

**College of Human Sciences
Oklahoma State University**

Reappointment, Promotion and Tenure

Introduction

The College of Human Sciences (COHS) as a unit in Oklahoma State University (OSU) places primary emphasis on the discovery, integration, application, dissemination, transfer and use of knowledge. Thus, it is the mission of the COHS to advance knowledge of the interaction of people with their environments to develop effective professionals, engaged citizens and visionary leaders who promote the physical, social and economic well-being of people and to be recognized internationally as a leader in this endeavor.

Faculty are expected to continually participate in a broad range of scholarly activities which contribute to current knowledge in their field of expertise and which support the mission and goals of the department/school, College and University (refer to OSU Policy and Procedures #2-0110). A faculty member is expected to make contributions as (1) a scholar; (2) a teacher who integrates his/her scholarship into well-taught academically sound courses or extension programming; (3) an able and caring advisor; and (4) a contributing member of the University community whose service to the institution, state, nation and profession is of value.

Faculty, as professionals, are responsible for their own development consistent with unit, College, and University goals. However, the COHS, and the units within it, have the responsibility for creating an atmosphere which nurtures and supports its faculty as individuals, as collaborators, and as a collective unit. The appraisal and development process, as well as the reappointment, promotion and tenure (RPT) processes, are the formal mechanisms used to encourage and evaluate the professional growth of individual faculty members. The goal is to attract, retain, and reward those faculty who demonstrate excellence.

The scope of basic and applied scholarly activity in the College is diverse including disciplinary, interdisciplinary, and multidisciplinary studies. Faculty members develop their scholarly activity programs consistent with College and Departmental/School priorities. If appropriate to a faculty member's appointment (i.e., Agricultural Experiment Station or Cooperative Extension Service), national Cooperative State Research, Education and Extension Service (CSREES) and state AES/CES initiatives may offer direction as well.

In addition to the descriptions included in this document, Department/School documents specify guidelines for appropriate dissemination outlets specific to Department/School scholarship, evidence of assessment devices, and expected level of instruction, program delivery, and advising excellence. OSU Policy and Procedures #2-0902 (*Reappointment,*

Promotion and Tenure Process for Ranked Faculty) contains pertinent policy information concerning description of ranks and appointment timelines.

Faculty Evaluation:

The annual evaluation process in the COHS is designed to assist the Department/School and College in attracting promising faculty members, to help them reach their potential, to retain only outstanding faculty, and to reward their proficiency. Evaluation of the performance of faculty members is also conducted for the purpose of compensation review and at appropriate times, for the purpose of reappointment and/or for awarding promotion and tenure. (OSU Policy and Procedures #2-0112).

Responsibilities of Professorial Ranks/Tenure Track:

Consistent with its mission, the COHS is committed to educating, both on and off campus, the citizens of Oklahoma, the nation, and the international community, and in expanding and applying knowledge. Each faculty member will likely have a unique role in the Department/School and an assignment in terms of the focus and distribution of effort among instruction, research, extension/engagement, and service responsibilities. Whatever the assignment, faculty in the professorial ranks will engage in appropriate scholarship or other creative activity. In addition to these primary responsibilities, all faculty are expected to be collegial members of the Department/School and College, and to perform appropriate service that contributes to the effectiveness of their unit, the College and University, and their profession.

Academic Ranks:

The descriptions outlined below will provide guidance to faculty and are assumed to represent **competencies** in the faculty's discipline. Departmental/School RPT criteria describe expectations consistent with their mission and professional peers. Faculty members are hired to accomplish objectives specific to the academic unit and are to be judged accordingly. It shall be the personal responsibility of the faculty member to affirmatively establish the satisfaction of applicable qualifications for reappointment, promotion and/or tenure. To advance to the next level, a candidate must accomplish all requirements at their current level and show additional growth and development toward the next rank. In case of reappointment or tenure without promotion (associate professor), the candidate should exhibit the competencies of their current rank.

Assistant Professor. An assistant professor has earned the highest degree in his or her field. During the first few years in this rank, a faculty member will develop the following competencies:

- Demonstrate competence in instruction, advising and/or program delivery;
- Integrate scholarship specialization into resident and/or extension instruction and service;
- Develop focused area of scholarship established consistent with unit, College, and University program missions (for Cooperative Extension Service faculty, consistent with national and state initiatives);
- Submit and/or resubmit high quality proposals to obtain extramural support of scholarly activities;
- Develop a scholarly reputation (through refereed presentations and publications and juried exhibitions as appropriate to the academic area);
- Disseminate results of scholarship through engagement with industry, government, professional and lay publics through appropriate media (i.e. trade publications, newsletters, electronic media, fact sheets and/or speaking engagements which call for professional expertise);
- Achieve associate graduate faculty status and demonstrate consistent progress toward full graduate faculty status; and
- Provide appropriate service to the department/school, College, University and profession through committee and task force membership and/or serving as officer in professional organization(s).

Associate Professor. An associate professor has established an academic career as evidenced by a record of published, focused scholarship, and demonstrated expertise in instruction and professional service. The primary goal of the associate professor is to further delineate himself/herself as a scholar whose academic career will mature into prominence. During the years as an associate professor, a faculty member will:

- Maintain competencies described at assistant professor rank;
- Acquire and maintain full graduate faculty status consistent with graduate faculty/unit/program expectations;
- Continue enhancement of instructional competencies, advising and program delivery using innovative techniques and development of new and revised curriculums;
- Generate extramural funding in support of scholarly activities;
- Make significant contributions to graduate education and serve as thesis/creative component and dissertation advisor and committee member; a Cooperative Extension faculty member is encouraged to serve as thesis or dissertation advisors when graduate students' research relates to and benefits the programs of the Cooperative Extension Service (CES) faculty member;

- Establish a national reputation through refereed publications (or juried creative endeavors);
- Maintain a sustained scholarly record in appropriate refereed journals and juried exhibitions; and
- Contribute to department/school, College, University and national professional associations by serving on and/or chairing appropriate committees/task forces.

Professor. Full professors set the academic tone for the department/school and College. The full professor must show sustained excellence over an extended period of time. Mentoring of junior faculty/graduate students and providing needed and necessary service is of particular importance in this rank. Throughout the years in rank, the following competencies will be demonstrated:

- Maintain competencies described at the associate professor level;
- Maintain a national/international reputation based on scholarly activities (i.e., prestigious publications/shows/exhibits, editorships, accreditation review panels, grant review boards);
- Generate extramural funding in support of scholarly activities;
- Mentor less experienced faculty members/field staff and graduate students;
- Maintain a high level of competency in instruction, advising and/or program delivery;
- Sustain scholarly contributions to the knowledge base in one's specialization(s), especially as related to theory construction and/or major contributions to one's field of inquiry;
- Experience scholarly recognition through citation of one's scholarly work by other scholars in the field;
- Disseminate results of scholarship by engaging with industry, government, professional and lay publics through appropriate media (i.e., trade publications, newsletters, electronic media, fact sheets and/or relevant speaking engagements); and
- Serve as a contributing and active member of the department/school, College, University and profession, holding major offices in national associations or other appropriate and significant leadership roles.

Tenure:

The awarding of tenure is the most significant decision made relative to a unit, College or institution's future and, therefore, the highest honor bestowed on a faculty member. There is an expectation that faculty members will provide a diversity of return to the Department/School, College and University by attaining the competencies in accordance with their assignment. This achievement provides faculty members the opportunity to be

considered for reappointment, promotion and/or tenure, but does not guarantee that such advancement will take place.

Continuing record of scholarly activity may be the very best predictor of future success for it tends to signal intellectual involvement and excitement. Intellectual curiosity is an essential requirement for effective instruction as well as for continuing scholarship. Thus, the tenure decision is an institution's calculated risk that the faculty member will: (1) make a significant contribution consistent with instructional, research and extension missions of the Department/School, College and University; (2) remain current, intellectually curious and stimulating to others; and (3) continue to be a wise investment because this person is the very best person for the position.

The award of a Continuous Appointment (tenure) is a long-term commitment by the institution to the individual faculty member. Section 1.4 (Appointment and Tenure for Tenure-Track Faculty) of the *Policy Statement to Govern Appointments, Tenure, Promotion and Related Matters of the Faculty of Oklahoma State University* of the OSU Faculty Handbook details the University procedure to follow in tenure decisions and the maximum time periods which need to be adhered to for granting tenure. At any time a faculty member meets the criteria established, he/she can apply for tenure following the attached timeline.

Section 1.4 (Appointment and Tenure for Tenure-Track Faculty) of the *Policy Statement to Govern Appointments, Tenure, Promotion and Related Matters of the Faculty of Oklahoma State University* of the OSU Faculty Handbook and OSU Policy and Procedures #2-0902, Section 2.0 provides additional details about other timelines regarding appointment periods and time in rank relative to reappointment and promotion.

Annual Appraisals/Merit Salary Recommendations:

Merit recommendations are based on the level to which one is performing given the faculty member's assignment, current rank and length of time in rank. To be considered as meritorious, a faculty member would exceed the established minimum expectations for his/her rank.

Roles and Responsibilities of Individuals & Committees

Candidate:

The **candidate** for reappointment, promotion and/or tenure is to notify the Department Head/School Director and the Dean of their intention to apply for reappointment, promotion and/or tenure and to provide documentation of performance, based upon Departmental/School criteria. Working with the Department Head/School Director, the candidate prepares a documentation file which summarizes the history of the faculty member's appointment and support for the action requested (reappointment, promotion and/or tenure). Section 2.2 in OSU Policy and Procedures #2-0902 provides guidelines for preparation of the documentation file.

The candidate should review the documentation file and the Reappointment, Promotion/Tenure Recommendations Form – Development of the RPT Documentation File and certify it is accurate and complete before the evaluation process proceeds. At any point in the process, a candidate may elect by written request to withdraw his/her name from further consideration.

Faculty Committee:

"A prerequisite of a strong faculty is an active involvement in decisions affecting its own membership." (OSU Faculty Handbook, Appendix D: Policy Statement to Govern Appointments, Tenure, Promotion and Related Matters of the Faculty of Oklahoma State University, Section 1.2.1). In this role, it is the responsibility of tenured faculty (with rank equal to or higher than the rank sought by the candidates) to review the candidate files for reappointment, promotion and/or tenure according to the appropriate criteria, policies and guidelines. COHS Reappointment, Promotion and Tenure Committee (COHS RPT Committee) members should be individuals perceived by the faculty as possessing a comprehensive understanding of College and University goals and having a reputation for fairness and good judgment. **An individual faculty member should not provide evaluation input into the RPT process at more than one level of that process.**

Administration:

The **Dean**, each spring semester, will notify all faculty members who are eligible or required to apply for reappointment, promotion and/or tenure in the following year. Department Heads/School Directors and the chair of the COHS RPT committee will also be notified of those faculty who will be eligible for RPT in the following year.

The **associate deans** are responsible for providing information when appropriate about faculty performance in their assigned areas of responsibility. This information will be provided to the Department Head/School Director.

Within three months of initial appointment, the **Department Head/School Director** is responsible for establishing a plan with each faculty member for RPT, providing

appropriate forms, and explaining timelines. The Department Head/School Director should work with the candidate to prepare the documentation file before any evaluation process commences.

After the appropriate Department/School RPT committee has completed an assessment of the candidate and forwarded a Statement of Recommendation to the Department Head/School Director, the Department Head/School Director prepares a Statement of Recommendation that indicates his/her own evaluation of the faculty member's credentials in comparison to the criteria. The Department Head/School Director then forwards to the Dean and to the chair of the COHS RPT Committee his/her Statement of Recommendation, the associate deans' comments, the written evaluation of the external reviewers, and the Statement of Recommendation of the Department/School RPT committee. The candidate's documentation file is forwarded to the chair of the COHS RPT Committee.

After the COHS RPT Committee has completed their assessment of the candidates and forwarded their Statements of Recommendation to the Dean, the **Dean** shall review each reappointment, promotion and tenure action from the Department/School RPT Committee, Department Head/School Director, and/or the COHS RPT Committee.

The Dean's Statements of Recommendation to the Provost and Senior Vice-President will be accompanied by the Department/School RPT criteria and the original Statements of Recommendation of the Department/School RPT committee, Department Head/School Director, and COHS RPT Committee.

Specific Department/School and College RPT committee responsibilities are detailed later in this document. Timelines for RPT process are provided at the end of the document.

Department/ School RPT Committee:

Composition and Selection of RPT Committee. Each Department/School shall identify RPT committees by September 15. Each RPT committee shall be composed of all tenured Department/School faculty members of rank equal to or higher than the rank(s) sought by Department/School candidate(s). Committees would include:

- All tenured faculty at full professor rank for those candidates applying for promotion to full professor or for tenure within the same rank of full professor.
- All tenured faculty at associate or full professor rank for those candidates applying for promotion to associate professor or tenure within the same rank of associate professor;
- All tenured faculty at assistant, associate and full professor ranks for those candidates applying for reappointment or tenure at the assistant professor

rank. However, only in rare instances would those hired as assistant professor receive tenure at that rank.

Should a Department/School have fewer than three eligible faculty members, the faculty in the unit may elect: 1) a faculty member from another Department/School in the College who meets the rank requirements, 2) a faculty member who has obtained Emeritus status in the Department/School, who has continued involvement with the University/College and who meets rank requirements or 3) a faculty member from another unit in the University who meets rank requirements. Administrators and those faculty serving on the COHS RPT Committee, who will be represented at other points in the RPT process, will not serve on the Department/School RPT Committee.

In addition to seating a Department/School RPT Committee, each unit will formalize a mechanism by which all unit faculty not on the Department/School or COHS RPT Committee will have an opportunity to provide input on the qualifications and merit of the candidate to the Department/School RPT Committee Chair. Faculty not on the Department/School or COHS RPT Committee eligible to provide input include faculty with multi-year contracts who do not occupy a student role in the Department, School, College, or University, or faculty who are not currently under review for reappointment, promotion, and/or tenure decisions.

Responsibilities of the Department/School RPT Committee. Each Department/School RPT Committee will elect one member (a full professor, if possible) to serve as committee chair. Independent of the Department/School RPT Committee meeting, the chair will schedule a one-time meeting to solicit input regarding the candidate's qualifications and merit based on the Department/School RPT criteria from faculty not on the Department/School or College RPT Committee. At this meeting, faculty not on the Department/School or COHS RPT Committee will review the candidate's self-assessment statements, curriculum vitae, and both the unit and College RPT criteria. It is the chair's responsibility to remind faculty providing input that this meeting is part of the confidential RPT review process. The chair is to emphasize that this is an opportunity for faculty to provide their professional opinion about the qualifications and merit of the candidate in a respectful manner. Importantly, the faculty providing input shall not cast a vote on the candidate's materials. After the conclusion of this meeting, the chair will draft a brief written summary of the input that was provided during the meeting. Once the letter is written, faculty who provided input will have a period of three days to review the letter and suggest revisions if necessary. Suggested revisions to the summary will be at the discretion of the chair. The final written summary statement will be included in the candidate's RPT document.

The members on the Department/School RPT Committee will review the RPT application file(s) for the year's candidate(s), including comments of external reviewers and input provided by faculty not on the Department/School or COHS RPT Committee. The Department/School RPT Committee will meet and hold a confidential discussion of each candidate's work in relation to the Department's or

School's approved RPT criteria. Upon conclusion of the discussion, the Department/School RPT Committee members will vote.

The Department/School RPT Committee will draft a dated Statement of Recommendation including the committee's majority recommendation, supporting comments, and if a divergence of opinion exists within the committee, a minority opinion. If a minority opinion is included, the majority and minority opinions should be clearly titled as the "Majority Report" or "Minority Report" within the one Statement of Recommendation. The rationale provided in each section should include a frank discussion of the positive and negative findings of respective committee members. After the Statement of Recommendation is signed by the Department/School RPT Committee members, the chair will forward it, with the faculty member's application file, to the appropriate Department Head/School Director.

College of Human Sciences (COHS) RPT Committee:

Composition and Selection of the COHS RPT Committee. The COHS RPT Committee will be composed of four tenured faculty members (excluding administrators who are represented at other points in the RPT process), to include one member from each Department/School selected by secret ballot.

In years when there is one or more candidate(s) applying for promotion to full professor or for tenure within the same rank of full professor, committee members will be of full professor rank. In the event that a Department/School does not have a faculty member of full professor rank to serve on the COHS RPT Committee, the Department/School may select (by secret ballot) an associate professor from their Department/School to serve. The ballot shall be prepared, distributed and counted by the Department/School Faculty Advisory Council (FAC) representative or designee. A written statement signed by the Department Head/School Director and the Department/School FAC representative or designee shall be prepared and submitted to the Dean and the FAC to verify the process used in selecting an associate professor to serve on the COHS RPT Committee. An associate professor serving on the COHS RPT Committee may not review materials and provide input regarding faculty members applying for promotion to the rank of full professor.

In years when there are no candidates applying for promotion to full professor or for tenure within the same rank of full professor, committee members may be of associate or full professor rank.

Members representing Departments or Schools on the COHS RPT Committee will serve two-year staggered terms which will begin immediately following their election. DHM and NSCI representatives will be elected in even numbered years; HDFS and HRAD representatives will be elected in odd numbered years. Elections will be held in September. Each Department or School will elect a COHS RPT Committee member from their unit and present the name of the member to the Dean before September 15.

Responsibilities of the COHS RPT Committee. The COHS RPT Committee is responsible for working with the Dean's office to confirm the list of persons who are to be considered for reappointment and/or tenure for the academic year. The Dean convenes a meeting of the COHS RPT Committee, at which time the committee elects one member to serve as committee chair.

The COHS RPT Committee members will review the reappointment, promotion and tenure application file(s) for the year's applicant(s) in relation to the approved RPT criteria of the Department/School, College, and University. This college-level review assures that all COHS faculty are held to College-wide expectations, even though Department/School expectations may vary. The COHS RPT Committee members also will review comments of external reviewers, comments from the Associate Deans, the Statements of Recommendation of the Department/School RPT Committees, and the Statements of Recommendation of the Department heads/School Director. Upon conclusion of the discussion, the COHS RPT Committee members will vote.

The COHS RPT Committee will draft a dated Statement of Recommendation providing their professional opinion about the qualifications and merits for each candidate including the committee's majority recommendation and supporting comments. If a divergence of opinion exists within the committee, a minority opinion will be provided. If a minority opinion is included, the majority and minority opinions should be clearly titled as the "Majority Report" or "Minority Report" within the one Statement of Recommendation. The arguments provided in each section should include a frank discussion of the positive and negative findings of respective committee members.

COHS RPT Committee members also will assess whether: (1) the Department's/School's evaluation of each candidate has been rigorous, fair, and based on approved criteria and standards; (2) the documentation provided adequately supports the recommendations of the Department/School; and (3) the action recommended by the Department/School is warranted. A written statement that addresses these issues will be added to the candidate's RPT documentation file.

After the COHS RPT Committee Statement of Recommendation is signed by the committee members, the chair will forward it, with the faculty member's application file, to the Dean. Additionally, the chair of the COHS RPT Committee or an appropriately elected representative will record the committee's recommendation on the Reappointment, Promotion/Tenure Recommendations Form – Summary of Recommendations, along with his/her signature.

External Review:

External review, by other professionals outside the University, is required for reappointment that confers tenure and for promotion. It is to be directed by the department head/school director. In soliciting external reviews, the Department/School

expresses its confidence in the professionalism of those whose judgments are sought. The Department/School RPT Committees, the COHS RPT Committee, the Department Head/School Director, and the Dean must assess and weigh the content of external reviews within the context in which they were provided and as **part** of the information about the candidate.

Each Department/School shall develop a procedure for solicitation of external reviews that is consistent with the following criteria:

1. The candidate shall submit a list of names of potential external reviewers of rank equal to or above the position sought. The candidate also may provide names of persons who should not review their file. The Department Head/School Director and the Department/School RPT Committee will select four to five reviewers which will include at least two persons from the candidate's list. The final identification of the reviewers remains the responsibility of the Department/School RPT Committee.
2. The external review should not be considered complete without responses from at least three reviewers. If three reviews are not received in a timely manner, the Department Head/School Director will take a proactive role in reminding reviewers or soliciting additional reviews in order to complete the file.
3. External reviewers will receive the Department/School and College mission statements, position description, Department/School and College RPT criteria, the candidate's curriculum vitae, samples of candidate's scholarly activities, and the candidate's instruction and scholarship self-assessment statements.
4. A copy of the letter requesting the external review of the candidate's materials as well as a copy of all materials sent to external reviewers will be retained in the Department/School administrative unit by the Department Head/School Director.
5. Because external reviewers are provided access to *examples* of work, rather than the full document file, external reviews will serve as only one source of information to be considered in the tenure and promotion process.

A candidate may waive the right to access outside reviews. Such waivers shall not be assumed, implied, or coerced, and must be executed in writing prior to solicitation of outside reviews. The scope of the waiver shall be clearly indicated in writing prior to solicitation of outside reviews. A copy of the executed waiver shall become a part of the documentation file. Any letter soliciting outside review shall inform the potential reviewer of the extent to which the contents of the review will be known to the candidate.

With the exception of peer review letters which the candidate has waived his/her right to access, all materials in the documentation file should be available for review by the candidate. Peer review letters should be placed in a colored file folder with the signed waiver form attached to the outside of the folder.

Additional Information Pertinent to Reappointment, Promotion and Tenure in the COHS

The RPT process must take into consideration the candidate's appointment during the entire period under review. For example, expectations should be weighted consistent with percentage of appointment.

Informing the Faculty Member Throughout the CoHS RPT Process

A hard copy of all original documents will be sent to and kept in a file in the Dean of the College of Human Science's office. Original documents include:

- Reappointment, Promotion/Tenure Recommendations Form
- Summary of Recommendations, Reappointment, Promotion/Tenure Recommendations Form
- Development of the RPT Documentation File
- Development of the Waiver of Right to Inspect and Review Confidential Letters of Recommendation
- Statements of Recommendation from the Department/School RPT Committee, Department Head/School Director, College of Human Sciences RPT Committee, and Dean of the College of Human Sciences
- External review letters

The Department/School RPT Committee, Department Head/School Director, College of Human Sciences RPT Committee, and Dean of the College of Human Sciences will provide (through a confidential process) the faculty member (candidate) a hard copy of the Statement of Recommendation within three business days after their respective Statement of Recommendations are finalized.

The candidate will be provided an opportunity to respond to each negative Statement of Recommendation within three working days of receipt of the Statement of Recommendation and to have that response added to his/her RPT file. The response is to be no longer than 1,000 words. The candidate will submit his/her response to the next higher review level (i.e., if the negative recommendation is received from the Department Head/School Director, the response will be submitted to the chair of the COHS RPT Committee) where it will be added to the candidate's electronic file. This provision is not applicable where the first negative recommendation occurs at the Provost and Senior Vice-President level.

Providing Additional Information For The RPT Process

In a supplemental folder, the faculty member (candidate) shall have the opportunity to provide additional information related to pending scholarly activities at any time such information becomes available prior to the time the Department/School RPT Committee recommendation is made.

If during the review process the reviewer(s) determines that supplemental written materials are to be added to the file, all documentation, including the new materials, shall be sent back to the Department Head/School Director. The Department Head/School Director will contact the candidate and the Department/School RPT Committee and restart the RPT review process. This is to ensure that all reviewers have an opportunity to deliberate on the additional materials in the event they have a bearing on the outcome of the reviewer's recommendation.

Grievance Process

If the faculty member has a grievance related to the RPT process, the procedure in Appendix E of the Policy Statement to Govern Appointments, Tenure, Promotion and Related Matters of the Faculty of Oklahoma State University (Appendix E *Dispute Resolution Procedure* in the OSU Faculty Handbook) can be followed.

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Reappointment and Promotion Guidelines for College of Human Sciences Clinical Faculty Positions

Reappointment of Clinical Faculty

Reappointment of clinical faculty is the responsibility of the academic unit, defined herein as a department, school or center that hires the clinical faculty member. The performance of clinical faculty will be reviewed on an annual basis in keeping with the OSU/COHS annual appraisal and development process. The administrator of an academic unit or person hiring a clinical faculty member will perform the annual appraisal of the clinical faculty member. The annual appraisal process will be used by the unit in making reappointment decisions. In order to be reappointed without promotion, the faculty member will fulfill the responsibilities of his/her current position and clinical rank based upon clearly articulated information included in the position description and letter of offer and any additional responsibilities agreed upon by both parties following hiring.

Promotion within Clinical Faculty Ranks:

Promotion of clinical faculty is a decision of the academic unit where the faculty member resides. The review is conducted by the academic unit RPT committee, academic unit head, College RPT committee, the College Dean, Provost and Senior Vice President for Academic Affairs, and the Board of Regents. Refer to academic unit RPT guidelines (for tenure-track faculty) for the review process and timeline.

All clinical faculty are expected to provide clinical supervision, teaching and clinical care (OSU Policies and Procedures 2-0903 Academic Affairs, 10.06). While many OSU clinical faculty may be employed in traditional clinical settings, COHS clinical faculty are not limited to employment in such a setting. COHS units may customize a clinical faculty position description to include a set of responsibilities which meet the needs of the given unit. Responsibilities will be specifically and concisely outlined in a position description and letter of offer which are provided to the faculty member at the time of hiring.

Clinical faculty members are evaluated on the basis of the identified responsibilities. When a clinical faculty member chooses to pursue promotion, it is his/her responsibility to prepare documents, which demonstrate achievement of established promotion criteria. To advance to the next level a candidate must accomplish all requirements at the current level and show additional growth and development toward the next rank.

Clinical Instructor: A clinical instructor has earned at least a master's degree in his or her field. During the years in this rank, a faculty member will demonstrate evidence of the following competencies:

- Professional Practice:
 - Competency in clinical/professional practice that has had and will continue to have demonstrable effect on outcomes within a practice setting.
 - Competency in teaching including communication skills, pedagogical practices, stimulation of thinking, interaction with students, knowledge within specialized discipline, and course management skills.
 - Competency in advising undergraduate and/or graduate students.
 - Demonstration of professional development in subject area.
- Service: Provision of appropriate service to the department/school, College, University and profession through committee and task force membership and/or serving in a leadership role within professional organization(s).
- Outreach: Participation in outreach through the provision of faculty expertise to external constituencies by addressing current needs, issues and concerns.

Clinical Assistant Professor: A clinical assistant professor has earned the highest degree in his or her field. During the years in this rank, a faculty member will develop the following:

- Professional Practice:
 - Competency in clinical/professional practice that has had and will continue to have demonstrable effect on outcomes within a practice setting.
 - Distinction in teaching including communication skills, pedagogical practices, stimulation of thinking, engagement of students, knowledge within specialized discipline, and course management.
 - Competency in advising undergraduate and/or graduate students.
 - Demonstration of professional development in subject area.
- Service: Provision of appropriate service to the department/school, College, University and profession through committee and task force membership and/or serving in a leadership role within professional organization(s).
- Outreach: Demonstration of participation in outreach through the provision of faculty expertise to external constituencies by addressing current needs, issues and concerns.

Clinical Associate Professor: A clinical associate professor has established an academic career as evidenced by a record of demonstrated expertise in instruction and professional practice, service and outreach. The primary goal of the clinical associate professor is to further delineate himself/herself as a faculty member whose academic career will mature into prominence. During the years as an associate professor, a faculty member will improve upon and maintain the following competencies:

- Professional Practice:
 - Distinction in clinical/professional practice, as evidenced by professional recognition in the specific discipline or practice specialization. He/she will continue to have demonstrable effect on outcomes within a practice setting.
 - Distinction in teaching including communication skills, pedagogical practices, stimulation of thinking, engagement of students, knowledge within specialized discipline, and course management.
 - Distinction in advising of undergraduate and/or graduate students.
 - Demonstration of professional development in subject area.
- Service: Provision of exemplary service to the department/school, College, University and profession through committee and task force membership and/or serving as officer in professional organization(s).
- Outreach: Demonstration of exemplary participation in outreach through the provision of faculty expertise to external constituencies by addressing current needs, issues and concerns.

Clinical Professor: A clinical professor has established an academic career as evidenced by a record of demonstrated expertise in instruction and professional practice, service and outreach. The primary goal of the clinical professor is to maintain himself/herself as a faculty member whose academic career has matured into national prominence. During the years as a professor, a faculty member will improve upon and maintain the following competencies:

- Professional Practice:
 - Excellence in clinical/professional practice, as evidenced by prominent recognition in the specific discipline and/or practice specialization. He/she will continue to have demonstrable effect on outcomes within a practice setting.
 - Excellence in teaching including communication skills, stimulation of thinking, engagement of students, knowledge within specialized discipline, and course management skills.
 - Demonstration of excellence in advising of undergraduate and/or graduate students.
 - Demonstration of professional development in subject area.
- Service: Demonstrated excellence in service to the department/school, College, University and profession through committee and task force membership and/or serving as an officer in a professional organization(s).
- Outreach: Demonstration of excellence in participation in outreach through the provision of faculty expertise to external constituencies by addressing current needs, issues and concerns.

Roles and Responsibilities of Individuals and Committees for Clinical Rank Promotion

Candidate:

The candidate for promotion is to notify the department head/school director and the Dean of their intention to apply for promotion and to provide documentation of performance, based upon departmental/school criteria. Working with the department head/school director, the candidate prepares a documentation file which summarizes the history of the faculty member's appointment and support for the action requested. Section 2.2 in OSU Policy and Procedures #2-0902 provides guidelines for preparation of the documentation file.

The candidate should review the documentation file and the Promotions Recommendations Form—Development of the Promotion Documentation File and certify it is accurate and complete before the evaluation process proceeds. At any point in the process, a candidate may elect by written request to withdraw his/her name from further consideration.

Administration:

Within three months of initial appointment, the department head/school director is responsible for establishing a plan with each clinical faculty member for promotion, providing appropriate forms and timelines. The department head/school director should work with the candidate to prepare the documentation file before any evaluation process commences. The department head/school director should continue to work with each faculty member to ensure they are aware of the college and their department promotion processes, their stage in the process and impending deadlines.

After the appropriate department/school RPT committee has completed an assessment of the candidate and forwarded a Statement of Recommendation to the department head/school director, the department head/school director prepares a Statement of Recommendation that indicates his/her own evaluation of the faculty member's credentials in comparison to the criteria. The department head/school director then forwards to the Dean and to the chair of the COHS RPT Committee his/her Statement of Recommendation, the associate deans' comments, and the Statement of Recommendation of the department/school RPT committee. The candidate's documentation file is forwarded to the chair of the COHS RPT Committee.

After the COHS RPT Committee has completed their assessment of the candidates and forwarded their Statements of Recommendation to the Dean, the Dean shall review each promotion action from the department/school, department head/school director and/or the COHS RPT Committee.

The Dean's Statement of Recommendation to the Provost and Senior Vice President for Academic Affairs will be accompanied by the department/school reappointment and

promotion criteria and the original Statements of Recommendation of the department head/school director, department/school RPT committees and COHS RPT Committee.

External Review:

External review, by other professionals outside the University, is required for promotion. The external review process is to be directed by the department head/school director. In soliciting external reviews, the department/school expresses its confidence in the professionalism of those whose judgments are sought. Department/school/College committees, the department head/school director and the Dean must assess and weigh the content of external reviews within the context in which they were provided and as **part** of the information about the candidate.

Each department/school shall develop a procedure for solicitation of external reviews that is consistent with the following criteria:

1. The candidate shall submit a list of names of potential external reviewers of rank equal to or above the position sought, in similar positions or with similar responsibilities. The candidate also may provide names of persons who should not review their file. The department head/school director and the department/school RPT committee will select four to five reviewers which will include at least two persons from the candidate's list. The final identification of the reviewers remains the responsibility of the department/school RPT committee.
2. The external review should not be considered complete without responses from at least three reviewers. If three reviews are not received in a timely manner, the department head/school director will take a proactive role in reminding reviewers or soliciting additional reviews in order to complete the file.
3. External reviewers will receive the mission statements, position description, promotion criteria, vita, samples of activities and the faculty member's clinical practice, service and outreach self assessments.
4. A copy of the letter requesting the external review of the candidate's materials as well as a copy of all materials sent to external reviewers will be kept in the department/school office by the department head/school director.
5. Because external reviewers have access to examples of work, rather than the full document file, external reviews will serve as only one source of information to be considered in the promotion process.

A candidate may waive the right to access outside reviews. Such waivers shall not be assumed, implied or coerced, and must be executed in writing prior to solicitation of outside reviews. The scope of the waiver shall be clearly indicated in writing prior to solicitation of outside reviews. A copy of the executed waiver shall become a part of the documentation file. Any letter soliciting outside review shall inform the potential reviewer of the extent to which the contents of the review will be known to the candidate.

With the exception of peer review letters which the candidate has waived his/her right to access, all materials in the documentation file should be available for review by the candidate. In the case of a candidate waiving his/her rights to access, peer review letters should be placed in a colored file folder with the signed waiver form attached to the outside of the folder.

Grievance Process

If the faculty member has a grievance related to the promotion process, the procedure will be to return the documents to the College RPT Committee for resolution.

REVISED – Addition of Clinical Rank Promotion Guidelines – June 2, 2008

College Name Change – July 1, 2011

REVISED AND APPROVED – March 10, 2014

Reappointment, Promotion and Tenure Timeline

Spring Semester

- The College of Human Sciences Reappointment, Promotion, and Tenure (RPT) committee chair will host a College-wide seminar to provide information and answer questions about faculty development, the reappointment, promotion and tenure process, and the preparation of the faculty member's application materials
- Provost provides department heads/school directors the names of faculty members who are eligible to apply for reappointment, promotion or tenure in the following year

August 20

- Deadline for a faculty member eligible for reappointment or tenure in the upcoming year to submit a letter of notification to the department head/school director and the Dean indicating whether she/he intends to submit materials for review
- Deadline for a faculty member eligible for promotion in the upcoming year to submit a letter of notification to the department head/school director and the Dean indicating intention to submit materials for review

September 1

- Deadline for College of Human Sciences Dean to confirm the list of faculty who will submit materials for reappointment, promotion and/or tenure. The Dean's office will confirm the list in writing with the department head/school director.
- Faculty member submits names of potential external reviewers to the appropriate department head/school director

September 15

- Deadline for department/school RPT committees to be selected
- Deadline for department head/school director to supply the Dean with names of department/school representatives to College of Human Sciences RPT committee
- Department/school RPT committees select external reviewers
- Faculty member submits necessary copies materials for the external review to the department head/school director

October 1

- Deadline for department head/school director to mail materials to external reviewers
- External reviewers submit letters in a confidential manner by December 1

December 1

- Deadline for faculty member to submit annual appraisal materials to department head/school director

December 15

- Deadline for department head/school director to complete faculty member annual appraisal

January 15

- Deadline for faculty member to submit application and documentation file for reappointment, promotion and/or tenure to department head/school director
- The Dean convenes a meeting of the College of Human Sciences Reappointment, Promotion and Tenure committee to organize and elect a committee chair
- Department and College level RPT committee members are notified of candidates

February 1

- Deadline for the department/school RPT committee chair to submit the original Statement of Recommendation to the department head/school director
- Deadline to upload the Statement of Recommendation as a PDF file to the candidate's electronic RPT file and forward the candidate's electronic RPT file to the department head/school director
- The department head/school director will provide (through confidential means) a hard copy of the committee's Statement of Recommendation to the candidate within three business days of finalizing the Statement of Recommendation

February 15

- Deadline for the department head/school director to submit and upload the Statement of Recommendation as a PDF file to the candidate's electronic RPT file and forward the candidate's electronic RPT file to the Dean, who in turn submits the file to the College of Human Sciences RPT committee
- The department head/school director will provide (through confidential means) a hard copy of his/her Statement of Recommendation to the candidate within three business days of finalizing the Statement of Recommendation
- The department head/school director provides hard copies of the following documents in a separate folder labeled with candidate's name to the Dean:
 - 1. Reappointment, Promotion and/or Tenure Forms**
 - 1.1 Summary of Recommendations form
 - 1.2 Development of the RPT Document File form
 - 2 Letters of Recommendation**
 - 2.1 Department/School RPT Committee
 - 2.2 Department Head/School Director
 - 3 External review letters with waiver form attached**

March 1

- Deadline for College of Human Sciences RPT committee chair to submit the committee's Statement of Recommendation to the Dean
- Deadline to upload for College of Human Sciences RPT committee's Statement of Recommendation as a PDF file to the candidate's electronic RPT file and

- forward the candidate's electronic RPT file to the Dean
- The Dean provides a hard copy (through confidential means) of the College of Human Sciences RPT committee's Statement of Recommendation to the candidate within three business days of finalizing the Statement of Recommendation

March 15

- Deadline for the Dean to upload her/his Statement of Recommendation as a PDF to the candidate's electronic RPT file and to send the complete electronic file and folder including all Statements of Recommendation to the Provost's office
- The Dean provides (through confidential means) a hard copy of her/his Statement of Recommendation to the candidate within three business days of finalizing the Statement of Recommendation

March 15 – May 31: University Review Process

Individual departments/schools may elect to begin the process earlier to ensure that college deadlines are met.

APPROVED - December 19, 2003
REVISED - Addition of Clinical Rank Promotion Guidelines – June 2, 2008
College Name Change – July 1, 2011
REVISED AND APPROVED – March 10, 2014
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