

**Report and Recommendations of the AFC RPT Committee
Presented September 2005**

Members: Notie Lansford, Chair; Tom Phillips, Udaya DeSilva, and Bill Weeks. Dave Engle was serving on the committee until his departure from OSU this summer.

In keeping with the committee's duty to regularly review the RPT policies of departments within DASNR and provide advice and constructive feedback regarding clarity and fairness of procedures, we requested a copy of the RPT policies of every department, reviewed them, and include a summary in this report. Further, we make four recommendations to AFC to relay to Dean Whitson for his consideration and a fifth recommendation to AFC for future AFC RPT committee work.

Recommendations:

1. That every department have a standing RPT committee (sometimes referred to as Faculty Committee).
2. That each department's RPT committee play a role, that is, participate in the annual appraisal of all junior faculty. That role would be to provide additional feedback to junior faculty with regard to progress toward tenure and/or promotion as perceived by the RPT committee. This feedback need not interfere with the role of the department head. In fact, it could be provided following the annual appraisal. Because the department RPT committee that will eventually play a major role in the faculty member's tenure and/or promotion, regular feedback from that committee seems appropriate and beneficial.
3. That each department's policy regarding letters of reference be clear. The committee is familiar with a current campus case (outside DASNR) pending litigation that may have been mitigated by a more clear policy regarding letters of reference.
4. That each department's RPT policy explicitly make reference to University and DASNR policies and explicitly state conformity with them. An explicit statement clearly communicates to faculty the department's determination to operate within these policies without having to restate all of them and without leaving a faculty member to wonder if the department's policies supersede other policies.
5. That AFC authorize the AFC RPT committee to study: (1) split appointments such as faculty in FAPC and (2) what constitutes good teaching performance.

These recommendations do not imply that DASNR departments that have written policies are inadequate. Rather these recommendations are intended to strengthen existing policies and encourage a few departments to create and expand policies in a constructive and beneficial manner. Ultimately the goal remains the same: recruit, grow, and sustain high quality faculty.

The attached table is an attempt to summarize several important aspects of each department's RPT policies and procedures. No table is sufficient to truly capture all aspects of department policies and procedures, so there is no substitute for a careful reading of the complete policies and procedures of any department. The purpose of the table is to get a general comparison of the various DASNR departments in term of RPT. Hence, the categories used are meant to enhance comparison and contrast – to indicate similarities and differences. Some differences are significant and others are not. For example, Forestry convenes and RPT committee only when needed whereas most departments seem to have a standing RPT committee. In Biochemistry and Molecular Biology, the RPT has an active, annual role in the evaluation of non-tenured faculty. In other departments, this doesn't seem to be the case. Both of these may be considered significant differences. On the other hand, some departments' policies and procedures more or less repeat University or DASNR policies and procedures, whereas other departments find it sufficient to cite University and DASNR policies and procedures. These may be considered insignificant differences. Significance or insignificance may differ from one reader to another. Hence, the following summary remarks may or may not constitute significance, depending upon one's point of view.

Policies and procedures for most departments are fairly similar. The most obvious differences seem to be in the size, composition, term, and election of RPT committee members. Size generally varies from 3 to 5 members and term of service varies from 1 to 5 years. Members are generally elected by faculty. Several departments stress that the committee should consist of a cross-section of faculty across research, teaching, and extension. Differences abound, however. In Horticulture, the Dept. Head may adjust the RPT composition if it isn't representative. Plant and Soil Science has the chairman of their Faculty Advisory Committee as a permanent member of the RPT committee. In Ag Communications, ... the Dept. Head appoints the committee. The Biochemistry ... RPT plays an active role in the annual appraisal of non-tenured, tenure-track faculty. Forestry RPT is only convened when needed.

Other differences in RPT policies and procedures are the number of external and internal letters of reference required, how the slate of references is created, and who picks the references that will actually be used. Three or four external reference letters are usually required. Sometimes one, sometimes two of the candidate's suggested references are used.

A final variation across departments is the extent to which they detail the criteria for each RPT case. Biochemistry, for example, explicit addresses virtually all conceivable cases: the normal reappointment, promotion, and tenure cases of traditional tenure-track faculty, the cases of adjunct faculty at all levels, the case of research-track faculty at all levels, and the cases of research professor-track faculty at all levels, plus Regents professorships. Other departments address only the traditional RPT instances.

Clearly, much is good across DASNR, yet there is room for improvement. Ag Communications may need to write a set of policies and procedures. Other departments may need to at least begin addressing post-tenure evaluation since the Board of Regents has expressed strong support for it.

Written RPT Materials

	General notes on the written procedures/policies.	Addressing Missions e.g. Teaching, Research, & Extension	Addressing Tenure, Assist, Assoc, full Prof, etc.	Variances.	Composition of Unit RPT Committee	Appraisals	Letters of Reference promotion to Assoc.	Letters of Reference promotion to Prof.	Other notes
Formal Procedures:			Detailed qualifications provided for each case: tenure, promotion to assistant, to associate, to professor, Regents prof., and Endowed prof., plus adjunct, temporary appointments, and tenured positions for administrators.		5 members, staggered 5 yr terms, 1 elected per yr., cannot serve consecutive terms; committee elects chair; only full professors; specific procedure for election; should be representative.	Annual appraisals of all faculty but associate and full prof have formal appraisal once every 3 years.	3 external letters of reference, at least one from the list provided by the faculty member.	4 external letters of reference, at least one from the list provided by the faculty member.	Document includes faculty vote tallies regarding this "procedures" document in 1991, 1994, 1997, and 2000.
Ag Economics	"Procedures and Responsibilities of the Faculty Committee" a 25 page document consistent with University and DASNR policies, addressing most situations and circumstances in detail.	Criteria for "Teaching and Advising," "Research," "Extension," and for "Professional Service" are detailed for each level/case.							
Ag Education, Communications and 4-H	Does not have their own written policy separate and apart from DASNR and University policies. Material provided to AFC: (1) "Reappointment, Promotion and Tenure Process for Ranked Faculty, 2-0902, OSU Policy and Procedures; and (2) DASNR "2005 Procedures for Reappointment, Promotion, and Tenure Recommendations." Cite OSU Policy and Procedure Letter 2-0110, OSU Faculty Handbook, and Sept. 3, 2004 memorandum from Dr. Strathe, Provost. Additional Dept. documents were attached.	Definitions of Teaching, Advising, Extension, Research, and Service	Discussion of Instructor, Assistant, Associate, and Professor.	Attached Dept. documents state that initial Assist. Prof. appointment is 3 years. (OSU policy says 4 years.) States that initial Associate appointment is 4 years. (OSU says normally 5 years.)	Cover letter states that Head appoints RPT committee.	Cover letter says annual appraisals are conducted.	no info	no info	
Animal Science	15 page "Qualifications for Faculty Appointment and/or Promotion in the Dept of An Sci." Typical language in conformity to University and DASNR policies.	Specifically discusses Teaching, Research, and Extension. Each a "reputable journal" level plus Distinguished professor is discussed in detail.	Has some specific requirements for each level. E.g. assoc. prof scholarly activity in research is being "1st or 2nd author" on "original research" in a "reputable journal" "peer reviewed by national or international scientists."		Existence of an RPT committee is mentioned but no details.				
Biosystems and Ag Engineering	"Procedures for the Composition and Conduct of a Reappointment, Tenure and Promotion Committee"; "Policy and Procedure for Screening and Selection for Faculty Positions"; "Criteria for Faculty Appointment and/or Promotion" All seem fairly consistent with University and DASNR policies.		Criteria for Instructor, Assistant, Associate, and Professor	Assistant prof initial appointment for 4 yrs; reappointment for 2 yrs. (OSU policy says reappointment "may" be granted for 3 yrs.) Assoc. initial appointment is 5 yrs. Policy states that Dept will conform to University policy.	5 members (3 full and 2 other tenure track faculty); Profs - 3 yr term; Others - 1 yr; 1 Extension; 1 Research; 1 Teaching, 2 at-large; Profs cannot serve consecutive terms. Additional policies for various cases.	Annual written appraisals for Instructors and Assistant Profs. Formal written appraisal for Assoc. and Profs. every 3 yrs.			Person being considered may confer directly with RPT committee
Entomology and Plant Pathology	Closely conforms to University and DASNR procedures language.	no definition of position or requirements	no definition of position or requirements		6 members (3 from Ent + 3 from Plant Path); tenured faculty; nominated & elected by faculty; 6 yr term; Chair during 6th year.	Annual appraisals for all but Professors.	4 external and 1 internal selected by Head and RPT	4 external, selected by Head and RPT	

General notes on the written procedures/policies.	Addressing Missions e.g. Teaching, Research, & Extension	Addressing Tenure, Assist, Assoc, full Prof, etc.	Variances.	Composition of Unit RPT Committee	Appraisals	Letters of Reference	Letters of Reference	Other notes
"Reappointment, Promotion, and Tenure Standards and Procedures"; a relatively short document, specifically referencing university and DASNR documents.	"Suggested Criteria in Each Mission" i.e. Research, Teaching, and Extension.			Created only as needed. Minimum of 4 members, all tenured faculty; chair designated by Head. Exact composition varies depending on the RPT decision, whether reappointment, tenure, or promotion.		At least 3 letters from external reviewers chosen from a slate of references.		Recommendation letter signed by ALL members of the committee.
Relatively lengthy document spelling out many details by level, appointment, subject matter, etc. Consistent with University Faculty Handbook, Appendix D.	Yes	Differentiates acceptable output of Horticulture from that of Landscape (p. 4). Differentiates teaching, research, and extension roles.		5 member RPT committee elected annually from tenured faculty not currently being considered for RPT. Dept Head appoints the Chair and has right to adjust membership if not representative.				Individual "should be performing in most of the relevant expectations of the next higher rank to be promoted." Discussion of Instructor, Assistant, Associate, and Professor plus Regents Prof and Endowed Chairs/Professorships. Two requirements at each level.
Closely conforms to University and DASNR procedures language. Lengthy discussion with numerous examples. Appendices lay out University policy and Regents Professor appointment/reappointment.	Definitions of Teaching, Extension, and Research Positions.	Discussion of Assistant, Associate, and Professor, plus Regents Professor. Standards for each. Specific criteria.	Post tenure review is addressed. Unsatisfactory rating by Head, 2 years in a row is grounds for dismissal. Explicit indicators of failure, rights of appeal, role of special Post-Tenure Review (PTR) Committee and Head are set forth. 4/5 of PTR Com must agree with Head to effect dismissal.	Appointed by Head, representing a cross-section of subject matter interests. Chairman of the Faculty Advisory Committee (6 faculty elected by peers) is a permanent member of RPT Committee.	Annual appraisals for Assistant and Associate. Every 3rd year for professors.			
Yes, 2005 final (or near final) draft of extensive written procedures citing conformity with Appendix D policy statement, Policy and Procedures Letter 2-0901: ... , and DASNR Academic Rank Descriptions.	Explicit definition of teaching, research, "professional and university service", and extension.	Explicit discussion of RPT not only for tenure-track but also adjunct faculty, research-track, and research professor-track.	Explicit statement of conformity with University and DASNR.	3 member, elected from faculty, 3 year staggered term. 3rd year as chair.	RPT committee meets annually to evaluate non-tenured, tenure-track faculty. Faculty review and vote regarding all RPT decisions.	At least 4 from outside references, half suggested by candidate and half by RPT committee.	At least 4 from outside references, half suggested by candidate and half by RPT committee.	Fairly explicit criteria for both reappointment and promotion and tenure for all faculty, tenure track or non-tenure track, including regents professor.

Other notes	
Formal Procedures:	
Ag Economics	<p>Procedures by which RPT committee reviews Dept head candidate resume including a survey that committee of faculty. Survey requires form attached.</p>
Ag Education, Communications and 4H	
Animal Science	
Biosystems and Ag Engineering	<p>If recommendation of Head or Committee is negative, All discussions of candidate has RPT committee option to withdraw on screening and are strictly confidential. Explicit instructions on selecting new faculty consideration.</p>
Entomology and Plant Pathology	

Other notes		Other notes
Forestry		
Horticulture and Landscape Architecture	Each new faculty certifies in writing the receipt of the Dept Standards and Expectations document.	Assistant prof of Landscape needs only a Master's from an institution new faculty to help accredited by Landscape Arch. Accred. Board.
Plant & Soil Science		
Biochemistry & Molecular Biology		
Explanation of Practices:		
FAPC		