

Timeline/Checklist – OSU Extension Faculty Requesting a Non-Mandatory Promotion 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 1, 2024	<p>Faculty Member</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submits a brief letter to the associate chair via e-mail to Terri Fisher, fisher.456@osu.edu, requesting a non-mandatory promotion review.
January	<p>Associate Chair</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notifies faculty member that an online folder is available to submit materials for a promotion dossier review.
April 1	<p>Faculty Member submits dossier materials for committee review and vote, 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, not to exceed the most recent five years (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, not to exceed the most recent five years (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) since joining the faculty, not to exceed the most recent five years.
Mid-April	<p>P&T Committee</p> <ul style="list-style-type: none"> • Spring Meeting – reviews candidate’s dossier materials and renders a binding recommendation via committee vote. <ul style="list-style-type: none"> <input type="checkbox"/> Submits a letter to the faculty member (cc’d to the associate chair) within one week of the meeting regarding the outcome of the committee vote and committee feedback. <input type="checkbox"/> For faculty members proceeding as a candidate, submits to the associate chair 3-4 potential external evaluator names (of higher rank) with current weblink to potential evaluator’s bio.

Due Date	Person(s) responsible to submit/complete review materials
May 1	<p>Candidate submits for external evaluation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Updated Introduction and Core Dossier report for external evaluators review (submit as PDF documents as specified for April 1). <input type="checkbox"/> 5-7 scholarly materials along with <input type="checkbox"/> a cover page/index listing <ul style="list-style-type: none"> 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. <input type="checkbox"/> No more than three potential external evaluator names (of higher rank) with weblink to potential evaluator's bio. <input type="checkbox"/> Note: Candidate should not contact potential external evaluators. <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.
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 regarding promotion through formal vote. <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)	Associate Chair <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. Candidate <ul style="list-style-type: none"> <input type="checkbox"/> Completes TIU-Level Comments Process within ten calendar days of Interfolio notification.
January/ February 2025	College Review <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.
April/May	University Review <ul style="list-style-type: none"> <input type="checkbox"/> University provost notifies college of its decision.
June/July	Board of Trustees (BOT) <ul style="list-style-type: none"> • Meets to review university requests for promotion and tenure. <ul style="list-style-type: none"> <input type="checkbox"/> After meeting, notifies college of promotion and tenure decisions. Promotion effective as of BOT decision date.
September 1	<ul style="list-style-type: none"> • Promotion-related salary increase effective as of this date.

Updated November 2023