

PROMOTION AND TENURE:

Overview and Best Practices

March 12, 2019
3:30 – 5:00 pm
Journey Room, Memorial Union



Oregon State University
Faculty Affairs

Resources

- **National Center for Faculty Development and Diversity:**
<https://facultyaffairs.oregonstate.edu/national-center-faculty-development-and-diversity-membership>
- **Promotion and Tenure Guidelines:**
<https://facultyaffairs.oregonstate.edu/faculty-handbook/promotion-and-tenure-guidelines>
- **Center for Teaching and Learning:**
<https://ctl.oregonstate.edu/>

Upcoming Workshops

Accreditation Preparation with JoAnne Bunnage, Director of University of Accreditation

April 9, 3:30-5:00pm

MU Journey Room

Research Office Overview with Irem Tumer, Interim Vice President for Research

May 14, 3:30-5:00pm

MU Journey Room

Faculty Panel on Lessons Learned Regarding P&T Lead by Susan Capalbo, Senior Vice Provost for Faculty Affairs

June 11, 3:30-5:00pm

MU Journey Room

Overview: P&T Process

- The promotion and tenure process begins at the time of hiring.
- PROF reviews will occur annually. Mid-term reviews will be conducted in your 3rd year.
- Assembly of your dossier will be initiated at the unit level.
- After external review letters are obtained, the finalized dossier will be reviewed as follows:
 - ✓ Department/Unit Committee
 - ✓ Department/Unit Head/Director (*rebuttal letter may be added after unit/head review*)
 - ✓ College Committee
 - ✓ Dean (*rebuttal letter may be added after college/dean review*)
 - ✓ University Promotion and Tenure Committee
 - ✓ *Final decisions made by the Provost and Executive Vice President

** Final decisions for Instructors, Faculty Research Assistants and Courtesy Faculty end at the Dean level. Decisions will be communicated by the Provost.*

Overview: P&T Dossier

- I. Cover Page
- II. Form A
- III. Confidentiality Waiver (optional)
- IV. Position Description – if it has changed since hire, include all versions.
- V. Candidate Statement – *remember who your audience is.*
- VI. Student Letter of Evaluation
- VII. Administrative Letters
 - Department/Unit Committee Review
 - Department/Unit Head/Director Review
 - College Committee Review
 - Dean (or equivalent) Review
- VIII. Promotion and Tenure Vita - indicate candidate's role in grants and collaborative efforts.
- IX. External Letters of Evaluation
 - From leaders in the candidate's field at peer institutions or similar.
 - Not from co-authors or co-PIs from last 5 years.
 - Not from former post-doctoral advisers, professors or former students.
 - 4 letters for FRAs and Instructors; 6 min, 8 max for all others.
- X. Candidate's Signed Statement – signed before unit review.

Position Descriptions

Accuracy counts!

Guidelines for Position Descriptions for Academic Employees:

https://facultyaffairs.oregonstate.edu/sites/facultyaffairs.oregonstate.edu/files/pdf/guidelines_position_descriptions.pdf

- All academic employees must have a position description that describes their current duties. The position description should be maintained on file in the department.
- A position description should be developed at the time of initial appointment and reviewed every year as part of the annual review of each employee. It should be revised as the individual's job duties change, and each revision should be signed by the supervisor and employee.

Overview: Criteria for Tenure

- Tenure will be granted to faculty members whose character, achievement in serving the University's missions, and potential for long-term performance warrant the institution's reciprocal long-term commitment.
- Tenure is granted for achievement, not for years in rank (typically considered for tenure in the sixth year of service in professorial rank).
- Years of prior service may be granted at the time of hire and should be included in letter of offer.
- Requests for extension of the tenure clock may be granted and should be requested at the time of the extenuating circumstances, and will not be accepted after June 1 of the calendar year preceding the calendar year in which the tenure decision will be made. Tenure clock extensions will be granted for FMLA leave.
- We do NOT set a higher bar for those who want to come up “early.” The “bar” for promotion and tenure is accomplished in meeting the criteria stated in the Faculty Handbook.

Overview: Instructor and FRA Promotions

Instructor to Senior Instructor:

- Promotion to Senior Instructor I may be considered after 4 years of full-time service at the rank of Instructor.
- Promotion to Senior Instructor II after 4 years of full-time service at the rank of Senior Instructor I.
- Extended fixed-term contracts granted after promotion (2 years for Senior Instructor I and 3 years for Senior Instructor II).

Faculty Research Assistant (FRA) to Senior Faculty Research Assistant:

- Promotion to Senior FRA I may be considered after 4 years of full-time service at the rank of FRA.
- Promotion to Senior FRA II may be considered after 4 years of full-time service at the rank of Senior FRA I.
- Eligible for extended fixed-term contracts after promotion by request from supervisor.

(Not automatic. A reasonable expectation of funding continuation for the position must exist).

Providing Evidence for Promotion and/or Tenure

“Achievement with Potential for Distinction” and “Distinction”

For promotion to professor there are a set of metrics commonly used to establish distinction in assigned duties. These metrics help us distinguish between “output” and “outcome” and gauge the impact of a professor’s work. For example:

In Scholarship:

Influence on the direction of a field of learning or research as reflected in meaningful awards, h-index or some other measure of citation, leadership in collaborative work (first authorships), invited presentations/exhibitions, securing extramural funding that results in scholarly outcomes, evidence of broad-based change in communities served, innovative development of intellectual property that has had demonstrable economic impact.

Providing Evidence for Promotion and/or Tenure

Continued...

In Teaching/Advising:

Leadership in instruction and enhancement of the educational experience of students and mentees, as reflected in awards, significant and sustained professional development (including for assessment), improvement in SET scores, improvement noted in peer reviews of teaching, mentoring undergraduate students and graduate students through to graduation and on to successful careers, providing financial support for undergraduate and graduate students.

In Service:

Significant impact on one's academic unit and/or professional community as reflected in awards, involvement in significant university service (elected and appointed), leadership in professional organizations (elected or appointed).

Appeal Process

Faculty not approved for P&T by the Provost may appeal:

- The appeal should be in writing to the President within two weeks of receipt of the letter announcing the decision.
- Extenuating circumstances, procedural irregularities that were not considered by the Provost and Executive Vice President, and factual errors in the evaluations are grounds for appeal.

Questions?

Office of Faculty Affairs

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Faculty Senate

Faculty Senate P&T Committee: The Faculty Senate Promotion and Tenure Committee reviews University Promotion and Tenure Guidelines and observes and advises on matters pertaining to the promotion and tenure process.

<https://senate.oregonstate.edu/promotion-and-tenure-committee>