

Approved May 14, 2008

Promotion and Tenure Guidelines

Ohio University Mechanical Engineering Department

This document is a summary of policies and procedures for tenure and/or promotion in the Mechanical Engineering Department at Ohio University. This document does not replace or supersede the “Promotion & Tenure Criteria, Procedures and Guidelines” document of the Russ College of Engineering and Technology (RCENT).

A. ME Department P&T Committee

The ME Department P&T Committee and its chair are appointed by the ME Department Chair for a term of three years. The members’ terms should be staggered. The committee consists of three tenured full professors. The P&T Committee Chair appointment is subject to the RCENT Dean’s approval. The ME P&T Chair serves also on the College P&T Committee.

B. Procedures

The procedures consist of preliminary and final evaluations for the tenure and promotion candidates.

B1. Yearly Evaluations: Starting after the first full year of employment in the ME department, every non-tenured Group 1 ME faculty member will have a yearly progress meeting with the departmental P&T committee.

- a. The P&T Chair invites the candidate to submit a brief summary, at most three pages, of the candidate’s achievements in the teaching, research and service areas. This summary is due to the committee by **September 30th**.
- b. The ME P&T Committee then reviews the summary, deliberates and meets with the candidate to provide advice and discuss the candidate’s progress towards tenure.
- c. By **October 30th** the committee will send a written report to the ME Chair to help in the annual evaluation of the candidate. The committee may also include a recommendation to the chair on reappointment of the probationary faculty member.

B2. Mid-point evaluation: The fourth year review (after completion of three years) for a candidate on a standard tenure schedule will be based on a full P&T dossier following the college guidelines.

- a. The procedure and dates remain the same as in B1, but the summary is replaced by a dossier (with executive summary) following the “Promotion & Tenure Criteria, Procedures and Guidelines” of the Russ College of Engineering and Technology.
- b. The purpose of this more comprehensive evaluation is to provide the P&T committee with more complete information on which to base their recommendations, and to give the faculty member a much better internal sense of where they stand with respect to the expectations of the College. This evaluation is not meant to shorten the decision point on a candidate, but rather to provide more meaningful assistance and guidance for tenure candidates.

B3. Final tenure evaluation: The ME Chair will request a candidate to form a dossier following the “Promotion & Tenure Criteria, Procedures and Guidelines” of the Russ College of Engineering and Technology.

- a. The dossier must be submitted to the ME Chair by **December 20** of the decision year for tenure.
- b. The ME P&T Committee reviews the dossier, votes either positively or negatively by secret ballot and the ME P&T Chair sends the written result to the ME Chair, not later than **January 15**. The ME P&T Committee’s final decision on tenure can be different than those based on the yearly and mid-point evaluations because it is based on additional information.
- c. By **February 1**, the ME Chair forwards the P&T committee letter to the Dean, together with an independent recommendation.
- d. By **February 15**, the ME Chair provides written notification of the departmental recommendation on the tenure decision to the faculty member requesting tenure.