Acknowledgement to Dr. Dan Edge for providing this presentation developed for Feb. 2021 workshop with recent updates.
Outline

• Promotion overview
• Eligibility
• Benefits
• Position descriptions
• Criteria for promotion
• Dossier development
• Process
Overview of Promotion

• FRAs, RAs and Instructors have 2 possible promotions

• FRA to Senior FRA I to Senior FRA II
• RA to Senior Research Associate I to Senior Research Associate II
• Instructor to Senior Instructor I to Senior Instructor II
Overview of Promotion

• Promotions are **based on merit** not years of service.

• Candidates for promotion 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.

• Faculty Handbook, *Promotion and Tenure Guidelines* provides detailed guidance on criteria, evaluations and process.

  • Take the time to read through this document!
2015 Addition to OSU Criteria for Promotion

• 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.

• Include Diversity, Equity and Inclusion statement in dossier
Eligibility

• FRAs, RAs and Instructors are eligible for promotion when both the following criteria are met:
  • At least 4 calendar years have lapsed since their initial hire or last promotion, and
  • Accumulated at least 3 FTE years of service.
  • The decision year can be counted as one of the years.

• Candidate can initiate the process when they believe their performance meets expectations for promotion.
  • Usually done in consultation with Department Head.
Benefits of Promotion

• 10% salary increase starting with next fiscal year
• Minimum of 2-year rolling contract
Position Descriptions

• All academic employees must have a position description that describes their current duties on file in the department.
• The PD creates a common level of expectation between the individual employee, his or her supervisor, and any other group asked to evaluate the employee’s performance.
Position Descriptions

• 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%.

• Instructors and FRAs frequently do not have scholarship expectations.
Periodic Review of Faculty (PROF)

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

• Opportunity to get clear feedback about expectations and performance.

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

• [OSU PROF Guidelines](#)
Criteria for Promotion--FRAs

• Have a graduate degree appropriate to the field in which the research activities are performed, or comparable educational or professional experience;
• Demonstrate a high level of competence, achievement, and potential in research, or serve effectively in a position requiring high individual responsibility or special professional expertise; and
• Demonstrate a high degree of initiative in research and leadership among research colleagues in the department, as documented in authorship, management responsibilities, and creative approaches to research.
• To Senior FRA II--a sustained record of exceptional achievement and evidence of professional growth and innovation in assigned duties.
Criteria for Promotion--RAs

• For Research Associates, guidelines and criteria for Faculty Research Assistants will be used.

• Have a graduate degree appropriate to the field in which the research activities are performed, or comparable educational or professional experience;

• Demonstrate a high level of competence, achievement, and potential in research, or serve effectively in a position requiring high individual responsibility or special professional expertise; and

• Demonstrate a high degree of initiative in research and leadership among research colleagues in the department, as documented in authorship, management responsibilities, and creative approaches to research.

• To Senior RA II--a sustained record of exceptional achievement and evidence of professional growth and innovation in assigned duties.
Criteria for Promotion--Instructors

- Have a graduate degree appropriate to the assigned duties, or comparable educational or professional experience;
- Have special skills or experience needed in the unit; and
- Have an exceptional record of achievement in the assigned duties.
- To Senior Instructor II--a sustained record of exceptional achievement and evidence of professional growth and innovation in assigned duties.
Dossier Components - **Dossier Guidelines**

1. **Cover page**—name, department and action requested
2. **Form A**—provides details of appointment, and a list of components.
   - Your unit Administrative Manager usually completes this
3. **Confidentiality Waiver** (optional)
4. **Position Description(s)**
5. **Candidate’s Statement**
   - 3-page max
   - Like a letter of application
   - Suggest you organize it relative to the criteria for promotion
Dossier Components - continued

6. Student or Client Letter of Evaluation (as appropriate)
7. Peer Review of Teaching (Instructors only)
8. Department P&T Committee Letter
9. Department Head Letter
10. Letter from Other Supervisors
11. College P&T Committee Letter
12. Dean’s Letter
13. CV—see examples noted earlier
14. Letters of Evaluation
15. Candidate’s Statement of Completeness
4. Other Assignments under Promotion CV

- Many (most) of the duties for FRAs and RAs and some duties for Instructors will be detailed in this section of the dossier.
- Substantial variation in “other duties” because frequently FRAs and RAs have positions that are unique to the lab they work in or to the faculty member they work with.
- Examples:
  - Hire, train and supervise field crews collecting data for research projects
  - Coordinate volunteer assignments
  - Manage analytical laboratory
  - Analyze data and prepare summaries for publications and presentations
  - Draft SOPs and other research compliance documents
  - Supervise husbandry of research animals
4. Other Assignments—general guidance

• Provide a brief (1-2 paragraph) description of what each duty involves.
• Target criteria for promotion: competence, achievement, special professional expertise, initiative, creative approaches, professional growth and innovation in assigned duties.
• Where appropriate provide lists or tables that document outputs.
• Examples:
  • List of employees hired, supervised by year
  • List of research projects supported by year
  • Number of service lab customers by year
  • Number of papers and presentations you summarized data for by year
  • Professional development or trainings you took (if not listed elsewhere)
CAS P&T Resources – CV for Dossier

• **CAS example CV for dossier:**
  - This example is for tenure track faculty, but contains all the parts
  - FRAs, RAs and Instructors would only contain some of the parts
  - See your department head for recent examples
• Consider using Digital Measures
• Get started early keeping track of activities and evaluations
• **Additional information on P&T from CAS**
Process

1. Starts in spring the year before the decision
   • Each department has its own schedule—ask department head
   • Need recent peer teaching review for instructors
   • Candidate assembles dossier—department head responsible for ensuring it meets standards
2. Candidate submits names of students (instructors only) and external reviewers (more on this next)
3. Dossier is sent to external evaluators (summer)
4. Department P&T, supervisor and department head letters due to dean’s office in December
Process continued

6. College P&T and dean’s letter due to Provost in early April
   • FRA, RAs and Instructors dossier stop at dean’s level
7. Candidates informed of promotion decisions in late April to mid-May
8. Provost hosts a reception near end of spring term—Yahoo!
9. Process provides for rebuttals
Two levels of input

1. Students write letters (4-12 letters depending on extent of candidate’s teaching duties, current and recent students) — candidate provides names to department head — ½ of the letters come from candidate’s list

2. Student committee letter (usually 4 current students, no COI)
   • Reviews teaching parts of dossier and summarizes input from the student letters
   • Candidate provides names for ½ of committee
Process continued

Client Input - Some FRAs

• Usually a survey is conducted, but could solicit letters
• ½ names provided by the candidate
• A committee should summarize the input
Process continued

External Evaluations

• Minimum of 4 letters of evaluation from outside the unit
• Candidate provides at least 2 names, no more than half
• Evaluators must be at or above rank you are seeking
• Well known teachers (tenure-track or instructors) are the best evaluators for instructors
  • Do not need to understand the discipline, but sometimes helps
• Faculty who employ FRAs are the best evaluators for FRA promotions
• Avoid Conflicts of Interest
  • Co-teachers
  • Co-authors
  • Collaborators
Digital Measures (rebranded to Faculty Success)

- Each faculty member has a secure profile in Digital Measures into which you enter your efforts and accomplishments.
- Used as your institutional repository for accomplishments.
  - Allows administrators to know what you are doing.
- Courses taught and electronic Student Evaluation of Teaching records are automatically entered into appropriate faculty profiles in Digital Measures at the end of each term.
Digital Measures (Faculty Success)

• Biosketches that specifically address the requirements of NIH and NSF can be created from your profile;

• A promotion curriculum vita template that meets the University requirements for the promotion and tenure dossier.

• The Periodic Review of Faculty (PROF)--create customized reports to meet those needs.

• Call or email Lucas Turpin: 541 713 3467; lucas.turpin@oregonstate.edu

• Short, specific training videos and documents http://digitalmeasures.oregonstate.edu/training

• Suggest you plan on ~15 minutes of updating a month.
Questions/Comments?