

# College of Agricultural Sciences Mid-term Review Guidelines and Timeline

The College's objectives are: 1) to have a systematic process in place for all departments; 2) to have the outcome of the third year review communicated to the faculty member three years prior to their tenure date; and 3) to have the CAS P&T committee formally evaluate all mid-term dossiers at the same time. (These guidelines and timelines reflect these objectives.)

<b>Tenure Review Year</b>	<p>Academic year ending three years prior to the candidate's tenure date as specified in their offer letter or as subsequently lengthened for extenuating circumstances.</p> <p>Faculty member prepares dossier, following the University's Mid-term Review guidelines. (<a href="http://oregonstate.edu/admin/aa/policy-mid-term-reviews-tenure-track-faculty">http://oregonstate.edu/admin/aa/policy-mid-term-reviews-tenure-track-faculty</a> ). It is important that the dossier be carefully prepared following the University's guidelines for preparing P&amp;T dossiers.</p> <p>The dossier is to be reviewed and evaluated at the departmental level. Written evaluations are provided to the faculty member. Letter assesses progress toward promotion and tenure, and recommends actions necessary by the faculty member to address any deficiency.</p>
<b>March</b>	<p>Dossiers are due in the Dean's office. Associate Dean does initial review of the dossier checking for completeness prior to forwarding dossier to the CAS Promotion and Tenure Committee.</p>
<b>April</b>	<p>College Promotion and Tenure Committee reviews the dossier and provides a written evaluation to the Dean.</p>
<b>May</b>	<p>The dean and/or appropriate associate dean will review College Promotion and Tenure Committee's evaluation of dossier. If the evaluation indicates good progress towards promotion and tenure, the associate dean will sign it and return it to the department to share with the faculty member.</p>
<b>May/June</b>	<p>If deficiencies are indicated in the dossier at either the departmental or the college level promotion and tenure level, a meeting with the faculty member will be convened. This meeting shall include the faculty member, department head, dean, and other appropriate administrators.</p>
<b>July</b>	<p>A letter summarizing outcomes of the meeting and recommendations for the faculty member, is drafted and signed by the faculty member, department head, and the dean or associate dean and placed in faculty member's personnel file.</p> <p>The complete policy and guidelines can be found at <a href="http://oregonstate.edu/admin/aa/policy-mid-term-reviews-tenure-track-faculty">http://oregonstate.edu/admin/aa/policy-mid-term-reviews-tenure-track-faculty</a></p>