

The Ohio State University Libraries

GUIDELINES FOR VISITING COMMITTEES TO CANDIDATES FOR TENURE*

Responsible Committee: AP&T

History: 9/77; rev.6/80; rev.3/87; rev.3/93; rev.5/01; rev. 6/05

As part of the AP&T Sixth-year review process, the Chair appoints two members of AP&T to serve on the visiting committee for the candidate. The Procedures Oversight Designee (POD) contacts the candidate and asks the candidate to select a tenured member of the Libraries' faculty (someone outside the candidate's yearly evaluation process, and not a member of the AP&T Committee) to serve as the third member of the visiting committee. The candidate notifies the Vice-Chair of AP&T and the POD who the third member of the committee will be. The Vice-Chair will notify the Human Resources office to permit access to the faculty member's files.

The candidate should prepare a summary statement (one page) regarding his/her most important activities, emphasizing those of an innovative nature. The candidate will give copies of the statement to each member of the visiting committee before their meeting with the candidate. All members of the visiting committee will also review the personnel file before meeting with the candidate.

A visiting committee visit generally takes the form of an interview in which the candidate's teaching role and research in progress are discussed. However, when feasible, the candidate is also observed and evaluated in the performance of faculty responsibilities.

The interview is conducted in a conversational manner. The candidate is asked to describe a typical day or week, or other period of time, discussing the principal aspect of his/her teaching activities, emphasizing the relative importance of these and how time is allotted to them; and, if possible, some awareness of the impact such performance has on colleagues and patrons. The candidate should be prepared to outline short-term and long-term goals for his/her area and goals for professional enrichment. Discussion of past and present memberships and activities in professional organizations and about completed and on-going research is relevant.

The visiting committee prepares a summary evaluative statement, based on the visit/interview. This report should not include recommendations regarding tenure or promotion. The Committee on Appointment, Promotion and Tenure reviews and discusses this report during the final stage of their deliberations.

*See also:

[Ohio State University Libraries Pattern of Administration](#), Section VI.D.2;
[Appointments, Promotion, and Tenure: Criteria and Procedures for the University Libraries](#),
Section VI.B.3.d.