

P&T Review Timetable for 2011-2012

The date of the Promotion to Full professor review is not yet set but will be in early Fall quarter. Below are the deadlines you must meet before the beginning of the quarter 2011:

On June 3

Research Materials:

- One (1) copy of each **post-tenure** published chapter, article and review authored by you as well as any unpublished scholarship (including manuscripts) that will be considered as part of the record on research. **Please make sure that each publication has a proper MLA citation on it.**
- One copy of your contribution(s) to any volume you have edited since tenure plus one copy of the table of contents. Please make sure that each publication has a proper MLA citation on it.
- One (1) copy of contracts and reports by readers for scholarship as yet unpublished but under contract.
- Ten (10) copies of books published post-tenure. (You will be reimbursed and are asked to use your usual author's discount from your publisher.) If you have electronic proofs of a book, please give us one pdf copy of that.
- A list of all publications turned in for review, except those that were written about your work. List should be in the same order as the core dossier.
- One copy of each review of your work, whether that work was published pre- or post-tenure (you can also wait until Aug. 12 to submit these).
- Your CV (This is sent to the College, OAA and external reviewers)

[Note: all post-tenure research materials listed in the Core Dossier must be submitted. These materials will be mailed to the external reviewers by mid-June and will also be available for review by the senior faculty. No other post-tenure research materials can be submitted after June 3, though candidates can supply additional supporting evidence such as readers' reports or publication contracts.]

On June 13

Teaching Materials

You should hand in teaching materials for all courses taught in the five previous academic years.

For each course taught, you should clip (DO NOT STAPLE) together the

- copy of the relevant SEI
- relevant syllabus
- discursive evaluations
- You should turn in or make sure your file includes at least five (5) peer reviews of teaching spread over the previous 5 academic years.

Note: Hand in photocopies, not the originals (and certainly not your only copy) of anything we request.

On August 12th

Core Dossier

- Your Core Dossier, which includes within it three statements, each no longer than a singled-spaced page, about your research, teaching and service. The guidelines for preparing the CD can be found at the following URL:
<http://oaa.osu.edu/handbook.html#OAA Policies and Procedures Handbook>
- Cumulative SEI summary - please use the following URL:
<http://registrar.osu.edu/faculty/sei/instructorreports.asp>
- Any published reviews of your work (if not turned in previously).

In advance of the department's promotion to full professor meeting, the senior faculty will have electronic access to the following:

1. Your Core Dossier;
2. Peer evaluations of teaching (at least five) spread over the previous five academic years;
3. Summaries of your discursive evaluations of teaching;
4. SEI cumulative summary;
5. All, if any, in-house written reviews of scholarship and service; if relevant, all readers reports;
6. All annual review letters to date (including, if relevant, reviews from regional campus P&T committees and regional campus Deans);
7. Letters of evaluations from the external reviewers.

The senior faculty will also have access to all the research materials you have turned in.

If you have any questions or concerns regarding anything associated with the tenure and promotion process, do not hesitate to contact me (moddelmog.1@osu.edu), the Procedures Oversight Designees for Senior faculty (Drew Jones at jones.1849@osu.edu), or Richard (Dutton.42@osu.edu)