

RESOLUTION ON ADJUSTMENT OF DEADLINES IN FACULTY HANDBOOK  
FOR:

1. NON-RENEWAL OF PROBATIONARY FACULTY
2. PROMOTION AND TENURE
3. EVALUATION AND CONTRACTS OF CONTINUING FACULTY
4. UNIVERSITY FACULTY FELLOWSHIPS
5. TIME LIMITS: APPEAL OF NON-REAPPOINTMENT OR DENIAL OF TENURE  
OR PROMOTION
6. TIME LIMITS: GRIEVANCES OTHER THAN REAPPOINTMENT, PROMOTION,  
AND TENURE

April 16, 2012  
PROMOTION AND TENURE COMMITTEE  
Second Reading & Vote

Whereas, Ohio University is changing to a semester calendar and certain dates must be altered to be consistent with that change,

Be it resolved that the dates affecting faculty non-renewal, promotion and tenure, evaluation and contracts, and fellowships, along with time limits for appeals and grievances, as designated in the Faculty Handbook, be changed in the following sections (changes are in **bold**).

NB: The changes here are to APPENDIX B: NOTIFICATION DEADLINES. The text of the various sections that the Appendix references does not consistently list deadlines. Where a section does list a deadline, it too will be changed. See example at bottom of resolution.

**NB: Note also that these changes will go into effect after a year, i.e., in 2013, in order to allow for an adequate transition.**

X. APPENDIX B

*This appendix contains a summary of critical dates and deadlines from selected sections of the Faculty Handbook. Material is collected here only as a convenience to faculty; the referenced sections, not this appendix, are part of the faculty contract with the University.*

## 1. Nonrenewal of Probationary Appointments (Section II.D.3)

March 1/ <b>February 1</b>	Nonrenewal notification <i>during the first year of service</i> for contracts expiring at the end of the academic year (or no later than 3 months before expiration for other contracts).
December 15/ <b>November 15</b>	Nonrenewal notification <i>during the second year of service</i> for contracts expiring at the end of the academic year (or no later than 6 months before expiration for other contracts).
June 30/ <b>May 30</b>	Nonrenewal notification after two or more years of service for contracts expiring at the end of the academic year (or no later than 12 months before expiration for other contracts).

## 2. Promotion and Tenure (Sections II.D.1, II.E.2, II.E.7, II.E.8, and II.E.10)

October 15/ <b>September 15</b>	Tenured faculty eligible for promotion request letter of evaluation from chairperson if desired. (Probationary faculty receive evaluation letter annually without requesting one.)
February 1	Chairperson provides probationary faculty with annual letter of evaluation regarding progress toward tenure.
February 15/ <b>Last Day of Fall Semester Exams</b>	Chairperson notifies faculty member in writing of departmental recommendation for promotion and/or tenure. <b>Dossiers go to Dean's office by first day of Spring semester.</b>
April 1/ <b>March 1</b>	Dean notifies chairperson and candidate in writing of rejection of department recommendation for promotion/tenure
May 1/ <b>April 1</b>	Provost notifies dean, chairperson, and candidate in writing of rejection of department recommendation for promotion/tenure.

## 3. Evaluation and Contracts of Continuing Faculty (Sections II.D.1, II.D.2, and II.E)

February 1	Chairperson provides faculty member with written statement of annual departmental evaluation.
March 15	Faculty member receives formal notice of reappointment for next year. Continuing faculty, excluding those undergoing active consideration for promotion/tenure are sent contracts, if feasible. <b>Omit second sentence.</b>
May 1/July 15	Contracts sent to all continuing faculty members unless deadline extended by Faculty Senate. <b>Payroll Department will distribute faculty reappointment letters to each department. The departments in turn will distribute letters to individual faculty members.</b> Second-year contract for probationary faculty includes written form verifying tenure dates and deadlines

#### 4. Resignations (Section II.K)

April 15	Faculty member gives notice of resignation in writing to dean (or no later than 30 days after receiving written notification of terms of employment for the following year).
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#### 5. University Faculty Fellowships (Sections V.A.11 and V.A.12)

1st day of Winter/Spring qtr./semester	Written application from faculty member to department chairperson.
March 1/March 15	Written notification of President's approval or disapproval to faculty member.

### B. Time Limits

#### 1. Appeal of Nonreappointment or Denial of Tenure or Promotion(Section II.F)

45 days	For faculty member's initial appeal (time counted from date of notification of
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	denial, excluding intersessions and summer quarter/ <b>terms</b> ).
30 days	For appeal by the faculty member to each higher administrative level (time counted from date of last notification of denial, excluding intersessions and summer quarter/ <b>terms</b> ).
30 days	For each administrative level (department chairperson, dean, and Provost) to rule on the grievance.
30 days	For appeal by faculty member to Promotion and Tenure Committee of Faculty Senate (time counted from date of notification of denial by Provost, excluding intersessions and summer quarter/ <b>terms</b> ).
45 days	For petition to Promotion and Tenure Committee, after it issues its report, to recommend a formal proceeding.

## 2. Grievances other than Reappointment, Promotion, and Tenure (Section II.G)

30 days	For each administrative level to render a decision in writing (time counted from date of receipt of grievance).
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### OTHER DATES:

#### II.H

**6.** In case of sick leave or other cause of significantly reduced capacity lasting six months or longer, a probationary faculty member may request that the probationary period be extended by one year. This written request goes first to the departmental chair, then to the academic dean, and finally to the Provost with the understanding that normally it will be granted. If the extension is granted, subsequent contracts for the applicant will show the new probationary period date. The request should be made ahead of time if the sick leave or reduced capacity can be anticipated; but, in any case, the request must be made within one year of the beginning of the period of sick leave or reduced capacity and before September 15/**August 15** of the individual's penultimate probationary year. It is possible to have a second one-year extension during the probationary period, but the approval is much less automatic.

The faculty member may appeal denial using the grievance procedure relating to promotion and tenure recommendations (see Section II.F).

## **EXAMPLE of Changes in Text:**

### **Section II. D. 3. Renewal of Contracts for Probationary Appointments**

Regardless of the stated term or other provisions of any appointments, written notice that a probationary appointment is not to be renewed shall be given to the faculty member in advance of the expiration of his/her appointment, as follows:

- a.** not later than March 1 (change to: **February 1**) of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination;
- b.** not later than December 15 (change to: **November 15**) of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination;
- c.** at least twelve months before the expiration of an appointment after two or more years of service at Ohio University. The notice of nonreappointment will be accompanied by an oral and, if the faculty member so requests, a written explanation of the basis for nonreappointment. The basis for nonreappointment must not violate the faculty member's academic freedom.

N.B. Appendix B, which specifies notification deadlines for easy reference, gives the date for II.D.3.c as June 30 (change to: **May 30**)