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 Discussion with immediate supervisor on expectations for tenure and promotion.

9. You identified peers who have gone through the hoops.

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- Check with your supervisor if you can establish a 3member mentoring committee.
- Hold periodic (at least once a year) discussion sessions with the people in your mentoring committee.
 - » Share your accomplishments (and possibly your dossier) with them.
 - » Get feedback

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- Hold periodic (at least once a year) discussion sessions with the people in your mentoring committee.
 - » Share your accomplishments (and possibly your dossier) with them.
 - » Get feedback
- Ask them if they can share their P&T dossiers with you.

8. You clearly defined the educational programs in which you intend to spend a significant portion of your time.

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 - -- Think about developing a brand new program

 Join a team; take part in delivery of existing successful programs.

7. You documented in your dossier your efforts in delivering educational programs.

The most important section in your dossier

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Key components:

- The reasons for implementing educational programs (Rationale),
- Appropriate method of program delivery and implementation,
- The target audience clearly identified, and the rationale given,
- Frequency of educational programs delivered,
- Record of attendance or participation in electronic medium.

6. You kept asking this one particular question to yourself before conducting any educational activity:

"will outcomes from this activity help me fill a hole in my dossier?"

5. You documented the impacts of the educational programs you developed and implemented, or took part in delivery.

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- Surveys conducted before and after the program is delivered to document "attitudes changed",
- Pre-test / Post-test to document knowledge gained.
- You did your best to express the impacts of your educational activities in dollars.

- 4. You have included in the dossier strong evidence of the quality of program delivery.
- > Teaching evaluations
 - Peer evaluation
 - EEET Audience / participant evaluation
- Unsolicited comments from clientele
- Teaching awards

3. You established professional relationships with peers outside the State who are knowledgeable about your programs and your accomplishments.

2. You kept a productive dialog between you and your supervisor(s).

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- Inform them frequently how things are going in general. If there are problems, seek immediate input.
- Let them know your accomplishments, praises you have received for the work you have done.
- Pay attention to recommendations in annual review letters. Do your best to address the deficiencies identified in letters.
- Ask if you are making steady/acceptable/adequate progress towards P&T

You documented your "scholarly" activities and accomplishments.

1. You documented your "scholarly" activities and accomplishments in your dossier.

Example statement (College P&T Committee):

"Department of Extension faculty are expected to have focused, high quality research and scholarly work as they disseminate the knowledge gained from these activities to the clientele".

1. You documented your "scholarly" activities and accomplishments in your dossier.

Example statement (College P&T Committee):

"The candidate has made **XX** presentations at national level conferences, and is the author or co-author of:

- XX peer-reviewed journal publications,
- XX editor-reviewed journal articles,
- XX abstracts and short entries,
- XX Extension bulletins and fact sheets."

--Summary--

- 10. You started working on your tenure and promotion dossier the <u>first month</u> you joined OSU.
- 9. You identified peers who have gone through the hoops.
- 8. You clearly defined the educational programs in which you intend to spend a significant portion of your time.
- 7. You documented in your dossier your efforts in delivering educational programs.
- 6. You kept asking this question to yourself before conducting any educational activity: "will outcomes from this activity help me fill a hole in my dossier?"

--Summary—

- 5. You documented the impacts of the educational programs you delivered or took part in delivery.
- 4. You have included in the dossier a strong evidence of the quality of program delivery.
- 3. You established professional relationships with peers outside the State who are knowledgeable about your programs and your accomplishments.
- 2. You kept a productive dialog between you and your supervisor(s).
- 1. You documented your "scholarly" activities and accomplishments.