

Promotion/Tenure Submission Guide: Tenure-Track Faculty

Documents from dossiers to submit for President and Provost review

Provide an electronic PDF of the dossier materials.

- Submit only the documents listed, in the order shown, for review by the Executive Vice President and Provost and the President.
- Remove documents from the promotion/tenure documentation and assemble them in the order indicated.

Submit all documents for faculty from each college or regional campus electronically via email or a shared OneDrive file folder, at the same time to:

Katie Hartman (email: hartmank)

Section One - Introductory Documents

1. Review form for promotion and/or tenure (signature sheet) signed as appropriate
2. College dean letter
3. College promotion and tenure committee letter (optional, if applicable)
4. Chair/Director letter
5. Department/School promotion and tenure committee letter
6. Regional campus dean non-decision, input letter (if appropriate)
7. Annual evaluations by chair/director, departmental promotion and tenure progress letters, etc.
8. Copy of the faculty member's Tenure-Track offer letter (most recent if it was ever modified) – Do not send the annual reappointment letters sent by the president's office.

Section Two - Promotion/Tenure Summary Documents

1. Table of Contents
2. Academic Preparation
3. Professional Experience
4. Instruction and Advising
 - a. Teaching Load – List of courses taught over the past 3 years (include teaching assignment changes)
 - b. Teaching Effectiveness
 - i. Evidence of course organization, presentation, and requirements (Example: send ONE or TWO course syllabi)
 - ii. Student evaluation results/reports with one or two sets of course evaluations
 - iii. List of teaching awards and recognition
 - iv. Selection for teaching in special programs
 - v. Participation, as a student, in teaching enhancement programs
 - vi. Other evidence of teaching effectiveness (Example: supporting letters from faculty peers)
 - c. Interdisciplinary Teaching – List of interdisciplinary activities
 - d. Advising and Supervision Activities
5. Research and Scholarly Accomplishments – Submit a list of the following, not the actual publications
 - a. Articles in professional journals

- b. Other publications and presentations
 - c. Books or portions of books
 - d. Sponsored research projects and grants
 - e. Theses and dissertations directed
 - f. Proposals
 - g. Other
6. Professional Associations
 7. Committees and Service
 8. Interdisciplinary Contributions
 9. Other Factors

Section Three – External Review

Both the faculty candidate and the department/school promotion and tenure committee should be involved in the process of selecting external reviewers.

- The committee should NOT select only reviewers proposed by the faculty candidate.
- Reviewers should NOT be the faculty candidates' thesis/dissertation advisor(s); former teachers, co- authors, and collaborators; friends, relatives or other persons closely aligned with the faculty candidate.
- The external reviewers should have appropriate academic accomplishments, rank (in the case of promotion to Professor should be similarly ranked) and be from appropriate institutions.

Reminder: Ohio University prohibits discrimination on the basis of race, color, religion, age, ethnicity, national origin, national ancestry, sex, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, gender, gender identity, gender expression, sexual orientation, military service, veteran status, mental or physical disability, or genetic information.

1. External Review Process
 - a. Describe the process used
 - b. Describe how the reviewers were contacted
 - c. Provide a list of the information sent to the reviewers
2. External reviewers' letters
 - a. Include sufficient number, normally in the range of four to six letters
3. Provide a short biographical summary of each reviewer, but do NOT include their curriculum vitas
 - a. Describe why these particular external reviewers chosen

Note: Regional Campus Deans letters should be solicited and used in the same way as external reviewer letters according to department/school promotion and tenure processes.

Section Four - Curriculum Vitae and Promotion and Tenure Guidelines

1. Current, comprehensive curriculum vitae
2. Department/School/Campus promotion and tenure guidelines
3. College/RHE promotion and tenure guidelines