

## Timeline/Checklist – OSU Extension Probationary Faculty Dossier Review for 1st, 2nd, 3rd, 5th Years

IMPORTANT: The candidate is required to submit all dossier materials to an online location as designated by the associate chair (unless stated otherwise) no later than **midnight** of the due date.

<i>Due Date</i>	<i>Person(s) responsible to submit/complete review materials</i>
<b>January 2024</b>	<p><b>Associate Chair</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Notifies candidate that an online folder is available to submit materials for a promotion dossier review.</li> </ul>
<b>April 1</b>	<p><b>Candidate</b> submits dossier materials for committee review which includes:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Introduction (Part I of core dossier, unpaginated, submit as a PDF document with file name: “DATE-LastName-Introduction”)</li> <li><input type="checkbox"/> Core dossier (Part II only, paginated, submit as a PDF document with file name: “DATE-LastName-Dossier”).</li> <li><input type="checkbox"/> Peer teaching evaluation letters since joining the faculty (submit as one PDF document in chronological order with file name: “YEARS-LastName-Peer-Reviews”).</li> <li><input type="checkbox"/> Signed annual performance review letters since joining the faculty (submit as one PDF document in chronological order with file name: “YEARS-LastName-Performance-Reviews”).</li> <li><input type="checkbox"/> EEET (LOD will provide) and Student Evaluation of Instruction (SEI) reports (if applicable) since joining the faculty.</li> </ul> <p><b>NOTE: Spring P&amp;T committee review is voluntary for probationary faculty.</b></p>
<b>Mid-April</b>	<p><b>P&amp;T Committee</b></p> <ul style="list-style-type: none"> <li>• <b>Spring Meeting</b> – reviews dossiers voluntarily submitted by probationary faculty. <ul style="list-style-type: none"> <li><input type="checkbox"/> Committee-assigned coach contacts the candidate within one week of the meeting regarding feedback.</li> </ul> </li> </ul>
<b>August 1</b>	<p><b>Candidate</b> submits:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Final Introduction and Core Dossier report (submit as PDF documents as specified for April 1).</li> <li><input type="checkbox"/> Any updated/additional peer teaching evaluation letters, annual performance reviews, and EEET/SEI reports (if applicable) since April 1 submission.</li> </ul>
<b>Early September</b>	<p><b>P&amp;T Committee</b></p> <ul style="list-style-type: none"> <li>• <b>Fall Meeting</b> – reviews candidate’s dossier materials. <ul style="list-style-type: none"> <li><input type="checkbox"/> Submits a letter to the candidate (cc’d to department chair and associate chair) within two weeks of the meeting regarding feedback and coaching.</li> </ul> </li> </ul>
<b>October</b>	<p><b>Associate Chair</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedules faculty annual review meeting for winter of the following calendar year.</li> </ul>
<b>January-March 2025</b>	<p><b>Candidate</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submits an updated dossier report by January 15 to the associate chair’s office.</li> </ul> <p><b>Associate Chair</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reviews candidate’s updated dossier and last fall’s committee review.</li> <li><input type="checkbox"/> Discusses progress, performance, future plans, and goals with candidate; prepares a written evaluation letter.</li> </ul>

Updated November 2023