

XI. Promotion and Tenure/Promotion Dossier Checklist for 2007-08

Updated June 2007

CANDIDATE _____

STUDENT EVALUATION OF TEACHING Required Documentation

- **Included** for every course taught in the past five years or since date of hire, if less than five years ago
- **Correctly placed in dossier**
 - *Item 6*—summary tables
 - *Appendix*—individual course fixed-response reports

RESEARCH Required Presentation

- **Authors** in *Item 12* are listed:
 - in the order in which they appear on each publication
 - in the standard citation style for my discipline
- **Multiple authorship** in *Item 12* for jointly authored papers, in *Item 16* for research grants, includes :
 - **narrative description** of my intellectual contribution

I have followed the examples of narrative description provided in the Dossier Outline. I understand that statements such as "all authors contributed equally" or "50 percent effort" do NOT constitute adequate narrative description of intellectual contribution.

I have prepared my dossier in accordance with the **2007-08 Dossier Outline issued May 2007** and it fulfills all requirements, with special attention to those noted above.

I understand that the review process cannot commence until I have submitted a correctly prepared dossier, and that if substantive errors or omissions are discovered at any stage of the process, the dossier will be returned to me for revision.

Signature of candidate _____ Date _____

TIU-LEVEL REVIEW

INTERNAL EVALUATION

Annual reviews as required by the Dossier Outline are included in *Part II.A.6*. If the set of annual review letters is *incomplete*, a written explanation is provided.

- **Untenured** candidates—all annual review letters since date of hire
- **Tenured** candidates—all annual review letters since last Ohio State promotion or year of hire with tenure, not to exceed the most recent five years

Documentation of peer evaluation of teaching (letters, reports, etc.) as required by the unit's A, P & T document are included in *Part II.A.7*.

EXTERNAL EVALUATION

External letters (where required)

- **No more than one-half** from persons suggested by the candidate
- **None** from former Ph.D. or post-doc advisors; collaborators; or those who otherwise have a relationship with the candidate that could reasonably interfere with objective evaluation

External evaluation summary sheet

- All persons who were asked to write are listed, including those who were asked but did not write (the latter clearly indicated): *Reviewer's name; institution; nominated by; and relationship to candidate, for letters received and letters not received by – see the following forms*

External evaluation cover page

- A cover page precedes every letter received
 - Do NOT include a cover page for evaluators from whom no letter was received
- Every item on the cover page is filled out and includes sufficient information to establish the evaluator's:
 - Credibility
 - Relationship with candidate

I verify the following:

This review was based on performance and was free of bias against underrepresented groups. The tenure initiating unit (TIU) level review of this candidate was conducted in full accordance with the appointments, promotion, and tenure (A, P & T) document of the unit, and the latter document was made available to the TIU deliberative body as part of the review.

All candidates were treated consistently during this year's review process. A written rationale for any apparent inconsistency* is provided when clear and defensible bases exist for such differences.

*EXAMPLE: When neither of two candidates for promotion to professor has advised doctoral students, but one is criticized on this point and the other is not. *When neither of two candidates for promotion has a book in contract, but one is criticized on this point and the other is not.*

The report of the TIU deliberative body contains:

- Detailed assessment of the candidate's accomplishments, strengths, and weaknesses
- Explanation of the expectations of the unit against which the candidate is being assessed.
 - Otherwise the expectations of the unit must be explained in the letter by the TIU Head or Regional Campus deliberative body or Regional Campus Dean.

The dossier fulfills all requirements stated in the **Dossier Outline**, with special attention to the points noted above, including all those affirmed by the candidate.

It is particularly important to check for fulfillment of the requirement for narrative description of intellectual contribution to jointly offered papers and grants. Some candidates sign the checklist indicating that this requirement has been fulfilled when it has not, and the omission goes unnoticed by some Procedures Oversight Designees and other reviewers.

I (or the person named here : _____) verified the accuracy of all citations.

NUMERICAL VOTING RECORD IN THE TENURE INITIATING UNIT

THE INFORMATION BELOW IS REQUIRED IN THE OFFICIAL RECORD FOR EVERY REVIEW, EVEN WHEN THE VOTE IS UNANIMOUSLY POSITIVE.

_____ Total faculty *eligible to vote* on this case, e.g. total number of tenured associate + full professors, or total number of full professors.

_____ *Total faculty participating in the meeting discussing this case.*

_____ Number of **YES** votes on this case.

_____ Number of **NO** votes on this case.

_____ *Number of faculty attending the meeting abstaining.*

_____ Number of combined **YES plus NO** votes on this case.

_____ Percentage of **YES** votes from combined YES plus NO votes on this case.

_____ Percentage of **YES** votes required by the TIU's A, P & T document (e.g. 51 percent or 67 percent) in order for its recommendation to be considered **positive**.

Note: Abstentions are not votes per the Office of Academic Affairs' guidelines for [A, P & T documents](#) and consistent with Robert's Rules of Order.

I understand that if the tenure initiating unit reviews and forwards a dossier lacking key information and/or containing less than credible external evaluation, the review process may have to begin anew.

TIU* Procedures Oversight Designee _____ (print name)

Signature _____ **Date** _____

**The Procedures Oversight Designee in colleges without departments should sign above rather than below since these colleges serve as the TIU for their faculty.*

COLLEGE-LEVEL REVIEW

I verify the following:

This review was based on performance and was free of bias against underrepresented groups.

The college level review of this candidate was conducted in full accordance with the appointments, promotion, and tenure (A, P & T) document of the college, and the latter document was made available to the college P & T committee as part of the review.

The report of the college P & T committee adequately explains the bases for its judgment and for differing with TIU assessments where such differences exist.

*The dossier fulfills all requirements stated in the **Dossier Outline**, with special attention to the points noted above, including all those affirmed by the candidate and by the TIU Procedures Oversight Designee.*

NUMERICAL VOTING RECORD IN THE COLLEGE

THE INFORMATION BELOW IS REQUIRED IN THE OFFICIAL RECORD FOR EVERY REVIEW, EVEN WHEN THE VOTE IS UNANIMOUSLY POSITIVE.

_____ Number of **YES** votes on this case.

_____ Number of **NO** votes on this case.

_____ *Number of Abstentions on this case.*

Note: Abstentions are not votes per the Office of Academic Affairs' guidelines for [A, P & T documents](#) and consistent with Robert's Rules of Order.

I understand that if the college reviews and forwards a dossier to the Office of Academic Affairs that lacks key information and/or containing less than credible external evaluation, the review process may have to begin anew.

College Procedures Oversight Designee _____ (print name)

Signature _____ Date _____

FINAL CHECK OF DOSSIER CONTENTS
by College Office Staff Member

- **Record of review** signed by regional campus dean; TIU head; college dean (as applicable)
- **Dossier checklist** [this document] signed by candidate; Procedures Oversight Designee for TIU (or college without departments); Procedures Oversight Designee for college with departments; college office staff member performing final check

PART I: INTRODUCTION

- **Biographical statement** of candidate

PART II: EVALUATION
II.A. Internal Evaluation Letters

Every item in Part II.A. should be preceded by a plain page noting the item that follows.

- **Regional campus faculty deliberative body**, if applicable [otherwise no "N/A" page]
- **Regional campus dean**, if applicable [otherwise no "N/A" page]
- **TIU (or college without departments) faculty deliberative body**
- **TIU head**
- **Head(s) of unit(s) in which the candidate has split FTE appointments**, if applicable
- **TIU-level comments process** letters or notation that the candidate declined to provide comments
- **College (with departments) P & T committee**
- **College dean**
- **College-level comments process** letters or notation that the candidate declined to provide comments
- **TIU annual review letters** as required by dossier outline, with written explanation if set is incomplete
- **Fourth-year review letter to the probationary faculty member**
- **Documentation of peer evaluation of teaching (letters, reports, etc.)** as required by A, P & T document of TIU

II.B. External Evaluation

- **Summary sheet** of all evaluators from whom a letter was requested, indicating those from whom no letter was received.
- **Letters from at least five (5) external evaluators**, consistent with list on summary sheet, with each letter preceded by a **complete cover sheet**. Do NOT include a cover sheet for evaluators from whom no letter was received.

APPENDIX

- **Individual course fixed-response course student evaluation reports** are included in *Appendix*—not in *Item 6* of the Core Dossier, which should contain only summary tables.

*I have reviewed the contents of this dossier as summarized above and verify that all required material is included and located in the correct section of the dossier in accordance with the **Dossier Outline**. I understand that if any substantive omissions are discovered when the dossier is reviewed in the Office of Academic Affairs, the dossier will be returned to the college office for correction before the review may continue.*

*This dossier contains no extraneous material (i.e. not specifically requested in the Dossier Outline), such as articles, book reviews, news clippings, unsolicited letters, etc. **Any material of this kind that was examined during the TIU- or college-level review must be removed before the dossier is forwarded to the Office of Academic Affairs.***

College office staff member doing final check

_____ (print name)

Signature _____ Date _____