**Tenure Track** 4th & 8th YEAR REVIEWS PACKET GUIDELINES (department use only)

COM Template Updated: 6/2023

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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) (specific to the COM) |
| 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 P&T Committee Meeting. Proposed Action Considered= 4th year review. \*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. |
| APT Document (Criteria section) |  | 4/10/2019, COM exception, add in for all candidates. Only add applicable section for which the candidate will be reviewed(e.g. Associate Professor with tenure or Professor with tenure).  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) |  | For tenure track faculty **8th year review only** – include 4th year review when going up for their 8th year review. 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. |
| A.4. Additional letters |  | Division Director letter if obtained would be placed here. |
| 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 |  | *This is not required for 4th & 8th year review unless department requires it.* |
| IV. Student Evaluation of Instruction |  | 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  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 |
| University OAA Faculty Annual Review & Reappointment policy (includes information on tenure track 4th year review) | | https://oaa.osu.edu/sites/default/files/uploads/policies/Faculty-Annual-Review-and-Reappointment.pdf |