

## Directions for Preparing and Submitting Clinical/Teaching/Practice and Research Faculty Reappointment Materials, 2022-2023

Revised March 16, 2023

The following directions provide important information about reappointment reviews for Clinical/Teaching/Practice and Research faculty in the college and how to submit materials for review by the divisional review panels and the college dean. The deadline for submission is **March 31, 2023**. A summary of all links embedded in the document is available at the end of the document.

### Timetable:

- February 1, 2023: Suggested date for candidates to submit dossiers for departmental/school review (may be adjusted in line with unit schedules)
- March 10, 2023: Suggested final date for units to schedule meeting of eligible faculty to conduct renewal reviews
- March 17, 2023: Suggested final date for units to send review letters to candidates for comments
- March 27, 2023: Suggested final date for candidates' comment period on the unit review
- **March 31, 2023: Reappointment dossiers due to the college**
- May 16, 2023: Target date for college to notify candidates of final results of the review

### Context and General Information:

As defined in the rules of the university faculty, [OAA Annual Review Policy](#), and the college pattern of administration, the department chair must determine in the penultimate year of a clinical/teaching/practice or research faculty member's appointment whether the position will continue. There is no presumption of reappointment at the end of a given appointment period. If the position will not continue, the faculty member should be so informed, subject to the relevant standards of notice set forth in Faculty Rule 3335-6-08 (typically the notice period is at least one year). In this situation, a review is not appropriate.

If the position will continue, the faculty member must undergo a formal review so that the unit and college may determine whether it is appropriate to renew the appointment. If the initial appointment is for five years, the reappointment review occurs in the fourth year of service; if it is for a different period of time, it occurs in the penultimate year. If it is a research faculty member on a year-to-year appointment, the reappointment review occurs in the spring of each year. The initial appointment for a clinical/teaching/practice or research faculty member is considered to be a probationary appointment, and the review must occur both at the unit and college levels. For subsequent reviews, the final decision on reappointment is made by the unit head.



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Reappointment reviews for probationary clinical/teaching/practice and research faculty generally proceed in the same manner as the fourth-year review procedures for tenure track faculty, with the final decision made by the college dean. External letters are not solicited unless required by the unit's APT, and unit review letters must clearly describe the candidate's duties and the standards by which their performance should be assessed.

A decision by the college dean to reappoint clinical/teaching/practice and research faculty members is final. Positive reappointment decisions will be approved by OAA without review and forwarded to the Board of Trustees for final approval. Clinical/teaching/practice and research faculty members who have been approved for reappointment are no longer probationary; subsequent reappointment reviews occur only at the unit level, and the unit head's decision is final if positive.

Promotion reviews for clinical/teaching/practice and research faculty are separate from reappointment reviews and occur in the fall of each year under the same schedule as tenure-track promotion reviews. They are always non-mandatory and there is no set time in rank. Procedures for approval of a non-mandatory promotion review are established in the unit APT.

#### **Process:**

The candidate prepares a core dossier that lists activities during the appointment period. Activity categories not relevant to the clinical/teaching/practice or research activities should be given the response "N/A." **In 2022-2023, it is recommended that candidates use the current VITA tool (<https://vita.osu.edu/#>). Dossiers generated in VITA may be downloaded in Microsoft Word format for final editing as needed. OAA guidance specifies, "Fourth year reviews, mandatory reviews, or reviews for promotion may use either VITA or a Word document that exactly matches the VITA format."**

The P&T chair in a department or school, working with the Procedures Oversight Designee (POD), is responsible for verifying the accuracy of any citations provided in the core dossier and ensuring that they are listed only once. This should be documented by using OAA form 105. The candidate is responsible for the content of the core dossier and should sign page 1 of form 105 BEFORE the eligible faculty committee review.

The unit is also responsible for collecting and maintaining any copies of scholarship (e.g., articles, books, digital works) submitted for the purposes of verification or for the review by the eligible faculty and unit head. These supplementary materials are NOT submitted to the college.

The unit must retain in the faculty member's personnel file all annual review and any peer evaluation of teaching letters that are generated during the appointment period and include them in the materials submitted to the eligible faculty and to the college.



The review process in the department or school follows the procedures set forth in the unit's current Appointments, Promotion and Tenure document (as approved and posted on the OAA website). Faculty members, however, may choose to be reviewed under the document that was in effect when they signed their letter of offer, on the date of their most recent reappointment, or on the date of their last promotion, whichever is most recent. A faculty member who chooses to use an earlier document will notify his/her unit head of this intent by submitting the APT document that was in effect at the time of offer, on the date of his/her most recent reappointment, or on the date of last promotion, when submitting his/her dossier and other materials for review. The deadline for doing so will be the unit's regular deadline for receiving the dossier and other materials for the review in question.

Units must provide faculty being considered for reappointment with the opportunity to comment on the departmental review letters (letter summarizing discussion of the eligible faculty and the TIU head's letter), with a ten-day deadline, before sending to the college.

The college will make every effort to complete its reviews and notify the candidates by May 16, 2023.

### College Submission Guidelines

The following process applies to all clinical/teaching/practice and research reappointment reviews and must be completed no later than **Friday, March 31, 2023**:

**Submit one (1) PDF copy of the complete dossier to the college via your unit's private Teams channel (in the folder labeled Fourth Year Reviews 2022-2023).** Chairs and directors should send the name and email address of the person who will be uploading this material to [Toni Calbert](#).

The PDF must include [colored divider sheets](#) marking boundaries between the main sections of the dossier in accordance with OAA guidance. Name the file using the following format: *DEPARTMENT/SCHOOL NAME Last Name, First Name.pdf*. For example: ECONOMICS Smith, Jacqueline.pdf.

***Please note: Physical copies of the dossier are no longer needed.***

The dossier should include the following documents:

[Record of Review for Promotion](#) (Form 109)

[Dossier Checklist](#) (Form 105) signed by the candidate on p. 1 BEFORE the unit review meeting; the Procedures Oversight Designee, P&T chair, or other person charged with verifying citations on p. 3; and the Procedures Oversight Designee on p. 4. Disregard the checklist items regarding external letters except when a department has elected to solicit them. Mark N/A as appropriate if external letters are not required. This checklist and all other forms are available at <https://oaa.osu.edu/policies-guidelines-forms>. Use the most recent version of all forms.



In reporting “the total faculty participating in the meeting” on page 4, the POD should **not** include the chair or director if she or he attended the meeting. The purpose of this number is to determine if the quorum of faculty required for the vote has been met, and chairs and directors are not included in setting quorum. The numbers listed on p. 4 regarding the percentage for a positive vote and quorum should be the same as listed in the Appointment, Promotion and Tenure (APT) document.

A copy of the APT document should be included after the Record of Review ONLY if the version used was not the same as the one posted at <https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure>. Faculty undergoing a reappointment review have the option to be evaluated under the APT in effect at the time of their appointment if it is different from the current one. They should inform the TIU head of this request at the time of submission of the core dossier to the unit. Retaining copies of older versions of the APT is the responsibility of the unit.

## **Dossier Outline:**

**Record of Review** (Form 109)

**Dossier Checklist** (Form 105)

**I. Introduction** (provided by candidate)

**II. Core Dossier** (provided by candidate using Vita) – step-by-step guidance is provided in the [OAA P&T handbook](#) (section 4)

**III. Evaluation**

### **A. Internal Letters of Evaluation**

1. Annual review letters (all since date of appointment or last reappointment)
2. Written comments submitted as part of annual reviews
3. Additional letters (optional)
4. Documentation of peer evaluation of teaching (include all that are available, in line with processes in unit APT document, since date of hire; this applies to clinical/teaching/practice faculty only)

**IV. Student Evaluation of Instruction** (see [SEI Report Access document](#))  
(clinical/teaching/practice faculty only)

**A. Cumulative Fixed-Response Survey Data**

**B. Individual Fixed-Response Student Evaluation Data**

**C. Summary of Open-Ended Student Evaluations**



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**V. Internal Review Evaluation Letters****A. Regional campus** (if applicable)

1. Regional campus faculty committee
2. Regional campus dean

**B. Unit**

1. Unit faculty deliberative body
2. Unit head
3. Unit-level comments process (comments generated or documentation that candidate declined to provide comments)

**C. College (to be added by college)**

1. College P&T Committee
2. College Dean
3. College-level comments process (comments generated or documentation that candidate declined to provide comments)

Departments and schools must insert a colored divider sheet between each of these sections. The college provides templates for [dividers for Fourth Year Reviews](#) on the ASC intranet. Note that the divider sheets for Fourth Year and Reappointment Reviews are different from sixth-year P&T divider sheets. They should **not** be used interchangeably.

External letters are not required unless specified by the unit APT and their inclusion is at the discretion of the unit. If they have been solicited, the unit should use the [normal P&T divider](#) templates instead of the fourth year review divider templates, omitting content, but not dividers, for unneeded sections (e.g., III.A.3. Fourth Year Review Letter).

**Supplemental Materials**

As indicated above, units are responsible for retaining any supplemental materials throughout the review process; they should not be sent to the college. These materials include copies of discursive student evaluations (only summaries should be provided in the dossier) as well as copies of books, articles, and digital and creative works. If the college needs to consult these materials, they will request them from the unit as the need arises.

Please direct any questions about dossier content to Shari Speer at [speer.21@osu.edu](mailto:speer.21@osu.edu). Please direct questions about assembling or submitting PDFs to Toni Calbert at [calbert.5@osu.edu](mailto:calbert.5@osu.edu).

**All materials are due to the college by Friday, March 31, 2023.**



**Helpful Links:**

[College Appointments, Promotion and Tenure materials](#), including template dividers and summary of departmental peer review requirements

[Departmental governance documents](#)

[OAA Annual Review Policy](#)

[OAA Handbook on Promotion and Tenure Review](#) (includes core dossier outline)

[OAA Promotion and Tenure forms](#) (includes checklist)

