



College of Arts and Sciences

Fourth-Year and Reappointment Review Workshop for Faculty Candidates



THE OHIO STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

November 13, 2025

Welcome and Introductions

Kristi Williams



The Purpose of this Workshop

- For: Candidates
 - What: Overview of Fourth Year and Reappointment Review Requirements, Core Dossier Outline
 - Why: To Help Facilitate Preparation of Complete Dossiers for fourth-year reviews for Tenure-Track faculty and mandatory reappointment reviews for Clinical/Teaching/Practice, and Research Faculty
- Chat function is available for questions

Common Initials and Terms

P&T	Promotion and Tenure
TIU	Tenure Initiating Unit (department or school)
TIU Head	Chair or Director
CEF	Committee of Eligible Faculty
College Panels	College divisional committees of senior faculty
P&T Chair	Chair of CEF
POD	Procedures Oversight Designee
APT	Appointments, Promotion and Tenure document
POA	Pattern of Administration document
SEI/SSLE	Student Evaluations of Instruction / Survey of Student Learning Experience
OAA	Office of Academic Affairs
Interfolio FAR	Faculty Activity Reporting in Interfolio
Interfolio RPT	Review, Promotion, and Tenure in Interfolio



Agenda

- Responsibilities and Timeline
- Navigating the Intranet
- Core Dossier Best Practices
- SEI Reports
- Interfolio FAR Overview
- Notifications and Comments Process
- Final Logistics



Responsibilities and Timeline

Kristi Williams



Probationary Faculty Candidate Responsibilities

Dossier Requirements (Due to POD in January/February)

- Review fourth-year and reappointment review requirements in TIU APT document
 - [OAA approved APT/POA documents](#)
- Compile publications, annual review, peer teaching evaluations, SEI reports and any other review materials requested by TIU
- Complete Introduction and Core Dossier (via Word outline or in Interfolio FAR)

Interfolio Requirements (Due after CEF Meeting)

- Upload Introduction and Core Dossier
- Upload SEI Cumulative and Overview Reports
- Complete Student Evaluation of Teaching Checklist Form
- Complete Fourth Year/Reappointment Dossier Checklist Form

Candidate Responsibilities

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TIU Responsibilities

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
TIU Head	✓ Solicits and includes review letters from Joint Appointment ✓ assigns someone to summarize student comments (if used) ✓ writes TIU head letter, addressed to College Divisional Dean and uploads to Interfolio ✓ Completes and signs TIU Head Recommendation Form
Case Manager	✓ collects and uploads materials for internal sections (annual reviews, peer evaluations, external evaluations, if applicable) ✓ generally, supports review and submission process



Non-Probationary Faculty – Streamlined Reappointment Review Process

The college uses a simplified review process for non-probationary CTP and research faculty (i.e., faculty on the second or subsequent reappointment).

TIU Review

- Consultation with the faculty member
- Review of faculty member's performance by CEF
- Assessment of the unit's needs

Interfolio Minimum Requirements

- Introduction and Core Dossier*
- Fourth Year/ Reappointment Dossier Checklist Form*
- CEF Review Letter
- TIU Head Review Letter

Please check with your unit about which review materials to submit.

Who does what in Faculty Affairs

- **Interfolio Coordinators** – All
- **Faculty Consultations** – Kristi & Toni
- **Dossier reviews** – Toni, Kyle, Elizabeth
- **College panels** – Kyle, Elizabeth, Destanie



Recommended Deadlines for Candidates

Nov-Jan	Prepare dossier materials (e.g. introduction, core dossier, SEI reports, annual reviews, peer evaluations, other materials required by unit)
Feb. 2	Submit dossier materials to POD/P&T Chair Specific deadline varies by unit, consult with POD/P&T Chair
Feb 16	Submit dossier materials to ASC Faculty Affairs for preliminary review May vary but <u>prior</u> to CEF review
Mar. 15	Complete Interfolio requirements Should occur <u>after</u> CEF meeting, varies by unit
Mar. 20	TIU notifies candidates of review decision and shares internal letters 10 calendar day comments period commences
April 3	TIU submission of full dossier to college via Interfolio

What happens after you send to the college?

April	Faculty Affairs Review of Dossiers & Revisions
May	College Panels Meet
June	Dean Reviews Cases and Writes Letter; Candidates notified of results
July	Reappointment Dossiers Submitted to OAA
Autumn 2026	Reappointment letters for CTP and research faculty finalized and signed

Ways to streamline the process? Start EARLY.

November/December

- Candidates prepare dossier materials
- Convert core dossier to new dossier outline, if necessary

January/February

- 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

February/Early March

- P&T Chair begins drafting letter prior to meeting
- TIU Head begins 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! 😊



Questions?



Navigating the ASC Intranet (<https://ascintranet.osu.edu/>)

Kyle Williams



Questions?



Introduction and Core Dossier

Kristi Williams



Introduction

Brutus T. Buckeye
Campus Address
Campus Phone
email 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)



Core Dossier Outline

The 2025-2026 Core Dossier Outline and Instructions is available on the ASC Intranet. This is the most recent version and should be used for fourth year and reappointment reviews.

- 2 versions are 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 formatted dossiers will no longer be accepted

Core Dossier - Time Frame

- **Teaching and Service:**

- Assistant Professors/Probationary Faculty: include activities from date of hire/start of current appointment
- Non-probationary Faculty: include activities from date of last promotion/reappointment or last five years, whichever is most recent (e.g., AU2020-SP/SU2025)

- **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 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.)
- Candidate and TIU are responsible for ensuring accuracy of all entries

Narratives should focus on IMPACT of activities

- Avoid redundancy with citation lists included later
- Research narratives should be written for general audience
- Narratives should be around 750 words

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” or leave blank

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

Core Dossier Outline Walkthrough

- See 2025-2026 core dossier outline available on [ASC Intranet Promotion and Tenure](#) page.

SEI/SSLE Reports

Toni Calbert



SEI/SSLE Reports

Probationary faculty candidates are responsible for downloading the 2 types of SEI reports required for P&T reviews:

- **Cumulative Fixed-Response Survey Data**
(summary of all courses – generated by SEI / Blue systems)
 - This report may include classes outside of the review period. That is expected. Do not alter the report.
- **Individual Fixed-Response Student Evaluation Data**
("Overview Report" - single page report for each course taught – since date of hire/start of current appointment)

See “**SEI Reports for P&T Dossiers**” document on the ASC Intranet for explanation of different reports and which to use for P&T

SEI Cumulative Report



Brutus Buckeye 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

Subject	Course	Class	Term	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
Overall				4.16	4.05	4.51	4.40	4.44	4.45	4.01	4.18	4.11	4.38
SAMPLE	1100	12345	AU 18	4.27	4.23	4.81	4.58	4.58	4.46	4.46	4.27	4.31	4.50
SAMPLE	2200	5678	SU 18	4.04	3.87	4.22	4.22	4.30	4.43	3.57	4.09	3.91	4.26

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

Subject	Course	Class	Term	Size	Resp	Mean, Instr	Mean, Univ
SAMPLE	1100	12345	1188	M	26	4.50	4.34
SAMPLE	2200	5678	1184	M	23	4.26	4.43

SEI Overview Report



Brutus Buckeye SEI Overview Report Autumn 2018

Classes included in this report:

Subject Catalog Number Class Number

ABCDE 1100 99999

	Invited#	Response#	%(1)	%(2)	%(3)	%(4)	%(5)	%(N/A)
1. The subject matter of this course was well organized	39	39	3 %	0 %	3 %	41 %	54 %	0 %
2. This course was intellectually stimulating	39	39	0 %	0 %	3 %	38 %	59 %	0 %
3. This instructor was genuinely interested in teaching	39	39	0 %	0 %	0 %	10 %	90 %	0 %
4. The instructor encouraged students to think for themselves	39	39	0 %	0 %	0 %	15 %	85 %	0 %
5. The instructor was well prepared	39	39	0 %	0 %	3 %	21 %	77 %	0 %
6. The instructor was genuinely interested in helping students	39	39	0 %	0 %	0 %	15 %	85 %	0 %
7. I learned a great deal from this instructor	39	39	0 %	0 %	3 %	54 %	44 %	0 %
8. The instructor created an atmosphere conducive to learning	39	39	0 %	3 %	3 %	18 %	77 %	0 %
9. The instructor communicated the subject matter clearly	39	39	0 %	3 %	0 %	38 %	59 %	0 %
10. Overall, I would rate this instructor as	39	39	0 %	0 %	5 %	15 %	79 %	0 %

Your mean scores are listed below. The College and University comparison groups are based on the size of your class. The Department group s not. Class size groups are 1-19, 20-60 and 61+.

Question	Instructor		Department (ABCDE)		College (Sample M)		University (1188 M)	
	Mean	Standard Deviation	Mean	Standard Deviation	Mean	Standard Deviation	Mean	Standard Deviation
1. The subject matter of this course was well organized	4.44	0.79	4.17	0.98	4.21	0.99	4.22	0.99
2. This course was intellectually stimulating	4.56	0.55	4.30	0.95	4.15	1.02	4.14	1.03
3. This instructor was genuinely interested in teaching	4.90	0.31	4.59	0.73	4.41	0.91	4.44	0.89
4. The instructor encouraged students to think for themselves	4.85	0.37	4.51	0.78	4.35	0.91	4.37	0.89
5. The instructor was well prepared	4.74	0.50	4.37	0.88	4.32	0.96	4.34	0.95
6. The instructor was genuinely interested in helping students	4.85	0.37	4.47	0.79	4.40	0.92	4.42	0.90
7. I learned a great deal from this instructor	4.41	0.55	4.14	1.04	4.10	1.10	4.12	1.08
8. The instructor created an atmosphere conducive to learning	4.69	0.66	4.27	0.94	4.23	1.00	4.24	1.00
9. The instructor communicated the subject matter clearly	4.54	0.64	4.21	1.01	4.15	1.09	4.17	1.07
10. Overall, I would rate this instructor as	4.74	0.55	4.40	0.89	4.31	1.00	4.34	0.98

Questions?



Interfolio FAR Overview

Toni Calbert



Interfolio Modules

Review, Promotion & Tenure (RPT)

- Released August 2023
- Promotion/Promotion and Tenure Reviews
- Candidate's Case and Candidate Packet
- Required for all faculty

Faculty Activity Reporting (FAR)

- Released July 2024
- Direct entry of research, teaching, and service activities
- NOT required for 2025-2026
 - May be used at candidate/ TIU discretion

Interfolio FAR in 2025-2026

- Interfolio FAR is a component of Interfolio that allows direct entry of faculty activities into the software. It is intended to eventually replace the introduction and core dossier Word documents.
- Candidates are NOT required to use FAR for fourth-year or reappointment reviews in 2025-2026.
 - **We recommend using the Word outline available on the ASC Intranet.**

Interfolio FAR in 2025-2026

If you choose to do so, you have the option to use FAR this year.

- Please be aware that the system is still a work in progress, and you may experience glitches and rough spots.
- You will need to generate a “Vita,” download it as a Word or PDF, depending on if additional edits are needed, and upload it to the Candidate Packet in the Introduction and Core Dossier section. There is not currently functionality to import FAR activities directly into RPT.
- There is an option to have staff or student employees assist with entering activities into FAR. Please contact [ASC Faculty Affairs](#) for more information.

Contact ascfacultyaffairs@osu.edu for any Interfolio issues.



Interfolio FAR in 2025-2026

Even if you are using the Word outline, you can use FAR to download a table of your OSU courses:

- Generate a “Vita” under the “Vitas & Biosketches” tab
- Export the file as a Word document
- Copy and paste the course table into your core dossier outline

Contact ascfacultyaffairs@osu.edu for any Interfolio issues.

Notification and Comments Process

Elizabeth Murphy



Notification at Two Levels of Review

TIU Review



College Review



Final Logistics

Kristi Williams



Interfolio: Things to Note

Interfolio remains a work in progress:

- Occasional glitches may occur.
- Candidates and units will be held harmless for issues due to software change.
- Contact ASC Faculty Affairs with any concerns or questions.

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

College Submission Date: April 3

Units send cases forward to the Faculty Affairs 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

Upcoming Workshops

Candidate Interfolio Workshop

- February, TBD
- For faculty candidates, focusing on Interfolio requirements for fourth-year and reappointment reviews



ASC Faculty Affairs Team



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Questions?





Thank you!



