

Reappointment Process for Endowed Chairs, Endowed Professorships, and Ohio Eminent Scholars

Revised September 1, 2022

Context:

OAA policy on [Faculty Appointments](#) states that endowed chairs, endowed professorships, and Ohio Eminent Scholars must be appointed to terms not exceeding five years, renewable, and that “the dean must conduct a formal review prior to submitting an individual for reappointment to an endowed position.” The purpose of the guidelines below is to lay out the college’s process for formal review for reappointment.

Review Process:

1. **Annual review.** Each year, as part of the existing required annual review process, the faculty member’s department chair or school director will conduct an annual review of their accomplishments and will forward it to the college.
2. **Reappointment review.**
 - a) **TIU Review:** If a reappointment process is spelled out in the unit’s Pattern of Administration or Appointments, Promotion and Tenure document, that process should be followed. If not, please follow the process below:

At the beginning of the final year of appointment, the chair or director will request that the faculty member provide the following:

1. current CV;
2. progress report of major accomplishments during the current term (1-2 pages); and
3. statement of goals for the next term (1-2 pages).

In cases where the faculty member undergoing review is a department chair or school director, the divisional dean will appoint another chair or director in the division to conduct the reappointment review.

After examining items (1), (2), and (3), the chair or director will write a recommendation about renewal to the divisional dean. The candidate will be given the opportunity to respond in writing. The chair or director will forward all review materials to the divisional dean (cc: ascfacultyaffairs@osu.edu).

- b) **College Review:** The divisional dean will review the materials generated in the TIU review and make a recommendation to the college dean. The college dean will examine all materials collected during the review and will make the final decision at the college level.

Reappointments will be subject to approval by OAA and the Board of Trustees.

