

OSU Extension Promotion and Tenure Mentoring/Coaching Guidelines

January 2019

Overview

The goal of Ohio State University Extension is to conduct successful educational programs with impact to 1) be the premier Extension program in the nation, 2) position OSU Extension as the education and research resource serving all Ohio citizens, and 3) develop and sustain world-class Extension professionals.

The role of the OSU Extension Promotion and Tenure (P&T) committee is to provide an independent and unbiased assessment of the dossiers of candidates, and to determine if they have met the criteria for promotion and/or tenure.

A framework for mentoring and coaching has been established to assist Extension faculty in preparing their documentation for promotion and tenure.

Mentor and Coach Responsibilities

Mentors: A promotion and tenure mentor is a trusted adviser, friend, teacher, peer who is a non-evaluator, a non-decision maker, and selected for his or her skills and experience. A mentor is expected to:

1. **Inspire:** model, envision, and transmit values;
2. **Invest:** sponsor, develop, and challenge; and
3. **Support:** encourage, listen, and befriend.

Mentors are identified based on their ability to work with the candidate to develop a plan to achieve promotion and tenure.

A mentor of academic rank higher than the faculty member will be assigned by the faculty member's assistant director in consultation with the chair of the Department of Extension. ***P&T committee members cannot also serve as mentors for candidates for promotion or tenure.***

Coaches: A promotion and tenure coach is a member of the Extension P&T committee. A coach is expected to:

1. Lead on dossier reviews and guide team discussion with each assigned candidate;
2. Verify publications of the candidate to assist in the work of the Procedure Oversight Designee (POD); and
3. Assist the P&T committee chair by writing draft letters for the candidate

Mentoring and Coaching Process

Probationary faculty are assigned a mentor of higher academic rank by the department chair/assistant director to assist in developing and implementing the candidate's promotion plan.

Candidates are offered a coaching session during June or July before dossiers are submitted for fall review to share feedback from the committee's previous discussion. This session could also involve the candidate's mentor.

Faculty pursuing a non-mandatory promotion should request a mentor from the department chair/assistant director to assist in their dossier preparation. Non-mandatory faculty promotion candidates will also receive coaching from a P&T committee member prior to their fall dossier submission.