

How Can I be Successful in the Promotion and Tenure Process  
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Topic: Final Items You Want to Know to Make Your Dossier Look Good

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1. Remember it's your document. Committee and peers can provide advice, but ultimately the decision is yours
2. Please read the guidelines: keep them near you when entering data
3. Know the timeline and expectations for current year
4. What is your start date?
5. Due to nuances of RIV, save your document in Word (spell check it), clean it up, save as a PDF
6. Is your biographical narrative up to date? Don't pile on.
7. Double check your teaching numbers: Make sure they add up correctly.
8. Empty cells in the teaching tables
9. Formal vs informal curriculum format  
  
Formal: Overview/Need, Title (Program Name and Citation), Overall Objectives, Target Audience, Curriculum Description, Role, Use by Others, Impact  
  
Informal: Overview/Need, Name of Program (Citation Optional), Overall Objectives, Target Audience, Curriculum Description, Role, Use by Others, Impact
10. Make sure your grant dollars are accurate and consistent with the initial paragraph
11. Accuracy of all publications and creative works listed – verify with coach. For any co-authored material, make sure you have the correct percentage of effort and is cited correctly. Keep a copy of what was verified. Report what you can prove
12. Acceptance rates? Try to find them
13. International vs national presentations

14. Is it last name, Assistant Professor, this candidate etc? Choose one (bold it) and stick with it.
15. Do not pad your dossier- find the best place and document it
16. Don't ramble; be succinct as possible
17. Make sure your Triple ETs and peer letters are in reverse chronological order
18. Have a colleague (or two) read the final document. Don't forget about your Regional Directors and Assistant Directors
19. Be prepared for your summer meeting
20. Remember it is your document