

# Department of Extension Promotion & Tenure - Fall 2023

## Recap Highlights

### Top 3 Most Important Things for Us to Recognize

1. **Dossier Outline** - OAA continually updates/revises the dossier outline and content guidance – It is critical that everyone involved in the process (i.e. supervisors, P&T committee members, dossier authors, mentors, etc.) stay current with the dossier outline – you can find it posted at on the [OAA Promotion and Tenure webpage](#) (scroll down on page).
2. **Dept of Extension APT document** (i.e. Appointments, Promotions, and Tenure Criteria and Procedures) - This [document](#) (approved by the CFAES dean and Office of Academic Affairs) sets forth the mission of the Dept of Extension and guides the departmental evaluation of current faculty and faculty candidates in relation to departmental mission and criteria. Key points to consider:
  - a. Achievement of promotion and/or tenure (P&T) requires a record of excellence in past performance and a promising forecast that a faculty member's intellectual vitality and future contributions will continue to be of high quality.
  - b. Expectations in teaching, scholarship, and service are outlined for associate and professor ranks and take into consideration the uniqueness of each position (i.e. county-based, non-campus-based, campus-based, administrative appointments, formal team leadership, etc.)
  - c. Substantial contributions in an area of specialization, interdisciplinary approaches to problem solving and contributions to teamwork and to service activities that benefit the profession and citizens of the State should also be documented.
3. **Impact and Evaluation of Teaching** – OSU is an institution dedicated to the discovery and transmission of knowledge. As such, department faculty are required to make a substantial contribution to educational outreach. Outreach includes our:
  - a. formal teaching and guest lectures in many cases informed by our curriculum (these activities are best suited for formal evaluation using [EEET](#) – at least three formal events per year and formal [Peer Evaluation of Teaching](#), one per year)
  - b. scholarly and creative outputs which support our curriculum and convey the impact of our teaching and other outreach efforts
  - c. public community service or engagement investments

## Key Recommendations for Dossier Authors and Committee Members\*

\*NOTE: Also useful guidance for supervisors and anyone involved in informal coaching.

### 1. For dossier authors:

- a. Make your document something that someone would want to read! For example:
  - i. Compose narratives in first person (recent OAA guidance given via workshops)
  - ii. Check spelling and grammar and syntax details relentlessly
  - iii. Be strategic in how you present your teaching in table format – too many entries covering too many pages will lose most readers
  - iv. Name your dossier file according to the current guidance in the [Handbook](#)
- b. Remember that you ultimately “own” your document and the responsibility for knowing your role in the promotion process which includes:
  - i. working from the most current OAA dossier format
  - ii. knowing expectations of your rank and position per our APT
  - iii. understanding the timeline and submission requirements for your type of review (e.g. probationary year 1, 2, 3, 5 OR year 4, 6 OR non-mandatory OR application for faculty appointment)
- c. Continually be thinking about:
  - i. the uniqueness of your position
  - ii. your body of work – balance is key
  - iii. the impact in terms of reach (numbers of people, states and countries reached) AND conditions/behavior change as a result (at least in part) of your
    1. teaching/engagement/programming
    2. scholarly activities and outputs, and
    3. leadership in service
- d. For our A&P IV to faculty appointment applicants specifically:
  - i. know our [A&P educator IV expectations](#) and be sure you have demonstrated excellence across each of the six dimensions listed for A&P IV rank – you need this evidence to include in your application dossier
  - ii. (this is soon to be included in the published 2024 guidelines), author a cover letter that addresses these questions:
    1. Why do you want to work in a faculty role?
    2. How would you describe your key outputs/accomplishments in your A&P career to date?
    3. What are your goals in teaching, scholarship, and service? Five years from now, what will you have achieved in these three areas?

**2. For P&T committee members:**

- a. Know our APT!! Especially focus on sections that explain your role, the role of the candidates, the expectations for associate and professor ranks
- b. Know the current OAA dossier outline – you can't be a good coach if you aren't keeping current with the OAA outline, expectations, etc.
- c. Know our [A&P educator IV expectations](#) to help guide your coaching and inform your recommendation regarding our A&P IV to faculty appointment applicants
- d. You have agreed to advise and coach, but remember that the candidate ultimately “owns” their document and the responsibility for knowing:
  - i. the most current OAA dossier format
  - ii. faculty expectations per our APT
- e. Realize the differences in submission timelines and committee responsibilities for each type of review (e.g. year 1, 2, 3, 5 OR year 4, 6 OR non-mandatory OR application for faculty appointment, binding vote vs recommendation vote, formal recommendation letter vs coaching letter, etc.)
- f. First closely check the [Handbook](#), then consult with the associate chair's office when you have questions (contact info. at bottom of the Handbook page)