Dossier Frequently Asked Questions

*Most Dossier FAQs are found in the OAA Policies & Procedures Handbook Volume 3 (pages 16 – 31)

- **Where does everything go in the complete full Dossier?** Refer to these resources:
  - [APT Toolbox](#) Section 3b: “P&T Packet Checklist for Promotion”
  - [APT Toolbox](#) Section 3b: “Example of complete dossier”

- **Form 109** – refer to [APT Toolbox](#) section 3b for an example of a completed Form 109

- **Form 105** – issues with signatures showing
  - Select Print > print to an Adobe PDF > print > save as Adobe PDF to your desktop/file > once it’s saved, it’s considered “flat” and will not be fillable. You will not be able to make any more changes to it, and the digital signature will show up.

- **Can signatures on forms be electronic (e.g., DocuSign).** Yes

- **Verification of Publication. Is PubMed and Scopus equal in importance?** A: Yes, PubMed and Scopus do not index all the same journals so both can be used if necessary to verify publications.

- **Peer Evaluation of Teaching:**
  - Is there a form or specific document? Because teaching in the COM can occur at the bedside, in the OR, at a microscope, or at a lectern, there is not one specific form that needs to be used for Peer Evaluation. It can be a standard form a department uses or it can be in a narrative format that describes what teaching activity was being evaluated, the date, and describes the teaching style & activities. E.g. it could be an email from a peer after a ground rounds or lecture.
  - How many peer evaluations of teaching should be in a faculty’s dossier? One per year since new hire, last promotion, or past 5 years (whichever is more recent).

- **How far back to incorporate information for Core Dossier:**
  - Teaching section: except for sections #2 & #3, information to be included will be from date of appointment, last promotion, or the past 5 years, whichever is the shortest.
  - The research and scholarship section is a full history of publications and creative work and it should clearly denote outcomes from appointment or last promotion at Ohio State.
  - Service & Engagement – entire career at OSU

  *See separate bullet for Annual reviews.

- **How far back to include annual reviews?**
  - Assistant Professor = include all annual reviews since date of hire
  - Associate Professor without tenure = include all annual reviews since date of hire
  - Clinical, research, or tenured Associate Professor – all annual reviews since last OSU promotion or date of hire with tenure, not to exceed the most recent 5 years.
  - If any are missing, include a letter.

- **How far back to include Student Evaluations?**
  - For promotion to associate professor, include all reports since date of hire.
  - For promotion to professor, include all reports since appointment to associate professor, not to exceed 5 years.
• **Written documents submitted as part of annual review. What to include?** The annual review letter from TIU/Department Chair is acceptable.

• **External Evaluations – refer to section #2 on APT Toolbox for guidelines, checklist, and templates.**
  - Do we include non-responding external evaluators? No, OAA no longer requires the form of non-responding evaluations. Only include letters from those you received. Do not include any information from an external evaluator who agreed to write a letter and did not formally submit a letter.
  - Where do we put a letter we received that we cannot use due to rank or a conflict? Include in section: III.A.4. Additional Letters Requested by the Candidate and Solicited by the TIU Head
  - Conflicts – See External Evaluator checklist (separate one for Clinical Excellence).
  - Recent specific questions:
    - On same committee together is fine.
    - Can an external evaluator be from a non-academic institution (e.g. Residency Director at a private practice). Yes, this should be infrequent.

• **Section IV: Student Evaluation of Instruction.**
  - Do we include medical student, undergrads, graduate students, residents? Yes, all learners.
  - What is the difference between Cumulative Fixed Response and Fixed Response Evaluation Data?
    - IV.A Cumulative fixed = Vitals (medical Student), Medhub (resident), & SEI (undergrad & graduate).
    - IV.B Fixed Response Student eval 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.
    - IV.C. Summary of Open-Ended Student Evaluations – e.g. Faculty asks specific questions and the student provides written feedback.
  - Where can I find student evaluations?
    - Vitals (Medical Students) – faculty pulls from Vitals. Tip sheet can be located under the Help tab on Faculty Portal
    - Medhub (Residents) – residency coordinator can pull these for faculty in their department.
    - SEI (undergraduate & graduate) – faculty pulls. [SEI Report Access](#)

• **When is cutoff for faculty to add new info to dossier?** Faculty can no longer make any changes or additions to the dossier once it has been submitted to the department for the faculty review. After that point, faculty can only add to the information already in the dossier during the comments period on the comments forms (after department review and college review). E.g. if a grant that was listed as pending in their core dossier is awarded

• **When faculty can see dossier during process?**
  - During 10 day comment period after department review
  - During 10 day comment period after college review
  - After final university approval

• **Do we use Chronological vs. reverse chronological?**
  - Core dossier is reverse chronological order (newest to oldest)
  - Only annual reviews are in chronological order (oldest to newest)
• **Which APT document/criteria may be used?** Candidates may submit their TIU’s current APT document; or, alternatively, they may elect to be reviewed under either (a) the APT document that was in effect on their start date, or (b) the APT document that was in effect on the date of their last promotion, whichever of these two latter documents is the more recent. However, the current APT document must be used if the letter of offer or last promotion, whichever is more recent, was more than 10 years before April 1 of the review year.

*It is the candidate’s responsible to have retained a copy of the APT document for which they want to be reviewed.

• **Faculty vote – Who’s eligible & what’s the process?** Reference “[Who Votes? FAQ re: APT in the COM](#)”