



## Format for the Promotion and Tenure Dossier

### Office for University Outreach and Regional Campuses - May 2005

The Promotion and Tenure Dossier presents in summary your activities and achievements as a developing professional in higher education. Write in the first person, and use 12-point Times New Roman font. Arrange materials supporting your application for promotion and tenure in the three-ring, loose-leaf binder provided, with tabbed separating pages between the sections. Arrange any ancillary supporting materials in clearly labeled, separate appendices in a second loose-leaf binder. Other materials, such as copies of publications, must also accompany the dossier in an appendix in a separate binder. Please arrange the materials according to the following format. Provide materials for the previous five years or since your last promotion, whichever is less.

Do not renumber or exclude listed categories. If a category is not applicable, indicate N/A. Additional lettered subcategories may be added at the end of a category if deemed necessary, e.g., H under IV, or I under V.

#### I. Administrative Documents

The Review Form for Promotion and/or Tenure, the first item in your dossier, should be placed in front of the first divider, in front of the Administrative Documents section. Please use the most recent version of the Review Form, which may be found at <http://www.ohiou.edu/apaa/ptindex.htm>. Immediately following the review form, place the letters of support from the regional campus dean, chair of the P & T committee, and the department chair in that order. Within the Administrative Documents section provide:

- A. A brief (three pages maximum) introduction to/summary of your case for promotion and/or tenure,
- B. A copy of your letter of appointment with tenure date—or your initial contract if the appointment letter lacks the tenure date—and your last contract,
- C. The normative minimal criteria for promotion and tenure from your campus,
- D. The Office for University Outreach and Regional Campuses minimal criteria, and
- E. Annual evaluation letters from your campus, beginning with the most recent.

#### II. Academic Preparation

First list each academic degree earned, beginning with the most recent. Include, in this order, dates of study, degree awarded, institution, and location of the institution. Then

include post-doctoral awards, residencies, and other post-graduate study, whether leading to a degree or not, beginning with the most recent.

### III. Professional Experience

Beginning with the most recent, list your teaching and other professional experience. Include starting and ending dates, position title, institution, and location. Indicate changes in rank and tenure status.

### IV. Teaching and Advising

#### A. Philosophy of Teaching.

Provide a one to three page statement outlining your philosophy of teaching. Describe your goals for instruction and your approach to the teaching-learning process. Indicate how your teaching fits into the missions of your division, campus, and Office for University Outreach and Regional Campuses and the direction(s) you envision for continued development.

#### B. Innovative Teaching.

Describe any particularly innovative approaches you have developed for any of the courses you teach. Include approaches such as the use of active learning techniques, service learning, learning communities, problem-based learning, and original uses of technology.

#### C. Courses Taught.

Using the “Courses Taught” format provided, create a table that lists the enrollments of courses you have taught, beginning with the most recent, quarter-by-quarter, since your last promotion or for the past five years, whichever is less. Provide course numbers, titles, enrollments, and the roles of any collaborators (teaching assistants, team teachers, readers, etc.). Indicate whether each course was taught on-load or as overload, or as an independent study. In a separate paragraph note any changes in your teaching responsibilities since your initial appointment.

#### D. Interdisciplinary Teaching.

Beginning with the most recent experience, provide a narrative that details any responsibilities to teach outside of your discipline or to teach with others who are outside your discipline, and provide an assessment of your effectiveness.

#### E. Evidence of Effectiveness.

Using the “Course Evaluations” table format provided, list the courses you have taught, beginning with the most recent, quarter by quarter, for the past five years; your overall student rating for each course; and the average student rating for your

campus for each quarter. In an introductory paragraph, provide your readers with any guidance you deem necessary for understanding the numerical evaluations. Following the table, provide

- A. A summary of not more than three pages of actual written student comments about a representative sample of courses.
  - B. Include a comparison with average student evaluations for all instructors of similar courses in the department, if available.
  - C. For each team taught course, indicate your level of involvement. Copies of computer evaluation summaries should be included in Appendix B. Also include in this section:
    1. A maximum of five peer evaluations of your teaching and materials that you have developed. Additional peer evaluations or other materials from colleagues regarding your teaching effectiveness should be placed in Appendix C.
    2. A maximum of three unsolicited letters from students. These letters may not be solicited by you or by your committee. Any additional letters from students should be placed in Appendix D.
    3. Beginning with the most recent, a list of awards and other recognitions of your teaching.
- NOTE: If you have been keeping a teaching portfolio, you may include selections from it totaling not more than 30 pages as Appendix E, in order to help document teaching effectiveness, or you may provide a judicious selection (one or two examples of each, not more than 30 total pages) of original course materials such as syllabi, handouts, examinations, laboratory exercises, and/or corrected student papers.

#### F. Advising and Supervision of Students.

Beginning with the most recent year, indicate the number of undergraduate and/or graduate students you have advised. Also beginning with the most recent year, indicate any thesis and/or dissertation committees you have served on; detail any significant experiences supervising laboratory and field work or externships, directing independent study, or participating in Education Abroad programs, co-op programs, or other university sponsored educational programs. Detail any noteworthy experiences offering students personal counseling or assisting in academic Student Affairs activities.

#### G. Teaching Development.

Beginning with the most recent, list workshops, seminars, short courses, and conferences on teaching that you have attended. In one or two sentences, indicate the nature of the development activities in each.

## V. Scholarship and Creative Activity

### A. Nature and Significance of Scholarship or Creative Activity.

Using language accessible to colleagues not in your field, provide a brief (one to three page) statement explaining the nature and significance of your accomplishments to date in research or creative activity. Publications that are in emerging areas of scholarship or that involve non-traditional means of dissemination (i.e. electronic publishing) should be followed by a brief annotation that establishes the nature of the work and of the peer review process leading to its publication. Indicate the fit of your research or the originality of your creative activity within the larger disciplinary context and directions for continued scholarship. Indicate any citation data or reviews of your publications or creative activity. Include copies of publications, color slides of artwork, or tapes/scores of music, etc., as part of ancillary materials in Appendix F.

### B. Books, Monographs, and Book Chapters.

Using MLA or APA style and beginning with the most recent publication, list 1) books, 2) monographs, and 3) book chapters. List all co-authors in correct publication order. Include the title, publisher, publisher location, date of publication, and number of pages. Clearly indicate the nature of your contribution to a co-authored publication in a sentence following the citation. Include brief (one or two sentence) annotations as needed to present non-traditional scholarship.

### C. Journal Articles and Abstracts.

Using MLA or APA style and beginning with the most recent, list publications within the following categories:

1. Articles in refereed professional journals
2. Articles in non-refereed journals
3. Internal agency reports
4. Consulting reports
5. Magazine articles
6. Creative works
7. Newspaper and newsletter articles
8. Abstracts
9. Book reviews, and
10. Other publications.

List in section V.H. any publications in press (accepted for publication). Do not include publications under review or in preparation or abstracts included in conference programs.

D. Performances and Creative Displays.

Using MLA or APA style and beginning with the most recent, list separately, with complete information on the date, location, occasion, and sponsorship of the performance. Create separate categories for 1) juried, 2) invited, and 3) open shows or performances.

E. Papers, Symposia, Workshops, and other Scholarly Presentations and Activities.

Beginning with the most recent, 1) supply details on conference papers and posters, invited lectures, symposia, workshops, and other professional presentations; 2) list participation in workshops and conferences in roles other than as a presenter, e.g. moderator, host, etc.; and 3) list professional workshops and conferences attended.

F. Grants and Awards.

Beginning with the most recent, summarize research support awarded and provide one or two sentences describing reviews and rankings of the proposals where possible. Include proposal title, funding agency, competitiveness of award if known, amount of support, and duration of award. In section 1) list awards external to Ohio University. In section 2) list awards internal to Ohio University. In section 3) summarize proposals under review, support sought but not obtained, and future funding prospects.

G. Editorships.

Beginning with the most recent, indicate any editorships of professional journals, encyclopedias, or book series that you have undertaken, and any service on editorial boards.

H. Publications under Review.

List any potential publications currently under review and provide clear and complete documentation of their status

VI. University and Community Service

A. Professional Service.

Indicate any memberships in professional associations, memberships on commissions and committees, offices held, or other professional activities. Describe any assessments of these activities.

B. University Governance.

Beginning with the most recent year, describe contributions to university governance through chairing or serving on department, campus, college, RHE, or Ohio University standing committees, task forces, work groups, and ad hoc committees.

C. Campus and Community Life.

Beginning with the most recent year, list service to the campus or University, to include involvement in public fora, student activities, and contributions to community or civic organizations during which you represented Ohio University or your contributions resulted from your professional expertise.

VII. External Letters.

Provide contact information for any scholars in your field who are familiar with your work and may be contacted by the Promotion and Tenure Committee for a letter of evaluation. One copy of the letter of solicitation and a minimum of three letters should be placed immediately after the list.

VIII. Appendices

A. Curriculum Vita [This is the last item in Binder 1.]

B. Course Evaluation Computer Summaries [This and subsequent appendices should be placed in a second binder.]

C. Additional Materials from Colleagues

D. Additional Letters from Students

E. Course Materials

F. Scholarly Materials

G. Other [Provide Title]