

WHO VOTES? Frequently Asked Questions regarding Appointment, Promotion and Tenure in the College of Medicine

Who are the members of the “eligible faculty” for voting on APT decisions? The members of the “eligible faculty” are different for different APT actions. The actual membership is dependent upon multiple factors: 1) The specific “track” under consideration (Tenure-track, Clinical Faculty, etc.); 2) The proposed rank of the candidate (Assistant Professor, Associate Professor, etc.); and 3) the specific action being taken (appointment, reappointment, promotion, etc.). Information regarding the membership in the eligible faculty is detailed in the APT documents of the College of Medicine and the individual departments, as well as in the OSU Faculty Policies and Procedures Handbook. General guidelines state the track is the first consideration and rank is the second when determining who votes. The tenure track faculty may vote on everyone, the clinical track faculty may vote on clinical and associated faculty, the research faculty may vote on research and associated faculty. The associated faculty may not vote.

Additionally, there are certain unusual situations in which the membership or procedure is unclear. For those unusual circumstances, please refer to the Frequently Asked Questions reported in the remainder of this document.

Is a formal meeting of the eligible faculty required for all APT actions? Yes. OAA requires discussion of each APT proposed action, so a formal meeting is required.

Can eligible faculty members vote on promotion and tenure decisions by proxy? No. The fundamental condition for voting is that the faculty member must participate in the discussion of the candidates at a meeting of the eligible faculty in order to vote.

Can a teleconference be used for APT votes? Yes. As long as the voting faculty member participates in the discussion of the candidates, he/she is eligible to vote. OAA notes that participation may be by “conference call or video link.”

What constitutes a quorum for an APT vote? OAA recommends that a quorum consist of 2/3 of the eligible faculty members. However, OAA also permits departments to set their own criteria for a quorum, and several departments at the College of Medicine have established a simple majority as the quorum. Similarly, departments may determine what percentage of the votes cast constitutes an affirmative vote for the candidate. Refer to your own department’s APT document for department-specific standards.

How many “eligible faculty” members constitute the minimum number for official actions on APT matters? Three. In certain circumstances, especially in small departments and/or for actions on senior level positions, a department may not have three eligible faculty members. In that case, the following guidelines from the OAA Handbook apply: “The TIU head, after consulting the dean, will appoint a faculty member from another department within the college.” More than one ad-hoc member can be appointed if needed to meet the three person committee minimum.

Who is eligible to vote for granting of tenure to a non-tenured professor? Only tenured professors are eligible to vote on the granting of tenure to a non-tenured Professor.

Who is eligible to vote on clinical track reappointments?

The first re-appointment review for probationary clinical track faculty members, regardless of rank, requires a vote of the faculty. Non-Probationary Clinical and Tenure track faculty at or above the rank of the faculty being considered for reappointment are eligible to vote. For the second and subsequent reappointment reviews, a vote of the faculty is not required, except in the case of a recommendation for non-reappointment.

Who is eligible to vote on research track reappointments?

The first re-appointment review for probationary research track faculty members, regardless of rank, requires a vote of the faculty. Non-Probationary Research, and Tenure track faculty at or above the rank of the faculty being considered for reappointment are eligible to vote. For the second and subsequent reappointment reviews, a vote of the faculty is not required, except in the case of a recommendation for non-reappointment.

If a person has a joint appointment, is he or she able to participate in APT voting in both departments? No. This individual is considered only part of the eligible faculty in the Tenure Initiating Unit (TIU).

Who is eligible to vote for initial faculty appointments? The OAA Handbook states, “For faculty recommendations on initial appointment, the committee of the eligible faculty includes assistant professors. Senior-rank faculty under consideration, regardless of type (tenure-track, clinical, research, associated), may be reviewed only by faculty of the rank at or above consideration (associate and professor for associate, and professor for professor).” (e.g. associate professor with or without tenure)

Are associate professors without tenure considered to be “eligible faculty” for promotion and tenure actions? No. Only associate professors WITH tenure may vote on promotion to associate professor and/or tenure.