

4.1.2 Core dossier

Revised: 04/01/07

Edited: 06/01/09

4.1.2.1 Instructions for the candidate

Revised: 04/01/12

Edited: 04/01/12

Number pages consecutively within the Core Dossier. The first page will be the first item in the Core Dossier Outline.

In Parts I and III place the required materials in sequence following the outline, but do not paginate them.

Include every item in the Core Dossier Outline in the dossier. If a particular item is not applicable, or there is nothing to report, write “none” for the item. Do not omit the item.

If a candidate is unsure about the content needed for a particular item, s/he should consult his/her TIU head or chair of the committee of the eligible faculty for assistance.

Present accomplishments as succinctly as possible and in outline form to the extent possible. Some explanation is valuable but lengthy narrative and explanation may obscure important accomplishments rather than highlight them. In general these should be approximately 750 words or less except where noted. Accomplishments may only be listed once in the dossier. Candidates should consult their chair of the committee of the eligible faculty with any questions about where specific accomplishments should be included.

Avoid self-evaluation except when it is requested. Others can most appropriately offer assessment of the quality and importance of the candidate’s accomplishments.

Section IV. A. should contain only summary tables of SEI (Student Evaluation of Instruction) data or the evaluation data approved by the candidate’s college. Individual course fixed-response student evaluation reports should be placed in Section IV. B.

4.1.2.1.1 Instructions for the candidate—Research in View

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Tenure-track faculty members undergoing Fourth-Year Review and mandatory promotion and tenure review are required to use Research in View to generate their core dossier. (See <https://osu.researchinview.thomsonreuters.com/> to enter the system.)

4.1.2.2 Time frame

Revised: 06/01/09

Edited: 01/01/11

Use date of hire or date of last promotion, whichever is most recent. Use a date earlier in your career only if it is germane to the evaluation. The candidate should consult with his/her P&T chair to make this determination.

4.1.2.3 Organization

Revised: 02/15/12

Edited: 02/15/12

Organize all material in the Core Dossier in reverse chronological order.

4.1.2.4 Core dossier outline

Revised: 12/18/13

Edited: 02/15/12

Teaching

1) Undergraduate, graduate, and professional courses taught

List each course taught and clinical instruction (see Courses/Clinical Instruction in Forms Section), including the following information:

- courses taught by quarter (AU, WI, SP, SU), semester (AU, SP), session or term (May and summer) and year
- course number, title, and number of credit hours
- official final course enrollment
- percentage of course taught by candidate based on proportion of total student contact hours in course
 - brief explanation (approximately 250 words) of candidate's role, if candidate was not solely responsible for course, including GTA supervision, course management, and team teaching
- indicate whether formal course evaluations were completed by students and/or faculty peers by placing a check mark in the appropriate column

If the candidate has not obtained student evaluations in every regular classroom course, explain why this was not done. Such evaluation is required by Faculty Rule 3335-3-35 (C) (14).

Do not include in this list extension, continuing education, or other non-credit courses.

2) Involvement in graduate/professional exams, theses, and dissertations and undergraduate research

a) Graduate students: list completed and current and include:

- i) doctoral students (dissertation advisor): For advisees who have graduated, list name of student, year of graduation, and title of dissertation. Also provide the current position of the former student, if known.
- ii) doctoral students (dissertation committee member): Do not include service as a Graduate School representative.
- iii) doctoral students (candidacy examination committee chair)

- iv) doctoral students (candidacy examination committee member): Do not include service as a Graduate School representative.
- v) master's students plan A (thesis advisor): For advisees who have graduated, list name of student, year of graduation, and title of thesis. Also provide the current position of the former student, if known.
- vi) master's students plan B (advisor)
- vii) master's students (thesis committee member)
- viii) master's students (examination committee member)

- b) Describe any noteworthy accomplishments of graduate students for whom the candidate has been the advisor of record, for example, publications during or emanating from graduate program, awards for graduate work, prestigious post-docs or first post-graduate positions.

NOTE: Research in View users should note these in the Narrative Section in the form titled Noteworthy Accomplishments—Graduate Students.

- c) Senior honor theses: give name of student, title of thesis, quarter or semester of graduation, and noteworthy outcomes of this mentorship such as publications, presentations, honors or student awards.
- d) Describe any noteworthy accomplishments of undergraduate students, in particular related to research, for whom the candidate has been the advisor of record (publications, posters, honors or student awards).

NOTE: Research in View users should note these in the Narrative Section in the form titled Noteworthy Accomplishments—Undergraduate Students.

3) Involvement with postdoctoral scholars and researchers

List completed and current postdoctoral scholars and/or researchers under the candidate's supervision.

4) Extension and continuing education instruction

Summarize briefly the major instructional activities (workshops, non-credit courses) which the candidate has conducted. Identify the candidate's role in the instruction and the number of participants.

5) Curriculum development

Give specific examples of the candidate's involvement in curriculum development (role in the design and implementation of new or revised courses); development of new teaching methods or materials (undergraduate, graduate, or professional); creation of new programs. This section may also include examples of teaching methods or materials adopted beyond Ohio State.

6) Brief description of the candidate's approach to and goals in teaching, major accomplishments, plans for the future in teaching.

7) Evaluation of teaching

Brief description of how the candidate has used the evaluation information to improve the quality of instruction.

8) Awards and formal recognition for teaching

List awards the candidate has received for excellence in teaching. Nominations for such awards should not be listed. These awards may include citations from academic or professional units (department/school, college, university, professional associations) which have formal procedures and stated criteria for awards for outstanding teaching performance.

9) Other academic advising

Brief description of academic advising of students not included in section 2 under teaching or section 7 under service. Examples might include advising of undergraduate majors or of graduate students who are in course work.

Research

1) List of books, articles, and other published papers.

Only papers and other scholarly works that have been formally accepted without qualification for publication or presentation, or have actually been published or presented, should be listed in Items a-g below. Publication refers to both print and digital formats.

Works under review must be listed separately in Item k.

Works being drafted and not yet submitted should be discussed in the narrative section in number 3 below.

Use the standard citation style for the candidate's discipline with authors listed exactly as they are listed on the publication. Candidates must list themselves even if they are the only author.

NOTE: The candidate does not have the option to specify a discipline-specific format when using Research in View.

In cases of multiple authorship for Items 1a - 1e, a narrative description (approximately 50 words) of the candidate's intellectual contribution is required. Examples of appropriate formats for this information include:

- I designed the experiment (which was carried out by the graduate student co-authors), and wrote the article.
- I identified the patients for the study, administered the drug regimen, reported results to the consortium and reviewed the draft manuscript.
- I completed and wrote the literature review for the paper, shared equally with the co-author in the analysis and interpretation of the data, and reviewed the complete draft manuscript.

Statements such as the following are not acceptable: "All authors contributed equally"; "50% effort." Do not refer to past dossiers for models of how to write the required description, since they occasionally include unacceptable statements such as these.

Candidates may provide the approximate percentage of their contribution in relation to the total intellectual effort involved in the work if the unit or college requires this information. This information is not required by OAA and under no circumstances is it an acceptable substitute for the required narrative description.

For Items 1f - 1j: the above information is not needed unless the unit requires it.

Include as separate categories:

- a) Books (other than edited volumes) and monographs
 - b) Edited books
 - c) Chapters in edited books
 - d) Bulletins and technical reports
 - e) Peer-reviewed journal articles
 - f) Editor-reviewed journal articles
 - g) Reviews (indicate whether peer reviewed)
 - h) Abstracts and short entries (indicate whether peer reviewed)
 - i) Papers in proceedings (indicate whether peer reviewed)
 - j) Unpublished scholarly presentations (indicate whether peer reviewed)
 - k) Potential publications under review (indicate authorship, date of submission, and to what journal or publisher the work has been submitted)
- 2) List of creative works pertinent to the candidate's professional focus (If the candidate has no creative works to list, write "None" for number 2. Do not list each individual letter.)
- a) Artwork
 - b) Choreography
 - c) Collections
 - d) Compositions
 - e) Curated exhibits

- f) Exhibited artwork
 - g) Inventions and patents, including disclosures, options, and commercial licenses
 - h) Moving image
 - i) Multimedia/databases/websites
 - j) Radio and television
 - k) Recitals and performances
 - l) Recordings
 - m) Other creative works
- 3) Brief description of the focus of the candidate's research, scholarly or creative work, major accomplishments, and plans for the future, including works in progress.
- 4) Description of quality indicators of the candidate's research, scholarly or creative work such as citations, publication outlet quality indicators such as acceptance rates, ranking or impact factors of journal or publisher. Individual units should determine what kinds of information could be described here, if any.
- 5) Research funding

In cases of multiple authorship for Items 5a - 5b, a narrative description (of the type described above for Item 1, approximately 50 words) of the candidate's intellectual contribution is required. List the author or authors in the order in which they appear on the grant proposal.

The candidate may provide the approximate percentage of his/her contribution in relation to the total intellectual effort involved in the grant proposal if the unit or college requires this information. This information is not required by OAA and under no circumstances is it an acceptable substitute for the required narrative description.

- a) Funded research, including contracts and clinical trials, on which the candidate is or has been the principal investigator
 - period of funding
 - source and amount of funding
 - whether funding is in the form of a contract or grant
- b) Funded research, including contracts and clinical trials, on which the candidate is or has been a co-investigator
 - period of funding
 - source and amount of funding

- whether funding is in the form of a contract or grant
- c) Proposals for research funding that are pending or were submitted but not funded
- date of submission
 - title of project
 - authors in the order listed on the proposal
 - agency to which proposal was submitted
 - priority score received by proposal, if applicable
- d) Funded training grants on which the candidate is or has been the equivalent of the principal investigator
- source and amount of funding
 - whether funding is in the form of a contract or grant
- e) Proposals for training grants that are pending or were submitted but not funded
- date of submission
 - title of project
 - authors in the order listed on the proposal
 - agency to which proposal was submitted
 - priority score received by proposal, if applicable
- f) Any other funding received for the candidate's academic work

Provide the type of information requested above as appropriate.

- 6) List of prizes and awards for research, scholarly or creative work. Nominations for such awards should not be listed.

Service

- 1) List of editorships or service as an editorial reviewer or board member for journals, university presses, or other learned publications.
- 2) List of offices held and other service to professional societies. List organization in which office was held or service performed. Describe nature of organization (open or elected membership, honorary).
- 3) List of consultation activity (industry, education, government). Give time period in which consultation was provided and other information as appropriate.
- 4) Clinical services. State specific clinical assignments.

- 5) Other professional/public community service directly related to your professional expertise, (Community service not germane to a faculty member's professional expertise is not relevant to P&T reviews.) if not listed elsewhere.
- 6) Administrative service. Give dates and description of responsibility.
 - a) Unit committees
 - b) College or university committees
 - c) Initiatives undertaken to enhance diversity in your unit, college or the university
 - d) Administrative positions held, e.g. graduate studies chair
 - e) Service as a graduate faculty representative on a dissertation in another unit or university
- 7) Advisor to student groups and organizations
List name of group or organization and specific responsibilities as advisor.
- 8) Office of Student Life committees
 - a) List Office of Student Life committees on which you have served.
 - b) Summarize participation in Student Life programs such as fireside discussions, lectures to student groups outside your unit, addresses or participation at student orientation, and the Second-Year Transformational Experience Program (STEP).

NOTE: Research in View make sure to select the button denoting that this item is “in service to Student Life” in order for it to print in the correct section of the dossier.
- 9) List of prizes and awards for service to your profession, the university, or your unit. Nominations for such awards should not be listed.
- 10) Brief elaboration that provides additional information about service activities listed above.