



To: CFAES Cabinet and TIU Heads

From: Tracy Kitchel, Ph.D.  
Senior Associate Dean and Director of Faculty and Staff Affairs

Date: February 24, 2023

Re: 2023-2024 CFAES Promotion and Tenure Cycle

The CFAES Promotion and Tenure Cycle for 2023-2024 is tentative pending final guidance from the Office of Academic Affairs. Such guidance may not occur until May or June of this year. In the meantime, I am providing this timeline based on this past year's cycle. To ensure sufficient time for each step of the process, the following schedule has been established:

<b>On or before October 2, 2023</b>	TIU head (Chair/Director) notifies candidates of completion of TIU-level process (begins 10-day comments window; see note 5)
<b>On or before October 13, 2023</b>	Department/School recommendations and dossiers are uploaded to OneDrive*
<b>Week of October 23, 2023</b>	College P&T Committee convenes for initial meeting
<b>October 29, 2023</b>	Recommendations and dossiers are forwarded to College P&T committee
<b>November 13-17, 2023 (1pm to 5pm daily)</b>	College P&T Committee meets and deliberates
<b>December 15, 2023</b>	College P&T Committee recommendations are sent to VP/Dean
<b>January 25, 2024</b>	VP/Dean notifies candidates and TIU heads of completion of College-level process (begins 10-day comments window; see note 5).
<b>February 9, 2024</b>	VP/Dean's recommendations to Provost are finalized and submitted

*\*By 5pm, each unit will post PDF versions of all dossiers (4th-year and 6th-year reviews for probationary tenure-track faculty; penultimate contract year reviews for clinical faculty; and voluntary reviews for promotion) and supporting materials to a unit-designated OneDrive folder. Note that the format for this next year's dossier requirements may be slightly differ compared to previous years. Once OAA communicates any changes, we will share them with you.*

Please review the points provided below and work with your staff to ensure that all steps and details are carried out as required. As you know, this is one process for which meticulous attention to detail is essential.

1. Ensure that all candidate appointment information on Form 109\*\* is complete and sign on the TIU Head signature line to verify your recommendation.



2. Carefully review and ensure compliance with all requirements of your TIU's Appointments, Promotion, and Tenure (APT) document and the Report on Candidates and verify that the percentage needed for a positive recommendation (on Form 105\*\*) is calculated correctly and matches that contained in your unit's APT document.
3. If the unit's APT document has been revised since the appointment or promotion of the candidate, that candidate may choose which version of the document is to be used in evaluating her/his dossier. Post the relevant APT document in the appropriate OneDrive file by October 13, 2023.
4. Candidates can choose to use Vita (see <https://vita.osu.edu/#>) to generate a copy of their core dossier or a Word document. If Vita is not used, the dossier needs to follow the same OAA prescribed format.
5. Each candidate must be notified by the TIU head on or before October 2, 2023 of the TIU P&T Committee's recommendation to the TIU head and the TIU head's recommendation to the Dean.
  - a. Each candidate must sign Form 103\*\* to verify whether s/he chooses to respond to the letters. Remind candidates that comments are not appeals; they are to clarify facts or add data not included in the dossier. Comments from the candidate must be on or attached to Form 103\*\*. Candidates will receive two Form 103s for the TIU level review, one for comments to the TIU Head and one for comments to the TIU eligible faculty.
  - b. The TIU P&T committee and/or TIU head may respond to the candidate's written comments. Responses from this phase of the process must be incorporated in the original dossier when it is submitted via OneDrive.
  - c. Only one iteration of candidate comment and TIU response is allowed.
  - d. The College-level process for comments is as described for the TIU process above in 5.a through c, beginning with candidate notification on approximately January 25, 2024.

**\*\*All forms mentioned in points 1-5 above should be completed via DocuSign. Michelle Anderson will be coordinating this process.**

An organizational meeting covering the preparation of dossiers for submission to the college is scheduled for April 20<sup>th</sup> with your TIU's staff P&T coordinator. Prior to this meeting, it is necessary that your unit's P&T coordinator review the OAA P&T guidelines. If you have any questions about the P&T process, please contact Michelle Anderson.3484. Answers to most questions can also be found quickly by referring to: <https://oaa.osu.edu/sites/default/files/uploads/handbooks/policies-and-procedures/HB3.pdf>