

Instructions/Timeline for A&P Promotion

IMPORTANT: Candidates are required to upload all application/dossier materials to a shared OneDrive folder provided by the associate chair (unless otherwise stated) no later than **midnight** of the due date.

| Due Date | Person(s) responsible to submit/complete review materials |
|-------------------------|---|
| February 1, 2021 | <p>Educator I, II, or III – nomination to become a candidate for promotion:</p> <ul style="list-style-type: none"> Nominator (candidate, supervisor, assistant director/s, associate chair) submits nomination intent via e-mail to Terri Fisher, fisher.456@osu.edu, copying all relevant parties. Include draft of three-page narrative with initial submission (see Guide for Preparing Your A&P Promotion Narrative) as a pdf document with file name "LastName-Narrative-YEAR-Draft" <p>Educator II</p> <ul style="list-style-type: none"> Submits 3-4 potential colleague evaluators (name and contact information) via Qualtrics survey: https://osu.az1.qualtrics.com/jfe/form/SV_9Go5RY86QcwfFpH (questions to Terri Fisher, fisher.456@osu.edu) <p>Educator III</p> <ul style="list-style-type: none"> Submits 5-7 potential clientele and colleague evaluators (name and contact information) via Qualtrics survey: https://osu.az1.qualtrics.com/jfe/form/SV_9Go5RY86QcwfFpH (questions to Terri Fisher, fisher.456@osu.edu) |
| March 1 | <p>Respective Review Committees meet (candidate's supervisor, assistant director/s, and associate chair) to make determination regarding nomination.</p> <p>Associate Chair</p> <ul style="list-style-type: none"> Requests evaluator names from Supervisors. Sends letter of request to evaluators by March 15. Grants candidate, supervisor, and assistant director(s) access to a shared OneDrive folder. |
| March 15 | <p>Candidate submits to the shared OneDrive folder:</p> <ul style="list-style-type: none"> Final three-page personal narrative. Please submit as a pdf document with file name "LastName-Narrative-YEAR-Final" Peer evaluation of teaching letters – one per year since date of hire or last promotion (whichever is more recent). Please submit as one pdf document in chronological order with file name: "LastName-Peer-Reviews-YEARS" Annual performance reviews for review period. Please submit as one pdf document in chronological order with file name: "LastName-Performance-Reviews-YEARS" |
| April 1-30 | <p>Respective Review Committees meet (candidate's supervisor, assistant director/s, and associate chair) to review candidate's narrative, performance reviews, peer teaching letters, and evaluator feedback (as applicable).</p> <ul style="list-style-type: none"> Supervisor authors the review committee recommendation letter addressed to the director of Extension on behalf of the associate chair. |
| May 1 | <p>Associate Chair</p> <ul style="list-style-type: none"> Forwards the review committee recommendation letter to the candidate. |
| May 15 | <p>The director of Extension makes the final determination on promotion and notifies candidate regarding promotion decision.</p> <ul style="list-style-type: none"> Letter of award/denial is sent to candidate by director of Extension. Supervisor, assistant director(s), associate chair, director of operations, and Extension's HR Generalist are copied. Promotion becomes effective September 1. |

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