

A & P PROMOTION TRANSFER PROCEDURES OVERSIGHT DESIGNEE (POD) GUIDE

A Procedures Oversight Designee (POD) will be selected in each Region to preview dossiers. Although a single committee member is assigned oversight responsibility, all members of review bodies must accept personal responsibility for assuring that reviews are procedurally correct, fair, and free of bias for all A & P candidates. Review bodies, not the Procedures Oversight Designee, are ultimately responsible for the integrity of the review process.

DOCUMENTATION

For OSU Extension to conduct an informed review, complete documentation of teaching creative works and services is required. Formal review of a case should not commence until the dossier and associated documentation (such as external evaluations) meet all requirements. When errors in documentation are found at a later stage of review, it is often necessary to have them corrected and to redo the review.

INTEGRITY OF REVIEW PROCEDURES

The Procedures Oversight Designee makes reasonable efforts to make sure the review body follows the written procedures governing its reviews and its proceedings are carried out in a highly professional manner. The Designee monitors the review process in regards to equitable treatment for women and minorities, including assuring the proceedings are free of inappropriate comments or assumptions about members of underrepresented groups that could bias their review.

If the Designee has concerns about a review, those concerns should be brought to the attention of the person or review body generating the concerns. If appropriate procedures are not being followed, those who are not following them should be promptly informed of the problem. If concerns cannot be resolved at the satisfaction of the Designee, they should be brought to the attention of the Regional Director or Department Chair, depending on the level of the review. The administrator must look into the matter and respond in writing to the Designee regarding either the actions taken or the reasons the actions were judged to be unwarranted.

DOSSIER CHECKLIST for _____

The following checklist will be used to ensure that every dossier meets all requirements before moving to the next level of review.

- ___ 1. Dossier is correctly prepared and does not contain extraneous materials such as unsolicited letters, clippings, etc.
- ___ 2. Guidelines have been followed.
- ___ 3. Each item is included and those not applicable are labeled this way.
- ___ 4. Extension instruction (item 3) includes activities for the past five years or since date of hire if less than five years ago.
- ___ 5. Computerized EEET summary tables for evaluation of teaching are inserted under item 6a.
- ___ 6. For evaluation of teaching, the number of students in the class, number of completed evaluations, and name of person collecting is indicated.
- ___ 7. Authors under items 12 and 13 are listed in the order in which they appear on each publication or presentation, in standard citation style. APA (American Psychological Association) style is recommended, but not required.
- ___ 8. Multiple authorship - the precise nature of the candidate's contribution has been described under items 12, 13 and 16 (grants). Note: A percentage breakdown is not sufficient.
- ___ 9. Awards are listed once.
- ___ 10. Letters of evaluation. At least six evaluators should be contacted; internal evaluators should be Ohio State University professionals. A majority must be solicited from individuals not suggested solely by the candidate.
- ___ 11. Solicited letters that are received must be included in the dossier; unsolicited letters should not be included.

I verify, the following, all candidates were treated consistently during this year's review process, except where there were clear and defensible bases for differences.

- This review was based upon performance and was free of bias against underrepresented persons.
- The dossier fulfilled all requirements stated in the current Guidelines and Procedures outline.
- The report of the Regional/Campus Peer Review Committee contains a detailed assessment of the candidate's accomplishments, strengths, and weaknesses.

Recorded Numerical Vote of the Peer Review Committee

___ Positive ___ Negative ___ Ineligible

___ Total Number of votes

___ %Percentage of total votes that are positive (normally 51%)

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

Procedure Oversight Designee _____
(Print Name)

Signature _____ Date _____