

Core Dossier Standardization Guidelines for University Libraries

Responsible Committee: AP&T

History: 12/1/2011

Section: Introduction

Positions:

There are three places to enter positions. Positions added in this section should be in the following areas only:

Those that appear under **Current Positions** are automatically downloaded from the HR system. If they are incorrect, contact his/her Human Resources Professional (HRP).

Prior Academic Positions should be entered here (current positions should be in the HR system. If not – contact the departmental HRP). Examples include: Vice Chair; Assistant Professor; Division Director, etc.

Administrative Positions may also be entered here. Examples include: Director of [xxx]; Associate Director of [xxx]

Section: Teaching

1. **Undergraduate, Graduate, & Professional** – this section is only for *formal* undergraduate, graduate and professional courses taught (i.e. teaching in a classroom setting).
 - a. The system allows you to create reports specifying varying time frames for teaching. Therefore, you can leave data for multiple years in the system and create a report to cover the time frame needed. (e.g., one year for the annual review; 6 years for tenure review)
 - b. It is recommended that full courses taught at OSU be downloaded from the Registrar's data in the system. This information can be edited and enhanced, if needed.
 - c. If you co-taught a formal course or lectured in a formal course, this information may be entered here. *Make sure to enter the description of your role and the correct percent of course taught.* (See "Chart for determining percentage of course taught" below)
 - d. For multiple sections (or lectures) taught in one academic term, enter the course once and in the description of your role, record that you taught multiple sections of the course.
 - e. For sections (or lectures) taught over multiple years, enter each new occurrence of the course for the year separately.

To ensure that you are consulting the most up-to-date version of this document, please find it online at: <http://library.osu.edu/documents/promotion-and-tenure/Core-Dossier-Guidelines.pdf>

- f. Web sites created in direct support of university courses (e.g. Carmen web sites).
Discuss the purpose of the web site under the Narrative for this section.

Chart for determining percentage of course taught based on one guest lecture:

Calendar System	Course meets 1x/week Record	Course meets 2x/week Record	Course meets 3x/week Record
Quarter	10%	5%	3%
Semester	7%	3%	2%

2. Involvement in Grad/Prof. Exams, Theses, Diss., and Und. Res – this section is to demonstrate advising as it pertains to student scholarship.

- a. Sitting on exam, thesis and dissertation committees
- b. Advising students when that advising is related to their research/scholarship
- c. General career-related advising of a student should go in Teaching, Section 9.

3. Involvement with Postdoctoral Scholars and Researchers -- only post docs, fellows, residents and research trainees with whom you have had a *formal mentoring relationship* should be listed here. (Note: formal relationship means mentor of record. Discuss other mentoring relationships in Postdoctoral & Research Narrative).

4. Extension and Continuing Education Instruction – all other teaching that *occurs at, or is sponsored by, an academic institution* should be entered here.

- a. Examples include CE courses/lectures; *Instructional* courses at national meetings; guest lectures at non-OSU academic institutions; extension courses; online courses or podcasts if they are original in content and not merely a recording of a previously given lecture; workshop internal to OSU.
- b. For multiple instances of workshops presented during one calendar year list once and indicate that you taught the workshop multiple times.
- c. Other types of lectures/presentations/talks go under *Research Section 1 - Published Works, Subsection J – Unpublished Scholarly Presentations* or under *Service*, or under *Service Section 5 – Other Professional Public Service*.

5. Approach and Goals to Teaching (Narrative) – i.e. Approach and Goals to Librarianship

6. Curriculum Development (Narrative) – i.e. Program Development.

NOTE: For library faculty “curriculum development” is **Program Development** and is related to the faculty member’s assigned librarianship responsibilities (e.g., the development, management, or enhancement of a service; curriculum development; the development of course and instructional materials; collection development activities)

To ensure that you are consulting the most up-to-date version of this document, please find it online at: <http://library.osu.edu/documents/promotion-and-tenure/Core-Dossier-Guidelines.pdf>

6. **Awards for Teaching** – this section should include only awards won; does not include nominations.
7. **Academic Advising** – this section should include all other types of *formal teacher/student* mentoring relationships, i.e. general undergraduate and graduate student advising. (Note: formal relationship is defined as mentor of record. Discuss other mentoring relationships in Academic Advising Narrative).

Other mentoring relationships (not teacher/student) should go in Service Section 5 [Category – Education; Type – Mentor]

Section: Research

1. **Published Works** – Subsections A-K are for published and unpublished scholarly works.
 - a. Enter your name as you would like to be cited under, *Publishing Name* in the system (*Non-Dossier Items, Preferred Personal Information*). This form of name will be consistently used in citations exported by the system.
 - b. The system offers the option to import citations from external databases. This information can be edited and enhanced, if needed. (Caveat: Edited citations will no longer match future imports from the same system and may result in duplication of entries.) Citations may also be entered manually.

Subsection H – Abstracts or Short Entries – examples of short entries include a letter to the editor, a guest editorial, a single instance journal column, or an encyclopedia entry (≈1500 words or less). Enter long encyclopedia entries under Chapters in edited books.

Subsection J – Unpublished Scholarly Presentations- All presentations that are not covered by Teaching Section 4 are included here.

- a. Examples include: scholarly presentations given at conferences; at national meetings; invited talks; poster presentations; panel discussions as moderator or participant.
- b. Other types of lectures/presentations/talks go under *Teaching Section 4 – Extension & Continuing Education Instruction* (if instructional) or under *Service Section 5 – Other Professional Public Service*
- c. In this category OSU:*pro* asks if the presentation was local, state, regional, national or international. Check the box next to the location that is indicative of the *audience and organization*, not the actual location of the event.

To ensure that you are consulting the most up-to-date version of this document, please find it online at: <http://library.osu.edu/documents/promotion-and-tenure/Core-Dossier-Guidelines.pdf>

- d. *Do not* include in this section presentations given internally to OSUL departments.
- 2. Creative Works** – Subsections A-M are for creative works.
- m. Web sites promoting new knowledge or relating to your research. Discuss the purpose of the web site under the Narrative for this section.
- 3. Focus of Research** – In talking about your accomplishments for the year include the number of days you took for UPT.
- 3. Quality Indicators** – there are multiple ways to indicate quality indicators in the system
- a. Use the Quality Indicators Narrative to list scholarly activity and then provide complete bibliographic citations for all quality indicators. (Note: A template is forthcoming.)
 - b. Use the Quality Indicators Narrative to list complete citations of your scholarly activity.
 - c. Do not use the Article Citation option in the system.
 - d. Journal impact factors are not required for Library faculty.
- 5. Research Funding** – There is an import from OSURF, but it is not necessarily complete. Manually enter anything that is missing.
- a. Grants may be entered under just one subsection. They will be filtered to the appropriate part of the dossier based on status.
- Subsections C & E** – it is very important to enter all grants, even those not received. Please be detailed.
- 6. Awards for Research, Scholarly or Creative Work** – this section should include awards granted only; no nominations.

Section: Service

- 1. Editorships and Reviews** – this is for ad hoc reviews, all types of editorships, manuscript reviews, and other publication reviews. It is *not* for grant reviews – those go in Service Section 5.
- a. Dates must be entered in this (and every) category or else the information will not appear in the printed dossier.
 - b. For manuscript reviews it is not necessary to list every manuscript. Broad dates are sufficient, i.e. 2005-2009.
 - c. Enter an ongoing column for a scholarly publication and choose “Contributing” as the Editorship Descriptor/Modifier and “Editorial Board” as the type of editorship.
- 2. Service to Professional Societies**

To ensure that you are consulting the most up-to-date version of this document, please find it online at:
<http://library.osu.edu/documents/promotion-and-tenure/Core-Dossier-Guidelines.pdf>

- a. Web sites created and/or maintained for professional organizations go either here or under the category 5 (below)—Other Professional/Public Service. Discuss the purpose of the web site under the Narrative for Service.

7. Other Professional/Public Service – this section should only contain service activities that are *relevant to your professional career*.

- a. **Grant review activities** go here as does study section activity. Select Category – Research, Type of Activity – Grant Reviewer. (Please indicate whether the study section participation is ad hoc, term, or permanent in the narrative).
- b. Non student/teacher types of **mentoring relationships** go here, if they are *relevant to your career*.
- c. Web sites created and/or maintained for professional organizations go either here or under the category 2 (above)—Service to Professional Societies. Discuss the purpose of the web site under the Narrative for Service.
- d. Conference participation goes here.
- e. Enter an ongoing column provided as a service here choosing “Other” as the “Category of Activity”