

# Things that Catch the of the P & T Committee

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Extension Faculty Promotion & Tenure Committee

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THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

## Things that catch the “eye” of the P & T Committee

- Not staying within the time frame since the last promotion or date of hire

## Things that catch the “eye” of the P & T Committee

- \* Having “lists” of items already in the dossier and re-printed in the Quality Indicators section vs. new/combined information

### Example of lists:

- Taught six presentations on leadership
- Wrote one journal article titled.....
- Completed 31 radio programs including..... (titles)
- \* Wrote one journal article

### Example of new/combined information:

- The candidate has received 20 invitations to speak at state and national conferences and 15 invitations to collaborate on interdisciplinary or multi-institutional papers and projects.

## Things that catch the “eye” of the P & T Committee

- Using the P & T guidelines completely and accurately (i.e., incorrect titles for the curriculum sub-sections)

### Formal Curriculum

- \* Overview
- \* Title (name of program and citation)
- \* Overall Objective
- \* Target Audience
- \* Curriculum Description (components of program/materials created and used)
- \* Role
- \* Use by Others
- \* Impact

## Things that catch the “eye” of the P & T Committee

### Informal Programming Curriculum

- \* Overview
- \* Name of Program
- \* Overall Objective
- \* Target Audience
- \* Curriculum Description
- \* Role
- \* Use by Others
- \* Impact

## Things that catch the “eye” of the P & T Committee

- A biographical statement that truly reflects the work you do

As County Extension Director (CED), Smith manages the County Extension office operations. Local funding is secured annually from the County Commissioners by communicating quarterly all programs completed and impacts to the community. Additional funding is sought and secured through grants and contracts to support Extension staff and program expenses. Office equipment is maintained and upgraded appropriately according to need and priority. Monthly office conferences are held to encourage inter-office communication and teamwork. The areas of human resources management, Extension Advisory Committee and public relations are also a part of this educator’s responsibilities.



## Things that catch the “eye” of the P & T Committee

### **Biographical Narrative** (explanation of an extended time commitment/constraint)

Expectations for Extension Educators include providing service to state and national programs teams, as well as organizations to further the Extension vision and visibility. This includes service to Ohio Association of Extension Professionals, which is now the Ohio Joint Council of Extension Professionals, having merged with Epsilon Sigma Phi Alpha Eta Chapter in 2012. Since this Extension Educator was serving as President during the time of merger she was expected to commit additional time and energy to this process.

## Things that catch the “eye” of the P & T Committee

- Sections of the dossier are not completed

Date	Title	Sponsor	Enr.	% Taught	Candidate's Role	Formal Eval.	Times Offered
03/2015	Farm Financial Management 101	Ohio State University Extension	14	100%	Presenter	Yes	4
07/2014	Camp counselor training – emergency procedures	Ohio State University Extension	27	100%	Presenter	No	1
04/2013	Basic nutrition – shopping for food	Ohio State University Extension	11		Presenter	No	
09/2012	Master Gardener training – herbs	Ohio State University Extension		100%			1



## Things that catch the “eye” of the P & T Committee

- Inconsistent formatting
- Teaching Tables:
  - % taught not listed
  - Theme not listed with titles
- No parallel construction
- Low overall teaching numbers

## Things that catch the “eye” of the P & T Committee

- **Correct citation listed:**
  - Within a citation, the % needs to add up to 100%
  - Authors names are in the same order as in the official document, proceedings, etc.
- **List international conferences that are only held in the United States (must be international or rotated)**

Smith, T.J., Presenter, “Preparing Marinas for the Next Super Storm: Addressing the Social Challenges Posed by Coastal Storms.” Presented at the International Association of Great Lakes Research. Burlington, Vermont, United States.

25% authorship, Co-developed abstract (25%), co-developed presentation (25%).

NOTE: International conference rotates inside and outside of United States.

## Things that catch the “eye” of the P & T Committee

- One body of work/research can be utilized in a variety of ways to be listed in the dossier
  - Examples: abstract, presentation/seminar, poster session
- Abbreviating names of organizations and the committee can't decipher what it is
  - \* OARDC (would the music professor know this one that's common to us?)
  - \* ASABE Superior Paper Award
  - \* NFBM Conference
  - \* ALE Conference
- Difference between Extension and Extension events
- No research summary

## Things that catch the “eye” of the P & T Committee

- Lack of awards in each of the three areas (teaching, research and service)
- Evidence in the teaching section of how to make changes in teaching
  - Example:  
The candidate has identified areas of growth such as “held my attention” (4.48 out of 5.0) and “stimulating me in wanting to learn” (4.66. out of 5.0). These areas of growth are under continuous improvement by the candidate and he/she has utilized several teaching techniques to strengthen the scores. The candidate has introduced more audience questions that engages the participants into the learning event, solicits the audience experience and knowledge into the presentation and helps keep them attentive to the workshop/presentation.

## Things that catch the “eye” of the P & T Committee

### Another Teaching Improvement Example:

Peer reviews and EEET’s are used as formal evaluations for teaching improvement. One challenge to improvement is to devise ways to keep the XYZ program more interactive in the large group setting. This ties to one question on the EEET, “Stimulated me in wanting to learn more”. The educator has encouraged more discussion and feedback from the groups taught and has suggested Extension publications, videos and provided hand-outs for further education. With the addition of “Questions” within the presentation and not just at the end, reminded this educator to check with members of the audience as to their interests and concerns- providing not only the presenter, but also the audience a pause to collect thoughts.

## Things that catch the “eye” of the P & T Committee

### Another teaching improvement example:

Since 2012, the candidate has used EEET's to evaluate teaching 17 times and collected 10 peer evaluation letters to evaluate teaching and identify areas for continuous improvement. In critically evaluating the EEET reports and summaries, the four lowest evaluation scores were from programs with youth audiences, compared to higher evaluations with elected officials, individual landowners, and community and business leaders. To improve scores with the youth, the candidate collaborates with 4-H Educators to customize programs with hands-on activities and to identify teaching techniques that appeal to younger audiences. In addition, in analyzing written comments from EEET's, the candidate has determined the need to develop teaching strategies that better hold participants attention. As a result, the candidate has altered the structure of some programs to engage participants in role-play exercised and hands-on experimental learning activities while also fostering a more energetic delivery and tone to make sessions more fun and effective.

## Things that catch the “eye” of the P & T Committee

### Another teaching improvement example:

She reviews the EEET’s and adjusts teaching methods to improve skills accordingly. She pays close attention to the numerical rankings in order to maintain a high level of quality. In addition, she is especially cognizant of the comments as these provide suggestions and recommendations that are sometimes focused on the small details that improve learning. If there is a consistent theme in the comments, she will make the necessary adjustment. For instance, one particular program received several comments regarding hand-outs. As a result, she developed a hand-out specifically to improve the quality of learning for this program. In addition, she has introduced the use of instant polling technology in the classroom and has used the immediate feedback to adjust the curriculum for the topic. For example, while teaching a three-hour class to Master Gardener Volunteers, she uses the polling technology to determine if a concept is understood before moving to the next topic.

## Things that catch the “eye” of the P & T Committee

- **Using multiple references to the author of the dossier**
  - Examples: candidate, educator, last name
  - Should use the same reference throughout the dossier
- **Things that are missing**
  - Examples in the biographical statement – degrees, work experience
- **Not having a “hole” that is obvious in the dossier**
  - Need balance of teaching, research and service – Best to have something reasonable everywhere possible



## Things that catch the “eye” of the P & T Committee

- Lack of the required peer evaluations and group EEET's
  - \* 1 – 2 peer evaluations annually
  - \* 3 – 5 group EEET's annually
  - \* All from someone with a higher rank
- When it is time for your coach to review your creative and scholarly work, make sure “evidence” is available, links are not broken, etc. – or it must be taken out of the dossier
- Grammatical and punctuation errors or words that are not spelled correctly

The educator completed 9 EEET and two peer evaluations in each of the last 6 year. The educator made improvements in their teaching, by adding more resource information to thier presentation and seminars..

**What's Wrong?**

## Things that catch the “eye” of the P & T Committee

- **Required items for consultation and the EEO/diversity statement**

Consultation Statement: Professional consultation in candidate’s area of expertise regarded as part of normal job duties.

EEO (Diversity) Statement: The College of Food, Agricultural, and Environmental Sciences and its academic and research departments including, Ohio Agricultural Research and Development Center (OARDC), Agricultural Technical Institute (ATI) and Ohio State University Extension embraces human diversity and is committed to ensuring that all research and related educational programs are available to clientele on a nondiscriminatory basis without regard to age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or veteran status. This statement is in accordance with United States Civil Rights Laws and the USDA.

## Things that catch the “eye” of the P & T Committee

- **Using judgment statements**
  - “The candidate is an expert”
  - “The curriculum is one of the best in the industry”
- **Narratives too long or too short; answer all parts of the narrative sections (teaching and research)**
  - Approach to and goals in teaching, major accomplishments, plans for the future in teaching
  - Focus of research, major accomplishments, plans for the future

# Questions?

