

**MICHIGAN STATE UNIVERSITY
Office of the Provost**

RECOMMENDATION FOR REAPPOINTMENT, PROMOTION, OR TENURE ACTION (Form D)

Name:

Sample	Faculty	Member
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 Date: MM/DD/YYYY
Last First Middle

Present Rank

Assistant Professor

 Appointment Basis AY or AN

Primary Department Here	Additional Department	
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Primary Department Name Second Department Name Other Dept. Name

CANR	AgBioResearch	MSU Extension
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Primary College Name Second College Name Other College Name

U.S. Citizen or Permanent Resident? YES NO (If NO, tenure cannot be awarded unless a Tenure Policy Exemption Agreement has been approved.)

Years of MSU tenure system faculty service **as of next August 16** as:

ASSISTANT PROFESSOR 6 ASSOCIATE PROFESSOR

Highest Degree

Ph.D.

 Institution

Cornell

 Date: 2011

Additional Training/Education/Certifications/Licensure BS, MA, Sample Fellow

Review Period Begin Date: Last Personnel Action

The review period begins with the date of appointment or most recent reappointment/promotion.

	RECOMMENDATION BY DEPT CHAIR/SCHOOL DIRECTOR:	RECOMMENDATION BY DEAN:
Reappoint as Assistant Professor for probationary period of three years	<input type="checkbox"/>	<input type="checkbox"/>
Reappoint as Associate Professor and award tenure	<input type="checkbox"/>	<input type="checkbox"/>
Do not reappoint	<input type="checkbox"/>	<input type="checkbox"/>
Promote to Associate Professor and award tenure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Promote to Professor and award tenure	<input type="checkbox"/>	<input type="checkbox"/>
Promote to Professor	<input type="checkbox"/>	<input type="checkbox"/>
Do not promote	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Primary Chairperson/Director Signature Second Chairperson/Director Signature Other Chairperson/Director Signature

Primary Dean/Adm. Head Signature Second Dean/Adm. Head Signature Other Dean/Adm. Head Signature

Provost Signature

Reappointment without tenure and non-reappointment for faculty with a probationary end date of August 15 of next year is effective August 16 of next year. Reappointment with tenure is effective the first day of the month following the Board of Trustees' approval. Promotion without granting tenure is effective July 1. Promotion plus granting tenure is effective the first day of the month following Board of Trustees' approval.

Committee Votes

Summary of Committee Votes									
Department/School ¹					College				
	Yes	No	Abstentions	Total		Yes	No	Abstentions	Total
# of votes	24	0	2	26	# of votes	10	2	0	12

External Review Letters (*only required for promotions or the award of tenure*)

#	Reviewer Solicited	Recommended by			Letter Included (Yes/No)	Reason solicited letter was not received ²
		Candidate (Yes/No)	Unit (Yes/No)			
1	Name: Letter Writer 1	Yes	No	Yes		
	Academic Rank, Title, Department: Professor, Department of Agriculture and Staff Institution*: Iowa State University					
2	Name: Letter Writer 2	No	Yes	No	Candidate indicated they were unable to submit a letter as they were currently writing five letters for promotion and Tenure	
	Academic Rank, Title, Department: Professor, Department of Trees and Such Institution*: Rutgers University					
3	Name: Letter Writer 3	No	Yes	Yes		
	Academic Rank, Title, Department: Professor, Department of Ecological Prognostication Institution*: University of Georgia					
4	Name: Letter Writer 4	No	Yes	Yes		
	Academic Rank, Title, Department: Associate Professor, Department of Cud Chewing Quadrupeds Institution*: University of Wisconsin-Madison					
5	Name: Letter Writer 5	No	Yes	Yes		
	Academic Rank, Title, Department: Professor, Department of Meat and Meat-like Substances Institution*: Virginia Tech					
6	Name: Letter Writer 6	No	Yes	Yes		
	Academic Rank, Title, Department: Professor, Department of Objectively Tall Objects Institution*: Brown University					
7	Name:					
	Academic Rank, Title, Department: Institution*:					

**Note: An explanation is needed, as necessary, for non-peer/aspirant reviewer institutions and/or reviewers who have not attained the academic rank of the candidate.*

¹For units with multiple committees (e.g. reading committees), the vote reported should be from the committee that provides the ultimate recommendation to the chair/director.

²In cases in which an external letter writer indicates that she/he is unwilling to write a letter, please provide a copy of that communication, or indicate if it is not available.

FORM D – II SUMMARY INFORMATION

Summary Ratings of Scholarly Contributions by Department Chairperson/School Director:

The purpose of this summary is to assess the candidate’s performance in relationship to expectations across the functional areas of instruction, research and creative activities, and service within the academic and broader community. For relevant sub-functions, indicate the faculty member’s performance by placing an “✓” under the most appropriate rating (from excellent to poor). Performance should be evaluated relative to most appropriate comparison group and to assigned duties as reflected in percentage of time. For example, the most appropriate level of comparison for the function of “research and creative activities” is a national/international comparison within the discipline.

Performance Ratings

Function	Sub-Functions	Assignment % of Time	Excellent	Very Good	Avg.	Below Avg.	Poor
INSTRUCTION	Undergraduate*	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Graduate*	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Non-Credit Instruction		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Academic Advising		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESEARCH & CREATIVE ACTIVITIES	Research & Creative Activities	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SERVICE	<i>Academic: Within Scholarly and Professional Organizations</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Academic: Within the University</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Within the Broader Community:</i>	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER	Other (specify)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL RATING		100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Include credit courses only, on and off campus.

FORM D – II SUMMARY INFORMATION, continued

Summary Statements by Chairperson/Director and Dean:

1. Summary comments by Department Chairperson/School Director*. (Provide comments by function and across functions, citing strengths and weaknesses.)

This area should be completed by the department Chairperson/school Director and may re-hash much of what was said in their letter to the Dean.

2. Summary statement by Dean*. (Dean must provide a statement of concurrence with Chairperson/Director if there is no other summary statement by the Dean.)

This area is completed by the Dean and then is mailed back to the departmental RPT representative to be inc

*If the reporting period differs from the usual review period, please justify and support that period

MICHIGAN STATE
U N I V E R S I T Y

DATE

RE: Promotion of Dr. Faculty Sample

Dear Dean Hendrick:

I am writing to endorse Dr. Faculty Sample for promotion to Associate Professor and award tenure. Lots of good information here about why the candidate should be promoted and what not.



**College of
Agriculture and
Natural Resources**

Department

Department Address Here
555 Wilson Road Room 737
East Lansing, MI 48824

XXX-XXX-XXXX
Fax: XXX-XXX-XXXX
department.msu.edu

Sincerely,

Chairperson/Director

RP&T Committee Letter

Per a request made by the Provost's Office, we will including a copy of the RT&P Committee's report for each candidate. These will be sent from the Dean's Office to the Department following RPT presentations in late January.

Summary Evaluation of Instruction by Department Chairperson or School Director:

Evaluate the faculty member's scholarly contributions in **instruction**. Dimensions to be addressed may include (but are not limited to):

- *Credit instruction, on and off campus; course and curriculum development; experimental curricula; development of instructional materials such as textbooks or software; technology enhanced instruction;*
- *Non-credit instructional activities including the development of certificate programs, community programs, extension programming, etc.;*
- *International instruction such as instruction abroad, comparative/international courses on campus, etc.;*
- *Patient care activities in support of instruction;*
- *Academic advising (making clear what the appropriate responsibilities and expectations are); and*
- *Instructional activities in professional/clinical, extension, international, or urban arenas.*

The evaluation should address the scholarship, significance, impact, and attention to context of the faculty member's accomplishments as evidenced, for instance, in: *SIRS forms; peer evaluation of instruction; evaluations by affected groups; teaching portfolios, including course syllabi, examinations; websites, etc.; publications and presentations related to pedagogy; guest lectures and visiting/adjunct appointments; grants received in support of instruction; and instructional awards or other forms of professional/alumni recognition.*

Chairperson will complete this section. It may be a re-hash of what is stated in the letter to the Dean.

FORM D - III B RESEARCH AND CREATIVE ACTIVITIES

Summary Evaluation of Research and Creative Activities by Department Chairperson or School Director:

Evaluate the faculty member's scholarly contributions in **research and creative activities**. Dimensions to be addressed may include (but are not limited to):

- *Discovery of new knowledge, including creative activities, and originality of approach;*
- *Development of innovative problem-solving strategies or methodologies;*
- *Application and dissemination of knowledge, including extension activities;*
- *Patient care activities in support of research and creative activities; and*
- *Research and creative activities in outreach, professional/clinical, extension, international, or urban arenas.*

The evaluation should address the scholarship, significance, impact, and attention to context of the faculty member's accomplishments as evidenced, for instance, in: *publications, presentations, poster sessions, websites, etc.; performances and exhibits; scores, showings, recordings, and curatorial activities; citations of one's work by others; evaluations by peers and affected groups including comments by outside evaluators, journal editors, referees, etc.; grants received in support of research; and research awards or other forms of professional/alumni recognition.*

Chairperson will complete this section. It may be a re-hash of what is stated in the letter to the Dean.

Summary Evaluation of Academic Service by Department Chairperson or School Director:

1. Evaluate the faculty member's scholarly contributions in **service within the academic community**—within professional and scholarly organizations or within the University. Dimensions to be addressed may include (but are not limited to):
 - *Membership in professional organizations/societies external to the University;*
 - *Role as editor of scholarly or professional journal or other similar publication;*
 - *Leadership role in internal academic governance and/or in external professional organizations;*
 - *Membership on department/school, college and university governance committees;*
 - *Ad hoc service involvement in special study groups/committees, service on internal/external review panels, member of grievance panels, etc.; and*
 - *Academic service activities in outreach, professional/clinical, extension, international, or urban arenas.*

The evaluation should address the scholarship, significance, impact, and attention to context of the faculty member's accomplishments as evidenced, for instance, in: *committee accomplishments (policies, reports, organizational changes), evaluation by committee colleagues/chairperson or organization executive officers, and service awards or other forms of professional/alumni recognition.*

Chairperson will complete this section. It may be a re-hash of what is stated in the letter to the Dean.

2. Evaluate the faculty member's scholarly contributions in **service within the broader community**. Dimensions to be addressed may include (but are not limited to):
 - *Application of scholarship to voluntary roles in community-based organizations;*
 - *Establishment of community links, voluntary leadership roles in community-based organizations;*
 - *Success in achieving grants and other forms of support for community service activities;*
 - *Success in completing assignments and projects for community service activities;*
 - *Responsiveness to societal needs and attention to the assets and goals of external groups;*
 - *Effectiveness in promoting the inclusion and advancement of diverse groups;*
 - *Development and evaluation of innovative approaches, strategies, technologies, and systems of service delivery.*
 - *Broader community service activities in professional/clinical, extension, international, or urban arenas.*

The evaluation should address the scholarship, significance, impact, and attention to context of the faculty member's accomplishments as evidenced, for instance, in: *publications, programs offered; presentations, performances, exhibits, broadcasts, websites, brochures and other print materials, and collection development; grants received in support of community activities; evaluations by affected groups including comments by outside evaluators, conference organizers, and/or media representatives.*

Chairperson will complete this section. It may be a re-hash of what is stated in the letter to the Dean.

Summary Evaluation of Candidate's Special Foci by Department Chairperson or School Director:

Where appropriate, evaluate the faculty member's scholarly activities and contributions **across the functional areas** of instruction, research and creative activities, and service within the academic and broader community. While the faculty member's accomplishments may be reported under any of the functional areas or on the additional reporting page (D-IVD), this space provides an opportunity for special comments where the faculty member's work shows integration across the functions or has had a particular focus. This is also the appropriate place for discussion of any contributions or accomplishments that do not naturally fit elsewhere.

Chairperson will complete this section. It may be a re-hash of what is stated in the letter to the Dean.

FORM D - IV A INSTRUCTION

The faculty member is encouraged to use a range of evidence demonstrating instructional accomplishment, which can be included in portfolios or compendia of relevant materials.

1. Undergraduate and Graduate Credit Instruction:

Record of instructional activities for at least the past six semesters. Include only actual participation in credit courses (on- or off-campus instruction) or virtual university on-line courses. In determining the “past six semesters,” the faculty member may elect to exclude any semesters during which s/he was on leave; additional semesters may be included on an additional page. Fill in or, as appropriate, attach relevant print screens from CLIFMS*.

Semester and Year	Course Number	Credits (Number or Var)	Number of Sections Taught			Number of Students	Number of Assistants **	Notes
			Lec	Rec	Lab			
Spring 2018	FW444	4	2	1	1	50	2	
	PKG 301	3	1			25	0	

2. Non-Credit Instruction:

List other instructional activities including non-credit courses/certificate programs, licensure programs, conferences, seminars, workshops, etc. Include non-credit instruction that involves international, comparative, or global content delivered either to domestic or international groups, either here or abroad.

Filled in by the candidate as applicable.

*Consult departmental staff who are authorized to enter data on the web-based CLIFMS (Course Load, Instruction, Funding and Modeling System) system and can search for course sections and enrollments by faculty name, per semester.

**May include graduate and undergraduate assistants, graders, and other support personnel.

FORM D – IV A INSTRUCTION, continued

3. Academic Advising:

a. Faculty member’s activity in the area of academic advising. The statement may include commentary on supplementary materials such as recruitment activities, international student advising, evidence of peer recognition, and evidence of student recognition.

Undergraduate: 3

Graduate: 5

Graduate/Professional: 1

Other: 0

b. Candidate’s undergraduate advisees (if applicable to individual under review):

	Freshman	Sophomore	Junior	Senior
Number of current undergraduate advisees	3	0	0	0

c. Candidate’s graduate/graduate-professional advisees (limit to principal advisor or committee chairpersonship status):

	Masters	Doctoral	Professional
Number of students currently enrolled or active	2	3	1
Number of graduate committees during the reporting period	4	5	
Degrees awarded during the reporting period	1	1	
Degrees awarded during career	5	7	3

FORM D – IV A INSTRUCTION, continued

4. List of Instructional Works:

List publications, presentations, papers, grants received (refer to Form D-IVE), and other works that are primarily in support of or emanating from instructional activity.

Filled in by the candidate as applicable.

5. Other Evidence of Instructional Activity:

Cite other evidence of instructional productivity such as works/grants in progress or under review (refer to Form D-IVE). Address instructional goals and approaches; innovative methods or curricular development; significant effects of instruction; and curatorial and patient care activities, etc. Include evidence of instructional awards and peer recognition (within and outside the university).

Filled in by the candidate as applicable.

FORM D - IV B RESEARCH AND CREATIVE ACTIVITIES

1. List of Research/Creative Works:

Attach a separate list of publications, presentations, papers, and other works that are primarily in support of or emanating from Research and Creative Activities. Indicate how the primary or lead author of a multi-authored work can be identified. The list should provide dates and, in particular, accurately indicate activity from the reporting period. Items to be identified:

- 1) Books
- 2) Book chapters
- 3) Bulletins or monographs
- 4) Articles
- 5) Reviews
- 6) Papers and presentations for learned professional organizations and societies
- 7) Artistic and creative endeavors (exhibits, showings, scores, performances, recordings, etc.)
- 8) Reports or studies

Indicate peer-reviewed or refereed items with a “*”.

Indicate items with a significant outreach component with a “**” (determined by the faculty member)

Enter in list of research/creative works by category shown above

1) Books

2) Book Chapters

1. Sample, F. (2018). Shivering timbers: Evergreen trees of cold climates. In M. Treebeard, A big book of tree, (pp.147-188). New York, NY, United States: Springer.

3) Bulletins or Monographs

2. Quantity of Research/Creative Works Produced:

For each of the categories listed in question one above, list the number of research and creative works produced.

	1	2	3	4	5	6	7	8
During the reporting period	0	1	0	12	0	42	0	15
During career	2	1	0	18	0	66	0	25

3. Number of Grants Received (primarily in support of research and creative activities; refer to Form D-IVE):

During the reporting period: 7 During career: 12

4. Other Evidence of Research/Creative Activity:

Cite other evidence of research and creative productivity such as: seminars, colloquia, invited papers; works/grants in progress or under review (refer to Form D-IVE); patents; formation of research-related partnerships with organizations, industries, or communities; curatorial and patient care activities, etc. Include evidence of peer recognition (within and outside the university).

Filled in by the candidate as applicable.

FORM D - IV C SERVICE WITHIN THE ACADEMIC AND BROADER COMMUNITY

1. Service within the Academic Community

a. Service to Scholarly and Professional Organizations:

List significant committee/administrative responsibilities in support of scholarly and professional organizations (at the local, state, national, and international levels) including: elected and appointed offices held; committee memberships and memberships on review or accreditation teams; reports written and submitted; grants received in support of the organization (refer to Form D-IVE); editorial positions, review boards and ad hoc review requests; and programs and conferences planned and coordinated, coordinated or served on a panel or chaired a session. Include evidence of contributions (e.g., evaluations by affected groups or peers).

Filled in by the candidate as applicable.

b. Service within the University:

List significant committee/administrative responsibilities and contributions within the University. Include service that advances the University's equal opportunity/affirmative action commitment. Committee service includes: appointed and elected university, college, and department ad hoc or standing committees, grievance panels, councils, task forces, boards, or graduate committees. Administrative responsibilities include: the direction/coordination of programs or offices; admissions; participation in special studies or projects; collection development, care and use; grants received in support of the institution (refer to Form D-IVE), etc. Describe roles in any major reports issued, policy changes recommended and implemented, and administrative units restructured. Include evidence of contributions (e.g., evaluations by peers and affected groups).

Filled in by the candidate as applicable.

FORM D - IV C SERVICE WITHIN THE ACADEMIC AND BROADER COMMUNITY, continued

2. Service within the Broader Community:

As a representative of the University, list significant contributions to local, national, or international communities that have not been listed elsewhere. This can include (but is not restricted to) outreach, MSU Extension, Professional and Clinical Programs, International Studies and Programs, and Urban Affairs Programs. Appropriate contributions or activities may include technical assistance, consulting arrangements, and information sharing; targeted publications and presentations; assistance with building of external capacity or assessment; cultural and civic programs; and efforts to build international competence (e.g., acquisition of language skills). Describe affected groups and evidence of contributions (e.g., evaluations by affected groups; development of innovative approaches, strategies, technologies, systems of delivery; patient care; awards). List evidence, such as grants (refer to Form D-IVE), of activity that is primarily in support of or emanating from service within the broader community.

Filled in by the candidate as applicable.

FORM D - IV D ADDITIONAL REPORTING

1. Evidence of Other Scholarship:

Cite evidence of “other” scholarship as specified on p. 2 in the “summary rating” table (i.e., functions outside of instruction, research and creative activity, and service within the academic and broader community). Address the scholarship, significance, impact, and attention to context of these accomplishments.

Filled in by the candidate as applicable.

2. Integration across Multiple Mission Functions:

Discuss ways that your work demonstrates the integration of scholarship across the mission functions of the university—instruction, research and creative activities, and service within the academic and broader community.

Filled in by the candidate as applicable.

3. Other Awards/Evidence:

Cite other distinctive awards, accomplishments of sabbatical or other leaves, professional development activities, and any other evidence not covered in the preceding pages. (If the reporting period differs from the usual review period, then justify and support that period here.)

Filled in by the candidate as applicable.

FORM D - IV E GRANT PROPOSALS

List grant proposals submitted during reporting period relating to teaching, research and creative activities, or service within the academic and broader community. Include grants in support of outreach, international, urban, and extension activities.*

	Name of Granting Agency (Grantor:) Focus of Grant (Focus:)	Date Submitted	\$ Amount Requested	Status		\$ Amount Assigned to Faculty Candidate (if Applicable)	Principal/Co-Investigators (if not faculty candidate)
				Pending	Not Funded		
I. Instruction							
	Grantor:			<input type="checkbox"/>		<input type="checkbox"/>	
	Focus:						
	Grantor:			<input type="checkbox"/>		<input type="checkbox"/>	
	Focus:						
II. Research/Creative Activity							
	Grantor: National Science Foundation	5/8/18	750,000	<input type="checkbox"/>	750,000	<input type="checkbox"/>	
	Focus: Enhancing Corn Yields App#/IPN: 448423						
	Grantor: The Gates Foundation	5/7/17	1,000,000	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
	Focus: Wood-chips: Friend or menace? App#/IPN: 888888						
	Grantor:			<input type="checkbox"/>		<input type="checkbox"/>	
	Focus:						
	Grantor:			<input type="checkbox"/>		<input type="checkbox"/>	
	Focus:						
III. a. Service – Academic Community							

*Anyone with an MSU Net username and password can log onto the web-based Information Reference database, maintained by the Office of Contract and Grant Administration, to search for records of proposals and grant awards by principal investigator. Printouts may be attached to this page.

FORM D - IV E GRANT PROPOSALS

Name of Granting Agency (Grantor:) Focus of Grant (Focus:)	Date Submitted	\$ Amount Requested	Status			\$ Amount Assigned to Faculty Candidate (if Applicable)	Principal/Co-Investigators (if not faculty candidate)
			Pending	\$ Amt Funded	Not Funded		
Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
Focus:							
III. b Service – Broader Community							
i. MSU Extension							
Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
Focus:							
ii. Professional/Patient Care Activities							
Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
Focus:							
iii. International Studies and Programs							
Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
Focus:							
vi. Urban Affairs Programs							
Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
Focus:							
v. Other							
Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
Focus:							

*Anyone with an MSU Net username and password can log onto the web-based Information Reference database, maintained by the Office of Contract and Grant Administration, to search for records of proposals and grant awards by principal investigator. Printouts may be attached to this page.

Reflective Essay-

The reflective essay should be inserted following Form D IV E. The essay should not be more than five pages in length.

Candidate C.V.

Candidate C.V. should be entered following the reflective essay. There is no limit to length for the C.V. and can incorporate the totality of the candidates' career.

External Letters of Review

The beginning of the external review section should include a sample (either PDF copy of an e-mail, or copy of letter) of what was sent to the reviewers. This "sample" should be clearly marked that it is a sample of what was sent to the external reviewers.

The recommended way to include the external review letters in the dossier is by first including the external letter then including the reviewers C.V. or biosketch. It is recommended that the order of the External Letters of Review section should follow the order below.

1. Sample letter/e-mail sent to reviewers
2. External Review Letter 1
3. External Reviewer #1's C.V./Biosketch
4. External Review Letter 2
5. External Reviewer #2's C.V./Biosketch
6. So on and so forth for every letter....

Annual Reviews

Annual reviews should be included for all years during the review period that have been completed. Reviews should go in order of most recent to oldest. If there is no copy of a review, please include a note to Richie Chester (cheste18@msu.edu) explaining why an annual review is missing from the dossier.