

Fourth-year Review Timetable

Fourth-year review takes place during the Spring Quarter, usually in the third or fourth week. You will submit the following materials on the last teaching day of the Winter Quarter (this year, that date is **March 12th**).

1. Research materials:

- One (1) copy of each published article and review as well as any unpublished scholarship (including manuscripts) that will be considered as part of the record on research.
- One (1) copy of contracts and reports by readers for scholarship as yet unpublished but under contract.
- Twelve (12) copies of published books. (You will be reimbursed and are encouraged to use your usual author's discount from your publisher.)
- One (1) copy of any book-length unpublished manuscript.

Note: Be sure that all scholarship has proper MLA citations on it.

2. Teaching materials:

- For each course taught, you should clip together the relevant **syllabus, the discursive evaluations, and a copy of the SEI**. *Note:* The Core Dossier must also include SEIs for ALL courses since your hire; the P&T Committee members who write the summaries won't have access to the CORE when they do this, so they need the SEIs in order to complete their job. To generate the cumulative SEI chart the Core Dossier requires, please use the following URL: <http://www.ureg.ohio-state.edu/ourweb/scansurvey/sei/instructorreports.html>
- At least four (4) peer teaching evaluations from a variety of classes at different levels of the curriculum

Note: You are urged to hand in photocopies, not the originals (and certainly not your only copy) of anything we request.

3. Core Dossier:

The guidelines for preparing the Core Dossier can be found at the following URL starting on p. 121: <http://oaa.osu.edu/documents/Handbook2009Vol3.pdf> You must use OSU:pro to generate your Core Dossier: <https://pro.osu.edu/>

Final note: This year's 4th-year review meeting is scheduled for April 16th. In advance of that meeting, the tenured faculty will have access to the following:

- your Core Dossier;
- your peer evaluations of teaching;
- summaries of your discursive evaluations of teaching;
- all (if any) in-house reviews of scholarship;
- all annual reviews, including, if relevant, reviews from regional campus committees and administrators.