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, research and auxiliary faculty, the research faculty may vote on research and auxiliary (aka associated) faculty. The auxiliary 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. Of note, “the individual from outside the department should not serve as chair of, or POD, for the committee of the eligible faculty.”
Who is eligible to vote for reappointment to the rank of professor in Clinical Faculty? This circumstance is an exception to the rule that the eligible faculty must be of a higher rank. Clinical Professors are eligible to vote for reappointments to the professor rank.

Who is eligible to vote for granting of tenure to a non-tenured professor? This circumstance is an exception to the rule that the eligible faculty must be of a higher rank. Tenured professors are eligible to vote on the granting of tenure to a non-tenured Professor.

Are Clinical faculty members who have been reappointed to the rank of Assistant Professor eligible to vote for reappointment of others to this rank? No. OAA guidelines state that “the review will follow the same procedures as a review for a promotion in rank.” Also, College of Medicine guidelines state that “the eligible faculty for reappointment and promotion of regular clinical track faculty consists of all tenured faculty of higher rank than the candidate…and all non-probationary regular clinical track faculty of higher rank than the candidate.”

Are Clinical Faculty Associate Professors eligible to vote for reappointment of others to this rank? No. OAA guidelines state that “the review will follow the same procedures as a review for a promotion in rank.” College of Medicine guidelines state that “the eligible faculty for reappointment and promotion of regular clinical track faculty consists of all tenured faculty of higher rank than the candidate…and all non-probationary regular clinical track faculty of higher rank than the candidate.”

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. For initial appointments at a senior rank (Associate Professor or Professor), the College of Medicine requires a vote of those faculty members eligible to vote for promotion to the same rank.

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.

What happens to a Clinical faculty member if the position is eliminated at the end of his/her term? OAA states that “There is no presumption of reappointment at the end of a given appointment period.” In the penultimate year of the Clinical faculty member’s appointment, a determination first is made as to whether the position (regardless of who fills it) will continue. If the position is continued, then the faculty member must undergo review to determine if reappointment is appropriate.