

## **Department Promotion & Tenure (P&T) Chair Responsibilities:**

The Promotion and Tenure (P&T) Chair plays a critical leadership role in ensuring a fair, rigorous, and transparent academic review process within the department or division. The P&T Chair oversees the preparation, evaluation, and submission of faculty dossiers for promotion and/or tenure and new faculty hires at advanced rank, upholding academic standards while supporting faculty advancement in alignment with the College's mission in research, education, clinical care, and service.

Key responsibilities include:

### **1. Leadership & Oversight**

- Chair the departmental P&T committee and/or the committee of eligible faculty and facilitate effective, unbiased deliberations.
- Ensure all committee members are familiar with college and university P&T policies and expectations.
- Uphold confidentiality and academic integrity throughout the review process.
- Identify Procedural Oversight Designee(s) (POD) for dossier reviews and department committee of eligible faculty meeting oversight.

### **2. Faculty Guidance & Support**

- Meet with assistant professor candidates during recruitment and with all new faculty early in their appointment to discuss academic expectations, professional development, and the promotion and tenure process.
- Educate faculty about promotion and tenure criteria, timelines, and required documentation.
- Maintain an open-door policy and offer individual or group meetings to clarify dossier expectations and address questions.
- Provide feedback or coordinate mentorship for faculty preparing for future review cycles.
- Provide an annual update at department faculty meeting.

### **3. Dossier Management**

- Oversee the timeline and quality control for dossier preparation and submission.
- Together with the POD, ensure dossiers are complete, compliant with formatting and content standards, and submitted on time.
- Together with the POD, review dossiers for accuracy and adherence to departmental and institutional standards.

### **4. Review Coordination**

- Manage internal and external evaluation processes:
  - Solicit external evaluators in accordance with college policies.
    - Prepare the list of external evaluators that will be presented to the candidate for conflict review.

- Guide committee members in reviewing dossiers and preparing evaluations.

## **5. Communication & Collaboration**

- Act as liaison between the department, college faculty affairs office, and P&T coordinator.
- Meet regularly with the Department Chair to align on expectations and candidate readiness.
- Meet regularly and build a strong, collaborative partnership with the department's P&T coordinator.
- Keep faculty informed of key dates, policy updates, and process changes.
- Prepare a written summary letter detailing the eligible faculty committee's discussion and vote for each candidate under review.

## **6. Policy Compliance**

- Stay up to date on institutional policies (e.g., from the College Office of Faculty Affairs & University Office of Academic Affairs).
- Ensure all processes align with the department's Pattern of Administration (POA) and Appointments, Promotion, and Tenure (APT) document.
- Monitor equity and consistency in how policies are applied across candidates.

## **Getting Started/First Steps:**

- Inform the COM Office of Faculty Affairs of your appointment so you are added to the P&T chair meetings and have access to the TEAMS site.
- Meet with the Department Chair to review your responsibilities and departmental expectations.
- Establish a regular meeting cadence with the P&T Coordinator — building this relationship is essential.
- Meet with Assistant Deans for the Clinical track and Assistant Dean for the Research & Tenure-track
- Understand your department's current process and timeline; ensure department committee meetings/votes are scheduled in advance and faculty are aware of attendance/voting responsibilities.
- Access your department's "OAA Academic Appointment" report via Workday to review faculty count, tracks, and ranks.
  - Your department's P&T Coordinator has access to run this report - Guidance for interpreting the report is available on the P&T Coordinators' Teams site.
- Review your department's POA and APT documents and note any questions for clarification.
  - These documents are housed within the department and available in the APT Toolbox > 1. Formal Documents > Department POA and APT.
- Familiarize yourself with the [OAA Policies and Procedures Handbook](#). While the handbook spans several volumes, each provides important guidance on different aspects of the faculty life cycle.

## **Resources:**

[APT Toolbox](#)- All things promotion and tenure and key resources include:

- Core dossier template & insider's guide
- Examples of narratives
- Examples of core dossier & entire dossier packet
- P&T schedules-sample department schedules as well as Annual P&T cycle timeline and deadlines
- POD role & guidelines
- P&T Process map

[APT Required Documents](#) – includes entire faculty life cycle and what to submit for various faculty affairs processes.

[OAA Governance site](#) – where department and college APT/POA's are housed, policies and procedures handbook, and policies, guidelines, and forms

[P&T Coordinators' Team site](#) – originally created for P&T coordinators and added all P&T Chairs.

[COM Faculty Acronyms and Definitions](#) – located on the P&T Coordinators' team site

[Faculty Affairs 101](#): via Teams

## **College Office of Faculty Affairs - Who to contact:**

**Kathy Tober, PhD** – Senior Director of Faculty Affairs

- SHIFT

**Kendra Kay** – Faculty Affairs Operations Senior Specialist

- Appointment, Reappointment and other Faculty changes
  - Meditract/Faculty Appointment letters

**Crista Marbley** – Faculty Affairs Analyst

- Promotion & Tenure
- Interfolio

**Jacqui Lankford** – Executive Assistant to the Vice Dean

- Schedule with Dr. Oberyshyn & Kathy

**Savannah Stearmer** – Administrative Assistant

- Schedule with the Associate Deans

**Maya Iyer, MD** – Associate Dean for the Clinical track

- APT and POA document review for clinical departments
- Provide dossier feedback to clinical track faculty
- Meet with advanced rank clinical track recruits during recruitment

**Darren Mays, PhD** – Associate Dean for the Research and Tenure-track

- APT and POA document review for basic science departments
- Provide dossier feedback to research and tenure-track faculty
- Meet with advanced rank research or tenure-track faculty recruits during recruitment

**Not sure who to ask?** Direct emails to: [COMFacultyAffairs@osumc.edu](mailto:COMFacultyAffairs@osumc.edu)