

Office of Faculty Affairs

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PROMOTION AND TENURE: A WORKSHOP FOR ADMINISTRATORS

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Oregon State
University

The Promotion and Tenure Process Begins at the Time of Hiring

Granting Prior Service, Tenure Deadline, Hiring w/ Tenure, and Joint Appointments

- Make sure to grant prior service at the time of the hire and indicate tenure deadline
- Use [out of cycle process](#) when hiring with tenure
- [Joint Appointment MOU](#) should be completed for faculty with more than one tenure home to determine each unit's responsibilities related to promotion and tenure

Position Description

- Should articulate assigned duties clearly – accuracy counts! – and be updated as needed
- Assigned duties should add up to 100%
- Proportion of assigned duties expected to lead to scholarly outcomes should be at least 15% (clinical and professor of practice positions 5-15%)
- Service is required in all positions
- Academic Position Description Guidelines: <https://facultyaffairs.oregonstate.edu/guidelines-position-descriptions-academic-employees>
- Academic Appointment Guidelines: <https://hr.oregonstate.edu/employees/current-employees/current-employees-academic-faculty/academic-appointment-guidelines>

Evaluations are Ongoing

For all academic faculty, [annual reviews](#) are required.

- Position descriptions must be reviewed and revised as appropriate.
- All versions of position description should be summarized and included in dossier.

For those on tenure-track, [mid-term reviews](#) are required.

For those with tenure, the [periodic review of faculty \(PROF\)](#), and [post-tenure review](#) process should be used to get/give input for promotion.

- PROF reviews should occur no less than every three years for tenured faculty.
- A post-tenure review (PTR) is to be performed if (i) requested by a faculty member or (ii) requested by the unit head or supervisor after one negative review; and is required when (iii) a faculty member receives two consecutive negative periodic reviews of faculty (PROF). A negative PROF is defined as receiving an unsatisfactory assessment of one or more areas identified in the position description (e.g., teaching, scholarship, service, outreach).

Promotion: Years of Service Requirements

Promotion	Years Required	Accumulated FTE
Assistant Professor to Associate Professor on Tenure-Track	Typically 6 years	n/a
Associate Professor to Full Professor	No minimum	n/a
Fixed-Term Professorial: Extension, Clinical, Practice, Senior Research*	6 years	4.5 FTE years
Instructor to Senior Instructor I and II*	4 years	3.0 FTE years
Faculty Research Assistant to Senior Faculty Research Assistant I and II	4 years	3.0 FTE years
Research Associate to Senior Research Associate I and II*	4 years	3.0 FTE years

**Note: per the current CBA for academic faculty, promotional criteria specific to the ranks of Research Associates, modified Instructors (ALS, ESL & PAC), and Senior Research are currently being developed to replace placeholder criteria.*

Use these fixed-term eligibility calculators for [Academic Year \(9-month\)](#) faculty or [Fiscal Year \(12-month\)](#) faculty.

Tenure Clocks

- The typical tenure clock is 6 years – individuals may go up before their tenure deadline and will not be held to a higher bar, but a decision to do so should be considered carefully and in consultation with their supervisor.
- Tenure clock extensions are available for the following situations:
 - FMLA leave
 - Extenuating circumstances
 - COVID-19
 - Should be requested at the time of the event
 - Per OSU policy, if an extension is granted, the faculty member may later decide that they do not need the additional year and request review for promotion and tenure in accordance with the previous timeline.

External Reviewer Letters

- Selection of external reviewers should typically come from peer/similar institutions.
- Individuals must be at or above the rank being pursued; if they are not, there should be a rationale for their inclusion.
- A full accounting of solicitation attempts, including those who declined or never responded, must be included in the dossier preceding the letters.
- No more than half of the external letters can be from the candidate list.
- For professorial ranks, no more than 8 letters are to be obtained (dossiers must include a maximum of 6-8 letters). Start this process early, requesting letters in batches and carefully monitoring the balance. Some units begin this process too late and end up over asking.
- Include a conflict-of-interest disclosure reminder when soliciting external letters. Best practice is to keep it pure: if there is any question about a conflict, real or perceived, choose someone else.

COVID-19 Accommodations

Tenure Clock Extensions

- The deadline to request a one-year, automatically approved COVID-19 tenure clock extension (TCE) is June 1, 2023, for all faculty who are in the probationary period of their appointment.
- Details about the request process are provided here: <https://facultyaffairs.oregonstate.edu/tenure-clock-extension-due-covid-19-distruption>.

Teaching Evaluations (eSet or SLE scores)

- For courses taught from Spring 2020 through Winter 2022, it is at the faculty member's discretion to use Electronic Student Evaluation of Teaching (eSET) and/or Student Learning Experience* (SLE) scores in their annual periodic review of faculty materials and promotion and tenure dossiers, without prejudice. (eSET items 1 and 2 are still currently being collected)
- Peer Review of Teaching evaluations should be on-going.
- The process by which student feedback is solicited at the time of promotion and/or tenure review and entered into the dossier, via the student summary evaluation letter, is unchanged.

Covid-19 Impact Statements

- COVID-19 Impact Statements will be allowed for the foreseeable future. Please make sure those impact statements are included in the dossier when sent out for external review.
- COVID-19 statement should focus on how illustrating the pandemic has had specific *impacts* on their teaching, research, and service.

P&T Unit/College Review and Letters

Charge

- Unit and college P&T committees are charged with evaluating candidates; they are not in an advocacy role.
- Committees should be mindful to not compromise their own assessments by drawing extensively on choice quotes from external reviewers.
- Evaluations should be based on the professorial responsibilities of the candidate, not administrative responsibilities.
- Letters should explicitly assess how the candidate fulfills the university's requirements for promotion and/or tenure.

Composition

- When a unit or college committee cannot meet minimum number of voting members appropriate to rank, and they must turn to members from outside the unit, please ensure there are no conflicts of interest with the candidate, whether perceived or real. =

Candidate Responses

- At each juncture (after unit & head review; and after college & dean review), letters must be shared with candidates, who have the right to add a written response within 7 days (added to the dossier going forward).

P&T Unit/College Review and Letters Continued...

Voting

- For tenured candidates being considered for promotion, or untenured candidates being considered for both promotion and tenure, only tenured faculty members above the current rank of the candidate may vote. Under current guidelines, fixed-term professorial faculty (e.g., Associate or Full Professors of Practice, Clinical Professors, or Senior Research Professors) should not vote on these cases for either promotion or tenure.
- Split votes are acceptable. However, context should be provided for “no” votes.
- Committee members should only abstain when there is a clear conflict of interest – not when they are indecisive (e.g., disagreeing with something in or about the dossier, or the timing of promotion).
- In cases where a voting committee member could potentially be engaged in a unit or a college P&T committee, they should participate in one or the other, not both. This includes the discussion.

The Unit Head and Dean Letters

The unit head and dean letters should:

- not reiterate in detail what was covered in previous reviews. The focus should be on what the unit head and dean are uniquely able to add to the evaluation considering their positions.
- offer perspective on any dissent in the unit or college committees, as well as address any negative comments or concerns raised by the student committee and external reviewers.
- provide perspective on how their unit or college will be strengthened by the promotion of the candidate, especially if the promotion includes indefinite tenure.
- should provide rationale for cases coming up for review before the faculty member's tenure deadline.
- provide any relevant context for abstentions and split/negative votes in the unit or college review

Also, letters of other supervisors (besides the unit head or dean) should be included after the unit committee's review and before the unit head's review.

Steps in Review of Dossier: University Level Review

University Committee

- Reviews all files except Faculty Research Assistants, Research Associates, Instructors and Courtesy Faculty at any rank
- Meetings with Deans/others:
 - Occur when there is significant dissention in voting or summary judgements across levels
 - Other considerations raised that require discussion
 - Faculty Senate P&T Committee representation at each meeting
- University-level committee makes recommendations to Provost

Provost and Executive Vice President

- Provost makes final decisions and communicates all outcomes to candidates. (typically by mid-May)
- Candidate may appeal decision to President within **2 weeks** of receipt of letter
- Reasons for appeal: extenuating circumstances not previously considered, procedural irregularities, factual errors
- One letter from candidate should be submitted; no supporting letters

Promotion and Tenure Resources

P&T Guidelines

<https://facultyaffairs.oregonstate.edu/faculty-handbook/promotion-and-tenure-guidelines>

Dossier Preparation Guidelines

<https://facultyaffairs.oregonstate.edu/faculty-handbook/promotion-and-tenure-guidelines#dossier>

Office of Faculty Affairs

<https://facultyaffairs.oregonstate.edu/>

Contacts for Questions

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