

College of Agricultural Sciences/Oregon Agricultural Experiment Station

PROFESSOR OF PRACTICE PROMOTION PROCESS

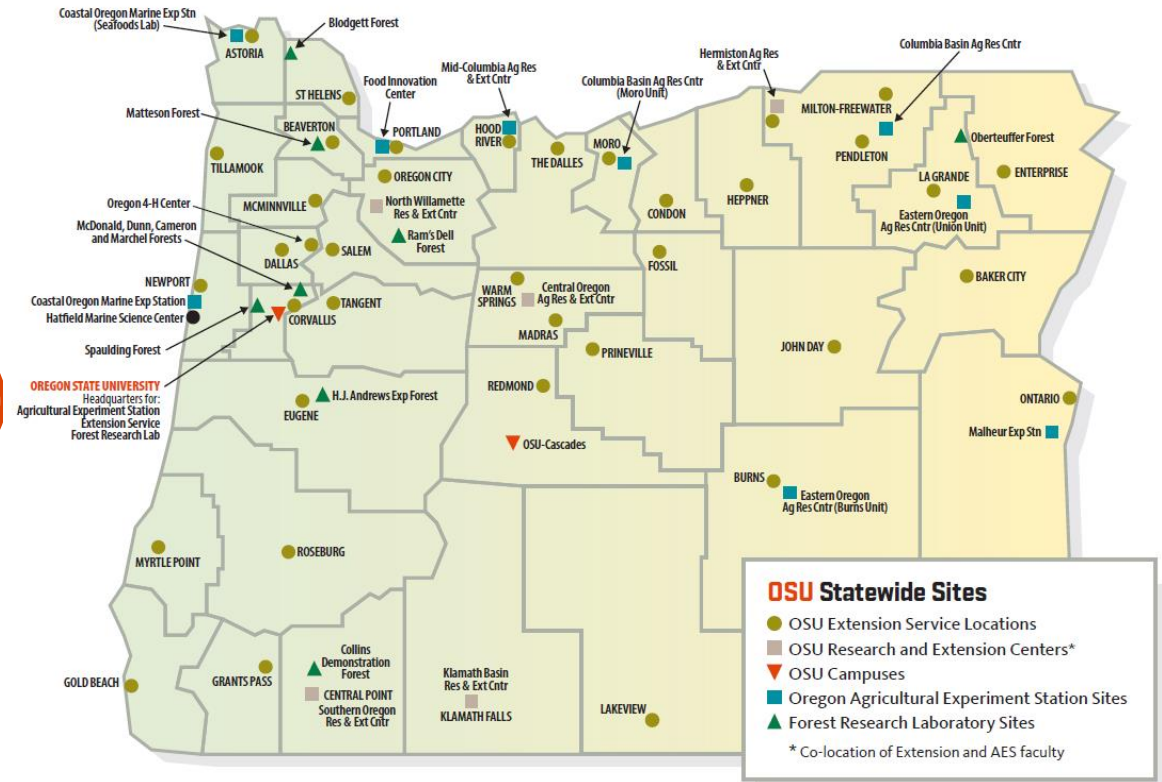
Acknowledgement to Dr. Dan Edge for providing this presentation developed for March 2021 workshop with recent updates.



**Oregon State
University**

Outline

- Promotion overview
- Eligibility
- Benefits
- Position descriptions
- Periodic Review of Faculty (PROF)
- Scholarship
- Criteria for promotion
- Dossier development
- Process



Promotion

- Professor of Practice position has 2 possible promotions
 - Assistant Professor of Practice to Associate Professor of Practice
 - Associate Professor of Practice to Professor of Practice



Promotion



- Promotions are **based on merit**, not years of service.
- Candidates for promotion are evaluated objectively for evidence of excellence in their performance of **assigned duties** and in their **scholarship or creative activity**.
- Each of these responsibilities should 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!**

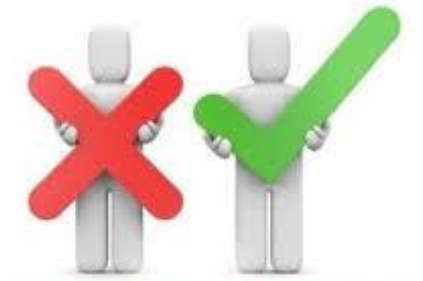
2015 Addition to OSU Criteria for Promotion

- 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
 - **CAS requires the Diversity section at the end of the CV.**



Eligibility

- Professor of Practice are eligible for promotion when:
 - At least 6 years have elapsed since the initial hire date or last promotion, and
 - Accumulated a minimum of 4.5 FTE years in service since their initial hire date or last promotion.
- In year 6 for 1st promotion (start process in yr 5)
 - But, no tenure clock
- From Associate to Professor
 - Usually takes 5-8 yrs for faculty to be ready - establishing a record of distinction.



ELIGIBLE OR NOT???

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](#)
- Provide clarity around assigned duties, scholarship and service expectations (Including equity, inclusiveness, and diversity and student success elements).
- Specify the allocation of effort assigned to various duties (including service) as a percent of FTE, and should add up to 100%.
- PoPs have 5-15% scholarship.

Periodic Review of Faculty (PROF)

- PROFs with written evaluations should be done annually for faculty prior to their first promotion.
- After promotion, at least once every 3 years.
- 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.



Scholarship & Creative Activity

- Scholarship and creative activity are understood to be **intellectual work** whose significance is **validated by peers** and which is **communicated**.
- Intellectual work in research, teaching, extension, service, or other assignments is scholarship if it is **shared with peers** in journals, in formal peer-reviewed presentations at professional meetings, or in comparable peer-evaluated forums.
- In certain positions, seeking **competitive grants and contracts** is an essential responsibility, and success in this endeavor—particularly when the grants are highly **competitive and peer-reviewed**— is a component of achievement in scholarship.

Scholarship & Creative Activity

Derived from many activities, including but not limited to:

- Research contributing to a body of knowledge;
- Development of new technologies, materials, methods, or educational approaches;
- Integration of knowledge or technology leading to new interpretations or applications;
- Work on steering committees, funding agency panels and editorships where the outcome is a **fundamental change in the field's direction.**

Forms of Scholarship for PoP- Peer Recognition

Emphasis on peer recognition = engaged scholarship

- Publication in peer-reviewed journals
- Novel community-based professional practice or research application, program development and innovation (organize forum/conference/website/curriculum to address emerging issues and reviewed/shared with peers) – **emphasize on outcomes and impacts**
- Authorship of extension publications, local or regional “practice”, book chapters, videotapes, other educational materials and electronic information delivery media = PACE
 - If it is peer reviewed before dissemination
 - Or show evidence of adoption and use by peers

Forms of Scholarship for PoP

- Invited presentations, poster and podium presentations, and published abstracts at state and national levels – with evidence of peer validation
- Documented impact due to local or regional adoption of practices developed through research activities
- Advising government agencies, industry, or professional groups
- Authorship of a patent in the faculty member's field
- **Examples of evidence of peer recognition** - Honorary degrees, awards recognizing community, professional and/or scientific achievements, and fellowship in national professional and/or scientific organizations

Mid-term Reviews

- Conducted at year 3
- Follows same process as the formal promotion process.
Except:
 - No external reviews
 - Review stops at dean's office
- Intended to give input on candidates trajectory for a successful outcome in 2 more years.



Criteria for Promotion for Professor of Practice

- Expected to demonstrate a balance of accomplishment and competence in community-related practice, teaching and educational development, scholarship, and service to the institution and profession.
- Should be knowledgeable in their field and establish a local, regional or national reputation as making significant contributions appropriate to the rank and discipline.



Criteria for Promotion from Assistant to Associate Professor

- Demonstrated effectiveness in teaching, advising, service, and other assigned duties;
- Achievement in scholarship and creative activity that establishes the individual as a significant contributor to the field or profession, with potential for distinction;
- Appropriate balance of institutional and professional service.



Criteria for Promotion from Associate Professor to Professor

- Distinction in teaching, advising, service, or other assigned duties, as evident in continuing development and sustained effectiveness in these areas, new and innovative teaching, curricular development, awards and recognition;
- Distinction in scholarship, as evident in the candidate's wide recognition and significant contributions to the field or profession;
- Exemplary institutional and professional service, and an appropriate balance between the two.



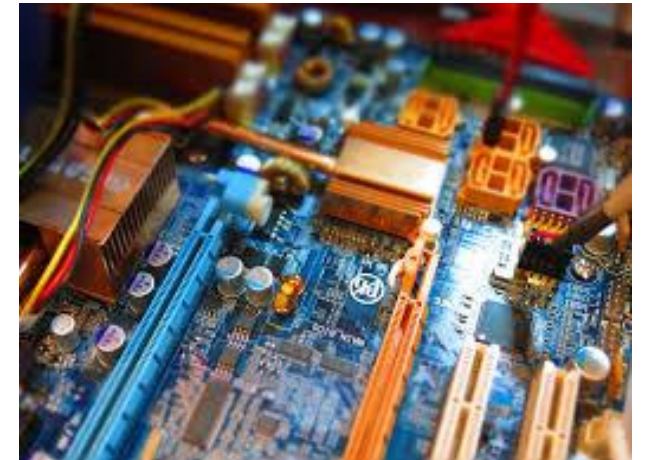
Dossier Components - Dossier Guidelines

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
7. Peer Review of Teaching
8. Department P&T Committee Letter
7. Department Head Letter
8. Letter from Other Supervisors
9. College P&T Committee Letter
10. Dean's Letter
11. CV—see examples noted earlier
12. Letters of Evaluation
13. Candidate's Statement of Completeness



CAS P&T Resources – CV for Dossier

- [CAS example CV for dossier](#)
- 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
 - Candidate assembles dossier—department head responsible for ensuring it meets standards
2. Candidate submits names of external reviewers (more on this next)
3. Dossier is sent to external evaluators (summer)
4. Department P&T 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 February
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



Process continued - **Client Input**

- Usually a survey is conducted, but could solicit letters (less common)
 - Your knowledge, service, job performance
- ½ names provided by the candidate
- A committee should summarize the input



Process continued - Peer Teaching Review

- At least one annual peer teaching review, in consultation with the immediate supervisor and department head.
- Use the form approved by your academic department.
- Department committee reviews input from individual PTRs and compiles a summary for the promotion reviewers (P&T Committee and External Reviewers).



Extension Faculty Teaching Evaluations

- Faculty with Extension should get CETs (Community Evaluation of Teaching) per year to assess teaching effectiveness. CET score is documented in Faculty Success (Formally Digital Measures).
- Number of CET evaluations required annually based on percent of FTE Extension appointment:
 - .75 to 1.0 Extension appointment - 3 teaching evaluations
 - .25 to .74 Extension appointment - 2 teaching evaluations
 - .0 to .24 Extension appointment - 1 teaching evaluation

Process continued - **External Evaluations**

- Minimum of 6 letters of evaluation from outside the unit
- Candidate provides at least 3 names, no more than half
- Evaluators must be at or above rank you are seeking
- Well known faculty with disciplinary knowledge or university administrators in discipline are best external evaluators
- Avoid Conflicts of Interest
 - Co-teachers
 - Co-authors
 - Co-PIs
 - Collaborators



Faculty Success

- Each faculty member has a secure profile in Faculty Success 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 Community Evaluation of Teaching records are automatically entered into appropriate faculty profiles at the end of each term.
- Shorten the impact statements you entered into DM for inclusion in your CV.



Faculty Success



- Biosketches that specifically address the requirements of NIH and NSF can be created from your profile;
- Promotion curriculum vita template that meets the University requirements for the promotion and tenure dossier can be generated.
- Create customized report to meet the need of Periodic Review of Faculty (PROF)
- Call or email Lucas Turpin: 541 713 3467; lucas.turpin@oregonstate.edu
- Short, specific training videos and documents
<http://digitalmeasures.oregonstate.edu/training>
- Suggest to plan on ~15 minutes of updating a month.

Questions/Comments?

