

Cover Form – Candidate's Dossier

RECOMMENDATION FOR PROMOTION AND TENURE

NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

COLLEGE \_\_\_\_\_

**Nature of Recommendation**

Promotion to rank of \_\_\_\_\_

Change in tenure status to \_\_\_\_\_

Has candidate been reviewed for this change before?  Yes  No

If yes, provide date of previous review \_\_\_\_\_

**Candidate's Current Status**

Rank (if applicable) \_\_\_\_\_

Administrative or professional title \_\_\_\_\_

Annual appointment FTE for 9 month or 12 month: FTE \_\_\_\_\_

Annual tenure appointment FTE: FTE \_\_\_\_\_

Annual appointment length (check either 9 or 12 month):  9 mo. or  12 mo.

Tenure (if indefinite tenure, year granted): \_\_\_\_\_

Date present rank began at OSU \_\_\_\_\_

Date probationary period toward tenure began (for tenure-track appointments) \_\_\_\_\_

Date by which a tenure/Letter of Timely Notice decision must be made \_\_\_\_\_

**Years of Service**

Years of prior probationary service considered - include only for individuals being reviewed for indefinite tenure (attach Letter of Offer specifying credit for prior service) \_\_\_\_\_

Service at OSU:

a. Years of full time service at OSU \_\_\_\_\_

b. Years of part time service at OSU \_\_\_\_\_

Total years of service at OSU (a + b) \_\_\_\_\_

CHECKLIST [PLACE A CHECKMARK IN EACH OF THE FOLLOWING BOXES]

- Cover page with table of contents**
- Form A and Checklist** (please do not attach a photo of the candidate)
- Optional "Waiver of Access" for current year** (previous waivers are not valid for current year)  
*If the candidate did not sign a waiver, please include a statement indicating this decision.*
- Position Description** (current and prior, as appropriate)
- Candidate's Statement**
- Student Committee/Client Letter of Evaluation**

**Administrative Letters of Evaluation**

- Departmental Faculty Committee Letter
- Department Chair or Department Head Letter
- Rebuttal letter, if any
- Letters from Other Administrators with Supervisory Responsibility
- College or Unit Promotion and Tenure Committee's Letter
- Dean, Director, Vice Provost, or Vice President's Letter
- Rebuttal letter, if any

**Promotion and Tenure Vita**

- Education and Employment Information
- Teaching, Advising, and Other Assignments
  - Instructional Summary
  - Credit Courses
  - Noncredit Courses and Workshops
  - Curriculum Development
  - Graduate Students and Postdoctoral Trainees
  - Team or Collaborative Efforts
  - International Teaching
  - Student and Participant/Client Evaluation Summary
  - Peer Review of Teaching Committee Letter of Evaluation
- Advising
- Other Assignments
- Scholarship and Creative Activity
  - Publications
  - Invited and Peer Selected Presentations
  - Grants and Contracts (identify PI and candidate's role)
  - Patent Awards/Inventions
- Service
  - Department Service
  - College Service
  - University Service
  - Service to Profession
  - Service to the Public (professionally related)
  - Service to the Public (non-professionally related)
- Awards
  - National and International
  - State and Regional
  - University and Community

**Letters of Evaluation**

- Brief description of outside evaluators (indicate clearly which reviewers were selected from the names submitted by the candidate)
- Sample letter from Department Chair/Head requesting letter of evaluation (candidates must not solicit letters on their own behalf)
- Log of telephone or personal contacts with external reviewers
- Solicited letters of evaluation from outside leaders in the field (5 minimum, 8 limit for most faculty)

**Candidate's Statement**

- Candidate's signed statement that the file is complete prior to review by the department

ADMINISTRATORS RESPONSIBLE FOR PRESENTATION OF THE DOSSIER:

\_\_\_\_\_  
Department Administrator

\_\_\_\_\_  
Dean/Vice Provost/Vice President

\_\_\_\_\_  
Other Administrator (if applicable for unit)