

# Quick Start Guide to P&T

Revised December 2018

- **Read the [University P&T Guidelines](#).** The guidelines provide an overview of the P&T process and aggregate some key resources to help you negotiate it.
- **Know your tenure date or schedule of promotion.** Tenure track faculty have a deadline by which a tenure decision needs to be made. This date is stated in your offer letter. The schedule of the P&T process is based on this date. Other academic positions have their own schedules of promotion. Make sure you know what your tenure or promotion schedule is.
- **Get a Position Description.** One of the first and most important steps in the P&T process is having an accurate and well-crafted position description (PD). Make sure that you and your supervisor(s) are happy with your PD. For new hires, the PD should reflect what you were hired to do. Note that although PDs are based on the position advertisement and offer letter, they are distinct documents. The Department and your supervisor (if off campus) will write the PD, but you should take an active role in its development. You should annually review your PD to make sure it continues to reflect the job you and your supervisor(s) think you are doing; this is a formal part of your annual review. If your duties substantially change during your employment, make sure your PD reflects these changes. Keep track of the changes over time as this needs to go into your dossier for P&T.
- **Assemble a Mentoring Committee.** The mentoring committee is a valuable resource to help you negotiate P&T as well as to help you reach your broader professional goals. [See the Horticulture Promotion and Tenure Mentoring Guidelines](#).
- **Create an OSU CV.** Your OSU curriculum vitae (CV) is the core document of your P&T dossier. It has its own OSU-required format that is designed in part to help others in the College and the OSU P&T Review Committees objectively evaluate your work relative to your PD. At first you simply want to translate your existing CV into the OSU format ([see the CAS CV Template](#)). But, of course, your CV is a living document that will expand and evolve as you progress towards P&T. Think creatively about the most compelling way to summarize and convey your accomplishments to the various evaluators of your P&T. Your mentoring committee and other colleagues can be a great resource for guidance.
- **Create a Candidate's Statement.** The Candidate's Statement (CS) is an important part of your dossier. In our department, we ask faculty to develop a CS early on such that it may be improved over time with input from mentors and colleagues. The CS should include a brief description of your position, your outcomes and impact, scholarship and service.
- **Plan your Dossier Development.** Your P&T dossier contains several elements in addition to your CV ([See A Brief Primer on Faculty Dossiers](#)). Many of these, such as peer evaluations of teaching and clientele surveys, need to be done well in advance of your P&T date. As soon as possible you should develop a plan for developing these

elements. Again, your mentoring committee can be a great resource to help you do this. When in doubt, ask your supervisor(s) and refer to the provided materials.

- **Start Using Digital Measures (DM).** Digital Measures is a reporting database that is organized around your CV. You can use it to store and aggregate your professional accomplishments and to create an up to date CV in the OSU format. You can also use it to generate other reports that may be required of you.