

Annual Review, 4th & 6th Year Review, Promotion to Full Calendar

Ann. Rev.	4 th Yr	6 th Yr	Full	Action	Person Responsible	Target Date
	X	X	X	Identify Candidates for Promotion & Tenure using Reg. Faculty Review report on BuckIQ; verify residency status & create individual calendars for each. <ul style="list-style-type: none"> - Provide deadline for decision - Verify time excluded due to child birth or adoption/other 	ADFD, Dean, Asst. to the Dean	January
	x	x	X	Identify early 4 th /6 th year and full candidates for non-mandatory review	ADFD	January
X	X	X	X	Create individual folders for candidates on W: drive. Include annual review letters, SEIs, peer evaluations, and written evaluation summary reports	Asst. to the Deans	January
		X	X	Deadline for decision to come up for non-mandatory review <ul style="list-style-type: none"> - Notify ADFD 	Candidate	March 1
			X	Call for materials needed by 3/15 for vote to proceed with non-mandatory review: <ul style="list-style-type: none"> - CV - Student evaluation of teaching - Peer evaluation of teaching 	ADFD	March 1
X				Call for materials needed by 3/31 for annual review: <i>Materials should encompass the previous academic year through date of submission</i> <ul style="list-style-type: none"> - Standard CV (template) - Vita Core Dossier including research, teaching and service statements - Publications (past 18 months) - Cumulative SEIs - Peer Observation of Teaching 	ADFD	March 1
			X	Non-mandatory review candidates provide to ADFD: <ul style="list-style-type: none"> - CV - Student evaluation of teaching - Peer evaluation of teaching 	Candidate, ADFD, (CC: Asst. to the Deans)	March 15
			X	Vote to proceed with non-mandatory review	CEF	Mid-March
		X	X	Select External Reviewers (Dean & ADFD in consultation with CEF) <ul style="list-style-type: none"> - No more than 50% can be suggested by candidate 	Candidate, ADFD, Dean, CEF	Mid- March
		X	X	Solicit External Reviewers (see email template on W: drive)	Dean, Asst. to the Deans	Mid-March



Annual Review, 4th & 6th Year Review, Promotion to Full Calendar

X				All Faculty submit the following to ADFD for annual review process: <ul style="list-style-type: none"> - Standard CV (template) - Vita Core Dossier including research, teaching and service statements - Publications (past 18 months) - Cumulative SEIs - Peer Observation of Teaching 	All tenure track faculty	March 31
X				Save annual review materials to W: drive	Asst. to the Deans	March 31
X				Review materials & write annual review letters for probationary tenure-track faculty, associate and full professors	ADFD	Early April
X				Circulate annual review letters for probationary tenure-track faculty, associate and full professors to CEF for comment	ADFD	Mid-April
X				Provide final annual review letters for probationary tenure-track faculty, associate and full professors to Dean	ADFD	End of April
		X	X	Call for materials needed by 5/31 for 6th and full candidates: <ul style="list-style-type: none"> - Publications - Updated CV - Research Statement 	ADFD	May 1
X				Meet with faculty to discuss annual reviews	Dean & faculty	Early May
X				Review materials & write annual review letters for all faculty	Dean	Mid-May
X				Provide faculty with final annual review letters	Dean	End of May
X				Save final annual review letters in personnel files & on w drive	Asst. to the Deans	End of May
	X	X	X	Appoint chair and 2 members of P&T Committee; CEF elect POD from committee	Dean; CEF	End of May
	x	x	X	Create database of open-ended evaluations & assign records	Asst. to the Deans	End of May
		X	X	6th year & Full Candidates provide to ADFD: <ul style="list-style-type: none"> - Publications - Updated CV - Research Statement 	6th & full Candidates, ADFD, (CC: Asst. to the Deans)	May 31
	X			Send email to 4th year candidates for materials needed by 8/31	ADFD	May 31
		X	X	Send CV and research, teaching and service statements from RIV , publications & letter from the Dean to External Reviewers	Dean, Asst. to the Deans	June



Annual Review, 4th & 6th Year Review, Promotion to Full Calendar

	x	x	X	Summarize open-ended written evaluations	ADFD, ADC, Dean	June
	x	x	X	Compile document of summaries of open-ended evaluations by candidate for P&T dossier	Asst. to the Deans	June
	X	X	X	Call for materials needed by 8/31 for P&T review of 4th, 6th, and full candidates: <ul style="list-style-type: none"> - Updated Vita Dossier - CV - SEIs - Identify APT for review 	ADFD	August 1
X				Call for a brief prospective statement concerning intentions regarding teaching, research, and service for the upcoming year.	ADFD; all faculty	August 1
X	X	X	X	Annual "Refresher" Training on P&T Procedures & Roles for CEF <ul style="list-style-type: none"> - POD, Chair; roles & responsibilities - How we apply criteria in APT Annual Training on Annual Review & P&T Process for all Tenure Track Faculty <ul style="list-style-type: none"> - JGC APT & POA standards, criteria & process overview - OAA Handbook and Forms - Resources available (1:1 RIV coaching, university RIV trainings, mentoring, Women's Place, etc.) - Annual Review & PT Process timeline & materials needed 	ADFD; all faculty	Late August
		X	X	Letters from External Reviewers Due (contact reviewers 2 weeks prior to deadline)	External Reviewers, Asst. to the Deans	Late August
X				All faculty provide to ADFD: <ul style="list-style-type: none"> - Brief prospective statement concerning intentions regarding teaching, research, and service for the upcoming year. 	All faculty	August 31
	X	X	X	4th, 6th, and full P&T candidates provide to ADFD: <ul style="list-style-type: none"> - Updated Vita Dossier - CV - SEIs - Identify APT for review 	ADFD; 4th, 6th, and full candidates	August 31
	X	X	X	P&T Committee reviews candidate materials for official review (completeness/accuracy/consistency with OAA requirements); provides feedback to candidate; candidate makes changes based on committee's feedback (if necessary)	P&T Committee, candidate	August 31-September 14



Annual Review, 4th & 6th Year Review, Promotion to Full Calendar

	X	X	X	Final version of candidate’s dossier due for CEF review; submit to ADFD	Candidate	September 14
	X	X	X	Upload candidate’s materials to BuckeyeBox and grant access to CEF	Asst. to the Deans	September 14
	X	X	X	P&T Committee meet to draft review letter addressed to the Dean & circulates among CEF for review	P&T Committee	Mid-September to early-October
	X	X	X	CEF Meeting - review and discuss candidate’s materials - vote	P&T Committee; CEF	Mid-October
	X	X	X	P&T Committee amends letters (if necessary) & submits them to the Dean	P&T Committee	1 st week of November
	X	X	X	Dean reviews P&T Committee’s letters and drafts Dean’s letter to the candidate; Dean provides P&T Committee’s Review letter and the Dean’s Review letter to the candidate	Dean	Mid-November
	X	X	X	Candidate 10 Day Response Period to respond to review letters - Candidate to use OAA Form 103 to provide comments	Candidate	End of November
	X	X	X	P&T Committee (in consultation with CEF) provide response to candidate’s comments (if any)	P&T Committee; Committee of CEF	Early-December
	X	X	X	Compile P&T Full Dossier for OAA - Outline contents according to “Final Check of Dossier Contents” found in OAA Form 105 - Fill out individual Record of Review Forms for each candidate & obtain Dean’s signature (Form 109) - Obtain POD’s signature on TIU Review/Voting Record (Form 105) - Obtain signature for Citation Verification (Form 105) - For 6 th /Full Reviews, complete the External Evaluators Forms (Forms 106, 114, 115)	Asst. to the Deans	Early-Mid December
	X	X	X	Provide candidate with compiled P&T Full Dossier for their review - Obtain candidate’s signature on Form 105	Candidate	Mid-December



Annual Review, 4th & 6th Year Review, Promotion to Full Calendar

	X	X	X	Staff member signs Final Dossier Contents form (Form 105) & completes one Report on Candidates (Form 110) <ul style="list-style-type: none">- Upload an electronic copy of the completed file to the candidate's folder on the W: drive- Provide an electronic copy of the completed P&T Dossier to the candidate	Asst. to the Deans	End of December
	X	X	X	Submit P&T full Dossier to OAA <ul style="list-style-type: none">- Upload PDF to Buckeyebox- Notify Bobbie Houser when all files are uploaded	Asst. to the Deans	End of December
	X	X	X	Store the original P&T Full Dossier in the appropriate drawer 350 Workroom	Asst. to the Deans	End of December