

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

The Promotion and Tenure Process is Ongoing

- For those on tenure-track, 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 – individuals may go up “early”
- 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
- “Early” request for tenure: will not be held to a higher bar, but a decision to come up early should be considered carefully

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.
- Reappointment is at the discretion of the department head, dean, or equivalent.
- 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.

Criteria for Promotion

Instructor to Senior Instructor 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)
- 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

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

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 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

1. Department/Unit Level P&T Committee Review

2. 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

3. College P&T Committee Review

4. 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 early to 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

Best Practices

Issues to be mindful of

- Development of dossier begins on day one
- Make sure you are aware of your department's timeline of the review process
- Selection of external reviewers should be from peer institutions or similar
- Be aware of conflicts of interest when selecting external reviewers
- Publications that occur after the dossier has been submitted may be added at any point
- Make sure CV indicates candidate's role in grants and collaborative efforts

Dossiers Reviewed by Year

	<u>2018-19</u>	<u>2017-18</u>	<u>2016-17</u>	<u>2015-16</u>
Full Professor*	31	26	35	23
Associate Professor*	61	47	50	22
Instructor/FRA	64	74	50	57
TOTAL	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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