

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

IMPORTANT: The applicant 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>
January 1, 2024	<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 in the letter:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Why are you interested in a faculty position? <input type="checkbox"/> How would you describe your key outputs/accomplishments in your A&P career to date? <input type="checkbox"/> How are you meeting the minimum criteria of A&P IV rank? <input type="checkbox"/> What are your goals in teaching, scholarship, and service? Six years from now, what will you have achieved in these three areas? <p>See https://extension.osu.edu/policy-and-procedures-handbook/vi-promotion-and-tenure/educator-iv-application-and-transfer-tenure</p> <p>Supervisor</p> <ul style="list-style-type: none"> • Submits letter to associate chair assessing/describing applicant’s qualifications per department APT guidance (p.5-6,10) 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.
February 15	<p>Educator’s supervisor, program leader/s, associate chair, and P&T committee chair</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make determination regarding application (do they meet the minimum criteria per the APT) <p>Associate Chair</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notifies educators of the determination results via email <input type="checkbox"/> Grants educator access to an online folder to submit materials for a promotion dossier review

Due Date	Person(s) responsible to submit/complete review materials
April 1	<p>Applicants moving forward (per February 15 determination) submit:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduction (Part I of core dossier, unpaginated, submit as a PDF document with file name: "DATE-LastName-Introduction") <input type="checkbox"/> Core dossier (Part II only, paginated, submit as a PDF document with file name: "DATE-LastName-Dossier"). <input type="checkbox"/> Prior five years of peer teaching evaluation letters (submit as one PDF document in chronological order with file name: "YEARS-LastName-Peer-Reviews"). <input type="checkbox"/> Prior five years of fully signed annual performance reviews (submit as one PDF document in chronological order with file name: "YEARS-LastName-Performance-Reviews"). <input type="checkbox"/> Prior five years of EEET reports (LOD will provide), and Student Evaluation of Instruction (SEI) reports if applicable.
Mid-April	<p>P&T Committee</p> <ul style="list-style-type: none"> • Spring Meeting – reviews applicant’s dossier materials. <ul style="list-style-type: none"> <input type="checkbox"/> Committee-assigned coach contacts the applicant within one week of the meeting regarding feedback.
August 1	<p>Applicant submits:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Final Introduction and Core Dossier report (submit as PDF documents as specified for April 1). <input type="checkbox"/> Any updated/additional peer teaching evaluation letters, annual performance reviews, and EEET/SEI reports (if applicable) since April 1 submission.
Early September	<p>P&T Committee</p> <ul style="list-style-type: none"> • Fall Meeting - reviews applicant’s dossier materials and renders 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 within one week of the meeting.
September - October	<p>Program Leaders</p> <ul style="list-style-type: none"> • Meet and review all applicants’ 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 within one week of the meeting.
November	<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 applicant requesting faculty position of department decision via a formal letter, co-signed by department chair; cc: supervisor, and CFAES Human Resources (as required). <p>Supervisor</p> <ul style="list-style-type: none"> <input type="checkbox"/> Initiates position change and salary increase for successful applicants
January 1, 2025	<ul style="list-style-type: none"> • Applicant becomes probationary faculty at assistant professor rank. • \$3500 salary increase effective as of this date.

Updated November 2023

See also: <https://extension.osu.edu/policy-and-procedures-handbook/vi-promotion-and-tenure/educator-iv-application-and-transfer-tenure>