Appointments, Promotion and Tenure

Criteria and Procedures

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1.0 PREAMBLE

This document is a supplement to Chapter 6 and Chapter 7 of the Rules of the University Faculty (Additional Rules Concerning Faculty Appointments, Reappointments, Promotion and Tenure), the Office of Academic Affairs procedural guidelines for promotion and tenure reviews, and any additional policies established by the College and the University. Should those rules and policies change, the department shall follow those new rules and policies until such time as it can update this document to reflect the changes. In addition, this document must be reviewed, and either reaffirmed or revised, at least every four years on appointment or reappointment of the department chair.

This document must be approved by the College of the Arts and Sciences and the Office of Academic Affairs before it can be implemented. It sets forth the department's mission and, in the context of that mission and the missions of the college and university, its criteria and procedures for faculty appointments, and its criteria and procedures for faculty promotion, tenure and rewards including salary increases. In approving this document the dean and provost accept the mission and criteria of the department and delegate to it the responsibility to apply high standards in evaluating continuing faculty and candidates for positions in relation to its mission and criteria.

The faculty and administration are bound by the principles articulated in Faculty Rules 3335-6-01, 3335-6-02, and 3335-6-03. These rules reinforce the value, importance, and responsibility of peer faculty in the appointment, promotion, and tenure process. They also specify procedures for administrators if their decisions differ from that of peer faculty. They also specify concurrence with University "equal opportunity" guidelines.

1 Rules of the University Faculty: http://trustees.osu.edu/rules/university-rules.html
2.0 DEPARTMENT MISSION

2.A The Ohio State University Department of Theatre is dedicated to:

The education and training of theatre artists, scholars and teachers in an atmosphere conducive to creative scholarship and performance;

Conducting research and creative activities which will contribute to the enrichment of the university and to the field of theatre at large;

Offering the citizens of the State of Ohio, the United States, and the international community, through courses, institutes, productions, lectures, and consultations, opportunities for theatre education and production;

Providing opportunity for all members of The Ohio State University community -- students, faculty, staff, alumni -- to participate in theatre as practitioner or as audience member.

2.B Thematic Definition of the Program

It is the responsibility of the Department of Theatre, in accordance with other university colleges and departments to preserve and propagate the knowledge, skills, and crafts of the field of study, to develop new knowledge, and to explore and apply the innovative methods and techniques of the discipline.

The Department of Theatre studies the theatrical arts in all their performative, critical, and historical aspects. These include, but are not limited to, the skills, crafts, professional procedures, and creative techniques essential to theatrical production and performance; the history, theory, literature, and criticism of the theatre; the historiography of theatre studies; the comparative study of theatrical activities of various cultures and epochs; the nature and response of audiences; and the nature and function of the performance texts and artists.

Both the practice and the concept of "theatre" are defined broadly by the Department of Theatre to include not only what has traditionally been called "live performance" (i.e., performers and spectators joined together in the same space and time) but also film and video representations of human performance. Accordingly, the concept of "live" performance encompasses a broad range of theatrical and performative activities. In turn, much of the teaching and training in the program depends upon the study of the practices, techniques, conditions, and history of live performance.
2.C Teaching

The Department provides an undergraduate liberal arts education in theatre (BA), and at the graduate level offers concentrated study and training in Acting or Design (MFA), or in the history, theory, literature, and criticism of the theatre (MA & PhD). Coursework and productions introduce students to the broad spectrum of the world of theatre, relating to the other arts, to the humanities and to other cultures. Competencies in acting, directing, design and theatre technology, playwriting, theatre history, theory, literature, criticism, and theatre education can be developed.

The department also provides a minor in Theatre or Media Production and Analysis for undergraduates with a wide range of courses from which to choose as well as Graduate Minors in Cinema/Video Production and Theatre and Performance.

Through its program, the department provides numerous opportunities for students to attend live theatre performances and be involved experientially in the art of theatre. Student engagement in production is a primary teaching activity of the department.

2.D Research/Creative Activity

Research/Creative Activity is undertaken in the history, theory, literature and criticism of the theatre; in acting theory and technique; in directing concepts and methodology; in the writing and dramaturgy of plays; in the creation, translation and adaptation of new or unknown works; in theatre design concepts and techniques; in the development and exhibition of video works; in the application of the latest scientific technology to theatrical design and production; and in audience perceptions.

2.E Service

A regular and varied season of produced plays, central to the curricular mission of the department, is a primary service of the department. The department produces a tour to Central Ohio schools as part of the outreach mission of the university.

The department provides public lectures, conferences, symposia, special institutes and workshops to the public. The Jerome Lawrence and Robert E. Lee Theatre Research Institute functions as a major resource for theatres and theatre scholars locally, nationally, and internationally.

Individual faculty members also undertake extensive public service functions working with theatre companies, and serving in various state, national, and international theatre organizations as active members and as officers.
3.0 DEFINITIONS

A. Committee of Eligible Faculty

A.1 Regular tenure track faculty
Eligible faculty are tenured faculty of the Department of Theatre who are at a higher rank than the candidate excluding; the tenure initiating unit chair, the dean and assistant and associate deans of the college, the executive vice president and provost and the president of the university.

A.2 Conflict of interest
Members of the eligible faculty with a conflict of interest must recuse themselves from the review process. At a minimum, faculty with a familial or comparable relationship with the candidate must not participate in a review of that candidate. In addition, a close professional relationship may give rise to a conflict of interest, such as when a faculty member is the co-author on a significant portion of the candidate’s publications, has served as the candidate’s dissertation advisor or is dependent in some way on the candidate’s professional activities.

A.3 Minimum Composition
In the event that a department within the College of Arts and Sciences does not have at least three eligible faculty members who can undertake a review, the department chair, after consulting with the divisional dean, will appoint one or more faculty members from another department within the college for the review so that the minimum number of three can be reached.

B. Promotion and Tenure Committee

The Promotion and Tenure Committee shall be composed of not less than three and no more than five members of the tenured faculty. Each of the ranks of Full Professor and Associate Professor will be represented when possible and always when required by University Rules. Emeriti faculty may not serve on promotion and tenure committees. Selection should include consideration of the need for representation of the three academic areas of the department as well as gender and racial/ethnic diversity.

Members serve two-year staggered terms, and can only be reappointed once, consecutively. Service begins and ends at the end of the academic year. A member having served a total of four consecutive years shall be ineligible for re-appointment for a period of one year, except when an Associate Professor is being considered for promotion. The appointment pattern will be followed to the extent possible.
C. Quorum

A quorum of two-thirds of the tenured faculty on duty must be present in order for the vote to occur. There is no provision for proxy or absentee voting. If a quorum is not possible, the meeting must be rescheduled. “Electronic presence” at the meeting is allowed as long as the technology in use enables the participant to fully engage in the conversation and deliberations within the meeting.

D. Recommendation from the Committee of the Eligible Faculty

In the case of a reappointment, promotion and tenure or promotion, a majority vote (over 50%) is required for a positive recommendation from the committee of eligible faculty. A vote is defined by a “yes” or “no” vote. Abstentions do not count as votes.
4.0 APPOINTMENTS

All Department of Theatre regular faculty members are considered voting members except in matters of tenure and promotion. Only tenured faculty may vote on these issues.

According to the revised Rule 3335-5-19 of the RULES OF THE UNIVERSITY FACULTY, the term "faculty" shall include persons appointed by the Board of Trustees with regular, regular clinical, auxiliary, and emeritus faculty titles on full- or part-time appointments, with or without salary. The title "regular clinical faculty" does not apply to the Department of Theatre.

4.0.1 Criteria: Tenure Track Faculty

"Regular faculty": persons with the titles of professor, associate professor, assistant professor, and instructor who serve on appointments totaling fifty per cent or more service to the university. Regular faculty members are tenure-track faculty.

Appointment decisions for regular faculty positions, as defined in rule 3335-5-19 of the Administrative Code, must be based on criteria that reflect strong potential to attain tenure and advance through the faculty ranks. A minimum requirement for appointment at or promotion to the rank of assistant professor or a higher rank is an earned doctoral or other terminal degree in the relevant field of study or possession of excellent experience. Appointments at the rank of instructor should normally only be made when the offered appointment is that of assistant professor but the appointee has not completed the required terminal degree at the onset of the appointment.

An appointment to the rank of assistant professor is always probationary and may not exceed six years, including prior service credit. An assistant professor is reviewed for promotion and tenure no later than the sixth year of appointment as an assistant professor and informed by the end of the sixth year as to whether promotion and tenure will be granted at the beginning of the seventh year.

An appointment as professor or associate professor will generally entail tenure. However, a probationary period not to exceed four years may be granted by the Office of Academic Affairs upon petition of the tenure initiating unit and college. For the petition to be approved a compelling rationale must be provided regarding why appointment at a senior rank is appropriate but tenure is not. All appointments to the rank of associate professor or professor require prior approval of the Provost. Criteria for appointment to higher ranks are specified in the Section 6 on Reviews for Promotion and Tenure and for Promotion.

An appointment to the rank of instructor is always probationary and
may not exceed three years. An instructor must be approved for
promotion to assistant professor by the beginning of the third year of
appointment or the appointment will not be renewed beyond the end of
the third year. When an instructor is promoted to the rank of assistant
professor the faculty member may in writing request prior service
credit. The eligible faculty, the chair, the dean, and OAA must approve
the request before prior service credit is granted.

No-salary appointments include expectations for contributions to the
department. No-salary appointments are not warranted unless they are
accompanied by substantial involvement in the academic work of the
department.

4.A.2 Criteria: Regular Tenure Track Faculty at Regional Campus

As the missions of the regional campuses emphasize undergraduate
instruction, regional campus criteria for appointment at the rank of
tenure or tenure-track assistant professor, associate professor, or full
professor are similar to those of the Columbus campus faculty, but give
relatively greater emphasis at each rank to teaching experience and
quality.

4.A.3 Criteria: Regular Clinical Track Faculty

Not Applicable

4.A.4 Criteria: Regular Research Track Faculty

Not Applicable

4.A.5 Criteria: Auxiliary Faculty

"Auxiliary Faculty": persons with adjunct titles, clinical titles, visiting
titles, and lecturer titles; also professors, associate professors,
assistant professors, and instructors who serve on appointments
totaling less than fifty per cent service to the university. Persons with
regular faculty titles may not hold auxiliary titles. Persons holding
auxiliary titles are not eligible for tenure, may not vote at any level of
governance, and may not participate in promotion and tenure matters.
Visiting faculty, whose appointments may not exceed three continuous
years, include individuals on leave from other academic institutions
and temporary faculty.

The Department of Theatre makes appointments of auxiliary faculty to
fulfill the curricular and administrative needs of the department. These
appointments include people with appropriate expertise and
experience.
The titles of lecturer and senior lecturer shall be used for all compensated instructional appointments where other titles are not appropriate. Lecturers' responsibilities shall be limited to formal course instruction. Appointment as a lecturer requires that the individual have, at a minimum, a master’s degree (or equivalent experience) in a field appropriate for the subject matter to be taught. Evidence of or potential for high quality instructional ability is required. Appointment as a senior lecturer requires that the individual have, at a minimum, a doctorate or terminal degree in a field appropriate for the subject matter to be taught, along with evidence of ability to provide high quality instruction; or a master’s degree and at least five years of teaching experience with documented high quality performance. Lecturers and senior lecturers are not eligible for tenure. Lecturers and senior lecturers are typically appointed to one-year renewable terms with renewal contingent on acceptable performance of duties.

Two types of auxiliary positions are available for faculty desiring association with the department in a non-tenure track appointment: compensated and no-salary. Compensated auxiliary faculty members include lecturers, faculty with titles and appointments below 50% service, and visiting faculty. No-salary auxiliary faculty include adjunct faculty and faculty with regular titles at zero percent appointment.

A courtesy no-salary joint appointment in the department is available to and reserved for regular faculty from other tenure initiating units at The Ohio State University. This appointment requires both the majority vote of the faculty and the approval of the Chairperson. Any faculty member granted this appointment is expected to participate in some aspects of the department’s teaching, service, and research/creative activities, including departmental productions. Courtesy appointees may serve as advisers for students, if so authorized by the Graduate and Undergraduate Committees. A courtesy appointment does not grant voting privileges in the department. Courtesy appointments are made annually at the discretion of the department Chairperson and in consultation with the appropriate area faculty members. Auxiliary appointments may be made for up to three years at a time.

4.A.6 Criteria: Courtesy Appointments for Regular Faculty

The active academic involvement in a unit by a regular faculty member from the Department of Theatre sometimes warrants the offer of a 0% FTE (courtesy) appointment in the non-TIU unit. Appropriate active involvement includes research collaboration, graduate student advising, teaching some or all of a course, or a combination of these. A courtesy appointment is made at the individual’s current Ohio State rank, with promotion in rank recognized. In contrast with other auxiliary appointments, these can be for multiple years, typically with a review
for continuation after three to five years.

4.A.7 **Criteria: "Emeritus Faculty"**

“Emeritus Faculty” are persons who, upon retirement, were recommended by the Chairperson, the Dean, and provost for emeritus status. ([Faculty Rule 3335-5-19](#))

4.B.1 **Procedures: Tenure Track Faculty**

The Department of Theatre values professional and academic experience in candidates for faculty positions. The Department prefers candidates with advanced college or university degrees.

Once approved by the Dean, all vacant faculty positions are announced publicly according to University policy. A departing faculty member does not serve on the committee for choosing his/her successor. The department Chairperson appoints the Chair of the search committee.

In consultation with the Department Chairperson, the search committee Chair arranges for the notice of vacancy, establishes deadlines, and arranges for interviews according to university policy. The search committee arranges for students, faculty and staff to have reasonable access to the candidates during on-campus interviews. After consultation with students, faculty and staff, the search committee presents to the Department Chairperson an unranked list of acceptable candidates with a brief statement summarizing the candidates’ strengths and weaknesses.

4.B.2 **Procedures: Appointment of Tenure-Track Faculty at Regional Campuses**

In case of a tenure-track position on a regional campus, the regional campus Dean/Director has primary responsibility for determining the need for a position and the position description, but should consult with and seek agreement with the Department Chair. The Chair of the department and the regional campus Dean/Director will agree on a single search committee for the position consisting of members of both units. Candidates should, at a minimum, be interviewed by the regional campus Dean/Director, the Executive Dean, Divisional Dean or their designee, the Chair of the department, and the search committee. Candidates will be evaluated on both campuses, with the faculty on the Columbus campus taking primary responsibility for evaluating the candidate’s record and potential as a scholar. A decision to hire requires agreement on the part of the Chair of the department and of the regional campus Dean/Director. Negotiations with a candidate may not begin without such agreement and a letter of offer must be signed.
by the Chair of the department and the Dean/Director of the regional campus.

4.B.3 Procedures: Regular Clinical Track Faculty

Not Applicable

4.B.4 Procedures: Regular Research Track Faculty

Not Applicable

4.B.5 Procedures: Auxiliary Faculty

The Chairperson shall consult with the regular faculty in the degree area of the person being considered for an auxiliary position. The Department Chairperson shall interview the candidate along with representatives of the related degree area. After consultation with the faculty and staff, the Department Chairperson with approval of the Dean makes the hire.
5.0 ANNUAL REVIEW OF FACULTY (PROBATIONARY AND TENURED)

The department is bound by Faculty Rule 3335-6-03, as well as by Office of Academic Affairs Policies and Procedures Handbook Policy on Faculty Annual Review.

At the time of appointment and at any subsequent time policies and procedures are changed; faculty shall be informed about access to all department, college and university documents pertinent to promotion, tenure and criteria.

All faculty will be reviewed annually, as per departmental, college and university policy.

The purpose of the annual review is to evaluate the work of the faculty in Teaching, Research and/or Other Creative Work, and Service as well as evidence of continuing development. While the primary criteria for annual reviews shall be based upon Teaching, Research and/or Other Creative Work, and Service, a faculty member's contributions to the mission of the department will be considered. Faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas faculty show due respect for the opinions of others. Faculty acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution. An annual review recognizes faculty achievement with respect to the above mentioned obligations.

All faculty members are required to prepare an Annual Activity Report and shall submit this report to the Chairperson on a date set by the Chairperson. The format for the Annual Activity Report is described as the current "Core" outline detailed by the Provost in the OAA Guidelines and Procedures document.

For untenured faculty members, annual reviews are designed as a mentoring tool to assist them in meeting the department's criteria for promotion and tenure and to determine whether or not a recommendation is to be made that a probationary appointment be renewed. The Annual Activity Reports for each untenured faculty member will be made available to the tenured faculty for review. At the meeting of the tenured faculty, the Annual Activity Report will be discussed. The Promotion and Tenure Committee will be responsible for taking notes on the key issues and concerns raised in discussion. The Promotion and Tenure Committee will prepare the report for the tenured faculty, based upon the discussion. This report should reflect the evaluation and recommendation of the tenured faculty and when completed is forwarded to the Chairperson of the department. Should the faculty recommendation be non-renewal, then fourth year review procedures are immediately applied including; formal faculty vote, chair recommendation,
Annual reviews are designed to help all faculty develop as artists and scholars within their professional disciplines, to support continued development as effective educators, and to identify future goals and plans. The Annual Activity Report serves as the basis of the annual review. Additionally, peer reviews of teaching conducted through the classroom visitation procedures as detailed in section 7.C.4 of this document form part of the annual review. These visitations serve to promote teaching effectiveness and improvement.

As a portion of each annual review, faculty members are encouraged to develop a body of outside responses to their work. Such responses might consist of peer reviews of participation at national conferences, responses to performances, commentary from colleagues, and/or portfolio reviews/auditions. The faculty member is responsible for securing these response opportunities when they arise. The faculty member informs the Department Chairperson of the potential responder and the Department Chairperson arranges for the response. Outside responses shall be submitted as part of the annual report for inclusion in a faculty member’s file. These outside responses help to inform the Chairperson of one’s professional activities and accomplishments beyond the Department of Theatre. This solicited material is not, however, an official part of the sixth-year dossier, which is limited to outside evaluations solicited by the Chairperson and the Promotion and Tenure Committee. Copies of these responses may be used by the faculty member in the materials to be submitted to outside evaluators in sixth year and promotion to full professor reviews.

The Department Chairperson shall meet with every faculty member to discuss his/her annual review. Each untenured regional campus faculty member must meet annually with the Chairperson of the Columbus campus tenure unit for the same purpose.

At the completion of the review process, the Department Chairperson shall provide each faculty member and the Dean, a copy of the report of the Promotion and Tenure Committee (untenured faculty), and a written assessment of the faculty member’s performance and professional development. The assessment should include both strengths and weaknesses as appropriate.

The Department Chairperson shall inform the Chair of the Promotion and Tenure Committee in writing when the annual reviews of all faculty members are completed. Should the chair recommendation be non-renewal in the first, second, third, or fifth year of a probationary appointment, then fourth year review procedures are immediately applied including; formal faculty vote, chair recommendation, comments process, and college level review.

All annual review letters and related materials shall become a part of a faculty member's file for subsequent annual reviews and shall be made available to the Promotion and Tenure Committee.
Besides preparing an Annual Activity Report, each faculty member should update his or her curriculum vitae each year for departmental files and personnel records and submit it to the department office by October 1.

5. A Annual Review Procedures: Probationary Tenure Track Faculty

5.A.1 Procedures: Regional Campus Faculty

Probationary faculty on regional campuses will be reviewed annually by the regional campus Dean/Director and by the Chair of the department on the Columbus campus. The regional campus review, which focuses mainly on teaching and service, should take place first. The Dean/Director's report of that review and a copy of the faculty member's annual report will be forwarded to the Chair of the department with a copy to the dean of the college. The department review will focus on the faculty member's scholarly work and on the appropriateness of course content and course standards, but will consider all aspects of his/her record. The department Chair should give a written review to the faculty member and a copy to the Dean/Director. It is important that the Chair of the department and the regional campus Dean/Director be alert to any developing discrepancy for the probationary faculty member between the quality of teaching and service on the one hand and the quality and quantity of scholarly work on the other, in order to minimize the possibility that the regional campus and the department might eventually disagree on a tenure recommendation. When such discrepancies become apparent, the regional campus Dean/Director should seek appropriate means of addressing this problem with the faculty member and the Chair of the department.

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

5.A.2 Fourth Year Review of Untenured Faculty

The fourth-year review of probationary faculty members shall follow the same procedures as outlined for the sixth-year review. The basic guide is the OAA Guidelines and Procedures for Promotion and Tenure, with the exception that letters from external evaluators are optional and will be solicited only if the chair or the eligible faculty deems it necessary in a case that requires clarification of research and creative activity outside the expertise of the faculty. Department level recommendations are forwarded to the Dean for review. In the case where the Dean concurs
with the department’s recommendation to approve renewal, review by the College Promotion and Tenure Committee is optional and at the Dean’s discretion. Negative reappointment recommendations must be reviewed by the College Promotion and Tenure Committee and the Dean who will make their own assessments. The Dean makes the final decision on reappointment for the fifth year.

The Department Chairperson and the Promotion and Tenure Committee Chairperson shall jointly inform each faculty member of an upcoming fourth year review, by the month of March preceding the evaluation year. The probationary faculty member will prepare a dossier according the OAA Guidelines. The Promotion and Tenure Committee will also make sure that the dossier includes all previous annual reviews and peer reviews of teaching, which belong in Section II of the dossier. The dossier should be ready for review by the tenured faculty by September 20. The procedure for review, voting, and the writing of the faculty report are the same as those outlined in Section 6. The review and evaluation by the Chairperson of the department will follow the OAA Guidelines.

5.A.3 Exclusion of time from probationary periods

Faculty Rule 3335-6-03 (D) (http://trustees.osu.edu/rules/university-rules.html) sets forth the conditions under which a probationary tenure track faculty member may exclude time from the probationary period. Additional procedures and guidelines can be found in the Office of Academic Affairs Policies and Procedures Handbook (http://oaa.osu.edu/handbook.html).

5.B Annual Review Procedures: Tenured Faculty

Associate professors and full professors in the department are reviewed annually by the department chair. The department chair meets with the faculty member to discuss his or her performance and future plans and goals, and prepares a written evaluation on these topics. The faculty member may provide written comments on the review.

5.C Annual Review Procedures: Tenured Faculty at a Regional Campus

Annual review of the tenured faculty member is first conducted on the regional campus, with a focus on teaching and service. The review then moves to the department and proceeds as described above. In the event of divergence in performance assessment between the regional campus and the department, the department chair discusses the matter with the regional campus dean/director in an effort to clarify and reconcile the divergence, so that the faculty member receives consistent assessment and advice.
6.0 MERIT SALARY INCREASES AND OTHER REWARDS

6.A Criteria

Salaries adjustments and other performance-based rewards will be based entirely on merit, except when the college or university mandates an “across the board” or “minimum” flat or percentage salary adjustment.

Performance in teaching, research/creative activity and service will be judged according to the department’s mission and promotion and tenure criteria, with consideration of a faculty member’s specific balance of responsibilities. Performance evaluation will emphasize the previous year’s performance. However, the chair should also consider the past several years’ performance and/or the appropriateness of the salary level to the individual’s overall record and agreed upon goals in teaching, research or other creative work, and service in making salary adjustments for faculty.

6.B Procedures

Once a salary pool has been identified by the University, the Department Chairperson shall consult the Faculty Activity Reports, Annual Review Letters, and any reports developed by the Promotion and Tenure Committee related to the faculty member in order to formulate a salary recommendation.

Occasionally, additional funding may be requested from the Dean to supplement departmental allocations following the same criteria detailed above.

Salary approval rests with the Dean.

Merit increases may be denied to faculty who submit Activity reports which provide insufficient documentation to permit an informed evaluation of their performance.

Each of the regional campuses has its own amount of raise money for distribution to its faculty. Regional campus Dean/Director have responsibility for recommending to the Provost increases for regional campus faculty. Each Dean/Director will consult with the department Chair before making these recommendations.

The Department Chairperson shall inform the faculty member in writing of his/her salary level as soon as final approval is received.

A meeting between the Chairperson and the faculty member to discuss the salary level can by requested by either party.
6.C  Documentation

Probationary tenure-track faculty must follow the promotion and tenure dossier outline prepared by the Office of Academic Affairs to record their performance for both annual reviews and salary documentation. The annual performance review of every faculty member requires that all documentation described below, including the two summary documents, be submitted to the department chair no later than the final day of autumn semester classes.

Any published materials presented for consideration should be in the form of reprints, photocopies of journal articles, or other final form that documents actual publication. An author's manuscript does not document publication.

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

The time period covered by the documentation described below is the previous 12 months. The total time period normally used for the evaluation is the previous three years with documentation for previous years available from past reviews.

6.C.1  Teaching

To evaluate teaching the following evidence is typically considered: a) cumulative SEI reports (Student Evaluation of Instruction computer generated summaries prepared by the Office of the University Registrar) for every class taught; (b) peer evaluation of teaching reports as required by the department's peer evaluation of teaching program; (c) copies of pedagogical papers, books or other materials published, or accepted for publication. Material accepted for publication but not yet published must be accompanied by a letter from the publisher stating that the work has been unequivocally accepted and is in final form with no further revisions needed. An accepted but unpublished work submitted for consideration in a given annual review may not be resubmitted after publication for consideration in a future annual review; d) evidence for national reputation for teaching such awards, conference invitations and teaching-related presentations; and d) other relevant documentation of teaching as appropriate.

6.C.2  Research

To evaluate research contributions the following evidence is typically considered: (a) copies of all scholarly papers published or accepted for publication. Papers accepted for publication but not yet published must be
accompanied by a letter from the publisher stating that the paper has been unequivocally accepted and is in final form with no further revisions needed; (b) documentation of grants and contracts received; (c) documentation of creative works and performances and relevant reviews; (d) other relevant documentation of research/scholarship/creative activity as appropriate.

6.C.3 Service

To document service contributions, any available documentation of the quality of service that enhances the list of service activities in the dossier should be submitted.
7.0 REVIEWS FOR PROMOTION AND TENURE AND FOR PROMOTION

The department is bound by Faculty Rule 3335-6-02 in all matters of appointment, reappointment, promotion and tenure.

7.A Department Criteria for Promotion and Tenure and Promotion

Each faculty member under review will be judged with respect to the requirements, duties, and standards for the proposed rank in light of the Mission Statement of the Department of Theatre. Three general areas of evaluation apply: Teaching, Research and/or Creative Work, and Service.

Recognition is given to the fact that duties and responsibilities assigned to individuals vary greatly and that, therefore, various criteria are of different importance in each individual position. However, in general, all work will be evaluated with attention to these three qualities:

Magnitude of Involvement (Collaborator, Sole Author, Editor, Contributor, Designer, etc.)

Significance (Venue, Publisher, Company, Reputation, Organization, Scale, Scope, etc.)

Critical Acclaim (Reaction to the Work, Reviews, Adjudications, Analysis, Impact, etc.)

Effective Teaching is a criterion essential to advancement or the award of tenure. In evaluating the effectiveness of a faculty member’s teaching the following should be considered: command of the appropriate subject, continuous growth in the field, ability to organize material and present it with logic and conviction, the capacity to awaken in students an awareness of the relationship of the subject to other fields of knowledge; the creativity, spirit, and enthusiasm which vitalize learning and teaching; the ability to arouse curiosity in beginning students and to stimulate advanced students to creative work; the extent and skill of participation in general guidance and advising of students. Teaching is reflected in effective conduct of assigned courses and leadership of student groups in informal learning situations. It also includes direction of individual research and creative projects, academic counseling of individual students, and guidance of departmental student groups. Artistic and technical direction in the performance aspects of the department is evaluated as a proportionate
share of the teaching load in considering faculty member's effectiveness.

Scholarship is evidenced primarily by a comprehensive knowledge of the subject area and the ability to communicate that knowledge effectively in appropriate written, oral, and/or artistic form.

Professional excellence is expected in Research or Other Creative Work. Normally a candidate for tenure and promotion will demonstrate substantial accomplishment in one major area of professional work. Activity in more than one area is not discouraged, as long as it does not detract from the faculty member's primary Research or Creative Work. In the area of Research (e.g., history, criticism, theory, scholarly or creative translation, scholarly editing) significant and substantial publication is to be attained and maintained. In the area of Creative work (e.g., performance, design, directing, choreography, playwriting, dramaturgy, screen and television writing, production coaching, and video production) the projects -- appropriate to the particular faculty member's area of expertise and teaching responsibility -- should be significant and accomplished contributions to the field.

The performance of duties for the departmental productions will be evaluated as both Teaching and Creative Work. These contributions are vital and significant aspects of one’s faculty responsibilities. For the purposes of promotion and tenure, however, faculty members in the professional degree programs are also expected to attain and maintain significant creative work beyond the production program of the department. The specific nature of this requirement should be established and developed in consultation with faculty colleagues in one's area and with departmental administrators.

Research or Other Creative Work leads to better teaching, to innovation in the continuing review of the curriculum, and to the professional growth of the faculty. Each faculty member is expected to develop a research emphasis, the focus and scope of which reflects professional interests and departmental mission. No single type of publication/performance is invariably a more significant reflection on a research program than another. Nevertheless, a body of work, which is cumulative in nature and reflects the highest academic/professional standards of theatre, is desired.

The Department of Theatre deems service to programs of the department, college, university, professional organizations, and private and public agencies beyond the university community as a responsibility of each faculty member. It is recognized that service will vary among faculty members and for a faculty member over time depending, in part, on the specific faculty appointment. As is the case
with teaching and research/creative work, high professional standards are expected in a faculty member's service. In evaluating the effectiveness of a faculty member's service the following five categories should be considered:

College and University service e.g. (serving on faculty governance, search, standing, special and interdisciplinary research committees, and task forces.)

Departmental services e.g. (serving on standing and advisory committees, task forces, interdisciplinary research committees, special committees, and supervising of classified and A&P employees.)

Student services e.g. (advising undergraduate and graduate student organizations, college honors committee, graduate school exam committee representatives, and on university student committees.)

Professional services e.g. (Officers, editorships, committees, and task forces of professional associations, state and local task forces, state and local advisory committees, industry advisory committees and industry task forces. Service to trade organizations, member of board(s) of directors, and consulting assignments.)

Peer responsibilities e.g. (Review course outlines, course syllabi, internal and external manuscripts, research proposals, and fund-seeking proposals, regional and national project committees, assisting students and other faculty with their own projects, and peer evaluation of instruction.)

The Department of Theatre endorses and follows the criteria detailed above as well as the statements on appointment, evaluation, tenure, and promotion of Artist-Teachers adopted by the American Theatre Association, known as the Oxford Accords, and the United States Institute for Theatre Technology, known as the Tenure and Promotion Guidelines. Both documents are considered appendices with copies of these documents available in the department office.

7.A.1 General Criteria: Promotion to Associate Professor with Tenure

Tenure and promotion are based on performance in teaching, research and creative activity, and service. The awarding of tenure and promotion to the rank of associate professor must be based on convincing evidence that the faculty member has achieved and can be expected to continue a professional program of excellence. Excellence is demonstrated by effective performance in teaching, high quality and quantity of research and creative activity, and in service work done or
duties performed for others relevant to the mission of department, college and university.

7.A.2 **General Criteria: Promotion to Associate Professor without Tenure**

Not Applicable

7.A.3 **General Criteria: Promotion to Rank of Professor**

Promotion to the rank of professor shall be awarded based on evidence of a continued pattern of strong accomplishment in the major evaluative areas of creative activity/research, teaching and service, as outlined in the department's Appointments, Promotion and Tenure document. The department recognizes that faculty strengths and contributions are defined for each faculty in a unique way where their responsibilities and talents are evident. It is recognized that a career consists of various phases in which a concentration on teaching, scholarly or creative work, or administrative service, create a composite professional life. The professional life may play itself out in various forums ranging from local to the international. Excellence in the major evaluative areas of creative activity/research, teaching and service is required for promotion to professor.

7.A.4 **General Criteria: Regional Campus Faculty**

Expectations for regional campus faculty differ somewhat from those for faculty on the Columbus campus. The primary mission of the regional campuses is to provide high quality undergraduate instruction and to serve the academic needs of their communities. The relative emphasis on teaching and service expected of regional campus faculty will, therefore, ordinarily be greater. The department expects regional campus faculty members to establish a program of high quality scholarship. The department recognizes, however, that the greater teaching and service commitments of regional campus faculty require a different set of expectations. The judgment whether a particular body of work meets departmental standards for tenure and/or promotion will take into consideration the regional campuses' different mission, higher teaching expectations and lesser access to research resources.

7.B.1 **Procedures for Regular Tenure Track Faculty**

**Procedures for 6th year Review**

The organization and procedures of the Promotion and Tenure Committee will be in accord with the rules and guidelines spelled out in the Patterns of Administration. Those rules and guidelines, developed
by the tenured faculty, can be changed only by a majority vote of the
tenured faculty.

A faculty member may ask to be considered for nonmandatory
promotion and tenure review at any time; however, the promotion and
tenure committee may decline to put forth a faculty member for formal
nonmandatory promotion and tenure review if the faculty member’s
accomplishments are judged not to warrant such review.

The Department Chairperson and the Promotion and Tenure
Committee Chairperson will inform each probationary faculty member
of the upcoming sixth-year review by March 1 preceding the evaluation
year. By March the Chairperson will constitute a new Promotion and
Tenure Committee, which will oversee the fourth-year and sixth-year
reviews for the coming academic year. During March the Chairperson
and the Chair of the new Promotion and Tenure Committee will begin
the process of selecting the external evaluators.

When an untenured faculty member has been notified of the upcoming
promotion and tenure review, he or she must be provided with a
current copy of the OAA Guidelines and Procedures for the Promotion
and Tenure of Regular Faculty and for the Promotion of Regular
Clinical and Auxiliary Faculty. This document provides assistance and
policy for assembling a review dossier.

Probationary faculty members must assemble a dossier to submit to
the Promotion and Tenure Committee on or before September 20 (but
the CV and relevant materials for external evaluators must be ready for
mailing by July 15). This full dossier should be prepared according to
the latest version of the OAA Guidelines and Procedures. The
probationary faculty member is primarily responsible for preparing this
dossier, according to the OAA Guidelines, but the Promotion and
Tenure Committee will provide guidance and answer questions.

For the procedures on external evaluators see the OAA Guidelines.
Note that the procedure for selecting external evaluators starts in
March, so the probationary faculty member must participate in part of
the selection process of external evaluators, as per OAA Guidelines.
Also, the probationary faculty member must prepare all materials that
go to the external evaluators by July 15. It is the responsibility of the
probationary faculty member to prepare and cover the expenses for
the scholarly and/or creative materials that will go to the external
evaluators including CV, publications, and production documentation.
The procedures for selecting and communicating with external
evaluators are spelled out in the OAA Guidelines. Also see the
Guidelines for the number of external letters required for the dossier.
The probationary faculty member should consult the Promotion and Tenure Committee on how to organize these materials, especially production and creative materials. Make enough copies of everything so that each external evaluator receives all of the materials. One copy remains in the Department of Theatre. (Typically a total of 7 copies are needed.) The Department of Theatre covers mailing expenses for sending these materials to external evaluators. Return of these materials from the external reviewers is not guaranteed.

Within the established timetable, the Promotion and Tenure Committee will make available to the tenured faculty members the full dossier of the probationary faculty member. This dossier will include the letters of evaluation written by the external evaluators and all other materials required by the OAA Guidelines. Also, any scholarly and/or creative activity materials that were sent to external evaluators will also be made available to the tenured faculty, but these are kept separate from the OAA dossier and do not go forward to the College and University committees or the Dean and Provost unless they are requested.

The P&T Committee will set and announce a date for the meeting of the tenured faculty to discuss and vote on the case.

At the meeting of the tenured faculty, the case will be discussed. The Chairperson of the department may attend the meeting and participate in the discussion as an ex officio member of all department committees. The Chairperson of the department may not participate in the vote, but may attend and participate in all discussion. Only tenured faculty members who are present at the meeting may vote. There is no provision for proxy or Absentee voting. A quorum of two-thirds of the tenured faculty on duty must be present in order for the vote to occur. If a quorum is not possible, the meeting must be rescheduled. “Electronic presence” at the meeting is allowed as long as the technology in use enables the participant to fully engage in the conversation and deliberations within the meeting.

The Promotion and Tenure Committee will be responsible for taking notes on the key issues and concerns raised in discussion. At the end of the meeting, a written, anonymous vote will be taken, recommending for or against the promotion and tenure of the probationary faculty member. The judgment of the tenured faculty will be based upon the vote at the meeting, with the simple majority vote determining the recommendation on the probationary faculty member.

The Promotion and Tenure Committee will prepare the report for the tenured faculty, based upon the discussion and the vote. This report, which is produced and approved by the Promotion and Tenure Committee, should reflect the evaluation and recommendation of the
tenured faculty. It should include a summary statement on the tally of the vote and a statement by the Committee supporting the recommendation of the tenured faculty. This report, when completed, is included in the dossier, which is then forwarded to the Chairperson of the department.

The Department Chairperson, on receipt of the report of the Promotion and Tenure Committee, will make an independent decision based on materials submitted and departmental and University criteria. The Department Chairperson shall prepare his/her recommendation for each untenured faculty member and transmit with it a copy of the Promotion and Tenure Committee report, all appropriate documentation, and a copy of the Department's Promotion and Tenure document to the Dean of the College.

The Department Chairperson shall report in writing to the tenured faculty his/her recommendation regarding the untenured faculty member.

If the Department Chairperson’s recommendation is different from that of the Promotion and Tenure Committee, a meeting shall be scheduled between the Department Chairperson and the Promotion and Tenure Committee to inform them of the differences.

Once the written recommendations of both the Promotion and Tenure Committee and the Chairperson are completed, the untenured faculty member will be notified in writing that the reports are available to review if he or she wishes. The faculty member will be informed that he or she has ten days from that point to provide written comments on the reports for inclusion in the dossier. He or she will also be informed that the Promotion and Tenure Committee and the Chairperson have the opportunity to respond in writing to the faculty member's comments. Untenured faculty members are advised that the comment process should be used to amend, correct, or comment upon factual information or procedural matters. All reports, comments, and responses become part of the dossier, placed in the Evaluation section.

When all written evaluations and optional comments are completed and included in the dossier, the dossier is forwarded to the Dean for review and decision.

When the work of the committee has been completed the committee chairperson will file its records in the departmental office, including all materials solicited and used by the committee.

For information on (1) withdrawal from a promotion and tenure review,
(2) negative decisions, and (3) appeal procedures, see the Guidelines.

**Procedures for Promotion to Full Professor**

Associate Professors who wish to be considered for promotion to Full Professor normally need to notify the Department Chair of their wish to be considered by February 15 preceding the evaluation year. The timing of this request is at the discretion of each professor; however, it is recommended that an associate professor, besides reviewing University Rules and guidelines, should discuss his or her request for promotion with the Department Chairperson prior to making a request for consideration. The Promotion and Tenure Committee will verify and assess the Associate Professor's CV and may decline to put forth a faculty member for formal non-mandatory promotion review if the faculty member's accomplishments are judged not to warrant such review. The promotion and tenure committee may not deny a tenured faculty member a formal review for promotion more than one year.

Faculty members must be provided with a current OAA Guidelines and Procedures to assist them in assembling their materials for submission (dossier).

Faculty members must follow the current OAA Guidelines and Procedures for promotion. The procedures for the review of a faculty member for promotion in rank will be essentially the same as those described above in Section 7.6. Materials to be provided to external evaluators should be prepared by the faculty member and given to the Promotion and Tenure Committee by July 15. In turn, the full dossier, prepared according to the OAA Guidelines, must be assembled and submitted to the Promotion and Tenure Committee by September 20.

If any material submitted by the faculty member appears improperly formatted in relation to the OAA Guidelines the committee will inform the faculty member of that fact as early as possible and detail the changes that need to be made.

External Evaluation of the Faculty Member: the P&T Committee will follow the guidelines provided by the Office of Academic Affairs, including procedures for (a) identifying and selecting external evaluators, (b) the number of letters to be solicited, (c) communication with the external evaluators, and (d) materials to be sent to external evaluators. The faculty member seeking a promotion should discuss the process with the committee, in order to make sure of required materials, due dates, and specific procedures.

Eligible faculty for voting must hold Full Professor academic rank. When fewer than three faculty members from the department are
eligible to serve, the Department Chairperson in consultation with the Dean shall select additional Full Professors from related disciplines. This supplemental committee, with a minimum of three members, will constitute the review committee. A Full Professor of the Department of Theatre, preferably someone currently serving on the Promotion and Tenure Committee, will be designated by the Chairperson of the Department as the chair of the review committee. Also, one person will be appointed by the committee chairperson to serve as the "Procedures Oversight Designee." In fulfilling this assignment, this person will consult current OAA Guidelines, and use any appropriate checklist for procedures to be followed.

Evaluators should not have a close personal or professional relationship to the faculty member.

The faculty member will provide enough copies of the materials for review, as required by the OAA Guidelines. This includes one full copy for each external evaluator and a copy to be kept in the Department of Theatre. (Typically a total of 7 copies are needed.) All expenses for preparation of these materials are the responsibility of the faculty member. The Department of Theatre covers mailing expenses for sending these materials to external evaluators. Return of these materials from the external reviewers is not guaranteed.

If there are additional full professors in the department who are not members of the Promotion and Tenure Committee, the review and evaluation should follow the procedures outlined in Section 7.6. All Full Professors should serve as a committee of the whole in the review and evaluation. If, however, there are no additional Full Professors, then, the Promotion Committee is a committee of the whole. After having sufficient time to review the dossier and related materials, including the letters written by the external evaluators, the members of the Committee should meet, discuss and evaluate the case, and vote by anonymous written ballot.

The Chair of the Promotion Committee will prepare the report, based upon the discussion and vote. This report, which is reviewed and approved by the Promotion Committee, should reflect the evaluation and recommendation of the Full Professors. It should include a summary statement on the criteria used for review and evaluation. It should also include a tally of the vote and a statement by the Committee supporting the recommendation of the voting faculty members (a simple majority, over 50%). This report, when completed, is included in the dossier, which is then forwarded to the Chairperson of the department.

The Department Chairperson, on receipt of the report of the Promotion
and Tenure Committee, will make an independent decision based on materials submitted and departmental and University criteria. The Department Chairperson shall prepare his/her recommendation for each faculty member and transmit with it a copy of the Promotion and Tenure Committee report, all appropriate documentation, and a copy of the Department's Promotion and Tenure document to the Dean of the College.

The Department Chairperson shall prepare his/her recommendation for each faculty member and transmit with it a copy of the Promotion and Tenure Committee report, all appropriate documentation, and a copy of the Department's Promotion and Tenure document to the Dean of the College.

The Department Chairperson shall report in writing to the Full Professors of the department his/her recommendation regarding the faculty member.

If the Department Chairperson's recommendation is different from that of the Full Professors of the department, a conference shall be scheduled between the Department Chairperson and the Full Professors of the department to inform them of the differences.

The Department Chairperson shall inform the faculty member in writing of the recommendations of both the Full Professors of the department and the Department Chairperson at the time the recommendations are forwarded to the Dean of the College. The faculty member will be notified in writing that the reports are available to review if he or she wishes. The faculty member will be informed that he or she has ten days from that point to provide written comments on the reports for inclusion in the dossier. He or she will also be informed that the Promotion and Tenure Committee and the Chairperson have the opportunity to respond in writing to the faculty member's comments. Faculty members are advised that the comment process should be used to amend, correct, or comment upon factual information or procedural matters. All reports, comments, and responses become part of the dossier, placed in the Evaluation section.

All department recommendations regarding promotion (both positive and negative) must be forwarded for review to the Dean and the College personnel committee.

When the work of the committee has been completed the committee chairperson will file its records in the departmental office, including all materials solicited and used by the committee.

7.B.2 Procedures for Promotion and Tenure and Promotion of Regional Campus Faculty Members

Except when the review is a mandatory review for tenure, the department determines which faculty members will be reviewed for possible promotion and tenure or for promotion. If a regional campus faculty member is to be reviewed, the Department Chair will so notify
the faculty member, with a copy to the Dean/Director of the regional campus.

The Dean/Director will initiate a review by the regional campus faculty according to the procedures established on the campus. This review focuses mainly on teaching and service. The Dean/Director forwards the report of this review and a recommendation to the Chair of the department, for inclusion in the faculty member's dossier and for the use of the department's Committee on Promotion and Tenure. From this point the review follows the same course as all promotion and tenure reviews with two exceptions.

The Chair of the department will send to the Dean/Director copies of the peer evaluations, of the departmental committee's report and of the Chair's recommendation.

7.C Documentation of Teaching, Service, Scholarship and Creative Activities

Throughout the procedures portion of this AP&T document, there has been limited mention of kinds of evidence for teaching service, scholarship, and creative activities. This section provides a list of exemplary documentation that is used in the review process for promotion and tenure and for promotion.

7.C.1 Teaching:

Student Evaluations: individual courses, exit interviews of majors, surveys of alumni. Student evaluations of individual courses are required and should be available for every regular classroom course taught.

Peer evaluations: internal and/or external review of course materials including syllabi, exams, instructional materials including textbooks; and internal review of contributions to curriculum and classroom observations.

Faculty's self-evaluation: a statement of the faculty member's approach to and goals for teaching; self-assessment; and description of specific strategies for improvement-- past, current, and planned.

Other: assessment of success of the faculty member's former graduate students; extent to which pedagogical materials developed by the faculty member have been adopted by other faculty at Ohio State and at other institutions; extent to which the faculty member is invited to provide expertise on teaching; teaching awards.
No single set of satisfactory measures can be prescribed. However, among significant types of evidence of teaching effectiveness are the following (not rank ordered):

Opinions of other department members, based on class visitations, attendance at public lectures, lectures or presentations before professional societies.

Opinions of students, appropriately documented and accompanied by interpretive information.

Development of new and effective techniques of instruction and instructional materials.

Publications on the teaching of the appropriate discipline in respected journals devoted to pedagogy.

Recognitions or awards for distinguished teaching.

7.C.2 Scholarship and/or Other Creative Work

The merit of Research and Creative Work will be measured by professional standards of accomplishment. These standards are defined by criteria appropriate to the specific expertise of the individual faculty member: (1) as judged by the professional range of current criteria and accomplishments of scholars and artists in the specific area of expertise and (2) in comparison to the accomplishment of other professionals, nationally and internationally, who teach in comparable degree programs. Accordingly, the standards of quality and quantity are not based on a single model or formula. Evidence includes professional competency through employment by reputable professional companies, juried exhibitions, works selected for broadcast, papers and presentations made at scholarly gatherings, published articles and books in scholarly journals and presses, published scripts, published translations, published commentaries on research topics, edited journals and books, work in progress (if it has been accepted for publication, include evidence of acceptance), textbooks, editions, anthologies of texts, and computer software programs, reviews written for professional journals, evidence cited in the Oxford Accords and the USITT Promotion and Tenure Guidelines. The evaluation of Research and Creative Work will depend upon appropriate types of evidence, as listed below (not in rank order):

Creative work evaluated by such criteria as originality, depth, and pertinence to academic goals of the department.

Professional competency through employment by reputable
professional companies.

Juried exhibitions of original works in museums, at festivals, during conferences, and works selected for broadcast.

Papers and presentations made at scholarly gatherings, especially refereed conference; invited lectures, master classes, and workshops; panel respondent or organizer.

Published articles and books in scholarly journals and presses, especially original research, analysis, criticism, and theory; published scripts; published translations; published commentaries on research topics; edited journals and books; work in progress, if it has been accepted for publication (include evidence of acceptance). Referred work is given priority in the evaluation of publication.

Textbooks, editions, anthologies of texts, and computer software programs that are intended as tools for instruction will be judged as scholarly works to the extent that they present new ideas or incorporate scholarly research.

Reviews written for professional journals will be evaluated to the extent that they reveal the scholarly knowledge and judgment of the faculty member.

Evidence cited in the Oxford Accords and the USITT Promotion and Tenure Guidelines

Administrative offices and responsibilities in scholarly organizations and gatherings.

Creative work in progress, especially if commissioned and/or accepted for production, publication, screening, documentation.

Computer and digital work prepared for scholarly storage and retrieval (e.g., CD ROM); compute networks for scholars, computer software for scholarship; creative works for computers and computer systems.

7.C.3 Service

Evidence of service on Department, College, and University committees; letters of recommendation and evaluation for students and colleagues; recruitment materials; evidence of professional work in scholarly, educational, and artistic organizations at the community, national, or international level.

Service within the Department of Theatre includes, but is not limited to,
student advising, writing letters of recommendation and evaluation for
students and colleagues, recruitment of new students, admissions,
participation in faculty searches, committee assignments, chairing
committees, serving as undergraduate and graduate Directors, and
participating in the wide range of production responsibilities, from
production meetings to striking sets. Other responsibilities include
regular attendance at departmental meetings and events, collegial and
civil participation in the daily operation of the department, and
professional representation of the Department for the variety of
activities that range from welcoming new students in the fall to
marching in commencement exercises.

Service to the College and the University covers a range of
professional activities, including, but not limited to, committee
assignments, faculty representation, liaison assignments, advisor for
student groups, participation in interdisciplinary programs and
activities, etc. Professional contributions to the educational and artistic
missions of the College and the University are part of the service
responsibility.

Service beyond the Department, College, and University may include,
but not be limited to, professional work in scholarly, educational, and
artistic organizations at the community, national, or international level
(e.g., membership on professional committees, service as an officer in
a professional organization, professional evaluations provided to other
universities, organizations, and presses, and professional
consultations). Voluntary participation, which reflects credit on the
individual, the Department, and the University, is encouraged at the
faculty member's discretion and judgment. In no case, however, should
such service or participation divert attention from University
responsibilities or jeopardize effectiveness as a faculty member. And
special care should be taken that professional consulting and business
endeavors do not interfere with or hinder one's primary responsibilities
as an OSU faculty member (one's full-time job). See the University
guidelines and rules for any activity beyond the University for which
one's is paid.

Purposes for Evaluation of Teaching:

Three primary purposes for evaluation of teaching are endorsed by the
Department of Theatre. They are:

- the improvement of instruction,

- the evaluation of instructors for merit, promotion, and tenure
  purposes,
• a mentoring tool for assisting in the development of all faculty.

Student opinions and judgments, appropriately documented and accompanied by interpretive information, are essential. Every student in every course must be provided an opportunity to complete a confidential evaluation of the instructions and the instructor. The Department of Theatre requires each faculty member to utilize the Student Evaluation of Instruction (SEI).

The SEI is a standardized assessment tool designed for use in personnel evaluation and is the only evaluation system fully funded by the university. Faculty are asked to be vigilant in encouraging student engagement with the SEI process as developed by the registrar. SEI results will be made available to both the faculty member and the department chair by the Office of the University Registrar.

Faculty are encouraged to supplement the SEI with additional modes of student evaluations of teaching including written student comments or any other method of evaluative data collection. All should be administered to assure confidentiality of the student. Results of these additional methods of evaluation should not be accessed until after grades are posted in the term in question.

Trends and/or patterns of responses in evaluations are considered to be as important or potentially more important than individual responses for any particular year.

7.C.4 Classroom visitations:

Classroom visitations will be conducted for each untenured faculty member by two tenured faculty members (one selected by the Promotion and Tenure Committee and one by the faculty member). On a “one in three” year rotation based on date of hire, each tenured faculty member will be observed teaching by the department chair and another faculty member of the tenured faculty member’s choosing.

Faculty members must provide assigned visitors copies of their course syllabi with six to eight appropriate visitation days marked from which the visitor may choose.

Visitors must inform the faculty member a minimum of two calendar days prior to their visit of their intention to visit. Surprise visitations are not permitted.

Each designated visitor will visit at least three class sessions prior to the annual review. Upon request of the faculty member, visits may be
repeated.

After each class visit, the faculty member may schedule a meeting with the visitor at a mutually convenient time to confer about the faculty member's teaching, and by the end of the semester, the visitor will submit to the Department Chairperson a signed, written report of his/her visits. These reports will be made available to the Promotion and Tenure Committee. Visitors will submit a copy of their report to the faculty member and faculty members are encouraged to meet with visitors to discuss their visits.

All faculty are encouraged to constantly seek a variety of methods to improve their individual teaching abilities including the methods listed above as well as informal classroom visits by colleagues and/or through the services of the Center for Instructional Resources.

8.0 APPEALS

Faculty members may appeal a negative decision for promotion and tenure. Appeals must follow the policies spelled out in University Rules: 3335-5-05 and 3335-6-05.

9.0 SEVENTH YEAR REVIEWS

Faculty Rule 3335-6-05 (B) 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 review. These reviews require a petition from the Department Promotion and Tenure Committee, the Department Chair, and the Dean to the Provost. Every effort will be made to consider new information about a faculty member's performance before a final decision is made at all levels of the review for promotion and tenure.
APPENDIX A. THE OXFORD ACCORDS

THE OXFORD ACCORDS
adopted by the American Theatre Association

The production of plays, the study of produced plays, and the study of producing plays constitute the discipline of theatre. In recognition of this, most institutions of higher education now include “creative activity” as a legitimate component for promotion and tenure considerations. Other components, such as teaching, scholarly publication, and service have established methods of documentation that are relatively non-controversial and are generally accepted while no such generally accepted policy exists for creative activity.

This document (The Oxford Accords) is based on the assumption that on-campus preparation of plays for public performance allows directors, designers, and actors a viable outlet for demonstrating artistic achievement. Off-campus work with reputable professional companies may supplement this evidence and will often be required in programs emphasizing professional training. Further, this document attempts to establish guidelines for the use of creative activity in promotion and tenure procedures and delineates methods of evaluating and documenting such activity.

It is obvious that a variety of competencies are required in theatre studies in higher education. This document presupposes that all faculty who have public performance responsibilities should be evaluated at least in part on their level of achievement in these responsibilities. It does not imply that more traditional methods of evaluation, teaching, scholarly activity, and service are unnecessary.

The evaluation of artistic work and the articulation of the basis for evaluation is the responsibility of the theatre faculty and the theatre chair. Normally faculty will have the greatest opportunity to document artistic achievement in assignments such as directing, designing, acting, and playwriting.

a. Documenting On-Campus Creative Activity

The quality of artistic achievement can be documented by a variety of measures. This documentation should be accumulated over an extended period of time and should include:

(1) Evaluation by the chair
(2) Evaluation by faculty peers
(3) Evaluation by outside experts (see below)
Faculty members should submit additional documentation which may include:

(1) Evaluation of work submitted for competitions, such as ACTF, etc.;

(2) Reviews in the media by competent critics;

(3) Slides of productions, working drawings, video tapes, photographs, light plots, and other supporting material;

(4) Prompt books;

(5) Letters from the public

(6) Testimonials

Since all on-campus creative activity involves a learning experience for students, the quality of that learning experience can be documented by a variety of measures including:

(1) Evaluation by the chair

(2) Evaluation by faculty peers;

(3) Assessment by students and, when appropriate, alumni

b. Documenting Off-Campus Professional Productivity

A teacher-artist may document the quality of off-campus professional productivity in a variety of ways, including:

(1) Demonstrating a record of continuous activity in the profession through appointed or elected

(2) leadership positions in professional organizations;

(3) Demonstrating professional recognition through such achievement as:

(4) competitive union memberships;

(5) honors and accolades;

(6) invited presentations, lectures, and performances;

demonstrating peer approval of skill mastery, such as invitations to teach master classes or lead intensive workshops;

Since no recognized jury equivalent to those used by professional journals exists
to evaluate artistic achievement, theatre departments should attempt to approximate this practice when seeking outside expert evaluation. For example, a list of potential jurors agreeable to the department and the Dean might be maintained from which jurors could be drawn to provide a written response to a particular production. It is important that, in so far as possible, such jurors be without professional or personal connections with the teacher-artist. Schools should be prepared to underwrite the cost of bringing jurors to the campus for an on-campus production. In the case of designers, portfolios and other artifacts may be sent to experts for evaluation. The work of playwrights may be considered to be juried when accepted for performance or published by a reputable leasing company or other established publisher.

Unlike the teacher-scholar who submits only successful efforts for consideration for promotion and tenure, the teacher-artist by the nature of his/her assignment must submit the total corpus of his/her on-campus creative activity to some level evaluation. Furthermore, the eccentricity of artistic judgment is a commonly accepted phenomenon. Departments should insist, therefore, upon expert documentation of a fair sample of the teacher-artist’s work. Moreover, the teacher-artist, like the teacher-scholar, should have the right to select the work to be evaluated by outside expert jurors and the right of reasonable refusal of names on the potential juror list.
Tenure and Promotion Guidelines

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