Section 6.1.1.

7.1.5.2 – Promotion to Research Professor

Subject to the different emphases for research track faculty in teaching, scholarship and service described earlier in Section 6.1.4, the criteria for promotion are similar to those outlined in Section 6.1.2.

7.2 - Procedures

Annually, the Office of Academic Affairs establishes the specific college guidelines, procedures, and schedule for the review of its promotion and tenure candidates. Annually, the Dean will establish the latest date for the receipt, by Engineering Administration, of dossiers from TIUs on candidates for promotion and/or tenure.

The TIU P&T Committee is responsible for ensuring that candidates provide complete dossiers. The department chair or school director of the TIU is expected to:

a. Review its document annually and to recommend proposed revisions to the faculty.
b. Provide objective assessment of candidates’ progress, independent of the TIU’s P&T Committee and with no predictions concerning promotion/tenure.
c. Ensure that the TIU P&T Committee explains and addresses dissenting votes in their report on the candidate, as well as summarizing and addressing all TIU eligible faculty comments.
d. Transmit the completed dossier to Engineering Administration.

For candidates from regional campuses, the Dean of the Regional Campus will provide an evaluative letter to the TIU P&T Committee as input to the TIU’s review.

Upon the receipt of a dossier from a TIU on a candidate for promotion and/or tenure, the Dean will submit the dossier to the College Promotion and Tenure Committee for review. In considering a TIU’s recommendation for promotion and tenure, or for promotion, the College Promotion and Tenure Committee shall assess the process used to evaluate candidates based upon the College APT document and the TIU APT document, which must meet or exceed the minimum requirements of the College APT document. The Committee will review the dossier, consistent with the Committee purposes described in the College’s Pattern of Administration, and recommend to the Dean a promotion and/or tenure action based upon the process used to evaluate qualifications and performance of the candidate and considering comparable achievements in the candidate’s discipline. Committee recommendations shall be in writing to the Dean and report the vote of the Committee on the particular matter deliberated by the Committee.

The Dean will consider the recommendations of the Committee. If the Dean decides to deny promotion of a candidate on the regular clinical track or the regular research track,
that decision is final [ref: Faculty Rules 3335-7-08 and 3335-7-36]. In all other cases, the Dean will recommend in writing, to the Executive Vice President for Academic Affairs and Provost, the promotion and/or tenure action to be taken.

7.3 – Documentation

Documentation of teaching, scholarship, and service shall be in accordance with the required dossier format expected by OAA. In addition to the metrics already mentioned in Section 6, particular attention should be paid to the following:

a. Identify student co-authors of publications as advisees of the candidate or others.

b. Identify candidate’s dollar share of joint research awards.

c. Provide any additional information that helps determine the primary or secondary role the candidate played on joint proposal awards, especially if such awards are the candidate’s only peer-reviewed funding.

d. Include complete archival reference information for all publications.

e. Include submitted/pending proposals.

7.3.1 – Teaching

Evaluation of instruction is required in all courses and by all faculty members. The faculty is responsible for the evaluation of instruction, to be carried out on a regular basis and in a systematic manner to be determined by each TIU, subject to the approval of the dean of the college. Moreover, the evaluation of university teaching should be a comprehensive, integrated process that includes collection of data from students, peers, administrators, and the faculty members themselves. These data are interpreted with the understanding that both university instruction and its evaluation entail professional judgments according to expectations of the TIU.

7.3.1.1 Peer Evaluation of Teaching

The TIU chair is responsible for overseeing the unit's peer evaluation of teaching process. The chair and faculty member are jointly responsible for ensuring that peer evaluation occurs at least annually for all probationary regular tenure and clinical track faculty. Nonprobationary faculty should receive peer evaluation on a regular basis, as determined by the TIU.

Peer teaching evaluations are comprehensive and should include, in addition to class visitation, review of course syllabi and related instruction materials.

In the case of peer review for the purposes of promotion and tenure reviews, the class visitation is conducted by one or more senior peers whom the promotion and tenure chair has identified in consultation with the candidate. The peer reviewer should meet with the candidate to establish a time for the visit and to understand the goals of the course and the candidate's teaching philosophy. If possible, the peer reviewer should attend two different class sessions over the course of the semester.
In observing the course and reviewing the syllabus and other materials, the peer reviewer should focus on such issues as the appropriateness of the course design given the goals and level of the course, the quality and effectiveness of the instructional materials and assessment tools, and the appropriateness of the approach relative to current disciplinary knowledge. At the conclusion of the class visits, the reviewer meets with the candidate to give feedback and also submits a written report to the department chair, copied to the candidate. The candidate may provide written comments on this report and the reviewer may respond if he/she wishes. The reports are included in the candidate's promotion and tenure dossier.

7.3.1.2 Student Evaluation of Teaching

Use of the Student Evaluation of Instruction (SEI) form is required in every unit in the College. Faculty should emphasize to students the importance of completing the electronic SEI. The faculty member should encourage a high completion rate by explaining to the class the significance of the evaluation. When a small proportion of the class completes the evaluation, the resulting information has little value either for improving instruction or for performance evaluation.

7.3.2 – Scholarship

When the product of scholarship is primarily disseminated in the form of publications, documentation could include the measures of the quality of the publication outlets, internal evaluation of the candidate's work, and frequency with which the candidate's work is cited by others, if appropriate. External funding for research may be a form of documentation of scholarship (aside from its importance in facilitating the conduct of research) when the review processes that lead to its receipt are measures of the quality of a faculty member's past and planned research.

When the product of scholarship is disseminated in other forms such as performances, design competitions, works of art, inventions, computer programs, or digital media, the unit should describe the specific ways in which the quality of these works will be assessed.

External evaluations of scholarship are, of course, required. Units should nonetheless make every effort to assess the quality of a candidate's work from multiple approaches rather than rely solely on the external letters of evaluation.

As a scholar progresses in their career, there is an expectation that the faculty member will progress in the development of their national and/or international reputation. This may be measured for example through leadership in multi-investigator grants, keynote speeches, invited seminars at leading universities and/or research labs, the unit should describe the specific indicators of national and/or international reputation.
7.3.3 – Service

Activities generally considered to be service include:

- administrative work for the department, college, or university
- service to the profession such as leadership roles and editorial and reviewing activities
- application of professional expertise in service to the community
  (Community service not germane to a faculty member's professional expertise is not relevant to P&T reviews.)

Determine quality as well as quantity indicators of service roles. The quality of unit service will generally be known. Beyond the unit and external to the university, quality indicators of service would include election or appointment to leadership roles, other evidence that the candidate's services are sought rather than volunteered, and awards.

Depending on the nature of a candidate's service, it may be appropriate to obtain written evaluations from those who are in a position to evaluate specific contributions.

8 – Appeals

Faculty Rule 3335-6-05 (A) sets forth general criteria for appeals of negative promotion and tenure decisions. Appeals alleging improper evaluation are described in Faculty Rule 3335-5-05.

Disagreement with a negative decision is not grounds for appeal. In pursuing an appeal, the faculty member is required to document the failure of one or more parties to the review process to follow written policies and procedures.

9 - Seventh Year Reviews

Faculty Rule 3335-6-05(B) sets forth the conditions of and procedures for a seventh year review for a faculty member denied tenure as a result of a sixth year (mandatory tenure) review. It is the expectation of the College that if a faculty seventh year review is conducted by a TIU and the College, it will be made consistent with that TIU APT document, the College APT document, and other relevant policies, procedures, practices, and standards established by: (1) the College, (2) the Faculty Rules, (3) the Office of Academic Affairs, and (4) the Office of Human Resources.

The College of Engineering Appointments, Promotion and Tenure Document dated May 3, 2012 is approved:

_______________________________________ Date:
David B. Williams, Dean
College of Engineering