College of Arts and Sciences

Fourth-Year and Reappointment Review Workshop

THE OHIO STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

January 28, 2025

Welcome and Introductions

Kristi Williams

The Purpose of this Workshop

o   For: Candidates, P&T Chairs, PODs, TIU Heads, Regional Campus Administrators, Dept. Staff

o   What: Overview of Dossier Preparation and Submission in Interfolio

o   Why: To Help Facilitate Preparation of Complete Dossiers for fourth-year reviews and reappointment reviews for Clinical/ Teaching/Practice and Research Faculty

   ➢   Chat function is available for questions

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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
- **College Panels**   College divisional committees of senior faculty
- **P&T Chair**   Chair of CEF
- **POD**   Procedures Oversight Designee
- **APT**   Appointments, Promotion and Tenure Doc.
- **POA**   Pattern of Administration Doc.
- **SEI**   Student Evaluations of Instruction
- **OAA**   Office of Academic Affairs

Agenda

- Non-Probatory Faculty

- Background Information

- Navigating the Intranet

- Candidate Packet

- Core Dossier and Interfolio Walkthrough

- Final Logistics

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Non-Probationary CTP and Research Faculty Reviews

Streamlined Reappointment Review Process

Starting this year, the college will be following a simplified review process for non-probationary CTP and research faculty (i.e., faculty on the second or subsequent reappointment).

- TIU Review:
  - Consultation with the faculty member
  - Review of faculty member's performance by CEF
  - Assessment of the unit's needs

- Submission to the college via ascfacultyaffairs@osu.edu by **April 4, 2025**
  - Core dossier or C.V.
  - CEF review letter
  - TIU Head review letter

Non-probationary reviews will <u>NOT</u> be using Interfolio.

Background Information

Who Does What (TIU) 1

Candidate	✓ submits publications, etc. for TIU review ✓ prepares and uploads Intro and Core Dossier to Interfolio ✓ uploads cumulative and individual SEI Reports to Interfolio ✓ **completes and signs candidate checklist forms in Interfolio prior to CEF meeting**
POD	✓ **verifies dossier is accurate and complete for CEF meeting** ✓ completes and signs POD Form 1 – Dossier Verification (prior to CEF meeting) ✓ completes and signs POD Form 2 – Deliberative Body Verification (after CEF meeting) ✓ completes and signs Quorum, Vote, Vote Percentage Form (after the CEF meeting) ✓ **ensures fair evaluation by TIU** (CEF also responsible)
P&T Chair	✓ **reviews dossier for CEF meeting** ✓ chairs the TIU CEF meeting ✓ writes TIU CEF letter, addressed to TIU head and uploads to Interfolio

Who Does What (TIU) 2

TIU Head	✓ Solicits and includes review letters from Joint Appointment/Discovery Theme heads ✓ assigns someone to summarize student comments (if used) ✓ writes TIU head letter, addressed to College Dean and uploads to Interfolio ✓ Completes and signs TIU Head Recommendation Form
Case Manager	✓ compiles and uploads materials for internal sections (annual reviews, peer evaluations) ✓ Adds committee members to Interfolio ✓ generally, supports review and submission process

Who Does What (Regional Campus)

Faculty Deliberative Body Chair	✓ **reviews dossier for Regional Campus faculty meeting** ✓ chairs the Regional Campus Faculty Deliberative Body meeting ✓ writes Regional Campus Faculty Deliberative Body, addressed to Regional Dean and Director and uploads to Interfolio ✓ completes the Regional Campus Faculty Vote Form in Interfolio
Dean and Director	✓ assigns someone to summarize student comments (if used) ✓ writes Regional Dean and Director letter, addressed to TIU Head and uploads to Interfolio ✓ completes and signs Regional Dean Recommendation Form in Interfolio
Case Manager	✓ Adds Regional Campus faculty chairs and Dean to Interfolio ✓ collects Regional Campus review letters and assists with uploading to Interfolio as needed

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Who Does What in Faculty Affairs

Kristi:

- College Interfolio Coordinator
- P&T process consultations for Candidates, Chairs, Directors, P&T Chairs, PODs
- Dossier narratives, internal letters, candidate comments
- OAA, Legal Affairs liaison (negative cases, errors)

Toni:

- College Interfolio Coordinator
- P&T process consultations for Candidates, Chairs, Directors, P&T Chairs, PODS, and Staff
- Preliminary dossier reviews
- 1st round of college dossier reviews (OAA policy, dossier format, TIU/College records, and SEI reporting)
- CTP and Research faculty reappointment logistics

Kyle:

- College Interfolio Coordinator
- Preliminary dossier reviews
- 1st Round of college dossier reviews
- College Panel document logistics
- College Dean document logistics

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Recommended Deadlines for TIUs

January	Candidate to submit materials to Regional Campus for review
Feb 1	Recommended deadline for candidate to submit materials to the TIU
Feb 13	Recommended deadline for Regional Campus Faculty Deliberative Body meetings
Feb 18	Recommended deadline for regional campuses to notify candidates of review decision and share internal letters (10 calendar day comments period commences)
Mar 3	Recommended deadline for regional campus letters to be sent to the TIU; Recommended deadline to solicit review letters from Discovery Theme/Joint Appointment heads
Mar 17	Recommended deadline for CEF meeting; Last date to submit dossiers to ASC Faculty Affairs for preliminary college review
Mar 22	TIU notifies candidates of review decision and shares internal letters (10 calendar day comments period commences)
Apr 4	**Deadline for submission to college via Interfolio**

Timing Issues?

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

ascfacultyaffairs@osu.edu

What happens after you send to the college?

April	College review of dossiers & revisions
May	College Panels meet
June	Dean reviews cases and writes letter; Candidates notified of results;
	Reappointment dossiers submitted to OAA
August	Reappointment letters for CTP and research faculty finalized and signed

Ways to streamline the process? Start EARLY.

January

o P&T Chair and POD review core dossier to ensure completeness
o Case Manager begins to assemble case materials
o TIU Head solicits letters from any joint appointments

February/Early March

o P&T Chair begins drafting letter prior to meeting
o TIU Head beings drafting letters prior to receiving CEF letter
o Send core dossier to ascfacultyaffairs@osu.edu for a preliminary review

➢ Reach out to ASC Faculty Affairs with questions at any time!

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Questions?

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

Kyle Williams

Questions?

Candidate Packet Materials: Introduction, Core Dossier, and SEI Reports

Kyle Williams

Introduction

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)

New Core Dossier Outline

OAA revised the core dossier outline as part of the transition to Interfolio. Primary change is reordering of existing content.

- **Required** for all probationary candidates for 4th year review and reappointment

- 2 versions available on ASC Intranet:
  - Core dossier outline with highlighted instructions
    - Highlighted instructions must be deleted prior to submission
  - Core dossier template without instructions (also linked in the highlighted version)

The Vita core dossier outline is no longer in use.

Core Dossier – Time Frame

o **Teaching and Service**: Include activities from date of hire/start of current appointment (excludes courses taught as a lecturer)

o **Research/Awards**: 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**

➢ P&T reviewers will focus on activities since start date

CEF may allow earlier information if they determine it is important, must explain in CEF/TIU Head letter

Core Dossier – General

What to Include in the Dossier

- TIU sets standards for what is allowed/expected in core dossier (field, APT)
- Candidates should refer to the ASC Intranet instructions for detailed information on how to include activities (e.g., word counts for narratives, required info about advisees, grants, etc.)
- TIU is responsible for ensuring accuracy of all entries

Narratives should focus on IMPACT of activities

- Avoid redundancy with citation lists included later
- Research narratives should be written for general audience
- Narratives should be around 750 words

Publications/grants/etc. should be listed ONCE

- Exception is publications with grad students, which can be listed under both teaching and research

Core Dossier – General

Reverse Chronological Order
- All activities listed in the core dossier should start with current/most recent first

Include all item headings and subheadings
- If a candidate has no entries for a particular section, enter "None"

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

New Core Dossier Outline Walkthrough

- See new core dossier outline available on ASC Intranet Promotion and Tenure page.

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SEI Reports

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

- **Individual Fixed-Response Student Evaluation Data**
("Overview Report" - single page report for each course – since date of hire or start date of current appointment)

See "SEI Reports for P&T Dossiers" document on the ASC Intranet (Dossier Prep Materials) for explanation of different reports and which to use for P&T

Cumulative SEI Report

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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 (Overview) SEI Report

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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

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Questions?
&
5min Break

Core Dossier and Interfolio Walkthrough

Toni Calbert
Kyle Williams

Interfolio Modules

Review, Promotion & Tenure (RPT)

- Released August 2023
- Promotion/Promotion and Tenure Reviews
- 4th year Reviews
- Reappointment Reviews

Faculty Activity Reporting (FAR)

- Released July 2024
  - <u>Not</u> in use for 2024-25
- Annual Reviews (Jan 2026)
- Teaching, Research, Service reporting for RPT

Interfolio RPT Terms and Roles

Case	Candidate's Interfolio review file including all required documentation
Case Manager	TIU administrative staff member who supports the review process; has access to all parts of case from creation to submission to college
Committee/ Committee Members	Groups of users that review the candidates' case at various steps of the review process
Committee Manager	Individual on committee with additional access and responsibilities during a given review step. Can upload materials, complete required forms and move case forward and back.
Administrator	Individuals with most access to cases in their unit; TIU Heads for all cases in their unit; Divisional Deans, Faculty Affairs, College Dean for the college

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Interfolio Functions

Interfolio should only be used to upload documents and complete forms. Eligible faculty **do not** need to use the system for document review or voting.

- Dossier materials should be shared for review with the Committee of Eligible Faculty and P&T support staff outside of Interfolio.

- Faculty comments and discussion should be conducted outside of Interfolio.

- Internal letters should be composed outside of the system and uploaded when final.

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RPT Workflow

1. Template (OAA)
2. Case (College)
3. Candidate Packet (Candidate)
4. Internal Sections (Case Manager)
5. **Case Review Steps (Case Manager)**
   - TIU Review: POD, Regional Campus, CEF, TIU Head
   - College Review: Faculty Affairs, College Panels, College Dean
   - University Review: OAA (reappointment reviews only)

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Candidate Packets (Kyle)

1. APT (Only if not using current document)
2. Introduction (Word/PDF file)
3. Core Dossier (Word/PDF file)
4. SEI Reports and Form (Interfolio embedded form)
5. Fourth Year Review Candidate Checklist (Interfolio embedded form)

➢ "Submit" will Lock sections

➢ Only the Candidate can delete files they upload

➢ Candidate cannot see Internal Sections

Provide Case Manager with supporting materials

■ Annual reviews

■ Peer evaluations

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Internal Sections (Toni)

POD Verification	Summary of Open-Ended Student Evaluations
Annual Reviews	Regional Campus Faculty Deliberative Body Recommendation
Written Documents Submitted as Part of Annual Reviews	Regional Campus Dean Recommendation
Additional Letters Requested by Candidate	Comments Process – Regional Campus
Documentation of Peer Evaluations	CEF Recommendation
Summary Sheet of All External Evaluators (Form 114)	TIU Head Recommendation
Sample of Letters Sent to External Evaluators	Head of Joint Appointment/DT Review Letter
External Letters Preceded by Cover Sheet (Form 106)	Comments Process – TIU Level

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Case Review Steps (Toni)
POD Step 1 of 2

- POD serves as Committee Manager for the POD Step 1

- After Candidate uploads and submits dossier materials, POD is notified and gains access to the case

- POD must complete and sign POD Form 1 Dossier Verification

- POD sends the case forward

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Regional Campus Steps

Three steps in Interfolio

- Regional Campus Faculty Deliberative Body – upload regional faculty recommendation letter

- Regional Campus Vote – record results and requirements of regional campus faculty vote

- Regional Campus Dean and Director – upload regional dean recommendation letter and complete recommendation form
  - Regional Campus Comments Process – Regional campus notifies candidates of review decision and shares internal letters (10 calendar day comments period commences)

Committee of the Eligible Faculty Step (P&T Chair)

- P&T Chair serves as Committee Manager for the CEF step

- P&T Chair is notified when the case moves forward and gains access to this step in the process

- P&T Chair must upload the CEF Recommendation Letter

- P&T Chair sends case forward to POD 2 step

POD Step 2 of 2

- POD serves as Committee Manager for the POD Step 2
- POD must complete and sign
  - POD Form 2 - Deliberative Body Verification
  - Quorum and Vote Form
- POD sends the case forward to TIU Head

TIU Head Step

- TIU Head serves as Administrator for their unit and Committee Manager for the TIU Head step

- After P&T Chairs uploads the CEF letter, TIU Head is notified and gains access to this step in the process

- TIU Head must upload their recommendation letter and complete the TIU Head Recommendation Form

- TIU Head must then initiate the notification and comments process

Candidate Notification and Comments Process

- TIU Head or Case Manager can complete the notification and comments process outside of Interfolio via Outlook

- Candidate must be notified of the results of the TIU review, given the option to review the TIU Faculty and TIU Head letters, and provided at least 10 days to comment

- Candidate must respond either with any comments or a statement that they have no comments.
    - If Candidate has comments, TIU Head or CEF may respond as appropriate
    - Only one round of comments is permitted

- Case Manager then uploads candidate comments and any responses to the TIU-Level Comments Process section and forwards case to Faculty Affairs Review step.

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Interfolio: Things to Note

- Cases can only be moved forward or backward one step at a time

- Double check bookmarks in PDFs - they may create tabs in the Interfolio "Read Case" view

- Cases will not move forward until all requirements are completed under the "Case Details" tab

- Interfolio remains a work in progress:

  o Occasional glitches may occur.

  o Candidates and units will be held harmless for issues due to software change.

  o Contact ASC Faculty Affairs with any concerns or questions.

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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 Kristi Williams (.2339) and divisional dean; college will decide next steps

Submission Date: <mark>April 4th</mark>

Send cases forward to the Faculty Affairs Review step

- ASC Faculty Affairs reviews dossiers before releasing them to panels and will communicate and needed revisions to candidates, P&T Chairs, PODs, and Case Managers
- Any further changes to this year's process will be communicated

ASC Faculty Affairs Team

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Questions?

Thank you!