

Recommendations on the P&T Dossier Preparation and Submission

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Recommendations on the P&T Dossier Preparation and Submission

1. Keep building on the dossier each year.

(We always forget to include some crucial information in the dossier if we wait until the 4th or the 6th year.)

Recommendations on the P&T Dossier Preparation and Submission

1. Keep building on the dossier each year. Don't wait until the 4th or the 6th year.
2. **Do not pad the dossier. Avoid repeating the same thing over and over in the dossier. Find the best place to enter the information, and put it in there.**

Recommendations on the P&T Dossier Preparation and Submission

1. Keep building on the dossier each year. Don't wait until the 4th or the 6th year.
2. Do not pad the dossier.
3. **Use fewer words to tell your story, without diluting or diminishing the significance of what you have done.**

Recommendations on the P&T Dossier Preparation and Submission

1. Keep building on the dossier each year. Don't wait until the 4th or the 6th year.
2. Do not pad the dossier.
3. Use fewer words to tell your story. Don't ramble.
4. **Do not be ashamed of “tooting your own horn”. Others may not do this for you. This is not the time to be humble. Let everyone know how good a job you have done.**

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- 5. Read the dossier several times to make sure statements make sense, and there are no spelling errors. Do not trust on computer's Spell Check. It will catch misspelled words, not errors made in inappropriate choice and use of words.**

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6. Ask the people in your mentoring committee (if you have one) or 3 other peers to read your dossier. Get their comments.

(Give them plenty of time to do this if you really want to get a meaningful input from them.)

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- 7. The POD of the TIU P&T committee will check the accuracy of the information presented in your dossier. Report only facts that what you can prove.**

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7. The POD of the TIU P&T committee will check the accuracy of the information presented in your dossier. Report only facts that what you can prove.
8. **In a folder, provide all the supporting documents the POD and the committee need to see to validate the statements made in the dossier** (such as: existence of publications and teaching evaluations).

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- 9. Follow the deadlines provided you by the TIU P&T Committee Chair, and submit your dossier at least a few days before the TIU deadline.**
- 10. Do not request from the TIU P&T Committee extension of time to submit your dossier.**