

4.1.2.4 Core dossier outline

Revised: 05/06/16; 07/15/17

Teaching

1) Undergraduate, graduate, and professional courses taught

In the Core Dossier, list each course taught and all clinical instruction, including the following information since date of appointment for promotion to associate, and since date of appointment or last 5 years, whichever is shorter, for promotion to full:

- courses taught by quarter (AU, WI, SP, SU), semester (AU, SP), summer session or term 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 (less than 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 for entire career at Ohio State

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.
- c) Undergraduate research mentoring: give name of student, title of thesis or project, 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).
- 3) Involvement with postdoctoral scholars and researchers throughout career at Ohio State

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

- 4) Extension and continuing education instruction since date of appointment for promotion to associate, and since date of appointment or last 5 years, whichever is shorter, for promotion to full. 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 since date of hire at Ohio State if this is first review, regardless of rank. If this is a review for professor (career at Ohio State) list the items for the previous five years or since promotion, whichever time period is shorter.

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) Briefly describe the candidate's approach to and goals in teaching, major accomplishments, plans for the future in teaching (no more than 750 words; do not quote student comments, which should be summarized by someone other than the candidate in section IVC).

- 7) Evaluation of teaching

Briefly describe how the candidate has used the evaluation information to improve the quality of instruction (no more than 250 words).

- 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. This list 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

Briefly describe 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.

- 10) BEGINNING IN 2018-19 REVIEW YEAR: Completion of teaching development programs

List continuing education programs related to teaching since date of appointment for promotion to associate, and since date of appointment or last 5 years, whichever is shorter, for promotion to full. Include *Endorsements* from the University Institute for Teaching as well as other teaching development programs, completion date, and description of how information was used.

Research

While all scholarly/creative works can be listed, please denote outcomes since appointment at Ohio State.

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 1a-1g below. Publication refers to both print and digital formats.

Works under review must be listed separately in Item 1k below.

Works being drafted and not yet submitted should be discussed in the narrative section in Section 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.

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 (75% contribution)
- I identified the patients for the study, administered the drug regimen, reported results to the consortium and reviewed the draft manuscript (25% contribution).
- 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 (50% contribution).

Statements such as the following are not acceptable: "All authors contributed equally" or "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.

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

Include as separate categories:

- 1a) Books (other than edited volumes) and monographs
- 1b) Edited books
- 1c) Chapters in edited books
- 1d) Bulletins and technical reports
- 1e) Peer-reviewed journal articles
- 1f) Editor-reviewed journal articles
- 1g) Reviews (indicate whether peer reviewed)
- 1h) Abstracts and short entries (indicate whether peer reviewed)
- 1i) Papers in proceedings (indicate whether peer reviewed)

- 1j) Unpublished scholarly presentations (indicate whether peer reviewed)
- 1k) 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 Section 2. Do not list each individual letter.)
- 2a) Artwork
- 2b) Choreography
- 2c) Collections
- 2d) Compositions
- 2e) Curated exhibits
- 2f) Exhibited artwork
- 2g) Inventions and patents, including disclosures, options, and commercial licenses
- 2h) Moving image
- 2i) Multimedia/databases/websites
- 2j) Radio and television
- 2k) Recitals and performances

2l) Recordings

2m) 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.

This section should include description of work that has not yet been submitted for publication, and should be approximately 750 words.

- 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, or other indicators of the impact of the candidate's work. Individual units should determine what kinds of information could be described here.

5) Research funding

In cases of multiple authorship for Items 5a and 5b below, 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.

5a) 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

5b) 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

5c) 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

5d) Funded training grants on which the candidate is or has been the equivalent of the principal investigator

- 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

5e) 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

5f) 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 the organization in which office was held or service performed. Describe the nature of the organization (open or elected membership, honorary).
- 3) List of consultation activity (industry, education, government). Give the 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 the candidate's professional expertise, if not listed elsewhere. Community service not germane to a faculty member's professional expertise is not relevant to P&T reviews.
- 6) Administrative service. Give dates and description of responsibility.
 - 6a) Unit committees
 - 6b) College or university committees
 - 6c) Initiatives undertaken to enhance diversity in the candidate's unit, college or the university
 - 6d) Administrative positions held, e.g., graduate studies chair

6e) Service as a graduate faculty representative on a dissertation in another unit or university

7) Advisor to student groups and organizations

List the group or organization and specific responsibilities as advisor.

8) Office of Student Life committees

8a) List Office of Student Life committees on which the candidate has served.

8b) Summarize participation in Student Life programs such as fireside discussions, lectures to student groups outside the candidate's unit, addresses or participation at student orientation, and the Second-Year Transformational Experience Program (STEP).

9) List of prizes and awards for service to the profession, the university, or the unit. Nominations for such awards should not be listed.

10) Brief elaboration that provides additional information about service activities listed above.

4.1.3 Letters of evaluation

Revised: 04/01/07

Only letters solicited by the chair, chair of the committee of the eligible faculty, or other authorized persons may be considered in the review process and/or included in the dossier. See Letter 201 (<https://oaa.osu.edu/assets/files/documents/Letter201.pdf>) in the *OAA Policies and Procedures Handbook* for a sample letter to external evaluators.

All items in this section should be placed in the order listed to ensure that necessary items are included and may be easily located during the review process.

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

4.1.3.1 Internal letters of evaluation

Revised: 06/15/15; 07/15/17

1) Annual review letters:

- OAA has required written annual evaluations of all tenure-track, clinical, and research faculty since 1993. If annual review letters are lacking for any of the years specified below, a written explanation is required.
- For untenured candidates, include all annual review letters since year of hire; all fourth-year review letters should be included here.
- For tenured candidates, include all annual review letters since last Ohio State promotion or year of hire with tenure, not to exceed the most recent five years.

2) Written comments on the annual reviews: include any comments submitted as part of an annual review; any comments submitted as part of the fourth-year review should be included here.

3) Documentation of peer evaluation of teaching: include any letters or reports generated as part of peer evaluation. The material in this section must match requirements set forth in the TIU's APT document.

Excerpt from OAA Handbook Chapter 5