



College of Arts and Sciences

P&T Dossier and Interfolio Workshop for Faculty Candidates



Welcome and Introductions

Kristi Williams



The Purpose of this Workshop

- For: Candidates
 - What: Overview of P&T Requirements, Core Dossier Outline and Submission in Interfolio
 - Why: To Help Facilitate Preparation of Complete Dossiers for sixth-year promotion and tenure reviews and non-mandatory promotion reviews for Tenure-Track, Clinical/Teaching/Practice, and Research Faculty
- Chat function is available for questions

Agenda

- Background Information
- Navigating the Intranet
- Candidate Materials
- Interfolio Overview
- Final Logistics



Background Information

Kristi Williams



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
- **College Panels** College divisional committees of senior faculty
- **P&T Chair** Chair of CEF
- **POD** Procedures Oversight Designee
- **APT** Appointments, Promotion and Tenure Doc.
- **POA** Pattern of Administration Doc.
- **SEI** Student Evaluations of Instruction
- **OAA** Office of Academic Affairs



Candidate Responsibilities

- Review promotion/promotion and tenure 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

Interfolio Requirements

- Upload Introduction and Core Dossier
- Upload SEI Cumulative and Overview Reports
- Complete Student Evaluation of Teaching Checklist Form
- Complete Promotion and Tenure/Promotion Dossier Checklist Form

TIU Responsibilities

| | |
|--------------|--|
| POD | <ul style="list-style-type: none"> ✓ 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 | <ul style="list-style-type: none"> ✓ reviews dossier for CEF meeting ✓ chairs the TIU CEF meeting ✓ writes TIU CEF letter, addressed to TIU head and uploads to Interfolio |
| TIU Head | <ul style="list-style-type: none"> ✓ Solicits and includes review letters from Joint Appointment ✓ assigns someone to summarize student comments (if used) ✓ writes TIU head letter, addressed to College Dean and uploads to Interfolio ✓ Completes and signs TIU Head Recommendation Form |
| Case Manager | <ul style="list-style-type: none"> ✓ collects and uploads materials for internal sections (annual reviews, peer evaluations, external evaluations) ✓ generally, supports review and submission process |



Regional Campus Responsibilities

| | |
|--|---|
| Faculty Deliberative Body Chair | <ul style="list-style-type: none">✓ reviews dossier for Regional Campus faculty meeting✓ chairs the Regional Campus Faculty Deliberative Body meeting✓ writes Regional Campus Faculty Deliberative Body letter , addressed to Regional Dean and Director and uploads to Interfolio✓ completes the Regional Campus Faculty Vote Form |
| Dean and Director | <ul style="list-style-type: none">✓ assigns someone to summarize student comments (if used)✓ writes Regional Dean and Director letter, addressed to TIU Head and uploads to Interfolio✓ completes and signs Regional Dean Recommendation Form |
| Case Manager | <ul style="list-style-type: none">✓ collects Regional Campus review letters and assists with uploading to Interfolio if needed |



Who does what in Faculty Affairs

- **Interfolio** – All
- **Consultations** (TIU Heads, P&T Chairs, PODs) – Kristi & Toni
- **External evaluator approval** - Kristi
- **Dossier reviews** – Toni, Kyle, Elizabeth
- **College panels** – Kyle, Elizabeth, Destanie



Recommended Deadlines for TIUs

| | |
|-----------------|---|
| Aug. 15 | Recommended deadline for candidate to submit dossier to P&T Chair/POD |
| Sept. 5 | Recommended deadline for regional campuses to notify candidates of review decision and share internal letters (10 calendar day comments period commences) |
| Sept 19 | Recommended deadline for regional campus letters to be sent to the TIU; Recommended deadline to solicit review letters from Joint Appointment heads |
| Sept. 26 | Recommended deadline for CEF meeting; Last date to submit dossiers to ASC Faculty Affairs for preliminary college review |
| Oct. 3 | TIU notifies candidates of review decision and shares internal letters (10 calendar day comments period commences) |
| Oct. 20 | Recommended deadline for submission to college via Interfolio |



What happens after you send to the college?

| | |
|--------------------|--|
| October - November | College Review of Dossiers & Revisions |
| December | College Panels Meet |
| January | Dean Reviews Cases and Writes Letter; Candidates notified of results |
| Late-January | Final Dossiers Submitted to OAA |
| April | Provost makes decisions; ASC notified |
| May | BOT makes final approval; Promotion/ New Rank Takes Immediate Effect |



Ways to streamline the process? Start EARLY.

May/June

- Candidates prepare dossier materials
- Convert core dossier to new dossier outline

July/August

- 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

August/September

- 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! 😊



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

Kyle Williams



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 upcoming promotion and promotion and tenure 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
- Associate Professors/Non-probationary Faculty: include activities from date of last promotion/reappointment or last five years, whichever is most recent (e.g., 2020-2025)

○ 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

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

SEI Reports

Toni Calbert



SEI Reports

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 for probationary faculty; since last promotion/reappointments, or last 5 years whichever is shorter, for non-probationary faculty)

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 |

Interfolio 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 promotion or promotion and tenure in 2025-2026.
 - **We recommend using the Word outline available on the ASC Intranet.**
- If a Candidate chooses 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.



Interfolio RPT Terms and Roles

| | |
|-------------------------|---|
| Case | Candidate's Interfolio review file including all required documentation |
| Candidate Packet | Section of Interfolio Case where Candidate uploads materials and completes forms |
| 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 | Groups of users that review the candidates' case at various steps of the review process |
| 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 |



Interfolio - Candidate Packet

Kyle Williams



Candidate Packet

The Candidate Packet is the section of Interfolio Candidate's are responsible for uploading materials and complete forms.

1. APT (do not upload if using current document)
2. Introduction (Word/PDF file)
3. Core Dossier (Word/PDF file)
4. SEI Reports and Form (Interfolio embedded form)
5. Promotion/Promotion and Tenure Candidate Checklist (Interfolio embedded form)

Provide Case Manager with supporting materials

- Annual reviews
- 4th year review letters (assistant professors only)
- Peer evaluations



Interfolio Candidate Features

- Clicking "Submit" will **lock** sections so that Candidates can no longer access them.
 - Sections with forms must be “submitted” to be visible to reviewers.
 - Contact your unit’s Case Manager or ASC Faculty Affairs to unlock sections if needed.
- Only the Candidate can delete files they upload. The Case Manager or Committee Manager can only upload files to the Candidate Packet.

Interfolio – Candidate's View

Kyle Williams



Notification and Comments Process

Kyle Williams



Regional Campus Faculty
Deliberative Body Review

Regional
Campus
Dean/Director
Review

Notification and
10-Day
Comment Period

CEF Review

TIU Head Review

Notification and
10-Day
Comment Period

College Panel Review

College Dean
Review

Notification and
10-Day
Comment Period



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

Submission Date: October 20th

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

Case Manager Workshop

- July 22nd, 11am-12:30pm
- For P&T support staff focusing on ins and outs of Interfolio

POD, P&T Chair, and TIU Head Workshop

- August 19th, 11am-12:30pm
- For faculty managing the P&T process, focusing on APT criteria and review process



ASC Faculty Affairs Team



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Thank you!

