

Office of Faculty Affairs

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PROMOTION AND TENURE

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SENIOR VICE PROVOST FOR FACULTY AFFAIRS



Oregon State
University

The Promotion and Tenure Process Begins at the Time of Hiring

Letter of offer should be clear on the tenure clock

- If granting prior service, make sure you are aware of your shorten timeline
- Prior service must be granted at the time of the hire

Position description should

- Articulate assigned duties clearly – accuracy counts!
- Updated as needed
- Assigned duties should add up to 100%
- The 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>

The Promotion and Tenure Process is Ongoing

- For those on tenure-track or fixed-term appointments, annual reviews are important.
 - Position descriptions must be reviewed and revised as appropriate
- For those on tenure-track, mid-tenure reviews are critical
- For those with tenure, the periodic review of faculty (PROF), and post-tenure review process should be used by unit heads to inform faculty of progress towards promotion

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.
- Typical clock is 6 years – that said, individuals may go up before 6 years and will not be held to a higher bar. A decision to come “early” should be considered carefully.
- Tenure clock extensions are available
 - When FMLA leave is taken
 - Extenuating circumstances
 - Request at the time of the event
 - Requests should go to the Senior Vice Provost for Faculty Affairs at the time of the event
 - Due to COVID-19 disruptions: <https://facultyaffairs.oregonstate.edu/tenure-clock-extension-due-covid-19-disruption>

Criteria for Promotion

Assistant Professor to Associate Professor

- Effectiveness in assigned duties
- Achievement in scholarship/creative activity with the potential for distinction
- An appropriate balance of institutional and professional service

Associate Professor to Full Professor

- Distinction in assigned duties
- Distinction in scholarship/creative activity
- An appropriate balance of institutional and professional service.

Criteria for Promotion

Professor of Practice Positions

- Professor of Practice faculty appointments are fixed term at the assistant rank but are eligible for extended fixed term contracts at Associate and Full Professor levels.
- Candidates for appointment or promotion to the rank of Assistant Professor of Practice and above are expected to demonstrate a balance of accomplishment and competence in community-related practice, teaching and educational development, scholarship, and service to the institution and profession.
- They should be knowledgeable in their field and establish a local, regional or national reputation as making significant contributions appropriate to the rank and discipline.
- In general, scholarly expectations for Professor of Practice faculty will be between 5 and 15% of the individual's total position expectations.
- Eligible after at least 6 years have elapsed since your initial hire date or last promotion **and** accumulated a minimum of 5 FTE years in service since your initial hire date or last promotion.

Criteria for Promotion

Instructor to Senior Instructor I and II

- 4 external letters (“external” doesn’t need to be external to OSU; it can be external to the unit)
- If letter of offer indicates position is tenure track, the same guidelines apply as those for Assistant and Associate Professors on tenure track
- Senior Instructor decisions end with Dean
- Senior Instructors I and Senior Instructors II are eligible for extended fixed-term contracts
- Eligible after at least 4 years have elapsed since your initial hire date or last promotion **and** accumulated a minimum of 3.0 FTE years in service since your initial hire date or last promotion.

Faculty Research Assistant to Senior Faculty Research Assistant I and II

- After 4 years of full-time service
- After 3 years if prior service credit given
- 4 external letters (“external” doesn’t need to be external to OSU; it can be external to the unit)
- Senior FRA decisions end with Dean
- Senior Faculty Research Assistants I and Senior Faculty Research Assistants II are eligible for extended fixed-term contracts

Please note: per the new CBA for academic faculty, promotional criteria is currently being developed for the ranks of Research Associates and modified Instructors (ALS, INTO & PAC).

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.

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 eSET 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).

Steps in Review of Dossier: Unit and College Level Review

Department/Unit Level P&T Committee Review

Department/Head P&T Review

- Unit head's office must inform candidate when the departmental/unit level letters are completed and added to the dossier.
- Candidate has 7 days to add a written statement or rebuttal to either or both unit level letters.

College P&T Committee Review

Dean P&T Review

- Dean's office must inform candidate when the college level letters are completed and added to the dossier.
- Candidate has 7 days to add a written statement or rebuttal to either or both unit level letters

Candidate's Statement

- The candidate should include a statement (three page maximum, 12 point font, one inch margins) that addresses the individual's contributions in the areas of teaching, advising and other assignments; scholarship and creative activity; and service.
- The candidate should also include information regarding their contributions to equity, inclusion, and diversity if this is identified in their position description.

The Faculty Handbook states:

Stipulated contributions to equity, inclusion, and diversity should be clearly identified in the position description so that they can be evaluated in promotion and tenure decisions. Such contributions can be part of teaching, advising, research, extension, and/or service. They can be, but do not have to be, part of scholarly work. Outputs and impacts of these faculty members' efforts to promote equity, inclusion, and diversity should be included in promotion and tenure dossiers.

Steps in Review of Dossier: University Level Review

University P&T Committee

- Reviews all files except Faculty Research Assistants, Instructors and Courtesy
- Committee makes recommendation to Provost

Provost's decision given in writing *(typically communicated mid-May)*

- Candidate may appeal decision to President within 2 weeks of receipt of letter and in writing
- Reasons for appeal: extenuating circumstances not previously considered, procedural irregularities, factual errors
- One letter from candidate; no supporting letters

Assistance during COVID-19

Tenure Clock Extensions

- The University will continue to automatically approve a one-time, one-year extension of the probationary period for all eligible tenure-track faculty who request an extension (opt-in) by May 1, 2021. Eligible tenure-track faculty must be in their probationary period during AY 2020-2021 with their mandatory tenure review to occur in AY 2021-2022 or later.
- PLEASE NOTE: a COVID-19 tenure clock extension is independent from and can be in addition to a tenure clock extension for an extenuating circumstance including leave taken for FMLA.
- Details about the request process are provided here: <https://facultyaffairs.oregonstate.edu/tenure-clock-extension-due-covid-19-distruption>.

Teaching Evaluations for Spring 2020

- The inclusion of student teaching evaluations (eSET scores) for summer 2020, fall 2020 and winter 2021 is optional.
- Faculty members will have the discretion to include or exclude these eSET scores in their reviews and dossiers, without prejudice with respect to their annual review or tenure review. This applies to all courses delivered these terms, including Ecampus courses.

Description of COVID-19 Related Impacts

- For dossiers being reviewed during the AY 2020-2021 Promotion and Tenure (P&T) cycle, faculty members, at their discretion, may include a description of any COVID-19 related impacts on their research, creative work, teaching and/or service. The description is optional and should be no longer than one page and placed in section X. **OTHER LETTERS AND MATERIALS (optional)** per the [dossier preparation guidelines](#). This description will be shared with internal evaluators.

Dossiers Reviewed by Year

	<u>2019-20</u>	<u>2018-19</u>	<u>2017-18</u>	<u>2016-17</u>	<u>2015-16</u>
Full Professor*	27	31	26	35	23
Associate Professor*	56	61	47	50	22
Instructor/FRA	42	64	74	50	57
TOTAL	125	156	147	135	102

* Includes Associate Professors/Professor, Senior Research; Clinical; Courtesy; Associate Professor/Professor of Practice

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>

Contacts for Questions

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