

Promotion and Tenure Candidate Notification and Comments Process

This document provides instructions for notifying P&T candidates of the results of the P&T review at various levels of the process and providing them an opportunity to comment as required by [Faculty Rules 3335-6-04\(B\)\(5\) and 3335-6-04\(C\)\(2\)](#). Starting in Autumn 2024, regional campus candidates have the opportunity to provide comments on the regional campus review process.

- *For Regional Campus Candidates:* Refer to both the Regional Campus and TIU-Level Comments Process sections below.
- *For Columbus Campus Candidates:* Skip to the TIU-Level Comments Process section.

Units can choose to collect comments either via email or Interfolio. In both cases, comments must be uploaded to Interfolio as part of the P&T review process. Please contact ascfacultyaffairs@osu.edu with any questions.

Included in this document:

[I. Regional Campus Comments Process](#)

[Option 1: Email Comments Process](#)

[Option 2A: Interfolio Comments Process \(Notification w/Internal evaluation letters\)](#)

[Option 2B: Interfolio Comments Process \(Notification w/o Internal evaluation letters\)](#)

[II. TIU-Level Comments Process](#)

[Option 1: Email Comments Process](#)

[Option 2A: Interfolio Comments Process \(Notification w/Internal evaluation letters\)](#)

[Option 2B: Interfolio Comments Process \(Notification w/o Internal evaluation letters\)](#)

[Appendix A: Suggested Language \(Email\)](#)

[Appendix B: Suggested Language \(Interfolio w/Internal Evaluation Letters\)](#)

[Appendix C: Suggested Language \(Interfolio w/o Internal Evaluation Letters\)](#)

[Helpful Links](#)



REGIONAL CAMPUS COMMENTS PROCESS

REGIONAL OPTION 1: EMAIL COMMENTS PROCESS

1. The Regional Campus Dean and Director (or designee) emails the candidate to notify them that the regional campus review is complete, and the letters of the dean and faculty deliberative body are available for the candidate to review (see [Appendix A](#) for suggested language).
 - a. While copies of these letters are not required to be attached to the notification email, we suggest doing so. If not attached, these letters must be provided to the candidate upon their request.
2. The candidate must have at least ten (10) calendar days to reply to the email with comments:
 - a. If candidate has no comments: they should reply to the email stating: “I do not have comments for the [regional campus faculty deliberative body and/or dean and director].”
 - b. If candidate has comments: candidate may draft their comments directly in the email or in a separate file (e.g., Word or PDF) and attach this file to the email.
 - c. The dean and director and/or the faculty deliberative body may respond to the candidate’s comments, as applicable. Responses to comments are optional. They should draft their reply in an email or separate file and email them to the candidate. They should indicate that their reply will be added to the dossier.
 - d. Only one iteration of comments is permitted.
3. The regional campus designee should email a copy of the candidate comments and any responses to the TIU. In the TIU, the Case Manager should upload a copy of the candidate’s comments and any responses (if applicable) at the “Regional Campus Candidate Comments” step of the candidate’s case in Interfolio.

REGIONAL OPTION 2A: INTERFOLIO COMMENTS PROCESS (Notification with internal evaluation letters)

1. At the “Regional Campus Candidate Comments” step, the Regional Campus Dean and Director (or designee) sends a message to the candidate from their case in Interfolio to notify them that the regional campus review is complete, and the letters of the Regional Campus Faculty Deliberative Body and Dean and Director are available for the candidate to review (see [Appendix B](#) for suggested language).
 - a. The candidate can be notified by clicking the “Share” button and selecting “With Candidate.”

2. To share the letters and any other parts of the dossier with the candidate in the notification message, click the “Add” button. Any documents previously added to the case will be available to attach to the message. Click the *plus* button next to the desired documents to attach individually or “Select All” to attach all documents.
3. Once files have been added to the message, the gray box on the right side of the screen will provide options for the candidate’s response.
 - a. File Response: Check the box next to “Enable.”
 - b. Message Reason: Enter “Regional Campus Comments Process” or similar.
 - c. Deadline: This section is optional. If sender chooses, enter a deadline of at least 10-calendar days from date of notification. Note that this is a “hard” deadline, meaning that once it passes, the candidate will no longer have the option to upload a file response.
 - d. Section for Response: Select “Comments Process – Regional Campus” from the drop-down menu.
 - e. Click “Send.”
4. The candidate will have until the set deadline to reply to the message with comments:
 - a. If candidate has no comments: they should create a separate file stating: “I do not have comments for the [regional campus faculty deliberative body and/or dean and director]” and upload the file to Interfolio in response to the notification message.
 - b. If candidate has comments: candidate should draft their comments in a separate file and upload this file to Interfolio in response to the notification message.
5. The candidate’s comments will upload automatically to the “Comments Process – Regional Campus” section of the candidate’s case in Interfolio.
 - a. The dean and director and/or the faculty deliberative body may respond to the candidate’s comments, as applicable. Responses to comments are optional. They should draft their reply in an email or separate file and email them to the candidate. They should indicate that their reply will be added to the dossier.
 - b. Only one iteration of comments is permitted.
4. The regional campus designee should email a copy of any responses to the TIU and the Case Manager should upload them at the “Regional Campus Candidate Comments” step of the candidate’s case in Interfolio.

REGIONAL OPTION 2B: INTERFOLIO COMMENTS PROCESS (Notification without internal evaluation letters)

1. At the “Regional Campus Candidate Comments” step, the Regional Campus Dean and Director (or designee) sends a message to the candidate from their case in Interfolio to notify them that the regional campus review is complete, and the letters of the Regional Campus Faculty Deliberative Body and Dean and Director are available for the candidate to review upon request (see [Appendix C](#) for suggested language).
 - a. The candidate can be notified by clicking the “Share” button and selecting “With Candidate.”
 - b. While copies of these letters are not required to be attached to the notification message, we suggest doing so. If not attached, these letters must be provided to the candidate upon their request by email.
2. If the regional campus does not share files in the notification message, the candidate will not be able to submit comments via Interfolio. They will reply directly to the sender’s OSU email and comments will need to be added manually to their case.
5. The candidate must have at least ten (10) calendar days to reply to the notification message with comments:
 - a. If candidate has no comments: they should reply to the email stating: “I do not have comments for the [regional campus faculty deliberative body and/or dean and director].”
 - b. If candidate has comments: candidate may draft their comments directly in the email or in a separate file (e.g., Word or PDF) and attach this file to the email.
 - c. The dean and director and/or the faculty deliberative body may respond to the candidate’s comments, as applicable. Responses to comments are optional. They should draft their reply in an email or separate file and email them to the candidate. They should indicate that their reply will be added to the dossier.
 - d. Only one iteration of comments is permitted.
6. The regional campus designee should email a copy of the candidate comments and any responses to the TIU. In the TIU, the Case Manager should upload a copy of the candidate’s comments and any responses (if applicable) at the “Regional Campus Candidate Comments” step of the candidate’s case in Interfolio.

TIU-LEVEL COMMENTS PROCESS

TIU OPTION 1: EMAIL COMMENTS PROCESS

1. The TIU Head (or Case Manager) emails the candidate to notify them that the TIU review is complete, and the letters of the TIU Head and Committee of Eligible Faculty (CEF) are available for the candidate to review (see [Appendix A](#) for suggested language).
 - a. While copies of these letters are not required to be attached to the notification email, we suggest doing so. If not attached, these letters must be provided to the candidate upon their request.
2. The candidate must have at least ten (10) calendar days to reply to the email with comments:
 - a. If candidate has no comments: they should reply to the email stating: “I do not have comments for the [CEF and/or TIU Head].”
 - b. If candidate has comments: candidate may draft their comments directly in the email or in a separate file (e.g., Word or PDF) and attach this file to the email.
 - c. The TIU Head and/or the CEF may respond to the candidate’s comments, as applicable. Responses to comments are optional. They should draft their reply in an email or separate file and email them to the candidate. They should indicate that their reply will be added to the dossier.
 - d. Only one iteration of comments is permitted.
3. The Case Manager should add a copy of the candidate’s comments and any responses (if applicable) to the “Comments Process – TIU Level” section of the candidate’s case in Interfolio.

TIU OPTION 2A: INTERFOLIO COMMENTS PROCESS (Notification with internal evaluation letters)

1. The TIU Head (or Case Manager) sends a message to the candidate from their case in Interfolio to notify them that the TIU review is complete, and the letters of the TIU Head and CEF are available for the candidate to review (see [Appendix B](#) for suggested language).
 - a. The candidate can be notified by clicking the “Share” button and selecting “With Candidate.”

2. To share the letters and any other parts of the dossier with the candidate in the notification message, click the “Add” button. Any documents previously added to the case will be available to attach to the message. Click the *plus* button next to the desired documents to attach individually or “Select All” to attach all documents.
3. Once files have been added to the message, the gray box on the right side of the screen will provide options for the candidate’s response.
 - a. File Response: Check the box next to “Enable.”
 - b. Message Reason: Enter “TIU Comments Process” or similar.
 - c. Deadline: This section is optional. If sender chooses, enter a deadline of at least 10-calendar days from date of notification. Note that this is a “hard” deadline, meaning that once it passes, the candidate will no longer have the option to upload a file response.
 - d. Section for Response: Select “Comments Process – TIU Level” from the drop-down menu.
 - e. Click “Send.”
4. The candidate will have until the set deadline to reply to the message with comments:
 - a. If candidate has no comments: they should create a separate file stating: “I do not have comments for the [CEF and/or TIU head]” and upload this file to Interfolio in response to the notification message.
 - b. If candidate has comments: candidate should draft their comments in a separate file and upload this file to Interfolio in response to the notification message.
5. The candidate’s comments will upload automatically to the “Comments Process – TIU Level” section of the candidate’s case in Interfolio.
 - a. The TIU Head and/or the CEF may respond to the candidate’s comments, as applicable. Responses to comments are optional. They should draft their reply in an email or separate file and email them to the candidate. They should indicate that their reply will be added to the dossier.
 - b. Only one iteration of comments is permitted.

TIU OPTION 2B: INTERFOLIO COMMENTS PROCESS (Notification without internal evaluation letters)

1. The TIU Head (or Case Manager) sends a message to the candidate from their case in Interfolio to notify them that the TIU review is complete, and the letters of the TIU Head and CEF are available for the candidate to review upon request (see [Appendix C](#) for suggested language).
 - a. The candidate can be notified by clicking the “Share” button and selecting “With Candidate.”
 - b. While copies of these letters are not required to be attached to the notification message, we suggest doing so. If not attached, these letters must be provided to the candidate upon their request.
2. If the TIU does not share files in the notification message, the candidate will not be able to submit comments via Interfolio. They will reply directly to the sender’s OSU email and comments will need to be added manually to their case.
3. The candidate must have at least ten (10) calendar days to reply to the email with comments:
 - a. If candidate has no comments: they should reply to the email stating: “I do not have comments for the [CEF and/or TIU Head].”
 - b. If candidate has comments: candidate may draft their comments directly in the email or in a separate file (e.g., Word or PDF) and attach this file to the email.
 - c. The TIU Head and/or the CEF may respond to the candidate’s comments, as applicable. Responses to comments are optional. They should draft their reply in an email or separate file and email them to the candidate. They should indicate that their reply will be added to the dossier.
 - d. Only one iteration of comments is permitted.
4. The Case Manager should add a copy of the candidate’s comments and any responses (if applicable) to the “Comments Process – TIU Level” section of the candidate’s case in Interfolio.

APPENDIX A – SUGGESTED LANGUAGE (EMAIL)

Dear **[CANDIDATE]**,

The **[regional campus faculty deliberative and/or dean and director]** **[CEF and/or TIU head]** have completed their evaluation of your dossier. By University Faculty Rule [3335-6-04\(B\)\(5\) and 3335-6-04\(C\)\(2\)](#), you are to be informed in writing of the recommendation of these review bodies and provided an opportunity to provide comments to these review bodies. These evaluation letters are **[attached for your review OR available upon request]**.

If you wish to provide comments, please reply directly to this email. You may write your comments in the body of the email or in a separate file (such as in Microsoft Word) attached to the email. If you do not have comments, please respond to this email with the message, “I do not have comments for **[regional campus faculty deliberative and/or dean and director]** **[CEF and/or TIU head]**.”

Please provide your comments or indicate that you do not have comments by **[DATE]**. This is a firm deadline.

If you have any questions, please contact **[NAME AND CONTACT DETAILS]**.

Thank you,

[NAME]

APPENDIX B – SUGGESTED LANGUAGE (INTERFOLIO w/Internal Evaluation Letters)

Dear **[CANDIDATE]**,

The **[regional campus faculty deliberative and/or dean and director] [CEF and/or TIU head]** have completed their evaluation of your dossier. By University Faculty Rule [3335-6-04\(B\)\(5\) and 3335-6-04\(C\)\(2\)](#), you are to be informed in writing of the recommendation of these review bodies and provided an opportunity to provide comments to these review bodies.

This link will take you to your dossier, which now includes these evaluation letters. If you wish to provide comments, please do so through Interfolio—you will need to write your comments outside of Interfolio (such as in Microsoft Word) and save them to a file that you will upload in Interfolio when you respond. If you do not have comments, please respond in Interfolio by uploading a file that includes the message, “I do not have comments for **[regional campus faculty deliberative and/or dean and director] [CEF and/or TIU head]**.”

Please respond in Interfolio to provide your comments or indicate that you do not have comments by **[DATE]**. This is a firm deadline.

If you have any questions, please contact **[NAME AND CONTACT DETAILS]**.

Thank you,

[NAME]

APPENDIX C – SUGGESTED LANGUAGE (INTERFOLIO w/o Internal Evaluation Letters)

Dear **[CANDIDATE]**,

The **[regional campus faculty deliberative and/or dean and director] [CEF and/or TIU head]** have completed their evaluation of your dossier. By University Faculty Rule [3335-6-04\(B\)\(5\) and 3335-6-04\(C\)\(2\)](#), you are to be informed in writing of the recommendation of these review bodies and provided an opportunity to provide comments to these review bodies. These evaluation letters are available upon request.

If you wish to provide comments, please reply directly to this email. You may write your comments in the body of the email or in a separate file (such as in Microsoft Word) attached to the email. If you do not have comments, please respond to this email with the message, “I do not have comments for **[regional campus faculty deliberative and/or dean and director] [CEF and/or TIU head]**.”

Please provide your comments or indicate that you do not have comments by **[DATE]**. This is a firm deadline.

If you have any questions, please contact **[NAME AND CONTACT DETAILS]**.

Thank you,

[NAME]

HELPFUL LINKS:

[ASC Intranet - Promotion and Tenure Resources](#)

[ASC and Unit Governance Documents](#)

[OAA Interfolio Resources](#)

[Interfolio RPT Welcome Kit](#)

[Interfolio Overview of User Roles](#)

[OAA Handbook on Promotion and Tenure Review](#)

[OAA Policies, Guidelines, and Forms](#)

[University Faculty Rules](#)