**Description**: Guidelines for Group II faculty promotion dossier in the College of Arts & Sciences at Ohio University

**Guidelines for Group II Faculty Promotion—Dossier (H1)**

**Preparing the Dossier (H2)**

The department should normally appoint an internal advocate to help the candidate through the promotion process. The advocate should not normally be the department chair, except in very small departments. (If the department uses a mentor system, the candidate’s mentor may serve in this role.)

The candidate should be responsible for preparing and arranging sections I - VIII, with the help of the advocate. The candidate should write these sections in the first person. Any other authorship of these sections should be explicitly noted. The associate dean for faculty affairs and the associate dean for students, instruction, and curriculum are also available for consultation.

Sections I-VIII and Section XII should be available to the Promotion Committee in its deliberations.

The department chair should normally prepare and arrange sections IX - XII. However, the chairperson of the Promotion and Tenure committee may prepare sections IX and X.

All participants in the process should have access to college policies concerning Promotion of Group II Faculty.

The final dossier must be submitted to the Dean’s Office no later than April 1 (for 2013-14 AY only; this date is specific to Group II faculty promotions).

PLEASE NOTE: The department chair will check dossiers to see that all format and guideline criteria are met and will ensure that the dossier is submitted on time. The chair will sign the dossier, attesting to its completeness.

**Letters of Reference (H2)**

At least two (no more than three) internal letters must be provided in this section from faculty within the candidate’s department/program who have conducted some form of comprehensive teaching peer review and can adequately speak to the candidate’s expertise in this area. Note: These reviews should include, at minimum: at least one classroom visit and systematic review of course materials (including but limited to sample syllabi, handouts, examinations, corrected student papers) and course evaluations from students.

**Departmental Processes (H2)**

Following the Faculty Handbook, all awards of promotion must originate in a positive recommendation by the appropriate department committee.

Following Faculty Senate guidelines, faculty with administrative appointments greater than 50% should not vote.

Department chairs may participate in the discussion but normally should not vote.