

From: Warner, Rebecca
Sent: Tuesday, July 26, 2011 10:41 AM
To: Provost's Council; Chadwell, Faye; Inform-C02 (Academic/Research Heads/Chairs/Directors); Inform-C03 (Administrative Heads/Chairs/Directors)
Cc: Provost's Council Assistants; Cook, Kerrie; Haluzak, Sarah D; Nunnemaker, Vickie L; Higginbotham, Jack; Eklund, Sara; Spinrad, Rick
Subject: Revised P&T Guidelines

Revisions to the Promotion and Tenure Guidelines were approved by the Faculty Senate on April 14th, 2011 and approved by President Ray on July 6, 2011. Attached is a document which outlines these revisions. The Promotion and Tenure Guidelines are available at the following website: <http://oregonstate.edu/admin/aa/faculty-handbook-promotion-and-tenure-guidelines>.

These revisions are effective for the 2011-2012 promotion and tenure cycle. Please make sure individuals within your unit are aware of these revisions as well. If you have questions regarding these changes, please contact the Office of Academic Affairs.

Thank you,
Becky

Rebecca Warner
Senior Vice Provost for Academic Affairs
628 Kerr Administration
Oregon State University
541.737.0732 phone
541.737.3033 fax

The highlighted text indicates an addition; the strike-through text indicates a deletion.

***Approved Changes by Faculty Senate to
Existing Procedural Guidelines for Promotion and Tenure
April 14, 2011***

Approved by President Edward Ray on July 6, 2011

Initiation of the Recommendation

Tenure resides in the academic unit, which for most faculty will be the department. Final decisions on promotion and tenure are made by the Provost and Executive Vice President, but the primary responsibility for evaluating the candidate's performance and recommending promotion and tenure actions rests in the tenure unit and college. The supervisor of the tenure unit or a committee of faculty assigned this responsibility, in consultation with the candidate, will normally initiate the candidate's review for promotion and tenure. The supervisor of the tenure unit will also work in cooperation with any other supervisors to whom the faculty member reports. The candidate, however, always has the right to initiate the review. In either case, a complete dossier will be compiled by the candidate with assistance from the supervisor to assure proper format and inclusion of all necessary information, as given in the Dossier Preparation Guidelines at (<http://oregonstate.edu/facultystaff/handbook/dosguide.html>).

Tenure Unit Review and Recommendation

The strike-through sentence is to be deleted since it appears in the above section, last sentence.

The supervisor of the tenure unit and a promotion and tenure review committee formed from among the faculty within the unit will each independently evaluate the materials in the candidate's dossier. ~~Guidelines for dossier preparation and content are provided at <http://oregonstate.edu/facultystaff/handbook/dosguide.html>.~~ The supervisor and the committee will each independently recommend either for or against the candidate's promotion and/or tenure and provide the rationale for their decision in a formal letter.

Promotion And Tenure Review Committee

~~The supervisor and unit committee should review the dossier for completeness and check the format to be consistent with that described in the Dossier Preparation Guidelines. Dossiers that are incomplete or improperly formatted will be sent back to the candidate and unit supervisor.~~

The unit P&T committee is intended to be an independent voice of evaluation that is identified within the unit whose membership is determined by a transparent process approved by the tenured and tenure-track faculty within the unit. The committee shall be comprised of either the entire eligible faculty within the unit or an elected subset of these faculty, ~~excluding the unit supervisor.~~ The composition and size of the committee should provide fair and diverse faculty representation within the unit. The composition of the committee should also provide representation to effectively evaluate the areas of assignments identified in the candidate's position description, area of expertise, programs of study, location, etc. ~~The Committee should also review the dossier for completeness and check the format to be consistent with that described in the Dossier Preparation Guidelines.~~ Committees may include faculty at all ranks who can contribute to the discussion, but not every committee member may be eligible to vote. The committee must include at least three voting members. For fixed-term candidates being considered for promotion, only faculty members above the current rank of the candidate may vote. For tenured candidates being considered for promotion or untenured candidates being considered for both promotion and tenure, only tenured faculty members above the current rank of the candidate may vote. For untenured candidates being considered solely for tenure, only tenured faculty members at or above the current rank of the candidate may vote. If there are not enough faculty of the appropriate rank within the unit, members from outside of the unit will be elected by the tenured and tenure-track faculty to serve as voting members on the committee. Retired faculty (even those on 1040 assignments) are not eligible to vote at the tenure unit level.

The Supervisor's Role

In addition to the information available in the candidate's dossier, the supervisor will also consult the candidate's personnel file maintained in the unit. The supervisor's letter of evaluation will include a fair and balanced summary of performance relative to tenure and/or promotion considerations and is expected to include a summary of all solicited evaluations -- confidential and non-confidential -- received as part of a promotion and tenure review. The supervisor may include comments on any information in the candidate's file that is relevant to the evaluation of assigned duties, scholarship, collegiality, professional integrity, or willingness to accept and cooperate in assignments. If the individual serving in the unit chair/head role is on a 1040 assignment, he/she can write the supervisor's letter of evaluation.

Unit Letters of Evaluation of the Candidate

The letters from the supervisor and the promotion and tenure review committee are to evaluate the relative strengths and weaknesses of the candidate's performance. If the candidate reports to, or works closely with, more than one supervisor and more than one unit, letters from each supervisor and unit P&T committee should be included. These letters should comment on key points in the dossier and address all responsibilities identified in the position description, and provide a fair and balanced summary of summarize all peer and external solicited evaluations. External evaluators should be identified only by a coded key when their comments are cited from these confidential letters.

Report to the Candidate

The unit supervisor is required to meet with the candidate to share the outcomes of the unit reviews prior to the dossier being forwarded to the next level for review. The candidate has one week after receiving all unit level reviews to add a written statement regarding these reviews, to be included in the dossier.

Also, as stated in the Faculty Handbook (<http://oregonstate.edu/facultystaff/handbook/persrec.html>), should the faculty member request it, a faculty committee appointed and authorized by the Faculty Senate shall examine the contents of the faculty member's dossier to verify that all statements therein have properly summarized external evaluations. This review is to be completed and forwarded to the College at least two weeks prior to the scheduled completion of the College level review. This review becomes a part of the dossier at that time. The request by the candidate for this review must be submitted to the Faculty Senate within one week after receiving all unit level reviews.

In addition, at any time during the review process the candidate may withdraw

his or her dossier. 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.

College Review and Recommendation

The candidate's dossier – including the letters of evaluation and recommendation from the supervisor, the faculty committee, and the student or client representatives; together with the candidate's response to these evaluations, if added – is forwarded for review at the college level by both (i) a college P&T faculty committee and (ii) the dean of the college.

~~The college P&T committee shall be comprised of tenured college faculty members and may include department/unit chairs or heads. The college P&T committee is intended to be an independent voice of evaluation that is elected by tenured and tenure track college faculty. Colleges will determine term limits and frequency of elections. The size of the committee shall be decided within the college to provide fair and equitable faculty representation based on the diversity within the college. The committee shall have representation from multiple units within the college as well as members elected at large from the college.~~

Replace above paragraph with:

The college P&T committee shall be comprised of tenured college faculty members and may include department/unit chairs or heads. The college P&T committee is to be elected by tenured and tenure track college faculty. Colleges will determine term limits and frequency of elections. The size of the committee shall be decided within the college to provide fair and equitable faculty representation based on the diversity within the college. The committee shall have representation from multiple units within the college as well as members elected at large from the college. College P&T committee members, if a signatory of a unit level letter of evaluation, shall recuse themselves from votes on these cases. College-level processes must be consistent with these procedural guidelines.

~~The college faculty committee review should ensure that each dossier has been carefully and properly prepared, and that uniform or equivalent standards are applied to all candidates within the college. The reviewers at the college level are to determine whether the departmental-level letters of evaluation fairly assess the merits of the candidate's performance as documented in the dossier. College P&T committee members, if a signatory of a unit level letter of evaluation, shall recuse themselves from votes on these cases. College-level processes must be consistent with these procedural guidelines.~~

Replace above paragraph with:

The college faculty committee review letter shall provide: (i) an independent evaluation of the merits of the candidate as presented in the dossier, (ii) an opinion as to whether the departmental-level letters of evaluation fairly and uniformly assess the merits of the candidate's performance as documented in the dossier, and (iii) an assessment of the consistency of standards applied to all candidates in the college. In addition, the committee should check that each dossier has been properly prepared.