Timeline/Checklist – OSU Extension Probationary Faculty Mandatory 6th Year Promotion and Tenure 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.

Due Date	*Person(s) responsible to submit/complete review materials*
January 2024	**Associate Chair** ☐ Notifies candidate that an online folder is available to submit materials for a promotion dossier review.
April 1	**Candidate** submits dossier materials for committee review which includes: ☐ Introduction (Part I of core dossier, unpaginated, submit as a PDF document with file name: "DATE-LastName-Introduction") ☐ Core dossier (Part II only, paginated, submit as a PDF document with file name: "DATE-LastName-Dossier"). ☐ Peer teaching evaluation letters since joining the faculty (submit as one PDF document in chronological order with file name: "YEARS-LastName-Peer-Reviews"). ☐ Signed annual performance review letters since joining the faculty (submit as one PDF document in chronological order with file name: "YEARS-LastName-Performance-Reviews"). ☐ EEET (LOD will provide) and Student Evaluation of Instruction (SEI) reports (if applicable) since joining the faculty. **NOTE: Spring submission is not required but strongly encouraged.**

Mid-April	**P&T Committee**
	• **Spring Meeting** – reviews candidate's dossier materials.
	  ☐ Committee-assigned coach contacts the candidate within one week of the meeting regarding feedback.
	  ☐ Submits to the associate chair 3-4 potential external evaluator names (of higher rank) with current weblink to potential evaluator's bio.

May 1	**Candidate** submits for external evaluation:
	☐ Updated Introduction and Core Dossier report for external evaluators review (submit as PDF documents as specified for April 1).
	☐ 5-7 scholarly materials along with
	☐ a cover page/index listing
	  o a short description of each item. (Note: this document will be included in the dossier, and should provide a good stand-alone explanation of each item.)
	  o Please number all items for cross-referencing.
	☐ No more than three potential external evaluator names (of higher rank) with current weblink to potential evaluator's bio.
	☐ **Note: Candidate should not contact potential external evaluators.**

Due Date	Person(s) responsible to submit/complete review materials
May 1 (cont.)	**Associate Chair** ☐ Identifies a faculty or staff member to summarize comments contained in the candidate's EEET reports (and SEI reports if applicable) and ☐ shares their contact info with candidate by May 15.
June 15	**Candidate** ☐ Submits updated Introduction and Core Dossier report for POD review (submit as PDF documents as specified for April 1).
July 15	**Procedures Oversight Designee (POD)** ☐ Reviews updated core dossier report. Per OAA POD duties, verifies accuracy of all publications and creative works listed in the dossier and ☐ provides a written feedback letter to the candidate, copying the associate chair.
July 30	**Candidate** ☐ Sends copies of EEETs/SEIs containing written comments to colleague identified May 1.
August 1	**Candidate** submits to Interfolio: ☐ Final Introduction and Core Dossier report (submit as PDF documents as specified for April 1). **Candidate** submits to Online Folder: ☐ Any updated/additional peer teaching evaluation letters, annual performance reviews, and EEET/SEI reports (if applicable) since April 1 submission.
August 15	**Candidate** ☐ Submits Promotion and Tenure/Promotion Dossier Checklist via Interfolio **POD** ☐ Prior to the fall meeting, submits POD Verification Form via Interfolio
Early September	**P&T Committee** • **Fall Meeting** – reviews candidate's dossier materials and renders non-binding recommendation vote regarding promotion and tenure. 　☐ Within one week of the meeting, committee chair submits TIU Faculty Deliberative Body Recommendation letter via Interfolio **POD** ☐ Within one week of the fall meeting, submits POD Deliberative Body Vote Form via Interfolio.
October (exact dates TBD by CFAES)	**Associate Chair** ☐ Submits department chair TIU Head Recommendation letter via Interfolio ☐ TIU-Level Comments Process begins via Interfolio. **Candidate** ☐ Completes TIU-Level Comments Process within ten calendar days of Interfolio notification.
January/ February 2025	**College Review** ☐ College completes review of candidate's dossier materials and submits College P&T Committee Recommendation letter via Interfolio ☐ College Dean Recommendation submitted via Interfolio ☐ Per OAA rules, the College-Level Comments Process begins via Interfolio.

April/May	**University Review** ☐ University provost notifies college of its decision.
June/July	**Board of Trustees (BOT)** • Meets to review university requests for promotion and tenure. ☐ After meeting, notifies college of promotion and tenure decisions. Promotion effective as of BOT decision date.
September 1	• Promotion-related salary increase effective as of this date.

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