
**DEPARTMENT OF ENVIRONMENTAL AND PLANT BIOLOGY
POLICIES ON CONTRACT RENEWAL, PROMOTION AND TENURE**

Standard Operating Procedures

1. Ohio University Policies. The Ohio University Faculty Handbook outlines Ohio University policies regarding tenure, contract renewal/termination, and promotion. Additional guidelines and information on promotion and tenure are found at the College of Arts and Sciences college web site:
http://www.cas.ohiou.edu/facultystaff/fs_guide.asp
The employment contract indicates the date for tenure consideration and the end of the probationary period.
2. Distribution of Policies. Copies of these departmental policies will be given to all Department of Environmental and Plant Biology faculty. Copies may also be distributed upon request to university administrators. The Chair of the Department is responsible for making the distributions.
3. Revisions. Revisions of these policies must be made in committee and receive approval of a majority of the Group I environmental and plant biology faculty. Revisions made prior to the close of the spring quarter will become effective with the seating of the next Promotion and Tenure Committee.
4. Committee Membership. The Chair of the Department will appoint (by 1-October) a committee of tenured (Group I) faculty members to serve as the Promotion and Tenure Committee of the Department (P&T Committee). The Chair of the Department will designate one member of the P&T Committee to serve as its Chair. Members of the P&T Committee may hold any rank and years of service; however, decisions on promotion and/or tenure or contract renewal will be made only by faculty (excluding the Chair of the Department) holding a tenured rank higher than the candidate.
5. Responsibilities of the Promotion and Tenure Committee. The P&T Committee is charged with the responsibility of making recommendations to the Chair of the Department of Environmental and Plant Biology relative to contract renewal, tenure, and promotion. The Chair of the Department may assign the Committee other responsibilities related to promotion and tenure matters. Specific responsibilities include the following:
 - a) Chair notifies, in writing, Department of Environmental and Plant Biology faculty candidates who may be eligible for promotion and tenure that the P&T Committee will be convening and request that they submit a dossier (sections I - XIII) by a given date. The guidelines and format of this dossier are found at the college web site referenced above.

- b) The Chair of the Department, in consultation with the Chair of the P&T Committee and the candidate being considered for promotion and tenure, will compile a list of names, addresses, and telephone numbers of persons to be contacted as extra-university referees. The Chair of the Department will write to no fewer than seven such persons requesting their evaluations.
 - c) Review the professional and academic activities of eligible departmental faculty to determine by secret ballot whether or not a non-tenured faculty member should be recommended for contract renewal. (See Contract Renewal below).
 - d) Write a brief statement with comments as to why a faculty member is or is not being recommended for contract renewal. The statement, with a tally of the voting, is to be confidential and forwarded only to the Chair of the Department in time for subsequent action. This tally will also be made available to the Dean of The College of Arts & Sciences.
 - e) Convene a meeting of all faculty in the Department of Environmental and Plant Biology of a higher rank ~~rank or higher~~ than the candidate to review the candidate's dossier and the referee letters to determine by secret ballot whether or not the candidate should be recommended for promotion and tenure. (See Promotion and Tenure Criteria below). Note that the voting on tenure and promotion from assistant to associate professor will constitute a single vote. Also, the committee may take ~~a~~ one or more straw votes before taking a final vote. A majority vote in favor of advancement is required.
 - f) Write a brief statement with comments to the Chair of the Department as to why a faculty candidate is or is not being recommended for promotion and tenure. The statement, with a tally of the voting, is to be confidential and forwarded only to the Chair of the Department in time for subsequent action. In the case of a positive recommendation, the Chair of the Department will proceed, with the cooperation of the candidate, to assemble the complete dossier required by the Dean of the College of Arts and Sciences for the college level evaluation procedure.
6. Information available to the P&T Committee. The P&T Committee will use the following sources of information in its deliberations: personal data files (provided annually), peer evaluations, student evaluations, external referee letters, copies of publications, the candidate's dossier, and any other documentation of professional or academic achievements or materials submitted by the candidate. The Chair of the Department must make such information available upon the request of the Chair of the P&T Committee and must supply any other relevant information useful to the P&T Committee in discharging its responsibilities.

The calendar for consideration for promotion is designed to meet deadlines established periodically by the College of Arts and Sciences. The process as described above (5, a-f) will begin at the start of the academic year. Personal data files, dossiers of promotion and tenure candidates, referee letters for promotion and tenure candidates, and all other supporting material required should be collected by the end of November so that the P&T Committee recommendations on promotion and tenure as well as contract renewal may be made by the end of December.

The calendar for tenure consideration varies with the circumstances of the appointment. Precise details are defined by the Ohio University Faculty Handbook as well as the faculty member's contract and letter of appointment.

CONTRACT RENEWAL

Each year the P&T Committee will evaluate the professional activities of untenured faculty and submit a written recommendation to the Chair of the Department of Environmental and Plant Biology as to contract renewal.

First Year Probation Period

1. Research
 - a) Develop and initiate an independent research program.
 - b) Submit a proposal for an Ohio University Research grant or its equivalent.
 - c) Submit a proposal for an extra-university grant for research and/or laboratory equipment.
 - d) Submit a manuscript for publication in a refereed scientific journal. The research for such a manuscript may have been done at another institution.
 - e) Respond to a "call for papers" to present a paper at a scientific meeting.
2. Teaching
 - a) Participate in graduate and undergraduate education through a combination of teaching, advising and directing students.
 - b) Exhibit professional responsibility in assigned teaching and other obligations associated with instruction.
 - c) Conduct satisfactory teaching as determined from both student and peer evaluations.
3. Service
 - a) Participate in departmental activities, such as departmental meetings and seminars that enhance the academic character of the department.
 - b) Membership on departmental committees is not required of first-year faculty members; however, participation in, or becoming familiar with, committee work is encouraged.

Subsequent Probationary Years

1. Research
 - a) Continuation of an independent research program.
 - b) Continuation of efforts to obtain research grants.
 - c) Annual publication of research in refereed journals.
 - d) Annual presentation of papers at scientific meetings.
 - e) Attraction of graduate students into research area.
2. Teaching
 - a) Continuation of satisfactory teaching (see 2, a), b), and c) in First Year Probation Period).
 - b) Development and/or revision of courses.

3. Service
 - a) Expanded or continued participation in departmental activities.
 - b) Participation in departmental committee work.

Renewal of contracts throughout the probationary period does not assure the granting of promotion and tenure. A complete and thorough review of the candidate's credentials by the P&T Committee is required before a promotion and tenure recommendation is made.

PROMOTION AND TENURE CRITERIA

General Statement

Only Group I faculty members are eligible for tenure and promotion. Untenured faculty must be considered for tenure and promotion concurrently. Promotion and tenure decisions will be based upon the individual professional and academic achievements of a person while serving as a member of the Department of Environmental and Plant Biology at Ohio University. The period of review will emphasize the time of employment at Ohio University, with special attention given to the activities since the last promotion in rank; however, if a candidate was appointed with credit to tenure, the entire record including teaching, research, and service done elsewhere will be considered. Although there is no minimum time in rank for promotion recommendations, the P&T Committee will look for evidence of a sustained record of achievement. Consequently, the P&T Committee will consider time since degree and time in rank along with other criteria (e.g., collegiality, professionalism, etc.) in evaluating each candidate for advancement. All candidates seeking promotion must present a departmental colloquium in the academic term of their evaluation (typically fall).

Criteria Definitions

Criteria for promotion and tenure fall within the categories of research, teaching, and service. Although all three of these areas are important in the decision-making process, candidates must have significant achievements in scholarly research and teaching in order to be actively considered for tenure and/or promotion. Service activities will be evaluated in conjunction with the other two categories and may not be substituted for either. The following is the list of criteria which are considered.

1. **Research:** (1) publications in refereed journals, (2) presentation of papers at professional meetings, (3) submission of research proposals and acquisition of grants, (4) direction of graduate student research, (5) receipt of honors and awards in recognition of research achievements, (6) attendance at research seminars or workshops, (7) professional consulting, and (8) extra-university referee evaluations.
2. **Teaching:** (1) Pedagogical publications, (2) presentation of papers or seminars, (3) attendance and/or participation in pedagogical workshops, (4) instructional proposals and grants, (5) course and program development, (6) awards and recognition of excellence in teaching, (7) execution of teaching responsibilities, (8) student evaluations, (9) extra-university evaluation of pedagogical

achievements, (10) incorporation of active learning techniques in courses, and (11) intra-departmental peer-review.

3. **Service:** *Academic.* (1) academic advising of students, (2) service on committees, councils, advisory boards, and other recognized academic groups, (3) chairships and/or directorships of academic units, (4) student recruitment and other off-campus activities associated with academic programs of the university, including, public relations talks, radio and television appearances, (5) directing workshops and teaching in continuing education programs, and (6) service to discipline (e.g., grant and manuscript reviewer, journal editor, officer in a professional society).
Professional. (1) service in local, state, or national government relevant to the science or the management of natural resources, (2) assistance provided to non-government agencies relevant to the science or the management of natural resources.
Community. (1) advising student social groups, (2) participation in non-academic service activities such as holding a public office, fund raising, or speaking to social clubs, community organizations, or associations, and (3) assisting foreign students and/or the handicapped.

PROMOTION AND TENURE

Assistant Professor to Associate Professor, with tenure

To be considered for promotion from assistant professor to associate professor with the granting of tenure, a person must have academic achievements beyond those that qualified the person for the assistant professor rank. The P&T Committee will evaluate those achievements in terms of quality and quantity of activities as related to research, teaching, and service. Although all three sets of activities are important, research and teaching are weighted more heavily than service in promotion and tenure decisions.

1. Research

- a) Publication record. The quality, number, journal(s), authorship and other generally recognized criteria for judging professional productivity will be used in evaluating the publication record of the candidate. An average of one paper per year represents a minimal expectation as a measure of productivity; however, two papers per year are considered normative. Citations in Science Citation Index will be used as a measure of impact on the discipline.
- b) Presentation of papers and posters. The number of papers and posters, order of authorship, and status of the meeting (regional, national or international) will be considered.
- c) Grants and proposals. A consistent record of submission of research proposals is expected. The number of submissions, the agencies where funding was sought, success rate and authorship will be used in the evaluation process. One to two submissions per year is considered normative. Acquisition of a minimum of one major externally funded grant (i.e., in excess of \$100,000), as principle investigator, is expected.

- d) Research program. There must be evidence that the candidate has attained an independent research program with work originating from Ohio University and has the capacity and potential for continued scholarly productivity.
- e) Graduate student research. There should be evidence of success in attracting and mentoring graduate students.
- f) Extra-university referee evaluation. There must be strong positive responses from referees from outside Ohio University as to the significance and quality of the candidate's published work.

2. Teaching

- a) Recognition of high quality teaching through student evaluations, peer evaluations, special awards for teaching, or other evidence of teaching achievements.
- b) Development and/or revision of courses.
- c) Evidence of professional responsibility in teaching and related obligations.
- d) Pedagogical publications and workshops.
- e) Evidence of valuable contributions to the teaching mission of the department.

3. Service

- a) Participation in department committee work.
- b) Participation in department activities.
- c) Participation in college and/or university committee work.
- d) Other academic or community professional service.
- e) Service to discipline (e.g., grant/manuscript reviewer, officer in a professional society, etc.).

Associate Professor to Professor

Ordinarily, only associate professors with tenure will be considered for promotion to professor. The P&T Committee will be aware that promotion to professor implies that the recipient has attained an outstanding academic and professional record that will bear the scrutiny of colleagues within academia. Consequently, decisions for a recommendation for promotion to the rank of professor will be conservative. Candidates must have a consistent, high quality record of activities with notable achievements since the previous promotion.

1. Research

- a) A sustained record of scientific publications. These should be in refereed journals that are generally recognized for their quality and acceptance by the profession. Citations in Science Citation Index will be used as a measure of impact on the discipline.
- b) A consistent and recent record of presentation of papers and/or posters at professional meetings.
- c) A consistent and recent record of applying for and obtaining grants, many of which should be from outside sources.
- d) Research program. There must be evidence that the candidate has produced a mature, consistent body of high-quality research indicative of growth and development beyond that presented for tenure and promotion to associate

professor, and has the capacity and potential for continued scholarly productivity.

- e) Direction of graduate students to the completion of their degree requirements. Evidence that the results of the graduate student research have been presented at meetings, submitted for publication, or accepted for publication.
- f) Extra-university referee evaluation of research. There must be strong positive responses from referees from outside Ohio University as to the significance and quality of the candidate's published work.

2. Teaching

- a) Recognition of high quality teaching through student evaluations, peer evaluations, or special recognition or awards.
- b) Development and/or revision of courses.
- c) Instructional grants for course development and/or equipment.
- d) Pedagogical publications and workshops.
- e) Evidence of valuable contributions to the teaching mission of the department.

3. Service

- a) Leadership in department committee work.
- b) Leadership in department activities.
- c) Participation in college and/or university governance.
- d) Participation in college and/or university committee work.
- e) Other academic or community professional service.
- f) Service to discipline (e.g., grant/manuscript reviewer, journal editor, officer in a professional society, conference organizer, conference session chair, etc.).