P&T Dossier Workshop

THE OHIO STATE UNIVERSITY

COLLEGE OF ARTS AND SCIENCES

July 18th, 2023

Welcome and Introductions

Shari Speer

The Purpose of this Workshop

o For: P&T Chairs, PODs, TIU Heads, Dept. Staff

o What: Overview of Dossier Preparation

o Why: To Help Facilitate Preparation of Complete Dossiers

   o Focus on AU23 Reviews
   o Relevant for 4th Year Reviews

   ➢ Chat function is available for questions

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Agenda

o   Introductions of ASC Faculty Affairs Team and Logistics

o   Dossier Preparation

o   Navigating the Intranet

o   **BREAK**

o   Forms 109 & 105

o   Core Dossier Overview

o   Internal & External Evaluation Letters

o   SEIs

o   Review Letters

o   Final Logistics

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Faculty Affairs Team:

Shari Speer
Associate Dean of Faculty Affairs
Professor of Linguistics
speer.21@osu.edu

Toni Calbert
Assistant Dean of Faculty Affairs
calbert.5@osu.edu

Kyle Williams
Faculty Affairs Specialist
williams.5301@osu.edu

General Email Account:
ascfacultyaffairs@osu.edu

Dossier Preparation

Shari Speer

Common Initials and Terms

- **P&T**   Promotion and Tenure
- **TIU**   Tenure Initiating Unit (department or school)
- **TIU Head**   Chair or Director
- **Chair Pro Tem**   Temp. TIU Head
- **CEF**   Committee of Eligible Faculty
- **P&T Chair**   Chair of CEF
- **POD**   Procedures Oversight Designee
- **APT**   Appointments, Promotion and Tenure Doc.
- **POA**   Patters of Administration Doc.
- **SEI**   Student Evaluations of Instruction
- **OAA**   Office of Academic Affairs

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Who Does What (TIU Version)

Candidate	✓ prepares material for external evaluators (TIU decides what is sent) ✓ Intro and Core Dossier ✓ publications, etc. for TIU review ✓ **completes and signs checklist Form 105, p. 1 BEFORE CEF meeting**
POD	✓ verifies dossier **BEFORE** CEF meeting ✓ completes and signs checklist Form 105 p. 2-4 (after CEF meeting) ✓ **ensures fair evaluation by TIU** (CEF also responsible)
P&T chair	✓ solicits external reviewers/other letters (e.g., collaborators)* ✓ reviews dossier **BEFORE** CEF meeting ✓ chairs the TIU CEF meeting ✓ writes TIU CEF letter, addressed to TIU head
TIU head	✓ solicits external reviewers/other letters (e.g., collaborators)* ✓ assigns someone to summarize student comments (if used) ✓ writes TIU head letter, addressed to College Dean
Departmental staff	✓ assembles final dossier (including forms, divider sheets) ✓ generates pdf ✓ submits pdf to college

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Who Oversees What for P&T?

Shari:

- External Evaluator approvals
- P&T process consultations for Chairs, Directors, P&T Chairs, PODs
- Dossier narratives, internal and external review letters, candidate comments
- OAA, Legal Affairs liaison (negative cases, errors)

Toni:

- P&T process consultations for Chairs, Directors, P&T Chairs, PODS, and Staff
- 1st round of college dossier reviews (OAA policy, dossier format, TIU/College records, and SEI reporting)
- Final review of dossiers and submission to OAA
- OAA liaison

Kyle:

- 1st Round of College Dossier Reviews
- College Panel Document Logistics
- College Dean Document Logistics

Key Dates for TIUs

- **May 27**   Submission of external reviewers for approval
- **Sept. 23**   Deadline for regional campus letters to be sent to TIU
- **Sept. 29**   Recommended deadline for CEF meeting
- **Sept. 29**   Recommended deadline for preliminary dossier checks
- **Oct. 9**   Recommended deadline for TIU letter to candidate

               (10 calendar days)

- **Oct. 20**   Recommended deadline for submission to college

               (information on Interfolio forthcoming)

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Timing Issues?

If your TIU is having scheduling/deadline/other issues, please contact us **immediately**.

For example, *if needed*, we can accept final dossiers without the candidate 10-day comments with the understanding we will receive this form as soon as possible.

What happens after you send to the college?

- **October/November**   Review of Dossiers & Revisions

- **November**   Divisional Panels Meet

- **December/January**   Dean Reviews Cases and Writes Letter

- **Late-January**   Final Dossiers Submitted to OAA

- **April**   Provost makes decisions; ASC notified

- **May**   BOT makes final approval;
Promotion/New Rank Takes Immediate Effect

Ways to streamline the process? Start EARLY.

August

- P&T Chair and POD review core dossier to ensure completeness
- Staff begins to assemble dossier (even if still waiting on external reviewers)
- TIU Head solicits letters from any joint appointments

September

- P&T Chair begins drafting letter prior to meeting
- TIU Head beings drafting letters prior to receiving CEF letter

To streamline the process (2)

- Preliminary College dossier review consultation will be available by appointment or email in September and October to answer questions, check dossier organization.

- Questions from staff and candidates welcome!

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Questions?

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Navigating the ASC Intranet (https://ascintranet.osu.edu/)

Toni Calbert

Questions?

Form 109 (cover page)
&
Form 105 (dossier checklist)

Kyle Williams

Table of Contents

Form 109

- Record of review (first document in dossier)
    - High-level overview of candidate and decision for ASC & OAA

Form 105

- Detailed checklist from TIU & ASC for OAA
- Confirms appropriate review occurred and records vote

➢ Double check that you have the updated versions from OAA

- ➢ Next slides will have detailed examples
- ➢ We are all in this together!

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Asst. to Assoc. Example

Click 100% if faculty is solely in your TIU. If they have a joint appointment, provide the TIU name and percentage

IMPORTANT: Both TIUs should provide letters for the case

Ex: COVID, Child, FMLA, etc.

Must have both a check and signature. Regional campus dean must check and sign as well if applicable

RECORD OF REVIEW FOR PROMOTION IN ACADEMIC RANK-TENURE-REAPPOINTMENT 1

Last Name **Buckeye**   First Name **Brutus**   M.I. **T**
OSU EmplID **12345678**   College **ASC**   Campus **Columbus**
TIU **Art**   TIU Org # **12345**

■ U.S. Citizen or National ☐ Permanent Resident ("green card") ☐ Asylee\Refugee status granted

☐ Temporary Work Authorization (e.g., H-1b, O-1, OPT, etc.) valid until _____ (expir. date)

☐ If Temporary Work Authorization —**include copy of MOU**. Note: permanent residence card ("green card") is not temporary work authorization even if it has an expiration date.

☐ Other _____

☐ 100% FTE   ■ Joint appointment (List below)

TIU Name	FTE
Art	50%
History of Art	50%

FACULTY APPOINTMENT ■ Tenure-track ☐ Clinical ☐ Research

ASSOCIATED ☐ Tenure title under 50% FTE ☐ Adjunct ☐ Clinical Practice

PROPOSED ACTION CONSIDERED

☐ Reappoint only*   ☐ Promotion and reappoint*
☐ Tenure only   ■ Promotion and tenure
☐ Promotion only   ☐ 4th Year Review

NEW RANK IF PROMOTION ACTION IS APPROVED ☐ Professor ■ Associate Professor
*For reappointments (with or without promotion) reappointment length (years)_____
Date of initial faculty appointment in current appointment at Ohio State **08/01/2018**
Date of last reappointment (clinical/research appointments only) _____
Years prior service credit _____   Years excluded **1** (probationary tenure-track only)
Last **approved** P&T action _____   Effective date _____
Last **non-approved** P&T action _____   Review year _____

	RECOMMEND	DO NOT RECOMMEND	
Regional Campus Dean	☐	☐	
TIU Head (Chair/Director)	✔	☐	*Kyle Williams*
Dean	☐	☐	

Office of Academic Affairs Record of Review Form, Rev. 09/22
Form 109

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Clinical/Teaching/ Practice Faculty (C/T/P) Example

RECORD OF REVIEW FOR PROMOTION IN ACADEMIC RANK-TENURE-REAPPOINTMENT 1

Last Name **Buckeye**   First Name **Brutus**   M.I. **T**

OSU EmplID **12345678**   College **ASC**   Campus **Columbus**

TIU **Psychology**   TIU Org # **12345**

■ U.S. Citizen or National ☐ Permanent Resident ("green card") ☐ Asylee\Refugee status granted

☐ Temporary Work Authorization (e.g., H-1b, O-1, OPT, etc.) valid until _____ (expir. date)

☐ If Temporary Work Authorization —**include copy of MOU.** Note: permanent residence card ("green card") is not temporary work authorization even if it has an expiration date.

☐ Other _____

■ 100% FTE   ☐ Joint appointment (List below)

TIU Name   FTE

FACULTY APPOINTMENT ☐ Tenure-track   ■ Clinical   ☐ Research

ASSOCIATED ☐ Tenure title under 50% FTE   ☐ Adjunct   ☐ Clinical Practice

PROPOSED ACTION CONSIDERED

☐ Reappoint only*   ■ Promotion and reappoint*

☐ Tenure only   ☐ Promotion and tenure

☐ Promotion only   ☐ 4th Year Review

NEW RANK IF PROMOTION ACTION IS APPROVED ☐ Professor ■ Associate Professor

*For reappointments (with or without promotion) reappointment length (years) **5**

Date of initial faculty appointment in current appointment at Ohio State **08/01/2018**

Date of last reappointment (clinical/research appointments only) _____

Years prior service credit _____ Years excluded _____ (probationary tenure-track only)

Last **approved** P&T action _____ Effective date _____

Last **non-approved** P&T action _____ Review year _____

	RECOMMEND	DO NOT RECOMMEND	
Regional Campus Dean	☐	☐	
TIU Head (Chair/Director)	✔	☐	*Kyle Williams*
Dean	☐	☐	

Office of Academic Affairs Record of Review Form, Rev. 09/22
Form 109

Indicate their correct faculty appointment

Default for C/T/P faculty are eligible for "promotion and reappointment"

Must list reappointment contract term

Must have both a check and signature

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Promotion to (full) Professor Example

Some faculty may have a Temp. Work Authorization. Please check both boxes with expiration date and attach MOU in dossier. See example here

Be sure to select the right proposed action

Do not provide green card or any immigration papers in dossier

Candidate was hired as an Assoc. Prof. in 2018 under an expedited summer review; these circles are only for candidates post tenure review

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RECORD OF REVIEW FOR PROMOTION IN ACADEMIC RANK-TENURE-REAPPOINTMENT

1

Last Name: Buckeye First Name: Brutus M.I. T
OSU EmplID: 12345678 College: ASC Campus: Columbus
TIU: Earth Sciences TIU Org #: 12345

☐ U.S. Citizen or National ☐ Permanent Resident ("green card") ☐ Asylee\Refugee status granted
☑ Temporary Work Authorization (e.g., H-1b, O-1, OPT, etc.) valid until 2026 (expir. date)
☑ If Temporary Work Authorization —**include copy of MOU.** Note: permanent residence card ("green card") is not temporary work authorization even if it has an expiration date.
☐ Other _____

☑ 100% FTE ☐ Joint appointment (List below)
TIU Name _____ FTE _____

FACULTY APPOINTMENT ☑ Tenure-track ☐ Clinical ☐ Research
ASSOCIATED ☐ Tenure title under 50% FTE ☐ Adjunct ☐ Clinical Practice

PROPOSED ACTION CONSIDERED

☐ Reappoint only* ☐ Promotion and reappoint*
☐ Tenure only ☐ Promotion and tenure
☑ Promotion only ☐ 4th Year Review

NEW RANK IF PROMOTION ACTION IS APPROVED ☑ Professor ☐ Associate Professor
*For reappointments (with or without promotion) reappointment length (years)_____
Date of initial faculty appointment in current appointment at Ohio State 08/01/2018
Date of last reappointment (clinical/research appointments only) _____
Years prior service credit _____ Years excluded _____ (probationary tenure-track only)
Last **approved** P&T action Expedited P&T Review Effective date 08/01/2018
Last **non-approved** P&T action _____ Review year _____

	RECOMMEND	DO NOT RECOMMEND	
Regional Campus Dean	☐	☐	
TIU Head (Chair/Director)	✓	☐	Kyle Williams
Dean	☐	☐	

Office of Academic Affairs Record of Review Form, Rev. 09/22
Form 109

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Form 105

Every checkbox must be confirmed and checked by candidate

Promotion and Tenure/Promotion Dossier Checklist

CANDIDATE

Brutus T. Buckeye

(Print name)

Research
Required Presentation

☑ Authors in *Item 1* are listed:

　☑ In the order in which they appear on each publication.

　☑ In the standard citation style for my discipline.

☑ Multiple authorship in *Items 1a–1e* for jointly authored papers, in *Item 2* for creative works, in *Item 5* for research funding, includes:

　☑ a narrative description of my intellectual contribution.

　☑ the percentage of my contribution to the writing. For research funding applications, this percentage represents my contribution to the proposal, not the percentage of effort or salary release if required by the unit.

I have followed the examples of narrative description provided in the current Dossier Outline per Volume 3 of the OAA *Policies and Procedures Handbook*. I understand that statements such as "all authors contributed equally" or "50% effort" do NOT constitute adequate narrative description of intellectual contribution.

Student Evaluation of Teaching
Required Documentation

☑ SEI or other fixed-response survey data included for every course taught since start date or date of last promotion, whichever is more recent.

☑ Correctly placed in dossier Section IV (see Dossier Outline in Volume 3 of the OAA *Policies and Procedures Handbook*.

I have prepared my dossier in accordance with the current Dossier Outline, and it fulfills all requirements, with special attention to those noted above.

I understand that the review process cannot commence until I have submitted a correctly prepared dossier, and that if substantive errors or omissions are discovered at any stage of the process, the dossier may be returned to me for revision.

Signature* of candidate _Brutus Buckeye_ Date 08/20/2023 ⬅

*signature must occur prior to the TIU review

Candidate must sign prior to CEF meeting

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This is rare and not usually checked unless candidate wants to use APT they were hired under due to changes in standards of promotion

Make sure you include all evals in the dossier

Contact Shari immediately if 5 external reviewers cannot be included

TIU-LEVEL REVIEW

Internal Evaluation

- ☑ All citations in items 1 and 2 of the core dossier are verified by the POD for accuracy.
- ☐ APT document year _____ is attached to be used in the review (only if the current APT document is not being used—see Volume 3 of the OAA *Policies and Procedures Handbook*).
- ☑ Annual reviews as required by the Dossier Outline are included in Part III.A. If the set of annual review letters is incomplete, a written explanation is provided.
  - ☑ Probationary tenure track faculty candidates—all annual review letters since start date. This includes the 4th Year Review (all letters and comments generated during the review).
  - ☐ All other candidates—all annual review letters since last Ohio State promotion, start date with tenure not to exceed the most recent 5 years, or date of last appointment.
- ☑ Documentation of peer evaluation of teaching (letters, reports, etc.) as required by the APT document being used for the review is included in Part III.A.
- ☑ Number of evaluations required as stated in APT Document: 5
- ☑ Number of evaluations submitted: 6
- ☑ Open-ended discursive evaluations (e.g., SEI comments from students), if collected, summarized and included in Part IV.C. Candidates for promotion with tenure should include all courses taught; candidates for promotion should only provide the most recent 5 years.

External Evaluation

- ☑ At least five external letters (where required) included in Part III.B.
  - ☑ No more than one-half from persons suggested by the candidate.
  - ☑ None from former PhD or post-doc advisors; collaborators; or those who otherwise have a relationship with the candidate that could reasonably interfere with objective evaluation.
- ☑ External evaluators summary sheet. A summary of all requests made is to be maintained by the unit but not included in the dossier.
  - ☑ Completed summary sheet (Form 114) for external reviewers who agreed to evaluate candidates. All persons who were requested to write and agreed are listed, including reviewer's name; institution; title/rank; suggested by; and relationship to candidate.
- ☑ External evaluator cover page
  - ☑ A cover page (Form 106) precedes every letter received.
    - ☑ Do NOT include a cover page for evaluators from whom no letter was received.
    - ☑ Every item on the cover page is filled out and includes sufficient information to establish the evaluator's credibility and relationship to the candidate. If the evaluator is not from a peer institution, provide a justification for their selection.
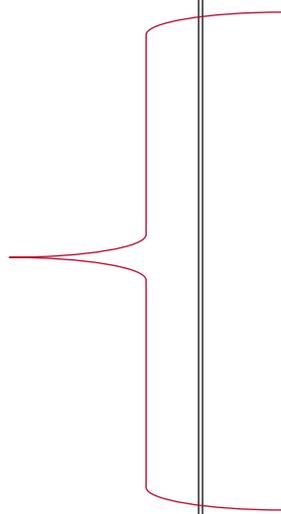
Double check your TIU's APT

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The POD cannot be the P&T Chair or TIU Chair

Verification

The dossier fulfills all requirements stated in the current Dossier Outline per Volume 3 of the OAA *Policies and Procedures Handbook*, with special attention to the points noted above, including all those affirmed by the candidate.

It is particularly important to check for fulfillment of the requirement for narrative description of intellectual contribution to jointly authored papers and grants. Some candidates sign the checklist indicating that this requirement has been fulfilled when it has not, and the omission goes unnoticed by some Procedures Oversight Designees and other reviewers.

I verify the accuracy of all citations, that the dossier fulfills all requirements, and that the review for accuracy occurred before the dossier was provided to the committee of eligible faculty for formal review.

Toni Calbert
(Print name)

Signature _Toni Calbert_ Date 09/10/2023

Procedures Oversight Designee

The POD signed this AFTER the candidate checked page one

This review was based on performance and the criteria set forth in the APT document, and it was procedurally correct, fair, and free of bias. The tenure initiating unit (TIU) level review of this candidate was conducted in full accordance with the unit's Appointments, Promotion, and Tenure (APT) document, and the latter document was made available to the TIU deliberative body as part of the review.

All candidates were treated consistently during this year's review process. A written rationale for any apparent inconsistency* is provided when clear and defensible bases exist for such differences.

*Examples: When neither of two candidates for promotion to professor has advised doctoral students, but one is criticized on this point and the other is not. When neither of two candidates for promotion has a book in contract, but one is criticized on this point and the other is not.

The report of the TIU deliberative body contains:

- ☑ Detailed assessment of the candidate's accomplishments, strengths, and weaknesses, and a report of and interpretation of TIU vote.
- ☑ Explanation of the expectations of the unit against which the candidate is being assessed.
- ☑ Otherwise the expectations of the unit must be explained in the letter by the TIU head or regional campus deliberative body or regional campus dean.

Every checkbox must be confirmed and checked by POD

I verify that this review was based on performance; was procedurally correct, fair, and free of bias; and was conducted in accordance with the unit's APT document.

Toni Calbert
(Print name)

Signature _Toni Calbert_ Date 09/10/2023

Procedures Oversight Designee

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Last page done by TIU ☺

NUMERICAL VOTING RECORD IN THE TENURE INITIATING UNIT

The information below is required in the official record for every review, even when the vote is unanimously positive.

Quorum

Step	Description	Number or Percentage
1	Faculty eligible to vote on this case. Eligible faculty are defined in each unit's APT document and are dependent on category and rank. Faculty on approved leave and who are NOT participating or those with a conflict of interest are EXCLUDED from this count.	12
2	Eligible faculty members who are absent and unexcused	2
3	Total faculty eligible to vote present in the meeting and discussing the case (line 1 minus line 2)	10
4	Percentage of eligible faculty in the meeting discussing the case (Line 3 divided by line 1, converted to a percentage)	83%
5	Percentage of eligible faculty that must be exceeded for quorum (e.g., >66.7% for 2/3 rule or >50% for simple majority)	67%
6	Is quorum met (Is line 5 greater than line 6? Mark Yes or No)	Yes
7	Non-eligible faculty participating in the meeting (e.g., TIU head)	1

← This is for faculty who **could** be at the meeting, but **aren't**

← The TIU Head does not count towards quorum

Vote

Step	Description	Number or Percentage
1	Number of YES votes on this case	9
2	Number of NO votes on this case	1
3	Number of combined YES and NO votes on this case	10
4	Percentage of YES votes relative to combined YES plus NO votes on this case	90%
5	Percentage YES votes required by the APT document being used for this review for the eligible faculty's recommendation to be considered positive	67%
6	Number of eligible faculty attending the meeting abstaining (these votes are NOT counted in 3)	0

← Double check APT

Note: Abstentions are not counted as votes consistent with the Office of Academic Affairs' guidelines for APT documents and with Robert's Rules of Order.

I understand that if the tenure initiating unit reviews and forwards a dossier lacking key information and/or containing less than credible external evaluation, the review process may have to begin anew.

TIU* Procedures Oversight Designee __Toni Calbert__
(Print name)

Signature __Toni Calbert__ Date __09/15/2023__

The Procedures Oversight Designee in colleges without departments should sign on this page rather than on page 5 given that these colleges serve as the TIU for their faculty.

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Questions?

Intro & Core Dossier

Toni Calbert

P&T Divider Sheets

o   Insert P&T divider sheets, starting here

o   Printed from Dossier Divider Templates file on ASC intranet

   o   (under Dossier Preparation Materials)

   o   (separate set for 4th year review – no evaluator pages)

o   **USE CURRENT VERSION** (minor changes)

o   **Divider sheets must have COLORED BACKGROUND**

o   **Include all divider sheets, even if section is empty.**

   o   (If extra Introduction/Core Dossier dividers are included with what candidate gives you (e.g. generated by Vita), remove and replace with colored dividers from templates)

I. Introduction (candidate provides)

Brutus T. Buckeye
Campus Address
Campus Phone
email address

Biographical Narrative — Puts previous appointments and /or interdisciplinary work in context (750 word limit)

Current Appointments

Assistant Professor, Microbiology
Assistant Professor, Molecular Genetics

Other Positions (if appropriate)

Degrees

Date   Degree, Institution
Date   Degree, Institution

Fellowships, Internships, Residency (if appropriate — can delete if not)

II. Core Dossier - Time Frame

o **Teaching and Service**:
  o Assistant Professors/Probationary Faculty: include activities from date of hire/start of current appointment
  o Associate Professors/Non-probationary Faculty: include activities from date of last promotion or last five years, whichever is most recent (e.g., 2018-2023)
  o CEF may allow earlier information if they determine it is important, must explain in CEF/TIU Head letter

o **Research/Awards**:
  o all candidates may include their full research and award history (e.g., publications, creative works, grants, etc.)

Candidate must clearly indicate through subheadings or other notation entries before and after start of current appointment or last promotion

  o P&T reviewers will focus on activities since start date or date of last promotion.

II. Core Dossier (candidate provides)

VITA Formatting

- **VITA OFFLINE AS OF AUGUST 1, 2023**

- **OAA still requires dossier format "that exactly matches the Vita format"**

- We recommend candidates export dossier from Vita as Word document before Aug. 1 and MAKE EDITS as needed
    - Vita generates a variety of tables (auto populates teaching table)
    - Word template matching current Vita format on ASC Intranet (Dossier Prep Materials)

II. Core Dossier (candidate provides)

What/Where/How

- **TIU sets standards for what is allowed/expected in core dossier (field, APT)**

- Candidates should refer to core dossier section of [OAA P&T Handbook](#) for detailed instruction how to include activities (e.g., word counts for narratives, what info about advisees, grants included). **TIU is responsible to enforce these**

Narratives should focus on **IMPACT** of activities
- Avoid redundancy with citation lists included later
- Research narratives should be written for general audience
- If too long/technical, won't be read (which defeats the purpose)

Publications/grants/etc. should be listed   ONCE
- Exception is publications by grad students, which can be listed under both teaching and research

Summary Tables (Grad student advisees, research, creative works)
- Items and numbers in tables should match entries listed below

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II. Core Dossier (candidate provides)

Teaching

Check teaching table – SEIs/peer reviews should match what is in the dossier. Vita will populate this table to default values – all 'yes' for SEIs, all 'no' for peer review. EDIT THIS. TIU should CHECK

Teaching

1) Undergraduate, graduate, and professional courses taught[1]

Period Offered	Course Number and Title (Credit Hours)	Enr.	% Taught, Role	Stdnt Eval.	Peer Eval.	Other Eval.	Instr. Method
Autumn 2023	ENGLISH 3378 Special Topics in Literature (3)	41(UG)	100	Not yet available	No	No	Didactic / Lecture
Spring 2023	ENGLISH 2367 Second-Year Writing (3)	24 (UG)	100	Yes	Yes	No	Didactic / Lecture
Autumn 2022	ENGLISH 8999 PhD Dissertation Research (1)	1 (G)	100	No	No	No	Precepting / lab

II. Core Dossier (candidate provides)

Research with multiple authors/investigators

- Must include a **narrative** description of candidate's intellectual contribution and **percentage** of contribution
    - Publications – not required for presentations or publications under review
    - Grants – applies for proposals and unfunded grants
- OAA guidance explicitly recommends against the use of language such as "we all contributed equally" and "50% effort"

Core dossier must be checked by TIU (POD/mentors/etc.) BEFORE eligible faculty meeting

Questions?
&
5min Break

Internal Evaluation Letters

Shari Speer

III. Evaluation

Evaluation sections will include all previously completed evaluation letters

        1. Annual Reviews

        2. 4th Year Reviews

        3. Additional Letters

        4. Peer Reviews

All of these letters must be included when the dossier goes to the CEF meeting

III.A. Internal Letters of Evaluation

III.A.1 Annual Review Letters

- Assistant Professors -> include all since date of hire
- Associate Professors -> include all since recent promotion or date of hire (but no more than 5 years)

III.A.2 Written Documents Submitted As Part of Annual Reviews

- Could be reports, committee documents, candidate comments, etc.
- This section is not required but the divider section is still included

III.A. Internal Letters of Evaluation

III.A.3 4th Year Review Letters (promotion to associate)
- All internal recommendation letters from 4th year review
- TIU CEF
- TIU Head/TIU Joint Appointment Head
- College Panel
- College Dean

III.A.4 Additional Letters Requested By Candidate
- Research Collaborators
- Commendation of Service
  - If additional letters are included, they must be reviewed by CEF

III.A. Internal Letters of Evaluation

III.A.5 Documentation of Peer Evaluation of Teaching
- <u>Assistant Professors</u> -> include all since date of hire
- <u>Associate Professors</u> -> include all since recent promotion or date of hire (but no more than 5 years)
- Only OSU peer reviews

Peer Reviews Letters Must
- Include the name of reviewer
- Include as many as required by TIU APT
- Match number on Form 105
- Match teaching table

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External Evaluation Letters

Shari Speer

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Form 114

No more than one reviewer from a single institution

No more than half can be suggested by candidate (OAA rule)

SUMMARY FORM FOR RESPONDING EXTERNAL REVIEWERS

Candidate: **Brutus T. Buckeye**

Department/College: **Art/ASC**

Evaluator	Title/Rank	Institution	Suggested by	Relationship to Candidate
Shari Speer	Assoc. Dean and Professor	University of Texas at Austin	Dept. Chair	Professional Colleague
Neil Degrasse	Professor	Princeton University	Dept. Chair	N/A
Jane Goodall	Professor	Darwin College, Cambridge	P&T Committee	N/A
Noam Chomsky	Professor	Massachusetts Institute of Technology	Candidate	N/A
Anthony Fauci	Distinguished Professor	Georgetown University	Candidate	N/A

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III.B. External Letters of Evaluation

2. Example of letter sent to evaluators

Set of template letters is available on ASC intranet (.docx)
- standard (to associate or full)
- for regional faculty
- for full profs under flexible process (i.e., higher service/teaching)
(also have templates for collaborator letters)

LETTER MUST STATE RANK FOR PROMOTION
(to Associate vs. to Full)

These are **STARTING POINTS** and are **OPTIONAL**
- TIU controls solicitation letter content
- TIU controls what materials are sent to evaluators
- letter should include a list of what materials were sent
(either in the letter itself, or as a list appended to the letter here)

Form 106

Must match Form 114 →

EXTERNAL EVALUATOR FORM

Candidate: Brutus T. Buckeye

Evaluator: Shari Speer

Title/Rank: Assoc. Dean and Professor

Institutional Affiliation: University of Texas at Austin

Complete Address of Evaluator

The University of Texas at Austin,
110 Inner Campus Drive, Stop G0400
Austin, TX 78712-1710

Qualifications as an Evaluator
(PROVIDE DETAIL SUFFICIENT TO ESTABLISH THE EVALUATOR'S CREDIBILITY)

Shari Speer is an Associate Dean of Faculty Affairs and Professor in the Department of Linguistics whose primary research area is Psycholinguistics. She received a PhD in Human Experimental Psychology from the University of Texas at Austin in 1988. Her research concerns the relationship between language production and comprehension, with a particular focus on contributions from intonation and prosodic structure.

Dr. Speer has held many roles at UT Austin including Department Chair and Associate Dean of Academic Affairs. She has numerous publications in top-tier journals.

Dr. Speer and Dr. Buckeye have no professional collaborations, though they have attended the same conferences and are aware of each other's work.

Relationship to candidate:

N/A

Evaluator suggested by:

☐ Candidate   ☑ Department Chair   ☐ P&T Committee   ☐ Other _____

Office of Academic Affairs External Evaluator Form, Rev. 05/07
Form 106

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COLLEGE OF ARTS AND SCIENCES

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Questions?

THE OHIO STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

Student Evaluation of Instruction

Toni Calbert

IV. Student Evaluation of Instruction

IV.A. Cumulative Fixed-Response Survey Data
(summary of all courses – generated by SEI / Blue systems)

IV.B. Individual Fixed-Response Student Evaluation Data
(single page overview for each course – last 5 years or since last promotion, <u>whichever is shorter</u>, for promotion to full)

See "SEI Reports for P&T Dossiers" document for explanation of different reports and which to use for P&T

Cumulative SEI pre-2018

[Instructor Name]

Cumulative Student Evaluation of Instruction Summary

Report generated on 10/14/2019

NOTE TO INSTRUCTOR: Mark the "Multi Inst" box for course sections that were team taught or had more than one instructor. "Web" is "Y" if student ratings were collected electronically.

Comparison groups are based on class size (Small, Medium, Large) and electivity (Required, Free, Choose). See individual reports for more details.

SEI Item Descriptions
1. Well organized
2. Intellectually stimulating
3. Instructor interested in teaching
4. Encouraged independent thinking
5. Instructor well prepared
6. Instructor interested in helping students
7. Learned greatly from instructor
8. Created learning atmosphere
9. Communicated subject matter clearly
10. Overall rating

EDUTL 5992   College: EHE   Campus: COL

		1	2	3	4	5	6	7	8	9	10	Item 10 Comparison
Multi Inst 2016 Spr Class Num: 13XXX	Instructor Mean	4.0	4.0	4.0	5.0	4.0	5.0	4.0	4.0	4.0	5.0	4.6
#Enrolled: 5 #Resp: 1 Web: Y	Instructor SD	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

ENGINEER 181   College: ENG   Campus: COL

		1	2	3	4	5	6	7	8	9	10	Item 10 Comparison
Multi Inst 2008 Autmn Class Num: 8XXX	Instructor Mean	3.9	3.5	4.3	3.9	3.6	4.1	3.3	3.7	3.6	3.7	4.2
#Enrolled: 71 #Resp: 106 Web: N	Instructor SD	1.1	1.1	0.8	0.9	1.0	0.9	1.1	0.9	1.0	0.8	
Multi Inst 2008 Autmn Class Num: 8XXX	Instructor Mean	3.9	3.4	4.5	3.8	3.7	4.4	3.4	3.9	3.8	4.1	4.3
#Enrolled: 36 #Resp: 24 Web: N	Instructor SD	1.3	1.2	0.6	0.8	1.1	0.5	1.0	0.7	0.7	0.6	

ENGINEER 191.01H   College: ENG   Campus: COL

		1	2	3	4	5	6	7	8	9	10	Item 10 Comparison
Multi Inst 2009 Autmn Class Num: 10XXX	Instructor Mean	4.1	4.0	4.5	4.2	3.9	4.4	4.1	4.1	3.7	4.0	4.3
#Enrolled: 36 #Resp: 17 Web: Y	Instructor SD	0.8	0.8	0.7	0.9	0.8	0.7	0.9	1.1	1.0	0.8	
Multi Inst 2011 Autmn Class Num: 21XXX	Instructor Mean	4.2	4.1	4.6	4.2	4.0	4.4	3.8	4.3	3.3	3.9	4.2
#Enrolled: 35 #Resp: 29 Web: Y	Instructor SD	1.0	0.9	0.6	0.7	1.0	0.7	1.1	0.7	1.2	0.9	
Multi Inst 2011 Autmn Class Num: 21XXX	Instructor Mean	4.4	4.1	4.4	4.2	4.0	4.4	3.8	3.8	3.7	4.2	4.2
#Enrolled: 37 #Resp: 23 Web: Y	Instructor SD	1.0	1.0	1.0	1.0	1.1	1.0	1.0	1.0	1.1	0.7	

ENGINEER 192.01H   College: ENG   Campus: COL

1	2	3	4	5	6	7	8	9	10	Item 10 Comparison

Cumulative SEI 2018-present

THE OHIO STATE UNIVERSITY

Brutus Buckeye SEI Cumulative Report

Mean Scores, all questions

Courses are listed in order by course number, then term

Q1: The subject matter of this course was well organized
Q2: This course was intellectually stimulating
Q3: This instructor was genuinely interested in teaching
Q4: The instructor encouraged students to think for themselves
Q5: The instructor was well prepared
Q6: The instructor was genuinely interested in helping students
Q7: I learned a great deal from this instructor
Q8: The instructor created an atmosphere conducive to learning
Q9: The instructor communicated the subject matter clearly
Q10: Overall, I would rate this instructor as

Subject	Course	Class	Term	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
Overall				4.16	4.05	4.51	4.40	4.44	4.45	4.01	4.18	4.11	4.38
SAMPLE	1100	12345	AU 18	4.27	4.23	4.81	4.58	4.58	4.46	4.46	4.27	4.31	4.50
SAMPLE	2200	5678	SU 18	4.04	3.87	4.22	4.22	4.30	4.43	3.57	4.09	3.91	4.26

Response Count and University Comparison

Comparison of the instructor's mean score for Q10 to the University mean for classes in the same size group during the same term

Subject	Course	Class	Term	Size	Resp	Mean, Instr	Mean, Univ
SAMPLE	1100	12345	1188	M	26	4.50	4.34
SAMPLE	2200	5678	1184	M	23	4.26	4.43

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Fixed SEI pre-2018

Fixed SEI 2018 -present

Left report (pre-2018)

Brutus Buckeye
Course: ENGLISH XXXX
Campus: COL   College: ASC

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Student Evaluation of Instruction Report

Autumn 2017
Class Number: 19165

Response rate: 61.1 % of 18 enrolled   Were student ratings for this report collected on the web? Yes   Date of Report: 02/08/2015

*Response scale is Likert-type with "5" being high and "1" being low*

	N	1	2	3	4	5	N/A
1. Well organized	11	0 %	0 %	0 %	0 %	100 %	0 %
2. Intellectually stimulating	11	0	0	0	0	100	0
3. Instructor interested in teaching	11	0	0	0	0	100	0
4. Encouraged independent thinking	11	0	0	0	9	91	0
5. Instructor well prepared	11	0	0	0	0	100	0
6. Instructor interested in helping students	11	0	0	0	0	100	0
7. Learned greatly from instructor	11	0	0	0	0	100	0
8. Created learning atmosphere	11	0	0	0	0	100	0
9. Communicated subject matter clearly	11	0	0	0	18	82	0
10. Overall rating	11	0	0	0	0	100	0

Your ratings are summarized below. When sufficient data exist, summaries are also provided for up to three reference groups. Your "comparison group" is based on the size of your class and the predominant reason students indicate they enrolled. Comparison group data are reported at both the college and university levels. Over the preceding 4 quarters, 1547 instructors and 3053 course sections were in your Comparison Group by College, and 2746 instructors and 5526 course sections were in your Comparison Group by University. Across all the courses using the SEI instrument since 1994, 27.36% of them share the characteristics listed below. The Course-Offering Unit listing is not based on size or electivity; it is a summary of the SEI data across the previous four quarters in your department or school.

Your comparison groups have the following qualities:
   Class size: 5 to 20
   Predominant reason given for enrolling in this course was that it was required in the student's major/minor or that it fulfills a GEC/BER requirement.

	This Instructor		Comparison Group by College		Comparison Group by University		Course-Offering Unit	
	Mean	Std.Dev	Mean	Std.Dev	Mean	Std.Dev	Mean	Std.Dev
1. Instructor well organized	5.0	0.0	4.3	0.7	4.3	0.7	4.3	0.5
2. Intellectually stimulating	5.0	0.0	4.3	0.6	4.3	0.7	4.3	0.5
3. Instructor interested in teaching	5.0	0.0	4.5	0.6	4.5	0.7	4.6	0.4
4. Encouraged independent thinking	4.9	0.3	4.5	0.6	4.5	0.7	4.6	0.4
5. Instructor well prepared	5.0	0.0	4.4	0.7	4.4	0.7	4.5	0.5
6. Instructor interested in helping students	5.0	0.0	4.5	0.6	4.5	0.7	4.6	0.4
7. Learned greatly from instructor	5.0	0.0	4.3	0.8	4.3	0.8	4.2	0.6
8. Created learning atmosphere	5.0	0.0	4.4	0.7	4.3	0.8	4.4	0.5
9. Communicated subject matter clearly	4.8	0.4	4.3	0.8	4.3	0.8	4.3	0.6
10. Overall rating	5.0	0.0	4.4	0.7	4.4	0.7	4.5	0.5

Comparison Group by University Distribution of Mean Scores on Overall Rating (Item 10)

Group mean on Overall Rating =   4.4
Instructor mean on Overall Rating =   5.0

Percent of sections / Mean of Item 10
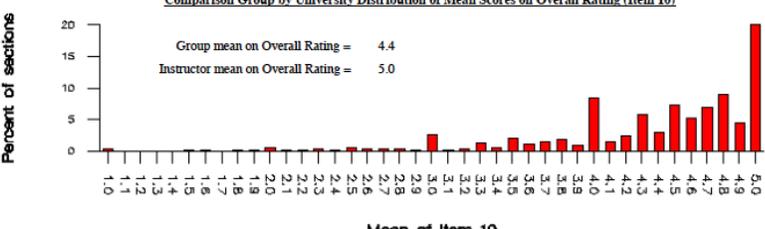
Policies and procedures regarding SEI reports are addressed in the SEI handbook. See www.sei.osu.edu for more information.
Report generated by the Office of the University Registrar. Questions may be e-mailed to <seiadmin@osu.edu>.

Right report (2018 - present)

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Brutus Buckeye SEI Overview Report Autumn 2018

Classes included in this report:
Subject Catalog Number Class Number
ABCDE 1100   99999

	Invited#	Response#	%(1)	%(2)	%(3)	%(4)	%(5)	%(N/A)
1. The subject matter of this course was well organized	39	39	3 %	0 %	3 %	41 %	54 %	0 %
2. This course was intellectually stimulating	39	39	0 %	0 %	3 %	38 %	59 %	0 %
3. This instructor was genuinely interested in teaching	39	39	0 %	0 %	0 %	10 %	90 %	0 %
4. The instructor encouraged students to think for themselves	39	39	0 %	0 %	0 %	15 %	85 %	0 %
5. The instructor was well prepared	39	39	0 %	0 %	3 %	21 %	77 %	0 %
6. The instructor was genuinely interested in helping students	39	39	0 %	0 %	0 %	15 %	85 %	0 %
7. I learned a great deal from this instructor	39	39	0 %	0 %	3 %	54 %	44 %	0 %
8. The instructor created an atmosphere conducive to learning	39	39	0 %	3 %	3 %	18 %	77 %	0 %
9. The instructor communicated the subject matter clearly	39	39	0 %	3 %	0 %	38 %	59 %	0 %
10. Overall, I would rate this instructor as	39	39	0 %	0 %	5 %	15 %	79 %	0 %

Your mean scores are listed below. The College and University comparison groups are based on the size of your class. The Department group s not. Class size groups are 1-19, 20-60 and 61+.

Question	Instructor		Department (ABCDE)		College (Sample M)		University (1188 M)	
	Mean	Standard Deviation	Mean	Standard Deviation	Mean	Standard Deviation	Mean	Standard Deviation
1. The subject matter of this course was well organized	4.44	0.79	4.17	0.98	4.21	0.99	4.22	0.99
2. This course was intellectually stimulating	4.56	0.55	4.30	0.95	4.15	1.02	4.14	1.03
3. This instructor was genuinely interested in teaching	4.90	0.31	4.59	0.73	4.41	0.91	4.44	0.89
4. The instructor encouraged students to think for themselves	4.85	0.37	4.51	0.78	4.35	0.91	4.37	0.89
5. The instructor was well prepared	4.74	0.50	4.37	0.88	4.32	0.96	4.34	0.95
6. The instructor was genuinely interested in helping students	4.85	0.37	4.47	0.79	4.40	0.92	4.42	0.90
7. I learned a great deal from this instructor	4.41	0.55	4.14	1.04	4.10	1.10	4.12	1.08
8. The instructor created an atmosphere conducive to learning	4.69	0.66	4.27	0.94	4.23	1.00	4.24	1.00
9. The instructor communicated the subject matter clearly	4.54	0.64	4.21	1.01	4.15	1.09	4.17	1.07
10. Overall, I would rate this instructor as	4.74	0.55	4.40	0.89	4.31	1.00	4.34	0.98

1/1

IV. Student Evaluation of Instruction

IV.C. Summary of Open -Ended Student Evaluation

- if comments were collected, must be **summarized** by someone other than candidate
- indicate who generated the summary (name and title)
- for each class, include total number of students enrolled and total completing evaluations
- POD and candidate should review
- **don't include raw student comments**

See "SEI Summary of Student Comments Template" on the ASC Intranet (Dossier Prep Materials)

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COLLEGE OF ARTS AND SCIENCES

Questions?

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COLLEGE OF ARTS AND SCIENCES

Review Letters

Shari Speer

V. TIU Review Letters

V.A. Regional campus (if applicable) (include dividers)

V.A.1. Regional campus faculty deliberative body

V.A.2. Regional campus dean

V.B. TIU

V.B.1. TIU faculty deliberative body **(EVALUATIVE & Include Standards**)

V.B.2. TIU head (independent assessment; not repetitive of CEF letter; addresses abstentions/negative votes)

V.B.3. Head of TIU joint appointment or discovery theme focus area (if applicable)

V.B.4. TIU-Level Comments Process

V. TIU Review Letters

V.C. College

V.C.1. College P&T committee

(divisional panel for ASC)

V.C.2. College dean

(Dean for ASC)

V.C.3. College-level comments process

(to be added by college; **include divider sheets**)

Questions?

Logistics

Shari Speer

New Information

If a candidate has new information about items <u>already</u> in dossier:

- Can be added if TIU hasn't yet reviewed
- If TIU is done but <u>before</u> submission to college, TIU head asks CEF if this new information would change their vote <u>even if</u> the vote was positive and/or unanimous
- If at the college, alert Shari and divisional dean; college will decide next steps
- If at OAA, no new information can be added

General Comments

- **Document the comments process (Form 103)** even if candidate declines to comment

- **Follow instructions** in P&T Review Submission Process Document [here](#)

- **Read**
  - **P&T FAQs**
  - **Things to Check**
  - **What's new documents**

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Reminders

o OAA P&T Workshops for TIU Teams (TIU chair, P&T committee chair, POD)

o ASC P&T office hours/Personal appointments
   o By appointment
   o Preliminary dossier review can be done by email

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COLLEGE OF ARTS AND SCIENCES

Submission Date: <mark>October 20 th</mark>

Upload pdf to TIU's TEAMS channel

- Make sure uploader has access
- Faculty Affairs reviews dossiers before releasing them to panels
- Any changes to this year's process will be communicated

THE OHIO STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

Faculty Affairs Team:

Shari Speer
Associate Dean of Faculty Affairs
Professor of Linguistics
speer.21@osu.edu

Toni Calbert
Assistant Dean of Faculty Affairs
calbert.5@osu.edu

Kyle Williams
Faculty Affairs Specialist
williams.5301@osu.edu

General Email Account:
ascfacultyaffairs@osu.edu

Thank you!

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