Associate Professor Mentoring Workshop

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THE OHIO STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
GOALS

• Understand the process

• Recognize personal/unit barriers

• Develop a plan
What it’s NOT!

• NOT a repeat of January workshop
  – principles/philosophy
  – requirements/criteria
  – process (i.e., rules)
RESOURCES:  https://intranet.asc.ohio-state.edu/apt

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FACULTY AND STAFF INTRANET

Appointments, Promotion and Tenure

General
- Arts and Sciences APT document [pdf] (rev. August 1, 2014)
- Departmental APT documents approved by OAA
- P&T FAQ [pdf]
- Peer Review Teaching Chart [pdf] (rev Sept. 7, 2016)

Fourth Year and Reappointment Reviews
- Clinical and Research Faculty Reappointment directions [pdf] (posted November 15, 2016)

Promotion and Tenure Reviews

[pdf] - Some links on this page are to Adobe .pdf files requiring the use of Adobe Reader. If you need them in a more accessible format, please contact asc.compproc@osu.edu
“Promotion to the rank of professor must be based on convincing evidence that the faculty member has a sustained record of excellence in teaching; has produced a significant body of scholarship that is recognized nationally or internationally; and has demonstrated leadership in service.”

*Rules of the University Faculty, 3335-6-02*

Evaluated relative to ASSIGNED DUTIES (“flexible paths”)  
TIU defines criteria/appropriate evidence (unit APT document)
What’s the current situation in ASC (Columbus campus)?

What proportion of faculty in each rank?

<table>
<thead>
<tr>
<th>Rank</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant</td>
<td>21%</td>
</tr>
<tr>
<td>Associate</td>
<td>32%</td>
</tr>
<tr>
<td>Full</td>
<td>47%</td>
</tr>
</tbody>
</table>

How long have you been in rank?
When are you hoping to be reviewed for full?
Are you worried?
REFLECTION: (3x5 cards)

1) What are the barriers YOU see to promotion to full for YOU personally?

2) What information do you need that you don’t have?
STEPS TO GET STARTED:

1) Get information about standards/criteria!
   - Read (STUDY!) your unit’s APT
     [https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure](https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure) (Section VII A2: Criteria)
   - Annual review letters: calendar year or comprehensive?
     - if not comprehensive, ASK!  “Where do I stand?”
     - what weaknesses? what am I missing?
     - WHAT DO I NEED TO DO TO BE READY?
   - **MENTORS** – formal and informal
     - do you have formal mentors? ASK for them!)
STEPS TO GET STARTED:

2) How do I request review for promotion?
   - **Non-mandatory review** – unit decides
     (can decline one year, then have to allow)
   - Read (STUDY!) your unit’s APT
     [https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure](https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure) (Section VII B: Procedures)
   - All units have a process – What? When?
   - What’s the CULTURE in your unit?
2) How do I request review for promotion?

- **Non-mandatory review** – unit decides

  - Read (STUDY!) your unit’s APT
    
    [https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure](https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure) (Section VII B: Procedures)
  
  - All units have a process – What? When?
  - What’s the CULTURE in your unit?
    - candidate asks?
    - eligible faculty committee recommends and tells you?
    - part of annual review process?

  (ask senior faculty – mentors, eligible faculty head, TIU head)
STEPS TO GET STARTED:

3) What do I need and when?

- whatever your unit wants you to give them to make decision whether to do promotion review (CV?) – SPRING
- list of possible external evaluators – SPRING
- whatever will be sent to external evaluators
  (CV, publications, research statement?) – LATE SPRING
- core dossier – LATE SUMMER

GET ADVICE EARLY!!!!
CORE DOSSIER – get advice EARLY

• Use either Vita or a Word document following OAA core dossier outline for 2018-2019 (can generate Word document from Vita, edit in Word – RECOMMENDED PATH)

• OAA core dossier outline in .docx is here: https://intranet.asc.ohio-state.edu/apt/dossier-prep

• List each item only once

• Include contextual information as needed (e.g., information about an on-line journal, measures of impact, contribution to collaborative projects – ask unit to get letter from collaborator?)

• *Tell your story* in research, teaching and service statements

• Follow word count limits (within reason)
Core Dossier: Time Frame

- **Teaching**: list all classroom teaching activities since the last promotion OR the last five years, whichever is LESS (can include earlier graduate training activities) – so **5 years MAXIMUM classroom teaching**
- **Research**: list all activities since last promotion (if promoted at Ohio State) or since appointment (if hired as an associate); earlier publications/conferences/grants are often listed to show entire trajectory, but main focus of review will be on activities since promotion
- **Service**: list all activities since last promotion/appointment, with an emphasis on **leadership roles**; include outreach and engagement activities, service on grant review panels, and other external service
Getting Started with VITA

https://vita.osu.edu/ is the place to start
- if you used RIV in the past, you have an account, all info was transferred
  - sign in using your normal OSU credentials
- if you’ve never used RIV, start by emailing vita@osu.edu
- request a new account (takes 1-2 days)
Vita 101:

Elements = data entry (external system)

Vita = dossier generation (OSU system)
Curate Elements Data: look at data the system finds, accept or reject
Add Supporting Data: additional information about publications, etc. (e.g., who did what)
Write Narratives: write off-line as Word doc, copy and paste
Review Dossier: download as Word file, edit as needed (fix formatting, add quality indicators appropriate for your discipline, etc.)
Curate Elements Data: Click on Menu to bring up these options of different things to edit
Profile gives “Introduction” page of dossier
Help (two spots) takes you to “Quick Start Guide”
Vita button (next to Menu) takes you back to previous page with choices to add supporting info or narratives, download dossier, etc.
Vita resources

https://resourcecenter.odee.osu.edu

scroll to the bottom, click Vita – brings up this:
Case Studies: what to do?

What is a specific area you’re worried about that we can discuss? (write on 3x5 card)
Assignment:

Action plan: What is one step for you to take next? (write on 3x5 card – and keep it!)
Wrap-up:

What should we do at a next meeting?
- divide by discipline?
- divide by years in rank?
- ASC-specific Vita workshop with ODEE?
- flexible pathways panel discussion?
- other thoughts?

(write on 3x5 card, hand in)