

P&T Review Timetable for 2011-12

P&T review in the Department is set for Friday, Oct. 7, 2011. Below are the deadlines you must meet before the beginning of the Fall Quarter, 2011:

On June 3

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- One (1) copy of each published article and review as well as any unpublished scholarship (including manuscripts) that will be considered as part of the record on research. **Please make sure that each publication has a proper MLA citation on it; if it is forthcoming, indicate when.**
- One (1) copy of contracts and reports by readers for scholarship as yet unpublished but under contract.
- Ten (10) copies of published books. (You will be reimbursed and are asked to use your usual author's discount from your publisher.)
- 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.
- Any published reviews of your work.
- Your CV (this is sent to the College, OAA, and external reviewers)

[Note: All research materials listed in the Core Dossier must be submitted. These materials will be mailed to the external reviewers in June and will also be available for review by the senior faculty. No other research materials can be submitted after June 3, although candidates can update the core dossier with accepted publications and 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 since hire, including the ones that have already been summarized at the end of fourth year.

For each course taught, you should clip together the

- copy of the relevant SEI
- relevant syllabus
- discursive evaluations

You should turn in at least six (6) peer reviews of teaching at this time; they should be from a variety of classes at different levels of the curriculum, where appropriate.

On August 12

Core Dossier (generated through OSU:pro: <https://pro.osu.edu/>)

- 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, which also includes info about P&T rules and processes:
<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>

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

In advance of the department's sixth-year review meeting, the senior faculty will have access to the following:

- Your Core Dossier.
- All research materials that you turned in.
- Peer evaluations of teaching (at least six).
- Summaries of your discursive evaluations of teaching.
- SEI cumulative summary.
- All, if any, in-house (i.e., by your colleagues) written reviews of scholarship and service.
- All readers' reports.
- All annual review letters to date, including, if relevant, reviews from regional campus P&T committees and regional campus Deans.
- Letters of evaluations from the external reviewers.

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 Designee for Assistant Professors (Kay Halasek at halasek.1@osu.edu), or Richard (dutton.42@osu.edu).