

College of Arts and Sciences

Policy on Reappointment, Tenure, and Promotion Review Dossier Preparation and Contents

The College of Arts and Sciences encompasses seventeen academic units and is home to over 400 full-time faculty. This policy serves the interest of fairness, consistency, and accuracy across all review types, ranks, disciplines, and programs. It is intended to augment and align with unit reappointment, tenure, and promotion policies and Article 14 of the Collective Bargaining Agreement.

Dossier Preparation

On or before the date that falls one calendar week prior to the candidate dossier closing deadline specified in the university-wide schedule for faculty reviews, candidates shall complete their information entry, post all materials for which they are responsible, certify completeness and accuracy, and submit the dossier to the unit head. The unit head shall post external evaluations (if applicable), review dossier contents, and follow up with the candidate as needed to address any dossier content questions in advance of submitting the dossier for evaluative review by eligible unit faculty members. Principal responsibility for dossier completeness and accuracy rests with the candidate.

Required Dossier Contents

Teaching

1. Teaching narrative that presents the case for reappointment/tenure/promotion with reference to applicable unit policy and to materials included in the dossier. The narrative articulates the candidate's teaching philosophy, describes pedagogical and curricular contributions in accordance with unit standards, and illustrates candidate's commitment to instructional excellence and student success.
2. Quantitative student evaluation data for all courses from review period.
3. Qualitative student evaluation data (student comments) from courses during the review period (minimum: three complete sets; recommendation: all).
4. Comparative summary of quantitative student evaluation data for the review period. This document shows how candidate data compares to course averages at a given level, of a given type, and/or in a given unit or program.
5. Student evaluation data (quantitative, qualitative, comparative summary) shall be assembled and posted by the unit head or designee. The candidate may not serve as the designee.
6. Peer reviews of teaching (minimum three) conducted during review period by a colleague of equal or superior rank who is not the candidate's supervisor at the time of the peer review. If the unit pool is limited, consult the College.
7. Further evidence of teaching development and accomplishments: key artifacts that document pedagogical and curricular contributions in accordance with unit standards and demonstrate candidate's commitment to instructional excellence and student success. The teaching narrative and these artifacts should work in concert. Examples include but are not limited to syllabi, project assignments, samples of student work or other evidence of student achievement, documentation of curriculum development (e. g., new course, new program), evidence of course or program improvement through outcomes assessment work, incorporation of integrative or experiential learning, documentation of substantive teaching professional development, etc.
8. Other materials in accordance with unit policy.

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Research/Creative Work (if applicable to the case)

1. Research/Creative narrative that articulates the case for reappointment or tenure and/or promotion with reference to applicable unit policy; the narrative explains the coherence of the research/creative activity agenda, referring to scholarly publications, creative works, and/or equivalent products included in the dossier and delineating the contribution to the discipline. The narrative also describes the quality and impact of the work, with reference to discipline-appropriate indicators (e. g., impact factor, h-index, citations, awards, reputation of venue). Individual works cited in the research/creative narrative should represent the major themes, emphases, and contributions of the candidate’s overall body of work.
2. In all cases, the electronic dossier that serves as the basis for the BGSU review process shall contain all substantive scholarly publications, creative works, and/or equivalent products from the review period. If a selection of publications, creative works, and/or equivalent products is sent for external review, consult the College regarding process.
3. Documentation of grants (if applicable to the case). Include OSPR tracking number and specify BGSU share of awards made to multi-institution teams.
4. Other materials in accordance with unit policy.

Service

1. Service narrative that articulates the case for reappointment or tenure and/or promotion with reference to applicable unit policy and to materials included in the dossier. As appropriate to the case and career stage, the narrative indicates how candidate’s service encompasses contributions beyond the home unit and involves leadership roles.
2. Appropriate documentation of service accomplishments (e. g., correspondence that confirms appointment/election or acknowledges completed service, service awards). Documentation is required for major contributions (e. g., significant offices, governance leadership roles, editorial board service, etc.) and may be optional for smaller, occasional duties (e. g., manuscript review). Consult the College and/or unit policy as needed.
3. Other materials in accordance with unit policy.

Endorsed by Arts and Sciences Council

Date: Feb. 22, 2019

Signature: _____

 , Mar 27, 2019
Vibha Bhalla, Chair, 2018-2019

Endorsed by Arts and Sciences Council of Chairs and Directors

Date: Mar. 15, 2019

Signature: _____


Michael Zickar, Chair, 2018-2019

Approved by the Dean

Date: Mar. 15, 2019

Signature: _____


Raymond A. Craig