



Ohio Administrative Code

Rule 3339-7-08 The tenure and promotion process.

Effective: November 1, 2021

For the policy regarding eligibility to participate in the tenure and promotion process, see rule 3339-3-15 of the Administrative Code.

(A) Candidates preparation of tenure and promotion materials

Individuals in the final year of their probationary period and those tenured members of the instructional staff who wish to be considered for promotion are responsible for assembling and submitting a dossier of accomplishments and relevant supporting materials (the application) to their tenure initiating unit (tiu). Candidates may solicit suggestions from the head of the tiu (department chair or program director) as to appropriate materials. The "promotion and tenure guidelines for dossier preparation" are reviewed and approved each year by university senate.

A candidate may amend or supplement the application at any time prior to the academic deans final recommendation (including reconsideration). Once the academic dean has made a final recommendation, the application may not be amended or supplemented. If the candidate elects to amend or supplement the application after the dossier has been forwarded from the tiu to the academic dean for consideration, the academic dean will share the amended/supplemented dossier with the tiu. The tiu may elect to amend, supplement, or reverse its recommendation based on the amended/supplemented application.

(B) Departmental evaluation

To evaluate candidates seeking tenure, members of the promotion and tenure committee must hold the rank of associate or professor with tenure. To evaluate candidates seeking promotion to professor, members of the promotion committee must hold the rank of professor with tenure. Lecturers and clinical/professionally licensed faculty may not vote in matters involving the promotion and/or tenure of faculty in tenure-eligible ranks.



There shall be a minimum of three members on the promotion and tenure committee. If a committee has fewer than three members, a process for selecting additional faculty from an appropriate cognate area shall be established by the department or academic division.

After receiving the positive or negative recommendation of the department tenure or promotion committee, the department chair makes a positive or negative recommendation on the application to the divisional dean. The department's recommendation to the dean may be a joint report of the committee and the department chair or program director (when appropriate). However, if the recommendations of the committee and the department chair or program director (when appropriate) differ, both are transmitted to the dean. The promotion and tenures guidelines for dossier preparation is reviewed and approved each year by university senate.

(C) Divisional evaluation

The faculty of each division may develop procedures for divisional handling of tenure and promotion matters. The dean of the division is responsible for making a positive or negative recommendation on each application for tenure or promotion. If the dean's recommendation differs from the department chairs, the program directors (when appropriate), or the department committees, the dean will discuss the case with the department chair the program director (when appropriate), or the committee (as appropriate) prior to the university promotion and tenure committee meeting.

(D) University promotion and tenure committee evaluation

The committee consists of the provost as chair, the deans of the six academic divisions, and six tenured members of the instructional staff (one from each of the academic divisions) appointed by the provost with the president's approval. Members serve staggered three-year terms. The committee is charged with making promotion and tenure recommendations to the provost. These recommendations may relate to university wide promotion and tenure policies and procedures or to individuals being recommended for promotion and/or for the conferral of tenure. The provost will appoint a representative from the office of the provost to serve as secretary without vote.

(E) Provost, president, and board of trustees evaluation



Candidates who receive a positive recommendation from the university promotion and tenure committee are advanced to the provost for consideration. Candidates who receive a positive recommendation from the provost are advanced to the president for consideration. Candidates who have the positive recommendation of the president are advanced to the board of trustees. Final action is taken by the board of trustees. If granted, tenure and/or promotion is conferred effective the next July first and is not specific to a given campus.

(F) Procedure when a negative tenure recommendation is about to be made

In the event any individual or committee is about to make a negative tenure recommendation, the annual written evaluations described in rule 3339-7-05 of the Administrative Code, annual review of probationary members of the instructional staff, will be reviewed by the individual or committee and appended to the candidates tenure application.

(G) Notification of recommendation by any individual or committee

A candidate who receives a positive recommendation is notified as soon as possible.

A candidate who receives a negative recommendation is notified in writing with a statement of reasons for the negative recommendation. This written statement of reasons, which becomes part of the record, must be given no later than ten working days from the date the negative recommendation is made.

(H) Effect of degree completion on promotion

No promotion is effected solely by the completion of a degree. In those cases where an individuals appointment letter offers a rank contingent upon the completion of a degree, rank will be assigned as of the first day of the first regular academic term following award of the degree or the next July first, whichever is earlier.