

## Extension Faculty Promotion and Tenure Workshop

November 19, 2015, 9:30 am – 2:30 pm

Nationwide and Ohio Farm Bureau 4-H Center, International Room

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**9:30 am** Registration and Refreshments

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**10:00 am** Welcome and Workshop Outline

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**10:15 am** Things that “Catch the Eye” of the P & T Committee

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**10:45 am** Developing a long-range plan to prepare for the P & T Process

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**11:15 am** Getting Your Dossier Organized

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**11:45 am** Lunch

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**12:20 pm** Curriculum – Definition, Requirements and Writing the Narratives

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**12:50 pm** Writing Concise and Meaningful Narratives

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**1:20 pm** Writing Appropriate Quality Indicators and Where do my Awards Go in the Dossier

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**1:50 pm** Other Things You Want to Know to Make Your Dossier Look Good

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**2:15 pm** Wrap-Up

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**2:30 pm** Faculty Meeting and/or One-on-One Coaching

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