

Timeline/Checklist – OSU Extension Probationary Faculty Mandatory 4th Year Review

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>
January 2024	<p>Associate Chair</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notifies candidate that an online folder is available to submit materials for a promotion dossier review.
April 1	<p>Candidate submits dossier materials for committee review which includes:</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"/> Peer teaching evaluation letters since joining the faculty (submit as one PDF document in chronological order with file name: “YEARS-LastName-Peer-Reviews”). <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”). <input type="checkbox"/> EEET (LOD will provide) and Student Evaluation of Instruction (SEI) reports (if applicable) for the review period. <p>NOTE: Spring submission is not required but strongly encouraged.</p>
Mid-April	<p>P&T 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.
May 1	<p>Associate Chair</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identifies a faculty or staff member to summarize comments contained in the candidate’s EEET reports (and SEI reports if applicable) and <input type="checkbox"/> shares their contact info with candidate by May 15.
June 15	<p>Candidate</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submits updated Introduction and Core Dossier report for POD review (submit as PDF documents as specified for April 1).
July 15	<p>Procedures Oversight Designee (POD)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reviews updated core dossier report. Per OAA POD duties, verifies accuracy of all publications and creative works listed in the dossier and <input type="checkbox"/> provides a written feedback letter to the candidate, copying the associate chair.
July 30	<p>Candidate</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sends copies of EEETs/SEIs containing written comments to colleague identified May 1.

Due Date	Person(s) responsible to submit/complete review materials
August 1	<p>Candidate submits to Interfolio:</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). <p>Candidate submits to online folder:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Any updated/additional peer teaching evaluation letters, annual performance reviews, and EEET/SEI reports (if applicable) since April 1 submission.
August 15	<p>Candidate</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submits Promotion and Tenure/Promotion Dossier Checklist via Interfolio <p>POD</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prior to the fall meeting, submits POD Verification Form via Interfolio
Early September	<p>P&T Committee</p> <ul style="list-style-type: none"> • Fall Meeting – reviews candidate’s dossier materials and renders non-binding recommendation vote regarding continuation of the probationary period. <ul style="list-style-type: none"> <input type="checkbox"/> Within one week of the meeting, committee chair submits TIU Faculty Deliberative Body Recommendation letter via Interfolio. <p>POD</p> <ul style="list-style-type: none"> <input type="checkbox"/> Within one week of the fall meeting, submits POD Deliberative Body Vote Form via Interfolio.
October (exact dates TBD by CFAES)	<p>Associate Chair</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submits department chair TIU Head Recommendation letter via Interfolio <input type="checkbox"/> TIU-Level Comments Process begins via Interfolio. <p>Candidate</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completes TIU-Level Comments Process within ten calendar days of Interfolio notification. <p>Associate Chair</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedules faculty annual review meeting for winter of the following calendar year.
January/ February 2025	<p>College Review</p> <ul style="list-style-type: none"> <input type="checkbox"/> College completes review of candidate’s dossier materials and submits College P&T Committee Recommendation letter via Interfolio <input type="checkbox"/> College Dean Recommendation submitted via Interfolio <input type="checkbox"/> Per OAA rules, the College-Level Comments Process begins via Interfolio.
January- March	<p>Candidate</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submits an updated dossier report by January 15 to the associate chair’s office. <p>Associate Chair</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reviews candidate’s updated dossier and last fall’s committee review. <input type="checkbox"/> Discusses progress, performance, future plans, and goals with candidate; prepares a written evaluation letter.