ARTS & HUMANITIES
DOSSIER ASSEMBLY KIT

FOR _____,

CANDIDATE FOR PROMOTION/TENURE IN 2011-2012

Prepared by Sebastian Knowles, Associate Dean in the Division of Arts & Humanities. Please ask (knowles.1@osu.edu) if anything is unclear in this document or about this process. Remember always to check your TIU's Appointments, Promotion & Tenure (APT) document for variations particular to each department.

Note: In 2011-2012, the College of Arts and Sciences will maintain three separate review panels for P&T review, one for each Division. The review panel for the Division of Arts & Humanities will consist of 10 full professors from all areas of research and creative activity, including Performance, Visual Art, Languages, Cultural Studies, and Literature.

DOSSIER MATERIALS FOR OAA-LEVEL REVIEW[1]

❑ **Record of Review (Cover Sheet)**

This document is the responsibility of the TIU, and appears first in the dossier. The cover sheet, or "Record of Review," gives administrators' recommendations, with their signatures, along with basic information on the faculty member's appointment and the process of review. Some things for the TIU to look out for: indicate the date of initial appointment, the date of previous P&T action (such as 4th year review), years excluded from the tenure clock (if any).

Signatures are required from:

❑ Regional Dean (if applicable)
❑ TIU Head
❑ College Office

❑ **Dossier Checklist[2]**

This document is the responsibility of the TIU, and appears second in the dossier. The Dossier Checklist is provided by OAA to ascertain the dossier's accuracy and

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[1] The OAA Policies and Procedures Handbook is the final source for the core dossier, found at http://oaa.osu.edu/assets/files/documents/HBVol3.pdf. All forms for the dossier can be found at http://oaa.osu.edu/forms.html. The Record of Review is found at http://oaa.osu.edu/assets/files/documents/Form109_002.pdf.

[2] Not to be confused with the present document, which is a worksheet for guidance only. OAA's Dossier Checklist is found at http://oaa.osu.edu/assets/files/documents/Form105_009.pdf.

completeness. The form is completed cumulatively at each level of review. Make sure the numerical vote is recorded accurately, with the appropriate percentages tallied.

Signatures are required from:

- ❑ Candidate
- ❑ Department's Procedures Oversight Designee
- ❑ College's Procedures Oversight Designee
- ❑ College Office

PART I   INTRODUCTION

This section is the responsibility of the candidate.

❑ **Biographical Statement**

A short statement prepared by the candidate, in lieu of a cv. It is not necessary to provide an extended narrative in this space: simply listing degrees and professional positions will be sufficient.

- ❑ Degrees
- ❑ Professional positions and dates

PART II   CORE DOSSIER

This section is the responsibility of the candidate.

For junior faculty: OSU:pro takes care of the format for you, so there is no need to be concerned with the way that the dossier appears.[3] For senior faculty: promotion cases to full professor do not require the use of OSU:pro. Make sure that the Core Dossier is numbered consecutively, beginning with page 1. List items consecutively without page breaks, rather than placing each new item on a new page. For all faculty: Include every item in the Core Dossier: if a particular item is not applicable, mark "None" for the item. Present accomplishments as succinctly as possible and in outline form only. Avoid self-evaluation except when requested. Note that when no time frame is specified, all work to date in the area should be provided. List all items in reverse chronological order, whenever this can be easily managed.

Teaching

❑ **1)   Undergraduate, Graduate and Professional Courses taught since date of hire or date of last promotion (whichever is more recent)**

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[3]   OSU:pro is now required of all 4th and 6th year reviews.

Place information in table format as indicated by OAA.[4] List the following:

- Courses in order by quarter and year
- Course number, title, and number of credit hours
- Official final course enrollment
- Percentage of course taught (based on student contact hours)
- Brief explanation of candidate's role (if not solely responsible for the course)
- Indication of whether formal course evaluations were conducted, by students, peers, or others

List whether narrative evaluations and/or SEIs were distributed in each course. If some form of student evaluation was not distributed in every regular course, provide an explanation why.

❑ **2) Involvement in Graduate/Professional Exams, Theses, and Dissertations and Undergraduate Research**

❑ **a) Graduate Students**

❑ Doctoral Students (dissertation advisor)

- Number completed
- Number current

For advisees who have graduated, list name of student, year of graduation, title of dissertation, and current position, if known.

❑ Master's Students Plan A (thesis advisor)

- Number completed
- Number current

For advisees who have graduated, list name of student, year of graduation, title of thesis, and current position, if known.

❑ Master's Students Plan B (examination advisor)

- Number completed
- Number current

❑ Doctoral Students (dissertation committee member)

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[4] See example of table format for course listing at http://oaa.osu.edu/assets/files/documents/Form104_004.pdf.

- Number completed
- Number current

❑ Doctoral Students (candidacy/general examination committee chair)

- Number completed
- Number current

❑ Doctoral Students (candidacy/general examination committee member)

- Number completed
- Number current

Do not include service as a Graduate School representative.

❑ Master's Students Plan A (thesis committee member)

- Number completed
- Number current

❑ Master's Students Plan B (examination committee member)

- Number completed
- Number current

❑ **b) Noteworthy Accomplishments of Graduate Students for whom you have been the advisor of record**

❑ **c) Undergraduate Honors Theses (director)**

- Number completed
- Number current

For advisees who have graduated, list name of student, year of graduation, title of thesis, and noteworthy outcomes such as publication, honors, or awards.

❑ **d) Noteworthy Accomplishments of Undergraduate Students for whom you have been the advisor of record**

❑ **3) Involvement with Postdoctoral Scholars and Researchers**

List completed and current postdoctoral scholars and/or researchers under your supervision.

☐   **4)**   **Extension and Continuing Education Instruction**

Summarize major instructional activities (workshops, non-credit courses, etc.), identifying candidate's role and number of participants.

☐   **5)**   **Curriculum Development since date of hire or last promotion (whichever is most recent)**

Provide specific examples of involvement, including development of new teaching methods or materials, new or revised courses, new programs.

☐   **6)**   **Brief Description of Teaching Approach, goals in teaching, major accomplishments as a teacher, and plans for future teaching**

A length of 750 words or less is appropriate here.

☐   **7)**   **Evaluation of Teaching since date of hire or date of last promotion (whichever is most recent)**

Describe the ways in which the quality of your teaching has been evaluated (student evaluation, peer review, other departmental review). Describe how you have used the evaluation information to improve the quality of instruction. Keep this brief: 250 words or less is appropriate here.

☐   **8)**   **Awards and Formal Recognition for Teaching**

List awards and formal citations for excellence in teaching. Do not include nominations. Describe, to the extent possible, how awardees are selected and the degree of competitiveness for each award.

☐   **9)**   **Academic Advising**

Identify the number and level of advisees since date of hire or last promotion (whichever is more recent). Describe specific advising responsibilities. There's no need to repeat information given elsewhere in the dossier.

<u>Research</u>

☐   **1)**   **Chronological List of Books, Articles, and Other Published Papers**

Only 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)-i) below. Candidate should list self for each

publication using the documentation style appropriate to the field. In cases of multiple authorship, a short narrative description of the candidate's intellectual contribution to the project is required.

❑   **a)**   Books (other than edited volumes) and monographs

❑   **b)**   Edited books

                Include translations of books here.

❑   **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)

                Short pieces such as encyclopedia articles can be included here.

❑   **i)**   Papers in proceedings (indicate whether peer reviewed)

❑   **j)**   Unpublished scholarly presentations (indicate whether peer reviewed)

❑   **k)**   Potential publications in review process (indicate authorship, date of submission, and journal/publisher to which the work has been submitted)

❑   **2)**   **Creative Works related to candidate's focus (e.g., inventions, dramatic performances, dance recitals, concerts, exhibitions of art)**

                There's no need to list all these subheadings in the dossier – if there is nothing in this area, simply write "None" for item 2.

❑   **a)**   Artwork

                Include artwork that has been completed but not exhibited here. Exhibited artwork goes in "f" below.

❑   **b)**   Choreography

- ❑ **c)** Collections

- ❑ **d)** Compositions

- ❑ **e)** Curated exhibits

- ❑ **f)** Exhibited artwork

- ❑ **g)** Inventions and patents

- ❑ **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 Research, scholarly, or creative work, major accomplishments, and plans for the future**

A length of 750 words or less is appropriate here.

❑ **4)** **Quality Indicators of research, scholarly, or creative work**

These include citations, reviews, course adoptions, and acceptance rates from publication outlets. Each TIU's APT document determines the kinds of information that can be described here.

❑ **5)** **Research Funding**

In cases of multiple authorship for a)-b), a narrative description of the candidate's intellectual contribution to the project is required.

- ❑ **a)** Funded research as principal investigator

  Include the period of funding, the source and amount of funding, and whether the funding is in the form of a contract or a grant.

- ❑ **b)** Funded research as co-investigator

Include the period of funding, the source and amount of funding, and whether the funding is in the form of a contract or a grant.

❑   **c)**   Proposals for research funding pending/submitted but not funded

Indicate the date of submission, the agency, the title of the project, the authors in the order listed in the proposal, and the priority score received (if applicable).

❑   **d)**   Funded training grants as principal investigator or equivalent

Include the source and amount of funding, and whether the funding is in the form of a contract or a grant.

❑   **e)**   Proposals for training grants pending/submitted but not funded

Indicate the date of submission, the agency, the title of the project, the authors in the order listed in the proposal, and the priority score received (if applicable).

❑   **f)**   Any other funding received for academic work

Include the period of funding, the source and amount of funding, and whether the funding is in the form of a contract or a grant.

❑   **6)**   **Prizes and Awards for research, scholarly or creative work**

Nominations for awards should not be listed.

Service

❑   **1)**   **Editorships or Service as Reviewer for journal, university presses, or other learned publications**

❑   **2)**   **Offices Held and other service to professional societies**

List organization in which office was held or service performed, and describe nature of organization (open or elected membership, honorary).

❑   **3)**   **Consultation Activity (industry, education, government)**

List time period and nature of activity.

❑   **4)**   **Clinical Services**

❑   **5)**   **Other Professional/Public Service such as reviewer of grants/proposals or external examiner (if not listed elsewhere)**

Administrative service to/for the university such as the judging of competitions, book programs, and the like can be added here.

❑   **6)**   **Administrative Service**

Give dates and description of responsibility.

     ❑   **a)**   Department committees

     ❑   **b)**   College or University committees

     ❑   **c)**   Initiatives undertaken to enhance diversity in your unit, college, or university

     ❑   **d)**   Administrative positions held

         Departmental chair positions held, such as Graduate Studies chair, can be included here.

     ❑   **e)**   Service as a graduate faculty representative on a dissertation for another unit or university

❑   **7)**   **Advising of Student Groups & Organizations**

Identify name of group or organization and specific advising responsibilities.

❑   **8)**   **Office of Student Life Committees (Student Affairs Committees, Task Forces, and Other Student Services)**

     ❑   **a)**   Office of Student Life committees

         List service on student affairs committees/task forces.

     ❑   **b)**   Other contributions to Student Life

         Summarize participation in Student Life programs such as fireside chats, lectures to student groups, etc. Identify contributions to any other student services.

❑   **9)**   **Service Awards and Formal Recognition**

List awards and recognition you have received for contributions to service (profession, university, department). Nominations for awards should not be listed.

❑ **10) Brief Elaboration of Service Activities**

Provide additional information on the activities listed above. This is a "service statement," along the lines of the statements on teaching and research earlier. If nothing suggests itself, a short discursive paragraph on the impact of your service on the various communities which you have served (the unit, the college, the university, the profession) is appropriate here. A length of no more than 250 words is suggested.

PART III   EVALUATION

Part III, which is primarily the responsibility of the TIU and the College, should not be numbered. Only letters solicited by the Chair, the P&T Chair, or other authorized persons may be considered in the review process.

A.   Internal Letters

Every item included in Part III.A. should be preceded by a plain-colored page noting the item that follows. Expectations of the unit in which the candidate is being assessed must be explained in either 2.1) or 2.2) below. When applicable, expectations for regional campus faculty must also be explained in either 1.1) or 1.2) below.

❑ **1.1)** Regional campus faculty (if applicable)

❑ **1.2)** Regional campus dean (if applicable)

❑ **2.1)** TIU report

Includes numerical vote of the deliberative body. The faculty assessment should detail both the strengths and weaknesses of the candidate, and the report must accurately and fully reflect the general assessment of the case by the faculty at the review meeting. If the candidate holds a joint (split FTE) appointment, the College requires that both TIUs generate a report. Include section head letter as part of the TIU report, if applicable.

❑ **2.2)** TIU head

If the TIU head's assessment and/or recommendation is contrary to that of the faculty, bases for differing judgments must be addressed.

❑   **2.3)**   Head of TIU in which candidate holds a joint appointment

Optional when the joint appointment is both 0% FTE and entails very little interaction between the candidate and the unit; otherwise required.

❑   **2.4)**   TIU-level comments process

The candidate's response, or an indication that the candidate has declined to provide comments.

❑   **3.1)**   College P&T committee

Includes numerical vote and recommendation to the dean. If the College committee's assessment and/or recommendation is contrary to those at the TIU-level, bases for differing judgments must be addressed.

❑   **3.2)**   College dean

If the dean's assessment and/or recommendation differs from any of the prior assessments, bases for differing judgments must be addressed.

❑   **3.3)**   College-level comments process

The candidate's response, or an indication that the candidate has declined to provide comments.

❑   **4.1)**   Annual reviews

If untenured, since date of hire. If tenured, since last OSU promotion or from year of hire with tenure, not to exceed the most recent five years.

❑   **4.2)**   Any written comments on annual review letters by the candidate

Only to be included if the candidate requests.

❑   **5)**   Peer reviews of teaching

As required by each TIU's individual APT document. Place any additional internal letters requested by the TIU here.

B.   External Letters

External evaluation letters must be submitted by regular (or expedited) mail on institutional letterhead and carry the evaluator's signature. Evaluations submitted by e-mail are acceptable only as pdf files that are signed and on letterhead. Individuals who are former mentors or who have a close personal/familial relationship with the candidate should not be contacted for an evaluation. Collaborators must not be asked to write an external evaluation, though in the case of a candidate who collaborates extensively, a TIU may ask the collaborators to describe the candidate's contributions to jointly conducted work in a separate letter. The number of external letters required is determined by the TIU's APT document: by OAA rule, at least five (5) external letters must be solicited, with no more than one-half of these from persons suggested by the candidate.

❑   **1)**   Summary Sheet

Includes the names and institutions of all persons from whom letters were successfully solicited, the name of the person(s) who suggested each evaluator, and the relationship of each evaluator to the candidate, if any. Use the form provided by OAA as part of the Dossier Checklist and place here as well.

❑   **2)**   Summary Sheet of persons who were asked to write but declined to do so

This includes people who were solicited and failed to respond, as well as those who were solicited but said no. Again, use the form provided by OAA as part of the Dossier Checklist and place here as well.

❑   **3)**   Copy of form letter requesting evaluation and list of materials sent (if identical)

If requests or material sent are different, submit a copy of each type of request and an explanation for the difference.

❑   **4)**   External letters with cover page[5] in front of each letter

The OAA form is to be used. Each cover page should include the following information, much of it duplicated in the Summary Sheet

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[5]   See example of cover page for external letters at http://oaa.osu.edu/assets/files/documents/Form106_008.pdf.

above: evaluator's name, title, institution, relation to candidate, and a concise statement of qualifications; name of person(s) recommending the evaluator. All letters solicited and received must be included in the dossier, unless OAA approves otherwise.

PART IV   STUDENT EVALUATION OF INSTRUCTION

This section is the primary responsibility of the candidate (for A and B) and the TIU (for C).

A.   Cumulative Fixed-Response Survey Data

This is a horizontal table that shows results for every quarter a particular course has been taught. In the case of SEIs, the Student Information System will generate this for the candidate – go to the SIS online link given in the note below and follow the instructions.[6] OSU:pro will do this for you.

B.   Individual Fixed-Response Student Evaluation Data (for P&T cases: since date of hire; for Promotion cases: since date of last promotion or past five years, whichever is more recent)

Include all individual SEI course reports here.

C.   Summary of Open-Ended Student Evaluations (for P&T cases: since date of hire; for Promotion cases: since date of last promotion or past five years, whichever is more recent)

- Summary by third party (faculty or staff) of open-ended evaluations

- Name and role of the individual (faculty or staff) providing summary

     Summaries should include the number of students enrolled and the number of students who completed evaluations in each course. It is recommended that the candidate review these summaries prior to their inclusion in the dossier.

SUPPLEMENTAL MATERIALS FOR COLLEGE-LEVEL REVIEW

This section is the collective responsibility of the candidate and the TIU. All materials will be returned at the conclusion of the review process. Please note that this material is needed for 6th year and Promotion cases only.

❑   Departmental APT document

❑   Candidate's complete cv

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[6]   To reach the SIS's online link, go to http://registrar.osu.edu/faculty/sei/instructorreports.asp.

❑   A single copy of all published work (as listed in Research 1a-1i)

All items listed are required, with the following exception: for candidates for promotion to full professor, only items that have appeared since date of hire/last promotion are needed.

❑   Documentation of all items listed under Creative Work (as listed in Research 2)

Evidence of all itemized creative work is required, with the following exception: for candidates for promotion to full professor, only evidence of creative work since date of hire/last promotion is needed.

❑   A single copy of all unpublished manuscripts (as listed in Research 1k)

❑   Narrative student evaluations of teaching upon which summaries in Part IV.C were based

❑   Course syllabi for all courses summarized in Part IV.C (only one syllabus necessary for each course number)

❑   Press (readers') reports and book contracts on manuscripts submitted for publication, as available

❑   Published reviews of a candidate's research, scholarly, or creative work. If the review is in a language other than English, the Department has the option to provide a translation of the review into English, with the name of the translator given.

All reviews are required here, whether or not they are of books published since date of hire/last promotion.

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