

Promotion and Tenure Submission Process 2023-2024

Revised October 4, 2023

This document provides information about promotion reviews for assistant and associate professors in the college and how to submit materials for review by the divisional review panels and the college dean. A summary of links embedded in the document is available on the last page. Please direct any questions about the P&T process or submission through Interfolio to [Toni Calbert](#) or ascfacultyaffairs@osu.edu.

KEY DATES

2023	July	
	18	ASC P&T Dossier Preparation Workshop (for department administrators, chair of TIU eligible faculty, Procedures Oversight Designee; on Zoom, materials posted on the ASC Intranet - Promotion and Tenure).
	August	
	22	Fall semester begins
	September	
	1-30	P&T consultation (by appointment or email)
	7	ASC P&T Dossier Preparation Workshop introducing Interfolio (for department administrators, chair of TIU eligible faculty, Procedures Oversight Designee; on Zoom, materials posted on the ASC Intranet - Promotion and Tenure).
	12	OAA P&T Workshop for TIU Teams (TIU head, chair of eligible faculty, Procedures Oversight Designee)
	23	Deadline for submission of regional campus, joint appointment secondary unit letters to TIU
	October	
2024	1-20	P&T consultation (by appointment or email)
	2	Recommended last date to schedule meetings of the eligible faculty
	6	Recommended start date for candidates' 10-day comment period
	16	Deadline for comment period (if starting October 7)
	20	Deadline for submission of dossiers to college via Interfolio
	November/December	
	TBD	College panels review dossiers
	January	
	8	Spring semester begins
	14	College dean notifies candidates of recommendation and starts 10-day comment period
2024	24	10-day college comment period ends
	26	OAA deadline for receipt of dossiers from college
	May	
	15-16	Board of Trustees meeting at which all promotion and tenure decisions approved by the provost are on the agenda
	24	Deadline for submission of list of proposed external evaluators for approval by the college to Shari Speer .



CONTEXT AND GENERAL INFORMATION

As defined in the [rules of the university faculty](#), the mandatory tenure review occurs in the sixth year of service. For example, a faculty member who was appointed to the tenure track in 2018 will have a mandatory promotion and tenure review in 2023-2024.

Assistant professors who have approved prior service credit or who have an exclusion of time (extension of the clock) may have their promotion and tenure review at a time other than their chronological sixth year. In the example above, assume an assistant professor hired in 2018 received an extension of the clock in spring 2020, following the birth of a child. The fourth-year review would then be held in 2022-2023 and the mandatory promotion and tenure review in 2024-2025, unless the candidate opts not to defer the fourth-year review. Assistant professors who wish to be reviewed for promotion and tenure earlier than the mandatory year may ask to be considered for non-mandatory ("early") promotion and tenure review. However, Faculty Rule [3335-6-04](#) states that "the tenure initiating unit promotion and tenure committee may deny a probationary nonmandatory review every year up to the candidate's mandatory year."

Promotion to professor does not follow a specific clock and can occur at any time after promotion to associate professor. Faculty Rule [3335-6-04](#) states that, as with assistant professors, a unit's promotion and tenure committee may also decline to put forward an associate professor for a formal promotion review. In the case of associate professors, however, such a formal promotion review can only be denied for one year.

Faculty Rule [3335-6-04](#) states that "Each tenure initiating unit shall establish a mechanism such as a promotion and tenure committee, for presenting the case of a candidate for promotion and tenure to the eligible faculty for consideration and for preparing a report for the tenure initiating unit chair providing the eligible faculty's assessment of quality and effectiveness of teaching, quality and significance of scholarship, and quality and effectiveness of service."

The department chair/school director or the chair of the promotion and tenure committee is responsible for soliciting names of potential external reviewers from the eligible faculty. For faculty with joint appointments, or membership in a Discovery Theme focus area, suggestions from the secondary unit or Discovery Theme focus area leader should be solicited for consideration by the chair or promotion and tenure chair. The candidate is given the opportunity to identify any conflicts of interest and to provide additional names, as described in the TIU's APT document. The list of proposed external evaluators is submitted to the college during the spring prior to the promotion review for approval (email to [Shari Speer](#)). Please visit the External Evaluator Materials section on the [Promotion and Tenure Page](#) of the ASC Intranet.

The deadline for submitting this list to the college for review in 2024-2025 is May 24, 2024.

The P&T chair in a department or school (TIU), working with the Procedures Oversight Designee (POD), is responsible for making sure that the core dossier submitted by the candidate for review is complete, that citations are listed only once, and to verify that all published and creative works listed are accurate. The core dossier content is ultimately the responsibility of the candidate, but review of the document BEFORE distribution of the materials to the eligible faculty committee is essential.

If the faculty member has a joint appointment in another unit or is a member of a Discovery Theme focus area, the chair or director of the TIU is responsible for soliciting a letter from the head of the secondary unit or Discovery Theme focus area leader for inclusion in the dossier PRIOR TO review by the departmental P&T committee.

The TIU is also responsible for collecting and maintaining any copies of scholarship (e.g., articles, digital works, including recordings of creative activity) submitted for the purposes of verification or for the review of the external evaluators, TIU faculty, and chair. These supplementary materials are NOT submitted to the college.

The TIU must retain in the faculty member's personnel file all evaluation letters and any candidate comments that are generated during the probationary period for assistant professors (annual review letters, fourth year review letters from the P&T chair, chair, divisional P&T committee, and dean). The TIU must also include these letters and comments in the dossier submitted for the promotion and tenure review. For promotion to professor, the dossier should include annual review materials since the previous promotion, but no more than the last five years.

The TIU chair or director is responsible for informing the candidate in writing of the recommendations of the P&T committee and the TIU head, of the availability for review of the written evaluations of the P&T committee and TIU head, and of the opportunity to submit written comments, within 10 days of receipt of notification by the unit head. Instructions for sending this notification and invitation to submit comments can be found in the [ASC Interfolio Comments Process](#) document. The suggested deadline for beginning the comments period is October 6, 2023.

SUBMISSION VIA INTERFOLIO

Starting in Autumn 2023, promotion and tenure and promotion submission process will shift to a new system, Interfolio. This shift involves uploading all the components of the dossier into this system. Eligible faculty votes will be entered, and signoffs at the various steps in the process will be electronic through this system.

See the [ASC Interfolio P&T Submission Process](#) document for detailed submission guidance.

All materials are due to the college via Interfolio by Friday, October 20, 2023.



HELPFUL LINKS:

[ASC Intranet - Promotion and Tenure](#)

[ASC Interfolio P&T Submission Process](#)

[ASC Interfolio Comments Process](#)

[ASC and Unit Governance Documents](#)

[OAA Annual Review Policy](#)

[OAA Handbook on Promotion and Tenure Review](#)

[OAA Promotion and Tenure forms](#)

[University Faculty Rules](#)

