

# Promotion in Extension Workshop

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**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

# Getting Our Arms Around Documentation Requirements

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## Objectives

- Understand the OSUE Dossier outline for Faculty and A&P professionals more clearly
- Understand what materials are necessary to document performance



# I Introduction-Biographical Information

- Degrees
- Positions
- Licenses
- Certification
- Biographical Narrative (input in Biographical Narrative field)
- Position description, specialization, themes,

## Dossier - tips

- Include every item in the core dossier outline in your dossier
- RIV will automatically enter “none” for any item where you do not have data
- Avoid self evaluation
- Use date of hire or date of last promotion, whichever is most recent (Faculty)
- Use date of hire, date of last promotion or last 5 years whichever is most recent (A&P Educators)
- Associate a date (month and year with every item in core dossier
- Organize material in reverse chronological (descending) order when generating core dossier in RIV
- Not everything you do belongs in your dossier

## II. Core Dossier

### Teaching

#### **1. Undergraduate, graduate, and professional courses taught** *(Not Required for A&P)*

Do not include Extension continuing education, or other non-credit course

- Chronological order by quarter, semester year
- Course number, title, & credit hours
- Course enrollment
- % of course taught by candidate - explain role (250 words)
- Management and team teaching
- Indicate if formal course evaluations were completed (faculty rule 3335-3-3-35(C)(14))

## 2. Involvement in graduate/professional exams, theses, and dissertation *(Not Required for A&P)*

a) Graduate students: list completed and current and include:

- i) Doctoral students (dissertation advisor)
- ii) master's students plan A (thesis advisor)
- iii) Master's students plan B (advisor)
- iv) Doctoral students (dissertation committee member)
- v) Doctoral student (general exam committee chair)
- vi) Doctoral students (general exam committee member)
- vii) Master's student (thesis committee member)
- viii) Master's student (examination committee member)

- See guidelines for information to include

**b) Describe noteworthy accomplishments of graduate students...**

**c) Senior honor theses: give names, title of thesis, term of graduation, and noteworthy outcomes of mentorship...**

**d) Describe noteworthy accomplishments of Undergraduate Students...**

## 3. Involvement with postdoctoral scholars and researchers *(Not Required for A&P)*

# 4. Extension and Continuing Education

## Instruction

### 1) Non-Dossier Extension Events

Select “yes” for “display on dossier:

### 2) Teaching...Extension & Continuing Education Instruction

- Summarize briefly major instructional activities not included in non-dossier Extension Module.
- Example narratives include a table for group and individual teaching
- Guest lectures, invited lectures, individual instruction and student interns are listed here.
- “Select Guest Lecture” for type of course in drop-down menu for guest lectures, include course number, when taught and title.
- Enter teaching for each year separately,  
If you had multiple Extension events during the year where you taught the same topic, use the “Copy ...related EVENT” feature to add another instance of the event to your profile ( see guidelines and attend RIV training for more assistance)
- Enter Extension Teaching into the NON-DOSSIER Extension Section
- Put your dossier theme in parentheses following the event title
- One-off teaching activities and teaching activities prior to 2010 go directly into Teaching (Extension and Continuing Education) Do not enter data in BOTH places.



Teaching continued

**a. Teaching in Group Settings**

**(narrative) These tables provide a summary of teaching...**

**Theme 1 (by title)**

**Total Number of Participants: xxx**

**Instances of course offered: xx**

**Theme 2 (by title)**

**Total Number of Participants: xxx**

**Instances of course offered: xx**

**Theme 3 (by title)**

**Total Number of Participants: xxx**

**Instances of course offered: xx**

**Group Teaching Total Number of Participants: xxxx**

**Group Teaching Total Instances of course offered: xxx**

**b. Individual Instruction**

**(narrative) As an Extension Educator, this candidate.....**

**Theme 1 (by title) – Total number of Contacts: xxx**

**Theme 2 (by title) – Total number of Contacts: xxx**

**Theme 3 (by title) – Total number of Contacts: xxx**

**Total number of Contacts in Individual Instruction: xxxx**

**5. Curriculum Development (narrative) give specific examples of involvement in Curriculum development role in the design. and implementation of new and revised courses (outline suggested in Faculty Guidelines)**

### **Formal Curriculum**

#### **Overview**

**Title (program name citation)**

**Overall Objectives**

**Target Audience**

**Curriculum Description**

**Components/Materials**

**Created/Used**

**Role**

**Use by Others**

**Impact**

### **Informal Programming Curriculum**

#### **Overview**

**Name of Program**

**Objectives**

**Target Audience**

**Curriculum Description**

**Components/Materials**

**Created/Used**

**Role**

**Use by Others**

**Impact**

## **Curriculum Development (narrative)**

**give specific examples of involvement in Curriculum development role in the design and implementation of new and revised courses; development of new teaching methods or materials or the creation of new programs**

### **Outline recommended in A&P guidelines**

- **Overview**
- **Title**
- **Overall Objective**
- **Target Audience**
- **Curriculum**
- **Use by Others**
- **Impact**

**6. Brief description of your approach to and goals in teaching, and major accomplishments; and goals for the future in teaching**

- describe accomplishments from training grants here

## **7. Evaluation of Teaching since date of hire or date of last promotion, (or last five years for A&P Educators only), whichever is more recent.**

- Brief description of how the candidate has used the evaluation information to improve the quality of instruction (narrative)

## 8. Awards and formal recognition for teaching

- List awards the candidate has received for excellence in team teaching.
- May include citations from academic or professional units which have formal procedures and stated criteria for awards for outstanding teaching performance.

## **9. Academic Advising**

**Brief description of academic advising not included in section 2 under teaching or section 7 under service. *(Not Required for A&P)***

## Research Tips

- Carefully read instructions to better understand where things go in the first two research sections of your dossier
- Learn early how to get the citation to look like you want it to.
- Attending RIV training is essential
- Only papers and other scholarly works that have been formally accepted without qualification or publication or presentations that have actually been published or presented are to be listed in items a-j
- Provide a copy of the acceptance letter in the appendix for items accepted, but not yet published or presented
- List authors exactly as they are listed on the publications
- Candidate must list themselves even if they are the only author.



- Items under review should be listed separately in item k
- Multiple authorship 1a-1e - a 50 word narrative description of candidate's intellectual contribution is required
- Approximate percentage of contribution in relation to the total intellectual effort involved in the work for items 1f-1j is required
- Guidelines have details about RiV category name vs OAA category name to assist you.

## Research

### **1. List of books, articles and other published papers** *(Not Required for A&P)*

- a) Books (other than edited volumes) and monographs
- b) Edited Books
- c) Chapters in edited books
- d) Bulletins, technical reports, fact sheets and eXtension content page authoring contributions go here (see Appendix A)
- e) Peer reviewed journal articles (Journal Articles – indicate “peer reviewed”)
- f) Editor reviewed journal articles (Journal Articles – indicated “editor reviewed”)
- g) Reviews (indicate if peer reviewed) General press articles - indicate it as a “review”

- h) Abstracts and short entries (indicate if peer reviewed)
- Abstract is a technical summary of work usually 200-500 words, up to 1000 or more in some fields published in conference proceedings not the conference program.
- i) Papers in proceedings (Conference papers and proceedings where full papers are published – indicate if peer reviewed)
- j) Unpublished scholarly presentations (indicate if peer reviewed)
- List scholarly presentations at National meetings or selected by peer review here
- k) Potential publications in review process (indicate if peer reviewed)

## 2. List of creative works pertinent to candidates' professional focus

- **Items a-m are in alphabetical order in RIV under “Creative Works**
- **Guidelines have RiV category name if different from OAA category name**
  - a) **Artwork (Artwork & Exhibits)**
  - b) **Choreography (Musical Works & Performances)**
  - c) **Collections (Artwork & Exhibits)**
  - d) **Compositions (Musical Works & Performance)**
  - e) **Curated Exhibits (Artwork & Exhibits)**
  - f) **Exhibited Artwork (Artwork & Exhibits)**
  - g) **Inventions & Patents**
  - h) **Moving Image (Audiovisual Works)**
  - i) **Multimedia/databases/websites (eXtension training module authoring)**

j) Radio & Television

k) Recitals & Performances (Musical Works & Performance

l) Recordings (Musical Works & Performances)

m) Other Creative Works

- **Original newsletters**
- **Newsletter articles**
- **Magazine articles**
- **Trade journal articles**
- **Newspaper columns (group by year, outlet and theme)**
- **eXtension CoP development proposal approved w/no funding  
(see Appendix A)**

**3. Brief description of the focus of the candidate's research, scholarly or creative works, major accomplishments and plans for the future**

(Narratives....Focus on Research)

**4. Quality indicators of research, scholarly or creative work (Narratives...Focus on Quality Indicators) *(Not required for A&P)***

- Citations of your work
- Publication outlets
- Acceptance rates
- Ranking or impact factors of journal or publisher
- Use by other peers/professional

## 5. Research Funding

- for items a-f select “research or training grant/contract as “Type of grant” where appropriate
  - See guidelines for details on multiple authorship
  - Include description of effort
  - Include approximate percentage of your contribution in relation to the total effort involved in the work of the specific grant
  - In descriptors for a-j include period of funding, source and amount of funding and if funding is a grant or contract
- a) Funded **research** on which you are or have been the **PI**
  - b) Funded **research** on which you are or have been a **co-investigator**
  - c) Proposals for research funding that were submitted but **not funded**
  - d) Funded **training grants** on which you are or have be the **PI**
  - e) Proposals for **training grants** you have submitted that were **not funded**
  - f) Any other funding you have received for your academic work.

## **6. List of prizes and awards for research, scholarly or creative work**

Introduction – biographical information awards, honors.

Select “Research” for type of award/honor



## Service

Service

- 1. List of editorships or service as reviewer for journals, university presses, or other learned publications.** *(Not required for A&P)*
- 2. List of offices held and other service to professional societies.** (List organization, office held and or service performed) (Describe nature of organization)
- 3. List of consultation activity** (give time period of activity)  
*(Not Required for A&P)*
- 4. Clinical Services.** (State specific clinical assignments)  
*(Not Required for A&P)*
- 5. Other professional/public service such as reviewer of grants or proposals or as external examiner, if not listed elsewhere.** (Service...Other Professional/Public Service

## **6. Administrative Service. Give dates and description of responsibility.**

- a) Unit committees (Example OSU Extension State-wide committees) (Region, State, National or International service within Department)
- b) College or University Committees
- c) Initiatives undertaken to enhance diversity in your unit, college or the university (select other “activity” type in “diversity initiative in field)
- d) Administrative position held, e.g. graduate studies chair CED, EERA Leader, EERA Program Leader (add each entry as a separate position under introduction-biographical information...positions

e) Service as a graduate faculty representative on a dissertation in another unit or university (Teaching...academic advising)

## **7. Advisory to student groups and organizations**

## **8. Office of Student Life Committees.**

a) List Office of Student Life Committees on which you have served. (Service...Advising Student Groups, select "student life: for Type of Group

b) Summarize participation in student life programs such as fireside discussions, lectures to student groups, outside your unit, addresses or participation at student orientation.

## **9. List of prizes and awards for service to your profession, the university, your unit as well as to your community**

**10. Brief elaboration that provides additional information about service activities listed above (Narrative...Service Activities)**

- **Request your 5 year cumulative EEET Summary Report for promotion purpose. Make this request by March 1 (see guidelines for information on how to do this)**
- **Remember that a minimum of 3-5 Group EEET's are recommended each year.**
- **Be sure to obtain peer letters of evaluation on your teaching from Educators of higher rank. A minimum of 1-2 per year is expected**
- **Submit Evaluation Letters and PD&E summary with your dossier for both spring and fall reviews.**

# Start with the end in mind!

**The Promotion Process can improve your approach to  
your daily tasks**

**Read and follow Faculty or A&P Guidelines**

**Know Deadlines and Due Dates**

**Utilize Appendix B – Promotion Checklist**

**Follow Dossier Submission Instructions Part 6**

**Have your Mentor and others review your document**

**Meet with you Committee Coach and follow suggestions**