Promotions in rank and the granting of tenure are based on merit.

All academic employees must have a position description that describes their current duties. The position description should be maintained on file in the department. The purpose of this document is to create a common level of expectation between the individual employee, his or her supervisor, and any other group asked to evaluate the employee’s performance.

Candidates for promotion and tenure will be evaluated objectively for evidence of excellence in their performance of assigned duties and in their scholarship or creative activity. Each of these responsibilities will be documented in the dossier.

In addition to the annual Periodic Review of Faculty (PROF), all academic units will conduct mid-term intensive reviews for faculty on annual tenure-track appointments. The primary intent is to review progress toward indefinite tenure so that timely guidance can be extended to the faculty member.

Excerpted from P&T guidelines
2015 Addition to OSU Criteria for Promotion and Tenure

• Oregon State University is committed to maintaining and enhancing its collaborative and inclusive community that strives for equity and equal opportunity. All faculty members are responsible for helping to ensure that these goals are achieved.

• 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.

College of Agricultural Sciences
Position Descriptions

• See “Guidelines for Position Descriptions for Academic Employees”

• Clarity around assigned duties, scholarship and service expectations. (Including equity, inclusiveness, and diversity and student success elements.)

• The allocation of effort assigned to various duties (including service) should be specified as a percent of FTE, and should add up to 100%.

• The proportion of these duties that are expected to lead to scholarship or creative outcomes must be specified. The nature of the expected scholarship should also be specified.

• Should be reviewed annually and updated as appropriate.
Scholarship – 3 critical elements

• Intellectual or creative effort

• Validated by peers

• Communicated to audiences outside the university
Formal and Informal Mentoring

• Your department will establish a formal mentoring process for you

• Take it upon yourself to also set up an informal mentoring network

• Take advantage of opportunities offered by the College and University

• If you’re uncertain – ask!
Periodic Review of Faculty (PROF)

• PROFs with written evaluations will be done annually for faculty prior to their first promotion or tenure.

• Opportunity go get clear feedback about expectations and performance.

• Important to document any concerns or weaknesses and what needs to be done to address them.

• Guidelines: http://oregonstate.edu/admin/aa/faculty-handbook-faculty-records-and-periodic-review
Mid-term (3-year) review

- Mimics the P&T evaluation – dossier preparation, department review, supervisor letter, CAS P&T Committee review, Dean’s office review.

- Differences – external letters aren’t required, no provost’s office review

- Brings formal departmental and college reviews into the process; also helps trigger peer teaching review and client impact assessments in a more timely fashion.

- Guidelines are posted: http://oregonstate.edu/admin/aa/policy-mid-term-reviews-tenure-track-faculty
Dossier Development

• Familiarize yourself with OSU’s format for dossiers

• Get started early keeping track of activities and evaluations

• Dossier preparation guidelines:
  http://oregonstate.edu/admin/aa/faculty-handbook-promotion-and-tenure-guidelines#faculty
Promotion and Tenure Evaluation


- Tenure date is specified in your offer letter.