

Counter-Offer Expedited Promotion & Tenure Review

September 26, 2025

This is the process for off-cycle tenure reviews for assistant professors who have been offered tenured positions at other peer institutions and for associate professors who have been offered positions at the full professor rank. The candidate's record must meet the criteria for each rank in the TIU's Appointments, Promotion & Tenure document. Salary increase start dates associated with an off-cycle change in rank are subject to OAA and ASC constraints. For further information, see the [Office of Academic Affairs' Faculty Compensation Policy](#).

Counter offers may also stipulate that the candidate will be considered for tenure and/or promotion in the next regular cycle.

Off-cycle reviews follow the normal P&T process, with a few modifications:

- 1) copy of the letter of offer from the peer institution should be submitted to college along with the dossier
- 2) candidate provides core dossier using the current ASC core dossier format (available on the [ASC Intranet](#))
- 3) core dossier and accompanying review materials should be combined into a single PDF following the structure outlined on page 2 of this document, including:
 - a. list of external reviewers (names, title/rank/institution, whether suggested by candidate or P&T committee, any relationships to the candidate); list should be pre-approved by the college¹
 - b. five letters from external evaluators; no more than three of these should be reference letters or suggested by the candidate
- 4) 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 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).

The TIU is responsible for collecting items 1-4b and submitting them to [ASC Faculty Affairs](#); item 4c will be added prior to submission to OAA by the college.

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



Counter-Offer Expedited Promotion and Tenure Case Structure

1. Record of Review ([Form 109](#))
2. Dossier Checklist ([Form 105](#))
3. Introduction
4. Core Dossier
5. Internal Review Letters
 - a. Annual Review Letters
 - b. Written Documents Submitted as Part of Annual Reviews
 - c. Additional Letters Requested by the Candidate and Solicited by TIU Head
 - d. Fourth Year Review Letters (Assistant Professors Only)
 - e. Documentation of Peer Evaluation of Teaching
6. External Evaluator Letters
 - a. Summary Sheet of External Evaluators ([Form 114](#))
 - b. Sample of Letters Sent to External Evaluators
 - c. External Letters Preceded by Cover Sheet ([Form 106](#))
7. Student Evaluation of Teaching
 - a. Cumulative Fixed-Response Survey Data (“SEI Cumulative Report”)
 - b. Individual Fixed-Response Student Evaluation Data (“SEI Overview Reports”)
 - c. Summary of Open-Ended Student Evaluations (if collected by unit)
8. Regional Campus Review Letters (if applicable)
 - a. Regional Campus Faculty Deliberative Body Recommendation Letter
 - b. Regional Campus Dean and Director Recommendation Letter
 - c. Candidate Comments (Regional Campus)
9. TIU Review Letters
 - a. Committee of Eligible Faculty Recommendation Letter
 - b. TIU Head Recommendation Letter
 - c. Head of TIU Joint Appointment or Discovery Theme Recommendation Letter
 - d. Candidate Comments (TIU)



Sample Solicitation of External Review Letter

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 promotion of Professor **XXX** to **Associate 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 in a timely fashion 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,

Firstname Lastname
Chair, Department of XXX



THE OHIO STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

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