

1 **Appointments, Promotion, and**
2 **Tenure**
3 **Criteria and Procedures for**
4 **The Ohio State University**
5 **Department of Germanic**
6 **Languages and Literatures**

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8
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1 **I Preamble**

2
3 This document is a supplement to Chapters 6 and 7 of the [University Faculty Rules](#); the annually updated
4 procedural guidelines for promotion and tenure reviews in Volume 3 of the Office of Academic Affairs
5 [Policies and Procedures Handbook](#); and other policies and procedures of the college and university to
6 which the department and its faculty are subject.

7
8 Should those rules and policies change, the department will follow the new rules and policies until such
9 time as it can update this document to reflect the changes. In addition, this document must be reviewed,
10 and either reaffirmed or revised, at least every four years on the appointment or reappointment of the
11 department chair.

12
13 This document must be approved by the executive dean of the college or their delegate and the Office of
14 Academic Affairs before it may be implemented. It sets forth the department's mission and, in the context
15 of that mission and the missions of the college and university, its criteria and procedures for faculty
16 appointments and for faculty promotion, tenure and rewards, including salary increases. In approving this
17 document, the executive dean or their delegate and the Office of Academic Affairs accept the mission and
18 criteria of the department and delegate to it the responsibility to apply high standards in evaluating current
19 faculty and faculty candidates in relation to departmental mission and criteria.

20
21 The faculty and the administration are bound by the principles articulated in Faculty Rule [3335-6-01](#) of
22 the Administrative Code. In particular, all faculty members accept the responsibility to participate fully
23 and knowledgeably in review processes; to exercise the standards established in Faculty Rule [3335-6-02](#)
24 and other standards specific to this department and college; and to make negative recommendations when
25 these are warranted in order to maintain and improve the quality of the faculty.

26
27 Decisions considering appointment, reappointment, and promotion and tenure will be free of
28 discrimination in accordance with the university's [policy on equal opportunity](#).

29
30 **II Department Mission**

31
32 The Department of Germanic Languages and Literatures has as its mission the pursuit of national and
33 international distinction in teaching, research, and public service within the scope of its expertise: the
34 Germanic languages, literatures, and cultures. In striving for this goal, the Department seeks to address
35 three main constituencies, each of which it recognizes as crucial to its mission: undergraduate students, in
36 particular those majoring and minoring in Germanic languages and literatures; graduate students at the
37 master's and doctoral levels; and, through its research and scholarly activities, the broader community of
38 interested students and scholars around the country and the world.

39
40 **III Definitions**

41
42 **A Committee of the Eligible Faculty**

43
44 The eligible faculty for all appointment (hiring), reappointment, contract renewal, promotion, or
45 promotion and tenure reviews must have their tenure home or primary appointment in the department.

46
47 The department chair, the executive dean, divisional dean, and assistant and associate deans of the
48 college, the executive vice president and provost, and the president may not participate as eligible faculty
49 members in reviews for appointment, reappointment, promotion, promotion and tenure, or contract
50 renewal.

1 **1 Tenure-track Faculty**

2
3 **Initial Appointment Reviews**

- 4
5 • For an appointment (hiring or appointment change from another faculty type) review of an assistant
6 professor, the eligible faculty consists of all tenure-track faculty in the department.
7
8 • For appointment (hiring or appointment change from another faculty type) at senior rank (associate
9 professor or professor), a review is performed and a second vote cast by all tenured faculty of equal or
10 higher rank than the position requested.
11

12 **Reappointment, Promotion, or Promotion and Tenure Reviews**

- 13
14 • For the reappointment and promotion and tenure reviews of assistant professors, the eligible faculty
15 consists of all tenured associate professors and professors.
16
17 • For the promotion reviews of associate professors and the tenure reviews of probationary professors,
18 the eligible faculty consists of all tenured professors.
19

20 **2 Teaching Faculty**

21
22 **Initial Appointment Reviews**

- 23
24 • In the department, the eligible faculty for an appointment (hiring or appointment change from another
25 faculty type) review of a assistant teaching professor consists of all tenure-track faculty and all
26 teaching faculty.
27
28 • For an appointment (hiring or appointment change from another faculty type) at senior rank (associate
29 teaching professor or teaching professor), a review s performed and a second vote cast by all tenured
30 faculty of equal or higher rank than the position requested and all non-probationary teaching faculty
31 of equal or higher rank than the position requested.
32

33 **Reappointment, Contract Renewal, and Promotion Reviews**

- 34
35 • The eligible faculty for reappointment, contract renewal, and promotion reviews of assistant teaching
36 professors consists of all tenured associate professors and professors and all non-probationary
37 associate teaching professors and teaching professors.
38
39 • The eligible faculty for the reappointment, contract renewal, and promotion reviews of associate
40 teaching professors, and the reappointment and contract renewal reviews of teaching professors
41 consists of all tenured professors and all non-probationary teaching professors.
42

43 **3 Conflict of Interest**

44
45 A conflict of interest exists when an eligible faculty member is related to a candidate or has a comparable
46 close interpersonal relationship, has substantive financial ties with the candidate, is dependent in some
47 way on the candidate's services, has a close professional relationship with the candidate (dissertation
48 advisor), or has collaborated so extensively with the candidate that an objective review of the candidate's
49 work is not possible. Generally, faculty members who have collaborated with a candidate on at least 50%

1 of the candidate's published work since the last promotion will be expected to withdraw from a promotion
2 review of that candidate.

3 4 **4 Minimum Composition**

5
6 In the event that the department does not have at least three eligible faculty members who can undertake a
7 review, the department chair, after consulting with the executive dean or their delegate, will appoint a
8 faculty member from another department within the college.

9 10 **B Quorum**

11
12 The quorum required to discuss and vote on all personnel decisions is two-thirds of the eligible faculty
13 not on an approved leave of absence. Faculty on approved leave are not considered for quorum unless
14 they declare, in advance and in writing, their intent to participate in all proceedings for which they are
15 eligible during the leave. A member of the eligible faculty on Special Assignment may be excluded from
16 the count for the purposes of determining quorum only if the department chair has approved an off-
17 campus assignment.

18
19 Faculty members who recuse themselves because of a conflict of interest are not counted when
20 determining quorum.

21 22 **C Recommendation from the Committee of the Eligible Faculty**

23
24 In all votes taken on personnel matters only “yes” and “no” votes are counted. Abstentions are not votes.
25 Faculty members are strongly encouraged to consider whether they are participating fully in the review
26 process when abstaining from a vote on a personnel matter.

27
28 Absentee ballots and proxy votes are not permitted, but participating fully in discussions and voting via
29 remote two-way electronic connection are allowed.

30 31 **1 Appointment**

32
33 A positive recommendation from the eligible faculty for appointment is secured when two-thirds of the
34 votes cast are positive.

35 36 **2 Reappointment, Promotion and Tenure, Promotion, and Contract Renewal**

37
38 A positive recommendation from the eligible faculty for reappointment, promotion and tenure, promotion,
39 and contract renewal is secured when two-thirds of the votes cast are positive.

40 41 **IV Appointments**

42 43 **A Criteria**

44
45 The department is committed to making only faculty appointments that enhance or have strong potential
46 to enhance the quality of the department. Important considerations include the individual's record to date
47 in teaching, scholarship and service; the potential for professional growth in each of these areas; and the
48 potential for interacting with colleagues and students in a way that will enhance their academic work and
49 attract other outstanding faculty and students to the department. No offer will be extended in the event
50 that the search process does not yield one or more candidates who would enhance the quality of the
51 department. The search is either cancelled or continued, as appropriate to the circumstances.

1
2 **1 Tenure-track Faculty**
3

4 **Instructor.** Appointment at the rank of instructor is made only when the offered appointment is that of
5 assistant professor, but requirements for the terminal degree have not been completed by the candidate at
6 the time of appointment. The department will make every effort to avoid such appointments. An
7 appointment at the instructor level is limited to three years. When an instructor has not completed
8 requirements for promotion to the rank of assistant professor by the end of the third year of appointment,
9 the third year is a terminal year of employment.

10
11 Upon promotion to assistant professor, the faculty member may request prior service credit for time spent
12 as an instructor. This request must be approved by the department's eligible faculty, the department chair,
13 the executive dean, and the Office of Academic Affairs. Faculty members should carefully consider
14 whether prior service credit is appropriate since prior service credit cannot be revoked once granted. In
15 addition all probationary faculty members have the option to be considered for early promotion.

16
17 **Assistant Professor.** An earned terminal degree is the minimum requirement for appointment at the rank
18 of assistant professor. Evidence of potential for scholarly productivity, high-quality teaching, and high-
19 quality service to the department, the college and the profession is highly desirable. Appointment at the
20 rank of assistant professor is always probationary, with mandatory tenure review occurring in the sixth
21 year of service. For individuals not recommended for promotion and tenure after the mandatory review,
22 the 7th year will be the final year of employment. Review for tenure prior to the mandatory review year is
23 possible when the Committee of the Eligible Faculty determines such a review to be appropriate. The
24 granting of prior service credit, which requires approval of the Office of Academic Affairs, may reduce
25 the length of the probationary period, but is strongly discouraged as it cannot be revoked once granted.

26
27 **Associate Professor and Professor.** Appointment offers at the rank of associate professor or professor,
28 with or without tenure, and/or offers of prior service credit require prior approval of the Office of
29 Academic Affairs. Appointment at senior rank requires that the individual, at a minimum, meet the
30 department's criteria in teaching, scholarship, and service for promotion to these ranks. Appointment at
31 senior rank normally entails tenure. A probationary appointment at senior rank is appropriate only under
32 unusual circumstances, such as when the candidate has limited prior teaching experience or has taught
33 only in a foreign country. A probationary period of up to four years is possible, on approval of the Office
34 of Academic Affairs, with review for tenure occurring in the final year of the probationary
35 appointment. If tenure is not granted, an additional (terminal) year of employment is offered.

36
37 Foreign nationals who lack permanent residency status may be appointed to a senior rank and approved
38 for tenure, if appropriate, but the university will not grant tenure in the absence of permanent residency.
39 Offers to foreign nationals require prior consultation with the Office of International Affairs.

40
41 **2 Tenure-track Faculty—Regional Campus**
42

43 As the mission of the regional campuses emphasizes undergraduate instruction, regional campus criteria
44 for appointment at the rank of assistant professor, associate professor, or professor are similar to those for
45 Columbus campus faculty, but give relatively greater emphasis at each rank to teaching experience and
46 quality.

47
48 **3 Teaching Faculty**
49

50 The initial contract for teaching faculty must be a five-year appointment. The initial contract is
51 probationary, with reappointment considered annually. There is no presumption that subsequent

1 appointments will be offered, regardless of performance. The terms of a contract may be re-negotiated at
2 the time of reappointment. Assistant and associate teaching faculty members in their second and
3 subsequent appointment terms may be reappointed for an additional three, four, or five years at the
4 discretion of the department chair. Teaching professors in their second and subsequent appointment terms
5 may be reappointed for a period of at least three and no more than eight years at the discretion of the
6 department chair. These extended appointments are not probationary, and the individual may only be
7 terminated for cause (see rule [3335-5-04](#) of the Administrative Code) or financial exigency (see rule
8 [3335-5-02.1](#) of the Administrative Code). GLL will determine the process for reappointment according to
9 procedures set forth in the university policy [Faculty Annual Review and Reappointment Policy](#), III, A-G.
10 Tenure is not granted to teaching faculty. The POA of GLL describes the governance rights extended to
11 its teaching faculty.

12
13 **Teaching Instructor.** Appointment is normally made at the rank of instructor of teaching when the
14 appointee has not completed the requirements for the terminal degree. An appointment at the instructor
15 level is limited to a three-year contract. If the instructor has not completed requirements for promotion to
16 the rank of assistant teaching professor by the end of the penultimate year of the contract period, a new
17 contract will not be considered even if performance is otherwise adequate and the position itself will
18 continue.

19
20 **Assistant Teaching Professor.** An earned doctorate or other terminal degree in the relevant field or five
21 years teaching experience at the tertiary level are the minimum requirements for appointment at the rank
22 of assistant teaching professor. Evidence of ability to teach is highly desirable.

23
24 **Associate Teaching Professor and Teaching Professor.** Appointment at the rank of associate teaching
25 professor or teaching professor requires that the individual have an earned doctorate or other terminal
26 degree in the relevant field or equivalent experience, and meet, at a minimum, the department's criteria—
27 in teaching, professional practice and other service—for promotion to the rank (see VI [A][4]).
28 Appointment at the rank of teaching professor requires production and dissemination of scholarly
29 materials pertinent to pedagogy and/or professional practice.

30 31 **4 Associated Faculty**

32
33 Associated faculty appointments may be as short as a few weeks to assist with a focused project, a
34 semester to teach one or more courses, or for up to three years when a longer contract is useful for long-
35 term planning and retention. Associated faculty may be reappointed.

36
37 **Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor.** Adjunct appointments
38 may be compensated or uncompensated. Adjunct faculty appointments are given to individuals who give
39 academic service to the department, such as teaching a course or serving on graduate student committees,
40 for which a faculty title is appropriate. Typically the adjunct faculty rank is determined by applying the
41 criteria for appointment of tenure-track faculty. Adjunct faculty members are eligible for promotion (but
42 not tenure) and the relevant criteria are those for promotion of tenure-track faculty.

43
44 **Lecturer.** Appointment as lecturer requires that the individual have, at a minimum, a Master's degree in a
45 field appropriate to the subject matter to be taught. Evidence of ability to provide high-quality instruction
46 is desirable. Lecturers are not eligible for tenure, but may be promoted to senior lecturer if they meet the
47 criteria for appointment at that rank. The initial appointment for a lecturer should generally not exceed
48 one year.

49
50 **Senior Lecturer.** Appointment as senior lecturer requires that the individual have, at a minimum, a
51 doctorate in a field appropriate to the subject matter to be taught, along with evidence of ability to provide

1 high-quality instruction; or a Master's degree and at least five years of teaching experience with
2 documentation of high quality. Senior lecturers are not eligible for tenure or promotion. The initial
3 appointment for a senior lecturer should generally not exceed one year.

4
5 **Assistant Professor, Associate Professor, Professor with FTE below 50%.** Appointment at tenure-
6 track titles is for individuals at 49% FTE or below, either compensated (1 – 49% FTE) or uncompensated
7 (0% FTE). The rank of associated faculty with tenure-track titles is determined by applying the criteria for
8 appointment of tenure-track faculty. Associated faculty members with tenure-track titles are eligible for
9 promotion (but not tenure) and the relevant criteria are those for promotion of tenure-track faculty.

10
11 **Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor.**
12 Visiting faculty appointments may either be compensated or not compensated. Visiting faculty members
13 on leave from an academic appointment at another institution are appointed at the rank held in that
14 position. The rank at which other (non-faculty) individuals are appointed is determined by applying the
15 criteria for appointment of tenure-track faculty. Visiting faculty members are not eligible for tenure or
16 promotion. They may not be reappointed for more than three years at 100% FTE.

17 18 **5 Emeritus Faculty**

19
20 Emeritus faculty status is an honor given in recognition of sustained academic contributions to the
21 university as described in Faculty Rule [3335-5-36](#). Full-time tenure track, clinical/teaching/practice,
22 research, or associated faculty may request emeritus status upon retirement or resignation at the age of
23 sixty or older with ten or more years of service or at any age with twenty-five or more years of service.

24
25 Faculty will send a request for emeritus faculty status to the department chair (regional campus dean for
26 associated faculty on regional campuses) outlining academic performance and citizenship. The
27 Committee of Eligible faculty (tenured associate professors and professors) will review the application
28 and make a recommendation to the department chair. The department chair will decide upon the
29 request, and if appropriate submit it to the executive dean. If the faculty member requesting emeritus
30 status has in the 10 years prior to the application engaged in serious dishonorable conduct in violation
31 of law, rule, or policy and/or caused harm to the university's reputation or is retiring pending a
32 procedure according to Faculty Rule [3335-05-04](#), emeritus status will not be considered.

33
34 See the OAA [Policies and Procedures Handbook](#) Volume 1, Chapter 1, for information about the types
35 of perquisites that may be offered to emeritus faculty, provided resources are available.

36
37 Emeritus faculty may not vote at any level of governance and may not participate in promotion and
38 tenure matters.

39 40 **6 Courtesy Appointments for Faculty**

41
42 Occasionally the active academic involvement in this department by a tenure-track, clinical, or research
43 faculty member from another department at Ohio State warrants the offer of a 0% FTE (courtesy)
44 appointment in this department. Appropriate active involvement includes research collaboration, graduate
45 student advising, teaching some or all of a course from time to time, or a combination of these. A courtesy
46 appointment is made at the individual's current Ohio State rank, with promotion in rank recognized.

47 48 **B Procedures**

49
50 See the Policy on Faculty Recruitment and Selection and the Policy on Faculty Appointments in the
51 Office of Academic Affairs [Policies and Procedures Handbook](#) for information on the following topics:

- recruitment of tenure-track, clinical, and research faculty
- appointments at senior rank or with prior service credit
- hiring faculty from other institutions after April 30
- appointment of foreign nationals
- letters of offer

1 Tenure-track Faculty

A national search is required to ensure a diverse pool of highly qualified candidates for all tenure-track positions. Exceptions to this policy must be approved by the college and the Office of Academic Affairs in advance. Search procedures must entail substantial faculty involvement and be consistent with the OAA [Policy on Faculty Recruitment and Selection](#).

Searches for tenure-track faculty proceed as follows:

The Executive Dean of the college or their delegate provides approval for the department to commence a search process. This approval may or may not be accompanied by constraints with regard to salary, rank, and field of expertise.

The department chair appoints a search committee consisting of three or more faculty who reflect the field of expertise that is the focus of the search (if relevant) as well as other fields within the department. At least one student will also be appointed to the search committee.

Prior to any search, members of all search committees must undergo inclusive hiring practices training available through the college with resources from the [Office of Diversity and Inclusion](#). Implicit bias training, also strongly encouraged, is available through the [Kirwan Institute for the Study of Race and Ethnicity](#).

The search committee:

- Appoints a Diversity Advocate who is responsible for providing leadership in assuring that vigorous efforts are made to achieve a diverse pool of qualified applicants.
- Develops a search announcement for internal posting in the University Personnel Postings through the [Office of Human Resources](#) and external advertising, subject to the department chair's approval. The announcement will be no more specific than is necessary to accomplish the goals of the search, since an offer cannot be made that is contrary to the content of the announcement with respect to rank, field, credentials, salary. In addition, timing for the receipt of applications will be stated as a preferred date, not a precise closing date, in order to allow consideration of any applications that arrive before the conclusion of the search.
- Develops and implements a plan for external advertising and direct solicitation of nominations and applications. If there is any likelihood that the applicant pool will include qualified foreign nationals, the search committee must advertise using at least one 30-day online ad in a national professional journal. The university does not grant tenure in the absence of permanent residency ("green card"), and strict U. S. Department of Labor guidelines do not permit sponsorship of foreign nationals for permanent residency unless the search process resulting in their appointment to a tenure-track position included an advertisement in a field-specific nationally circulated

1 professional journal.

- 2
- 3 • Screens applications and letters of recommendation and presents to the full faculty a summary of
4 those applicants (usually three to five) judged worthy of interview. If the faculty agrees with this
5 judgment, on-campus interviews are arranged by the search committee chair, assisted by the
6 department office. If the faculty does not agree, the department chair in consultation with the
7 faculty determines the appropriate next steps (solicit new applications, review other applications
8 already received, cancel the search for the time being).
- 9

10 On-campus interviews with candidates must include opportunities for interaction with faculty groups,
11 including the search committee; graduate students; the department chair; and the executive dean or their
12 delegate. In most cases candidates will make a presentation to the faculty and graduate students on their
13 scholarship, and teach a class. The latter could be an actual class or a mock instructional situation. All
14 candidates interviewing for a particular position must follow the same interview format.

15

16 Following completion of on-campus interviews, the eligible faculty meet to discuss perceptions and
17 preferences, and to vote on each candidate. The eligible faculty reports a recommendation on each
18 candidate to the department chair.

19

20 If the offer involves senior rank, the eligible faculty members vote also on the appropriateness of the
21 proposed rank. If the offer may involve prior service credit, the eligible faculty members vote on the
22 appropriateness of such credit. The eligible faculty reports a recommendation on the appropriateness of
23 the proposed rank or the appropriateness of prior service credit to the department chair. Appointment
24 offers at the rank of associate professor or professor, with or without tenure, and/or offers of prior service
25 credit require prior approval of the Office of Academic Affairs.

26

27 In the event that more than one candidate achieves the level of support required to extend an offer, the
28 department chair decides which candidate to approach first. The details of the offer, including
29 compensation, are determined by the department chair.

30

31 Potential appointment of a foreign national who lacks permanent residency must be discussed with the
32 Office of International Affairs. The university does not grant tenure in the absence of permanent
33 residency status. The department will therefore be cautious in making such appointments and vigilant in
34 assuring that the appointee seeks residency status promptly and diligently.

35

36 **2 Tenure-track Faculty—Regional Campus**

37

38 The regional campus has primary responsibility for determining the position description for a tenure-track
39 faculty search, but the dean/director or designee consults with the department chair to reach agreement on
40 the description before the search begins. The regional campus search committee must include at least one
41 representative from the department.

42

43 Candidates are interviewed by, at a minimum, the regional campus dean, department chair, department
44 eligible faculty, and regional campus search committee. The regional campus may have additional
45 requirements for the search not specified in this document. A decision to make an offer requires
46 agreement by the department chair and regional campus dean. Until agreement is reached, negotiations
47 with the candidate may not begin, and the letter of offer must be signed by the department chair and the
48 regional campus dean.

49

1 **3 Teaching Faculty**

2
3 Searches for teaching faculty generally proceed identically as for tenure-track faculty, with the exception
4 that the candidate's presentation during the on-campus interview will address issues in teaching or
5 professional teaching practice rather than scholarship, and exceptions to a national search require
6 approval only by the executive dean of the college.
7

8 **4 Transfer from the Tenure Track**

9
10 Tenure track faculty may transfer to teaching faculty appointment if appropriate circumstances exist.
11 Tenure or tenure eligibility is lost upon transfer. Transfers must be approved by the department chair, the
12 Executive Dean, and the Executive Vice President and Provost.
13

14 The request for transfer must be initiated by the faculty member in writing and must state clearly how the
15 individual's career goals and activities have changed.
16

17 Transfers from the teaching faculty to the tenure track are not permitted. Teaching faculty members may
18 apply for tenure track positions and compete in regular national searches for such positions.
19

20 **5 Associated Faculty**

21
22 The appointment, review, and reappointment of all compensated associated faculty are decided by the
23 department chair in consultation with the department Executive Committee.
24

25 Appointment and reappointment of uncompensated adjunct or visiting faculty may be proposed by any
26 faculty member in the department and is decided by the department chair in consultation with the
27 department Executive Committee.
28

29 Compensated associated appointments are generally made for a period of one year, unless a shorter or
30 longer period is appropriate to the circumstances. Teaching faculty members will be appointed for an
31 initial term of three, four or five years on a probationary basis, and then can be reappointed for a three,
32 four, or five year term. All associated appointments expire at the end of the appointment term and must be
33 formally renewed to be continued. Visiting appointments may be made for one term of up to three years
34 or on an annual basis for up to three consecutive years.
35

36 Lecturer and senior lecturer appointments are usually made on a semester by semester or annual basis.
37 After the initial appointment, and if the department's curricular needs warrant it, a multiple year
38 appointment may be offered.
39

40 Associated faculty for whom promotion is a possibility follow the promotion guidelines and procedures
41 for tenure-track faculty (see Promotion and Tenure and Promotion Reviews below), with the exception
42 that the review does not proceed to the college level if the department chair's recommendation is negative,
43 and does not proceed to the university level if the recommendation of the Executive Dean or their
44 delegate is negative.
45

46 **6 Courtesy Appointments for Faculty**

47
48 Any department faculty member may propose a 0% FTE (courtesy) appointment for a tenure-track,
49 clinical, or research faculty member from another Ohio State department. A proposal that describes the
50 uncompensated academic service to this department justifying the appointment is considered at a regular
51 faculty meeting. If the proposal is approved by the eligible faculty, the department chair extends an offer

1 of appointment. The department chair reviews all courtesy appointments every three years to determine
2 whether they continue to be justified, and takes recommendations for nonrenewal before the faculty for a
3 vote at a regular meeting.

4 5 **V Annual Performance and Merit Review** 6

7 The department follows the requirements for annual reviews as set forth in the [Faculty Annual Review](#)
8 [Policy](#), which stipulates that such reviews must include a scheduled opportunity for a face-to-face
9 meeting as well as a written assessment. According to the policy, the purposes of the review are to:

- 10
- 11 • Assist faculty in improving professional productivity through candid and constructive feedback
12 and through the establishment of professional development plans;
 - 13 • Establish the goals against which a faculty member's performance will be assessed in the
14 foreseeable future; and
 - 15 • Document faculty performance in the achievement of stated goals in order to determine salary
16 increases and other resource allocations, progress toward promotion, and, in the event of poor
17 performance, the need for remedial steps.
- 18

19 The annual performance and merit reviews of every faculty member are based on expected performance
20 in teaching, scholarship, and service as set forth in the department's guidelines on faculty duties and
21 responsibilities; on any additional assignments and goals specific to the individual; and on progress
22 toward promotion where relevant. Meritorious performance in teaching, scholarship, and service is
23 assessed in accordance with the same criteria that form the basis for promotion decisions.

24

25 It must be recognized that in the Department of Germanic Languages and Literatures some faculty
26 members are primarily engaged in language instruction, others in the teaching of literature, culture,
27 linguistics, civilization, or film. The nature of teaching, and particularly, of research and service will thus
28 vary. Care, reasonable flexibility, and attention to the standards and conventions of these disciplines or
29 sub-disciplines must be exercised in evaluating candidates with varied commitments and responsibilities.

30

31 The department chair is required (per Faculty Rule [3335-3-35](#)) to include a reminder in the annual review
32 letter that all faculty have the right (per Faculty Rule [3335-5-04](#)) to view their primary personnel file and
33 to provide written comment on any material therein for inclusion in the file.

34

35 **A Documentation** 36

37 For their annual performance and merit review, faculty members must submit the following documents to
38 the department chair no later than January 15:

39

- 40 • Office of Academic Affairs dossier outline, [Policies and Procedures Handbook](#), Volume 3 (*required*
41 *for probationary faculty and recommended for associate professors*) or updated Department of
42 Germanic Languages and Literatures Annual Faculty Report (*non-probationary faculty; see Appendix*
43 *A*)
 - 44 • updated CV, which will be made available to all faculty in an accessible place (*all faculty*)
- 45

46 Other documentation for the annual performance and merit review will be the same as that for
47 consideration for promotion and/or tenure. That documentation is described in Section VI of this
48 document.

49

1 Under no circumstances should faculty solicit evaluations from any party for purposes of the annual
2 performance and merit review, as such solicitation places its recipient in an awkward position and
3 produces a result that is unlikely to be candid.
4

5 **B Probationary Tenure-track Faculty**

6

7 During the Spring Semester of each year the Committee of the Eligible Faculty will conduct a review of
8 each probationary faculty member. This annual review will encompass the candidate's performance in
9 teaching, scholarship, and service, as well as evidence of continuing development. External evaluations
10 of the faculty member's work, required for tenure and promotion reviews, may be obtained for any annual
11 review if judged appropriate by the Committee or the Chair of the Department. This may occur when the
12 candidate's scholarship is in an emergent field, is interdisciplinary, or the eligible faculty do not feel
13 otherwise capable of evaluating the scholarship without outside input. If the candidate is affiliated with a
14 center in the College or the University, the Department Chair should ask the center's director (or his/her
15 representative) to provide a written evaluation of the candidate's contribution to the mission of the center.
16 Upon the request of the Committee, directors or their representatives may also become part of the
17 Committee in cases involving one of their affiliates.
18

19 The Chair of the Department or the Chair of the Committee will inform probationary faculty members, at
20 the initial appointment and each year thereafter, when the annual review will take place and provide a
21 copy of the Office of Academic Affairs dossier outline to be completed by the faculty member in
22 reporting accomplishments to date. In accordance with the outline, candidates will then provide
23 appropriate professional materials for review to the Chair, who will make them available to the
24 Committee. The Committee may also seek such additional information as necessary and consult with
25 colleagues as necessary for a fair and thorough review.
26

27 Annual reviews should be both constructive and candid. Accordingly, the Department commits itself to
28 using the review process as a means to be supportive and helpful to untenured faculty as well as to
29 communicate, candidly and clearly, aspects of performance that need improvement if the candidate is to
30 make acceptable progress. If an annual review makes it apparent that a candidate is unlikely to meet
31 expectations for promotion and tenure, the Department will not renew the probationary appointment.
32 Probationary appointments may be terminated during any probationary year because of inadequate
33 performance or inadequate professional development.
34

35 During the fourth- and sixth-year reviews a vote by the Committee of the Eligible Faculty is mandatory.
36 Votes cast as abstentions are not included in the final computation. However, the number of votes cast as
37 abstentions will be recorded and reported. The Chair of the Department takes part in the Committee's
38 deliberations at all levels, but does not vote. All votes will be by written, confidential ballot.
39

40 Following each annual review, the Chair of the Committee will summarize the Committee's deliberations
41 and, after due consultation with the Committee, send the summary to the Chair of the Department. The
42 candidate must be given a copy. Once the Department Chair and the candidate have had a chance to
43 study the memorandum, they will meet jointly with the Chair of the Committee. Sometime after this
44 meeting the Department Chair will provide the candidate and the divisional dean with a formal written
45 assessment of the faculty member's performance and professional development. The Chair's letter,
46 drawing on both the Committee's and his or her own judgment, will address the candidate's strengths and
47 weaknesses, as appropriate, and indicate whether the faculty member will be reappointed for another year.
48 It will also remind the faculty member of the right to inspect his or her personnel file, as indicated in
49 Faculty Rule [3335-5-04](#). Should the Committee's judgment differ from that of the Department Chair, the
50 Chair's letter must explain the reason(s) for the differing assessments. The Chair's annual review letter
51 and the Committee Chair's summary will become part of a faculty member's dossier for subsequent

1 annual reviews during the probationary period, including the review for promotion and tenure.
2 Candidates may respond to the Chair's letter in writing and include the response in their promotion and
3 tenure dossiers.
4

5 If the department chair recommends renewal of the appointment, this recommendation is final. If the
6 department chair recommends nonrenewal, the Fourth-Year Review process, per Faculty Rule [3335-6-03](#)
7 is invoked. Following completion of the comments process, the complete dossier is forwarded to the
8 college for review and the executive dean makes the final decision on renewal or nonrenewal of the
9 probationary appointment.
10

11 **1 Regional Campus Faculty**

12
13 Annual performance and merit review of the probationary faculty member is first conducted on the
14 regional campus, with a focus on teaching and service. The review then moves to the department and
15 proceeds as described above. In the event of divergence in performance assessment between the regional
16 campus and the department, the Department Chair discusses the matter with the regional campus
17 Dean/Director in an effort to clarify and reconcile the divergence, so that the faculty member receives
18 consistent assessment and advice.
19

20 In the event that the regional campus Dean/Director recommends renewal and the Department Chair
21 recommends nonrenewal, the case shall be reviewed by the Executive Dean of the College or their
22 delegate. The disagreement shall be considered during that review, with the Executive Dean of the
23 College or their delegate's judgment prevailing. If the Executive Dean of the College or their delegate
24 recommends nonrenewal and the Department Chair recommends renewal, the Executive Dean of the
25 College or their delegate's judgment shall prevail.
26

27 **2 Fourth-Year Review**

28
29 During the fourth year of the probationary period the annual review follows the same procedures as the
30 mandatory tenure review, with the exception that external evaluations are optional and the Executive
31 Dean of the College or their delegate (not the Department Chair) makes the final decision regarding
32 renewal or nonrenewal of the probationary appointment.
33

34 External evaluations are only solicited when either the Department Chair or the eligible faculty determine
35 that they are necessary to conduct the Fourth-Year Review. This may occur when the candidate's
36 scholarship is in an emergent field, is interdisciplinary, or the eligible faculty do not feel otherwise
37 capable of evaluating the scholarship without outside input.
38

39 The eligible faculty conducts a review of the candidate. On completion of the review, the eligible faculty
40 votes by written ballot on whether to renew the probationary appointment.
41

42 The eligible faculty forwards a record of the vote and a written performance review to the department
43 chair. The department chair conducts an independent assessment of performance and prepares a written
44 evaluation that includes a recommendation on whether to renew the probationary appointment. At the
45 conclusion of the department review, the formal comments process (per Faculty Rule [3335-6-04](#)) is
46 followed and the case is forwarded to the college for review, regardless of whether the department chair
47 recommends renewal or nonrenewal.
48

49 **3 Exclusion of Time from Probationary Period**

50

1 Faculty Rule [3335-6-03 \(D\)](#) sets forth the conditions under which a probationary tenure-track faculty
2 member may exclude time from the probationary period. Additional procedures and guidelines can be
3 found in the Office of Academic Affairs [Policies and Procedures Handbook](#).

4 5 **C Tenured Faculty**

6
7 Associate Professors are reviewed annually by the Department Chair. The Department Chair meets with
8 the faculty member to discuss his or her performance and future plans and goals, and prepares a written
9 evaluation on these topics. The faculty member may provide written comments on the review.

10
11 Professors are also reviewed annually by the department chair, who meets with the faculty member to
12 discuss his or her performance and future plans and goals. The annual review of professors is based on
13 their having achieved sustained excellence in the discovery and dissemination of new knowledge relevant
14 to the mission of the tenure initiating unit, as demonstrated by national and international recognition of
15 their scholarship; ongoing excellence in teaching, including their leadership in graduate education in both
16 teaching and mentoring students; and outstanding service to the department, the college, the university,
17 and their profession, including their support for the professional development of assistant and associate
18 professors. Professors are expected to be role models in their academic work, interaction with colleagues
19 and students, and in the recruitment and retention of junior colleagues. As the highest-ranking members
20 of the faculty, the expectations for academic leadership and mentoring for professors exceed those for all
21 other members of the faculty.

22
23 If a professor has an administrative role, the impact of that role and other assignments will be considered
24 in the annual review. The department chair prepares a written evaluation of performance against these
25 expectations. The faculty member may provide written comments on the review.

26 27 **D Tenured Faculty—Regional Campus**

28
29 Annual performance and merit review of the tenured faculty member is first conducted on the regional
30 campus, with a focus on teaching and service. The review then moves to the department and proceeds as
31 described above. In the event of divergence in performance assessment between the regional campus and
32 the department, the department chair discusses the matter with the regional campus dean/director in an
33 effort to clarify and reconcile the divergence, so that the faculty member receives consistent assessment
34 and advice.

35 36 **E Teaching Faculty**

37
38 The annual performance and merit review process for teaching probationary and non- probationary
39 faculty is identical to that for tenure-track probationary and tenured faculty respectively, except that non-
40 probationary teaching faculty may participate in the review of teaching faculty of lower rank.

41
42 In the penultimate contract year of a teaching faculty member's appointment, the chair of GLL shall
43 determine whether the position held by the faculty member will continue. If the position will not continue,
44 the faculty member is informed that the final contract year will be a terminal year of employment. The
45 standards of notice set forth in Faculty Rule [3335-6-08](#) must be observed.

46
47 If the position will continue, a formal performance review for reappointment is necessary in the
48 penultimate contract year to determine whether the faculty member will be offered a new contract. This
49 review proceeds in the same manner as the Fourth-Year Review procedures for tenure track faculty. There
50 is no presumption of renewal of contract.

51

1 **F Associated Faculty**
2

3 Compensated associated faculty members, who are not teaching faculty, in their initial appointment must
4 be reviewed before reappointment. The department chair, or designee, will add a letter of evaluation to
5 each affiliated faculty member's file based on:

- 6
 - 7 • SEIs & SRTs for the previous calendar year and a cumulative report of SEIs;
 - 8 • A brief (1-2 page) self-evaluation by the faculty member of classes from which SEIs and
9 SRTs are drawn, as well as of other contributions to the department and profession;
 - 10 • A peer evaluation of teaching;
 - 11 • A conversation with the faculty member regarding her, his or their performance, future
12 plans, and goals.

12 The department chair's recommendation on renewal of the appointment is final. If the recommendation is
13 to renew, the department chair may extend a multiple year appointment.
14

15 Compensated associated faculty members, who are not teaching faculty, beyond their initial appointment
16 year or on a multiple-year appointment are reviewed annually by the department chair, or designee. The
17 department chair, or designee, prepares a written evaluation based on the procedure outlined in the
18 previous paragraph with the exception that the peer evaluation of teaching need only be repeated bi-
19 annually. Requests from associated faculty members for more frequent observations will be honored. No
20 later than October 15 of the final year of the appointment, the chair will decide whether or not to
21 reappoint. The department chair's recommendation on reappointment is final.
22

23 **G Salary Recommendations**
24

25 The Department Chair recommends annual salary increases and other performance rewards to the
26 divisional dean, who may modify these recommendations. The recommendations are based on the current
27 annual performance and merit review as well as on the performance and merit reviews of the preceding
28 24 months. In formulating recommendations, the department chair consults with the department
29 Executive Committee. Salary increases are formulated in dollar amounts rather than percentage increases,
30 with the goal of distributing available funds in a manner that achieves the optimal distribution of salaries.
31 As a general approach to formulating salary recommendations, the department chair divides faculty into
32 at least four groups based on continuing productivity (high, average, low, and unsatisfactory) and
33 considers market and internal equity issues as appropriate.
34

35 Faculty members who wish to discuss dissatisfaction with their salary increase with the department chair
36 should be prepared to explain how their salary (rather than the increase) is inappropriately low, since
37 increases are solely a means to the end of an optimal distribution of salaries.
38

39 Faculty who fail to submit the required documentation (see Section V-A above) for an annual
40 performance and merit review at the required time will receive no salary increase in the year for which
41 documentation was not provided, except in extenuating circumstances, and may not expect to recoup the
42 foregone raise at a later time. (See also updated Department of Germanic Languages and Literatures
43 Annual Faculty Report in Appendix A.)
44

45 **VI Promotion and Tenure and Promotion Reviews**
46

47 **A Criteria**
48

49 Faculty Rule [3335-6-02](#) provides the following context for promotion and tenure and promotion reviews:
50

1 *In evaluating the candidate's qualifications in teaching, scholarship, and service, reasonable*
2 *flexibility shall be exercised, balancing, where the case requires, heavier commitments and*
3 *responsibilities in one area against lighter commitments and responsibilities in another. In*
4 *addition, as the university enters new fields of endeavor, including interdisciplinary endeavors,*
5 *and places new emphases on its continuing activities, instances will arise in which the proper*
6 *work of faculty members may depart from established academic patterns. In such cases care must*
7 *be taken to apply the criteria with sufficient flexibility. In all instances superior intellectual*
8 *attainment, in accordance with the criteria set forth in these rules, is an essential qualification for*
9 *promotion to tenured positions. Clearly, insistence upon this standard for continuing members of*
10 *the faculty is necessary for maintenance and enhancement of the quality of the university as an*
11 *institution dedicated to the discovery and transmission of knowledge.*

13 **1 Promotion to Associate Professor with Tenure**

14
15 Faculty Rule [3335-6-02](#) provides the following general criteria for promotion to associate professor with
16 tenure:

17
18 *The awarding of tenure and promotion to the rank of associate professor must be based on*
19 *convincing evidence that the faculty member has achieved excellence as a teacher, as a scholar,*
20 *and as one who provides effective service; and can be expected to continue a program of high-*
21 *quality teaching, scholarship, and service relevant to the mission of the academic unit(s) to which*
22 *the faculty member is assigned and to the university.*

23
24 Tenure is not awarded below the rank of associate professor at The Ohio State University.

25
26 The award of tenure is a commitment of lifetime employment. It is therefore essential to evaluate and
27 judge the probability that faculty, once tenured, will continue to develop professionally and contribute to
28 the department's academic mission at a high level for the duration of their time at the university.

29
30 Every candidate is held to a high standard of excellence in all aspects of performance. Accepting
31 weakness in any aspect of performance in making a tenure decision is tantamount to deliberately
32 handicapping the department's ability to perform and to progress academically. Above all, candidates are
33 held to a very high standard of excellence in the areas central to their responsibilities. If a candidate's
34 primary teaching role is and will continue to be undergraduate teaching, then excellence in undergraduate
35 teaching is required. A mediocre performance in this area would not be adequately counterbalanced by
36 excellent performance in another aspect of teaching that is a significantly smaller part of the individual's
37 responsibilities.

38
39 Excellence in teaching, scholarship, and service is moreover defined to include professional ethical
40 conduct in each area of responsibility, consistent with the [American Association of University Professors'](#)
41 [Statement on Professional Ethics](#).

42
43 The accomplishments listed below in the areas of teaching, scholarship, and service are expected of
44 faculty for promotion to associate professor with tenure. In the evaluation of untenured associate
45 professors for tenure, the same criteria apply, along with any others established in writing at the time a
46 senior rank appointment without tenure was offered.

47 **Teaching**

48
49
50 Effective teaching will be judged according to the following criteria: command of a subject; continuous
51 growth in the candidate's fields of expertise; ability to organize material and to present it with logic and

1 conviction at both the undergraduate and graduate levels; objectivity, tolerance, and appreciation of
2 diversity; professional interest in students, both in and outside the classroom; development of new courses
3 or curricula; advising students, supervising theses and dissertations, and serving as a member of
4 candidacy and doctoral examination committees. The Committee will also consider any evidence that
5 indicates the faculty member's ability to awaken in students an awareness of the relationship of their
6 subject(s) to other fields of knowledge, as well as the ability to arouse curiosity in students.

7
8 Teaching excellence is to be measured primarily by means of the Department's Student Reports on
9 Teaching (SRT) forms, the tabulated results of the Student Evaluation of Instructor (SEI) forms and peer
10 evaluations. In accordance with Department and College policies, all courses taught by faculty at all ranks
11 must be evaluated by means of the SRT and SEI instruments, which are to be administered by someone
12 other than the instructor.

13
14 The Chair of the Committee of the Eligible Faculty will be responsible for selecting peer reviewers for the
15 candidate.

16
17 The Chair and those charged with conducting the annual and promotion-and-tenure reviews will have
18 access to these documents and to any additional documentation (e.g., a statement on teaching philosophy
19 and objectives) that may be helpful in conducting the review.

20
21 Faculty members will be responsible for making any discursive student evaluations that they use available
22 to the Department. Such instruments will be retained in the departmental files for use in annual reviews
23 and promotion-and-tenure deliberations.

24 25 **Scholarship**

26
27 Scholarship is central to the mission of the Department: it leads to better teaching, to innovation in the
28 continuing review of the curriculum, and to the professional growth of the faculty. Accordingly, any
29 departmental recommendations for the promotion of a candidate to the rank of Associate Professor with
30 tenure must be based on convincing evidence that the candidate has achieved excellence and recognition
31 in this area, as is appropriate to faculty at a major research institution; that the candidate has taken an
32 active role in the community of scholars by publications, regular conference participation, and other
33 professional activities; and that the candidate can be expected to continue to develop a program of high-
34 quality scholarship relevant to the mission of the Department.

35
36 Scholarship may take various forms, but all of them should have a clear relation to the Department's
37 mission. Some scholarship may emphasize the generation or reinterpretation of knowledge; other
38 scholarship may introduce new approaches or apply existing approaches to a new body of material; still
39 other scholarship may emphasize more pedagogical concerns and incorporate theoretical advances in
40 methods of teaching and/or language acquisition or apply technology in innovative and creative ways.

41
42 In evaluating scholarly and creative work, the kind, scope, and quality of each publication will be
43 considered. In general, monographic and comprehensive works (books, monographs, articles, etc.) based
44 on original research will be attributed the highest value when published in high-quality venues, especially
45 when peer-reviewed. The Committee recognizes that publications in our field will frequently be written in
46 languages other than English and printed in journals or by presses outside the USA. Here as elsewhere,
47 the quality of the journal, series, press, or volume in which the work is published will be carefully
48 assessed.

49
50 In recommending Assistant Professors in the fields of literature and cultural studies for promotion and
51 tenure, the typical expectation is a book (either published or under board-approved contract and in

1 production), as well as other evidence of scholarly productivity in the form of refereed journal articles
2 and/or book chapters and conference papers. In the other fields, similar evidence of scholarly
3 productivity is expected, and the publication of a book is highly desirable. However, for candidates in
4 linguistics, the publication of a series of substantive refereed articles may be judged to represent work and
5 accomplishment comparable to the publication of a book in other fields. The same is true in language
6 methodology/ pedagogy, where the publication of innovative textbooks or instructional software that
7 incorporate or present theoretical ideas or advances in methods of teaching may be judged to be
8 equivalent to monographic works when accompanied by theoretical articles published in high-quality
9 refereed journals; and in philology, where the publication of editions of texts with critical apparatus may
10 be given considerable weight as evidence of scholarly productivity.

11
12 By themselves, edited journals and other collections, translations with scholarly apparatus, bibliographies,
13 and reviews, notes and other short pieces are normally insufficient to constitute grounds for promotion to
14 associate professor with tenure, although such works in combination with original research may provide
15 evidence of scholarly excellence, as may the winning of grants in national and international competitions.

16
17 In evaluating scholarly achievement, the Department will consider both quality and quantity. The
18 principal measure of scholarly productivity will be works that have already been published or that are
19 under final, board-approved contract and in production. There must also be evidence that the Assistant
20 Professor will continue to make original and significant scholarly contributions in the future. Typically,
21 this is provided by a consistent record of productivity beyond the Ph.D. dissertation and a well-articulated
22 research agenda.

23 24 **Service**

25
26 For promotion to associate professor with tenure, a faculty member is expected to have:

- 27
- 28 • made substantive contributions to the governance of the department in a manner that facilitates
- 29 positive contributions by others
- 30 • demonstrated the potential for useful contributions to the profession

31 32 **2 Promotion to Professor**

33
34 Faculty Rule [3335-6-02](#) establishes the following general criteria for promotion to the rank of professor:

35
36 *Promotion to the rank of professor must be based on convincing evidence that the faculty member*
37 *has a sustained record of excellence in teaching; has produced a significant body of scholarship*
38 *that is recognized nationally or internationally; and has demonstrated leadership in service.*

39
40 Promotion to professor in the Department of Germanic Languages and Literatures takes the pursuit of
41 scholarly excellence as its core value. The Department also recognizes that a career may consist of
42 various phases in which a concentration on scholarly activity, teaching, or administrative/professional
43 service creates a composite professional life. Promotion to professor typically requires excellence in
44 scholarship. Where a candidate has made truly extraordinary contributions in the areas of teaching or
45 service, that record may warrant promotion in combination with a less extensive, though excellent record
46 of continued productivity in scholarship. Excellence in scholarship means attainment of measurable
47 national or international recognition based on an appropriate amount and rate of high quality published
48 research and/or other relevant creative endeavors. A successful candidate will have achieved national
49 distinction as a scholar and have an emerging international reputation. Excellence in teaching means the
50 provision to all students of the opportunity to realize their full capabilities for learning and, to the most
51 capable and motivated students, an enhanced learning experience. It can be measured by the attainment of

1 national or international recognition, as evidenced by pedagogical publications, awards, honors, and/or
2 critical student outcomes. Excellence in service means the provision of a high level of professional
3 expertise and experience to one or more publics – including the university, the Columbus community, the
4 State of Ohio, the nation, and professional organizations. External hires at the associate professor or
5 professor level with tenure will demonstrate the same accomplishments in scholarship, teaching and
6 service as persons promoted within the university. For all, the substantial probability that a high rate of
7 quality scholarship and/or excellence in teaching and service will continue needs to be established. The
8 claim that retention of the candidate will improve the overall quality and standing of the unit needs to be
9 supported.

10
11 Excellence in teaching may be demonstrated through success in developing student interests in the subject
12 area(s), effectiveness in conveying to students the essentials of the subject(s) taught, and a willingness to
13 demand of students clear evidence of intellectual growth. Wherever appropriate and in accord with
14 teaching assignments, attention should be given not only to a faculty member's involvement in graduate
15 students' M.A. or Ph.D. examinations or preparation of theses or dissertations and undergraduate honors
16 theses, but also to his/her availability and effectiveness as a formal or informal advisor. To the extent
17 possible and feasible, the Department should also attach importance to the determinable progress and
18 success of students under a faculty member's guidance and direction—both during and following their
19 graduate careers—to evaluate the faculty member's contribution (as mentor, advisor, recommender,
20 advocate, etc.) to that progress and success.

21
22 A candidate for promotion to the rank of Professor is expected to present substantial publication beyond
23 that which earned promotion to the rank of Associate Professor. In the fields of literature and cultural
24 studies, this will typically mean that the candidate has a second book published or under final board-
25 approved contract and in production, or an extensive and sustained body of writing on a specific topic or
26 area. A candidate must have articles, book chapters, edited work, and conference papers beyond those
27 considered for promotion to the rank of Associate Professor. A comparable level of accomplishment will
28 be expected of candidates in linguistics, language methodology/ pedagogy, and philology; however, in
29 these fields an additional series of substantive articles may be weighed as an equivalent of the book
30 expected in other fields. Candidates must continue to show other evidence of additional scholarly
31 productivity in the form of articles in major refereed journals, presentations at scholarly meetings, and the
32 gaining of or efforts to gain outside funding for research.

33
34 A candidate for promotion to Professor must also demonstrate leadership in service appropriate to the
35 rank of Professor at a major research institution. This includes guidance of student research, effective
36 service on departmental committees, service on College and University committees, and service beyond
37 the University—such as work with professional organizations in the candidate's field; professional
38 consultantships for foundations, universities, scholarly organizations and publishers; and service as an
39 external reviewer for faculty members at other universities.

40
41 When assessing a candidate's national and international reputation in the field, a national and
42 international reputation for the scholarship of teaching may be counted as either teaching or scholarship.

43
44 In addition, as further specified by Faculty Rule [3335-6-02](#), assessment is in relation to specific assigned
45 responsibilities with reasonable flexibility being exercised in order to balance, where the case requires,
46 heavier responsibilities and commitment in one area against lighter ones in another. Promotion should
47 reflect the reality that (a) not all faculty members have the same distribution of assignments (b) not all
48 faculty members will be able to contribute excellence equally in all evaluation dimensions; and (c) there
49 is a multi-faceted institutional responsibility that must be achieved by the skills of the faculty collectively.
50 Promotion to professor should be awarded not only to those faculty who have demonstrated impact in
51 their scholarship of research and creative inquiry, teaching and learning, and service, but also to those

1 who have exhibited excellence in the scholarship of leadership to make visible and demonstrable impact
2 upon the mission of the department, college, and university.

3
4 In the evaluation of untenured professors for tenure, the same criteria apply, along with any others
5 established in writing at the time a senior rank appointment without tenure was offered.

6 7 **3 Teaching Faculty**

8
9 **a) Promotion to assistant teaching professor** requires that a faculty member has completed their
10 doctoral or other terminal degree in the relevant field or five years of teaching at the tertiary level and be
11 performing satisfactorily in teaching, professional practice, and service.

12 **b) Promotion to associate teaching professor** requires that a faculty member hold a doctoral or other
13 terminal degree in the relevant field or equivalent experience in teaching at the tertiary level, have a
14 documented high level of competence in professional practice; and display the potential for continuing a
15 program of high-quality teaching and service relevant to the mission of the department of GLL. Specific
16 criteria in teaching and service for promotion to associate professor of teaching are similar to those for
17 promotion to associate professor with tenure.

18 **c) Promotion to teaching professor** requires that a faculty member have a record of continuing
19 professional growth and increasing quality of contributions, including a sustained record of excellence in
20 teaching and/or practicum supervision and professional practice; leadership in service to GLL and to the
21 profession; and production and dissemination of scholarly materials pertinent to pedagogy and/or
22 professional practice.

23 24 **4 Regional Campus Faculty**

25
26 The primary function of the regional campuses is to provide high-quality undergraduate instruction and to
27 serve the academic needs of their communities. With this consideration in mind, in evaluating regional
28 campus faculty for promotion and tenure or promotion, the department will give greater emphasis to the
29 quality of teaching and service relative to scholarship. Recognizing that the character and quantity of
30 scholarship by regional campus faculty may differ from that of Columbus campus faculty, due to the
31 weight of other responsibilities and lack of access to comparable resources, the department nevertheless
32 expects regional campus faculty to establish a program of high-quality scholarly activity.

33 34 **B Procedures**

35
36 The department's procedures for promotion and tenure and promotion reviews are fully consistent with
37 those set forth in Faculty Rule [3335-6-04](#) and the Office Academic Affairs annually updated procedural
38 guidelines for promotion and tenure reviews found in Volume 3 of the [Policies and Procedures](#)
39 [Handbook](#). The following sections, which state the responsibilities of each party to the review process,
40 apply to all faculty members in the department.

41 42 **1 Candidate Responsibilities**

43
44 Candidates are responsible for submitting a complete, accurate dossier fully consistent with Office of
45 Academic Affairs guidelines. Candidates should not sign the Office of Academic Affairs Candidate
46 Checklist without ascertaining that they have fully met the requirements set forth in the Office of
47 Academic Affairs core dossier outline including, but not limited to, those highlighted on the checklist.

48
49 Candidates must submit a copy of the APT document under which they wish to be reviewed. Candidates
50 may submit the department's current APT document; or, alternatively, they may elect to be reviewed
51 under either (a) the APT document that was in effect on their start date, or (b) the APT document that

1 was in effect on the date of their last promotion, whichever of these two latter documents is the more
2 recent. However, the current APT document must be used if the letter of offer or last promotion,
3 whichever is more recent, was more than 10 years before April 1 of the review year. The APT document
4 must be submitted when the dossier is submitted to the department.
5

6 If external evaluations are required, candidates are responsible for reviewing the list of potential external
7 evaluators developed by the department chair and the Committee of the Eligible Faculty. The candidate
8 may add no more than three additional names, but is not required to do so. The candidate may request the
9 removal of no more than two names, providing the reasons for the request. The department chair decides
10 whether removal is justified. (Also see External Evaluations below.)
11

12 **2 Committee of the Eligible Faculty Responsibilities**

13
14 The responsibilities of the Committee of the Eligible Faculty are as follows:
15

- 16 • To review this document annually and to recommend proposed revisions to the faculty.
17
- 18 • To consider annually, in spring semester, requests from faculty members seeking a non-
19 mandatory review in the following academic year and to decide whether it is appropriate for such
20 a review to take place. Only professors on the committee may consider promotion review
21 requests to the rank of professor. A two-thirds majority of those eligible to vote on a request
22 must vote affirmatively for the review to proceed.
23
 - 24 ○ The committee bases its decision on assessment of the record as presented in the faculty
25 member's CV and on a determination of the availability of all required documentation for
26 a full review (student and peer evaluations of teaching). Lack of the required
27 documentation is necessary and sufficient grounds on which to deny a non-mandatory
28 review.
29
 - 30 ○ A tenured faculty member may only be denied a formal promotion review under Faculty
31 Rule [3335-6-04](#) for one year. If the denial is based on lack of required documentation and
32 the faculty member insists that the review go forward in the following year despite
33 incomplete documentation, the individual should be advised that such a review is
34 unlikely to be successful.
35
 - 36 ○ Consistent with Office of Academic Affairs policy, only faculty members who are
37 citizens or permanent residents of the United States may be considered for non-
38 mandatory tenure review. The committee must confirm with the department chair that an
39 untenured faculty member seeking non-mandatory tenure review is a U.S. citizen or
40 permanent resident (has a "green card"). Faculty members not eligible for tenure due to
41 lack of citizenship or permanent residency are moreover not considered for promotion by
42 this department.
43
 - 44 ○ A decision by the committee to permit a review to take place in no way commits the
45 eligible faculty, the department chair, or any other party to the review to making a
46 positive recommendation during the review itself.
47
- 48 • Annually, in late spring through early autumn semester, to provide administrative support for the
49 promotion and tenure review process as described below.
50

- 1 ○ **Late Spring:** Select from among its members a Procedures Oversight Designee who will
- 2 serve in this role for the following year. The Procedures Oversight Designee cannot be
- 3 the same individual who chairs the committee. The Procedures Oversight Designee's
- 4 responsibilities are described in the Office of Academic Affairs annual procedural
- 5 guidelines.
- 6
- 7 ○ **Late Spring:** Suggest names of external evaluators to the department chair.
- 8
- 9 ○ **Early Autumn:** Review candidates' dossiers for completeness, accuracy (including
- 10 citations), and consistency with Office of Academic Affairs requirements; and work with
- 11 candidates to assure that needed revisions are made in the dossier before the formal
- 12 review process begins.
- 13
- 14 ○ Meet with each candidate for clarification as necessary and to provide the candidate an
- 15 opportunity to comment on his or her dossier. This meeting is not an occasion to debate
- 16 the candidate's record.
- 17
- 18 ○ Draft an analysis of the candidate's performance in teaching, scholarship and service to
- 19 provide to the full eligible faculty with the dossier; and seek to clarify any inconsistent
- 20 evidence in the case, where possible. The committee neither votes on cases nor takes a
- 21 position in presenting its analysis of the record.
- 22
- 23 ○ Revise the draft analysis of each case following the faculty meeting, to include the
- 24 faculty vote and a summary of the faculty perspectives expressed during the meeting; and
- 25 forward the completed written evaluation and recommendation to the department chair.
- 26
- 27 ○ Provide a written response, on behalf of the eligible faculty, to any candidate comments
- 28 that warrant response, for inclusion in the dossier.
- 29
- 30 ○ Provide a written evaluation and recommendation to the department chair in the case of
- 31 joint appointees whose tenure-initiating unit is another department. The full eligible
- 32 faculty does not vote on these cases since the department's recommendation must be
- 33 provided to the other tenure-initiating unit substantially earlier than the committee begins
- 34 meeting on this department's cases.
- 35
- 36 ● To review thoroughly and objectively every candidate's dossier in advance of the meeting at
- 37 which the candidate's case will be discussed.
- 38
- 39 ● To attend all eligible faculty meetings except when circumstances beyond one's control prevent
- 40 attendance; to participate in discussion of every case; and to vote.
- 41

42 **3 Department Chair Responsibilities**

43
44 The responsibilities of the department chair are as follows:

- 45
- 46 ● To charge each member of the Committee of the Eligible Faculty to conduct reviews free of bias
- 47 and based on criteria.
- 48
- 49 ● Where relevant, to verify the prospective candidate's residency status. Faculty members who are
- 50 neither citizens nor permanent residents of the United States may not undergo a non-mandatory

1 review for tenure, and tenure will not be awarded as the result of a mandatory review until
2 permanent residency status is established. Faculty members not eligible for tenure due to lack of
3 citizenship or permanent residency are moreover not considered for promotion by this
4 department.
5

- 6 • **Late Spring Semester:** To solicit external evaluations from a list including names suggested by
7 the Committee of the Eligible Faculty, the chair and the candidate. (Also see External
8 Evaluations below.)
9
- 10 • To solicit an evaluation from a TIU head of any TIU in which the candidate has a joint
11 appointment.
12
- 13 • To make adequate copies of each candidate's dossier available in an accessible place for review
14 by the eligible faculty at least two weeks before the meeting at which specific cases are to be
15 discussed and voted.
16
- 17 • To remove any member of the eligible faculty from the review of a candidate when the member
18 has a conflict of interest but does not voluntarily withdraw from the review.
19
- 20 • To attend the meetings of the eligible faculty at which promotion and tenure matters are discussed
21 and respond to questions raised during the meeting. The department chair will leave the meeting
22 to allow open discussion among the eligible faculty members.
23
- 24 • **Mid-Autumn Semester:** To provide an independent written evaluation and recommendation for
25 each candidate, following receipt of the eligible faculty's completed evaluation and
26 recommendation.
27
- 28 • To meet with the eligible faculty to explain any recommendations contrary to the
29 recommendation of the committee.
30
- 31 • To inform each candidate in writing after completion of the department review process:
32
 - 33 ○ of the recommendations by the eligible faculty and department chair
 - 34
 - 35 ○ of the availability for review of the written evaluations by the eligible faculty and
36 department chair
 - 37
 - 38 ○ of the opportunity to submit written comments on the above material, within ten days
39 from receipt of the letter from the department chair, for inclusion in the dossier. The letter
40 is accompanied by a form that the candidate returns to the department chair, indicating
41 whether or not he or she expects to submit comments.
42
- 43 • To provide a written response to any candidate comments that warrants response for inclusion in
44 the dossier.
45
- 46 • To forward the completed dossier to the college office by that office's deadline, except in the case
47 of associated faculty for whom the department chair recommends against promotion. A negative
48 recommendation by the department chair is final in such cases.
49

- 1 • To receive the Committee of the Eligible Faculty’s written evaluation and recommendation of
2 candidates who are joint appointees from other tenure-initiating units, and to forward this
3 material, along with the department chair's independent written evaluation and recommendation,
4 to the department chair of the other tenure-initiating unit by the date requested.
5

6 **4 Procedures for Regional Campus Faculty**

7
8 Regional campus faculty are first reviewed by the regional campus faculty according to the process
9 established on that campus and then by the regional campus dean/director. The regional campus review
10 focuses on teaching and service.

11
12 The regional campus dean/director forwards the written evaluation and recommendation of the regional
13 campus review to the department chair, from which point the review follows the procedures described for
14 the Columbus campus faculty.
15

16 **5 External Evaluations**

17
18 External evaluations of scholarly activity and research are obtained for all promotion reviews in which
19 scholarship must be assessed. These include all tenure-track promotion and tenure or promotion reviews
20 and all adjunct faculty promotion reviews.
21

22 External evaluations of research and scholarly activity are not obtained for teaching faculty members
23 unless the faculty member has been involved in a significant amount of research. The decision to seek
24 external evaluations for a teaching faculty member will be made by the department chair after consulting
25 with the candidate and the chair of the Committee of Eligible Faculty.
26

27 A minimum of five credible and useful evaluations must be obtained. A credible and useful evaluation:

- 28
- 29 • Is written by a person highly qualified to judge the candidate's scholarship (or other performance,
30 if relevant) who can give an “arms’ length” evaluation of the research record and is not a close
31 personal friend, research collaborator, or former academic advisor or post-doctoral mentor of the
32 candidate. Qualifications are generally judged on the basis of the evaluator's expertise, record of
33 accomplishments, and institutional affiliation. This department will only solicit evaluations from
34 professors at institutions comparable to Ohio State. In the case of an assistant professor seeking
35 promotion to associate professor with tenure, a minority of the evaluations may come from
36 associate professors.
37
 - 38 • Provides sufficient analysis of the candidate's performance to add information to the review. A
39 letter's usefulness is defined as the extent to which the letter is analytical as opposed to
40 perfunctory. Under no circumstances will “usefulness” be defined by the perspective taken by an
41 evaluator on the merits of the case.
42

43 Since the department cannot control who agrees to write and or the usefulness of the letters received,
44 more letters are sought than are required, and they are solicited no later than the end of the spring
45 semester prior to the review year. This timing allows additional letters to be requested should fewer than
46 five useful letters result from the first round of requests.
47

48 As described above, a list of potential evaluators is assembled by the Committee of the Eligible Faculty,
49 the department chair, and the candidate. If the evaluators suggested by the candidate meet the criteria for
50 credibility, a letter is requested from at least one of those persons. Faculty Rule [3335-6-04](#) requires that
51 no more than half the external evaluation letters in the dossier be written by persons suggested by the

1 candidate. In the event that the person(s) suggested by the candidate do not agree to write, neither the
2 Office of Academic Affairs nor this department requires that the dossier contain letters from evaluators
3 suggested by the candidate.
4

5 The department follows the Office of Academic Affairs suggested format for letters requesting external
6 evaluations. A sample letter for tenure-track faculty can be found [here](#). A sample letter for teaching
7 faculty can be found [here](#).
8

9 Under no circumstances may a candidate solicit external evaluations or initiate contact in any way with
10 external evaluators for any purpose related to the promotion review. If an external evaluator should
11 initiate contact with the candidate regarding the review, the candidate must inform the evaluator that such
12 communication is inappropriate and report the occurrence to the department chair, who will decide what,
13 if any, action is warranted (requesting permission from the Office of Academic Affairs to exclude that
14 letter from the dossier). It is in the candidate's self-interest to assure that there is no ethical or procedural
15 lapse, or the appearance of such a lapse, in the course of the review process.
16

17 All solicited external evaluation letters that are received must be included in the dossier. If concerns arise
18 about any of the letters received, these concerns may be addressed in the department's written evaluations
19 or brought to the attention of the Office of Academic Affairs for advice.
20

21 **6 Dossier**

22

23 As noted above under Candidate Responsibilities, every candidate must submit a complete and accurate
24 dossier that follows the Office of Academic Affairs dossier outline. While the Committee of the Eligible
25 Faculty makes reasonable efforts to check the dossier for accuracy and completeness, the candidate bears
26 full responsibility for all parts of the dossier that are to be completed by the candidate.
27

28 The complete dossier, including the documentation of teaching noted in bold below, is forwarded when
29 the review moves beyond the department. The documentation of scholarship and service noted below is
30 for use during the department review only, unless reviewers at the college and university levels
31 specifically request it.
32

- 33 • Any published materials presented for consideration should be in the form of reprints,
34 photocopies of journal articles, or other final form that documents actual publication. An author's
35 manuscript does not document publication.
36
- 37 • Under no circumstances should faculty solicit evaluations from any party for purposes of the
38 review.
39

40 **1 Teaching**

41

42 The time period for material included in the dossier for probationary faculty is the start date to present.
43 For tenured or non-probationary faculty it is the date of last promotion or the last five years, whichever is
44 less, to present. Examples of documentation include:
45

- 46 • cumulative eSEI reports (Student Evaluation of Instruction computer-generated summaries
47 prepared by the Office of the University Registrar) for every class
- 48 • departmental Student Reports on Teaching (SRT) forms
- 49 • peer evaluation of teaching reports

- 1 • Copies of pedagogical papers, books or other materials published, or accepted for
- 2 publication. Material accepted for publication but not yet published must be accompanied by a
- 3 letter from the publisher stating that the work has been unequivocally accepted and is in final
- 4 form with no further revisions needed.
- 5 • teaching activities as listed in the core dossier including
- 6 ○ involvement in graduate/professional exams, theses, and dissertations, and undergraduate
- 7 research
- 8 ○ mentoring postdoctoral scholars and researchers
- 9 ○ extension and continuing education instruction
- 10 ○ involvement in curriculum development
- 11 ○ awards and formal recognition of teaching
- 12 ○ presentations on pedagogy and teaching at national and international conferences
- 13 ○ adoption of teaching materials at other colleges or universities
- 14 • other relevant documentation of teaching as appropriate

15

16 **2 Scholarship**

17

18 The time period for material included in the dossier for probationary faculty is the start date to present.

19 For tenured or non-probationary faculty it is the date of last promotion to present. Examples of

20 documentation include:

- 21
- 22 • Copies of all books, articles, and scholarly papers published or accepted for publication. Papers
- 23 accepted for publication but not yet published must be accompanied by a letter from the publisher
- 24 stating that the paper has been unequivocally accepted and is in final form, with no further
- 25 revisions needed.
- 26 • documentation of grants and contracts received
- 27 • other relevant documentation of research as appropriate (published reviews including publications
- 28 where one's work is favorably cited, grants and contract proposals that have been submitted)
- 29 • scholarship activities as listed in the core dossier including
- 30 ○ documentation of creative works pertinent to the candidate's professional focus including
- 31 artwork, choreography, collections, compositions, curated exhibits, moving images,
- 32 multimedia, performances, radio, recitals, recordings, television, and websites
- 33 ○ documentation of inventions, patents, disclosures, options and commercial licenses
- 34 ○ list of prizes and awards for research, scholarly, or creative work

35

36 **3 Service**

37

38 The time period for material included in the dossier for probationary faculty is the start date to present.

39 For tenured or non-probationary faculty it is the date of last promotion to present. Examples of

40 documentation include:

- 41
- 42 • service activities as listed in the core dossier including
- 43 ○ involvement with professional journals and professional societies
- 44 ○ consultation activity with industry, education, or government
- 45 ○ clinical services
- 46 ○ administrative service to department
- 47 ○ administrative service to college
- 48 ○ administrative service to university and Student Life
- 49 ○ advising to student groups and organizations
- 50 ○ awards and prizes for service to profession, university, or department

- any available documentation (e.g. letters from committee chairs) of the quality of service that enhances the list of service activities in the dossier

VII Appeals

Faculty Rule [3335-6-05](#) 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.

VIII Seventh-Year Reviews

Faculty Rule [3335-6-05](#) 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.

IX Procedures for Student and Peer Evaluation of Teaching

A Student Evaluation of Teaching

Use of the Student Evaluation of Instruction (eSEI) and the Student Reports on Teaching (SRT) is required in every course offered in this department. Faculty members should choose a day late in the semester when attendance is likely to be high if s/he is going to provide in-class time for students to complete the evaluation using a mobile application. The faculty member must leave the classroom during the time allotted for completing the evaluation. The faculty member should reiterate to students that the feedback provided in the evaluations is used both for performance reviews and to provide feedback that can be taken into account in future teaching.

B Peer Evaluation of Teaching

The Chair of the Committee of the Eligible Faculty oversees the department's peer evaluation of teaching process. Reasonable efforts are made to distribute service among the tenured faculty in order to support and encourage attention to the quality of teaching in the department. Although there is no presumption that a peer reviewer must be of equal or higher rank than the faculty member being reviewed, such a model will be followed to the extent possible.

The responsibilities of the Committee with regard to peer evaluation of teaching are as follows:

- to review the teaching of probationary tenure-track and probationary teaching faculty at least once per year during the first two years of service, and at least twice more during the remainder of the probationary period, with the goal of assessing teaching at all the levels of instruction to which the faculty member is assigned
- to review the teaching of tenured associate professors and non-probationary associate teaching professors at least once per year, with the goal of assessing teaching at all the levels of instruction to which the faculty member is assigned over a three year period

- 1 • to review the teaching of tenured professors and non-probationary teaching professors at least
2 once every four years with the goal of assessing teaching at all the levels of instruction to which
3 the faculty member is assigned during the year of the review
4
- 5 • To review, upon the department chair's request, the teaching of any faculty member not currently
6 scheduled for review. Such reviews are normally triggered by low or declining student
7 evaluations or other evidence of the need for providing assistance in improving teaching.
8
- 9 • To review the teaching of a faculty member not currently scheduled for review, upon that
10 individual's request, to the extent that time permits. Reviews conducted at the request of the
11 faculty member are considered formative only. The department chair is informed that the review
12 took place, but the report is given only to the faculty member who requested the review. Faculty
13 seeking formative reviews should also seek the services of the [Drake Institute for Teaching and](#)
14 [Learning](#).
15

16 Reviews conducted upon the request of the department chair or the faculty member focus on the specific
17 aspects of instruction requested by the chair or faculty member and may or may not include class
18 visitations
19

20 Regularly scheduled peer teaching evaluations (the first three situations listed above) are comprehensive
21 and should include, in addition to class visitation, review of course syllabi and related instruction
22 materials. In the case of peer review for the purposes of promotion and tenure reviews, the class visitation
23 is conducted by one or more senior peers whom the promotion and tenure chair has identified in
24 consultation with the candidate. The peer reviewer should meet with the candidate to establish a time for
25 the visit and to understand the goals of the course and the candidate's teaching philosophy. If possible, the
26 peer reviewer should attend two different class sessions over the course of the semester.
27

28 In observing the course and reviewing the syllabus and other materials, the peer reviewer should focus on
29 such issues as the appropriateness of the course design given the goals and level of the course, the quality
30 and effectiveness of the instructional materials and assessment tools, and the appropriateness of the
31 approach relative to current disciplinary knowledge. At the conclusion of the class visits, the reviewer
32 meets with the candidate to give feedback and also submits a written report to the department chair,
33 copied to the candidate. The candidate may provide written comments on this report and the reviewer
34 may respond if he/she wishes. The reports are included in the candidate's promotion and tenure dossier.

Appendix A

Department of Germanic Languages and Literatures Annual Faculty Report

Name

Calendar Year

I. Courses Taught

	Course number, title and number of students
SP	
SU	
AU	

Comments:

II. Scholarship (Please give complete bibliographical details; attach additional pages(s) if necessary; include items officially accepted for publication in the calendar year that have not yet appeared; with the one exception of category K, list only work that appeared, was accepted, or was undertaken in the year previous to the calendar year of this report).

A. Books:

B. Edited Volumes:

C. Journals Edited:

D. Articles and Essays:

- E. Book Reviews:

- F. Invited Lectures:

- G. Panels and Papers (give title of panel or paper, sponsoring organization, location of meeting, and month):

- H. Research in Progress (be as specific as necessary to convey the theme, nature, and envisioned result of your work; what precisely was accomplished in the calendar year):

- I. Evaluation of Scholarship (reading scholarly manuscripts; contributing editor, editorial board, external P&T reader):

- J. Other:

- K. List here books that appeared in the year previous to the calendar year of this report:

Comments:

III. Involvement with Graduate Students and Undergraduate Honors Students

- A. Dissertation Advising
 - (1) Completed (give name of student, title, and month of completion):

 - (2) In Progress (give name of student and topic or title):

- B. Dissertation Committees
 - (1) Completed (give name of student, title, and month of completion):

(2) In Progress (give name of student and topic or title):

C. M.A. Thesis Committees

(1) Completed (give name of student, title, and month of completion; asterisk those where you served as chairperson):

(2) In Progress (give name of student and topic or title; asterisk those where you are serving as chairperson):

D. Honors Thesis Committees

(1) Completed (give name of student, title, and month of completion; asterisk those where you served as chairperson):

(2) In Progress (give name of student and topic or title; asterisk those where you are serving as chairperson):

E. Departmental Candidacy Examination Committee(s) (indicate name of student, month, and asterisk those where you served as chairperson):

F. Master's Examination Committee(s) (indicate name of student, month, and asterisk those where you served as chairperson):

G. Graduate School Representative at Candidacy Examinations in other departments (indicate name of student, department, and month):

Comments:

IV. Offices Held and Committee Assignments

A. Department:

B. College of Arts and Sciences:

C. University:

D. Profession:

Comments (note any especially time-consuming committee assignments and briefly describe what was involved):

V. Grant Proposals (list title of proposal; name of agency or award; and amount of funding sought or received):

A. Awarded:

B. Submitted (give date(s)):

Comments:

VI. Recognitions, Honors, and Awards Received: