

OWENS COMMUNITY COLLEGE
PROCEDURES

Faculty Rank Procedures

Board Policy No.: 3358:11-5-25

PROCEDURES:

(A) PROCEDURES TO APPLY FOR PROMOTION:

(1) APPLICANT.

- (a) The applicant must meet the minimum requirements for consideration of rank change and submit the application for change in rank, along with the required documentation for participation in non-departmental duties on or before December fifteenth preceding the academic year for which the rank change may become effective.
- (b) The required documentation which must be submitted with the application for change in rank relates to the applicant's participation in non-departmental duties and must be directly related to education or to the applicant's field of specialization. It is the applicant's responsibility to obtain copies of all documented materials for his/her rank file and to supply the documentation required so that an adequate evaluation of activities can occur. Documentation must be from a responsible, primary source; e.g., if you serve on a committee, the letter must be from the chair of the committee. Documentation, including reference and verification letters, must contain the applicant's name. (An activity, publication, etc. during any given period of time cannot be used in more than one criterion; however, if an activity exceeds the maximum in one criterion, additional years can be applied toward another criterion, if appropriate.) Candidates are to organize their application materials into an electronic (RIF or PDF) submission or in a three-ring binder that includes tabbed dividers in the portfolio.
- (c) Points in the following categories must have been earned since the last rank change. All documentation must be dated, contain your name, and must be on official stationary.
- (d) An applicant would have to achieve ten points since their last rank review.
- (e) Scholarly or creative work:
 - (1) Textbook. A peer-reviewed published work in a field related to their teaching appointment. Three points per text.
 - (a) Documentation. A copy of the text or a commitment letter from the publisher.
 - (b) Points. Three points maximum.

OWENS COMMUNITY COLLEGE
PROCEDURES

- (2) Non-scholarly book or publication. A book or publication published with a retail publisher available through retail purchase. This could include, but not limited to a biography, memoir, poetry book, drama, television-video production, children's book, musical score for a multiple act performance, in-house publication, original music, etc. Three points per book or publication.
 - (a) Documentation. A copy of the text or a commitment letter from the publisher.
 - (b) Points. Three points maximum.
- (3) Major article. A scholarly, researched, and documented work published in a peer-reviewed professional journal. Applicant must be (co)author. One point per article.
 - (a) Documentation. A copy of the publication containing the article and verification of authorship.
 - (i) In addition to the above documentation, two letters from the applicant's peers describing the article submitted as a "major" article are also required for each article submitted.
 - (b) Points. Two points maximum.
- (4) Minor article. An article in a popular magazine, newspaper or journal. One half point per article.
 - (a) Documentation. A copy of the publication containing the article and verification of authorship.
 - (i) In addition to the above documentation, two letters from the applicant's peers clearly describing the article as a "minor" article are also required for each article submitted.
 - (b) Points. One and a half points maximum.
- (5) In-house publishing. Author/editor of a workbook, lab manual or study guide for use at the college. One half point per publication.
 - (a) Documentation. A copy of the publication and a letter from supervisor verifying the significant contribution of the applicant.
 - (b) Points. Two point maximum.

OWENS COMMUNITY COLLEGE
PROCEDURES

- (6) Published study guide. Author of a study guide to accompany a published textbook. One point per guide. If the guide is utilized by other colleges, the applicant can count an additional one-half point per guide.
 - (a) Documentation. A copy of the text or a commitment letter from the publisher. If appropriate, evidence that the guide is being utilized at one or more colleges other than Owens community college.
 - (b) Points. Two point maximum.
- (7) Editing/reviewing a text or a professional journal or publication. Applicant is given credit for the work in the textbook or professional journal or publication. One-half point per text. One half point per year.
 - (a) Documentation. For a text, a copy of the contract or a commitment letter from the publisher. For a professional journal or publication, documentation of annual appointment.
 - (b) Points. Two points maximum.
- (8) Published computer software. Must be available through retail outlets or publically available websites and relevant to the applicant's profession. One point per program.
 - (a) Documentation. A copy of the contract or a commitment letter from the publisher or a sample of the software.
 - (b) Points. Two points maximum.
- (9) Presenting a paper. Presentation occurring before a professional organization on the national or international level. ~~One-half~~ One point per paper.
 - (a) Documentation. A program for the conference or meeting bearing presenter's name or an acknowledgement letter.
 - (b) Points. One point maximum.
- (10) Presenting a paper. Presentation occurring before a professional organization on the local, state or regional level. One half point per paper.

OWENS COMMUNITY COLLEGE
PROCEDURES

- (a) Documentation. A program for the conference or meeting bearing presenter's name or an acknowledgement letter.
 - (b) Points. One point maximum.
- (11) Invited public address. An address in which the applicant's expertise and experience are used to present a topic relevant to one's teaching. One-half point per address.
- (a) Documentation. A program for the conference or meeting bearing presenter's name or an acknowledgement letter.
 - (b) Points. One and one-half point maximum.
- (12) Invited seminar or workshop. A seminar or workshop in which one is heavily involved in preparation and/or presentation. One half point per seminar or workshop.
- (a) Documentation. A program for the seminar or workshop bearing the applicant's name or an acknowledgement letter.
 - (b) Points. Two points maximum.

Visual arts: An exhibition is the "publication" of the visual artist's work and it can be categorized similarly to the section on published works. The visual arts include fine art, commercial art, interior design and photography.

- (13) Major exhibition. A solo (major) exhibition involving the presentation of a body of creative work, which is the culmination of several years work (research and production) and would be considered the equivalent of publishing a book.
- (a) Documentation. A catalog from the exhibit with the artist's name or a postcard designation of the artist or a letter from the gallery confirming the exhibition.
 - (b) Points. Two points per major exhibition. Four points maximum.
- (14) Minor exhibition. A visual artist is actively involved in a professional art community. A minor exhibition involves a visual artist's participation in a professional art community and a submission in a juried (reviewed and judged by peers in the field) show. These group juried shows call for one to three pieces of work per exhibition.

OWENS COMMUNITY COLLEGE
PROCEDURES

- (a) Documentation. An acceptance card or catalog from the exhibit with the artist's name or a postcard designation of the artist or a letter confirming the exhibition.
 - (b) Points. One-half point per minor exhibition. Three points maximum.
- (15) Major visual publication. The publication of three or more images in a multiple-page spread and includes a biographical or statement of the visual artist. Examples of a visual publication include a magazine, newspaper, journal, textbook.
- (a) Documentation. A copy of the visual publication containing the images and verification of the authorship.
 - (b) Points. One point per visual publication. Three points maximum.
- (16) Minor visual publication. The publication of a single image and credited to the visual artist. Examples of a visual publication include a magazine, newspaper, journal, textbook or a digital or electronic medium. (A personal website would not qualify.)
- (a) Documentation. A copy of the visual publication containing the image and verification of the authorship.
 - (b) Points. One-half point per visual publication. One and a half points maximum.
- (17) Curator of an exhibition. One who organizes an exhibition of a single artist or a group of artists in a public space such as a gallery.
- (a) Documentation. A copy of the call for work prospectus or a catalog or postcard of the exhibit or a letter of support from a peer, which includes a description of the curatorial activity.
 - (b) Points. Two point per curatorial event. Four points maximum.
- (18) Juror of an exhibition. One who judges and awards the work of an artist in a public exhibition.
- (a) Documentation. A juror statement published at the exhibition or in another relative form or a letter from a curatorial body documenting the degree of participation.

OWENS COMMUNITY COLLEGE
PROCEDURES

(b) Points. One-half point per juried exhibition. Two points maximum.

(19) Donor of a creative work. The visual artist makes a donation of his or her own creative work to a charitable, fundraising event or nonprofit organization. The donation is inclusive of the artist's time and labor to create the work, which is equivalent to community service.

(a) Documentation. A letter of confirmation from the accepting organization or entity, which includes a description of the donation.

(b) Points. One-half point per donated piece. One and a half points maximum.

Performing arts: The performing arts include dance, music and theatre.

(20) Major theatre directing. Directing and/or designing a mainstage production in the community or with students at Owens Community College. It includes a full rehearsal process involving the director and actors for multiple weeks, such as six to eight, and overall the production involves months and hundreds of hours of work in preparation and designing.

(a) Documentation. A program of the production or a letter of acknowledgement.

(b) Points. Two points per production. Four points maximum.

(21) Minor theatre directing. Producing and/or directing a short, off-mainstage production in the community or with students at Owens Community College.

(a) Documentation. A program of the production or a letter of acknowledgement.

(b) Points. One-half point per production. Two points maximum.

(22) Major performance. Acting or performing or directing or designing a national or professional performance. This includes faculty recitals.

(a) Documentation. A program of the concert or performance or a letter of acknowledgement.

(b) Points. One point per production. Four points maximum.

OWENS COMMUNITY COLLEGE
PROCEDURES

- (23) Minor performance. Acting or performing or directing or designing a local or nonprofessional performance.
 - (a) Documentation. A program of the concert or performance or a letter of acknowledgement.
 - (b) Points. One-half point per production. Three points maximum.

- (24) Juror or adjudicator of an exhibition or performance. Adjudicating or judging a performing art event or a playwriting competition.
 - (a) Documentation. A program of the event or a letter of acknowledgement.
 - (b) Points. One-half point per event. Two points maximum.

- (25) Donor of a creative work. The performance artist makes a donation of his or her own creative work to a charitable, fundraising event or nonprofit organization. An example includes the hosting/emceeing a public event. The donation is inclusive of the artist's time, labor, talent, which is equivalent to community service.
 - (a) Documentation. A program of the event or a letter of acknowledgement.
 - (b) Points. One-half point per event. Two points maximum.

- (26) Composition or arrangement of an original work. The presentation or performance of an original work, composition or arrangement. Examples include a musical composition, theatrical play, dance composition.
 - (a) Documentation. A program of the performance or a letter of acknowledgement.
 - (b) Points. One point per work. Four points maximum.

OWENS COMMUNITY COLLEGE
PROCEDURES

Grants writing:

- (27) Authored or co-authored an internal grant that was awarded or not awarded.
 - (a) Documentation. A copy of the grant application and evidence of submission.
 - (b) Points. One-quarter point per grant application. Three points maximum.

- (28) Authored or co-authored an external grant that was awarded or not awarded.
 - (a) Documentation. A copy of the grant application and evidence of submission.
 - (b) Points. One-half point per grant application. Four points maximum.

- (29) Served as a director/principle investigator or co-director/principle investigator of an internal grant.
 - (a) Documentation. A letter of acknowledgement or of appointment or a copy of the grant application that evidence's participant's role and appointment.
 - (b) Points. One-half point per year. Three points maximum.

- (30) Served as a director/principle investigator or co-director/principle investigator of an external grant.
 - (a) Documentation. A letter of acknowledgement or of appointment or a copy of the grant application that evidence's participant's role and appointment.
 - (b) Points. One point per year. Four points maximum.

Professional and community service:

- (31) Community service. Volunteer work in community service projects while at Owens community college.
 - (a) Documentation. Letter of acknowledgement documenting volunteer hours.

OWENS COMMUNITY COLLEGE
PROCEDURES

- (b) Points. Each twenty hours of volunteer work equals one-half point. Three points maximum.
- (32) Professional organizations. Active membership in a professional organization related to one's teaching assignment or one which provides materials that improve teaching or professional knowledge including membership in one's union organization (one-fourth point per year of membership per organization). Phi Theta Kappa or other similar honors will be given one-fourth point per organizational membership, not per year. Additional one-half point per year for service as president, vice president, past president, secretary, treasurer or board member of the organization.
 - (a) Documentation. Fee receipt, membership documentation or cancelled check.
 - (b) Points. Three points maximum.

Professional development:

- (33) Professional development activities. Points earned ~~under an~~ for participation in approved professional development ~~plan~~ activities, which could include but are not limited to the following: webinars, CEUs, training sessions at the faculty development center, academic quality improvement program (AQIP) black belt trainers, train the trainer work, quality matters, faculty development in-service day trainer.
 - (a) Documentation. Letter of acknowledgement or certificate or proof participation.
 - (b) Points. One-fourth point per professional development session. Two points maximum.
- (34) Owens leadership academy. Points earned for participation in the Owens leadership academy.
 - (a) Documentation. Letter of acceptance or certificate of completion.
 - (b) Points. Two points maximum.
- (35) On-going sustained training. Points earned for participation in on-going, sustained training, which would include but not be limited to: professional organization leadership training, peer mentoring training for a program accrediting body, new licensure or skill training for new program development.

OWENS COMMUNITY COLLEGE
PROCEDURES

- (a) Documentation. Letter or certificate of completion or appropriate evidence that demonstrates successful completion.
 - (b) Points. Two points maximum.
- (36) Professional consulting or other post-employment professional experience. Each forty hours of experience equals one half point. All experience claimed must be started prior to application for rank change.
 - (a) Documentation. Letters of acknowledgement or contracts documenting number of hours worked.
 - (b) Points. Three points maximum.
- (37) Post-employment teaching experience. Part-time teaching, summer teaching, overload teaching, and teaching continuing education at Owens community college in addition to one's load. One semester credit hour or 1.25 contact hours or one CEU equals one half point. Applicants for the rank of assistant professor may include pre-employment experience under this category provided said experience is not older than six years. All experience claimed must be started prior to application for rank change.
 - (a) Documentation. Letter of acknowledgement or contracts indicating number of hours worked.
 - (b) Points. Three points maximum.
- (38) Campus club advising. One point per club per year advised.
 - (a) Documentation. Letter of acknowledgement or copy of group form from student activities.
 - (b) Points. Three points maximum.
- (39) Major college committee. One point per membership on a committee/task force per year. Cannot use a committee and a subcommittee of that committee for points. An additional one point per year of service as chair of a standing committee. These committees include standing committees such as AQIP planning council, quality council, quality committees, academic standards, curriculum, student learning assessment or a taskforce or SCRUM commissioned by a member of president's cabinet.

OWENS COMMUNITY COLLEGE
PROCEDURES

- (a) Documentation. Letter of acknowledgement.
 - (b) Points. Five points maximum.
- (40) Minor college committee. Points earned for participation in department or school-level committees. One-half point per membership on a committee or task force per year or per search committee. Additional one-half point per year of service as chair of a taskforce or a search committee. Cannot use a committee and a subcommittee of that committee for points. Committees which are part of the daily functioning of the faculty member's department may not be included.
- (a) Documentation. Letter of acknowledgement from the chair of the committee, department chair, or dean.
 - (b) Points. Three points maximum.
- (41) Development of a new program. Points earned for significant participation in the development of a new one-year certificate, major or degree program. The participation would include the development of program level student learning outcomes, a curricular map, two or more course outlines for new courses to be offered in the program. One point for each new program.
- (a) Documentation. Letter of acknowledgement from the chair or the committee, department chair, or dean.
 - (b) Points. Two points maximum.
- (42) On/off campus projects. Points earned for contributions to college-based projects beyond normal expectations such as but not limited to VICA, DECA, career days, alumni phonathon, high school advisory board, international student mentoring program, Owens ambassadors, registration rocks. One-fourth point per function.
- (a) Documentation. Letter of acknowledgement.
 - (b) Points. Three points maximum.
- (43) State-level committees. Points earned for service on state-level committees beyond normal expectations such as but not limited to committees appointed through state bodies such as the Ohio Department of Education, the Ohio Board of Regents, {examples: transfer assurance guides (TAG), career technical assurance guides (CTAG)}, Ohio College TechPrep. One-fourth point per function

OWENS COMMUNITY COLLEGE
PROCEDURES

per semester. Additionally, one point per year of service for chairing a state-level committee.

- (a) Documentation. Letter of acknowledgement.
 - (b) Points. Three points maximum.
- (44) Accrediting bodies. Points earned for service as a consultant-evaluator or evaluator for program-level or college-level accreditation organization. One-half point per accreditation visit or portfolio or one-quarter point per required training or meeting attended. Additionally, one-half point per accreditation visit for service as team chair.
- (a) Documentation. Evidence appropriate to demonstrate participation.
 - (b) Points. Five points maximum.

Teaching scholarship or service excellence:

- (45) Educational achievement awards. Recognition by a professional organization for outstanding teaching, educational contribution or achievement. One point per award.
- (a) Documentation. Copy of award, plaque, certificate, ribbon, medal or press release.
 - (b) Points. Three points maximum.
- (46) College-level achievement awards. Recognition by Owens community college for outstanding educational achievement or service. One point per award.
- (a) Documentation. Copy of award, plaque, certificate, ribbon, medal or press release.
 - (b) Points. Two points maximum.
- (47) Scholarship or creative endeavor achievement awards. Recognition by a professional or community organization for an outstanding scholarship or creative endeavor achievement such as book, article, speech, performance or creative work, including but not limited to a photograph, painting, sketch, 3-D work, food product, software, etc. One point per award.

OWENS COMMUNITY COLLEGE
PROCEDURES

- (a) Documentation. Copy of the award, plaque, certificate, ribbon, medal or press release.
 - (b) Points. Two points maximum.
- (48) Community service awards. Recognition by a community organization for outstanding service or contribution to the community. One point per award.
- (a) Documentation. Copy of award, plaque, certificate, ribbon, medal or press release.
 - (b) Points. Two points maximum.

Points in the following categories do not have to have been earned since the last rank change.

- (49) Current academic degree. Points may only be claimed for the first time applying for rank or earned a higher degree.

Associate – one point.

Baccalaureate – two points.

Masters – three points.

Specialist – three and a half points.

Doctorate – four points.

- (a) Documentation. Transcripts on file in the human resources office.
- (b) Points. Four points maximum.

OWENS COMMUNITY COLLEGE
PROCEDURES

- (50) Licenses/certification. Any current or new license/certificate earned that is granted by a professional, state or federal licensing agency that is relevant to the academic area taught (excluding renewals). Examples of applicable items are certified public accountant and registered professional engineer. One point per license/certificate.
- (a) Documentation. Copy of new license/certificate, a notation that it is available in the human resources office or a letter from an official agency verifying the license/certificate.
 - (b) Points. Three points maximum.

(1) APPLICANT - CONTINUED

- (f) In addition, the applicant may, at his/her discretion, submit with the application any supporting documentation relating to teaching effectiveness and/or performance of departmental duties, including a self-evaluation and/or evaluations derived from student observations of teaching methods.
- (g) All original materials submitted as documentation will be kept confidential and will be returned to the applicant by the office of the provost when the rank review committee has completed its work. (A copy of all application materials, however, will be maintained in a historical file in the office of the provost.)
- (h) The original application and all supporting documentation for participation in non-departmental duties are to be submitted to the office of the provost on or before December fifteenth. The applicant must send a copy of the application for change in rank to the immediate supervisor in the academic discipline of courses taught on or before December fifteenth.

(2) ACADEMIC SUPERVISOR.

- (a) Each candidate must demonstrate a competency in the instructional activity through sound teaching. The academic supervisor, which will be the chair of the academic department in which courses are taught, must submit a written evaluation of the applicant's teaching ability. (If the supervisor does not feel that he/she can support the application for rank promotion, the supervisor needs to send a memo which states that he/she is unable to write a letter in support of this application for rank promotion.) Specific activities in which the applicant has been involved may be cited if those activities have enhanced the applicant's teaching effectiveness. The prime focus of the evaluation, however, is the applicant's activities within the classroom/laboratory setting, which may also include curriculum and/or

OWENS COMMUNITY COLLEGE
PROCEDURES

program development, the development of innovative teaching aids and/or methods and other course involvement.

- (b) For full-time teaching faculty, the chair may also comment on specific contributions that the faculty member has made to the growth and development of the department.
- (c) The candidate should be aware that the demonstration of sound teaching is essential for the recommendation of and subsequent approval of the rank change.
- (d) The evaluation, along with the copy of the application for change in rank, must be submitted to the appropriate departmental supervisor on or before January tenth. For candidates who are members of the teaching faculty, the application and evaluation should be submitted to the academic dean. For candidates who are members of the administrative/professional staff holding non-temporary contracts who teach a minimum of one credit, the application and evaluation should be submitted to the appropriate departmental supervisor. A copy of the evaluation must also be sent to the applicant by the academic supervisor on or before January tenth.

(3) DEPARTMENTAL SUPERVISOR.

- (a) Each candidate must demonstrate an involvement in and a contribution to his/her own department. The evaluation by the departmental supervisor should outline the applicant's specific involvements in and contributions to his/her department.
 - (i) For candidates who are members of the teaching faculty, the academic dean of his/her academic area must submit an evaluation which addresses the faculty member's contributions to the department. If the dean has firsthand knowledge of a candidate's teaching effectiveness, the dean may also include those comments in the evaluation of departmental duties. Specific activities in which the applicant has been involved may be cited.
 - (ii) For candidates who are members of the administrative/ professional staff, their immediate supervisor must submit an evaluation which addresses the candidate's contributions to their respective department. The immediate supervisor should address the candidate's ability to perform duties outlined in their respective job description as well as performance of goals and objectives.
- (b) The copy of the application for change in rank, the academic supervisor's recommendation, and the departmental supervisor's recommendation are to

OWENS COMMUNITY COLLEGE
PROCEDURES

be submitted to the office of the vice president/provost on or before January twenty-fifth.

- (c) A copy of the evaluation must also be sent to the applicant by the departmental supervisor on or before January twenty-fifth.
- (4) HUMAN RESOURCES OFFICE. The human resources office will review the applications for change in rank to verify that documentation of academic degrees is are on file and that years in rank are correct.
- (5) RANK REVIEW COMMITTEE.
 - (a) Membership. The rank review committee shall consist of two persons from each of the schools. Membership on the rank review committee shall be for a period of two years, with at least one member from each school elected each year.
 - (b) Elections.
 - (i) All persons holding faculty rank who have not applied for a rank change shall be eligible to serve as a member of the rank review committee, unless the faculty member has served on a rank review committee for the last two years. (Persons holding temporary contracts are not eligible for rank change and, therefore, are not eligible to serve on the rank review committee or to vote for rank review committee representation.) Rank review committee members who apply for rank change during their term of membership on the committee shall be ineligible to complete their term.
 - (ii) Election of the school representatives shall be within the respective school. (Administrative/professional staff members will vote for representation on the rank review committee within the academic school in which they hold rank. Clarifications can be obtained from the human resources office.)
 - (iii) The election to determine the rank review committee representation shall occur on Tuesday and Wednesday during the second full week of classes following the start of spring semester. Electronic sign-in sheets shall be sent to the eligible employees by the human resources office.
 - (iv) The Human Resources Office will be responsible for tabulating the electronic ballots and the Provost Office will notify the members of the rank review committee of their election. Participation as a member of the rank review committee is considered a professional responsibility, but is not mandatory. (In the event of a tie, a coin flip

OWENS COMMUNITY COLLEGE
PROCEDURES

will be used to determine the representative.) If an uncompleted term on the rank review committee needs to be filled, it will be offered to the next highest vote getter behind the person accepting the two-year term in the appropriate school.

(c) Meetings.

- (i) The vice president/provost will convene the rank review committee on or before February fifteenth to:
 - (a) Explain the role of the committee.
 - (b) Present a list of faculty members who have applied for rank promotion.
 - (c) Present the applications and supporting documentation for the individual candidates for rank promotion.
- (ii) During this first meeting, the committee membership will elect a chair and a recorder to facilitate meeting discussion and record keeping. (Both chair and recorder have full voting privileges.) Confidential secretarial support will be provided to the rank review committee by the office of the provost.
- (iii) The office of the provost shall forward to the rank review committee the applications for rank change. All applications are verified by the human resources office.

OWENS COMMUNITY COLLEGE
PROCEDURES

- (d) Balloting and recommendations.
- (i) Confidentiality will be maintained by all rank review committee members. All voting on rank recommendations will be done by secret ballot. A majority vote is required for each recommendation; therefore, in the event of a tie vote, the applicant will not be recommended for promotion.
 - (ii) The rank review committee shall provide a written report of their recommendations for rank promotion to the vice president/provost on or before April first. An explanation as to why a favorable recommendation was not made will be included in the written report to the vice president/provost.
 - (iii) The rank review committee may also forward to the vice president/provost recommendations regarding the rank review process. This does not pertain to individual cases but rather to the mechanics of the process involved. An individual case may highlight the need for a change in the process, but the case itself will not be included in the submitted material.
- (e) Functions.
- (i) The primary function of the rank review committee is to determine whether an applicant for consideration for change of rank should receive the requested change of rank and to forward its recommendations to the vice president/provost. The meeting of basic criteria does not in itself qualify an applicant for rank promotion. The rank review committee should critically evaluate the quality of experiences contained in each candidate's application. Rank promotions recommended by the rank review committee will not be automatic but will be reviewed by the vice president/provost. The actual process used by the rank review committee in its deliberations is outlined below:
 - (a) Review any information provided by the human resources office which verifies information provided by the applicant - years in rank and academic credentials.
 - (b) Review evidence of teaching effectiveness.
 - (c) Review activities related to departmental participation.
 - (d) Upon completion of the review process, vote by secret ballot.

OWENS COMMUNITY COLLEGE
PROCEDURES

- (e) The recommendation with appropriate documentation will be submitted in writing to the vice president/provost. Confidentiality is to be maintained by all rank review committee members.
 - (ii) All recommendations for rank promotion are contingent upon completion of all qualifications prior to September first of the year of the effected fall term.
 - (iii) Upon completion of deliberations, all members of the rank review committee will return to the office of the provost any materials regarding the individual applicants or the committee deliberations. All records of meetings (e.g., minutes) will also be turned into the office of the provost. The office of the provost will keep a historical file of all committee deliberations. Duplicates of materials used by the rank review committee will be destroyed.
- (6) THE VICE PRESIDENT/PROVOST AND THE OFFICE OF THE PROVOST.
 - (a) All applicants must have an application for change in rank on file in the office of the provost on or before December fifteenth. Academic supervisors and departmental supervisors are expected to adhere to time lines established within this rank procedure.
 - (b) The vice president/provost will distribute copies of the applications to the members of the rank review committee at the first meeting of the committee. Confidentiality will be maintained by all the committee members and by the office of the provost.
 - (c) Every effort will be made by the vice president/provost to submit his/her recommendations for rank promotion to the board of trustees by the April board meeting. The vice president/provost will notify in writing each applicant for consideration for change of rank of his recommendation to the board of trustees within seven days of the board action regarding those recommendations. Those applicants denied rank promotion will be provided with an explanation of why the request was denied. Any change in a rank review committee recommendation will be documented as to why the change was made and forwarded to the rank review committee chairman prior to official board action.
 - (d) The vice president/provost may reconvene the rank review committee to inform its members of any change in recommendation or of any new information received for its consideration.
 - (e) All original materials submitted as documentation will be returned to the applicant by the office of the provost when the rank review committee has

OWENS COMMUNITY COLLEGE
PROCEDURES

completed its work. One copy of all application materials, however, will be maintained in a historical file in the office of the provost.

- (7) **APPEALS.** If an applicant is not recommended to the board of trustees for rank promotion and disagrees with the decision, the applicant may appeal to the vice president/provost. Such an appeal must be made within fourteen calendar days of receipt of the letter from the vice president/provost which outlines the reason(s) why rank promotion was not awarded. If the applicant submits sufficient evidence, the vice president/provost may reconvene the rank review committee.

These procedures were developed and implemented by the offices of the Provost and Human Resources. Any changes to procedures must be submitted to the Board Secretary for President's Cabinet review (except changes in contact information). These procedures conform to the policy as approved by the Board of Trustees on November 12, 2013, and as filed with the State of Ohio Electronic Rule Filing with the policy effective date of November 23, 2013.

Effective November 23, 2013, procedures were separated from the policy and the revision includes recognition of achievements in visual and performing arts in the application for rank.