

Format for the Promotion and Tenure Dossier, College of Arts & Sciences

This guideline has been developed to provide all participants with a clear and common format for all elements of the Ohio University College of Arts & Sciences Promotion and Tenure Dossier.

All materials (forms, scans, original WP documents, etc.) should be included into the appropriate sections/sub-sections and labeled exactly as below. If a book (or other material) is not available in PDF format, a hard copy may be deposited at the college office. Be sure to alert readers to this fact within the electronic documents. Paper materials are no longer accepted for promotion and tenure at the college office. All materials should be uploaded in electronic form (single PDF file) within the appropriate OneDrive account (to be assigned by A&S near the end of fall semester).

When constructing the dossier, if a document is temporarily unavailable (e.g., chair letter, committee letter, etc.) please leave a titled place-holder page in the document. Missing sections can be inserted later.

Sections of the dossier include:

Section One - Introductory Documents

1. Review form for promotion and/or tenure (signature sheet)
2. Letter from college dean or executive dean of regional campus regarding merit of the P&T proposal
3. Recommendation of the Chair/Director

The Chair/Director should provide a complete and incisive letter evaluating the candidate's professional progress and prospects. Address standards of teaching and scholarship in the department and assess the venues in which the candidate's work has appeared. Describe any special considerations with respect to teaching or scholarship in the candidate's field. Indicate how the candidate fulfills the promotion and tenure criteria of both the department and the college. Note any department-wide votes, indicating pro, con, and abstention numbers.

1. Recommendation of the department/program promotion and tenure committee. Provide a copy of the letter of recommendation of the department's/program's promotion and tenure committee. This letter should indicate the committee vote. Normally, the chair of the committee should sign this letter.
2. Chair's/Director's annual evaluation letters and any promotion and tenure progress letters
3. Copy of the faculty member's Tenure-Track offer/appointment letter (most recent if it was ever modified)

Section Two - Promotion/Tenure Summary Documents

1. Table of Contents (should contain hyperlinks to all subsequent sections and subsections)
2. Academic Preparation.
List institutions, dates of study, and degrees awarded. Also list post- doctoral awards, residencies, and other post-graduate study, whether leading to a degree or not.
3. Professional Experience
Note teaching positions and/or other professional experience (in reverse chronological order beginning with most recent); specify dates. Indicate date of last promotion, if applicable.
4. Teaching and Advising

a. Teaching Load - Courses taught over the past 5 years. Note any changes in teaching assignments

b. Teaching Effectiveness - Evidence of course organization, presentation and requirements.

I. Summarize in a table the overall instructor rating (#2 of the Global Index as provided by Class Climate Survey System) for each course taught during the past 5 years. Please provide the scale used and indicate the low/high value. You are strongly encouraged to present the data in tabular form using the model provided in Appendix 1 at the end of this document. Provide any explanations you deem necessary for your numerical evaluations. Choose one class that you have taught multiple times (three or more) over the previous 5 years and provide copies of actual student comments for all sections. You may also provide copies of the comments for other courses in the appendix. It is not necessary to provide comments for all classes.

II. Teaching awards and recognition

III. Selection for teaching in special (e.g., Themes, Scholars Program, etc.)

IV. Professional development activities specifically relating to teaching (conferences, workshops, etc.)

V. Peer evaluation letters. Provide peer evaluations of your teaching from at least two faculty members in your department. Please provide these evaluations regardless of whether the promotion is to associate professor or to professor.

c. Interdisciplinary Teaching list of interdisciplinary activities related to teaching (if relevant).

d. Advising and Supervision

Indicate the number of undergraduate and graduate students you regularly advise. Indicate the number of thesis and dissertation committees you have chaired and served on. Detail any significant experiences supervising laboratory and field work, directing independent study and undergraduate research experiences, working with Honors

Tutorial students, participating in Education Abroad programs, participating in summer programs involving students, and mentoring graduate students. Detail any noteworthy experiences offering students personal counseling or assisting in Student Affairs activities.

5. Research and Scholarly Accomplishments

a. Articles in Professional Journals

I. List refereed journal articles in print in reverse chronological order. List abstracts similarly and separately from articles.

II. In co-authored publications, list authors in publication order. Clearly indicate your contribution to the publication. Please note any publications co-authored with students by an asterisk (*) next to the name(s).

III. Provide the complete name of the journal, the year, volume, and pages of the publication.

IV. Clearly indicate whether publications are published in refereed professional journals; non-refereed journals; internal agency reports; internal company reports; consulting reports; newspapers and newsletters; other publications. List separately any book reviews.

V. List separately any publications in press or accepted for publication. (You must also provide documentation for any item of this type). Do not include publications submitted and under review or publications in preparation.

b. Other publications and presentations

c. Books or portions of books

d. Funded grants and contracts (internal and external)

e. Unfunded grant proposals (internal or external)

f. Theses and dissertations directed

g. Other significant writings (e.g., programmatic proposal)

6. Professional Associations

7. Committees and Service

- Department
- College
- University
- Professional
- Community

8. Interdisciplinary Contributions

9. Other Factors

Section Three — External Review

1. External Review Process - Why were these particular external reviewers chosen? How were they contacted? What were they sent to review?
2. External reviewers' letters, with a short biographical sketch preceding each.

Do NOT include their curriculum vitas.

Section Four — Curriculum Vitae and Promotion and Tenure Guidelines

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

Section Five — Additional CAS Core Documents

1. Statement on Teaching
Provide a reflective statement (no more than 2-3 pages) describing your goals for student learning, methods you use to help you achieve your student learning goals, and how you know your goals are being met (what sort of assessment tools do you use, and why?).
2. Additional Evidence of Teaching Effectiveness
Provide a table of contents listing the selected additional evidence of teaching effectiveness, including a brief statement (1-3 sentences) for each item addressing why the particular document was selected.
 - Sample syllabi, handouts, examinations, corrected student papers (NOTE: Any student work provided in your dossier must either have the expressed written consent of the student or have their name/ID redacted from the document). One or two examples, perhaps one undergraduate course and one graduate course, are sufficient.
 - Statements detailing assessments of teaching materials and preparation of students for higher-level courses.
 - Unsolicited testimonial letters from colleagues. (No more than five. Place others in an appendix.)
 - Statements detailing the careers of eminent advisees and graduates.
 - Any other appropriate evidence of effective teaching and mentoring.
 - If you have kept a teaching portfolio, include those materials in - an appendix.
3. Statement on Nature and Significance of Scholarship
Using language accessible to non-specialists in your field, provide a statement explaining the nature and significance of your accomplishments to date in research or creative activity. Indicate the fit of your research within the larger disciplinary context. Briefly describe the nature of the journals or other venues in which your publications appear. Describe forthcoming scholarship and new research areas you intend to develop. Indicate any citation data or reviews of your publications. Include copies of publications as part of ancillary materials.

Section Six — Ancillary Materials (Appendices)

Include all additional materials that you feel relevant to your case for promotion and tenure in this section. This may include PDFs of research articles, a large external grant currently pending, student or colleague testimonials, teaching portfolios, etc.

Provide a table of contents for all materials included as ancillary materials in appendices.

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