What's New in ASC Promotion and Tenure 2023-2024
Revised July 14, 2023

See below for the most recent updates made to the OAA Policies and Procedures Handbook: Vol. 3 Promotion & Tenure (2022) that may impact P&T dossiers submitted this season (due to the college on October 20, 2023). The relevant changes have been underlined. Please contact Toni Calbert or Shari Speer with any questions.

1) Vita will being going offline as of August 1, 2023. P&T Dossiers must be in the same Vita format, but information should be exported to a Word document before this date.

2) Interfolio – Submission of dossiers is expected to move to Interfolio. Additional details on this process are forthcoming.

3) Form 109 – use most recent version (Rev. 09/22), which includes a new MOU requirement for faculty with temporary immigration status. Green cards no longer needs to be included for faculty with permanent resident status.

4) Form 105 – Use most recent version (Rev. 5/23), which includes some minor changes in language and how faculty are counted for quorum.

5) Narratives in the core dossier should be no longer than 750 words except where noted (as opposed to “approximately 750 words or less” in the prior version of the handbook).

6) Teaching, item 2avi Master’s Students Plan B (Advisor): Candidates are now required to include the following information for advisees who have graduated: name of student, year of graduation, and current position of the former student, if known.

7) Teaching, item 5 – Curriculum Development:
   - For promotion to professor, candidates are no longer limited to activities during their career at Ohio State if they took place within the previous five years or since promotion, whichever time period is shorter.
   - Candidates should not include information in this section listing presentations on pedagogy and teaching that are provided in the Research and Creative Activity Section.

8) Teaching, item 6 – Candidate’s Approach to Teaching: Candidates should now provide a description of their approach to and goals in teaching and student mentoring, major accomplishments (including positive impact of teaching and mentoring on students), and plans for the future in teaching and student mentoring.
What’s New in P&T 2022-2023
College of Arts and Sciences

9) Teaching, item 7 – Evaluation of Teaching: Candidates should describe how they used evaluation information, specifically including from student evaluations, peer evaluations, or other feedback, to improve the quality of teaching and student mentoring. They are not to summarize SEI data in this section.

10) Teaching, item 8 – Awards and Formal Recognition for Teaching: Candidates may now list awards and citations for excellence in teaching and/or mentoring.

11) Teaching, item 9 – Other Academic Advising: Candidates should briefly describe academic advising of students and examples may now include advising or mentoring of undergraduate and graduate students.

12) Teaching, item 10 – Completion of Teaching Development Programs: The timeframe for activities listed should be since date of hire for probationary faculty and since date of last promotion or the last five years, whichever period is shorter for tenured/non-probationary faculty.

13) Research: This section has been renamed Research and Creative Activity.

14) Service and Engagement, item 5 – Other Professional/Public Community Service: Candidates can include service and engagement activities in this section.

15) Service and Engagement, item 6 – Administrative Service: Candidates should include activities under the new sub-heading 6e – Faculty peer mentoring.

16) Service and Engagement, item 10 – Brief Elaboration about Service Activities: Candidates can include a description of their service goals as well as the impact of their service and engagement to their profession, the community, and the university.

17) External Letters of Evaluation – Sample Letter Sent to Evaluators: If a simple invitation was sent, followed by more detailed instruction, include both letters.

18) Internal Review Letters by the TIU Head, College P&T Committee, and College Dean: If any of these assessments and recommendations is contrary to a prior reviewing body’s assessment, the rationale for different judgments must be addressed.