The Ohio State University Libraries

Committee on Appointment, Promotion and Tenure: STANDING RULES

Responsible Committee: AP&T

History: 9/84 (Superseded “Evaluation Procedures for Faculty Appointments, Promotions and Tenure” 1/77); rev. 6/78, rev. 4/81; rev. 3/87; rev. 7/90; rev. 3/93; rev. 10/94; rev. 2/01; rev. 2/02; rev. 6/05; rev. 3/11; rev. 3/13; rev. 8/14; rev 10/18; rev 1/19; rev 12/19

I. ELECTIONS

A. The twelve members of the Committee are elected at-large by the tenure-track faculty of the University Libraries. One-third of the members are elected each year.

B. Members are elected for three-year terms. Elections are held in the fall of each year. Terms shall begin January 1.

C. Should a vacancy occur, an election will be held to fill the unexpired term.

D. The Faculty Secretary and the Chair of the Faculty Advisory Council shall supervise all elections to the Committee and count the votes. If a tie will prevent a vacancy from being filled, a runoff election will be held. The Faculty Secretary shall transmit the outcome of the election to the faculty as soon as practicable after the election.

E. The Faculty Secretary shall create and distribute a preliminary ballot of all faculty eligible for election to this Committee at least three weeks prior to the election. Membership requirements:

- Eligible faculty are those who are tenured at the Associate or Professor level with the exception of the Vice Provost/Dean and the Assistant and Associate Deans of University Libraries.

- Of that group, current members of the Appointment, Promotion & Tenure (AP&T) Committee, the Procedures Oversight Designee (POD), and current members of the Faculty Advisory Council are not eligible.

- As outlined in the Pattern of Administration (POA), at least 2 professors must be on the committee.

F. Within two weeks of distribution, faculty wishing to have their name removed from the ballot must submit that request in writing, along with the reason for the removal, to the Vice Provost/Dean for approval.

G. The Faculty Secretary will distribute the official ballot for a vote.

II. OFFICERS

A. The Committee on Appointment, Promotion and Tenure has two officers, a Chair and Vice Chair/Chair-elect. A new Vice Chair/Chair-elect is elected each year at the
Committee’s organizational meeting. The Vice Chair becomes chair at the end of the Chair’s term. Should the Chair resign, the Vice Chair assumes that office and a new Vice Chair/Chair-elect shall be elected.

B. The Chair shall establish agenda and times for the meetings of the Committee. The Chair shall preside at meetings and vote. The Chair shall also act as spokesperson for the Committee and prepare written reports for the Vice Provost/Dean. The Chair appoints all necessary sub-committees.

C. The Vice-Chair presides in the absence of the Chair counts ballots at Committee meetings, and reviews written reports prepared by the Chair when requested to do so.

D. The Chair and the Vice-Chair meet with the procedures oversight designee (POD) to set the calendar for the upcoming year.

E. The POD monitors the review process in regard to equitable treatment for candidates based upon protected status, such as women and minoritized candidates, which includes assuring that the proceedings are free of inappropriate comments or assumptions about members of underrepresented groups that could bias their review. (See HR Policy 1.10, http://hr.osu.edu/policy/policy110.pdf.)

III. AP&T/PROCEDURES OVERSIGHT DESIGNEE RELATIONSHIP

A. The Vice Provost/Dean, after consultation with the AP&T chair, solicits candidates and then selects a member of the tenured faculty at the rank of associate professor or professor to a three-year appointment as Procedures Oversight Designee (POD). During a POD transition, the incoming appointee shadows the current POD for a full one-year review cycle.

The responsibilities of the University Libraries’ POD are much broader than those listed in the OAA Handbook. The POD shepherds faculty from date of hire through the 6th year review and through the promotion process to professor, with responsibilities that include but are not limited to the following:

B. The POD assists candidates in the preparation of the core of the dossier and stages untenured faculty member materials for all annual reviews and promotion and tenure reviews.

C. The POD distributes to the Committee the lists of faculty members who must be reviewed in the upcoming year.

D. The POD reminds all faculty of their right to submit a self- nomination for non-mandatory review. Nominations are submitted in writing to the POD.

E. The POD manages the external evaluator and collaborator letter process.

F. The POD and the Chair of AP&T or the Chair of the Professors committee meet with faculty members who will undergo mandatory review and those considering non-mandatory promotion review. Discussion includes:
1. Requirements for tenure candidacy, tenure, or promotion as appropriate.
2. Documentation requirements.
3. Implications of a negative vote.
4. Any questions from the candidates.

G. The POD is responsible for conveying instructions for faculty evaluations. The POD reminds all faculty of their responsibility to update their dossier.

H. The POD assembles candidates’ dossier packets for review by OAA.

IV. GENERAL PROCEDURES

A. Meetings.
   1. Meetings are regularly scheduled twice monthly for two hours each. Meetings may also be called by the Chair whenever deemed necessary to conduct business which falls under the jurisdiction of the Committee.
   2. Meetings of the Committee shall be in executive session. Attendance at these meetings for anyone except elected Committee members and the POD shall be by invitation only.
   3. A quorum shall be necessary to conduct business at a meeting.

B. Ad-hoc Sub-Committees.
   1. For each candidate for a faculty position, a sub-committee of at least two members meets with the candidate and makes a recommendation to the Vice Provost/Dean with a copy to the Chair of AP&T regarding rank at appointment and comments on potential for success as a faculty member.
   2. Sub-committees of at least two members conduct annual peer reviews of all probationary faculty. These two-member sub-committees will change each year and may not include persons who write administrative evaluations for, or report to, the probationary faculty member under review. These members should also be external evaluator selectors and review letter drafters if applicable for the faculty member (see D4).
   3. A sub-committee plans the annual event for recognizing those approved for promotion/tenure during that year.

C. Annual Reviews
   1. In the spring, AP&T conducts annual reviews of untenured faculty who have been with the Libraries at least nine months of the previous calendar year.
   2. The Chair will write a letter to all other new faculty members that will include an explanation of the annual review process, the importance of the dossier, and other matters which should be called to their attention.

D. Promotion and tenure reviews.
1. In the Spring, AP&T considers requests from faculty members seeking a non-mandatory review in the following academic year. AP&T will decide whether it is appropriate for such a review to take place for all requests except those for promotion to the rank of professor. The body of eligible professors will be convened to review requests for promotion to professor. A two-thirds majority of those eligible to vote on a request must vote affirmatively for the review to proceed.

2. All eligible voting faculty review the dossiers and other documentation of candidates for promotion, tenure, and tenure candidacy. Materials must be available for examination for at least two weeks prior to the discussions of the cases under consideration.

3. Dossiers and other documentation are available during the meetings when candidates are reviewed. All eligible voting faculty participate in the discussion and evaluation of candidates. Individual faculty members shall be evaluated on their performance in librarianship, scholarship and service as set forth in the “Criteria” document used for the review.

4. It is the responsibility of the Chair and the POD to assure that reasoned and fair discussion is held. Vote is by secret ballot. The Vice Provost/Dean will inform each candidate by phone or email the result of the eligible faculty vote.

5. A subcommittee of at least two members draft a letter representing the voting faculty’s recommendation to the Vice Provost/Dean. The draft is reviewed by the committee as a whole, and once finalized, the chair will sign and forward the letter to the Vice Provost/Dean. See the 4th/6th Year Letter Writing Guide for additional details.

6. The Vice Provost/Dean reviews the evidence and documentation and makes a formal recommendation. That letter of recommendation includes a statement of the eligible voting faculty’s concurrence or disagreement with that recommendation. The letter, accompanied by appropriate documentation, is submitted to the Office of Academic Affairs.

7. All mandatory and non-mandatory review candidates shall be informed of the decision in writing by the Vice Provost/Dean as specified in the OAA Handbook.

8. If the Vice Provost/Dean disagrees with the recommendation the Vice Provost/Dean must inform the eligible faculty of the reasons for the disagreement as soon as practicable.

NOTE: Roberts Rules of Order will be followed after consulting with The Ohio State University Board of Trustees’ Rules of the University Faculty, the Office of Academic Affairs Policies and Procedures Handbook, and the OSUL POA.