PROMOTION & TENURE PACKET GUIDELINES For Promotions (department use only)

COM Template Updated: 10/2023

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| **DESCRIPTION OF DOCUMENT** | **IN PACKET** | **NOTES** |
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| \*Use [color dividers](https://medicine.osu.edu/-/media/files/medicine/faculty/promotion-and-tenure/apt-toolbox/dossier-divider-sheets-sept-2020---com.pdf?la=en&hash=4A520E7E40095A59ED567C5F3F5A024396C946A7) |  | \*Use [color dividers](https://medicine.osu.edu/-/media/files/medicine/faculty/promotion-and-tenure/apt-toolbox/dossier-divider-sheets-sept-2020---com.pdf?la=en&hash=4A520E7E40095A59ED567C5F3F5A024396C946A7) |
| Record of Review (Cover Sheet [Form 109](https://oaa.osu.edu/sites/default/files/links_files/Form109.pdf)) |  | Fill in completely and get chair signature after Fall P&T Committee Meeting. Key reminders: Ensure "Proposed Action Considered" is correctly marked. If Promotion and Reappoint, reappt term length must be on form or in chair letter. \*See [APT Toolbox](https://medicine.osu.edu/faculty/promotion-and-tenure/apt-toolbox) section 3b for a completed example with comments. Form updated 9/22 |
| Dossier Checklist ([Form 105](https://oaa.osu.edu/sites/default/files/links_files/Form-105-fillable.pdf)) |  | Blank Pages 5-7.  For issues with signature showing up on PDF, you may need to “flatten” PDF. Refer to COM P&T Dossier FAQ document. |
| Page 1 |  | Candidate must check boxes and sign form prior to the department review |
| Page 2, 3 |  | Page 2 - Complete all boxes.  Page 3 –   * 1st signature = Verification of citations printed name and signature must be POD. Signature should be prior to Dept/TIU review. * 2nd signature = Verification of review printed name and signature must be POD. Signature must be after the entire dossier is complete (including comments process). |
| Page 4 Vote |  | To type, click on "tools" to add text. All information must be provided. Signature must be after dept/TIU review. |
| APT Document (Criteria section) |  | 4/10/2019, COM exception, add in for all candidates. Only add applicable section for which the candidate is going up (e.g. Associate Professor, Clinical Excellence).  Refer to [OAA’s governance site to](https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure) locate your department’s specific criteria for each track. From link above, scroll to College of Medicine > Current POA and APT documents > click on your department’s APT document |
| I. Introduction |  | Biographical narrative section. Approx. 750 words (1 ½ pages) |
| II. Core Dossier ([APT Toolbox](https://medicine.osu.edu/faculty/promotion-and-tenure/apt-toolbox) section 3a) |  | \*See Core dossier template and insider’s guide with tips and examples on APT toolbox. <https://medicine.osu.edu/faculty/promotion-and-tenure/apt-toolbox> |
| III. Evaluation |  |  |
| A. Internal Letters of Evaluation |  |  |
| A.1. TIU annual review letters |  | (oldest to newest) If annual reviews are not completed for a specific year, add a formal letter stating why (for example leadership transition) |
| Probationary tenure track faculty  (i.e. Assistant & Associate Professors  in advance of tenure) |  | All since date of hire |
| Faculty with tenure (aka tenured) |  | All since previous OSU promotion or date of hire not to exceed most recent 5 years |
| Clinical & Research track |  | All since previous OSU promotion or date of hire not to exceed most recent 5 years |
| A.2. Written documents submitted as part of annual reviews |  | It is common to not have anything in this section. An example is if a faculty candidate submitted a response to their annual review. |
| A.3. 4th year review letter (for assistant professors) |  | Tenure track only – 4th year (and if applicable, 8th year) review. Include: P&T Chair letter, Department chair letter, and the Dean’s letter.  If a faculty went up for promotion in lieu of a 4th year review, insert a cover sheet in this section stating the year the faculty was scheduled for their 4th year review and that they went up for promotion in lieu of the 4th year review.  If faculty is already tenured and going up for promotion to Professor only, 4th & 8th year reviews are not required. |
| A.4. Additional letters |  | Division Director letter, if obtained, would be placed here.  Or any external evaluation letters that could not be used due to rank or conflict of interest. Or arrived after the dept/TIU vote. Include cover letter explaining. |
| A.5. Documentation of peer evaluation of teaching |  | As a college, we require one per year since new hire, last promotion, or past 5 years (whichever is more recent). Refer to your department’s APT document. |
| B. External Letters of Evaluation |  |  |
| B.1. Summary sheet of all evaluators from whom a letter was received [Form 114](https://oaa.osu.edu/sites/default/files/links_files/Form114_0.pdf) |  | \*See External Evaluation section on [APT Toolbox](https://medicine.osu.edu/faculty/promotion-and-tenure/apt-toolbox) for more info. Ensure letter is on letterhead, dated, and signed by the evaluator. |
| B.2. Sample letter sent |  | Only need to include one sample letter |
| B.3. All letters, each letter preceded by a complete cover sheet [Form 106](https://oaa.osu.edu/sites/default/files/uploads/forms/Form106.pdf) |  | \*Evaluators must be at or above rank for which the faculty candidate is being reviewed |
| IV. Student Evaluation of Instruction |  | Do not remove divider sheets.  Refer to annual reviews above on how far back to include Student evaluations |
| A. Cumulative Fixed-Response Survey Data |  | Only summary tables in section IV. A. Vitals, MedHub, SEI. |
| B. Fixed-Response Student Evaluation Data |  | Aka the summary. e.g. if a faculty has 100 students and they receive 50 student survey responses, you don’t include all 50 sheets, and instead the cumulative rating for 50 with compiled comments. |
| C. Summary of Open-Ended Student Evaluations |  | e.g. Faculty asks specific questions and the student provides written feedback. |
| V. Internal Review Letters |  |  |
| A - Does not apply |  | Regional campus only |
| B.1. TIU (college without departments) faculty deliberative body |  | P&T Chair letter (contains vote of eligible faculty). On letterhead, dated, & signed. |
| B.2. TIU head |  | Chair letter (on letterhead, dated & signed) |
| B.4. TIU-level comments process letters |  | Notification to the faculty on the TIU level results. See sample letter on [APT Toolbox](https://medicine.osu.edu/faculty/promotion-and-tenure/apt-toolbox) Section 3b  Form 103 or notation that the candidate declined to provide comments (10 calendar days)  \*for issues with signature showing up on PDF, you may need to “flatten” PDF. Refer to COM P&T Dossier FAQ document. |
| Name of file: MED-Department Name-Last Name, First Name.pdf |  | MED-Surgery-Smith, Robert.pdf |
| Complete guide to full dossier specifics (pages 17-31)  Refer to [APT Toolbox](https://medicine.osu.edu/faculty/promotion-and-tenure/apt-toolbox) Section 3b for example of a completed dossier packet | | [Policies and Procedures Handbook: Volume 3 (osu.edu)](https://oaa.osu.edu/sites/default/files/links_files/oaa-handbook-vol-3-p-and-t-rev-08-2021.pdf) |
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