

These are reminders regarding the promotion and tenure process effective for the 2011-2012 academic year. Guidelines for Promotion and Tenure can be found at <http://oregonstate.edu/admin/aa/faculty-handbook-promotion-and-tenure-guidelines>.

### **Dossier Guidelines**

- 1) We are currently working towards an electronic format for the P&T process. Unfortunately, we are unable to make the change for this academic year. In an effort to move towards less paper, please provide 3 additional copies of each dossier this year (rather than 5 copies). This year we are also asking for one electronic copy of each dossier in pdf format. These should be submitted via flash drive to Sara Eklund in the Office of Academic Affairs no later than February 17<sup>th</sup>, 2012. Please also remember that dossiers for Faculty Research Assistants going up for promotion to Senior Faculty Research Assistants end at the Dean level. Things to remember when submitting copies of dossiers are:
  - **Copies must be double-sided.** Do not include supplemental materials with the dossier (such as copies of journal articles, etc.). Those materials should be kept within the department and available upon request of the University Promotion and Tenure committee.
  - Each section should be clearly defined and labeled (a colored sheet of paper indicating the title of the new section will suffice; tabs are not necessary).
  - Copies must be binder-clipped (original copy should be in a 3-ring binder). Please do not put copies in 3-ring binders.
  - Each copy of the dossier should include a cover sheet that includes the following information: the name of the candidate, college, and department.
  - Please remember to number the pages on both the original dossier, the copies, and the pdf file.
- 2) The letter from the unit committee and the letter from the college committee must include a description of the process that was used to constitute the committee.
- 3) If the candidate has decided to not sign the waiver of access form, please place a sheet of paper in that section indicating this decision. **REMINDER:** *The decision to sign the waiver is up to the candidate and should NOT be considered when evaluating the external letters or other aspects of the dossier. Administrative or P&T Committee letters should not comment on whether or not the waiver has been signed.*
- 4) Be certain to indicate if the appointment is a 9 or 12 month tenure commitment as well as the FTE of each appointment (on Form-A).
- 5) Remember to include all position descriptions that the candidate has had since the date of hire or since their last review (for Associate Professors).

- 6) Make sure the dossier indicates which outside reviewers were selected by the candidate and which ones were selected by the department.
- 7) Remember to indicate the candidate's role when listing grants. Please also remember that when work is the product of joint effort and is presented as evidence of scholarship, clarification of the candidate's role in the joint effort should be provided in the dossier.
- 8) Be sure that Form-A is signed by the appropriate individuals.
- 9) Procedure for notifying final outcomes to **SENIOR FACULTY RESEARCH ASSISTANTS:** While the assessment process for FRAs ends at the Dean level, the letter informing the outcome to the candidates will be issued by the Provost. Please send the Dean's final letter of recommendation to Academic Affairs no later than May 1, 2012. The Provost will issue a final letter to the candidate indicating the outcome of their case. These letters will be distributed with the other final P&T letters from the Provost in May. Decisions should not be communicated to the candidates prior to the letter from the Provost being distributed.
- 10) **Dossiers that fail to comply with the dossier preparation guidelines WILL BE RETURNED to the unit to be corrected, with the possibility of delaying the process.**

The deadline for submission of this year's dossiers to Academic Affairs is **no later than 5:00 pm on Friday, February 17th, 2012** (please note this deadline is firm). Thanks for your cooperation. If you have any questions regarding these reminders, please contact Sara Eklund at 7-0732 or [sara.eklund@oregonstate.edu](mailto:sara.eklund@oregonstate.edu). Thank you.