

Dossier Outline and Instructions

The following outline is to be used to create your core dossier. If you are unsure about the content needed for a particular item, consult your TIU head, chair of the promotion and tenure committee, chair of the committee of the eligible faculty, and/or procedures oversight designee (POD) for assistance.

Summarize accomplishments as succinctly as possible and in outline form to the extent possible (e.g., student accomplishments, curricular development, etc.)—you may present your narrative in prose or outline form. Some explanation is valuable, but lengthy narrative and explanation may obscure important accomplishments rather than highlight them. In general, narrative sections should be no longer than 750 words except where noted. Accomplishments may only be listed once in the dossier, except in cases where you are providing information (e.g., honors, awards, publications) with students. You should consult your TIU head, chair of the promotion and tenure committee, chair of the committee of the eligible faculty, and/or procedures oversight designee (POD) with any questions about where specific accomplishments should be included.

Avoid self-evaluation except when it is requested. Others can most appropriately offer assessment of the quality and importance of the candidate's accomplishments. However, narrative sections can be used to highlight evidence of quality and impact.

1. Workload Allocation

This section is designed to represent your workload distribution of responsibilities as determined by your contract and agreed upon between you and your supervisor. Each year your workload distribution should be reviewed during an annual faculty performance review for the coming year or multiple years and any changes agreed upon and documented. It is possible for this to change during the year, before another annual review, and it may be updated as needed. Include workload for the following categories (as applies): teaching, research and creative activity, service (e.g., participation on or chairing of committees, service to professional organizations, etc.), extension, and/or administration/leadership (e.g., serving as department chair, school director, center director, associate dean, etc.).

- Enter values as percentages of time allocation in whole numbers (no decimals) without the % character. If no workload is associated with a particular category, input 0.
- Attach any written agreements between yourself and the department(s) related to workload. In joint appointment cases, identify agreement for split workload.

2. Approach to and Goals in Teaching—Narrative

Briefly describe your approach to and goals in teaching and student mentoring, major accomplishments during the time period under review (including positive impact of your

teaching and mentoring on students), and plans for the future in teaching and student mentoring. Do not quote student comments.

For the semester start and semester end fields, include the period of time under review.

3. Evaluation of Teaching—Narrative

Briefly describe **how** you have used evaluation information (e.g., student evaluations of instruction, peer evaluations of teaching, other feedback) to improve the quality of your teaching and student mentoring. Do not summarize SEI data in this section.

For the start semester and end semester fields, include the period of time under review.

4. Undergraduate, Graduate, and Professional Courses Taught at OSU

In Interfolio, this list will be automatically generated. If you are creating your core dossier outside of Interfolio, generate a table with each of the bulleted points below as a column and list each course taught and all clinical instruction.

- courses taught by quarter (AU, WI, SP, SU), semester (AU, SP), summer session or term, and year
- course number, title, and number of credit hours
- official final course enrollment
- percentage of course taught by candidate based on proportion of total student contact hours in course
 - brief explanation (less than 250 words) of candidate's role, if candidate was not solely responsible for course, including GTA supervision, course management, and team teaching
- indicate whether formal course evaluations were completed by students and/or faculty peers by placing a check mark in the appropriate column

If you have not obtained student evaluations in every regular classroom course, explain why this was not done. Such evaluation is required by [Faculty Rule 3335-3-35\(C\)\(14\)](#).

Do not include in this list extension, continuing education, or other non-credit courses.

5. Undergraduate, Graduate, and Professional Courses Taught at Other Institutions

If you joined Ohio State from another institution, and if your TIU has requested that you include information on your pre-Ohio State course instruction, please complete the fields below. Include courses in the time period for which the TIU has asked you to provide information.

6. Formal and Informal Advising and Mentoring—Summary

Document the number of students, residents, interns, and postdoctoral scholars you are (or have) formally or informally advising (advised) and/or mentoring (mentored). Enter these data by academic year.

For each year, indicate whether the advising and mentoring occurred at Ohio State or at somewhere else (e.g., you may currently mentor a graduate student at another university).

Definitions:

Doctoral students (dissertation advisor): include the number of doctoral students for whom you serve(d) as the dissertation advisor or co-advisor of record.

Doctoral students (dissertation committee member): include the number of doctoral students for whom you serve(d) as a member of the dissertation committee. Do NOT include service as a Graduate School representative; this will be documented in the service section.

Doctoral students (candidacy examination committee chair): include the number of doctoral students for whom you serve(d) as the candidacy examination committee chair.

Doctoral students (candidacy examination committee member): include the number of doctoral students for whom you serve(d) as a member of the candidacy examination committee. Do NOT include service as a Graduate School representative; this will be documented in the service section.

Master's students plan A (thesis advisor): include the number of master's students for whom you serve(d) as the thesis advisor or co-advisor of record.

Master's students plan B (advisor): include the number of master's students for whom you serve(d) as the advisor or co-advisor of record.

Master's students (thesis committee member): include the number of master's students for whom you serve(d) as a member of the thesis committee.

Master's students (examination committee member): include the number of master's students for whom you serve(d) as a member of the examination committee.

Residency candidates: include the number of residency candidates you supervised. Do not include students included in any other categories.

Clinical interns: include the number of clinical interns you supervised. Do not include students included in any other categories.

Postdoctoral scholars and researchers: include the number of postdoctoral scholars and researchers you supervised.

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Undergraduate research mentoring: include the number of undergraduate students for whom you served as a research mentor.

Other: include the number of students, residents, clinical interns, and or postdoctoral scholars and researchers to whom you provide(d) informal mentoring not included in any of the above categories in this section (i.e., Formal and Informal Advising and Mentoring—Summary).

Total: Calculate the total number of students, residents, interns, and postdoctoral scholars that you have or are currently formally or informally advising and/or mentoring.

7. Formal and Informal Advising and Mentoring—Detailed Record

Document information about students, residents, medical interns, and postdoctoral scholars that you are formally or informally advising and/or mentoring.

Definitions and Directions

Student Information

Start/end semester: provide the start and end semester/year of the formal advising and mentoring. If the engagement is ongoing, indicate this.

Student name: provide the first and last name of the student, resident, intern, or postdoctoral scholar.

Student classification: this identifies the classification of the person you advise(d)/mentor(ed).

Student ORCID: include the student's ORCID here, if available.

Project title: this is the title of the undergraduate research project, master's thesis, or dissertation.

Expected month of graduation: this is the actual date (if graduated) or anticipated graduation date.

Did you seek internal or external funds for this student: indicate yes if you sought funding to support this advisee/mentee. Select no if you did not.

Description of accomplishments: describe any noteworthy accomplishments of advisees/mentees. Examples include publications and/or presentations during or emanating from their work with you, awards for their work, post-doctoral scholar positions, first post-graduation positions. NOTE: In this section only, you may have duplication; if you have co-authored work with an advisee/mentee, you can list the citation in this section and in the research section.

Faculty Information

Faculty Role: select the role you served in for the activity you are reporting.

Type: select the type of project you advised/mentored.

8. Extension, Non-Credit Continuing Education Instruction, and Guest Lectures

In this section, document any Extension education, non-credit continuing education instruction, and guest lectures. For non-credit continuing education, include any mentoring provided to the Michael V. Drake Institute for Teaching and Learning as well as Second-Year Experience Program (STEP) mentoring.

In the description section, include any additional information not included elsewhere in the listing.

Method of Delivery

In-Person: Conducted in person, with or without a limited amount of online instruction and interaction .

Hybrid: A combination of in-person instruction and online instruction.

Distance-Enhanced: Conducted primarily online but enhanced by some in-person events—1–24% of the instruction was provided in person and 75–99% online.

Online: Offered completely online with no in-person components—100% of the instruction was delivered online.

9. Curriculum Development

If this is your first review at Ohio State, regardless of rank, describe curriculum development since Ohio State start date. If this is a review for promotion to professor, list the items for the previous five years or since promotion, whichever time period is shorter.

Give specific examples of your involvement in curriculum development (role in the design and implementation of new or revised courses); development of new teaching methods or materials (undergraduate, graduate, or professional); creation of new programs. This section may also include examples of teaching methods or materials adopted beyond Ohio State, such as presentations on pedagogy and teaching at national and international conferences. Do not include information on presentations on pedagogy and teaching, if this information is provided in the 'Scholarly Contributions and Creative Productions' section.

If Extension is a specified area of expectation, include a description of the overall Extension program (curricular) goals, a brief description of the scope and sequence of instructional activities as they relate to the program (curricular) goals, the target audience(s), the candidate's role in the curriculum/program development, the role of others engaged in that curricular program, and a brief description of the impact of the curriculum.

10. Coaching and Mentoring Faculty

List the name, rank at the time of mentoring, and category of faculty members (tenure track, clinical/teaching/practice, research, associated) you have mentored, the duration of the mentoring, and a description of the mentoring relationship. If a faculty member's (the mentee's) role changes during the course of this relationship, use multiple entries to provide specific mentoring descriptions, start semester, end semester, and actions for each of this specific mentee's ranks and mentee categories. Coaching or mentoring listed in this section can be formal (i.e., through a specific program or mentoring assignment) or informal (i.e., not specifically assigned), though the coaching/mentoring relationship should be structured so that you can provide the information requested.

11. Professional Development Related to Teaching

List continuing education programs related to teaching that you have completed since date of hire at Ohio State or last promotion, whichever is sooner. Include teaching endorsements, course design institutes, participating in the FIT mentoring, and/or workshops offered by the Michael V. Drake Institute for Teaching and Learning as well as other teaching development programs.

12. Description of Research—Narrative (750 words)

Brief description of the focus of your research or creative work, major accomplishments, and plans for the future, including works in progress.

This section can also include a description of work that has not yet been submitted for publication. Although future plans may be included, works should be items that are in final edits/process. This section can also include a brief description of any trainings you have completed to prepare for the submission of proposals for research funding.

If you have a joint appointment or if you are engaged in interdisciplinary work, describe the nature of your work.

13. Research Impact—Narrative

Provide a description of quality indicators of your research, scholarly, or creative work such as citations; publication outlet quality indicators such as acceptance rates, ranking, or impact factors of journal or publisher; or other indicators of the impact of your work.

You should review your APT document to determine what quality indicators are relevant to your unit(s). Support for developing a research impact statement can be found at the University Libraries' Research Impact website (<https://guides.osu.edu/c.php?g=60875>) and the Research Commons website (<https://library.osu.edu/research-impact>).

14. Scholarly Contributions and Creative Productions

Although all scholarly and creative works can be listed, clearly denote outcomes since appointment or last promotion at Ohio State.

Works being drafted and not yet submitted may be discussed in the Research Description Narrative.

Use the standard citation style for your discipline with authors listed exactly as they are listed on the publication. You must list yourself even if you are the only author.

In cases of multiple authorship, a narrative description (approximately 50 words) of your intellectual contribution and percentage of contribution are required. Examples of appropriate formats for this information include:

- I designed the experiment (which was carried out by the graduate student co-authors) and wrote the article (75% contribution).
- I identified the patients for the study, administered the drug regimen, reported results to the consortium, and reviewed the draft manuscript (25% contribution).
- I completed and wrote the literature review for the paper, shared equally with the co-author in the analysis and interpretation of the data, and reviewed the complete draft manuscript (50% contribution).

The following statements are not acceptable: "All authors contributed equally" or "50% effort." When adding a University coauthor, choose 'Select Internal Faculty Member'. Note: only University faculty with accounts are included in this search. If your coauthor is not in the system, choose 'Add Other Coauthor'.

Report your scholarly contributions, including articles, books, creative work, presentations, patents, and more, using the following categories. Note: Conferences attended should be reported in the "Professional Development" section.

Abstract

Artistic and Professional Performances

Artistic and Professional Production

Book (including books, monographs, and edited books)

Case Study

Chapter

Conference Proceedings (include Proceeding Publications here)

Dataset

Digital and Electronic Media, Social Media, Blog, Podcast

Exhibition

Journal Article (includes work published, accepted, and under review)

Other Scholarly Work
Other Teaching Materials
Patent and Intellectual Property (including inventions)
Poster Presentation
Review
Technology

15. Research Funding

List funded research for which you are the principal investigator, not the principal investigator (e.g., co-principal investigator, investigator, evaluator, collaborator, etc.), and senior personnel. Include the title of the project, the period of funding, the authors in the order listed on the project, the source and amount of funding, and the amount of funding allocated to you.

Following funded research, list proposals for research funding that are pending or were submitted but not funded. Include the date of the submission, the title of the project, the authors in the order listed on the proposal, the agency to which the proposal was submitted, the priority score received (if applicable), and your role in the proposed project.

In cases of multiple authorship for funded and proposed grants noted below, list the author or authors in the order in which they appear on the grant proposal. A narrative description (approximately 50 words) of your intellectual contribution and percentage of contribution are required.

You may provide the approximate percentage of your contribution in relation to the total intellectual effort involved in the grant proposal if the unit or college requires this information.

Note: Honors and awards, whether or not monetary, should be reported in the Honors, Awards, and Fellowships section.

16. Contracts and Non-Research Grant Funding

List contracts and non-research grant funding for which you are the principal investigator, not the principal investigator (e.g., co-principal investigator, investigator, evaluator, collaborator, etc.), and senior personnel. Include the title of the project, the period of funding, the authors in the order listed on the project, the source and amount of funding, the amount of funding allocated to you, and the type of funding (e.g., contract, training grant).

Following funded contracts and non-research funding, list proposals for funding that are pending or were submitted but not funded. Include the date of the submission, the title of the project, the authors in the order listed on the proposal, the agency to which the proposal was submitted, the priority score received (if applicable), your role in the proposed project, and the type of funding (e.g., contract, training grant).

In cases of multiple authorship for funded and proposed grants noted below, list the author or authors in the order in which they appear on the grant proposal. A narrative description (approximately 50 words) of your intellectual contribution and percentage of contribution are required.

You may provide the approximate percentage of your contribution in relation to the total intellectual effort involved in the grant proposal if the unit or college requires this information.

Note: Honors and awards, whether or not monetary, should be reported in the Honors, Awards, and Fellowships section.

17. Professional Development Funding

List any funding you have been awarded for professional development in research, teaching, service, clinical work, and/or leadership. Include the funding agency/sponsor, the date of the award, and a description of the award and use of the funds.

18. Evaluation of Service—Narrative

Include a description of your service goals as well as the impact of your service and engagement to your profession, the community, and the university.

19. Service and Engagement—University, College, and Department/School Committee Service

List participation on standing committees within the institution and your role. Participation as a Graduate Representative is to be included in this section.

20. Service and Engagement—Editorships and Editorial Review Service

List editorships or service as an editorial reviewer or board member for journals, university presses, or other learned publications.

21. Service and Engagement—Professional Memberships

List your professional memberships.

22. Service and Engagement—Consultation Activity

List consultation activities (industry, education, government). Give the time period in which consultation was provided, candidate's responsibilities, and other information as appropriate.

23. Service and Engagement—Clinical

List clinical services and state specific clinical assignments.

24. Service and Engagement—Professional

List offices you have held and other service to professional societies and the impact of your service. List the organization in which office was held or service performed. Describe the nature of the organization (open or elected membership, honorary) and your responsibilities.

25. Service and Engagement—Administrative Service

List administrative positions held (e.g., Graduate Studies Chair).

26. Service and Engagement—Student Service

If you have served as an advisor for a student group, list the group or organization and specific responsibilities as advisor.

For Office of Student Life Committees, list committees on which you served. Also summarize participation in Student Life programs such as fireside discussions, lectures to student groups outside your unit, and addresses or participation at student orientation.

27. Service and Engagement—Other

Include in this section any service engagements not appropriately captured in the other service and engagement sections. Service listed here should directly related to your professional expertise, if not listed elsewhere. Community service not germane to your professional expertise is not relevant to promotion and tenure reviews.

28. Awards and Formal Recognition

List awards you have received for excellence in teaching and/or mentoring, research and creative activity, and service (professional, community-based, and/or clinical). Nominations for such awards should not be listed.

Provide the name of the award, the year it was conferred, the conferring organization, and a brief description of the award.