

25-26 POD Form 1 – Dossier

This form must be submitted by the POD assigned to the candidate's case before the case is released to the eligible faculty.

Internal Evaluation

APT document year ____ is attached, to be used in the review. *

Please input the Appointments, Promotion, and Tenure (APT) document year, only if the unit's current Appointments, Promotion, and Tenure (APT) document is not being used. See [Chapter 3](#) of the OAA Policies and Procedures Handbook.

If the current APT document is being used, input the word **Current**.

★ PLEASE NOTE

It is particularly important to check for fulfillment of the requirement for **narrative description of intellectual contribution to jointly authored papers and grants**, per sections 14 (Scholarly Contributions and Creative Productions), 15 (Research Funding), and 16 (Contracts and Non-Research Grant Funding) of the Office of Academic Affairs [core dossier](#).

Some candidates sign the checklist indicating that this requirement has been fulfilled when it has not, and the omission goes unnoticed by some Procedures Oversight Designees and other reviewers.

Citations *

I confirm that I have verified the accuracy of all citations.

PLEASE SEE NOTE IMMEDIATELY ABOVE, regarding narrative descriptions.

☐ Yes

☐ No

Annual reviews and any comments *

I confirm that this candidate's annual reviews and any comments are provided, as required by the current Office of Academic Affairs [dossier outline](#).

If the set of annual review letters is incomplete, a written explanation is provided.

☐ Yes

☐ No

Annual reviews of candidates for tenure and promotion or tenure *

For all candidates for tenure and promotion or tenure (select N/A if this does not apply for this candidate)

I confirm that all annual review letters, including 4th Year Review, are included.

☐ Yes

☐ No

☐ N/A

Annual reviews of all other candidates *

For all candidates **except** candidates for tenure and promotion or tenure

(select N/A if this candidate is either a candidate for tenure and promotion or tenure)

I confirm that all annual review letters are included since either

a) last Ohio State promotion, not to exceed the most recent 5 years

or

b) year of hire with tenure, not to exceed the most recent 5 years

☐ Yes

☐ No

☐ N/A

Verify submission of peer evaluations of teaching *

I confirm that **documentation of peer evaluation of teaching** (letters, reports, etc.) is submitted for this candidate, as required by the APT document being used for this review.

☐ Yes

☐ No

☐ N/A

Required number of peer evaluations of teaching *

In the field below, input the **required number of peer evaluations of teaching**, as stated in the APT document being used for review.

Number of submitted peer evaluations of teaching *

In the field below, input the **number of peer evaluations of teaching**--as required by the APT document being used for this review--**that are being submitted** for this candidate.

Summarized open-ended student evaluations ***PLEASE NOTE**

Candidates for promotion and tenure should include all courses taught.

Candidates for promotion should only provide most recent 5 years (e.g., SEI comments from students).

I confirm the submission of summarized open-ended student evaluations of this candidate (if collected).

☐ Yes

☐ No

☐ N/A

External Evaluation

Number of submitted external evaluation letters *

I confirm the submission of at least five external letters of this candidate, if required by the APT document used for review.

☐ Yes

☐ No

☐ N/A

External evaluators suggested by candidate *

I confirm that no more than one-half of the external evaluations submitted are from evaluators suggested by the candidate.

☐ Yes

☐ No

☐ N/A

Objectivity of external evaluators *

I confirm that none of the external evaluations submitted for this candidate are provided by former PhD or post-doc advisors; collaborators; or those who otherwise have a relationship with the candidate that could reasonably interfere with objective evaluation.

☐ Yes

☐ No

☐ N/A

External reviewers summary sheet *

I confirm the submission of a completed summary sheet that

1. identifies all persons who were requested to write and agreed and
2. lists all of the following for each reviewer:
 1. name
 2. institution
 3. title/rank
 4. suggested by
 5. relationship to candidate

☐ Yes

☐ No

☐ N/A

External Evaluator Cover Sheet *

► Only if Interfolio NOT used to collect External Evaluations

I confirm that if Interfolio's system **was not used to collect external review letters** for this candidate:

1. Every item on the cover page is filled out and
2. Sufficient information is provided to establish the evaluator's credibility and relationship with candidate.

☐ Yes

☐ No

☐ N/A Interfolio's External Evaluator function was used to collect external evaluations

POD Confirmation and Verification

POD Confirmation *

I confirm that the dossier fulfills all requirements stated in the current Dossier Outline, per [Chapter 3](#) of the OAA Policies and Procedures Handbook, with special attention to the points noted above, including all those affirmed by the candidate.

☐ Yes

☐ No

POD Verification *

I verify each of the following:

1. accuracy of all citations
2. dossier fulfills all requirements
[see ★ **PLEASE NOTE** above, regarding narrative description of intellectual contribution to jointly authored papers and grants]
3. review for accuracy occurred before the dossier was provided to the Committee of Eligible Faculty for formal review

☐ Yes

☐ No

Signature of Procedures Oversight Designee