

PROFESSORIAL FACULTY PROMOTION & TENURE PROCESS

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CAS PROMOTION & TENURE WORKSHOP II,
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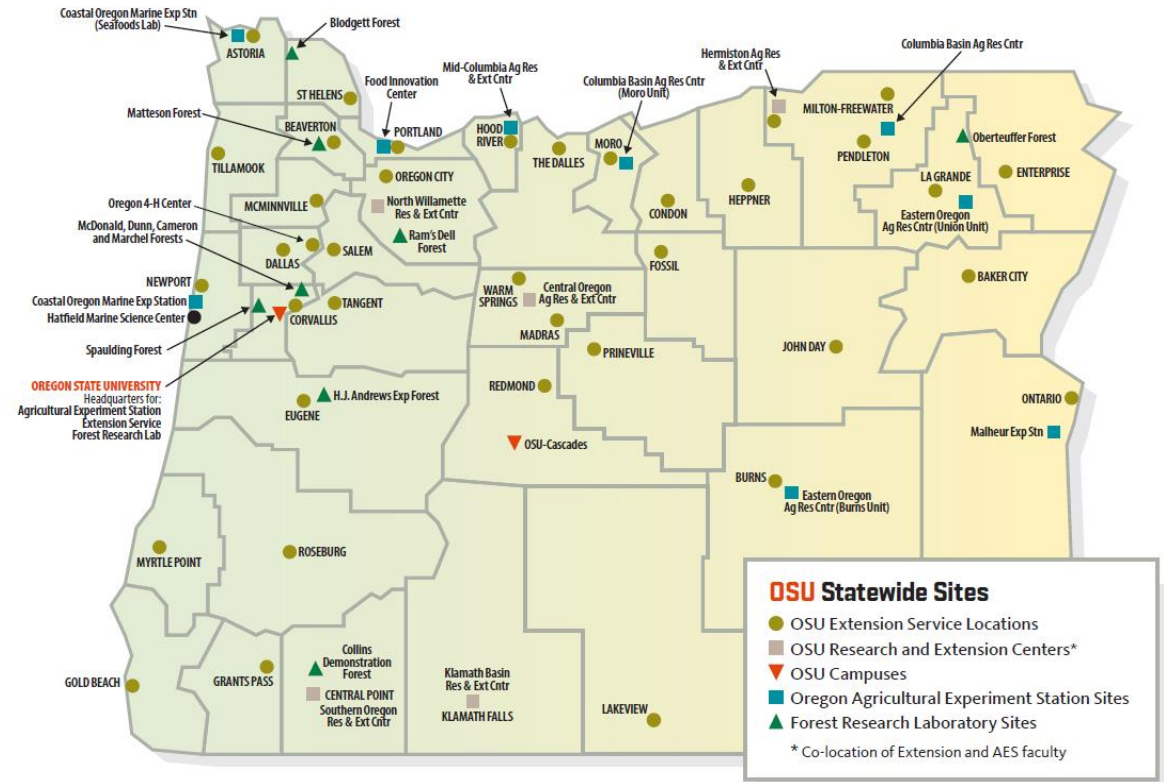
Acknowledgement to Dr. Dan Edge for sharing his slides used for the first series of CAS P&T workshop in 2021.



Oregon State
University

Outline

- Promotion overview
- Eligibility
- Tenure-clock extension
- Benefits
- Position description
- Scholarship & creative activity
- Criteria for promotion
- Dossier development
- Process



Promotion and Tenure

- Two possible promotions
 - Assistant Professor to Associate Professor
 - Associate Professor to Professor
- For tenure-track position, granting of indefinite tenure
 - Separate decision (vote)
 - Typically done at the same time as the first promotion



Promotion



- 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 should be documented in the dossier.
- Promotions are based on merit, not years of service.
- [Promotion and Tenure Guidelines](#) from Faculty Handbook provides detailed guidance on criteria, evaluations and process.
 - **Take the time to read through this document!**

Eligibility – Tenure-Track Position



- In year 6 for 1st promotion (start process in year 5)
 - See letter of offer for your date
- Early cases are possible, but rare - need to have record of accomplishment that is consistent with the normal schedule
- From Associate to Professor
 - Usually takes 5-8 yrs to be ready – allow times to establish a record of distinction

Eligibility – Professor (Sr. Research) and Professor of Practice



- When both of following conditions are met:
 - 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 year 5), but no tenure clock
- From Associate to Professor
 - Usually takes 5-8 yrs for faculty to be ready - establishing a record of distinction.

Tenure-Clock Extension

- Eligible faculty members can request a tenure clock extension due to leave taken under [FMLA](#) and/or extenuating circumstances (**which can be related to COVID-19 or other personal circumstances**).
- These requests will be reviewed on a case-by-case basis and will follow the normal process established for [tenure clock extensions](#).
- Request by completing [Tenure Clock Extension Request](#) form, email to faculty.affairs@oregonstate.edu and copy department head.
- Request should be submitted before June 1 of the calendar year.
- External reviewers are instructed to evaluate without bias as if the dossier represents a normal clock period

Benefits of Promotion and Tenure

- 10% salary increase starting with next fiscal year
- Sr. Research and PoP faculty
 - Minimum of 2-year rolling contract
- Tenure
 - Permanent job security
 - Protection for scholarly activities



Position Description (PD)



- All academic employees must have a *position description* that describes their current duties on file in the department.
- PD provides clarity around assigned duties, scholarship and service expectations (including equity, inclusiveness, and diversity and student success elements).
- PD creates a common level of expectation between the individual employee, their supervisor, and any other group asked to evaluate the employee's performance.
- The allocation of effort assigned to various duties (including service) should be specified as a percent of FTE, and should add up to 100%.
- Any position funded by AES at 20% or more, include "Serve as an investigator on a USDA-NIFA Hatch collaborative or Hatch multistate project."
- Scholarship: $\geq 15\%$, varies among position types

Scholarship & Creative Activity

- **Intellectual work** whose significance is **validated by peers** and which is **communicated to publics beyond the University**.
- Examples of scholarship and creative activity
 - 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.
- While seeking competitive grants and contracts is an essential responsibility, success in this endeavor, particularly when the grants are highly competitive and peer-reviewed, is a component of achievement in scholarship.

Scholarship - Peer Recognition

- Publication in peer-reviewed journals
- Novel community-based professional practice or research application, program development and innovation
 - organize forum/conference/website to address emerging issues and reviewed/shared with peers) – emphasize on outcomes and impacts
- Curriculum developed, shared with peers, and used by others (other institutes, etc.), practice adapted by others
- Innovative and creative activities (patents)
- Honorary degrees, awards, professional and/or scientific achievements, and fellowship in national professional and/or scientific organizations

Scholarship for PoP

- Invited presentations, poster 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 extension publications, local or regional “practice”, book chapters, videos, other educational materials and electronic information delivery media (PACE)
 - It is peer reviewed before dissemination
 - Show evidence of adoption and use by peers

Mid-term Reviews (Only for Tenure-Track and PoP)

- 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 candidate's trajectory for a successful outcome in 2 more years.



Criteria for Promotion from TT 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 Tenured 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.

Criteria for Granting Indefinite Tenure

- Tenure is granted to faculty members whose character, achievements in serving the University's missions, and potential for effective long-term performance warrant the institution's reciprocal long-term commitment.
- Tenure decision is based primarily on candidate's performance of teaching, advising, service, and other assignments and achievements in scholarship. Collegiality, professional integrity, and willingness to accept and cooperate in assignments are also considered.
- Separate vote from promotion decision.

Criteria for Promotion of 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.
- Expected to meet the same criteria for advancement in professorial rank as those with tenure-line appointments.
- Criteria for scholarship will adhere to the same standard expected of faculty with tenure-line appointments.

Criteria for Promotion of Fixed-Term Professorial Senior Research Faculty - **New**

- Effectiveness in conducting and disseminating research are essential criteria for appointment or advancement.
- Evidence of effectiveness is dependent on discipline and job responsibilities.
- All dossiers should also include evidence of contributions to the university's diversity, equity, and inclusion goals.
- Promotion to the rank of Associate Prof. is based on the evidence of
 - **achievement in scholarship and creative activity that establishes the individual as a significant contributor to the field or profession, with potential for distinction; and**
 - **commensurate with FTE allocation, demonstrated effectiveness in teaching, advising, service, and/or other assigned duties.**

Criteria for Promotion from Associate Professor to Professor (Sr. Research) - **New**

- distinction in scholarship, as evident in the candidate's wide recognition and significant contributions to the field or profession; and
- commensurate with FTE allocation, sustained effectiveness in teaching, advising, service, and/or other assigned duties.

Dossier Components - Dossier Guidelines

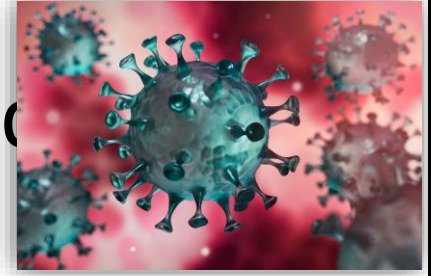
1. Cover page—name, department and action requested
2. Form A—provides details of appointment, and a list of components.
Your unit Administrative Manager usually completes this.
3. Waiver of Access (optional)
4. Position Description(s)
5. Candidate's Statement
 - 3-page max
 - Like a letter of application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



Updated DEI Requirement under Candidate's Statement

- PART A: The candidate must include a statement (three-page maximum, single-spaced, 12- point font, one-inch margins) that addresses the individual's contributions in their primary assigned duties (e.g., teaching and advising; scholarship and creative activity; service and/or other assignments), including DEI. DEI efforts can be reported in the context of position duties as applicable or as a separate category.

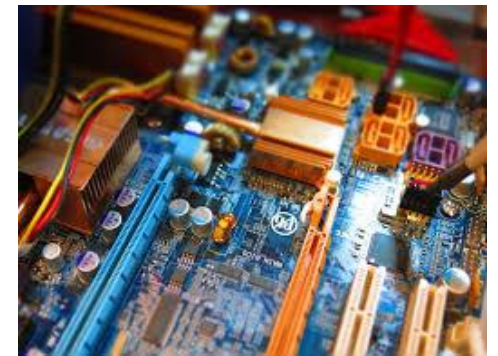
Optional COVID-19 Impact Statement Under Canceled Statement



- Optional COVID-19 impact statement as Part B of Candidate Statement.
- One page maximum with 12 point font, 1-inch margins.
- Examples of impact
 - personal circumstances
 - lack of access to research facilities and sites
 - inability to collect data
 - publication delays, cancelled conferences and seminars, or other circumstances.
- Allow a 4-page candidate statement with impacts integrated throughout.

Dossier Components - continued

6. Student Evaluation
7. Client Evaluation (Extension faculty)
8. Peer Review of Teaching
9. 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. [Dossier CV](#)
12. Letters of Evaluation
13. Candidate's Statement of Completeness



Updated Language on DEI in P&T

- Oregon State University is committed to maintaining and enhancing a culture and environment that promotes diversity, equity, inclusion (DEI). As a land grant institution, OSU's mission contributes to the prosperity of communities in Oregon, the nation and the world through teaching, research, extension and engagement, service, and other scholarly and creative activities. DEI is embedded in OSU's mission and values and all faculty members are expected to contribute to this aspect of the University's mission.
 - To that end, faculty members' DEI efforts must be reported in promotion and tenure dossiers and evaluated during review processes. Contributions can be made through any of a faculty member's responsibilities, whether teaching and advising, research, extension and engagement, service, or other scholarly and creative activities. Examples of the varied ways OSU faculty members have engaged in DEI efforts can be found in the OSU Resource Guide for Planning and Reporting DEI Activities for P&T.
- * CAS dossier requires "F. Diversity, Equity and Inclusion": summarize all DEI activities/efforts, outcomes and impacts.

CAS P&T Resources

- CAS updated promotion and tenure dossier CV templates
 - [Professorial Faculty](#)
- Consider using Faculty Success
- 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 is responsible for ensuring it meets standards**
2. Candidate submits names of external reviewers
3. Dossier is sent to external evaluators (usually in summer)
4. Department P&T and department head letters due to dean's office in late November
5. College P&T and dean's letter due to Provost in early February
6. Candidates informed of promotion decisions in mid-May
7. Provost hosts a reception near end of spring term
8. Process provides for rebuttals

Client Input

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



Student Teaching Evaluations

Two levels of input

1. Students' 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

Peer Review of Teaching

- [CAS Guidelines for Peer Evaluation of Teaching](#)
 - Non-tenure track faculty should undergo evaluation at least once every 3 years; with a minimum of two evaluations before consideration for promotion.
 - Non-tenured assistant professors and associate professors will undergo peer evaluation of teaching at least twice prior to submitting their dossier for promotion and tenure. An exception can be made if a faculty member goes up early for promotion and tenure.
 - Tenured associate professors should be evaluated at least once every 5 years; with a minimum of one additional evaluation before consideration for promotion to full professor.
- 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.
- 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

External Evaluations

- Minimum of 6 letters of evaluation from outside
- 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
 - Former advisor or advisee



Faculty Success



- Each faculty member has a secure profile in Faculty Success into which you enter your efforts and accomplishments.
- Courses taught and electronic Student Learning Experience (SLE) (formerly referred to as SET) records are automatically entered into appropriate faculty profiles in Faculty Success at the end of each term.
- A promotion CV template that meets the University requirements for the promotion and tenure dossier.
- Short, specific training videos and documents
<https://digitalmeasures.oregonstate.edu/training>
- Support person: Adam Schaeffer adam.schaeffer@oregonstate.edu