# Section One - Introductory Documents

## 1. Review form for promotion and/or tenure

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

## 2. College dean letter

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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

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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. If relevant, enter To Be Added Later.

## 5. Department/School promotion and tenure committee

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Provide a copy of the letter of recommendation of the department’s promotion and tenure 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. If relevant, enter “To Be Added Later”.

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

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Add annual evaluations letters, promotion and tenure progress letters in the space directly below. If relevant, enter To Be Added Later.

## 8. Copy of the faculty member's Tenure Track offer/appointment letter

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Add the most recent letter if it was ever modified, in the space directly below. If relevant, enter To Be Added Later.

#

# Section Two - Promotion/Tenure Summary Documents

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[7. Annual evaluation letters by chair/director, department promotion and tenure progress letters, etc.](#_Toc137035908)

[8. Copy of the faculty member's Tenure Track offer/appointment letter](#_Toc137035909)

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## 2. Academic Preparation

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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. If relevant, enter To Be Added Later.

## 3. Professional Experience

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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

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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

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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

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

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

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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

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These activities should relate specifically to teaching (conferences, workshops, etc.). Add your content directly in the space directly below, then when you are finished, delete this comment.

#### vi. Other evidence of teaching effectiveness (e.g., supporting letters from faculty peers)

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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. Please provide these evaluations regardless of whether the promotion is to associate professor or to professor.

###

### c. Interdisciplinary Teaching

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— 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, add ‘Not Applicable.’

###

### d. Advising and Supervision

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

## 5. Research and Scholarly Accomplishments

### a. Articles in professional journals

Provide the complete name of the journal, the year, volume, and pages of the publication. 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. Delete this comment when finished.

*i. published, sole author*

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

*ii. published, co-authored*

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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. in press or accepted*

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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

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

### c. Books or portions of books

[Table of Contents](#Table_of_Contents)

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

### d. Sponsored research projects and grants

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1. Funded grants and contracts (internal and external)

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

### Unfunded grant proposals (internal or external)

[Table of Contents](#Table_of_Contents)

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

### e. Theses and dissertations directed

[Table of Contents](#Table_of_Contents)

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

### f. Proposals

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

g. Other

## 6. Professional Associations

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

## 7. Committees and Service

### a. Department

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

### b. College

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

### c. University

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

### d. Professional

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

### e. Community

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

## 8. Interdisciplinary Contributions

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These should be contributions other than teaching. Add your content directly in the space directly below, then when you are finished, delete this comment.

## 9. Other Factors

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

# Section Three – External Review

## 1. External Review Process

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Please note this section will be completed by the department chair or promotion committee chair. Please address a-c; please delete this comment afterwards.

1. Describe the process
2. Describe how the reviewers were contacted
3. Provide a list of information sent to the reviewers

## 2. External reviewers' letters

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Please note this section will be completed by the department chair or promotion committee chair. Please address a-c; please delete this comment afterwards.

1. External letters
2. Add a short biographical sketch preceding each external letter. Do NOT include their CV.
3. Describe why these particular external reviewers were chosen

# Section Four – Curriculum Vitae and Promotion and Tenure Guidelines

## 1. Curriculum Vitae

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

## 2. Department/School/Campus promotion and tenure guidelines

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

## 3. College/RHE promotion and tenure guidelines

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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 Five – Additional CAS Core Documents

## 1. Statement on Teaching

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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. Additional Evidence of Teaching Effectiveness

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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.

## 3. Statement on Nature and Significance of Scholarship

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

#

# Section Six – Ancillary Materials

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