Appendix J – Overview of P&T Process at OSU: Flowchart

Chronological Sequence of Events in Promotion and Tenure Process

1. Supervisor of Tenure Unit (or Committee assigned the responsibility) initiates the process in consultation with the candidate

2. Supervisor of Tenure Unit and a Tenure Review Committee (from among tenured Faculty in the Unit at or above the rank of the candidate) will evaluate dossier independently

3. Letters from Supervisor and Tenure Review Committee are forwarded with dossier for College Level Review

4. The College Dean and a College Level Committee evaluate the dossier

5. Dossiers and all letters of evaluation are forwarded to the University Promotion and Tenure Committee

6. Dossiers are reviewed by the University Promotion and Tenure Committee, which is composed of:
   - Provost and Executive Vice President (Chair), Vice Provost for Academic Affairs, Vice Provost for Research, Dean/Director of Extension Service, Dean of the Graduate School

7. Decision finalized and communicated to academic units by May/June

8. Appeal against Promotion and tenure decision should be directed to the president

External letters of evaluation

If Supervisor’s and Committee’s recommendations are negative, the dossier will **not** be forwarded unless the candidate insists or is in the final year of annual tenure

Observer, Faculty Senate Promotion and Tenure Committee