

# Promotion and Tenure Candidate Notification and Comments Process

June 17, 2025

OLD Core Dossier Outline Items (2023 and earlier)	NEW Core Dossier Outline Items (2024-Present)
N/A	1. Workload Allocation
<b>Teaching</b>	<i>The new dossier is not explicitly separated into Teaching, Research, and Service sections though items are still set out in roughly this order</i>
1) Undergraduate, graduate, and professional courses taught	4. Undergraduate, Graduate, and Professional Courses Taught at OSU
N/A	5. Credit-Bearing Instruction NOT Captured Through the University Registrar
2) Involvement in graduate/professional exams, theses, and dissertations, and undergraduate research 2a) Graduate Students: Number Completed and Number Current 2b) Describe any noteworthy accomplishments of graduate students 2c) Undergraduate Research Mentoring 2d) Describe any noteworthy accomplishments of undergraduate students 3) Involvement with Postdoctoral Scholars and Researchers	8. Formal and Informal Advising and Mentoring—Summary 9. Formal and Informal Advising and Mentoring—Detailed Record
4) Extension and Continuing Education Instruction	6. Non-Credit Bearing Instruction 7. Non-Credit Bearing Instruction – EXTENSION ONLY
5) Curriculum Development	10. Curriculum Development
6) Brief Description of your approach to and goals in teaching and student mentoring	2. Approach to and Goals in Teaching—Narrative (750 words)
7) Evaluation of Teaching	3. Evaluation of Teaching—Narrative (750 words)

8) Awards and Formal Recognition for Teaching and Mentoring	29. Awards and Formal Recognition
9) Other Academic Advising or Mentoring	N/A
10) Teaching Professional Development	28. Professional Development (related to teaching, research, service, and clinical work)

Research	
1) List of Books, Articles, and Other Published Papers	14. Scholarly Contributions and Creative Productions
1a) Books	Book (including books, monographs, edited books)
1b) Edited books	
1c) Chapters in edited books	Chapter
1d) Bulletins, Tech Reports, Fact Sheets	Other Scholarly Work
1e) Peer-reviewed journal articles	Journal Article (includes work published, accepted, and under review)
1f) Editor-reviewed journal articles	
1g) Reviews	Review
1h) Abstract and short entries	Abstract
1i) Papers in proceedings	Conference Proceedings (include Proceeding Publications here)
1j) Unpublished Scholarly Presentations	Presentation Poster Presentation
1k) Potential publications under review	Journal Article (includes work published, accepted, and under review)
N/A	Case Study
N/A	Data Set
N/A	Other Teaching Materials
N/A	Other Scholarly Work
2) List of creative works pertinent to your professional focus	14. Scholarly Contributions and Creative Productions
2a) Artwork	Artistic and Professional Production
2b) Choreography	Artistic and Professional Performances
2c) Collections	Artistic and Professional Production
2d) Compositions	Artistic and Professional Production
2e) Curated Exhibits	Exhibition
2f) Exhibited Artworks	
2g) Inventions and patents	Patent and Intellectual Property (including inventions)
2h) Moving image	Digital and Electronic Media, Social Media, Blog, Podcast
2i) Multimedia / databases / websites	
2j) Radio and television	
2l) Recordings	
2k) Recitals and performances	Artistic and Professional Performances
2m) Other creative works	N/A
N/A	Technology

3) Brief Description of the Focus of the Candidate's Research, Scholarly or Creative Work	12. Description of Research—Narrative (750 words)
4) Description of Quality Indicators of Your Research, Scholarly or Creative Work	13. Research Impact—Narrative (750 words)
5) Research Funding	15. Research Funding 16. Contracts and Non-Research Grant Funding
5a) Funded Research, including Contracts and Clinical Trials, on Which the Candidate is or has been the Principal Investigator	Funded: Principal Investigator
5b) Funded Research, including Contracts and Clinical Trials, on Which the Candidate is or has been the Co-Investigator	Funded: Not the Principal Investigator (e.g., co-principal investigator, investigator, evaluator, collaborator, etc.)
c) Funded research, including Contracts and Clinical Trials, on Which the Candidate is or has been Senior Personnel	Funded: Senior Personnel
d) Proposals for Research Funding that are Pending or were Submitted but not Funded	Proposed: Pending Proposed: Submitted but Not Funded
e) Funded Training Grants on Which the Candidate is or has been the Equivalent of the Principal Investigator f) Proposals for Training Grants that are Pending or were Submitted but not Funded	16. Contracts and Non-Research Grant Funding
g) Any other Funding Received for the Candidate's Academic work	17. Professional Development Funding
6) List of Prizes and Awards for Research, Scholarly or Creative Work	29. Awards and Formal Recognition

<b>Service</b>	
1) List of Editorships or Service as an Editorial Reviewer or Board Member for Journals, University Presses, or Other Learned Publications	20. Service and Engagement—Editorships and Editorial Review Service
2) List of Offices Held and Other Service to Professional Societies	21. Service and Engagement—Professional Memberships 24. Service and Engagement—Professional ( <i>offices held and other service to professional societies</i> )
3) List of Consultation Activity	22. Service and Engagement—Consultation Activity
4) Clinical Services	23. Service and Engagement—Clinical

5) Other Professional/Public Community Service or Engagement directly related to the Candidate's Professional Expertise	27. Service and Engagement—Other
6) Administrative Service 6a) Unit Committees 6b) College or University Committees 6c) Initiatives Undertaken to Enhance Diversity in your Unit, College or the University	19. Service and Engagement—University, College, and Department/School Committee Service
6d) Administrative Positions Held	25. Service and Engagement—Administrative Service
6e) Faculty Peer Mentoring	11. Coaching and Mentoring Faculty
6f) Service as a Graduate Faculty Representative on a Candidacy Examination or Dissertation in another Unit or University	19. Service and Engagement—University, College, and Department/School Committee Service
7) Advisor to Student Groups and Organizations 8) Office of Student Life Committees 8a) List Office of Student Life Committees on which you have served 8b) Summarize participation in Student Life programs	26. Service and Engagement—Student Service
9) List of prizes and awards for service to your profession, the university or your unit	29. Awards and Formal Recognition
10) Brief elaboration that provides additional information about service activities listed above	18. Evaluation of Service—Narrative