Fourth-Year and Reappointment Review Workshop

THE OHIO STATE UNIVERSITY

COLLEGE OF ARTS AND SCIENCES

January 17th, 2024

Welcome and Introductions

Shari Speer

THE OHIO STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

The Purpose of this Workshop

o For: Candidates, P&T Chairs, PODs, TIU Heads, Dept. Staff

o What: Overview of Dossier Preparation and Submission in Interfolio

o Why: To Help Facilitate Preparation of Complete Dossiers for fourth-year reviews and reappointment reviews for Clinical/Teaching/Practice and Research Faculty

➢ Chat function is available for questions

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Agenda

- Welcome and Introductions
- Review Preparation
- Navigating the Intranet
- Introduction and Core Dossier
- Interfolio Overview
- Interfolio Steps
  - Candidate
  - POD
  - Regional Campus
  - TIU Faculty Deliberative Body
  - TIU Head
  - TIU Candidate Comments Process
  - Case Managers and Internal Sections
- Final Logistics

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Review Preparation

Shari Speer

Common Initials and Terms

- **P&T** — Promotion and Tenure
- **TIU** — Tenure Initiating Unit (department or school)
- **TIU Head** — Chair or Director
- **Chair Pro Tem** — Temp. TIU Head
- **CEF** — Committee of Eligible Faculty/ Faculty Deliberative Body

- **P&T Chair** — Chair of CEF
- **POD** — Procedures Oversight Designee Appointments,
- **APT** — Promotion and Tenure Doc. Patters of
- **POA** — Administration Doc.
- **SEI** — Student Evaluations of Instruction
- **OAA** — Office of Academic Affairs

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Interfolio Terms and Roles

Case	Candidate's Interfolio review file including all required documentation
Case Manager	TIU administrative staff member who supports the review process; has access to all parts of case from creation to submission to college
Committee/ Committee Members	Groups of users that review the candidates' case at various steps of the review process
Committee Manager	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.
Administrator	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

Who Does What (TIU)

Candidate	✓ prepares and uploads Intro and Core Dossier 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 the POD Verification Form (Dossier) in Interfolio ✓ completes and signs the POD Verification Form (Voting) (after 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/Discovery Theme heads ✓ assigns someone to summarize student comments (if used) ✓ writes TIU head letter, addressed to College Dean and uploads to Interfolio
Case Manager	✓ compiles and uploads materials for internal sections (annual reviews, peer evaluations, SEI reports) ✓ generally, supports review and submission process

Who Does What in Faculty Affairs

Shari:

- 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

Feb. 1	Candidate submits review materials to the TIU
March 1	Regional campus letters are sent to TIU
	TIU solicits review letter from Joint Appointment/DT Heads
March 8	Last date to hold CEF meeting
	Last date to submit dossiers for preliminary college review
March 18	TIU notifies candidates of results of review and shares review letters *(10 calendar day comments period commences)*
March 29	Submission of cases to college via Interfolio

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?

- **April**   College Review of Dossiers &
- **May**   Revisions Divisional Panels Meet
- **June**   Dean Reviews Cases and Writes
              Letter; Candidates notified of results

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Ways to streamline the process? Start EARLY.

January

- 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!

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Questions?

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

Toni Calbert

Questions?

Questions?

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Introduction and Core Dossier

Kyle Williams

Introduction (candidate provides)

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 (candidate provides)

Format

- Core Dossier should follow OAA specified format as outlined in section 6.1.2.4 of the OAA Handbook (August 2023 version)

- A template Word document in this format is available on the ASC Intranet Promotion and Tenure page (Dossier Preparation Materials)

Core Dossier - Time Frame

o **Teaching and Service**:

    o Probationary Faculty: include activities from date of hire/start of current appointment

    o Non-probationary Faculty: include activities from date of last promotion/reappointment or last five years, whichever is most recent (e.g., 2018-2023)

    o CEF may allow earlier information if they determine it is important, must explain in CEF/TIU Head letter

o **Research/Awards**:

    o all candidates may include their full research and award history (e.g., publications, creative works, grants, etc.)

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 core dossier section of OAA P&T Handbook for detailed instruction how to include activities (e.g., word counts for narratives, what info about advisees, grants included). TIU is responsible to enforce these

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 – Teaching

Item 1) Check teaching table – SEIs/peer review columns should match what is provided in the Internal Sections. TIU should CHECK.

Teaching

1) Undergraduate, graduate, and professional courses taught[1]

Period Offered	Course Number and Title (Credit Hours)	Enr.	% Taught, Role	Stdnt Eval.	Peer Eval.	Other Eval.	Instr. Method
Autumn 2023	ENGLISH 3378 Special Topics in Literature (3)	41(UG)	100	Not yet available	No	No	Didactic / Lecture
Spring 2023	ENGLISH 2367 Second-Year Writing (3)	24 (UG)	100	Yes	Yes	No	Didactic / Lecture
Autumn 2022	ENGLISH 8999 PhD Dissertation Research (1)	1 (G)	100	No	No	No	Precepting / lab

Core Dossier – General

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

Summary Tables
- Graduate Students, Publications, Creative Works sections include summary tables. Please check that the numbers provided in the summary tables match number of entries listed below

Include all section 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

Core Dossier – Teaching

Item 2a) Graduate Students
- Check that numbers provided in the summary table match number of students listed below
- Advisees who have graduated – provide the current position, if known (or enter "current position unknown"). Includes doctoral and master's student advisees.

Item 7) Evaluation of Teaching
- Brief narrative (250 words or less) should describe how the candidate has use evaluation information from students, peers, and teaching development pro grams to <u>improve</u> the quality of teaching and student mentoring.

Core Dossier – Research

Item 1) Publications and Presentations

- Check that numbers provided in the summary table match number of publications listed below

- Publications with multiple authors
  - Must include a narrative description of candidate's intellectual contribution and percentage of contribution
  - OAA guidance explicitly recommends against the use of language such as "we all contributed equally" and "50% effort"
  - Not required for presentations or publications under review

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Core Dossier – Research

Item 1) Publications and Presentations
- Items 1a-g should include works that have been formally accepted without qualification.
  - Item 1k should include works which have been submitted and are still under review.
  - Works in progress or those which have not yet been submitted should be included in the item 3 research narrative.

- Item 1j (Unpublished scholarly presentations) should include the location where the presentation was given (city and state for U.S. locations, city and country for international locations or if the event was virtual)

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Core Dossier – Research

Item 2) Creative Works

- Check that numbers provided in the summary table match number of works listed below
- Exception to the include every subheading rule – if candidate has no creative works, they don't have to include every subheading, can just write "None"

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Core Dossier – Research

Item 5) Research Funding

- New Item 5c – "Funded research, including contract and clinical trials, on which candidate is or has been senior personnel"
    - Proposals for research funding now item 5d

- Funded Research with multiple investigators/authors (5a-5c)
    - Must include a narrative description of candidate's intellectual contribution, percentage of contribution, and the amount allocated to candidate
    - OAA guidance explicitly recommends against the use of language such as "we all contributed equally" and "50% effort"

- Proposed and unfunded grants/other funding with multiple investigators/authors (5d-5g)
    - Must include a narrative descript of candidate's contribution and percentage of contribution (no allocation amount required)

Questions?
&
5min Break

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Interfolio Overview

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Interfolio vs Eligible Faculty Review

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

- 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 the system and uploaded when final.

Interfolio Process - Steps

1. **Case Created** College Faculty Affairs will create all cases

    Case Manager has access to case and can begin uploading materials to Internal Sections

2. **Candidate Step** Candidate is notified via email when case is available, completes candidate checklist, uploads Introduction file, uploads Core Dossier File, hits "Submit" to move case forward to POD

3. **POD Step** POD completes two POD Verification forms, moves case forward to regional faculty or TIU faculty

4. **Regional Faculty Deliberative Body Step (if applicable)** Regional faculty or Case Manager uploads regional faculty recommendation letter, moves case forward to Regional Dean and Directors

5. **Regional Dean and Director Step (if applicable)** Dean uploads recommendation letter and complete recommendation form, moves case forward to TIU faculty

Interfolio Process – Steps (cont.)

6. **TIU Faculty Deliberative Body Step** P&T Chair uploads CEF recommendation letter, moves case forward to TIU Head

7. **TIU Head Step**

   o TIU Head Recommendation: TIU Head uploads their recommendation letter and completes the TIU Head Recommendation Form

   o TIU Candidate Comments Process: TIU Head or Case Manager notifies candidate of results of TIU Review, provides 10-day period for candidate to comment, uploads comments and any responses to Interfolio

8. **Submission to College** TIU Head or Case Manager moves case forward to College Faculty Affairs who reviews case, contacts TIU if revisions are needed and forwards cases to College P&T Panels

Questions?

Candidate Step

Kyle Williams

Candidate Responsibilities

1. Fourth Year Review Candidate Checklist (Interfolio embedded form)
2. Introduction (Word/PDF file)
3. Core Dossier (Word/PDF file)

- ➤ Only the Candidate can delete files they upload
- ➤ Candidate cannot see Internal Sections

Provide Case Manager with supporting materials

- ▪ Annual reviews
- ▪ Peer evaluations
- ▪ SEI reports

POD Step

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POD Responsibilities

- POD serves as Committee Manager for the POD step

- After Candidate uploads and submits dossier materials, POD is notified and gains access to the case

- POD must complete and sign two forms:
  - POD Verification Form (Dossier)
  - POD Verification Form (Voting)*

- POD sends the case forward

*Renamed and moved from Faculty Deliberative Body Review step

POD Verification Form (Dossier)

- Only enter the APT year if it is <u>not</u> the current document approved by OAA. If using current APT, enter "N/A."

- Double check that information entered here matches the candidate's materials (e.g., number of peer reviews, inclusion of summarized student comments)

- Select "No" for all External Evaluation questions.

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POD Verification Form (Voting)

- Double check that numbers entered for quorum and vote are correct.

- Check that number of combined votes (yes, no, and abstention) matches number of eligible faculty participating in meeting.

Regional Campus Steps

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Regional Campus Review

Two steps in Interfolio

- Regional Campus Faculty Deliberative Body

- Regional Campus Dean and Director

Regional Campus Faculty Deliberative Body

- The Deliberative Body form was removed from this step so all that is required is to upload the Regional Campus Faculty recommendation letter

- Can be uploaded by regional faculty committee member, Case Manager, P&T Chair– Case Managers should add regional faculty committee member if applicable

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Regional Campus Dean and Director

- After the Regional Campus Faculty Deliberative Body step is complete the case will move forward to the Dean and Director

- Dean and Director must upload their recommendation letter and complete the recommendation form

- Dean and Director sends case forward to TIU Faculty Deliberative Body step

TIU Faculty Deliberative Body Step

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P&T Chair Responsibilities

- P&T Chair serves as Committee Manager for the Faculty Deliberative Body 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 TIU Head step

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CEF Recommendation Letter

- Double check that references to the candidate's record (e.g., number of publications, courses, etc.) match what is provided in the Core Dossier.

- Letters should briefly describe faculty discussion, if any, for a split vote or abstentions or note that no reasons were discussed.

- Letters should be on TIU letterhead and signed by the P&T Chair

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TIU Head Step 1
TIU Head Recommendation

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TIU Head Responsibilities

- 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

TIU Head Recommendation Letter

- Double check that references to the candidate's record (e.g., number of publications, courses, etc.) match what is provided in the Core Dossier.

- For C/T/P and Research faculty reappointments, please include the length of the proposed appointment term (e.g., 3, 5, or 8 years).

- Letter should address any split votes or abstentions not discussed in CEF letter.

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TIU Head Step 2
Candidate Comments Process

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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.
    - If Candidate has comments, TIU Head or CEF may respond as appropriate
    - 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 College Faculty Affairs step.

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Case Manager and Internal Sections

Kyle Williams

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
  - SEI Reports and 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 (candidate checklist, pod verification, recommendation forms) unless appointed 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. SEI Reports
6. Summary of Student Comments
7. Head of Joint Appointment/DT Review Letter

All of these materials must be provided to the CEF before their meeting but do not need to be uploaded to Interfolio at that time

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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:

<u>Annual Reviews</u>

Smith Annual Review 2019
Smith Annual Review 2020
Smith Annual Review 2021
Smith Annual Review 2022

<u>Peer Evaluations</u>

Smith Peer Eval AU19 (Meyers)
Smith Peer Eval SP21 (Cane)
Smith Peer Eval SP21 (Johnson)

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Internal Sections — Annual Reviews

Annual Review Letters
- ○ <u>Probationary Faculty</u> -> include all since date of hire
- ○ <u>Non-Probationary Faculty</u> -> include all since recent promotion or reappointment (but no more than 5 years)

➢ **If any annual reviews are missing, please upload a brief written explanation in the section**

Written Documents Submitted As Part of Annual Reviews
- ○ Could be reports, committee documents, candidate comments, etc.
- ○ This section is not required

Internal Sections – Additional Letters

Additional Letters Requested By Candidate and **Solicited by the TIU Head**

- o Research Collaborators
- o Commendation of Service
  - o If additional letters are included, they must be reviewed by CEF
- o Candidate must **not** contact potential letter writers

Internal Sections – Peer Evaluations

Documentation of Peer Evaluation of Teaching

- o <u>Probationary Faculty</u> -> include all since date of hire
- o <u>Non-Probationary Faculty</u> -> include all since recent promotion or reappointment (but no more than 5 years)
- o Only OSU peer reviews

Peer Reviews Letters Must

- o Include the name of reviewer
- o Include as many as required by TIU APT
- o Match number on POD Verification Form
- o Match teaching table

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Internal Sections – SEI Reports

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

- **Individual Fixed-Response Student Evaluation Data**
(single page overview for each course – since date of hire for probationary faculty; since last promotion/reappointments, or last 5 years <u>whichever is shorter</u>, 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

Cumulative SEI 2018-present

[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 team taught or had more than one instructor. "Web" Is "Y" if student ratings were collected electronically.

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

SEI Item Descriptions
1. Well organized
2. Intellectually stimulating
3. Instructor interested in teaching
4. Encouraged independent thinking
5. Instructor well prepared
6. Instructor interested in helping students
7. Learned greatly from instructor
8. Created learning atmosphere
9. Communicated subject matter clearly
10. Overall rating

EDUTL 5992   College: EHE   Campus: COL

Multi Inst	2016 Spr	Class Num: 13XXX		1	2	3	4	5	6	7	8	9	10	Item 10 Comparison
☐			Instructor Mean	4.0	4.0	4.0	5.0	4.0	5.0	4.0	4.0	4.0	5.0	4.6
	#Enrolled: 5	#Resp: 1	Web: Y	Instructor SD	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

ENGINEER 181   College: ENG   Campus: COL

Multi Inst	2008 Autmn	Class Num: 8XXX		1	2	3	4	5	6	7	8	9	10	Item 10 Comparison
☐			Instructor Mean	3.9	3.5	4.3	3.9	3.6	4.1	3.3	3.7	3.6	3.7	4.2
	#Enrolled: 71	#Resp: 106	Web: N	Instructor SD	1.1	1.1	0.8	0.9	1.0	0.9	1.1	0.9	1.0	0.8	
☐	2008 Autmn	Class Num: 8XXX	Instructor Mean	3.9	3.4	4.5	3.8	3.7	4.4	3.4	3.9	3.8	4.1	4.3
	#Enrolled: 36	#Resp: 24	Web: N	Instructor SD	1.3	1.2	0.6	0.8	1.1	0.5	1.0	0.7	0.7	0.6	

ENGINEER 191.01H   College: ENG   Campus: COL

Multi Inst	2009 Autmn	Class Num: 10XXX		1	2	3	4	5	6	7	8	9	10	Item 10 Comparison
☐			Instructor Mean	4.1	4.0	4.5	4.2	3.9	4.4	4.1	4.1	3.7	4.0	4.3
	#Enrolled: 36	#Resp: 17	Web: Y	Instructor SD	0.8	0.8	0.7	0.9	0.8	0.7	0.9	1.1	1.0	0.8	
☐	2011 Autmn	Class Num: 21XXX	Instructor Mean	4.2	4.1	4.6	4.2	4.0	4.4	3.8	4.3	3.3	3.9	4.2
	#Enrolled: 35	#Resp: 29	Web: Y	Instructor SD	1.0	0.9	0.6	0.7	1.0	0.7	1.1	0.7	1.2	0.9	
☐	2011 Autmn	Class Num: 21XXX	Instructor Mean	4.4	4.1	4.4	4.2	4.0	4.4	3.8	3.8	3.7	4.2	4.2
	#Enrolled: 37	#Resp: 23	Web: Y	Instructor SD	1.0	1.0	1.0	1.0	1.1	1.0	1.0	1.0	1.1	0.7	

ENGINEER 192.01H   College: ENG   Campus: COL

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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

Fixed SEI pre-2018

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Brutus Buckeye
Course: ENGLISH XXXX
Campus: COL   College: ASC

Student Evaluation of Instruction Report

Autumn 2017
Class Number: 19165

Response rate: 61.1 % of 18 enrolled   Were student ratings for this report collected on the web? Yes   Date of Report: 02/08/2015

Response scale is Likert-type with "5" being high and "1" being low
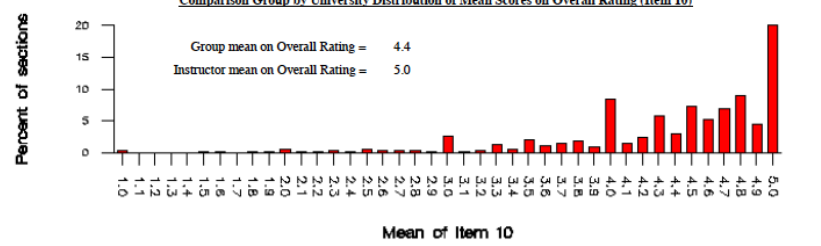
	N	1	2	3	4	5	N/A
1. Well organized	11	0 %	0 %	0 %	0 %	100 %	0 %
2. Intellectually stimulating	11	0	0	0	0	100	0
3. Instructor interested in teaching	11	0	0	0	0	100	0
4. Encouraged independent thinking	11	0	0	0	9	91	0
5. Instructor well prepared	11	0	0	0	0	100	0
6. Instructor interested in helping students	11	0	0	0	0	100	0
7. Learned greatly from instructor	11	0	0	0	0	100	0
8. Created learning atmosphere	11	0	0	0	0	100	0
9. Communicated subject matter clearly	11	0	0	0	18	82	0
10. Overall rating	11	0	0	0	0	100	0

Your ratings are summarized below. When sufficient data exist, summaries are also provided for up to three reference groups. Your "comparison group" is based on the size of your class and the predominant reason students indicate they enrolled. Comparison group data are reported at both the college and university levels. Over the preceding 4 quarters, 1547 instructors and 3053 course sections were in your Comparison Group by College, and 2746 instructors and 5526 course sections were in your Comparison Group by University. Across all the courses using the SEI instrument since 1994, 27.36% of them share the characteristics listed below. The Course-Offering Unit listing is not based on size or electivity; it is a summary of the SEI data across the previous four quarters in your department or school.

Your comparison groups have the following qualities:
   Class size: 5 to 20
   Predominant reason given for enrolling in this course was that it was required in the student's major/minor or that it fulfills a GEC/BER requirement.

	This Instructor		Comparison Group by College		Comparison Group by University		Course-Offering Unit	
	Mean	Std.Dev	Mean	Std.Dev	Mean	Std.Dev	Mean	Std.Dev
1. Instructor well organized	5.0	0.0	4.3	0.7	4.3	0.7	4.3	0.5
2. Intellectually stimulating	5.0	0.0	4.3	0.6	4.3	0.7	4.3	0.5
3. Instructor interested in teaching	5.0	0.0	4.5	0.6	4.5	0.7	4.6	0.4
4. Encouraged independent thinking	4.9	0.3	4.5	0.6	4.5	0.7	4.6	0.4
5. Instructor well prepared	5.0	0.0	4.4	0.7	4.4	0.7	4.5	0.5
6. Instructor interested in helping students	5.0	0.0	4.5	0.6	4.5	0.7	4.6	0.4
7. Learned greatly from instructor	5.0	0.0	4.3	0.8	4.3	0.8	4.2	0.6
8. Created learning atmosphere	5.0	0.0	4.4	0.7	4.3	0.8	4.4	0.4
9. Communicated subject matter clearly	4.8	0.4	4.3	0.8	4.3	0.8	4.3	0.6
10. Overall rating	5.0	0.0	4.4	0.7	4.4	0.7	4.5	0.5

Comparison Group by University Distribution of Mean Scores on Overall Rating (Item 10)

Group mean on Overall Rating =   4.4
Instructor mean on Overall Rating =   5.0

Policies and procedures regarding SEI reports are addressed in the SEI handbook. See www.sei.osu.edu for more information.
Report generated by the Office of the University Registrar. Questions may be e-mailed to <seiadmin@osu.edu>.

Fixed SEI 2018 -present

Brutus Buckeye SEI Overview Report Autumn 2018

THE OHIO STATE UNIVERSITY

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

Internal Sections – SEI Reports

Summary of Open-Ended Student Evaluation

- if comments were collected, must be **summarized** by someone other than candidate

- indicate who generated the summary (name and title)

- for each class, include total number of students enrolled and total completing evaluations

- POD and candidate should review

- **don't include raw student comments**

See "SEI Summary of Student Comments Template" on the ASC Intranet (Dossier Prep Materials)

Questions?

Final Logistics

Shari Speer

THE OHIO STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

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
  - If duplicates are created, the Case Manager can delete them

- Initial year of Interfolio use
  - 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 <u>already</u> in dossier:

- Can be added if TIU hasn't yet reviewed
- If TIU is done but <u>before</u> submission to college, TIU head asks CEF if this new information would change their vote <u>even if</u> the vote was positive and/or unanimous
- If at the college, alert Shari and divisional dean; college will decide next steps

Submission Date: <mark>March 29th</mark>

Send cases forward to the College Faculty Affairs Review step

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

Faculty Affairs Team:

Shari Speer
Associate Dean of Faculty Affairs
Professor of Linguistics
speer.21@osu.edu

Toni Calbert
Assistant Dean of Faculty Affairs
calbert.5@osu.edu

Kyle Williams
Faculty Affairs Specialist
williams.5301@osu.edu

General Email Account:
ascfacultyaffairs@osu.edu

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Questions?

Thank you!

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