

DEPARTMENT OF GEOGRAPHY GUIDELINES FOR REAPPOINTMENT, PROMOTION AND TENURE

This document represents our academic unit standards and stipulates the policies and procedures to be followed in the reappointment, promotion and tenure decisions in the Oklahoma State University Department of Geography. This document shall be amended or replaced only by a majority vote of the geography faculty.

A. GOALS AND OBJECTIVES FOR TENURE AND PROMOTION

The department of geography has a long-term goal of academic excellence, and striving for excellence is the shared mission among individual faculty members. Tenure and promotion within the department are based on internal and external review of the contributions of each faculty member toward academic excellence.

Scope and Mission

The following items describe the department's scope and mission. Academic excellence for individual faculty should be judged in context.

The geography department enjoys a very strong regional reputation. This is due to the collective accomplishments of our research-active faculty. The OSU geography department's reputation compares favorably with, if not exceeds, that of the other Big 12 schools. The department may be one of the top twenty-five nationally, and was ranked through external review as a top-five M.S. granting geography department. The department strives to maintain this established reputation and to solidify our growing national standing through implementation of our Ph.D. program in Geography (est. 2002).

In addition to a good national reputation based on research, a major emphasis is on teaching. No one is hired, reappointed, tenured, or promoted unless he or she is an effective classroom teacher and productive scholar. Extension and service activities will be considered on their own merit.

The guiding documents to be used in evaluating a faculty member for promotion and tenure will be (1) the Geography Department's "Job Descriptions" (Appendix A) and (2) the Geography Department's "Faculty Responsibilities by Rank": and "Performance of Faculty Responsibilities," (Appendix B).

B. PERSONNEL COMMITTEE

On matters of reappointment, promotion, and tenure, the Personnel Committee serves in an advisory capacity to the Department Head, and recommends whether or not a candidate has met the applicable criteria and qualifications for the personnel action being considered. The

Personnel Committee acts on these matters in accordance with the policies of the University, College of Arts and Sciences, and Department of Geography.

1) Establishment and Representation

The Personnel Committee will be elected by the Geography Faculty and will be composed of three or more members with representation from each tenure-line rank, if that is possible. At least three members of the Personnel Committee must be voting members. That is, they must be tenured faculty at the same rank as, or above, that being sought by any candidates with personnel actions in that same academic year. Tenure-track Assistant Professors may be elected to and serve on the Personnel Committee but will not be voting members in reappointment, tenure, and promotion actions. A faculty member applying for reappointment, promotion, or tenure may serve on the Personnel Committee, but must recuse him/herself during consideration of his/her application. Every effort will be made to include female and minority members.

In accordance with University, College, and Departmental policy, some exclusions from the Personnel Committee are necessary. Faculty members ineligible for membership include: (A) the Department Head, (B) those with temporary appointments, (C) those with professional practice or research appointments, (D) those with postdoctoral appointments, and (E) family members or collaborators of the candidate. Faculty members applying for reappointment, promotion, or tenure should not serve on the College of Arts and Sciences Reappointment, Promotion, and Tenure Committee in the year of their application. In the event that a faculty member is on both the Departmental and College committees, s/he will vote only on the Departmental Committee.

Election of members to the Personnel Committee will be by secret ballot at a faculty meeting. A member is elected by a simple majority of those voting, with the Faculty Secretary performing the count. Those ineligible to vote for Personnel Committee memberships are: (A) persons with temporary appointments, (B) persons with professional practice or research appointments, and (C) persons with postdoctoral appointments. The Committee will choose its own chair, usually at the rank of Professor. The term of membership is for one year.

If a replacement is necessary for a member of the Personnel Committee, voting will be by either an electronic or hardcopy ballot, with the count performed by the Faculty Secretary. If the Department cannot complete its Personnel Committee from within its ranks, the Department Head will consult with the Personnel Committee and then solicit faculty from similar departments or disciplines at the University to assist the Personnel Committee with reviews and recommendations.

In the event that the Department Head is a candidate for promotion, the Personnel Committee will recommend a senior faculty member to the Dean to serve as acting Unit Administrator. This person carries out the duties of the Department Head only on this personnel action.

2) Responsibilities and Procedures

Promotion and tenure actions may be initiated by the faculty member, the Department Head, or by the Personnel Committee. A faculty member may initiate a personnel action by submitting a written request to the Chair of the Personnel Committee. In such a case it will be the faculty member's responsibility to supply documentation in support of this request. The Committee will review the request and will provide the faculty member and the Department Head with a report on its findings.

For each personnel action under consideration, the candidate will provide to the Chair of the Personnel Committee all relevant resource materials, including but not limited to, annual appraisals, career vita, copies of publications, and student evaluations of teaching. It shall be the responsibility of the applicant, in counsel with the Department Head, to ensure all supporting materials are in place for the action.

All persons of faculty rank may provide input to the Personnel Committee before the Committee formulates its recommendation. This input will be in the form of a signed, hard copy letter that is provided to the Personnel Committee Chair and should address only criteria specified in Appendix A below. The Personnel Committee shall consider this input and will address it in the committee's written recommendation to the unit administrator. The Chair of the Personnel Committee or the unit administrator will provide the candidate with a waiver form for these internal faculty comments. The signed waiver form must be returned to the Chair of the Personnel Committee before the Personnel Committee solicits input from the unit faculty. All signed, hard copy letters received will be stored by the Personnel Committee Chair and destroyed upon conclusion of the RPT process.

The Personnel Committee will provide the Department Head with copies of a statement of recommendation in the form of a written letter. This letter must record the numerical outcome of the final vote on the personnel action. If the Personnel Committee is not unanimous, then both majority and minority opinions shall be indicated within the letter. All Personnel Committee members must sign the letter. A copy of this letter will be conveyed to the candidate in a confidential manner after the recommendation is finalized. All discussions of the Personnel Committee shall be confidential.

C. GUIDELINES ON DOCUMENTATION SENT TO THE DEAN'S OFFICE

All personnel actions (reappointment, promotion or tenure recommendations) are to be initiated at the Department level. The necessary documents to be forwarded to the Dean's Office and subsequent levels of administration are as follows:

1) RPT Checklist and Supporting Documentation

The RPT form is to be completed by the Department Head (with necessary information supplied by the faculty member). Additional documentation to be supplied with this form is specified on the checklist (appointment documents, Employment Action Form, Statement of

Work assignment, annual and interim A & Ds, department RPT guidelines, peer-review letters and waiver of right to read letters).

2) A Letter from the Personnel Committee Concerning the Action

This letter is to be a consensus of the views of the committee and must include the reasons for which the committee recommends or denies approval of the action. Minority opinions shall be indicated, and the letter is to be signed by all committee members. A copy of this letter will be given to the RPT candidate before it is passed to the Head. The candidate has three working days to write a rebuttal (if desired: no longer than 1000 words) before the letter is forwarded to the Dean.

3) A Letter from the Department Head Concerning the Action

The purpose of this letter is to set forth the Department Head's reasons for recommending or denying approval of the action in question. Where the position of the candidate is specialized, differing significantly from normal Departmental assignments, this shall be detailed. A copy of this letter will be given to the candidate before it is sent with the completed RPT package and forwarded to the Dean. If desired, the candidate has three working days to write a rebuttal (no longer than 1000 words) before the letter is forwarded to the Dean.

4) A Vita for the Individual

The vita should describe the totality of professional accomplishments of the individual, in addition to the individual's most recent contributions.

5) Supporting Evidence (in special cases)

A limited amount of evidence in support of the reasons given in (2) and (3) may accompany these documents. However supporting evidence is more useful at the Department level and generally to be removed from materials forwarded to the Dean's office. Examples of such evidence may include copies of publications or published reviews of the work of the individual. Evidence may support departmental reasons for the decision or the candidate's rebuttal, but it should not be voluminous. A copy of the Departmental criteria shall be included with the supporting evidence.

D. EXTERNAL PEER REVIEW

The Department of Geography recognizes the value in external (outside OSU) peer evaluation of faculty performance. External peer review is an OSU policy for promotion and tenure actions. Peer review letters are not required for reappointments. The following guidelines and definitions are designed for this evaluation process.

1) Determination of External Peer Review

External peer review is mandatory for decisions leading to both tenure and promotion. A list of potential reviewers will be prepared by the candidate, the Department Head and the Personnel Committee. The list should contain at least five names.

2) External Peer

An external peer is identified as any person currently holding a full-time academic appointment in a university equivalent to OSU. The person should hold a Ph.D. degree in geography or a closely allied discipline, and should have taught in a university for a total of five years. The reviewer must be at or (preferably) above the equivalent academic rank of the candidate being considered for RPT action. Former advisors and close collaborators will not be used as external reviewers. Any exceptions to these requirements must be requested in writing by the candidate for promotion.

3) External Peer Selection

- A. The Reviewers will be selected by the personnel committee from the list of five names. Three of the reviewers will be contacted.
- B. The Personnel Committee Chair will contact the selected reviewers to determine if they will be willing to serve as a referee for the candidate.
- C. Communication will continue until three reviewers agree to serve. If necessary, the original list will be expanded.

4) Materials

All materials will be supplied by the candidate and the Department Head. The materials should be ready at least three months before they are due for campus processing in order to allow time for the external review process. Materials to be supplied to external reviewers will include: current vita, summary of teaching evaluations, and copies of representative publications.

5) Explanation

The personnel committee chair will provide each external reviewer with the department's criteria used at OSU for promotion.

The external reviews will become part of the candidate's personal file. The peer review letters are removed from all materials returned to the faculty member after the RPT process is complete. The letters are retained in a separate, secure location for a minimum of three years.

E. CRITERIA FOR HIRING

Before all hiring decisions, including part-time and temporary, visiting, or extension appointment and rehiring decisions, the Personnel Committee will be consulted (in recognition of the need for flexibility in emergency staffing situations, the department head may act in

consultation with available on-campus faculty in the event the Personnel Committee cannot be convened). The Personnel Committee will make a careful assessment of departmental needs in light of goals and objectives in a faculty meeting. Discussion shall include the needed specialties and other qualifications in light of the goals of the Department. At the completion of this meeting, the Department Head will prepare a Request to Staff form and advertisement copy. The Personnel Committee will review these documents.

To reach the greatest number of the best-qualified candidates, recruitment to fill a vacant faculty position will be national in scope. Advertisement for such positions will be through direct communications with geography departments throughout the country, and through placement of an announcement in *Jobs in Geography*.

The Personnel Committee will screen applicants for the position, and will make recommendations to the Department Head regarding their relative suitability given the department's needs. The Personnel Committee will also make recommendations to the Department Head regarding campus visits of at least two high-rated candidate(s). Committee members will assist the Head during the visit(s) or candidate(s). All tenured and tenure-track faculty will be given opportunities to vote on the acceptability of the interviewed candidates.

The vote of the faculty shall be transmitted to the Dean. The Head will present reasons for the choice (or rejection) in writing to the Dean. Letters of offer and appointment will be issued in accordance with existing Policies and Procedures of the College.

F. CRITERIA FOR REAPPOINTMENT, PROMOTION AND TENURE

A faculty member's performance for purposes of recommending or denying appointment, promotion, or tenure will be based upon an evaluation of the manner in which the candidate fulfills the responsibilities described in the job descriptions relevant to that individual's rank. (See Appendix A).

Evaluation of the level of quality associated with fulfillment of these responsibilities will be based upon the amount and nature of the available evidence. In all cases of promotion, meritorious performance in two of the three mission areas (teaching, research, service/extension) is required. It is important to remember that most of the burden for providing evidence upon which these evaluations are based will fall to the faculty member. While evidence of participation, membership, and activity is readily available, it is more difficult and less common to show evidence of accomplishment and quality. Therefore, faculty members are urged to give special attention to the identification and presentation of evidence that speaks to the quality of their performance.

Note that competence alone is insufficient as evidence of level of performance for reappointment, promotion, or tenure. (See the *Policy Statement to Govern Appointment, Tenure, and Promotion and Related Matters of the Faculty of OSU*). In order to achieve the goals of the Department of Geography, high quality performance is required. See Appendix B for examples offered to indicate high quality performance. Attention is also called to the fact that faculty

responsibilities increase with rank, and that in order to be promoted, a faculty member must already have demonstrated the capability of performing at the responsibilities of the next rank.

G. CONNECTION BETWEEN THIS DOCUMENT AND ARTS & SCIENCES A&D RATING CATEGORIES

The appraisal and development process is linked to reappointment, promotion, and tenure (RPT). Yet, assignment into one of the five categories does not tell all and evaluators are cautioned to examine all evidence provided by the faculty member and the Head.

RPT actions in the OSU Geography Department have long been rooted in a rational attempt to reward high quality. Specifically, annual A&Ds are used as partial indicators of high quality. When a faculty member exhibits high quality of overall performance over a number of years, reappointment, tenure, or promotion is normally the result. To be promoted in rank, a faculty member must demonstrate he/she is performing tasks up to the expectations for the next rank. These expectations are found below.

The A&Ds are a vital set of evidence during RPT actions but there are other considerations. As elected representatives of the departmental faculty as a whole, the personnel committee's charge is to perform an independent evaluation of the candidate. Other evidence (for instance peer review letters and the candidate's self evaluations) must be carefully considered and given appropriate weight during personnel actions.

H. OTHER MATTERS

For purposes of promotion, time in rank is one consideration but not the primary one. Previous achievements in another university or research environment will be given appropriate credit if the candidate can establish that performance was at high quality levels.

A change in emphasis of goals and objectives within the department cannot be grounds for denying reappointment, promotion and tenure to a faculty member.

There is a great diversity in the availability of extramural funding to support the pursuit of scholarship in the academic units of the College of Arts and Sciences. The provision of "start-up" funding recognizes the needs that incoming faculty have for facilities to pursue scholarship. In cases where large "start-up" costs are provided (in excess of \$25,000), and substantial opportunities exist for extramural funding, faculty being considered for tenure will be expected to have achieved substantial extramural funding, comparable to the amount of the "start-up" costs. For these purposes, "start-up" does not refer to facilities renovation costs. Offer letters to faculty being provided with substantial "start-up" funding will identify the amount of "start-up" funding, and the expectation with regard to achieving extramural funding.

I. WORKLOAD POLICY

1. Preamble

1.1 Overview

This workload policy abides by the mission of the department (see this document), which includes objectives in the areas of instruction, research, and service/outreach. The workloads should also satisfy the needs of the department in terms of promoting its programs, its visibility at national and international levels, and diversity of its faculty under the principle of academic freedom. The policies stated here also consider satisfying the promotion and advancement of academic interests of each faculty. This document also considers that quality in workloads among tenure-track faculty and non-tenure track faculty (visiting, professional practice, research, etc.) is an important aspect of academic health and internal relations. Therefore, this document attempts to establish the mechanisms to maintain an equal, diverse, and flexible workload in the department.

1.2 Statement on equality

In the allocation of instruction and service workloads effort will be made to distribute the burden equally among the faculty, unless special circumstance require temporary adjustments in the proportions of teaching, research and service hours. Equality in workload distribution should also consider individual expertise and interests, equal opportunity for control in career paths, and consideration of research as an element of evaluation for promotion and tenure of junior faculty.

1.3 Statement on scholarship diversity

While an equable load among the faculty is desired, diversity should be considered. This document honors diversity among faculty in the sense that individual faculty may take either a research-heavy or instruction-heavy approach for their career paths within the bounds of equality stated above. Diversity in this case also means that some research areas require more time and funds, while others require physical absence for field research and collaborations with researchers at national and international levels. Diversity in teaching can be expressed in the type of courses (e.g., with lab or field work), enrollments, and credit hours.

1.4 Statement on service

Regardless of diversity in research and teaching, faculty are expected to devote time and effort to provide service at department, college and university levels, and when appropriate at community, national, and international levels. Although difficult to measure, service should be viewed in qualitative terms, particularly in responsibilities and quantitatively, time taken for certain tasks. Service should also consider the modalities of situations in the research (e.g., leaves) and teaching (e.g. field courses).

2. Definitions of activities and expectations in each of the workload sections

Teaching: Academic activities whose objectives are instruction, which can be in the classroom (face-to-face), distant (online), or through advising. Advising, in some cases mentoring, includes non-classroom activities with one or more students working on a particular project (independent studies and readings) or supervising theses and dissertations when a student is not part of a faculty member's funded research project. Refer to Appendix B for specifics on teaching.

Research: Academic activities such as obtaining funds, conducting research (field work, archival, or laboratory), publishing and other forms of diffusion, and advising students when they are funded by the faculty's research grant or are part of the faculty's research project. For details refer to Appendix B.

Service: Activities such as participation and responsibilities in department, college, and university committees, or academic organizations outside the university (e.g., outreach). Refer to Appendix B.

3. Quantification of workloads

Tenure-track faculty loads are expected to be as follows: teaching, 45%, research 45%, and service 10%, unless specified below (e.g., junior faculty) or negotiated with the department head based on the criteria outlined above. Professional practice, advising, visiting, and research faculty fall under different workloads, depending on the case (Refer to Appendices C and D). The OSU Workload Policy (220110) reads "...all faculty member activities in teaching, research, and service shall constitute the equivalent of 12 instructional credit hours per semester or 24 credit hours in a nine-month academic year..." To fulfill this policy and the Geography Department's 45%-45%-10% work policy, the following calculations are made: 1 instructional credit hour = 0.9 units, and three instructional credit hours = 2.7 units.

Tenured faculty will fulfill their standard 45%-45%-10% workload according to the distribution of units in Table 1, attaining a nominal per-academic-year load of 24.0 units. Attention should be made to course releases for activities such as graduate/undergraduate coordinator, physical geography coordinator, or department head (see asterisk in Table 1).

Other tenure and non-tenure-line faculty (e.g., professional practice faculty, research faculty, and instructional-only appointments) should also fulfill 24.0 units per academic year (Table 2). The department head will assign instructional, research, and/or service workload in the appropriate category. Refer to Appendix C and D for details on reappointment and promotion of professional practice and research faculty, respectively.

4. Assignment of workloads

The department head will assign workloads to tenure-line and non-tenure-line faculty with the expectation of high-quality performance (See Performance of Faculty Responsibilities in Appendix A of this document). The department head will also evaluate the performance of each activity (Research, Teaching and Service) every year during the A&D process. The faculty member will negotiate any changes to his or her workload based on research or teaching needs as specified above in the preamble or in conjunction with any course banking hours.

TABLE 1. TENURED AND TENURE-TRACK FACULTY APPOINTMENTS

	Academic year
Teaching (instructional) workload for each academic year is desired to be four 3 credit-hour courses	10.8 units
Research for a each academic year will be, at least, equivalent to the work performed for four 3 credit-hour courses*	10.8 units
Service performance for each academic year will be at least equivalent to the work performed for one 3 credit-hour course	2.4 units
Total:	24.0 units
*Major support of the instructional mission (e.g., graduate coordinator, undergraduate coordinator, and physical geography coordinator) are usually in lieu of instruction of one 3 credit-hour course (1-2). Department heads usually have a release of two 3 credit-hour courses (1-1).	--

TABLE 2. OTHER TENURE/NON-TENURE-LINE APPOINTMENTS

	Total per year
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Professional practice faculty – instructional and other units	24.0 units
Instructional appointments (i.e., visiting assistant professor) – instructional units only	24.0 units
Research appointments – research units only	24.0 units

APPENDIX A

JOB DESCRIPTIONS ASSISTANT PROFESSOR OF GEOGRAPHY

Requirements

In order to be appointed as an assistant professor of geography, a person must hold an earned doctoral degree in Geography or a closely related field from an institution of higher learning accredited by a regional agency. The person will have demonstrated promise of creative ability and imagination, and an interest in teaching and working with students. To be considered for appointment, an individual must have strong and supportive recommendations from prior professional employers and/or other individuals qualified to assess the person's potential as a teacher, scholar, researcher and/or effective participant in extension and public service work.

Responsibilities

The assistant professor's responsibilities will include teaching lower division, upper division, and graduate courses, depending upon departmental needs and the individual's specialties; service on graduate student committees, assistance in developing new courses and modifying curriculum as needed, and supervision of teaching assistants if assigned. The assistant professor of geography will initiate and maintain a research program, presenting research results, and seeking funds in support of research efforts, and/or he/she must initiate and maintain an extension program, seeking funds in support of that effort. The person will be called upon to undertake committee or other departmental service responsibilities.

Appointment and Review

This is a tenure track position with an initial university appointment of four years. Review for reappointment at the rank of assistant professor occurs in the third year. The incumbent may be reappointed based on evidence of satisfactory performance toward promotion and tenure. Promotion to associate professor or reappointment as an assistant professor after seven years of service confers tenure. The review for promotion and tenure must be made in the sixth year. A seventh year in rank would be the terminal year in the event of a negative decision. A written appraisal of performance effectiveness shall be rendered annually by the Department Head. Recommendations concerning reappointment, promotion, and or tenure will be made by the Department Head with the advice of the departmental Personnel Committee after careful consideration of a candidate's performance and potential. In order to be reappointed as an assistant professor, a person must show that progress is being made toward the award of tenure and promotion to associate professor. Evidence of progress is found in high quality performance. The ability of the candidate to fulfill any special needs of the department shall be noted and given weight appropriate to their merit.

ASSOCIATE PROFESSOR OF GEOGRAPHY

Requirements

In addition to the requirements for an assistant professor, an associate professor of geography shall have demonstrated ability to teach at the undergraduate and graduate levels of instruction. In addition, a person appointed to the position of associate professor of geography will have an established record of accomplishments in research and/or extension. Ability in instruction may be demonstrated by peer and student assessments of the person's ability to help students learn and to make contributions in instruction programs and course development. Skill in research may be demonstrated by publication of research results, preferably in refereed professional journals and by obtaining outside support for research. Accomplishment in extension may be demonstrated by development and/or participation in successful extension activities, determined to be significant by administrators and internal or external peers. In some cases, successful execution of substantial professional responsibilities (such as administrative duties, academic advising, and professional organization duties) may be a factor for consideration in any evaluative procedure.

Responsibilities

In addition to the duties of an assistant professor, the associate professor will teach at the graduate level and/or serve on graduate student committees, probably as chair, coordinate multiple section courses as needed, and advise undergraduate or graduate students in academic and vocational planning if assigned. The associate professor of geography will have an established research program, and will publish research findings, or will have an established extension program. This faculty member will undertake major committee or other service responsibilities in and outside of the Department of Geography.

Appointment and Review

The associate professor will have earned tenure if promoted to that rank while at the university. A written appraisal of performance effectiveness and goals shall be rendered annually by the Department Head for all associate professors. For a person initially appointed as an associate professor without tenure, reappointment after four years will confer tenure, as will promotion to professor. A faculty member will be promoted when that member's qualification and scholarly record match the published criteria for the next rank. Associate professors normally serve for five or more years, with review of promotion to Professor in the fourth year or after. Five years normally constitutes the extended period of time over which a candidate for promotion to professor must show evidence of sustained excellence. Special tenure and promotion review is allowable by university policy after the first year of service in rank. Tenure, reappointment, and promotion recommendations for the associate professor will be made by the Department Head with the advice of the Departmental Personnel Committee. Recommendations for reappointment at the associate professor level will require evidence of high quality performance. The ability of the candidate to fulfill any special needs of the Department shall be noted and given weight appropriate to their merit.

PROFESSOR OF GEOGRAPHY

Requirements

In addition to meeting requirements of an associate professor, a person considered for the rank of Professor of Geography will have established a consistently high quality record of performance as a teacher both in the classroom and as a committee member for graduate students. In addition, such a person must have established a consistent record of high quality performance in either extension or research.

Responsibilities

In addition to the duties of the assistant and associate professor, the professor of Geography will chair graduate student committees and will provide leadership in developing curricula and maintaining instructional standards. The professor will demonstrate leadership in scholarly activities or extension activities and provide leadership on committee or other service situations in and outside of the department.

Appointment and Review

Appointment or promotion to the rank of professor confers tenure. University policy allows for a probationary period, not to exceed three years (to be specified at the time of appointment), for awarding tenure to individuals initially appointed to the rank of professor. A faculty member will be promoted when the member's qualifications and scholarly record match the published criteria for that rank.

FACULTY RESPONSIBILITIES BY RANK – DEPARTMENT OF GEOGRAPHY

	<u>ASSISTANT PROFESSOR</u>	<u>ASSOCIATE PROFESSOR</u>	<u>FULL PROFESSOR</u>
		ASSISTANT PROFESSOR RESPONSIBILITIES PLUS...	ASSISTANT AND ASSOCIATE RESPONSIBILITIES PLUS...
INSTRUCTION	teaches lower and upper division, and graduate courses, depending upon departmental needs and individual's specialties	teaches at graduate level and/or serves on graduate student committees, probably as chair	serves on graduate student committees
	service on graduate student committees	coordinates multiple section courses as needed	provides leadership in developing curricula and maintaining instructional standards
	assists in developing new courses and modifying curriculum as needed	advises undergraduate or graduate students in academic and vocational planning if assigned	
	supervises teaching assistants if assigned		
RESEARCH/ SCHOLARLY ACTIVITY	initiates and maintains a research program	obtains outside funds, or otherwise supports research program	demonstrates leadership in scholarly activities
	presents research results	publishes research findings	
	seeks external funds in support of research program		
-----OR-----			
EXTENSION	initiates and maintains an extension program	obtains outside funds, or otherwise supports extension program	demonstrates leadership in extension activities
	seeks funds in support of extension program	reports results of extension efforts	
SERVICE	undertakes committee or other departmental service responsibilities as assigned	undertakes major committee or other service responsibilities in and outside of department	demonstrates leadership through committee or other service responsibilities in and outside of department

APPENDIX B**PERFORMANCE OF FACULTY RESPONSIBILITIES**

Reappointment, promotion, and tenure within the Geography Department are predicated upon the candidate's demonstration of high quality performance in discharging faculty responsibilities. In these decisions, the task of providing evidence falls to the candidates. The following criteria provide guidance for the candidate and his/her evaluators as to the types of evidence which may be used to document high quality performance. The department bases reappointment, promotion, and tenure decisions on the totality of an individual's performance. Therefore it must be stressed that this appendix is not all-inclusive of types of evidence a candidate may present, nor may it be used as a "yes-no" checklist by the candidate's evaluators. (e.g. the receiving of favorable student testimonials may be used by the candidate as evidence of high quality teaching performance, however the student testimonials are not required in order that reappointment, promotion, or tenure take place). It should also be noted that the department does not have a rating system to judge the relative merits of one piece of evidence over another.

Responsibility	Evidence of High Quality
INSTRUCTION	
Teaches	<p>receives student testimonials; student evaluations above average; continued strong enrollments in courses.</p> <p>receives departmental or other recognition of teaching</p> <p>reviews courses frequently; develops and prepares new courses; implements innovative teaching activities; provides evidence of requiring rigorous performance from students</p> <p>chosen to participate in special courses (honors, interdisciplinary, etc)</p>
Advises	<p>receives testimonials, evaluations by advisees</p> <p>receives special recognition by colleagues</p> <p>implements innovative and successful advisement procedures</p>
Supervises Graduate Students	<p>actively sought by graduate students for committee service or chair, students acknowledge contributions; peers recognize contributions</p>

INSTRUCTION (cont'd)

Supervises Teaching Assistants	stimulates high productivity from supervisees
Coordinates Multiple Sections	receives high course evaluations in coordinated courses receives colleague testimonials
Participates/Leads Curriculum Development	offers innovative suggestions for improving acceptance of ideas; carries out plans successfully

RESEARCH

Initiates and Maintains Program	plans of special significance; findings of regional and/or national interest; methods innovative
Presents Results	presents findings at regional, national, or international meetings having refereed submissions presents invited papers or seminars to colleagues at other universities, or at regional, national, international meetings obtains unsolicited favorable reviews by peers
Seeks Funds	receives favorable reviews
Obtains Support	obtains outside funding from sources where competitive peer review systems are employed
Publishes Findings	publications appear in refereed journals; in prestigious research monograph series obtains favorable reviews of publications obtains widespread adoptions of monographs and textbooks achieves citation record receives awards for publication
Provides Leadership	obtains university, regional, or national recognition as a leader in research specialty

RESEARCH (cont'd)

Provides Leadership (cont'd)

receives call to special service by professional organizations, government, or business

maintains high visibility

EXTENSION

Initiates and Maintains Program

plans of special significance, innovative

presents evidence of success, high enrollment

receives outstanding evaluations by clients, peers, or supervisors

Seeks Funds

receives favorable reviews on proposals

Obtains Support

obtains funding from sources where competitive peer review systems are employed

Reports on Activities

obtains favorable reviews on reports of extension efforts; publications are refereed

SERVICE

Undertakes Committee or Other
Assigned Responsibilities

makes important contributions to deliberations of committee

receives commendations or other recommendation from committee chairs or peers

Undertakes Major Committee

makes important contribution to deliberations of committees (as evidenced by committees acceptance of ideas, reports, etc.

receives commendations from peers, committee chairs, etc.

Demonstrates Leadership

demonstrates important impacts of leadership

receives commendations for efforts

serves as an elected delegate or officer to a college, university, or professional organization

APPENDIX C

PROFESSIONAL PRACTICE PROFESSOR

Guidelines for promotion and reappointment

Introduction

The Department of Geography policy on Professional Practice faculty will follow that of the OSU Policies and Procedures 2-0903 (Non-Tenure Track Faculty Positions, April 2017), with the additional features detailed below.

Professional practice duties support the department's mission through the provision of high-quality undergraduate teaching, advising, service and, when applicable, research. Some professional practice faculty may also teach graduate courses in the context of their assigned duties, and may serve on master's and doctoral committees. Professional practice are also eligible to serve as principal investigators on proposals for external funding, if such activity is consistent with the expectations of the appointment. The service component of professional practice duties includes participation on other departmental committees or undertaking other service responsibilities within the department, across campus, and within the community or professional discipline.

When required by the department, professional practice faculty may also have significant advising duties. In those instances, professional practice faculty members should play a strong role in undergraduate advising and mentoring, including the recruitment and retention of majors. The advising component will generally include serving as the department's Undergraduate Advisor, taking a leadership role on the department's Undergraduate and Recruitment Committees, and overseeing the preparation of undergraduate program evaluation and assessment efforts. Professional practice faculty with advising duties also aid the department through the establishment or support of program development initiatives aimed at attracting majors, raising student awareness about departmental degree options and career pathways, and building connections between the department, its students, and public and professional communities.

Privileges Regarding Faculty Governance

Within the department, professional practice faculty will have voting privileges on all matters except those involving appointment, reappointment, promotion, tenure, and cumulative review of tenured or tenure-track faculty members.

Term of Appointment

Professional practice faculty members help the Department in fulfilling central parts of its mission by providing high-quality instruction and advising to students each year. It is vital that the department be able to recruit and retain outstanding personnel in these positions. Therefore

faculty members in the professional practice ranks shall have initial appointments of three years. After each satisfactory performance evaluation, a professional practice faculty member's appointment shall be extended to end three academic years following the academic year in which the professional practice faculty member received the satisfactory evaluation. In the case of unsatisfactory performance, the appointment will remain at two years, and the professional practice faculty member will be given specific recommendations for correcting deficiencies. Assuming acceptable progress is made after one year, the appointment will once again be restored to three years. However, if deficiencies persist, the remaining year will become the terminal year of the appointment.

Criteria for Promotion in the Professional Practice Ranks

The primary responsibilities of a professional practice faculty member are teaching, advising, service, and or research. If a professional practice faculty member and the Department Head agree on significant duties in other areas, including but not limited to advising, research or scholarly activity, or outreach, then this portion of the assignment should be considered in the promotion case and may bolster or diminish the case for promotion. Excellence in the assigned duties is necessary for any promotion.

Criteria for Promotion to Assistant Professor of Professional Practice

It is expected that most professional practice faculty members who possess a doctorate in geography or closely related field will be hired at the Assistant Professor level. This is appropriate recognition of their scholarly achievement. If a professional practice member holding a doctorate in geography or a closely related field is hired at the Professional Practice Instructor level, then after one academic year of satisfactory performance, such a faculty member may reasonably ask and expect to be considered for promotion during the following academic year to Assistant Professor of Professional Practice.

In order to be recommended for promotion, the candidate must have a record of high-quality performance in the assigned duties. Effective teaching is a vital component of the assignment of a professional practice faculty member's duties, and clear documentation of ability and diligence in instructional duties is essential. Evidence of teaching effectiveness may include but is not limited to course evaluations and the proposal and development of new courses. For candidates with advising duties, advising encompasses mentoring students as well as working to recruit and retain majors. Such candidates are expected to make consistent efforts in these areas.

Some professional practice faculty members may have an agreement with the Department Head in which the professional practice faculty member has additional duties in his or her workload, including but not limited to research or outreach. These responsibilities may play a proportionate role in a promotion case.

The Department does not require letters from external referees as part of the file for a candidate seeking promotion to Assistant Professor of Professional Practice because there is no requirement in this rank that the candidate establish a strong professional reputation outside Oklahoma State University. Where appropriate, the candidate may ask that the Personnel Committee seek external letters to evaluate research and/or scholarly activity. In that case, the development of a

list of external reviewers and the solicitation of the letters shall be handled in the manner described for tenure-track faculty in the Department of Geography Guidelines for Reappointment, Promotion and Tenure.

Promotion to the rank of Assistant Professor of professional Practice does not require any particular period of time spent at the rank of Professional Practice Instructor. A professional practice faculty member who has established a strong record of performing his or her assigned duties and teaching responsibilities well would normally be ready for promotion within several years of his or her hiring as a Professional Practice Instructor. However, there is no requirement that Professional Practice Instructors seek promotion to Assistant Professor of Professional Practice.

Criteria for Promotion to Associate Professor of Professional Practice

In order to be recommended for promotion to Associate Professor of Professional Practice, a candidate must demonstrate sustained excellence in all aspects of his or her assigned duties. Some professional practice faculty members may have an agreement with the Department Head in which the professional practice faculty member has additional duties in his or her workload, including but not limited to research, scholarly activity, and outreach. These responsibilities may play a proportionate role in a promotion case.

As in the criteria for promotion to Assistant Professor Professional Practice, the candidate must exhibit continued high-quality performance in teaching. Evidence of teaching effectiveness may include but is not limited to course evaluations, continuous growth in the subject matter, or evidence of high-quality class preparation or interactions.

Candidates with advising duties should also have initiated and implemented programs designed to attract new majors to the undergraduate program, and be able to document these programs and their impacts. These candidates will also be expected to mentor students as evidenced by providing academic and career development advising, or serving as faculty advisor to student groups. These candidates should also demonstrate a consistent effort at retaining undergraduate majors, and document the interventions. These candidates will also demonstrate continued success in the timely preparation of program assessment plans and reports. In representing the department, these candidates will create and maintain a visibility across campus by attending events and promoting the department's programs.

In order to be recommended from promotion, all candidates must have shown a willingness to engage in service to the Department and effectiveness in doing so. Other evidence including but not limited to advising awards may also be considered in promotion cases for those candidates with advising duties.

The Department does not require letters from external referees as part of the file for a candidate seeking promotion to Associate Professor of Professional Practice because there is no requirement in this rank that the candidate establish a strong professional reputation outside Oklahoma State University. Where appropriate, the candidate may ask that the Personnel Committee seek external letters to evaluate research and/or outreach. In that case, the development of a list of external reviewers and the solicitation of the letters shall be handled in

the manner described for tenure-track faculty in the Department of Geography Guidelines for Reappointment, Promotion and Tenure.

Promotion to Associate Professor of Professional Practice does not require any particular period of time spent at the rank of Assistant Professor. Achieving the necessary professional stature for promotion may be rapidly demonstrated by singular professional achievement, and it may also be demonstrated by the cumulative effect of continued professional activities over a longer period of time. Unlike in the tenure-track ranks, in which Assistant Professors must seek promotion to Associate Professor, Assistant Professors of Professional Practice need not seek promotion to the Associate Professor rank, though they are encouraged to do so if they have achieved a record commensurate with the higher rank.

Criteria for Promotion to Professor of Professional Practice

In order to be recommended for promotion to Professor of Professional Practice, a candidate must demonstrate sustained excellence in all aspects of his or her assigned duties. Some professional practice faculty members may have an agreement with the Department Head in which the professional practice faculty member has additional duties in his or her workload, including but not limited to research, scholarly activity, and outreach. These responsibilities may play a proportionate role in a promotion case.

The candidate must exhibit continued high-quality performance in teaching. Evidence of teaching effectiveness may include but is not limited to course evaluations, continuous growth in the subject matter, high-quality class preparation or interactions, the use of innovative teaching activities, recognition of their teaching, or other leadership in curricular development.

Candidates with advising duties should provide leadership in developing program-wide efforts to attract and retain majors. Such candidates will also demonstrate continued success in the timely preparation of program assessment plans and reports. In representing the department, these candidates will create and maintain a visibility across campus by attending events and promoting the department's programs.

In order to be recommended from promotion, all candidates must have shown a willingness to engage in service within and outside of the department, and effectiveness at doing so. These candidates will also take an active role in on-going professional development. For those candidates with advising duties other evidence including but not limited to advising awards, additional leadership roles in the areas of curriculum development, departmental strategic planning, or service to the profession may also be considered in promotion cases.

The Department does not require letters from external referees as part of the file for a candidate seeking promotion to the rank of Professor of Professional Practice because there is no requirement in this rank that the candidate establish a strong professional reputation outside Oklahoma State University. Where appropriate, the candidate may ask that the Personnel Committee seek external letters to evaluate research and/or scholarly activity. In that case, the development of a list of external reviewers and the solicitation of the letters shall be handled in the manner described for tenure-track faculty in the Department of Geography Guidelines for Reappointment, Promotion and Tenure.

Promotion to Professor of Professional Practice does not require any particular period of time spent at the rank of Associate Professor. Achieving the necessary professional stature for promotion may be rapidly demonstrated by singular professional achievement, and it may also be demonstrated by the cumulative effect of continued professional activities over a longer period of time.

Approved by Geography Faculty, October 2015. Modified May 1, 2018; approved May 9, 2018.

APPENDIX D

RESEARCH PROFESSORS Guidelines for Reappointment and Promotion

Introduction

The Department of Geography policy on research professors will follow that of the OSU Policies and Procedures 2-0904 (Research Professor Track (Non-Tenure Track, October 2006)), with the additional features detailed below.

Research professors support the department's mission through active engagement in research and creative activity. Research professors develop independent research programs and their duties include but are not limited to seeking and obtaining extramural research funding as principal investigator, publishing research findings in peer-reviewed, scholarly publications, presenting at professional conferences, and supervising undergraduate or graduate research. Instructional activities of research professors will be limited to supervision of undergraduate or graduate research and only occasional, if any, course offerings specific to their research expertise.

Privileges Regarding Faculty Governance

Within the department, research professors will have voting privileges on all matters except those involving appointment, reappointment, promotion, tenure, and cumulative review of tenured or tenure-track faculty members.

Criteria for Promotion in the Research Professor Ranks

The responsibilities of a research professor include active participation in the creation or application of new ideas, knowledge, or theoretical insights. Excellence in research is necessary for any promotion. In accordance with the aforementioned OSU Policies and Procedures 2-0904, the criteria for performance appraisal will be similar to those for regular tenure-track faculty except that research productivity and grantsmanship, including evidence of the development of an independent research program, will be the primary performance indicators. Specific performance indicators for research are provided in the Department of Geography Guidelines for Reappointment, Promotion and Tenure. Because of the highly specialized nature of research, promotion to higher rank requires outside letters of recommendation similar to tenure-track faculty. The development of a list of external reviewers and the solicitation of the letters shall be handled in the manner described for tenure-track faculty in the Department of Geography Guidelines for Reappointment, Promotion and Tenure.

Approved by Geography Faculty, October 2015

APPENDIX E

JOB DESCRIPTION, SELECTION AND REAPPOINTMENT OF THE DEPARTMENT HEAD

Job Description

The Head of the Geography Department serves as the administrator of the Department and is responsible to the Dean for all matters within the unit. The Head is selected by the Dean with input from the faculty under College election guidelines. The Head is responsible for budget, appointments, tenure, and promotion actions, program and course development, curriculum review, instructional and committee workloads, summer employment, and compliance with Departmental, College, and University policies and procedures. The Head calls and presides at faculty meetings and, except for emergencies, publishes agendas in advance of the meetings. If the Head is away from the Department more than 3 days he/she will appoint an acting administrator to represent him/her and the Department. If the Head is to be absent for more than one month, the acting administrator must be approved by the faculty.

The Head has the responsibility of seeking faculty advice on, and keeping all faculty informed about, matters of substance to the Department. All faculty shall have advisory access to the Head. The Head is the chief advocate for the Department in dealing with the Dean and other administrators.

The policy to be used by the Department of Geography in the selection of the Department Head will be identical to the College of Arts & Sciences Procedures as reproduced below with the following provisos:

- 1) The Head will be selected for a term of 3 years.
- 2) The search committee will constitute the chairperson, selected by the Dean, and would normally include the personnel committee (subject to the approval of the Dean and the meeting of the College requirements for search committee representation).

COLLEGE OF ARTS & SCIENCES Selection and Reappointment of Unit Administrators

Policy

University policies and procedures govern the granting of permission to staff a position, the recruiting for the position from an appropriate candidate pool, and the hiring of an individual to fill the position. The selection of unit heads or directors is a joint endeavor between the faculty concerned and the Dean. The faculty shall be responsible for selecting from the appropriate applicant pool one or more candidates generally acceptable to them. The Dean, in conjunction with the higher administration, will make the offer of the position to a candidate after extensive input from those in the department.

The unit head will be selected for a term of between 3 to 5 years and may be re-selected for subsequent terms according to the policy of each department. During a current unit head/director's term before its normal (expected) completion, a special meeting may be called by 1/3 of the unit's faculty, at which time a vote of confidence in the unit head/director may be taken by a secret ballot conducted using the procedure used below. The returning officer will be

appointed by the Dean. If a vote of “no confidence” results from the meeting, the Dean shall meet with the faculty to discuss options for action regarding the re-selection of the head/director.

Procedure for Appointment

Each department will be extensively involved in the selection process for unit head or director, and shall determine, in consultation with the Dean, its own policy regarding the length of term of its unit head or director. Departments may also establish their own policies for appointment and reappointment. These policies shall be on file in the office of the Dean of the College of Arts and Sciences. When a department establishes its own policies, these policies should be developed in consultation with the Dean, and should contain all the components of the College of Arts and Sciences policies described in this document. The department submitting its policy to the College should explain in a cover letter how the departmental policy meets this requirement.

1. Preliminary Activities: At the time a sitting department head/director announces his or her intention to leave the position, or sometime prior to the expiration of a term of a unit head/director, the Dean shall assume the responsibility for conferring with the faculty, administrators, and consultants to determine whether there should be any major changes in the organization or direction of the unit. A careful evaluation shall be made of budgetary considerations and other pertinent factors to determine the scope of the recruitment effort that will be made.
2. Job Description: The development of the job description shall be the responsibility of the Search Committee and shall be approved by the personnel committee of the academic unit. The job description shall be submitted to the Associate Dean for Instruction and Personnel as College Affirmative Action Officer, for approval. The job description is of particular importance, for it determines the “applicant pool” as defined by affirmative action guidelines. In the case of an open search (where candidates are sought who may or may not be OSU employees) the Associate Dean for Instruction and Personnel will ensure that the position description is advertised as widely as possible nationally. In the case of an internal search the position description will be posted on the departmental web site, and copies sent to all members of the department.
3. Search Committee: In the event of a vacancy, a chairperson, who would normally be a department head of another department, shall be selected by the Dean following consultation with the faculty of the unit. The committee shall contain a minimum of three faculty members from the department or school. The committee shall normally be composed of four to five members, the majority of whom would normally hold tenure. An effort must be made to afford representation on the committee with respect to sex, race, and rank. The department, in consultation with the Dean, shall determine appropriate procedures for appointment of the Search Committee Members.

4. The Search: The Search Committee will be responsible for receiving applications and nominations for the position. The committee will then select a group of finalists for the position. The files of those candidate(s) identified as finalists shall be made available to faculty members of the unit concerned. Faculty will be expected to respect the confidentiality of the applicants unless the candidate has given his/her permission to release information about his or her candidacy outside Oklahoma State University. The list of finalists will be presented to a faculty meeting and the Search Committee will continue the process, if necessary, until a list of finalists acceptable to the majority of the tenured and tenure-track faculty is identified.

The finalists will be interviewed in an interview process which will include an opportunity to meet with all faculty members individually, a separate meeting with all staff of the department, a separate meeting that provides an opportunity for students to provide input and a presentation to the department which will include a vision for the future of the department and an overview of the candidate's scholarship and teaching philosophy. The interview process will also include meetings with the Dean and the Search Committee. The tenured and tenure track faculty members will conduct a secret ballot on the acceptability of the finalists. The secret ballot will be conducted using the procedure described below. The Chair of the Search Committee will serve as Returning Officer for the elections.

5. Selection of the Unit Head/Director: The Dean will receive the results of the vote from the department, will meet with the Search Committee and will obtain input from other sources, including the staff of the department and input from the students. The Dean will consider the list of acceptable candidates and will normally appoint a person from that list. Should the Dean deem it necessary to make an appointment that does not reflect the departmental ranking he or she will meet with the department faculty and inform them of the rationale for the choice.

Procedure for Reappointment

Each department will be extensively involved in the reselection process for unit head or director, and shall determine, in consultation with the Dean, its own policy regarding the length of term of its unit head or director. These policies shall be on file in the office of the Dean of the College of Arts and Sciences.

1. The Review: The Dean will institute a review process for each unit head/director, eligible for reappointment, at a time before the end of the term of the unit head/director. The Dean will determine whether the unit head/director wishes to continue, and if so will request a unit vision for the proposed upcoming term. The Dean will gather information from each faculty member, and seek input from the staff and students in the department. The Dean will appoint a Returning Officer, in consultation with the faculty, who will be present at a faculty meeting. All

tenured and tenure-track faculty members will vote by secret ballot. The secret ballot will be conducted using the procedure described below.

2. **Reappointment of the Unit Head/Director:** The Dean will receive the results of the vote from the department, and will consider the input received from other sources, including the staff of the department and input from the students. The Dean's reappointment decision will be strongly influenced by the information received from all these sources. The Dean will transmit a summary of the vote and the comments received to the candidate when a reappointment is made.

Procedure for Secret Ballots and the Reporting of the Results of the Vote to the Faculty and the Dean

When a secret ballot is called for in these procedures the following practice will be undertaken. There will first be a meeting of all voters chaired by the Returning Officer to discuss the issues related to the ballot. There will be no vote at this meeting, but voting envelopes will be distributed. On the first business day subsequent to the meeting, voters will submit their ballot to the Returning Officer. The ballot form should be submitted inside a sealed, unsigned envelope that in turn is enclosed inside a plain, signed envelope. At the close of the business day or at a later time to accommodate absentee ballots, the Returning Officer will remove the sealed ballots from the envelopes in which they were transmitted, destroy the outer envelopes, and then the original sealed ballot forms will be processed as described below.

Ballot forms will be prepared so that they state the matter being voted upon, allow for an "Acceptable," "Unacceptable" and "Abstain" and contain space for at least half a letter page of comments. In the case of an election when faculty are voting on a number of candidates, the ballot will allow faculty to indicate a ranking for all candidates they have rated as "Acceptable" using a procedure agreed by the department.

The Returning Officer will open the ballots and provide a list of the candidates being voted upon, indicating the number of votes cast in each of the categories ("Acceptable", "Unacceptable" and "Abstain"), and in the case of "Acceptable" votes will also note the number of votes cast in each ranking category when more than one candidate is being voted upon. The Returning Officer will send the list to every tenured and tenure track faculty member in the department in a manner consistent with departmental procedures, and to the Dean. In addition all the original ballots, which will include all comments written on the ballot forms, will be sent to the Dean. No copies of the ballots will be made, and no material will be retained by the Returning Officer after transmittal to the eligible members of the department and the Dean has been completed. The Returning Officer will ensure the confidentiality of the process and will not transmit any information about the process to any person or persons other than the eligible members of the department and the Dean.

Absentee Balloting

The department will give the Returning Officer a list of the names of all tenured and tenure-track faculty members eligible to vote. The Returning Officer will contact all eligible voters to determine whether they would be able to take part in the ballot. Balloting material will be provided to any eligible faculty members who cannot be on campus to submit their vote in the manner described above. Absentee ballots must be sent to the Returning Officer by the voting deadline. The voting deadline will be determined by the Returning Officer, in consultation with the faculty, to ensure that the absentee voters are able to return their ballots by the deadline. The method for returning absentee ballots will be determined by the Returning Officer in consultation with the Faculty and with notification to the Dean if methods other than submission of a paper ballot are to be used.

In the case of an open department head search where candidates who are not OSU employees are under consideration when the faculty member has not had an opportunity to be involved in the interview process, the Returning Officer will ensure that the faculty member will receive appropriate information. The Returning Officer will provide the faculty member with as much written information about the candidates as possible to assist them in making an informed vote.

The Returning Officer will report to the Dean if any absentee ballots are sent out and will provide the Dean with a copy of any written information about the candidates distributed to any voters who use absentee balloting.

Supported by unanimous vote of the Arts and Sciences Faculty Council
November 3, 2004.

APPENDIX F

DEPARTMENTAL CUMULATIVE REVIEW OF TENURED FACULTY

The OSU Geography Department is committed to the spirit and the rules conveyed in OSU Policy and Procedures document 2.0109. It is in the best interests of the Geography Department and our duty to OSU to ensure all faculty members are productive throughout their careers.

1) **The cycle of reviews**

Each tenured faculty member will be reviewed on a cycle of 5 years and all tenured faculty will be assigned a year in which to be reviewed. Cumulative reviews will proceed in order of a faculty member's time beyond her/his latest promotion or cumulative review. As per University policy in document 2.0109, a review made for the purpose of promotion is considered a cumulative review so that a promotion review shifts a faculty member's next cumulative review to the end of the Departmental list.

2) **Maintenance of the Departmental list**

The Department Head shall maintain a running 5-year list of all tenured faculty members specifying the academic year in which they are due for a cumulative review. The list will be updated and distributed before each academic year.

3) **Establishment of the Cumulative Review Committee**

The Cumulative Review Committee will consist of the tenured members of the Department's Personnel Committee. Consistent with section B1) of the present document, a faculty member who will undergo Cumulative Review is eligible to serve on the Cumulative Review Committee for that academic year, but must recuse him/herself during consideration of his/her application. The Cumulative Review Committee will consist of at least three members. If the Cumulative Review Committee has fewer than three members, the faculty shall fill the opening(s) by election of tenured faculty not serving on the Personnel Committee. The Cumulative Review Committee will choose its own chair.

4) **Cumulative Review Committee meeting rules**

The meetings of the Cumulative Review Committee are closed and matters discussed are confidential. Notification of a meeting will be posted at least a week in advance.

5) **Materials to be presented to the Cumulative Review Committee**

In the OSU Geography Department, the faculty member undergoing review shall be responsible for gathering the following items and presenting them to the Cumulative Tenure Review Committee in a timely fashion so as to allow for careful review of the documents.

Following is a list of documents to be presented by the faculty member to the Cumulative Review Committee. Items A, B, C, and E are identical to the OSU Policy and Procedure (section 2.05 in document 2.0109). Item D is specific to the Geography Department.

A. a current curriculum vita;

B. copies of the annual appraisal and development documents for the period under review;

C. a copy of the faculty member's last cumulative review report or promotion recommendation;

D. a self-evaluation statement covering the faculty member's instruction, research, and service since the most recent promotion or cumulative tenure review (a view of the past); and

E. an individual development plan stating the faculty member's professional goals and objectives for the next review period (a view of the future).

6) **Criteria used by the Cumulative Review Committee**

The Department's Cumulative Review Committee will use Appendixes A and B in the current document as criteria for the cumulative review. The criteria will be specific to the rank which the faculty member currently holds.

7) **Development and disposition of the Review Committee's report**

As per section 2.06 in the University's Cumulative Review of Tenured Faculty document, the Department's Cumulative Review Committee will take the following actions: The committee shall prepare a written report that assesses the faculty member's overall performance during the review period in terms of the Geography Department's performance standards and expectations as given in Appendixes A and B of the current document. The committee shall submit its report to the faculty member under review and the Department Head. If not in agreement with this report, the faculty member and/or the Department Head shall be given ten (10) working days to respond to the report in writing. The committee may revise its report based on the faculty member's response and the Department Head's response.

8) **Disposition of final copies**

As per section 2.06 in the University's Cumulative Review of Faculty document, a final copy of the committee's report, the faculty member's response (if any), and the unit administrator's response (if any) shall be provided to the faculty member and the Department Head. These documents shall be included in the faculty member's personnel file.

9) **Submission of summary to the Dean**

The Department Head shall submit a report to the Dean of Arts and Sciences which summarizes substantive findings by the Cumulative Review Committee, the Head, and any response by the faculty member. The Department Head will provide copies of this summary to the faculty member and the Cumulative Review Committee.