College of Arts and Sciences

P&T Dossier and Interfolio Workshop

June 17th, 2024
Welcome and Introductions

Shari Speer
The Purpose of this Workshop

- For: Candidates, P&T Chairs, PODs, TIU Heads, Dept. Staff
- What: Overview of new Core Dossier Outline and Submission in Interfolio
- Why: To Help Facilitate Preparation of Complete Dossiers for sixth-year promotion and tenure reviews and non-mandatory promotion reviews for Tenure-Track, Clinical/Teaching/Practice, and Research Faculty

Chat function is available for questions
Agenda

- Background Information
- Navigating the Intranet
- Candidate Packet
- Interfolio Overview
- Case Manager and Internal Sections
- Final Logistics
Background Information

Shari Speer
<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P&amp;T</td>
<td>Promotion and Tenure</td>
</tr>
<tr>
<td>TIU</td>
<td>Tenure Initiating Unit (department or school)</td>
</tr>
<tr>
<td>TIU Head</td>
<td>Chair or Director</td>
</tr>
<tr>
<td>Chair Pro Tem</td>
<td>Temp. TIU Head</td>
</tr>
<tr>
<td>CEF</td>
<td>Committee of Eligible Faculty</td>
</tr>
<tr>
<td>College Panels</td>
<td>College divisional committees of senior faculty</td>
</tr>
<tr>
<td>P&amp;T Chair</td>
<td>Chair of CEF</td>
</tr>
<tr>
<td>POD</td>
<td>Procedures Oversight Designee</td>
</tr>
<tr>
<td>APT</td>
<td>Appointments, Promotion and Tenure Doc.</td>
</tr>
<tr>
<td>POA</td>
<td>Pattern of Administration Doc.</td>
</tr>
<tr>
<td>SEI</td>
<td>Student Evaluations of Instruction</td>
</tr>
<tr>
<td>OAA</td>
<td>Office of Academic Affairs</td>
</tr>
<tr>
<td><strong>Interfolio Terms and Roles</strong></td>
<td></td>
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<tr>
<td>-------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Case</strong></td>
<td>Candidate’s Interfolio review file including all required documentation</td>
</tr>
<tr>
<td><strong>Case Manager</strong></td>
<td>TIU administrative staff member who supports the review process; has access to all parts of case from creation to submission to college</td>
</tr>
<tr>
<td><strong>Committee/Committee Members</strong></td>
<td>Groups of users that review the candidates’ case at various steps of the review process</td>
</tr>
<tr>
<td><strong>Committee Manager</strong></td>
<td>Individual on committee with additional access and responsibilities during a given review step. Can upload materials, complete required forms and move case forward and back.</td>
</tr>
<tr>
<td><strong>Administrator</strong></td>
<td>Individuals with most access to cases in their unit; TIU Heads for all cases in their unit; Divisional Deans, Faculty Affairs, College Dean for the college</td>
</tr>
<tr>
<td><strong>Who Does What (TIU)</strong></td>
<td>1</td>
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<tr>
<td>------------------------</td>
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</tbody>
</table>
| **Candidate**          | ✓ prepares and uploads Intro and Core Dossier to Interfolio  
  ★ Uploads cumulative and individual SEI Reports to Interfolio  
  ✓ submits publications, etc. for TIU review  
  ✓ completes and signs candidate checklist form in Interfolio for CEF meeting |
| **POD**                | ✓ verifies dossier for CEF meeting  
  ★ completes and signs POD Form 1 - Dossier Verification (prior to CEF meeting)  
  ★ completes and signs POD Form 2 – Deliberative Body Verification (after CEF meeting)  
  ★ POD or designee completes and signs Quorum, Vote, Vote Percentage Form (after the CEF meeting)  
  ✓ ensures fair evaluation by TIU  (CEF also responsible) |
| **P&T Chair**          | ✓ reviews dossier for CEF meeting  
  ✓ chairs the TIU CEF meeting  
  ✓ writes TIU CEF letter, addressed to TIU head and uploads to Interfolio |
## Who Does What (TIU) 2

<table>
<thead>
<tr>
<th>TIU Head</th>
<th>Case Manager</th>
</tr>
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<tbody>
<tr>
<td>✓ Solicits and includes review letters from Joint Appointment/Discovery Theme heads</td>
<td>✓ compiles and uploads materials for internal sections (annual reviews, peer evaluations, external evaluations)</td>
</tr>
<tr>
<td>✓ assigns someone to summarize student comments (if used)</td>
<td>✓ generally, supports review and submission process</td>
</tr>
<tr>
<td>✓ writes TIU head letter, addressed to College Dean and uploads to Interfolio</td>
<td></td>
</tr>
<tr>
<td>✓ Completes and signs TIU Head Recommendation Form</td>
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</table>
## Who Does What (Regional Campus)

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Faculty Deliberative Body Chair     | ✓ reviews dossier for Regional Campus faculty meeting  
                                       ✓ chairs the Regional Campus Faculty Deliberative Body meeting  
                                       ✓ writes Regional Campus Faculty Deliberative Body, addressed to Regional Dean and Director and uploads to Interfolio  
                                       ➡️ completes the Regional Campus Faculty Vote Form |
| Dean and Director                   | ✓ assigns someone to summarize student comments (if used)  
                                       ✓ writes Regional Dean and Director letter, addressed to TIU Head and uploads to Interfolio  
                                       ✓ completes and signs Regional Dean Recommendation Form |
| Case Manager                        | ✓ collects Regional Campus review letters and assists with uploading to Interfolio if needed |
Who Does What in Faculty Affairs

Shari/Kristi:
• College Interfolio Administrator
• P&T process consultations for Chairs, Directors, P&T Chairs, PODs
• Dossier narratives, internal letters, candidate comments
• OAA, Legal Affairs liaison (negative cases, errors)

Toni:
• College Interfolio Administrator
• P&T process consultations for Chairs, Directors, P&T Chairs, PODS, and Staff
• 1st round of college dossier reviews (OAA policy, dossier format, TIU/College records, and SEI reporting)
• Final review of dossiers and submission to OAA
• OAA liaison

Kyle:
• College Interfolio Administrator
• 1st Round of College Dossier Reviews
• College Panel Document Logistics
• College Dean Document Logistics
## Recommended Deadlines for TIUs

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 24</td>
<td>Submission of potential external reviewers to ASC Faculty Affairs for approval</td>
</tr>
<tr>
<td>June 10</td>
<td>Recommended deadline for candidate to submit materials for external review to the TIU</td>
</tr>
<tr>
<td>Sept. 9</td>
<td>Recommended deadline for regional campuses to notify candidates of review decision and share internal letters (10 calendar day comments period commences)</td>
</tr>
<tr>
<td>Sept. 20</td>
<td>Recommended deadline for regional campus letters to be sent to the TIU; Recommended deadline to solicit review letters from Discovery Theme/Joint Appointment heads</td>
</tr>
<tr>
<td>Sept. 27</td>
<td>Recommended deadline for CEF meeting; Last date to submit dossiers to ASC Faculty Affairs for preliminary college review</td>
</tr>
<tr>
<td>Oct. 4</td>
<td>TIU notifies candidates of review decision and shares internal letters (10 calendar day comments period commences)</td>
</tr>
<tr>
<td>Oct. 18</td>
<td>Recommended deadline for submission to college via Interfolio</td>
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</tbody>
</table>
Timing Issues?

If your TIU is having scheduling/deadline/other issues, please contact us immediately.

ascfacultyaffairs@osu.edu
What happens after you send to the college?

**October - November**  
College Review of Dossiers & Revisions

**December**  
College Panels Meet

**January**  
Dean Reviews Cases and Writes  
Letter; Candidates notified of results

**Late-January**  
Final Dossiers Submitted to OAA

**April**  
Provost makes decisions; ASC notified

**May**  
BOT makes final approval; Promotion/  
New Rank Takes **Immediate** Effect
Ways to streamline the process? Start EARLY.

May/June
• Candidates prepare dossier materials
• Convert core dossier to new dossier outline

July/August
• P&T Chair and POD review core dossier to ensure completeness
• Staff begins to assemble case materials
• TIU Head solicits letters from any joint appointments

August/September
• P&T Chair begins drafting letter prior to meeting
• TIU Head beings drafting letters prior to receiving CEF letter
• Send core dossier to ascfacultyaffairs@osu.edu for a preliminary review

Reach out to ASC Faculty Affairs with questions at any time! 😊
Navigating the ASC Intranet
(https://asclintranet.osu.edu/)

Toni Calbert
Candidate Packet Materials: Introduction, Core Dossier, and SEI Reports

Toni Calbert
Introduction

Brutus T. Buckeye
Campus Address
Campus Phone
e-mail address

Biographical Narrative – Puts previous appointments and/or interdisciplinary work in context (750 word limit)

Current Appointments
Assistant Professor, Microbiology
Assistant Professor, Molecular Genetics

Other Positions (if appropriate)

Degrees
Date Degree, Institution
Date Degree, Institution

Fellowships, Internships, Residency (if appropriate – can delete if not)
New Core Dossier Outline

OAA revised the core dossier outline as part of the transition to Interfolio. Primary change is reordering of existing content.

• **Required** for faculty candidates for promotion and tenure (assistant to associate professor)

• **Optional** for faculty candidates for promotion (associate to full professor), can use Vita format

• 2 versions available on ASC Intranet:
  • Core dossier outline with highlighted instructions
    ▪ Highlighted instructions must be deleted prior to submission
  • Core dossier template without instructions (also linked in the highlighted version)
  • Vita outline also available on the Intranet
Core Dossier - Time Frame

- **Teaching and Service:**
  - Assistant Professors/Probationary Faculty: include activities from date of hire/start of current appointment
  - Associate Professors/Non-probationary Faculty: include activities from date of last promotion/reappointment or last five years, whichever is most recent (e.g., 2019-2024)

- **Research/Awards:**
  - all candidates may include their full research and award history (e.g., publications, creative works, grants, etc.)
  - CEF may allow earlier information if they determine it is important, must explain in CEF/TIU Head letter
    - Candidate must clearly indicate through subheadings or other notation entries before and after start of current appointment or last promotion/reappointment
    - P&T reviewers will focus on activities since start date or date of last promotion/reappointment.
Core Dossier – General

What to Include in the Dossier

• TIU sets standards for what is allowed/expected in core dossier (field, APT)
• Candidates using the new core dossier outline should refer to the ASC Intranet instructions for detailed information on how to include activities (e.g., word counts for narratives, required info about advisees, grants, etc.).
• Candidates using the Vita format should refer to core dossier section of OAA P&T Handbook for instructions.
• TIU is responsible to enforce all entries

Narratives should focus on IMPACT of activities

• Avoid redundancy with citation lists included later
• Research narratives should be written for general audience
• If too long/technical, won’t be read (which defeats the purpose)

Publications/grants/etc. should be listed ONCE

• Exception is publications by grad students, which can be listed under both teaching and research
Core Dossier – General

Reverse Chronological Order
• All activities listed in the core dossier should start with current/most recent first

Include all item headings and subheadings
• If a candidate has no entries for a particular section, enter “None”

Core dossier must be checked by TIU (POD/mentors/etc.) BEFORE eligible faculty meeting
New Core Dossier Outline Walkthrough

See new core dossier outline available on ASC Intranet Promotion and Tenure page.
SEI Reports (New to Candidate Packet)

- **Cumulative Fixed - Response Survey Data**
  (summary of all courses – generated by SEI / Blue systems)

- **Individual Fixed - Response Student Evaluation Data**
  ("Overview Report" - single page report for each course – since date of hire for probationary faculty; since last promotion/reappointments, or last 5 years whichever is shorter, for non-probationary faculty)

See “SEI Reports for P&T Dossiers” document on the ASC Intranet (Dossier Prep Materials) for explanation of different reports and which to use for P&T
### Cumulative SEI pre-2018

#### [Instructor Name]

**Cumulative Student Evaluation of Instruction Summary**

Report generated on 10/14/2019

NOTE TO INSTRUCTOR: Mark the “Multi Inst” box for course sections that were taught by multiple instructors. If a course was taught at more than one location, “Multi Inst” is “Y”. If student ratings were collected electronically, mark the “Multi Inst” box for course sections that were taught at more than one location, “Multi Inst” is “Y”. If student ratings were collected electronically.

Comparison groups are based on class size (Small, Medium, Large) and teaching (Required, Pass, Choose). See individual reports for more details.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>College</th>
<th>Title</th>
<th>Year</th>
<th>Item 10 Comparison</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDFUL 5992</td>
<td>College: EHE</td>
<td>Campus: COL</td>
<td>2018</td>
<td>4.0</td>
</tr>
<tr>
<td>ENGINEER '91</td>
<td>College: ENG</td>
<td>Campus: COL</td>
<td>2018</td>
<td>3.9</td>
</tr>
<tr>
<td>ENGINEER 191.1H</td>
<td>College: ENG</td>
<td>Campus: COL</td>
<td>2018</td>
<td>3.9</td>
</tr>
</tbody>
</table>

### Cumulative SEI 2018 - present

#### [Instructor Name]

**Ohio State SEI Cumulative Report**

**Mean Scores, all questions**

Courses are listed in order by course number, then term.

- Q1: The subject matter of this course was well organized.
- Q2: This course was intellectually stimulating.
- Q3: This instructor was genuinely interested in teaching.
- Q4: The instructor encouraged students to think for themselves.
- Q5: The instructor was well prepared.
- Q6: The instructor was genuinely interested in helping students.
- Q7: I learned a great deal from this instructor.
- Q8: The instructor created an atmosphere conducive to learning.
- Q9: The instructor communicated the subject matter clearly.
- Q10: Overall, I would rate this instructor as:

<table>
<thead>
<tr>
<th>Course</th>
<th>Class</th>
<th>Term</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
<th>Q5</th>
<th>Q6</th>
<th>Q7</th>
<th>Q8</th>
<th>Q9</th>
<th>Q10</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAMPLE</td>
<td>1100</td>
<td>Fall</td>
<td>4.1</td>
<td>4.0</td>
<td>3.5</td>
<td>4.4</td>
<td>4.5</td>
<td>4.0</td>
<td>4.1</td>
<td>3.7</td>
<td>4.5</td>
<td>4.4</td>
</tr>
<tr>
<td>SAMPLE</td>
<td>2200</td>
<td>Spring</td>
<td>4.4</td>
<td>4.3</td>
<td>4.4</td>
<td>4.3</td>
<td>4.4</td>
<td>4.3</td>
<td>4.3</td>
<td>4.4</td>
<td>4.1</td>
<td>4.3</td>
</tr>
</tbody>
</table>

**Response Count and University Comparison**

Comparison of the instructor’s mean score for Q10 to the University mean for classes in the same size group during the same term.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Class</th>
<th>Term</th>
<th>Size</th>
<th>Resp</th>
<th>Mean Inst</th>
<th>Mean Univ</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAMPLE</td>
<td>1100</td>
<td>12345</td>
<td>Fall</td>
<td>1100</td>
<td>24</td>
<td>4.50</td>
<td>4.36</td>
</tr>
<tr>
<td>SAMPLE</td>
<td>2200</td>
<td>5678</td>
<td>Spring</td>
<td>1100</td>
<td>24</td>
<td>4.26</td>
<td>4.43</td>
</tr>
</tbody>
</table>
Fixed SEI pre-2018

Fixed SEI 2018 - present

Student Evaluation of Instruction Report

Test: Fixed SEI pre-2018

Test: Fixed SEI 2018 - present

Classes included in this report: Subject, Catalog Number, Class Number

Your mean scores are listed below. The College and University comparison groups are based on the size of your class. The Department group is not. Class size groups are 1-19, 20-49 and 50+.
Interfolio Overview

Toni Calbert
Interfolio Functions

Interfolio should only be used to upload documents and complete forms. Eligible faculty **do not** need to use the system for document review or voting.

- Dossier materials should be shared for review with the Committee of Eligible Faculty and P&T support staff outside of Interfolio.
- Faculty comments and discussion should be conducted outside of Interfolio.
- Internal letters should be composed outside of the system and uploaded when final.
- External letters should be solicited outside of the system and uploaded when final.
Interfolio Walkthrough

https://go.osu.edu/interfolio
Candidate Step

1. APT (Only if not using current document)
2. Introduction (Word/PDF file)
3. Core Dossier (Word/PDF file)
4. SEI Reports and Form (Interfolio embedded form)
5. Promotion/Promotion and Tenure Candidate Checklist (Interfolio embedded form)
   - "Submit" will lock sections
   - Only the Candidate can delete files they upload
   - Candidate cannot see Internal Sections

Provide Case Manager with supporting materials
- Annual reviews
- Peer evaluations
POD Step 1 of 2

- POD serves as Committee Manager for the POD Step 1
- After Candidate uploads and submits dossier materials, POD is notified and gains access to the case
- POD must complete and sign POD Form 1 Dossier Verification
- POD sends the case forward
Regional Campus Step

Three steps in Interfolio

• Regional Campus Faculty Deliberative Body – upload regional faculty recommendation letter

• Regional Campus Vote – record results and requirements of regional campus faculty vote

• Regional Campus Dean and Director – upload regional dean recommendation letter and complete recommendation form

  ○ Regional Campus Comments Process – Regional campus notifies candidates of review decision and shares internal letters (10 calendar day comments period commences)
Committee of the Eligible Faculty Step (P&T Chair)

- P&T Chair serves as Committee Manager for the CEF step
- P&T Chair is notified when the case moves forward and gains access to this step in the process
- P&T Chair must upload the CEF Recommendation Letter
- P&T Chair sends case forward to POD 2 step
POD Step 2 of 2

• POD serves as Committee Manager for the POD Step 2
• POD must complete and sign POD Form 2 - Deliberative Body Verification
• POD is also responsible for completing Quorum and Vote form
  • POD may assign to Case Manager
• POD sends the case forward to TIU Head
TIU Head Step

- TIU Head serves as Administrator for their unit and Committee Manager for the TIU Head step
- After P&T Chairs uploads the CEF letter, TIU Head is notified and gains access to this step in the process
- TIU Head must upload their recommendation letter and complete the TIU Head Recommendation Form
- TIU Head must then initiate the notification and comments process
Candidate Comments Process

• TIU Head or Case Manager can complete the comments process outside of Interfolio via Outlook

• Candidate must be notified of the results of the TIU review, given the option to review the TIU Faculty and TIU Head letters, and provided at least 10 days to comment

• Candidate must respond either with any comments or a statement that they have no comments.
  o If Candidate has comments, TIU Head or CEF may respond as appropriate
  o Only one round of comments is permitted

• Case Manager then uploads candidate comments and any responses to the TIU-Level Comments Process section and forwards case to Associate Dean Review step.
Case Manager and Internal Sections

Toni Calbert
Case Manager Role

• Typically, the administrative staff member who supports P&T in your unit

• Has access to the case (Candidate Packet and Internal Sections) from creation of case to submission to College

• The Case Manager uploads candidates’ review materials
  • Annual Reviews
  • Peer Evaluations
  • External Evaluations
  • Student Comment Summaries

• Can assist with replacing files in case of revisions

• May complete other steps in the process; varies by unit
Case Manager Role (continued)

- The Case Manager Can:
  - Upload files in all sections
  - Delete files added by committee
  - Lock and unlock candidate sections
  - Manage committees and members
  - Move cases forward and backward

- The Case Manager Cannot:
  - Complete forms unless designated as a Committee Manager in a given step
  - Delete files added by the candidate
Internal Sections

1. Annual Reviews
2. Written Documents Submitted as Part of Annual Reviews
3. Additional Letters Requested by Candidate
4. Peer Evaluations
5. Summary Sheet of All External Evaluators (Form 114)
6. Sample of Letters Sent to External Evaluators
7. External Letters Preceded by Cover Sheet (Form 106)
8. Summary of Student Comments
9. Head of Joint Appointment/DT Review Letter
10. Candidate Comments

#1-9 must be provided to the CEF before their meeting but do not need to be uploaded to Interfolio at that time
Internal Sections – File Naming

For sections with multiple documents, we recommend uploading as individual files with a file name that clearly indicates the candidate’s name, type of file, and year/semester. For example:

**Annual Reviews**
- Smith Annual Review 2019
- Smith Annual Review 2020
- Smith Annual Review 2021

**Peer Evaluations**
- Smith Peer Eval AU19 (Meyers)
- Smith Peer Eval SP21 (Cane)
- Smith Peer Eval SP21 (Johnson)

**External Evaluations**
- Smith External Eval (Evans)
- Smith External Eval (Dalton)
- Smith External Eval (Kirk)
Upcoming Case Manager Workshop

ASC Faculty Affairs will be holding an in-depth Interfolio workshop for Case Managers prior to the start of the Autumn semester. We'll reach out with more info soon!
Final Logistics

Shari Speer
Interfolio: Things to Note

• Cases can only be moved forward or backward one step at a time
• Double check bookmarks in PDFs - they may create tabs in the Interfolio “Read Case” view
• Cases will not move forward until all requirements are completed under the “Case Details” tab
• Interfolio remains a work in progress:
  o Occasional glitches may occur.
  o Candidates and units will be held harmless for issues due to software change.
  o Contact ASC Faculty Affairs with any concerns or questions.
Interfolio: Future Functions

• Faculty Activity Reporting (FAR)
  • Direct entry of faculty activities into Interfolio
  • Intended to eventually replace core dossier Word document
  • Expected to launch July 9th
  • NOT required for P&T or annual reviews for 2024-2025

• External Evaluations
  • Starting 2025-2026
  • Direct communication with and collection of letters from external evaluators within Interfolio
New Information

If a candidate has new information about items already in dossier:

- Can be added if TIU hasn’t yet reviewed
- If TIU is done but before submission to college, TIU head asks CEF if this new information would change their vote even if the vote was positive and/or unanimous
- If at the college, alert Kristi Williams (.2339) and divisional dean; college will decide next steps
Submission Date: **October 18th**

Send cases forward to the Associate Dean Review step

- ASC Faculty Affairs reviews dossiers before releasing them to panels and will communicate and needed revisions to candidates, P&T Chairs, PODs, and Case Managers
- Any further changes to this year’s process will be communicated
Faculty Affairs Team

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Associate Dean of Faculty Affairs (outgoing)
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Kristi Williams
Associate Dean of Faculty Affairs (incoming)
Professor of Sociology
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Toni Calbert
Assistant Dean of Faculty Affairs
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Kyle Williams
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williams.5301@osu.edu

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ascfacultyaffairs@osu.edu
Thank you!