

## **Promotion, Tenure, Three-year Pre-tenure and Post-tenure Review: Procedural Guidelines for OSU Libraries Faculty**

Revised December 2010

### Preliminary Remarks

These guidelines document the structure of the Libraries Promotion and Tenure process. It outlines the work of the Promotion & Tenure Committee and Senior Librarian Panel for the following:

- Promotion & Tenure (Section III-A)
- Three-year Pre-Tenure (Section III-B)
- Post-tenure (Section III-C) reviews.

They guide the Library faculty members through their relevant review processes.

Sections I and II introduce the structure and Committee processes.

Section III can be used when going through the actual process.

There are checklists for the three reviews.

The various appendices provide supplemental information. For example, Appendix 1 is a simple overview of the process for OSU-Cascades library faculty members and Appendix 7 has a comprehensive timeline for all reviews

These guidelines are reviewed periodically for compliance with the University Guidelines.

Please contact a member of the Promotion & Tenure Committee if you need clarification on anything in this document.

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# Tenure Track Faculty Reviews: Procedural Guidelines for OSU Libraries Faculty

## I. Introduction

The Libraries' guidelines for all reviews are based on the University guidelines found in the Oregon State University Faculty Handbook:

<http://oregonstate.edu/facultystaff/handbook/><sup>1</sup>

All reviews use the Dossier Preparation Guidelines. The most current version with links to appropriate forms is available in the Oregon State University Faculty Handbook

<http://oregonstate.edu/facultystaff/handbook/dosguide.html>

Three-year pre-tenure review guidelines begin at:

<http://oregonstate.edu/facultystaff/handbook/3yrreview.html>

OSU Promotion and Tenure Guidelines in the OSU Faculty Handbook begin at:

<http://oregonstate.edu/facultystaff/handbook/promo.html>

Post-tenure Review Guidelines begin at:

<http://oregonstate.edu/facultystaff/handbook/postten.html>

## II. Reviewing Groups and Support

### A. *Libraries' Promotion and Tenure Committee (Peer Level Review)*

#### 1. Description

The Libraries' Promotion and Tenure Committee is a peer review group that ensures a critical, objective, and fair evaluation of each person being considered for three-year pre-tenure review, promotion, tenure, or (if necessary) post-tenure review. The Committee works with the candidate in accordance with OSU Promotion and Tenure Guidelines to ensure that the strongest dossier possible is presented to the OSU Promotion and Tenure committee for review.

Additionally, the Committee serves in an advisory capacity to the University Librarian, and coordinates an independent review of each candidate. For the three-year pre-tenure review, promotion review, and tenure review the Committee forwards its work to the Senior Librarian Review Panel along with its recommendation to the University Librarian.

For the Post-tenure review the Committee forwards its work to the candidate's supervisor along with its recommendation to the University Librarian.

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<sup>1</sup> See [Appendix 1](#) for tips on locating promotion and tenure information at the above links.

## 2. Composition and Service

The Committee shall consist of all tenured faculty members with the following exceptions:

- University Librarian
- Faculty undergoing reviews
- Faculty members elected to serve on the Senior Librarian Review Panel (see B.2. below)
- Past Chair, Libraries Promotion and Tenure Committee

Approval must be sought from the University Librarian if faculty members are unable to serve for other reasons.

Tenured faculty members who have an ethical conflict of interest in any particular dossier review are expected to recuse themselves in a written letter detailing the conflict. They will continue to serve on the Committee for reviewing other dossiers that year.

## 3. Special Committee Members

There are certain circumstances where peers may be recruited from outside the library.

(<http://oregonstate.edu/facultystaff/handbook/procguide.html> Section: *Tenure Unit Review and Recommendation*)

- An Associate University Librarian is being reviewed.
- A Department Head is being reviewed and there is an insufficient number of eligible tenured library faculty to conduct the review.
- A candidate is being reviewed for promotion and there is an insufficient number of eligible tenured library faculty at the appropriate rank to conduct the review.
- Conflicts of interest (e.g. a committee member is the direct supervisor, a direct report, or has some other valid reason to recuse themselves for the review of the candidate) leads to an insufficient number of eligible tenure library faculty.

(<http://oregonstate.edu/facultystaff/handbook/procguide.html> Section: *Declaration and Management of Conflicts of Interest*)

In these instances, the University Librarian must be consulted for input regarding the composition of a special review committee.

## 4. Chair

After the Senior Librarian Review panel has been elected (June 10)), the current OSUL Promotion and Tenure Committee Chair will initiate the election by the Committee members for the new Chair using a ballot. Selection should be completed by June 15. In the event of no plurality, successive run-off elections shall be conducted until a Chair is selected. Ideally the Chair should be a continuing member of the Committee rather than someone newly tenured. The ballot for Chair should exclude those with conflicts of interest for any faculty being reviewed that year. The Chair shall normally serve a one-year term.

## 5. Peer Review of Teaching Coordinator

After the Chair has been elected (June 15), a Peer Review of Teaching Coordinator is selected from the Promotion & Tenure Committee to coordinate the process peer reviews for the

following year's candidates. The new Chair initiates this process, which should be completed by June 20. See Appendix 5 for information on the peer review of teaching process.

## ***B. Senior Librarian Review Panel (College Level Review)***

### **1. Description**

The Senior Librarian Review Panel reviews every candidate for promotion or tenure. The Senior Review Panel is intended to be an independent voice of evaluation that is elected by tenured and tenure track library faculty.

The Panel reviews the work of the Libraries' Promotion and Tenure Committee for consistency throughout all reviews in a given year. They conduct an independent evaluation of each candidate, determining whether the letters of evaluation accurately assess the candidate's performance as documented in the dossier. They add their letter of evaluation to the dossier, and submit it to the University Librarian.

### **2. Composition and Selection**

The Senior Librarian Review Panel consists of two tenured librarians and the immediate past chair of the Libraries' Promotion and Tenure Committee. The two tenured librarians are elected by a vote of all library tenured and tenure-track faculty members from a ballot listing those eligible for service. This election initiated by June 1 shall be administered by the current Chair, Libraries' Promotion and Tenure Committee and completed by June 10. In the event of no plurality, successive run-off elections shall be conducted until the Senior Librarians are selected.

### **3. Panel Service**

University guidelines require that all members of the Senior Review Panel be elected. The Current Chair of the Libraries' Promotion and Tenure Committee, having been elected by the Committee to that position, provides continuity to the Panel. Ideally members of the Review Panel should have served a year on the Libraries' Promotion and Tenure Committee. All members must be at or above the rank sought by candidates under consideration for promotion in order to vote on these decisions.

If any Senior Librarian representative serving on the Panel becomes unable to complete his or her term of service he or she will be replaced in a special election conducted by the current Chair, Libraries' Promotion and Tenure Committee.

The term of service for the Senior Librarian representatives is one year beginning July 1.

In normal circumstances the Senior Librarians shall not serve on the Panel in consecutive years. All tenured library faculty members are eligible for election to the Panel with the following exceptions:

- University Librarian and Associate University Librarians
- Current Chair, Libraries' Promotion and Tenure Committee (becomes Past Chair and is a designated member)
- Faculty under review in the upcoming year
- Faculty with conflicts of interest for any candidate under review in the upcoming year

#### 4. Chair

By October 1, the Review Panel shall meet to select the Chair and notify the Libraries' Promotion and Tenure Committee Chair of their decision.

#### *C. Support Services for the Libraries' Promotion and Tenure Committee and the Senior Librarian Review Panel*

The Libraries Administration shall provide support services for both groups, working through the Chairs.<sup>2</sup>

#### Timeline for Selection of Committees, Chairs and Coordinators

June 1	Ballot to elect Senior Librarians to Senior Review Panel (SRP) prepared/sent out by Current P&T Chair
June 10	Election of Senior Librarians to Review Panel completed.
June 10	Ballot to elect next P&T Committee Chair prepared/sent out by Current Chair
June 15	Election of next P&T Committee Chair completed
June 16	Ballot to elect Peer Review Coordinator election prepared/sent by new Chair
June 20	Election of Peer Review Coordinator completed
Oct. 1	Senior Review Panel meets to select Chair & Committee Chair

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<sup>2</sup> See Appendix 3 for details concerning Libraries administrative support for the Committee and the Panel.

### **III. Types of Review**

#### ***A. Promotion and/or Tenure Review***

##### **1. General**

The promotion and/or tenure review does not replace the Periodic Review Of Faculty (PROF), i.e. the Libraries' annual evaluation. The two reviews serve different purposes and occur at different times of the year. A PROF letter must be prepared in addition to the promotion and/or tenure review

All library faculty members eligible for promotion and/or tenure will have two levels of review. For Associate University Librarians and Department Heads, the process is adapted.

An Associate University Librarian will be reviewed in the same manner as for other faculty, except that the University Librarian appoints a senior faculty member to assume the supervisor's responsibilities. As a supervisor, this appointee recuses themselves from the Promotion and Tenure Committee or the Senior Librarian Review Panel.

For both Associate University Librarians and Department Heads, the University Librarian and the Committee Chair reviews the composition of the Promotion and Tenure Committee to ensure that all members who have conflicts of interest have recused themselves from these special reviews. Criteria to be considered include professorial rank and the reporting structure between the Committee members and the administrator under review as well as any close professional relationship (i.e. co-authorship).

The University Librarian may consider the option to contact faculty external to the Libraries and request that they serve on the peer level Promotion and Tenure Committee. At least one member of the Libraries' Promotion and Tenure Committee for that year will serve on this special committee and act as a liaison between the two committees. The rationale for this exception to the usual process is twofold:

- Administrators often interact to a greater extent with faculty outside the Libraries
- It resolves the awkward situation implicit in committee members providing a peer review for those administrators to whom they report.

##### **2. Eligibility for Review**

Faculty in the last probationary year toward tenure must compile and forward a complete dossier to the Committee unless they have elected to leave the University.

Faculty who wish to go up for tenure or promotion and tenure before their last probationary year should confer with their direct supervisor and the appropriate Associate University Librarian. If there is support, the candidate shall compile and forward a dossier to the Committee. If the Associate University Librarian does not recommend promotion and/or tenure at that time, the faculty member may request a review by the Committee.

Tenured faculty who wish to go up for promotion should confer with their direct supervisor and the appropriate Associate University Librarian. If there is support, the candidate shall compile and forward a dossier to the Committee. If the Associate University Librarian does not recommend promotion at that time, the faculty member may request a review by the Committee.

If both the supervisor's and the Committee's recommendations are negative, the dossier will not be forwarded to the next level of review unless the candidate, following discussion with the supervisor, insists, or the candidate is in the final year of annual tenure. In such cases the dossier must be forwarded for consideration, unless the candidate submits a letter of resignation.

### 3. Criteria for Review

Members of the library faculty are evaluated according to the OSU Promotion and Tenure Guidelines established for all University faculty members and published in the Oregon State University Faculty Handbook: <http://oregonstate.edu/facultystaff/handbook/promo.html><sup>3</sup>

The guidelines call for evaluation in three areas as outlined in the candidate's position description:

- Teaching, Advising, or Other Professional Assignment<sup>4</sup>
- Research, Creative Work, and Other Scholarly Accomplishments
- Service

### 4. Dossier Preparation

Faculty members should read and become familiar with the current University guidelines found in the Oregon State University Faculty Handbook (<http://oregonstate.edu/facultystaff/handbook/>)<sup>5</sup> before beginning work on their dossier. Final responsibility for the completion of the dossier lies with the appropriate Associate University Librarian, although the candidate and his or her supervisor provide much of the material for the dossier. Dossier Preparation Guidelines with links to appropriate forms are available at: <http://oregonstate.edu/facultystaff/handbook/dosguide.html>

Initial dossier materials are prepared by the candidate working with mentor (if applicable) and his/her direct supervisor. It includes:

- Position Description(s) – all position descriptions since hiring or the last promotion review
- Candidate's Statement – maximum of 3 pages (see University guidelines for specifications – there are required margin settings and a font size)
- Curriculum Vita – publications In Press may be included if identified as such
- Supporting Materials – publications & presentations should be submitted in electronic format or scanned; includes peer review of teaching summary letter

The faculty member's Candidate Statement should discuss significant accomplishments in each of the three areas (professional assignment, scholarship, and service) that benefited the faculty member and the library. The statement should also include a description of the faculty member's future professional goals.

### 5. Review Process, Procedural Guidelines Outline, and Timeline

The timeline provides a framework to meet University reporting requirements. Dates are somewhat flexible depending on the year's academic calendar.

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<sup>3</sup> See Appendix 2 for tips on locating promotion and tenure information at the above links.

<sup>4</sup> See [Appendix 5](#) for samples of the structure to be used for evaluating teaching/instruction in this section.

<sup>5</sup> See Appendix 2 for tips on locating promotion and tenure information at the above links.

Library faculty members serving at the OSU- Cascades Campus prepare their dossiers following the steps outlined in the OUS Libraries Guidelines. The dossiers are reviewed by both the OSU Libraries and the Cascades Promotion and Tenure Committees. See the Cascades Guidelines available at <S:\Shared\P-&T\OSU-&Library-guidelines\Cascades Tenure Process.doc>

**By April 1** Supervisor asks candidates for names of potential student reviewers (**and July 15 if summer session is relevant**). Supervisor asks the candidate to either sign or not sign the [Waiver of Access](#).<sup>6</sup> (needed to solicit student letters).

**By April 15** Supervisor solicits letters from student reviewers and can solicit members for student review panel (**and August 1, if summer session is relevant**)

**By May 15** Supervisors forward in writing the names of those candidates who wish to be considered or who are in their last probationary year toward tenure to the appropriate Associate University Librarian and Cascades Associate Dean of Academic Programs.

**By May 31** The appropriate Associate University Librarian provides written notification to the current P & T Committee Chair of faculty to be considered.

**Over the summer** the initial dossier materials are prepared by the candidate working with mentor (if applicable) and his/her direct supervisor.

**By June 1** The ballot for electing the Senior Librarian to the Review Panel is prepared by the Current Committee Chair.

**By June 7** Election of the Senior Librarian to the Panel is completed. The ballot for electing the next Committee Chair is prepared by the Current Chair

**By June 10** Ballot to elect next P&T Committee Chair prepared/sent out by Current Chair to the OSUL P & T Committee.

**By June 15** Election of the next Committee Chair is complete.

**By June 16** New P&T Committee Chair prepares and sends out ballot for the Peer Review of Teaching Coordinator to the OSUL Promotion and Tenure Committee.

**By June 20** Selection of the Peer Review of Teaching Coordinator is complete.

**By June 30**

- Letters from student reviewers due (**OR September 1** if summer session is relevant)
- Peer review of teaching is completed for upcoming candidates. (**OR September 1** if summer session is relevant)

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<sup>6</sup>The waiver, if signed, indicates that the candidate waives access to the letters from external reviewers; it does not apply to letters from the Department Head, the Libraries Promotion & Tenure Committee, the Senior Librarian/AUL Review Panel, the University Librarian, or the Provost and Executive Vice-President. A copy of the waiver goes with the candidate's dossier to external reviewers letting them know that the candidate has chosen to waive access to external letters.

**By Sept 1**

- Candidates for promotion and/or tenure submit required dossier materials to their supervisor for inclusion in the final dossier. The candidate is encouraged to also submit the complete dossier in electronic format – preferably PDF.
- The supervisor submits the candidate’s list of suggested external reviewers and a copy of the dossier to the appropriate Associate University Librarian.

**By Sept 15**

- The Promotion & Tenure Committee reviews all promotion and/or tenure dossiers for obvious omissions or problems. The Committee meets with the candidate to provide written recommendations and discussion pertaining to strengthening the Candidate Statement and vita.
- The appropriate Associate University Librarian identifies additional potential external reviewers.

**By Sept 20**

- The candidate may implement the OSU Libraries P & T Committees suggestions for strengthening the dossier and resubmits the updated dossier to the Committee.

While every effort should be made to ensure the dossier is finalized before it is sent to external reviewers, changes to the dossier can be made any time up to the submission to the Office of Academic Affairs in February. Substantive changes (e.g., publications accepted after the dossier was sent to external reviewers) should be discussed in an administrative letter.

- Prior to the dossier receiving its first formal review, the candidate should sign a statement that he or she has reviewed the open part of the dossier and that it is complete and current.
- The Chair gives an original copy of the dossier to the Libraries’ Administrative Office staff to create a PDF of all materials (including publications if the candidate did not submit a PDF in addition to the printed original).<sup>7</sup> All original materials are kept in a master file in the Library Administration Office.

**By Sept 25**

- The appropriate Associate University Librarian solicits external letters of evaluation.
- The AUL will request 5-8 letters of evaluation from national leaders in the field (at least 3 should be from the candidate’s suggested list). Only in rare cases should letters be solicited from co-authors, co-principal investigators, former professors, or former students. Letters should generally be from faculty at a tenure-track institution who have achieved tenure and are at or above the professorial level to which the candidate aspires or individuals of equivalent stature outside of academe who are widely recognized in the field.
- The Libraries’ Administration Office staff assists in the preparation and sending of packets to these reviewers.<sup>8</sup> The packets should include a table of contents, the candidate’s vita, position description(s), candidate statement, and copies of (or links to) his/her publications.

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<sup>7</sup> See [Appendix 2](#) for details concerning Libraries administrative support for the Committee and the Panel.

<sup>8</sup> See [Appendix 2](#) details concerning Libraries administrative support for the Committee and the Panel.

The Libraries' guidelines are not an official document and should not be sent to external reviewers; however, the web address for the University's Promotion and Tenure Guidelines should be made available to external reviewers.

Library Administration Office staff shall maintain a log of contacts with the reviewers, including letters and telephone calls to be included in the dossier with the evaluative letters.<sup>9</sup> External Review Letters are due by November 15.

**By October 1**

- Supervisor forms a student committee to write a summary letter from student evaluation letters. Student Summary Letters are due by November 15.
- The student committee reviews the student referee letters, the instruction, reference and advising portions of the dossier and any additional available information pertinent to their review. The Libraries' Administration Office staff assists in the preparation of this packet.

**By October 1** The Senior Librarian Review Panel chooses a Chair and notifies the Promotion & Tenure Committee Chair.

**By November 16**

- **(or as letters are received)** The Associate University Librarian submits the external reviewers' letters to the Libraries' Promotion and Tenure Committee. These should be available to the Committee prior to initiating the final review of the dossier.
- The student review summary letter is added to the open portion of the dossier.
- Peer review of teaching summary letter completed and submitted to supervisor; to be added to candidate/faculty member dossier.
- The Library Administrative Office staff sends five copies of the dossier and the external review letters to the Cascades Associate Dean of Academic Programs for distribution to the Cascades Promotion and Tenure Committee.

**By December 10**

- The Committee(s) prepare independent written recommendation(s) that include an evaluation containing summaries of the external letters. Letter(s) must include a description of the process that was used to constitute the committee. (Becky Warner, Vice Provost, Oct. 21, 2010) References to external reviewers should be by a number assigned to the reviewer and not by name. The Committee(s)' letter(s) of evaluation and summary shall review the candidate's performance in his/her professional assignment, scholarly accomplishment, and service. The OSU Libraries Committee Chair notifies the candidate that the Committee(s)' letter(s) has been added to the open portion of the dossier.

The Cascade Promotion and Tenure Committee addresses its letter to the University Librarian. However, it is signed by the Associate Dean of Academic Programs and the Dean of the Cascades Campus. It is added to the dossier in the section of the dossier titled "Letters from Other Supervisory Administrators."

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<sup>9</sup> See [Appendix 2](#) for details concerning Libraries administrative support for the Committee and the Panel.

- The candidate's direct supervisor writes an evaluative letter addressed to the University Librarian and submits it to the Library Administrative Office staff for inclusion in the dossier.

**By five working days after Dec 10**

- The supervisor meets with the candidate to discuss the outcome of the peer review and the supervisor's letter.
- The candidate may request a meeting with the Committee if clarification is needed.
- The candidate reviews her/his file with the exception of waived letters and signs the statement that she/he has read the file. If the candidate did not sign the letter of waiver, she/he may also review the external letters.
- The candidate may add a written statement regarding the review.

**By December 15** The Dossier along with letter(s) from the Committee(s) and any candidate comments are forwarded to the Senior Librarian Review Panel.

**By Jan 7**

- The Panel reviews the Committee(s)' and supervisor's letters for consistency, adherence to the guidelines, and to ensure that the Committee's evaluation is supported by evidence from the dossier.
- The Review Panel also prepares an independent written recommendation including an evaluation containing summaries of the supervisor's letter, the peer review, and the external letters. The letter of evaluation and summary shall review the candidate's performance in his/her professional assignment primarily based on the supervisor's letter. They will also evaluate scholarly accomplishment and service based on materials from the dossier. Letters must include a description of the process that was used to constitute the committee. (Becky Warner, Vice Provost, Oct. 21, 2010)
- The Panel Chair notifies the candidate that the Panel's and supervisor's letters have been added to the open portion of the dossier.

**By three working days after Jan 7:** The candidate may add written comments to the file and signs an acknowledgement that he/she has read the Panel letter.

**By Jan 10** The dossier along with any candidate comments is forwarded to the University Librarian.

**By Jan 25** The University Librarian writes a letter that provides an assessment of the candidate based upon the evaluations and evidence submitted by the supervisor, the Committee, and the Review Panel. The University Librarian notifies the candidate that this letter has been added to the open portion of the dossier.

**By three working days after Jan 25**

- The candidate reviews the open portion of the dossier and may sign the form indicating her/his final review.
- He/she may request, in writing, a meeting with the University Librarian within the three days indicated above. (i.e. January 25 – 28)

Delete line?

- The University Librarian will arrange a meeting with the candidate within three working days following the written request (i.e. latest date for meeting January 31). The candidate may present any information or evidence he or she believes may be germane to the recommendation of the University Librarian.
- The University Librarian may revise the letter of evaluation within three working days of the date of the meeting (i.e. latest date Feb. 3)

During this period, the original documents comprising the dossier remain in the Library Administration Office. The candidate may prepare a written statement to be included in the dossier supporting or refuting anything the dossier contains.

**By Feb 7**

- The University Librarian's revised letter is added to the dossier.
- The candidate is notified if the letter was revised and has the opportunity to review it. If the candidate did not previously sign an acknowledgement that he/she has reviewed the open parts of the final dossier – this is done now.
- Following this, Library Administration has 2-3 days to prepare the completed dossier to be submitted to the Office of Academic Affairs.

**By Feb 10** The University Librarian submits the completed dossier to the Office of Academic Affairs to be reviewed by the University Promotion and Tenure Committee. In addition, a copy of the completed dossier is placed in the Libraries' personnel files.

When all necessary reviews and discussions have been completed, the Provost and Executive Vice President will make the final decision.

**Spring** The University Librarian is notified of the outcome of the University level review and informs the candidate of the result. She/he may also make a congratulatory announcement to the staff when the outcome is successful.

**By June 30** The Candidate receives written notification of the review outcome.

In the case of a negative decision, the basis for the denial will be stated, along with information on the right to appeal. Faculty not approved for promotion or tenure by the Provost and Executive Vice President may appeal 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. When appealing, the candidate should write a letter to the President stating which of the above criteria for appeal applies, and stating the facts that support the appeal. No other supporting letters will be considered. The President has the right to request additional information.

After the institutional review is finished, the complete dossier is retained temporarily in the Office of Academic Affairs. The dossier is subsequently returned to the University Librarian, typically at the start of the next academic year. After confidential letters have been removed, the dossier is retained as part of the faculty member's personnel file.

## 6. Promotion and/or Tenure Dossier Content Checklist:

	<b>Item</b>	<b>Due Date</b>
	Waiver of Access (sign or do not sign)	April 1
	Individual Student Evaluation of Teaching Letters (Summer session if relevant) Note: not added to dossier	June 30 (Sept. 1)
	Individual Peer Review of Teaching letters complete(Summer session if relevant) Note: not added to dossier	August 31
	*Position Description(s)	Sept. 1
	*Candidate's Statement	Sept. 1
	*Curriculum Vita	Sept. 1
	*Supporting Materials	Sept.1
	Candidate's Acknowledgement that Dossier is Complete & Current	Sept. 15
	External Reviewers' Letters of Evaluation	Nov. 16 (or as received)
	Peer Review of Teaching Summary Letter	Nov. 16
	Student Review of Teaching Summary Letter	Nov. 16
	OSUL Promotion & Tenure Committee Letter & Cascades Promotion & Tenure Committee Letter	Dec. 10
	Candidate's Acknowledgement that the Committee Letter & Supervisor's Letter have been added to the Dossier	Dec. 10 - 15
	Candidate may submit written statement in response to these letters	Dec. 10 - 15
	Dossier submitted for the Senior Panel review	Dec. 15
	Senior Review Panel added to Dossier	Jan. 7
	Candidate's Acknowledgement that the Panel Letter have been added to the Dossier	Jan. 7 - 10
	Candidate may submit written statement in response to Panel letter	Jan. 7 - 10
	University Librarian Letter of Evaluation ((if revised)	Jan. 25 (Feb 7)
	Candidate may submit written statement concerning dossier	Jan. 28 (or Feb 7)
	Candidate's Acknowledgement of Review of open parts of the Final Dossier (if reviewing UL revised letter)	Jan. 28 (or Feb 7)
	Dossier is sent to Office of Academic Affairs	Feb. 10 (can varied)

\* The candidate provides these materials in the initial dossier. The other materials are added to complete the dossier. When complete, Libraries Administration formats the dossier packet for submission.<sup>10</sup>

<sup>10</sup> See [Appendix 2](#) details concerning Libraries administrative support for the Committee and the Panel.

## ***B. Three-year Pre-tenure Review***

### **1. General**

The primary intent of the Three-year Pre-tenure Review is to examine each library faculty member's progress towards indefinite tenure and assure that he/she has a clear picture of what, if any, action should be taken to ensure success when the time comes to go through the promotion and tenure process. This review does not replace the annual review (PROF) for the year. The two serve different purposes and both are important to the faculty member's success and productivity.

The Libraries' three-year pre-tenure review guidelines are based on University guidelines at: <http://oregonstate.edu/facultystaff/handbook/3yrreview.html>

The three-year pre-tenure review will follow similar procedures to the tenure review, with the exception that external or student review letters will not be required or solicited, the full dossier is open to the candidate for review, the Senior Review Panel does not review the dossier, and the dossier is not forwarded to the Office of Academic Affairs for review. Faculty undergoing pre-tenure review will submit dossiers to the Committee(s) by the dates specified in the Procedural Guidelines below.

Associate University Librarians or Department Heads will be reviewed in the same manner as other faculty with the following exception:

- In the case of a Department Head review the Associate University Librarian (AUL) to whom the Department Head reports will retain the supervisor's usual responsibilities in the promotion and tenure process.

### **2. Eligibility for Review**

An intensive pre-tenure review will be undertaken for all faculty members on annual tenure appointment. This review will be conducted during the faculty member's third probationary year toward tenure and is intended to review the progress toward indefinite tenure. These faculty members must compile and forward a complete dossier to the Committee.

### **3. Criteria for Review**

Members of the library faculty are evaluated according to the OSU Promotion and Tenure Guidelines established for all University faculty members and published in the Oregon State University Faculty Handbook (<http://oregonstate.edu/facultystaff/handbook/>).<sup>11</sup>

The guidelines call for evaluation in three areas as outlined in the candidate's position description:

- Teaching, Advising, or Other Professional Assignment<sup>12</sup>
- Research, Creative Work, and Other Scholarly Accomplishments
- Service

OSU Promotion and Tenure Guidelines begin at this URL: <http://oregonstate.edu/facultystaff/handbook/promo.html>

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<sup>11</sup> See [Appendix 1](#) for tips on locating promotion and tenure information at the above links.

<sup>12</sup> See (Appendix 5) for samples of the structure to be used for evaluating teaching/instruction in this section.

#### 4. Dossier Preparation

Faculty members should read and become familiar with the current University guidelines found in the Oregon State University Faculty Handbook:

(<http://oregonstate.edu/facultystaff/handbook/promo.html>)<sup>13</sup> before beginning work on their dossier. Final responsibility for the completion of the dossier lies with the appropriate Associate University Librarian, although the candidate and his or her supervisor provide much of the material for the dossier. Dossier Preparation Guidelines with links to appropriate forms are available at: <http://oregonstate.edu/facultystaff/handbook/dosguide.html>

Initial dossier materials are prepared by the candidate working with mentor (if applicable) and his/her direct supervisor. It includes:

- Position Description(s) – all position descriptions since hiring
- Candidate's Statement – maximum of 3 pages (see University guidelines for specifications – there are required margin settings and a font size)
- Curriculum Vita – publications In Press may be included if identified as such
- Supporting Materials – publications & presentations should be submitted in electronic format or scanned

The faculty member's Candidate Statement should discuss significant accomplishments in each of the three areas (professional assignment, scholarship, and service) that benefited the faculty member and the library. The statement should also include a description of the faculty member's future professional goals.

#### 5. Review Process, Procedural Guidelines Outline, and Timeline (see Dossier checklist below)

The timeline provides a framework to meet University reporting requirements. Dates are somewhat flexible depending on the year's academic calendar.

**In the academic year prior to going up for tenure:** Peer review of teaching is completed for each candidate – see [Peer Review of Teaching Guidelines](#)

**By May 15** Supervisors forward in writing the names of those candidates who are eligible for the three-year pre-tenure review to the appropriate Associate University Librarian *and if appropriate to the Associate Dean of Academic Programs for Cascades faculty*. (See [S:\Shared\P-&T\Tenure Timeline Document](#) on the Shared Drive in the P & T folder.)

**By May 31** The appropriate Associate University Librarian provides written notification to the Current P & T Committee Chair of faculty to be considered.

**Over the summer and during fall term** Candidates are encouraged to begin gathering the initial dossier materials over the summer and fall working with his/her direct supervisor and/or mentor so that the dossier will be complete by the end of December.

**December 30** Peer review of teaching summary letter completed and submitted to supervisor; added to candidate/faculty member dossier

**By Dec 31**

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<sup>13</sup> See [Appendix 1](#) for tips on locating promotion and tenure information at the above links.

- Candidates submit the initial dossier to the supervisor. The candidate is encouraged to also submit the complete dossier in electronic format – preferably PDF.

**December 31 –January 10** Library Admin. works with supervisor & AUL to process dossier and ensure completeness. Admin. creates a PDF of all materials (including publications) if the candidate did not submit a PDF in addition to the printed original. All original materials are kept in a master file in the Library Administration Office. The supervisor submits the finalized initial dossier to the appropriate Associate University Librarian *and the Associate Dean of Academic Programs if pertinent* who review it and forward it on to the OSU Libraries Promotion and Tenure Committee *and the Cascades Committee* for Cascades faculty.

**By Jan 10** AUL *and Associate Dean of Academic Programs* forward dossier to the P&T Committees.

**By Jan 31** The P & T Committees review all three-year pre-tenure dossiers for obvious omissions or problems. The Committees meets with the candidate to provide written recommendations and discussion pertaining to strengthening the Candidate Statement and vita.

**By Feb 10** The candidate has the opportunity to implement the Committees suggestions for strengthening the dossier and resubmits the updated dossier to the supervisor.

**Feb 10-13** **Supervisor and Associate University Librarian review dossier for completeness. Library Administration then creates a pdf of the final dossier to be submitted to the Committee(s).**

- Prior to the dossier receiving its first formal review, the candidate should sign a statement that he or she has reviewed the dossier and that it is complete and current.

**Feb. 14-24** The Committee(s) review dossier that include any changes from the candidate and prepares the final independent written recommendation and evaluation of the candidate's scholarly accomplishments and service

**By Feb 24** The Committees complete the three-year pre-tenure reviews. The Committee Chair notifies the candidate and the supervisor that the Committees letters has been added to the dossier.

**By five working days after Feb 24**

- The supervisor meets with the candidate to discuss the outcome of the review.
- The candidate may request a meeting with the Committees if clarification is needed.
- The candidate may add a written statement regarding the review.
- The candidate signs the statement that she/he has read the Committee's letter.

**February 24 -March 15** Supervisor reviews dossier and all letters and writes evaluative letter.

**By March 15** Supervisor's Letter of Evaluation added to dossier

**By March 20** The supervisor and the appropriate Associate University Librarian *and the Cascades Associate Dean of Academic Programs (If pertinent)* meet with candidate to discuss the supervisor's evaluation and the Committees' evaluation.

**By March 25** The candidate reviews his/her entire dossier and may add comments. The candidate signs a statement indicating that he/she has reviewed the completed dossier.

**By March 30** The appropriate Associate University Librarian forwards a copy of the dossier and a summary of recommendations together with the review letters to the University Librarian. The original complete dossier is placed in the personnel files in the Libraries' and retained separately from the faculty member's personnel file. These pre-tenure review dossiers are not forwarded to the Office of Academic Affairs.

**6. Three-Year Pre-Tenure Dossier Content Checklist:**

<b>Item</b>	<b>Due Date</b>
*Position Description(s)	Dec. 31
*Candidate's Statement	Dec. 31
*Curriculum Vita	Dec. 31
*Supporting Materials	Dec. 31
Peer Review of Teaching Summary Letter	Dec. 30
Candidate's Acknowledgement that Dossier is Complete & Current	Feb. 14
Promotion & Tenure Committee Letter	Feb. 24
Cascades Promotion & Tenure Committee Letter	Feb. 24
Candidate's Acknowledgement that the Committee Letter has been added to the Dossier	Feb. 24
Candidate may add written statement to Dossier	Feb. 24-March 1
Supervisor's Letter of Evaluation added to Dossier	March 15
Candidate's Acknowledgement that the Supervisor's Letter have been added to the Dossier	March 25
Candidate may add written statement to Dossier	March 25
AUL adds summary of recommendations to dossier and review letters & forwards to the University Librarian	March 30
Dossier filed in Library Personnel File (separate from Candidate's Personnel File)	March 30

\* These materials are provided by the candidate in the initial dossier, working with his/her direct supervisor and the appropriate Associate University Librarian. The other materials will be added to complete the dossier.

## ***C. Post-tenure Review***

### **1. General**

From OSU Faculty Handbook: <http://oregonstate.edu/facultystaff/handbook/postten.html>

The University recognizes that faculty renewal, development and improvement are of critical importance in its pursuit of excellence. To that end, the University provides for post-tenure review of its faculty to identify and help underachieving faculty fulfill the potential that was recognized upon hiring and reaffirmed upon the award of tenure. If the review process identifies areas in which a faculty member is not fulfilling the expectations of his or her position, a professional development plan will be drafted and implemented. Thus, the process provides effective evaluation, useful feedback, appropriate intervention, and timely and affirmative assistance to ensure that every faculty member maintains a record of professional development and accomplishment during the various phases of his or her career.

The review and evaluation process must uphold the highest standards of academic freedom. Faculty must be encouraged to take risks, to ask inconvenient questions, and to challenge prevailing views, in research and scholarly pursuits as well as in teaching, without the fear of suffering the consequences of failure in the review process. It is the responsibility of administrators to promote and secure the academic freedom of all faculty in their units, as well it is the responsibility of senior and tenured faculty to protect the academic freedom of junior and untenured faculty.

The University Librarian assigns responsibility for the post-tenure review (PTR) to the Libraries' Promotion and Tenure Committee. Members of the PTR committees shall be elected by the unit faculty who are at or above the rank of the faculty member being reviewed. In addition, an external committee member shall be selected by the OSUL PTR committee from a list of at least three tenured faculty members at or above the rank of the faculty being reviewed provided by the faculty member being reviewed.

### **2. Initiation of Post-tenure Review**

A post-tenure review (PTR) is to be performed when:

- requested by a faculty member
- requested by the unit head or supervisor after one negative review
- a faculty member receives two consecutive negative periodic reviews of faculty (PROF). A negative PROF is defined as receiving unsatisfactory assessment of one or more areas identified in the position description (e.g., teaching, scholarship, service, outreach).

A negative PROF must always be followed by either a PTR in the same or following year, or a PROF in the following year to determine if sufficient progress has been made to overcome the deficiencies identified in the first PROF.

For the full initiation of Post-tenure review and guidelines for the process see:

<http://oregonstate.edu/facultystaff/handbook/postten.html>

### 3 Criteria for Review

Members of the library faculty are evaluated according to the OSU Promotion and Tenure Guidelines established for all University faculty members and published in the Oregon State University Faculty Handbook: <http://oregonstate.edu/facultystaff/handbook/><sup>14</sup>

Post-tenure review see: <http://oregonstate.edu/facultystaff/handbook/postten.html>

The guidelines call for evaluation in three areas as outlined in the faculty member's position description:

- Teaching, Advising, or Other Professional Assignment<sup>15</sup>
- Research, Creative Work, and Other Scholarly Accomplishments
- Service

### 4. Dossier Preparation

Faculty members should read and become familiar with the current University guidelines found in the Oregon State University Faculty Handbook (<http://oregonstate.edu/facultystaff/handbook/>)<sup>16</sup> before beginning work on their dossier. Final responsibility for the completion of the dossier lies with the appropriate Associate University Librarian, although the candidate and the supervisor provide much of the material for the dossier. Dossier Preparation Guidelines with links to appropriate forms are available at: <http://oregonstate.edu/facultystaff/handbook/dosguide.html>

Initial dossier materials are prepared by the candidate working with mentor (if applicable) and his/her direct supervisor. It includes:

- Position Description(s) – all position descriptions since hiring
- Candidate's Statement – maximum of 3 pages (see University guidelines for specifications – there are required margin settings and a font size)
- Curriculum Vita – publications In Press may be included if identified as such
- Supporting Materials – publications & presentations should be submitted in electronic format or scanned

The faculty member's Candidate Statement should discuss significant accomplishments in each of the three areas (professional assignment, scholarship, and service) that benefited the faculty member and the library. The statement should also include a description of the faculty member's future professional goals.

### 5. Review Process, Procedural Guidelines Outline, and Timeline (see Dossier checklist below)

The timeline provides a framework to meet University reporting requirements. Dates are somewhat flexible depending on the year's academic calendar. For the Post-tenure review, the faculty member should be given a minimum of four months to prepare the dossier; all dates will be adjusted accordingly.

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<sup>14</sup> See [Appendix 1](#) for tips on locating promotion and tenure information at the above links.

<sup>15</sup> See [Appendix 3 \(Appendix 5?\)](#) for samples of the structure to be used for evaluating teaching/instruction in this section.

<sup>16</sup> See [Appendix 1](#) for tips on locating promotion and tenure information at the above links.

Library faculty members serving at the OSU Cascades Campus prepare their dossiers following the steps outlined in the OSU Libraries Guidelines. The PTR Committee for Cascades faculty members should include minimally one Cascades faculty at the rank at or above the faculty member being reviewed.

**By October 1** The appropriate Associate University Librarian or the appropriate supervisor will discuss the post-tenure review process with the faculty member receiving a second negative PROF.

**By October 1** Supervisors forward in writing the names of those faculty members who will undergo post-tenure review to the appropriate Associate University Librarian *and Cascades Associate Dean of Academic Programs if pertinent*.

**By October 5** The appropriate Associate University Librarian provides written notification to the Libraries Promotion and Tenure Committee Chair of faculty members to be considered.

**By October 10** Peer Review Coordinator arranges for peer review of instruction (where relevant) during Fall and Winter term (up to submission of dossier).

**Between October 1 and January 31** The faculty member prepares initial dossier materials working with a mentor (if desired) and his/her direct supervisor. (See the dossier checklist below).

#### Faculty Member Statement

The faculty member's Candidate Statement should discuss significant accomplishments in each of the three areas (professional assignment, scholarship, and service) that benefited the faculty member and the library. The statement should also include a description of the faculty member's future professional goals.

**External Reviewers:** If the faculty member or unit head request external review, faculty member identifies a suggested list of four to six external reviewers as a part of this process.

**By January 5** The PRT Committee is formed and a chair elected.

**By January 30** Peer review of teaching summary letter completed and submitted to supervisor; added to candidate/faculty member dossier.

#### **By January 31**

- Faculty member submit s required dossier materials to their supervisor for inclusion in the final dossier. The faculty member is encouraged to also submit the complete dossier in electronic format – preferably PDF.
- The Supervisor submits a copy of the dossier to the appropriate Associate University Librarian.
- **If external review is sought** the supervisor submits the candidate's list of suggested external reviewers

**By January 25** **If external review is sought**, the appropriate Associate University Librarian identifies additional potential external reviewers.

**By February 10** The PTR Committee reviews the post-tenure dossier for obvious omissions or problems.

**By February 15** The PTR Committee meets with the faculty member to provide written recommendations and to discuss strengthening the dossier.

**By February 10-15** The faculty member may implement the PTR Committee's suggestions for strengthening the dossier and resubmits the updated dossier to the Committee.

**By February 20- 25:** The Chair gives an original copy of the completed dossier to the Libraries' Administrative Office staff member who creates a PDF of all materials (including publications) if the candidate did not submit a PDF in addition to the printed original.<sup>17</sup> All original materials are kept in a master file in the Library Administration Office.

**By February 25** Prior to the dossier receiving its first formal review, the candidate should sign a statement that he or she has reviewed the open part of the dossier and that it is complete and current.

**Note: the dates differ from this point on if external review is sought. External review dates are given in parentheses.**

**By February 25** If external review is requested, the appropriate Associate University Librarian solicits external letters of evaluation.

The AUL will request 5-8 letters of evaluation from national leaders in the field (at least 3 should be from the faculty members suggested list). Only in rare cases should letters be solicited from co-authors, co-principal investigators, former professors, or former students. Letters should generally be from faculty at a tenure-track institution who have achieved tenure and are at or above the professorial level of the faculty member under review individuals of equivalent stature outside of academe who are widely recognized in the field.

The Libraries' Administration Office staff assists in the preparation and sending of packets to these reviewers.<sup>18</sup> The packets should include a copy of the candidate's vita, position description(s), candidate statement, peer review of instruction summary letter and copies of (or links to) his/her publications. The Libraries' guidelines are not an official document and should not be sent to external reviewers; however, the web address for the University's Guidelines for Post-tenure Review of Faculty should be made available to external reviewers.

**By March 20 (or as letters are received)** The Associate University Librarian submits the outside letters to the PTR Committee. Letters from external reviewers should be available to the Committee prior to initiating the final review of the dossier.

**By March 15 (By April 5)** The PTR Committee reviews the dossier, peer review of teaching (and all letters of input from external review) and writes a report, addressed to the unit head or supervisor.

References to external reviewers should be by a number assigned to the reviewer and not by name. The Committee's letter of evaluation and summary shall review the candidate's

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<sup>17</sup> See [Appendix 2](#) for details concerning Libraries administrative support for the Committee and the Panel.

<sup>18</sup> See [Appendix 2](#) details concerning Libraries administrative support for the Committee and the Panel.

performance in his/her professional assignment, scholarly accomplishment, and service. The Committee Chair notifies the faculty member that the Committee letter has been added to the open portion of the dossier.

This report will be included in the personnel file of the faculty being reviewed. If the PTR is initiated by a negative PROF, the report will address both the positive and the negative aspects of the PROF and assess their validity. Letters must include a description of the process that was used to constitute the committee. (Becky Warner, Vice Provost, October 21, 2010)

**By March 20 (April 10)**

- Supervisor meets with faculty member to discuss the outcome
- Faculty member acknowledges he/she has read the report

**By March 30 (by April 15)**

- If the PTR Committee confirms unsatisfactory performance in any aspect of the position description, a plan for improvement shall be developed jointly by the faculty being reviewed and the unit head in consultation with the PTR committee.

The plan should provide detailed actions, sufficient resources as are available and measureable goals to achieve satisfactory performance within a maximum of three years. Such resources might include support for scholarly professional activities (travel, time released from teaching, equipment, clerical or technical support, graduate assistants, laboratory or other workspace, etc.) or a program for the improvement of teaching.

- The candidate may add a written statement regarding the review.

**7. Post-tenure Review Dossier Content Checklist:**

	<b>Item</b>	<b>Due Dates</b>	<b>Due Dates w/External Review</b>
	*Position Description(s)( all position descriptions since last promotion review)	Jan. 31	Jan. 31
	*Faculty Member’s Statement	Jan. 31	Jan. 31
	*Curriculum Vita	Jan. 31	Jan. 31
	*Supporting Materials	Jan. 31	Jan. 31
	*Waiver of Access (sign or do not sign)		Jan. 31
	Faculty Members List of External Reviewers		Jan. 31
	Peer Review of Teaching Summary Letter	Jan. 30	Jan. 30
	Faculty Member’s Acknowledgement that Dossier is Complete & Current	Feb. 5	Feb. 5
	External Reviewers Letters added to dossier		March 20
	Post-Tenure Review Committee Report added to dossier	March 15	April 5
	Faculty Member’s Acknowledgement of Review of open parts of the Final Dossier	March 20	April 10
	If report is negative, Plan for improvement developed jointly by the faculty being reviewed and the unit head in consultation with the PTR committee.	March 30	April 20
	The candidate may add a written statement	March 30	April 20

	regarding the review.		
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\* These materials are provided by the candidate in the initial dossier, working with his/her direct supervisor and the appropriate Associate University Librarian. The other materials will be added to complete the dossier.

## **Appendix 1: Additional Considerations in the Promotion and Tenure Process for OSU-Cascades Library Faculty Members**

Library faculty members serving at the OSU- Cascades Campus prepare their dossiers following the steps outlined in the OUS Libraries Guidelines. The dossiers are reviewed by both the OSU Libraries and the Cascades Promotion and Tenure Committees. See the Cascades Guidelines available at <S:\Shared\P-&-T\OSU-&-Library-guidelines\Cascades Tenure Process.doc>

The following steps are in addition to the regular OSU Libraries Promotion and Tenure Process.

### **Three-year Pre-tenure Review:**

**By December 31** The candidate submits the dossier to the OSU Libraries and the Cascades P&T Committees for review.

**Prior to February 24** The chairs of both committees confer to ensure consistency in evaluation and emphasis in the letters they are drafting.

**By March 1** Letters from both committees are included in the dossier. The Cascade's letter is addressed to the University Librarian, signed by the Associate Dean of Academic Programs and the Dean of the Cascades Campus, and placed in the section of the dossier titled "Letters from Other Supervisory Administrators."

**By March 20** Supervisor, AUL and Cascades Associate Dean of Academic Programs meet with the candidate to discuss the review.

### **Promotion and Tenure Review:**

**By September 1** The candidate submits the dossier to the OSU Libraries and the Cascades P&T Committees for review.

**By November 15** (or as letters are received) The AUL forwards the outside evaluation letters to both committees.

**By November 30** The chairs of both committees confer to ensure consistency in evaluation and emphasis in the letters they are drafting.

**By December 10** Letters from both committees are included in the dossier. The Cascade's letter is addressed to the University Librarians, signed by the Associate Dean of Academic Programs and the Dean of the Cascades Campus, and placed in the section of the dossier titled "Letters from Other Supervisory Administrators."

## **Appendix 2: Tips on Locating Information on the Levels of Review in the Faculty Handbook and on the University Academic Affairs Web Site (as of 3/26/04)**

The Oregon State University Faculty Handbook:

<http://oregonstate.edu/facultystaff/handbook/> is the official source of information concerning promotion and tenure related reviews. This link takes you to the main page where you can do a search or click on the General Table of Contents. Clicking on the Table of Contents is the most direct route.

After clicking, select the appropriate section – Promotion and tenure guidelines is one of the Chapter Headings listed in the TOC. Click on this chapter – in addition to the guidelines for promotion and tenure it also includes a link for Post-Tenure guidelines that indicates you should contact Sara Ecklund for further information.

Faculty records and periodic reviews is another Chapter Heading. Click on this chapter to locate the University Three-year Pre-tenure Review Policy and Guidelines – it's the last listing in this chapter.

The Academic Affairs web site: <http://oregonstate.edu/admin/aa/> is a little easier to navigate, but may not be as current as the information in the faculty handbook. The direct link is <http://oregonstate.edu/admin/aa/faculty/facultyreview.html> All three types of reviews in addition to information on the Periodic Review of Faculty (PROF) are listed here:

[Faculty Review & Evaluation Process \(Flowchart:DOC\)](http://oregonstate.edu/admin/aa/documents/EvaProcess.rtf)

(<http://oregonstate.edu/admin/aa/documents/EvaProcess.rtf>)

[Promotion and Tenure Process \(Flowchart: DOC\)](http://oregonstate.edu/admin/aa/documents/pandT.rtf)

(<http://oregonstate.edu/admin/aa/documents/pandT.rtf>)

Promotion & Tenure Guidelines

Professional Faculty Evaluation Guidelines and Form

Periodic Review of Faculty

Clinical Faculty Review [does not apply to any Library faculty]

3-Year-Pre Tenure

Post Tenure Review

Faculty Dossiers

Commonly Asked Questions

Guidelines for Position Descriptions for Academic Employees

The flow charts and Commonly Asked Questions are very useful. It's not currently possible to link directly to flow charts on the Academic Affairs page so the links above and the one to [Form A](#)<sup>19</sup> (S:\Shared\P-&-T\Form A, Waivers, and Signoff Forms\Form-A.doc) are to copies in the Libraries shared Promotion and Tenure folder. The Commonly Asked Questions hopefully changes frequently enough that we chose not to put a copy in the Libraries' P & T folder.

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<sup>19</sup>The cover form used to summarize everything in the Dossier – includes the recommendation and official signatures

The Dossier guidelines are listed on the Academic Affairs page, but it's important to check the academic year date as it may not be the most current version. The most current Dossier Preparation Guidelines with links to appropriate forms are also available in the Oregon State University Faculty Handbook at this specific URL:

<http://oregonstate.edu/facultystaff/handbook/dosguide.html>

OSU Promotion and Tenure Guidelines in the OSU Faculty Handbook begin at this URL:

<http://oregonstate.edu/facultystaff/handbook/promo.html>

### **Appendix 3: Administrative Support Available for the Libraries' Promotion and Tenure Committee and the Senior Librarian Review Panel (as of 5/7/10)**

1. The Executive Assistant to the University Librarian receives original material for dossiers and makes the appropriate number of copies for the review process depending on the level of review. The appropriate Associate University Librarian may also receive a copy of the dossier early in the process.

#### Promotion and/or Tenure Review

- 5-8 copies of full dossier – to be sent to the selected number of external reviewers
- PDF of full dossier to be created and maintained on the Restricted Shared Drive for Library Promotion & Tenure Committee and Senior Review Panel
- PDF of open version of dossier to be maintained for review by candidate
- PDF of Instruction section of dossier to be created for Student Review Panel

#### Three-year Pre-tenure Review

- PDF of dossier to be created and maintained on the Restricted Shared Drive for Library Promotion & Tenure Committee

2. The Executive Assistant to the University Librarian maintains a log of contacts for promotion and tenure reviews as required by University guidelines and is responsible for the final format of the dossiers to be submitted to the University Promotion and Tenure Committee. . Either he/she or the Committee will maintain files containing current procedures, guidelines, and other files intended to assist faculty during the review process. The Executive Assistant will maintain archival copies each dossier at each stage of the P&T process.

**Appendix 4:** Procedural Guidelines for Student Letter of Evaluation are located on the shared drive:

[\\Cn-share\library\Shared\P-&-T\Student\\_review\\_of\\_teaching](\\Cn-share\library\Shared\P-&-T\Student_review_of_teaching)

Shared drive folder contains:

The procedural document: [Appendix 4: Student Letter of Evaluation](#)  
and a folder with [sample letters](#)

**Appendix 5: Instructions on the Structure for the Review of Teaching/Instruction**

\\Cn-share\library\Shared\P-&-T\Peer-Review-of-teaching (as of 12/23/10)

There are two documents:

Peer Review of Teaching Guidelinesfor PT 2010.doc

Peer-review-observation-checklist.docx

Sample of Teaching and Instruction documented in a vita

Summary of Instruction Sample.doc

The actual summary of student evaluations document as an Appendix to the Dossier

Summary of Instruction Evaluation.doc

## **Appendix 6: Samples of Past Successful Dossiers**

Several faculty members have offered to make copies of their dossiers available to candidates. Electronic copies have been requested and a link to the folder will be added to a Shared drive Promotion and Tenure subfolder called “Sample Dossiers” as they are received.

Please note – any WordPerfect files have also been saved as Word files since not everyone has access to WordPerfect any longer. If both versions are in the subfolder and you can view the file in WordPerfect you’ll see a more accurate view of the original formatting of the dossier. The full path of this directory is:

\\Cn-share\library\Shared\P & T\Tips and Samples\Sample Dossiers

Hyperlink to the above folder (please let the Committee know if this link no longer works):

[..\Tips and Samples\Sample Dossiers](#)

## Appendix 7: Complete Timeline (for Committee and Panel Members)

Specific dates are flexible within a few days as to the current academic calendar for that year and may also be adjusted in the event of an unusually large number of dossiers to be reviewed as long as the final deadline for University reporting requirements is met. Other extenuating circumstances must be approved by the University Librarian (e.g. changes to the tenure clock for a faculty member).

P&T = Promotion and Tenure

PTR = Post-tenure Review

SRP = Senior Review Panel

*All Cascade references are italicized.*

ACTIVITIES	DUE DATES by TYPE of REVIEW			
	Promotion & Tenure	3-Yr Pre- Tenure	Post-tenure	Post-tenure w/ External Review
Peer review of teaching of candidates	Preceding Academic Year (includes Summer Term if appropriate)	Preceding Academic Year and Fall Term Current Year	Fall Term current year; Winter term up to submission of Dossier	Fall Term current year; Winter term up to submission of Dossier
Submission by candidate of student reviewer names	April 1 (& July 1 if summer session is relevant)			
Candidate either does or does not sign the <u>Waiver of Access</u> ;	April 1			Oct 1
Supervisors solicits letters from student reviewers	April 15 (& July 15 if summer session is relevant)			
Supervisor alerts AUL in writing of Candidates/Faculty Member up for review	<b>May 15</b>	<b>May 15</b>	<b>Oct. 1</b>	<b>Oct. 1</b>
AUL sends names to Current P&T Committee Chair	May 31	May 31	Oct. 1	Oct. 1
Candidate or PTR faculty member prepare initial dossier	Over summer	Over summer/fall	Oct. 1 – Jan. 31	Oct. 1 – Jan. 31
Ballot to elect Senior Librarians to Senior Review Panel (SRP) prepared/sent out by Current P&T Chair	June 1			
Election of Senior Librarians to Review Panel completed.	June 7			
Ballot to elect next P&T Committee Chair prepared/sent out by Current Chair	June 10	June 10	June 10	June 10
Election of next P&T Committee Chair	June 15	June 15	June 15	June 15

ACTIVITIES	DUE DATES by TYPE of REVIEW			
	Promotion & Tenure	3-Yr Pre- Tenure	Post-tenure	Post-tenure w/ External Review
completed				
Ballot to elect Peer Review Coordinator election prepared/sent by new Chair	June 16	June 16	June 16	June 16
Election of Peer Review Coordinator completed	June 20	June 20	June 20	June 20
Student review letters due to Supervisor	June 30 (& Sept. 1 if Summer Term relevant)			
P&T Committee elects Post-tenure Review Committee from within P&T Committee (can include SRP members) and selects 1 outside faculty member at or above the rank of the faculty member.			Jan. 5	Jan. 5
Peer review of teaching summary letter completed and submitted to supervisor; added to candidate/faculty member dossier	Aug. 31	Dec. 30	Jan. 30	Jan. 30
Candidate/faculty member submits dossier submitted to supervisor for review	<b>Sept. 1</b>	<b>Dec. 31</b>	<b>Jan. 31</b>	<b>Jan. 31</b>
Candidate/faculty member submits suggested list of external reviewers to supervisor	Sept. 1			Jan. 31
Supervisor submits dossier to AUL and to <i>Cascades Associate Dean of Academic Programs if pertinent</i>	Sept. 1	Dec. 31	Jan. 31	Jan.31
Supervisor submits list of external reviewers to AUL	Sept. 1			Jan. 31
Admin. works with supervisor & AUL to process dossier and ensure completeness	Sept. 1-10	Dec. 31 – Jan. 5	Jan. 31 – Feb. 5	Jan. 31 – Feb. 5
Candidate/faculty member acknowledges that initial dossier is complete and current	Sept. 10	Jan. 5	Feb. 5	Feb. 5
AUL reviews and sends to Committee Chair..	Sept. 10	Jan. 10	Feb. 5	Feb. 5
<i>Dossier also sent to Cascades if pertinent</i>	Sept. 10	Jan. 10		
P&T Committee completes preliminary review of dossier	Sept. 15	Jan. 31	Feb. 10	Feb. 10
Committee meets with candidate to strengthen statement & vita	Sept. 15	Jan. 31	Feb. 15	Feb. 15
AUL identifies additional potential external reviewers	Sept. 15			Feb. 15.
Candidate /faculty member may implement Committee suggestions & resubmit dossier to supervisor	Sept. 20	Feb. 10	Feb. 20	Feb. 20
Candidate signs –Dossier Complete & Current	Sept. 20	Feb. 13	Feb. 20	Feb. 20
Admin modifies/amends/adds to dossier in collaboration with candidate/faculty member and supervisor to create final PDF	Sept. 25	Feb. 13	Feb. 20 - 25	Feb. 20 - 25

ACTIVITIES	DUE DATES by TYPE of REVIEW			
	Promotion & Tenure	3-Yr Pre- Tenure	Post-tenure	Post-tenure w/ External Review
(All original materials are kept in a master file in the Library Administration Office.)				
AUL solicits 5 – 8 external letters of evaluation (incl. 2-3 on cand. list).	Sept. 25			Feb. 25
Supervisor forms Student Review Committee	Oct. 1			
Senior Review Panel meets to select Chair and notifies P & T Chairs of selection	Oct. 1			
External Reviewers' Letters of Evaluation due & added to dossier. P&T ( <i>and Cascades P&amp;T if pertinent</i> ) or PTR Committee notified.	Nov. 15 (or as letters are received)			March 20 (or as letters are received)
Student Review Committee summary letter due & added to dossier P&T Committee(s) notified	Nov. 15			
Committee reviews dossier and all signed letters of input . <i>Same process for Cascades Committee</i>	Nov. 16 – Dec. 10	Feb. 14-24	Feb. 25 – March 15	March 20 – April 5
Supervisor reviews dossier and all signed letters of input	Nov. 16 – Dec. 10	Feb. 14-24		
P&T ( <i>and Cascades P&amp;T if pertinent</i> ) completes letter, adds to dossier & notifies candidate.	Dec. 10	Feb. 24		
Supervisor completes letter, adds to dossier & notifies candidate.	Dec. 10-15	March 15		
Post-tenure Review Committee completes report & sends to unit head or supervisor. (Report is included in OSUL <i>or Cascades if pertinent</i> faculty member's personnel file)			March 15	April 5
P & T Candidate or PTR faculty member acknowledges reading Committee and Supervisor letters. <i>Cascades Candidates indicate both Committees letters read.</i>	Dec. 10		March 20	April 10
Supervisor meets with Candidate/ PTR faculty member to discuss outcome	Dec. 10 -15		March 20	April 10
If PTR Report is negative, faculty member, unit head and PTR committee meet to develop a plan for improvement.			March 30	April 20
Candidate reviews the open part of her/his file if waiver was signed (If the waiver was not signed – external letters are also open)	Dec. 15	Feb.24 – March 1		
Candidate may request meeting with Committee. <i>Cascades candidates can request meetings with both P&amp;T Committees</i>	Dec. 15	Feb.24 – March 1		
Candidate may add a written statement regarding the review.	Dec. 15	Feb.24 – March 1	March 30	April 20
Dossier w/ Committee letter & candidate comments sent to Senior Review Panel	Dec. 16			

ACTIVITIES	DUE DATES by TYPE of REVIEW			
	Promotion & Tenure	3-Yr Pre- Tenure	Post-tenure	Post-tenure w/ External Review
Senior Review Panel letter completed and added to Dossier	Jan. 7			
Panel notifies candidate that Panel's letter has been added.	Jan. 7			
Candidate may add written comments to file and signs acknowledgement that he/she has read Panel's letter	Jan. 10 (or 3 working days from Jan. 7)			
University Librarian reviews dossier & all letters and candidate's comments	Jan. 10-25			
University Librarian completes letter	Jan. 25			
Candidate reviews open portion of dossier and signs form acknowledging final review. Candidate may request in writing meeting with University Librarian.	Jan. 28 (or 3 working days from Jan. 25)			
University Librarian may meet with Candidate within 3 days of request of the meeting.	No later than Feb. 3			
University Librarian may revise evaluation letter within 3 days of meeting.	No later than Feb. 6			
Candidate may read revised letter. May prepare written statement to be included in dossier.	No later than Feb. 6			
University Librarian revised letter added to dossier	Feb. 7			
Admin prepares final dossier	Feb. 7-10			
University Librarian submits dossier to Office of Academic Affairs	Feb. 10			
3 Year Candidate acknowledges reading Committee letter <i>Cascades Candidates indicate both Committees letters read.</i>		Feb. 24- March 1		
3 Year Candidate meets with supervisor to discuss outcome		Feb.24 – March 1		
3 <sup>rd</sup> year supervisor letter added to dossier		March 15		
3 year Candidate meets with AUL and supervisor.		March 20		
3 year Candidate reviews his/her entire dossier and may add comments. The candidate signs a statement indicating that he/she has reviewed the completed dossier		March 25		
AUL forwards 3 year dossier, review letters and AUL's summary of recommendations to the University Librarian.		March 30		
UL notified of outcome of University level review, informs candidate	Late spring			
UL announces successful outcomes to all staff	Late Spring			
Candidate receives written notification of	June 30			

ACTIVITIES	DUE DATES by TYPE of REVIEW			
	Promotion & Tenure	3-Yr Pre- Tenure	Post-tenure	Post-tenure w/ External Review
review outcome				
P&T Committee follows up on faculty members progress on Post-tenure Review plan				Max. 3 years from plan creation

| Document revised: ~~February~~Feb. 13, 2006

2<sup>nd</sup> revision: August, 2006

3<sup>rd</sup> revision: December 9, 2008

4<sup>th</sup> revision (Senior Review Panel): June 23, 2009

5<sup>th</sup> revision (removal of references to AUL in Senior Review Panel and Penny Montgomery's support; reflection of Becky Johnson's comments on dossier changes): August 26, 2009

6<sup>th</sup> Revision (tenured AULs eligible for P&T Committee; addition of student review process; peer review of teaching process modified; Senior Review Panel removed from 3<sup>rd</sup> year review): May 2010

7<sup>th</sup> revision (Post tenure review guidelines reinstated; inclusion of statement concerning constitution of committees in P&T Committee and Senior Review Committee letters per Becky Warner email;