# Section One - Introductory Documents

## 1. Review form for promotion (signature sheet)

[Table of Contents](#Table_of_Contents)

Add the signature sheet in the space directly below, then delete this comment. If relevant, enter To Be Added Later.

## 2. College dean letter

[Table of Contents](#Table_of_Contents)

Add letter regarding merit of the P&T proposal in the space directly below, then delete this comment. If relevant, enter To Be Added Later.

3. College promotion and tenure committee letter (optional, if applicable)

Not applicable for CAS.

## 4. Chair/Director letter

[Table of Contents](#Table_of_Contents)

The Chair/Director should provide a complete and incisive letter evaluating the candidate’s professional progress and prospects. Standards of teaching and service should

be clearly articulated. Indicate how the candidate fulfills the promotion criteria of both

the department and the college. Note any department-wide votes, indicating pro, con, and

abstention numbers. If relevant, enter To Be Added Later.

## 5. Department/program promotion committee

[Table of Contents](#Table_of_Contents)

Provide a copy of the letter of recommendation of the department’s/program’s promotion committee. This letter should indicate the committee vote. Normally, the chair of the committee should sign this letter. If relevant, enter “To Be Added Later.”

6. Regional campus dean non-decision, input letter (if applicable)

Provide a copy of the letter, if applicable. Add N/A if not. Then, delete this comment.

## 7. Annual evaluation letters by chair/director, department promotion progress letters.

[Table of Contents](#Table_of_Contents)

Add annual evaluation letter and any promotion progress letters in the space directly below and then delete this comment.

## 8. Copy of the faculty member's Instructional Faculty offer/appointment letter

[Table of Contents](#Table_of_Contents)

Add the most recent letter if it was ever modified, in the space directly below then delete this comment.

# 

# Section Two - Promotion Summary Documents

## 1. Table of Contents

[Section One - Introductory Documents](#_Toc147303195)

[1. Review form for promotion (signature sheet)](#_Toc147303196)

[2. College dean letter](#_Toc147303197)

[4. Chair/Director letter](#_Toc147303198)

[5. Department/program promotion committee](#_Toc147303199)

[7. Annual evaluation letters by chair/director, department promotion progress letters.](#_Toc147303200)

[8. Copy of the faculty member's Instructional Faculty offer/appointment letter](#_Toc147303201)

[Section Two - Promotion Summary Documents](#_Toc147303202)

[1. Table of Contents](#_Toc147303203)

[2. Academic Preparation](#_Toc147303204)

[3. Professional Experience](#_Toc147303205)

[4. Instruction and Advising](#_Toc147303206)

[a. Teaching Load](#_Toc147303207)

[b. Teaching Effectiveness](#_Toc147303208)

[i. Evidence of course organization, presentation, and requirements. (e.g. 1 or 2 syllabi)](#_Toc147303209)

[ii. Table of overall instructor ratings](#_Toc147303210)

[iii. Teaching awards and recognition](#_Toc147303211)

[iv. Selection for teaching in special programs](#_Toc147303212)

[v. Participation, as a student, in teaching enhancement programs](#_Toc147303213)

[vi. Peer evaluation letters](#_Toc147303214)

[c. Interdisciplinary Teaching](#_Toc147303215)

[d. Advising and Supervision](#_Toc147303216)

[e. Professional Associations](#_Toc147303217)

[5. Committees and Service](#_Toc147303218)

[a. Department](#_Toc147303219)

[b. College](#_Toc147303220)

[c. University](#_Toc147303221)

[d. Professional](#_Toc147303222)

[e. Community](#_Toc147303223)

[6. Interdisciplinary Contributions](#_Toc147303224)

[7. Other Factors](#_Toc147303225)

[Section Three – CV and Promotional Guidelines](#_Toc147303226)

[1. Current, complete Curriculum Vitae](#_Toc147303227)

[2. Department/School/Campus promotion guidelines](#_Toc147303228)

[3. College/RHE promotion guidelines](#_Toc147303229)

[Section Four – Additional CAS Core Documents](#_Toc147303230)

[1. Statement on Teaching](#_Toc147303231)

[2. Professional Development](#_Toc147303232)

[a. Participation in events](#_Toc147303233)

[b. Other activities](#_Toc147303234)

[3. Additional Evidence of Teaching Effectiveness](#_Toc147303235)

[Section Five – Ancillary Materials](#_Toc147303236)

## 2. Academic Preparation

[Table of Contents](#Table_of_Contents)

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

[Table of Contents](#Table_of_Contents)

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. Instruction and Advising

### a. Teaching Load

[Table of Contents](#Table_of_Contents)

List courses taught over the past three years (including teaching assignment changes). Example below.

| Semester and Year | Course | Enrollment |
| --- | --- | --- |
| Fall 2019 | ENG 153: Writing Read: Special Topics | 19 |
| ENG 308J: Writing & Rhetoric II | 19 |
| Spring 2020 | ENG 153: Writing Read: Special Topics | 20 |
| ENG 308J: Writing & Rhetoric II | 20 |
| Fall 2020 | ENG 151: Writing & Rhetoric I | 19 |
| ENG 308J: Writing & Rhetoric II | 20 |
| Spring 2021 | ENG 151: Writing & Rhetoric I | 20 |
| ENG 308J: Writing & Rhetoric II | 20 |
| Summer 2021 | ENG 308J: Writing & Rhetoric II Online | 19 |
| Fall 2021 | ENG 151: Writing & Rhetoric I | 20 |
| ENG 308J: Writing & Rhetoric II | 18 |
| Spring 2022 | ENG 151: Writing & Rhetoric I | 20 |
| ENG 308J: Writing & Rhetoric II | 16 |
| Fall 2022 | ENG 308J: Writing and Rhetoric II Online | 17 |
| ENG 308J: Writing and Rhetoric II Online | 19 |
| Spring 2023 | ENG 151: Writing and Rhetoric I | 20 |
| ENG 308J: Writing and Rhetoric II Online | 19 |

### 

### b. Teaching Effectiveness

#### i. Evidence of course organization, presentation, and requirements. (e.g. 1 or 2 syllabi)

#### ii. Table of overall instructor ratings

[Table of Contents](#Table_of_Contents)

Summarize in a table the overall instructor rating (the Global Index of Instructor and Global Index of Course Evaluation (optional) provided by Class Climate Survey System) for each course taught during the past 5 years. Provide any explanations you deem necessary for your numerical evaluations.

Example below for the table. Delete the example table when you are finished.

| Course | Semester | Global Index of Instructor | Global Index of Course Evaluation |
| --- | --- | --- | --- |
| OUST 1000 | Spring 2022 | 4.55 (n= 20) | 4.19 |
| OUST 4/5230 | Spring 2022 | 4.82 (n=14) | 4.02 |
| OUST 2970T | Fall 2021 | 3.81 (n=38) | 3.92 |
| OUST 153 | Summer 2020 | 4.76 (n=5) | 4.15 |
| OUST 3/533 | Spring 2020 | 4.80 (n=49) | 4.53 |
| OUST 201 | Spring 2020 | 4.17 (n=33) | 4.45 |
| OUST 688 | Fall 2019 | 4.85 (n=122) | 4.21 |
| OUST 153 | Summer 2019 | 4.44 (n=102) | 4.55 |
| Note: n = number of students who completed evaluation.  1 = strongly disagree; 5 = strongly agree | | | |

In addition, provide two complete sets of course evaluations.

#### iii. Teaching awards and recognition

[Table of Contents](#Table_of_Contents)

Add your content directly in the space directly below, then when you are finished, delete this comment. If you have no content, add “Not Applicable.”

#### iv. Selection for teaching in special programs

[Table of Contents](#Table_of_Contents)

Special programs could include Themes, Scholars Program, etc. Add your content directly in the space directly below, then when you are finished, delete this comment.

#### v. Participation, as a student, in teaching enhancement programs

Special programs could include Themes, Scholars Program, etc. Add your content directly in the space directly below, then when you are finished, delete this comment.

#### vi. Peer evaluation letters

[Table of Contents](#Table_of_Contents)

Provide peer evaluations of your teaching from at least two faculty (tenure track or instructional faculty) at or above the rank of promotion from within the department, college, or university. The faculty peer will have conducted a comprehensive peer review of teaching and can adequately speak to the candidate's expertise in this area. A peer review should include a systematic review of course materials (including but not limited to sample syllabi, handouts, examinations, corrected student papers) and course evaluations from students. For in-person courses, one or more classroom visits should be included, but not required. For online courses, an assessment of how the students engage with the material should be included, but not required.

Add your content directly in the space directly below, then when you are finished, delete this comment.

### 

### c. Interdisciplinary Teaching

[Table of Contents](#Table_of_Contents)

— List of interdisciplinary activities related to teaching (if relevant). Add your content directly in the space directly below, then when you are finished, delete this comment. If you have no content, say Not Applicable.

### 

### d. Advising and Supervision

[Table of Contents](#Table_of_Contents)

(Indicate the number of students you regularly advise. Detail any significant experiences directing independent study, working with Honors Tutorial students, participating in Education Abroad programs, and participating in summer programs involving students. Detail any noteworthy experiences offering students personal counseling or assisting in Student Affairs activities). Add your content directly in the space directly below, then when you are finished, delete this comment.

## e. Professional Associations

[Table of Contents](#Table_of_Contents)

Add your content directly in the space directly below, then when you are finished, delete this comment.

## 5. Committees and Service

### a. Department

[Table of Contents](#Table_of_Contents)

Add your content directly in the space directly below, then when you are finished, delete this comment.

### b. College

[Table of Contents](#Table_of_Contents)

Add your content directly in the space directly below, then when you are finished, delete this comment.

### c. University

[Table of Contents](#Table_of_Contents)

Add your content directly in the space directly below, then when you are finished, delete this comment.

### d. Professional

[Table of Contents](#Table_of_Contents)

Add your content directly in the space directly below, then when you are finished, delete this comment.

### e. Community

[Table of Contents](#Table_of_Contents)

Add your content directly in the space directly below, then when you are finished, delete this comment.

## 6. Interdisciplinary Contributions

[Table of Contents](#Table_of_Contents)

Add your content directly in the space directly below, then when you are finished, delete this comment.

## 7. Other Factors

[Table of Contents](#Table_of_Contents)

Add your content directly in the space directly below, then when you are finished, delete this comment.

# Section Three – CV and Promotional Guidelines

## 1. Current, complete Curriculum Vitae

[Table of Contents](#Table_of_Contents)

Add a current, comprehensive CV directly in the space directly below. When you are finished, delete this comment.

## 2. Department/School/Campus promotion guidelines

[Table of Contents](#Table_of_Contents)

Add your content directly in the space directly below, then when you are finished, delete this comment.

## 3. College/RHE promotion guidelines

[Table of Contents](#Table_of_Contents)

Add your content directly in the space directly below, then when you are finished, delete this comment. If adding CAS guidelines, they can be copied from (<https://www.ohio.edu/cas/dean/faculty-affairs/normative-minimal-criteria-tenure-and-promotion>)

# Section Four – Additional CAS Core Documents

## 1. Statement on Teaching

[Table of Contents](#Table_of_Contents)

Provide a reflective statement (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?). Add your content directly in the space directly below, then when you are finished, delete this comment.

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## 2. Professional Development

### a. Participation in events

[Table of Contents](#Table_of_Contents)

List participation in teaching or advising-related programs, conferences, workshops, courses, or seminars in reverse chronological order, including the date, location, and sponsoring organization. Add your content directly in the space directly below, then when you are finished, delete this comment.

### b. Other activities

[Table of Contents](#Table_of_Contents)

List any other professional development activities related to your faculty position. Add your content directly in the space directly below, then when you are finished, delete this comment.

## 3. Additional Evidence of Teaching Effectiveness

[Table of Contents](#Table_of_Contents)

Selected from the following categories, including a brief statement (1-3 sentences) for each item addressing why the document was selected. Please limit this section to 25 pages and do not repeat items that have been presented in other sections.

* A package of materials that gives reviewers a good understanding of one representative course, which may include the following items: syllabus, (0-3) sample handouts, (0-3) exams, (0-3) excerpts of edited 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).
* Unsolicited testimonial letters from colleagues. These can be classroom observations, course reviews, or statements detailing assessments of teaching materials and preparation of students for higher-level courses (0-3 letters).
* Unsolicited testimonial letters from students (0-3 letters).
* Statement on the development of new courses and programs (0-1 page).
* Statement on innovative teaching (technological or pedagogical), e.g., flipped classroom, experiential learning, hyflex teaching (0-1 page).
* Statements detailing the careers of eminent advisees and graduates (0-1 page).

Add your content directly in the space directly below, then when you are finished, delete this comment.

# 

# Section Five – Ancillary Materials

Include all additional materials that you feel relevant to your case for promotion in this section.