**NAME**

Address

Telephone

Email

**Biographical Narrative** (approximately 750 words)

**Current Appointments**

**Academic Appointments**

**Other Appointments**

**Degrees**

**Fellowships, Internships, Residency**

**Certifications**

**Licensures**

**Teaching** (except for teaching sections 2 and 3, include information from date of appointment, last promotion, or the past 5 years, whichever is the shortest).

Key notes:

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* Sections cannot be deleted. If there is no information, please put “0”, “N/A”, or “None” as applicable
* Do not delete tables, do not add tables, do not change structures, and do not leave incomplete
* Do not add images or graphs
* Ensure all years are noted (e.g. years advising student)

1) Undergraduate, graduate, and professional courses taught

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Period Offered | Course Number, Title, Credit Hours | Enrollment | % Taught, Role | Stdnt. Eval. | Peer Eval. | Other Eval. | Instr. Method |
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2) Involvement in graduate/professional exams, theses, and dissertations and undergraduate research for entire career at Ohio State

a) Graduate students—list completed and current and include:

|  |  |  |  |
| --- | --- | --- | --- |
| Category | | Current | Complete |
| Doctoral Student | Dissertation Advisor |  |  |
| Doctoral Student | Dissertation Committee Member |  |  |
| Doctoral Student | Candidacy Examination Committee Chair |  |  |
| Doctoral Student | Candidacy Examination Committee Member |  |  |
| Masters Student | Thesis Committee Member |  |  |
| Masters Student Plan A | Thesis Advisor |  |  |
| Total |  |  |  |

i) doctoral students (dissertation advisor)

ii) doctoral students (dissertation committee member)

iii) doctoral students (candidacy examination committee chair)

iv) doctoral students (candidacy examination committee member)

v) master’s students plan A (thesis advisor)

vi) master’s students plan B (advisor)

vii) master’s students (thesis committee member)

viii) master’s students (examination committee member)

ix) medical students (who are not included above with other graduate students. Do not include MD/PhD candidates here. Those are included above with doctoral students. \*add brief description about interaction with the medical students.

x) residents/fellows (who are not included above with other graduate students e.g. it can be patient care or in the research laboratory. \*add brief description about interaction with the residents/fellows.

b) Describe any noteworthy accomplishments of graduate students for whom the candidate has been the advisor of record.

c) Undergraduate research mentoring.

d) Describe any noteworthy accomplishments of undergraduate students, in particular related to research, for whom the candidate has been the advisor of record (publications, posters, honors or student awards). If listing publication posters, please bold student names.

3) Involvement with postdoctoral scholars and researchers throughout career at Ohio State (i.e. PhD students who are doing a postdoctoral fellowship).

4) Extension, continuing education instruction

Continuing Education (i.e. Continuing education are talks you give that provide CME credit or are presented to the general public providing information on a clinical or research topic)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Title** | **Sponsor** | **Enr.** | **%**  **Taught** | **Candidate's Role** | **Formal Eval.** |
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Grand Rounds

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| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Title** | **Sponsor** | **Enr.** | **%**  **Taught** | **Candidate's Role** | **Formal Eval.** |
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Lecture

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| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Title** | **Sponsor** | **Enr.** | **%**  **Taught** | **Candidate's Role** | **Formal Eval.** |
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5) Curriculum development since date of hire at Ohio State if this is first review, regardless of rank. If this is a review for professor list the items for the previous five years or since promotion, whichever time period is shorter.

6) Briefly describe the candidate’s approach to and goals in teaching and student mentoring, major accomplishments (including positive impact of teaching and mentoring on students), plans for the future in teaching and student mentoring (no longer than 750 words).

7) Evaluation of teaching. Briefly describe how the candidate has used the evaluation information (e.g., student evaluations of instruction, peer evaluations of teaching, other feedback) to improve the quality of teaching and student mentoring (no more than 250 words). Do not summarize SEI data in this section, as it is provided in the Student Evaluation section of the complete dossier.

8) Awards and formal recognition for teaching and mentoring

9) Other academic advising or mentoring (academic advising of students that are not included in section 2 under teaching or section 7 under service).

10) Completion of teaching development programs. Include the following:

* Name of the program or workshop
* Date completed
* Description of training
* Impact of training

**Research**

Although all scholarly/creative works should be listed, please clearly denote outcomes since appointment or last promotion at Ohio State.

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* Do not delete tables, do not add tables, do not change structures, and do not leave incomplete
* Do not add images or graphs
* Each section should be numbered (published works, presentations, grant funding, etc).

1) List of books, articles, and other published papers (all scholarly/creative works should be included in this table and for 1a – 1e add language to denote outcomes since appointment or last promotion: Articles # 1 - # 27 are generated since last promotion or appointment at Ohio State)

|  |  |
| --- | --- |
| **Published Work Type** | **Number of Publications** |
| Peer-Reviewed Journal Articles |  |
| Abstract and Short Entries |  |
| Chapters in Edited Books |  |
| Editor Reviewed Journal Articles |  |
| **Total** |  |

1a) Books (other than edited volumes) and monographs

1b) Edited books

1c) Chapters in edited books

1d) Bulletins and technical reports

1e) Peer-reviewed journal articles

1f) Editor-reviewed journal articles

1g) Reviews (indicate whether peer reviewed)

1h) Abstracts and short entries (indicate whether peer reviewed)

1i) Papers in proceedings (indicate whether peer reviewed)

1j) Unpublished scholarly presentations (invited presentations – not abstracts. Invited presentations are when someone reached out to you to give a talk without you submitting an abstract. It should only have your name. Multiple names would belong under abstracts)

*International*

*National*

*Local*

1k) Potential publications under review (indicate authorship, date of submission, and to what journal or publisher the work has been submitted)

2) List of creative works pertinent to the candidate’s professional focus.

2a) Artwork

2b) Choreography

2c) Collections

2d) Compositions

2e) Curated exhibits

2f) Exhibited artwork

2g) Inventions and patents, including disclosures, options, and commercial licenses

2h) Moving images

2i) Multimedia/databases/websites

2j) Radio and television

2k) Recitals and performances

2l) Recordings

2m) Other creative works

3) Brief description of the focus of the candidate’s research, scholarly or creative work, major accomplishments, and plans for the future, including works in progress (no longer than 750 words).

4) Description of quality indicators of the candidate’s research, scholarly, or creative work such as citations; publication outlet quality indicators such as acceptance rates, ranking, or impact factors of journal or publisher; or other indicators of the impact of the candidate’s work.

Journal Impact Factor

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Journal Name** | **Year** | **Rank** | **Rank Field** | **I.F.** | **# of Pubs** |
|  |  |  |  |  |  |
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Article Citations

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **First-Authorship Citations** | **Last-Authorship Citations** | **Co-Authorship Citations** | **Sole-Authorships Citations** | **Totals** |
|  |  |  |  |  |  |
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| Totals |  |  |  |  |  |

5) Research funding (Ensure all grant information is complete).

5a) Funded research, including contracts and clinical trials, on which the candidate is or has been the **principal investigator** (i.e., lead investigator)

* period of funding
* title of grant
* source and amount of funding
* amount of funding allocated to the candidate
* whether funding is or was in the form of a contract or grant
* explanation of role
* goal

5b) Funded research, including contracts and clinical trials, on which the candidate is or has been a **co-investigator** (i.e., not the lead investigator—includes co-principal investigator, co-investigator, collaborator, evaluator, etc.)

* period of funding
* title of grant
* list all PIs and/or Co-Is
* source and amount of funding
* amount of funding allocated to the candidate
* whether funding is or was in the form of a contract or grant
* explanation of role
* goal

5c) Proposals for research funding that are pending or were submitted but not funded

* date of submission
* title of project
* list all PIs and/or Co-Is
* agency to which proposal was submitted
* priority score received by proposal, if applicable
* candidate’s role

5d) Funded **training** grants on which the candidate is or has been the equivalent of the principal investigator

* date of submission
* date of funding
* title of project
* total award dollars
* list all PIs and/or Co-Is
* agency to which proposal was submitted
* priority score received by proposal, if applicable
* explanation of role
* goal

5e) Proposals for training grants that are pending or were submitted but not funded

* date of submission
* title of project
* list all PIs and/or Co-Is
* agency to which proposal was submitted
* priority score received by proposal, if applicable

5f) Any other funding received for the candidate’s academic work. Provide the type of information requested below as appropriate.

* date of submission
* date of funding
* title of project
* total award dollars
* list all PIs and/or Co-Is
* agency to which proposal was submitted
* priority score received by proposal, if applicable
* explanation of role
* goal

6) List of prizes and awards for research, scholarly, or creative work. Nominations for such awards should not be listed.

**Service and Engagement** (include information from entire career at OSU)

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* Ensure all years are noted (e.g. years serving on committees)

1) List of editorships or service as an editorial reviewer or board member for journals, university presses, or other learned publications.

2) List of offices held and other service to professional societies and impact of service. List the organization in which office was held or service performed. Describe the nature of the organization (open or elected membership, honorary) and candidate’s responsibilities.

3) List of consultation activity (industry, education, government). Give the time period in which consultation was provided, candidate’s responsibilities, and other information as appropriate.

4) Clinical services. State specific clinical assignments.

5) Other professional/public community service or engagement directly related to the candidate’s professional expertise, if not listed elsewhere. Community service not germane to a faculty member’s professional expertise is not relevant to P&T reviews.

6) Administrative service. Give dates and description of responsibility.

6a) Unit committees

6b) College or university committees

6c) Initiatives undertaken to enhance diversity in the candidate’s unit, college, or the university

6d) Administrative positions held (e.g., graduate studies chair)

6e) Faculty peer mentoring

6f) Service as a graduate faculty representative on a dissertation in another unit or university

7) Advisor to student groups and organizations

List the group or organization and specific responsibilities as advisor.

8) Office of Student Life committees

8a) List Office of Student Life committees on which the candidate has served.

8b) Summarize participation in Student Life programs such as fireside discussions, lectures to student groups outside the candidate’s unit, addresses or participation at student orientation, and the Second-Year Transformational Experience Program (STEP) (unless listed under teaching).

9) List of prizes and awards for service to the profession, the university, or the unit. Nominations for such awards should not be listed.

10) Brief elaboration that provides additional information about service activities listed above.

This section can include a description of the candidate’s service goals as well as the impact of the candidate’s service and engagement to their profession, the community, and the university (no longer than 750 words).