

External Hire Expedited Promotion & Tenure Review

Revised February 21, 2024

This process occurs in Phase 4 (Extend Offer) of the [SHIFT](#) Framework for faculty recruitment. It provides guidance for tenure approvals for faculty hired from other institutions at the associate or full professor rank; this includes assistant professors from other institutions whom we are hiring with tenure at the associate rank. External hires may be made at their current rank or may be promoted at time of hire, depending on how their record meets the criteria for each rank in the TIU's Appointments, Promotion & Tenure document.

The OAA policy—which is the college's preferred process—is that faculty being hired into senior positions should get approval for tenure and rank before receiving an offer. See [section II.A.1 of the OAA Faculty Recruitment and Selection policy](#) which indicates that in such cases, the following documents should be sent to OAA prior to making the offer:

- 1) copy of the draft letter of offer
- 2) candidate's CV
- 3) list of external reviewers (name, title/rank/institution, whether suggested by candidate or P&T committee; lists should be approved by the college¹)
- 4) five letters from external evaluators; no more than three of these should be reference letters or suggested by the candidate
- 5) documentation of international candidate's permanent resident status ("green card"), if applicable²
- 6) reviews and recommendations by the:
 - a. TIU Committee of the Eligible Faculty
 - b. TIU Head
 - c. College Dean and Divisional Dean; consultation with the college promotion & tenure committee is at the discretion of the dean. The divisional dean should draft and cosign this letter unless there has been a decision to consult with the college P&T review panel (in which case the divisional dean writes a separate letter on behalf of that panel).

The TIU is responsible for collecting items 1-6b and submitting them to the divisional dean (cc: [ASC Faculty Affairs](#)); item 6c will be added prior to submission to OAA by the college.

In some cases, we modify the OAA process by: a) getting approval of a letter of offer at senior rank with the tenure review process pending; and b) following up—once the offer is accepted— with the packet of materials necessary to get OAA approval for tenure and rank. In general, these exceptions should occur only when confidentiality is so crucial that asking for outside letters lessens our competitive advantage and when the candidate is willing to sign a letter without the guarantee of knowing that the position comes with tenure at a senior rank. Modification of the OAA process should be discussed with the divisional dean.



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College of Arts and Sciences

In cases when the tenure review occurs after acceptance of the letter of offer, the Dean submits a letter to OAA with the tenure review materials, explaining that the offer has already been approved and this is the follow-up packet. The divisional dean should co-sign this letter unless there has been a decision to consult with the college P&T review panel (in which case the divisional dean writes a separate letter on behalf of that panel).

This letter will serve as the first page of the packet submitted to OAA, which will include:

- 1) letter from College Dean and Divisional Dean (drafted and cosigned by divisional dean)
- 2) signed offer letter as approved by OAA
- 3) letter from TIU Head
- 4) letter from TIU Committee of the Eligible Faculty
- 5) list of external reviewers (name, title/rank/institution, suggested by candidate or P&T committee; list should be pre-approved by the college¹)
- 6) five letters from external evaluators; no more than three of these should be reference letters or suggested by the candidate
- 7) candidate's CV
- 8) documentation of international candidate's permanent resident status ("green card"), if applicable²

The TIU is responsible for collecting items 2-8 and submitting them to the divisional dean (cc: [ASC Faculty Affairs](#)); item 1 will be added prior to submission to OAA by the college.

A suggested template for solicitation of external review letters is attached and is available in .docx format on the [ASC Intranet](#) under External Evaluator Materials.

¹ Please send lists of external reviewers to [ASC Faculty Affairs](#) or [Shari Speer](#) for pre-approval. Criteria are similar to those for mandatory P&T reviews (see [External Evaluator College Approval Process](#)) with the exception that three letters from reviewers suggested by the candidate are permitted.

² International candidates who do not have permanent resident status must complete a [memorandum of understanding](#) with the TIU regarding the conditional nature of tenure should the candidate's right to work in the U.S. be revoked (see [OAA Faculty Recruitment and Selection policy, section III.A.3](#)).

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College of Arts and Sciences

Date

Professor **Firstname Lastname**
Department of **Department Name**
XXX Street
XXX City State

Dear **Professor XXX**,

The **Department/School of XXX** at The Ohio State University is considering appointment of Professor **XXX** at the level of **Associate/Full Professor with Tenure/Full Professor**. An appointment at this level requires approval by the College of Arts and Sciences and the Office of Academic Affairs, and the review process includes a requirement for letters from experts in the field.

I am attaching a copy of Professor **XXX**'s curriculum vitae and copies of the following materials:
[list (or link)]

I would appreciate it if you can comment briefly on the quality and significance of the overall research program, including its distinctive contributions to and impact on the field, both current and prospective. Given the time constraints for this review, we recognize that you may not be able to offer detailed comments on individual works, but we would appreciate any comments you are able to provide. We are also interested in your opinion of Professor **XXX**'s national or international reputation in the field and of how his/her achievements compare to that of others who are at a similar stage in their careers.

Under the Ohio Public Records Act, all documents related to promotion and tenure reviews, including letters of evaluation, are public records subject to requests to the university for viewing and/or copies.

Thank you for your time and effort in responding to this request. If for any reason you will not be able to evaluate this candidate or if you have any questions about this process, please contact me at **[phone number/email]** immediately. As this is a time-sensitive process, I would appreciate receiving your response by **[date]**.

Sincerely,

First name Last name
Chair, Department of XXX