

## Requests for New Clinical/Teaching/Practice Faculty Appointments Spring 2024/Autumn 2024

Revised August 16, 2023

Currently appointed lecturers and senior lecturers may be considered for Clinical/Teaching /Practice (C/T/P) faculty positions according to the process described below. A summary of all links embedded in the document is available at the end of the document.

### Timetable for SP2024 Start Date (NMS units only):

- August 11, 2023: Suggested date for chairs/directors to inform Divisional Deans and Faculty Affairs of intent to request C/T/P faculty appointments
- August 25, 2023: Suggested date for candidates to submit application materials to the Chair and Committee of Eligible Faculty for departmental/school review (may be adjusted in line with unit schedules)
- September 8, 2023: Suggested final date for units to schedule meeting of eligible faculty to review materials and vote on appointment of each candidate
- **September 22, 2023: Appointment materials and [request form](#) due to the college**
- October 20, 2023: Target date for college to notify chairs and directors of review outcomes
- January 1, 2024: Academic appointment start date for all approved candidates

### Timetable for AU2024 Start Date (A&H and SBS units only):

- January 19, 2024: Suggested date for chairs/directors to inform Divisional Deans and Faculty Affairs of intent to request C/T/P faculty appointments
- February 16, 2024: Suggested date for candidates to submit application materials to the Chair and Committee of Eligible Faculty for departmental/school review (may be adjusted in line with unit schedules)
- March 15, 2024: Suggested final date for units to schedule meeting of eligible faculty to review materials and vote on appointment of each candidate
- **April 5, 2024: Appointment materials and [request form](#) due to the college**
- May 24, 2024: Target date for college to notify chairs and directors of review outcomes
- August 15, 2024: Academic appointment start date for all approved candidates

### Context and General Information:

In 2021, the College of Arts and Sciences revised its governance documents to include the appointment of Clinical/Teaching/Practice faculty. C/T/P faculty appointments are fixed-term contracts that do not entail tenure but provide a career path for our best non-tenure track faculty and enhance the ability of the college to attract and retain the most qualified individuals for these positions.



C/T/P faculty may have the following titles:

- assistant clinical/teaching/professional practice professor of [TIU discipline],
- associate clinical/teaching/professional practice professor of [TIU discipline], and
- clinical/teaching/professional practice professor of [TIU discipline].

The percentage of C/T/P faculty will not exceed 20% of the total of the tenure-track, C/T/P and research faculty in the college ([Faculty Rule 3335-7-03](#)). This total includes tenure-track faculty appointed at regional campuses. In individual TIUs, the number of C/T/P faculty will be fewer than the number of tenure-track faculty. Individual departments or schools can choose to set lower limits, to be included in their governance documents.

C/T/P faculty will be appointed to an initial probationary term of 5 years, with a reappointment review at the college level in the penultimate year (see [reappointment review guidance document](#)). Reappointments may be for 3-5 years for assistant and associate positions, and up to 8 years for professors. Promotions are always non-mandatory and there is no set time in rank. Whether C/T/P faculty are eligible for promotion and the procedures for review and approval of a non-mandatory promotion are established in the unit APT. The college recommends but does not require combining the promotion and reappointment reviews, so that a reappointment contract is generated at the time of the successful promotion. This avoids asynchronous and repetitive promotion/reappointment review processes (see [promotion review guidance document](#)).

### Requirements, Process, and Submission

In order to request C/T/P faculty appointments, units must have college-approved governance documents that specify the parameters of these positions in all appropriate sections including, but not limited to: definitions, voting rights, criteria and procedures for appointment, reappointment, and promotion, annual review, and peer evaluation. Qualifying units should first inform their Divisional Dean (copying [ascfacultyaffairs@osu.edu](mailto:ascfacultyaffairs@osu.edu)) of their intent to submit requests. Candidates should deliver a job talk to the unit and their appointment should be voted on by the eligible faculty. Following this vote, each unit should complete the [C/T/P Request Form](#) including information for all proposed candidates. For each individual candidates, units should then prepare the following materials to submit to the college based on the proposed rank of the candidate:

Assistant Professor Appointments:

1. Letter of Support from the chair or director including justification for the request (limit 350 words) – Include assurance statement that the faculty have voted to approve inclusion of C/T/P faculty in the TIU. Discuss how unit priorities are served by filling an appointment at this level at this time. Include relevant specifics about the candidate's situation, goals and contributions, and any retention concerns.



2. Candidate's current CV
3. Candidate's Clinical/Teaching/Practice statement (e.g., teaching philosophy statement)
4. Evidence of clinical/teaching/practice performance (e.g., summarized narrative student comments and or peer reviews) over the last three years or since date of appointment, whichever is most recent
5. Student Evaluation of Instruction Overview Reports dating from AU2018 or date of appointment, whichever is most recent (available via [Blue](#), sample SEI Overview Reports can be seen [here](#))

**Associate Professor/Professor Appointments:**

1. Letter of Support from the chair or director including justification for the request (limit 350 words) – Include assurance that the faculty have voted to approve inclusion of C/T/P faculty in the TIU. Discuss how unit priorities are served by filling an appointment at this level at this time. Include relevant specifics about the candidate's situation, goals and contributions, and any retention concerns.
2. Letter of Support from the Committee of the Eligible Faculty, including their vote on the candidate's appointment (limit 350 words)
3. Candidate's current CV
4. Candidate's Clinical/Teaching/Practice statement (e.g., teaching philosophy statement and research statement, if applicable)
5. Evidence of clinical/teaching/practice performance (e.g., narrative student comments and/or peer reviews) over the last three years or since date of appointment, whichever is most recent
6. Student Evaluation of Instruction Overview Reports dating from AU2018 or date of appointment, whichever is most recent (available via [Blue](#), sample SEI Overview Reports can be seen [here](#))
7. Proposals for full Professor positions should specify the candidate's record of outward-facing scholarship (e.g., presentations, publications) in the area of the appointment



8. If the unit has chosen the option for scholarship requirements for Associate Professor positions, proposals for these positions should specify the record of outward-facing scholarship (e.g., presentations, publications) in the area of the appointment

**Submit one (1) PDF copy of all application materials to the college via your unit's private Teams channel (in the folder labeled C/T/P Reviews SP2024/AU2024).** Chairs and directors should send the name and email address of the person who will be uploading this material to Toni Calbert at [calbert.5@osu.edu](mailto:calbert.5@osu.edu). Please direct questions about the C/T/P application process or assembling materials to Toni Calbert.

**Helpful Links:**

[Clinical/Teaching/Practice and Research Faculty Reappointment Guidance](#)

[Departmental governance documents](#)

[P&T Review Submission Process Overview](#)

[Clinical/Teaching/Practice Faculty Request Form](#)

