**NAME**

Address

Telephone

Email

**Biographical Narrative** (approximately 750 words)

**Current Appointments**

**Academic Appointments**

**Other Appointments**

**Degrees**

**Fellowships, Internships, Residency**

**Certifications**

**Licensures**

1. Workload Allocation

This section is designed to represent your workload distribution of responsibilities as determined by your contract and agreed upon between you and your supervisor. Each year your workload distribution should be reviewed during an annual faculty performance review for the coming year or multiple years and any changes agreed upon and documented. It is possible for this to change during the year, before another annual review, and it may be updated as needed. Include workload for the following categories (as applies): teaching, research and creative activity, service (e.g., participation on or chairing of committees, service to professional organizations, etc.), extension, and/or administration/leadership (e.g., serving as department chair, school director, center director, associate dean, etc.).

* Enter values as percentages of time allocation in whole numbers (no decimals) without the % character. If no workload is associated with a particular category, input 0.
* Attach any written agreements between yourself and the department(s) related to workload. In joint appointment cases, identify agreement for split workload.

**Teaching** (unless specified below, include information from date of appointment, last promotion, or the past 5 years, whichever is the shortest).

Key notes:

* Do not enter information twice in the core dossier
* 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)

2) 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).

3) 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.

4) Undergraduate, graduate, and professional courses taught

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Period Offered | Course Number, Title, Credit Hours | Enrollment | % Taught, Role | Stdnt. Eval. | Peer Eval. | Other Eval. | Instr. Method |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

5) Involvement in graduate/professional exams, theses, and dissertations and undergraduate research for entire career at Ohio State or somewhere else. Indicate where the mentoring occurred.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Student | 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 |  |  |
| Postdoctoral scholars and Researchers | Supervised/Mentored |  |  |
| Undergraduates |  |  |  |
| Other |  |  |  |
| 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.

xi) Postdoctoral scholars and researchers: (include the number of postdoctoral scholars and researchers you supervised)

xii) Other: (include the number of students, residents, clinical interns, and or postdoctoral scholars and researchers to whom you provide(d) informal mentoring not included in any of the above categories in this section)

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.

6) 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.** | **Method of Delivery** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Grand Rounds

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

Lecture

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

7) 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.

8) Coaching and Mentoring Faculty

List the name, rank at the time of mentoring, and category of faculty members (tenure track, clinical, research, associated) you have mentored, the duration of the mentoring, and a description of the mentoring relationship. If a faculty member’s (the mentee’s) role changes during the course of this relationship, use multiple entries to provide specific mentoring descriptions, start semester, end semester, and actions for each of this specific mentee’s ranks and mentee categories. Coaching or mentoring listed in this section can be formal (i.e., through a specific program or mentoring assignment) or informal (i.e., not specifically assigned), though the coaching/mentoring relationship should be structured so that you can provide the information requested.

9) 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.

Key notes:

* Do not enter information twice in the core dossier
* 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
* Each section should be numbered (published works, presentations, grant funding, etc).

10) 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).

11) 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** | **I.F.** | **# of Pubs** |
|  |  |  |  |
|  |  |  |  |

Article Citations

|  |  |
| --- | --- |
|  **Year** | **Totals** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Totals |  |

12) List of books, articles, and other published papers (all scholarly/creative works should be included in this table and for 12a – 12e 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** |  |

12a) Books (other than edited volumes) and monographs

12b) Edited books

12c) Chapters in edited books

12d) Bulletins and technical reports

12e) Peer-reviewed journal articles (published and accepted)

12f) Editor-reviewed journal articles

12g) Reviews (indicate whether peer reviewed)

12h) Abstracts (indicate oral presentation or poster presentation)

12i) Conference proceedings

12j) 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*

12k) Publications under review (indicate authorship, date of submission, and to what journal or publisher the work has been submitted)

 12l) Artwork

 12m) Inventions and patents, including disclosures, options, and commercial licenses

 12n) Multimedia/databases/websites

12o) Radio and television

12p) Other creative works

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

13a) 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

13b) 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

13c) 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

13d) 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

13e) 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

13f) 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

14) Professional Development Funding

List any funding you have been awarded for professional development in research, teaching, service, clinical work, and/or leadership. Include the funding agency/sponsor, the date of the award, and a description of the award and use of the funds.

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

Key notes:

* Do not enter information twice in the core dossier
* Sections cannot be deleted. If there is no information, please put “0”, “N/A”, or “None” as applicable
* Do not add images or graphs
* Ensure all years are noted (e.g. years serving on committees)

15) Brief elaboration that provides additional information about service activities listed below.

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).

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

17) List your professional memberships.

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

19) Clinical services. State specific clinical assignments.

20) 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.

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

21a) Unit committees

21b) College or university committees

21c) Initiatives undertaken to enhance diversity in the candidate’s unit, college, or the university

21d) Administrative positions held (e.g., graduate studies chair)

21e) Service as a graduate faculty representative on a dissertation in another unit or university

22) Advisor to student groups and organizations

List the group or organization and specific responsibilities as advisor.

23) Office of Student Life committees

23a) List Office of Student Life committees on which the candidate has served.

23b) 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).

24) 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.

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