

Timeline/Checklist – OSU Extension A&P Educator IV Applying for an Untenured Assistant Professor Faculty Position

<i>Due Date</i>	<i>Person(s) Responsible and Action to Complete</i>
<p>By December 15, 2024 at midnight</p>	<p>Educator</p> <ul style="list-style-type: none"> • Submits 2-3 page letter requesting application for a faculty position as untenured assistant professor: <ul style="list-style-type: none"> <input type="checkbox"/> addressed to the interim department chair, David Civittolo <input type="checkbox"/> via e-mail to Terri Fisher, fisher.456@osu.edu. <p>Include the following headers in your letter:</p> <ol style="list-style-type: none"> A. Why I am interested in a faculty position B. Description of my key outputs/accomplishments in my career to date C. How I am meeting the minimum criteria of Educator IV rank D. Detailed plans, goals and outputs during the next six years for: <ol style="list-style-type: none"> (1) Teaching (2) Scholarship (3) Service (4) Partnerships with Extension faculty and other faculty across the college and university <p>See Extension Handbook for details.</p> <p>Supervisor</p> <ul style="list-style-type: none"> • Submits letter to associate chair via email to fisher.456@osu.edu assessing/describing applicant’s qualifications per department APT guidance (sections IV.A, IV.B.2) as follows: <ul style="list-style-type: none"> <input type="checkbox"/> Educators seeking a faculty appointment must meet the minimum criteria for teaching, service and research/scholarly/creative work for Educator IV. <input type="checkbox"/> The applicant must provide evidence of the potential for sustained faculty achievement at the assistant professor level.
<p>January 15, 2025</p>	<p>Educator’s supervisor, program leader/s, associate chair, and P&T supplemental committee chair</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make determination regarding application (does applicant meet the minimum criteria for candidacy per the APT). <p>Associate Chair / P&T Supplemental Committee Chair</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notifies all applicants of the determination results via email. <input type="checkbox"/> For candidates moving forward: <ul style="list-style-type: none"> ○ Connects candidates with committee-assigned coach. ○ Grants candidates access to an online folder to submit materials for a promotion dossier review (before April 1 spring submission date).

<i>Due Date</i>	<i>Person(s) Responsible and Action to Complete</i>
April 1 by midnight	<p>Candidates moving forward (per Jan 15 determination) submit to online folder:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduction and Core dossier (paginated, combine into one PDF document with file name: "DATE-LastName-Dossier"). <ul style="list-style-type: none"> o Dossier should include content focused on these areas: <ul style="list-style-type: none"> ▪ Evidence of a strong and cohesive program of teaching, research/scholarly/creative works, and service, consistent with Educator IV appointment, that demonstrates potential for success as a faculty member. ▪ Evidence of the potential for sustained faculty achievement at the assistant professor level. o Most recent five years is most beneficial, but other major accomplishments can be included based on past positions. o Narratives should focus on how current success will be built upon with future endeavors. <input type="checkbox"/> Most recent five years of peer teaching evaluation letters (combine into one PDF document in chronological order, oldest first, with file name: "YEARS-LastName-Peer-Evals"). <input type="checkbox"/> Most recent five years of fully signed annual performance reviews (combine into one PDF document in chronological order, oldest first, with file name: "YEARS-LastName-Performance-Reviews"). <input type="checkbox"/> Most recent five years of EEET reports, and Student Evaluation of Instruction (SEI) reports (if applicable/part of your job description). <p><i>Note:</i> Faculty member receives reports from LOD (EEETs), or uploads from University Registrar (SEIs), then the faculty member submits them to the online folder.</p>
Mid-April	<p>P&T Supplemental Committee</p> <ul style="list-style-type: none"> • Spring Meeting – reviews candidate’s dossier materials. <ul style="list-style-type: none"> <input type="checkbox"/> Committee-assigned coach contacts the candidate within one week of the meeting regarding feedback.
June 1 by midnight	<p>Candidate submits to online folder:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Final Introduction and Core Dossier report (paginated, combine into one PDF document with file name: "DATE-LastName-Dossier"). <input type="checkbox"/> Any updated/additional since April 1 submission: <ul style="list-style-type: none"> o Peer teaching evaluation letters (combine into one revised PDF document in chronological order, oldest first, with file name: "YEARS-LastName-Peer-Evals"), o Annual performance reviews (combine into one revised PDF document in chronological order, oldest first, with file name: "YEARS-LastName-Performance-Reviews"), o and EEET/SEI reports (if applicable).

<i>Due Date</i>	<i>Person(s) Responsible and Action to Complete</i>
June	<p>P&T Supplemental Committee</p> <ul style="list-style-type: none"> • Fall Meeting - reviews candidate's dossier materials and renders non-binding recommendation regarding faculty appointment through formal vote. <ul style="list-style-type: none"> <input type="checkbox"/> Addresses a letter regarding recommendation vote to the department chair and submits to the associate chair via email within one week of the meeting. <p>Program Leaders</p> <ul style="list-style-type: none"> • Meet and review all candidates' dossier materials and render independent, non-binding recommendation regarding faculty appointment through formal vote. <ul style="list-style-type: none"> <input type="checkbox"/> Address a letter regarding recommendation vote to the department chair and submit to the associate chair via email within one week of the meeting.
By July 15	<p>Department Chair of Extension</p> <ul style="list-style-type: none"> <input type="checkbox"/> Makes the final determination on offer. <p>Associate Chair</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notifies candidate requesting faculty position of department decision via a formal letter, co-signed by department chair; cc: supervisor, and CFAES Human Resources (as required).
July 15- November 15	<p>Associate Chair</p> <ul style="list-style-type: none"> • For successful candidate: <ul style="list-style-type: none"> <input type="checkbox"/> Department chair/associate chair assign mentors to work with candidate on six-year plan with focus on teaching, research, and service plans as a faculty member.
November- December	<p>Supervisor</p> <ul style="list-style-type: none"> <input type="checkbox"/> Offer letter and Workday actions initiated in collaboration with Extension Operations.
January 1, 2026	<ul style="list-style-type: none"> • Candidate becomes probationary faculty at assistant professor rank. • Salary adjustment effective as of this date.

Updated October 2024, submission clarification added February 2025