

College of Agricultural Sciences/Oregon Agricultural Experiment Station

# TENURE TRACK AND RESEARCH FACULTY PROMOTION PROCESS

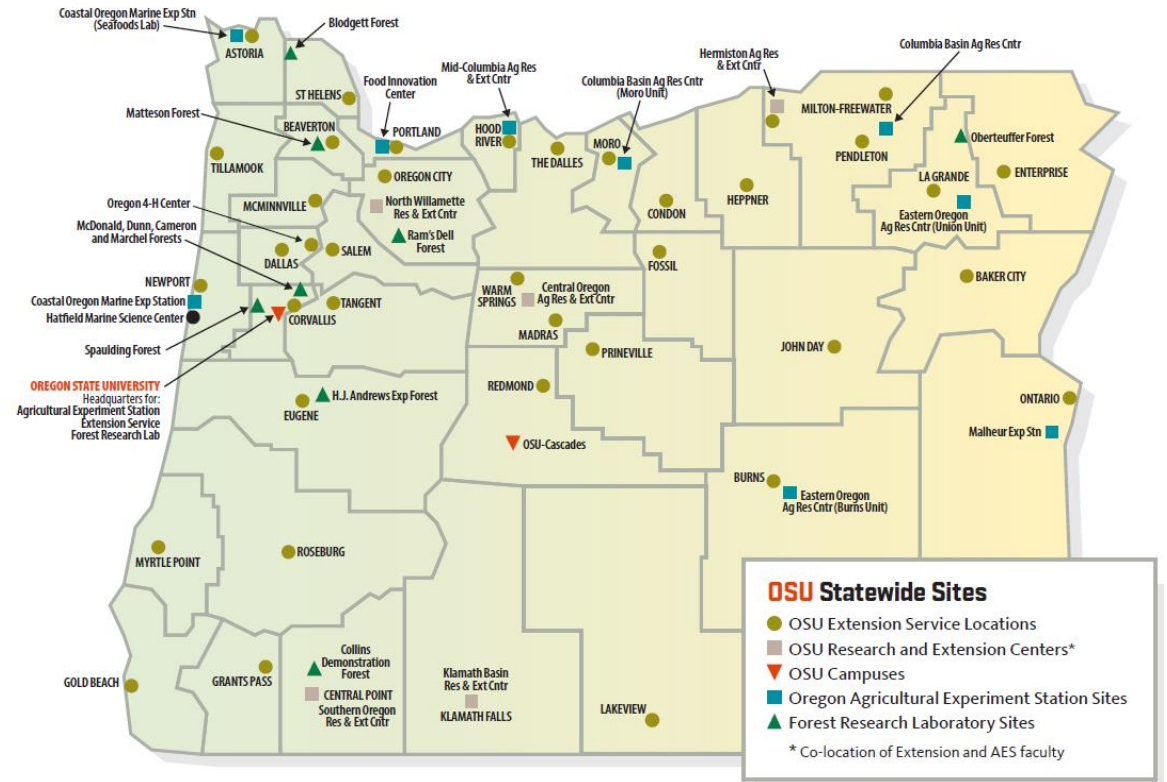
**Acknowledgement to Dr. Dan Edge for providing this presentation developed for April 2021 workshop with recent updates.**



**Oregon State  
University**

# Outline

- Promotion overview
- Eligibility
- Tenure-clock extensions
- Benefits
- Position descriptions
- Periodic review of faculty (PROF)
- Scholarship & creative activity
- Criteria for promotion
- Dossier development
- Process



# Promotion and Tenure

- Tenure-track and research positions have 2 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



- 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.
- Promotion and Tenure Guidelines from Faculty Handbook 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



ELIGIBLE OR NOT???

- In year 6 for 1<sup>st</sup> promotion (start process in yr 5)
  - See letter of offer for your date
- Early cases are possible - need to have record of accomplishment that is consistent with the normal schedule
- Typically, after at least 4 years in rank for promotion to Professor
  - This is based on establishing a record of distinction and usually takes 5-8 yrs for tenure track faculty to be ready.

# Tenure-Clock Extensions



- COVID-19 Extension
  - If due to go up for 2023 cycle or later you have until 1 May 2022 to request an extension.
  - Complete and submit [this form](#) via email to the Office of Faculty Affairs at [faculty.affairs@oregonstate.edu](mailto:faculty.affairs@oregonstate.edu)
- Other extenuating circumstances (illness, childbirth, catastrophe)
  - Request via email as above (without form), copy department head
- 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
- Tenure
  - Permanent job security
  - Protection for scholarly activities





# 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, their 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).
- 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

# 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.
- Competitive grants and contracts

# 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.

# Mid-term Reviews (Only for Tenure-Track Faculty)

- 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 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.
  - Also expect leadership in service.





# Criteria for Granting Indefinite Tenure

- 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.
- Granting of tenure is more significant than promotion in academic rank.
- Separate vote from promotion decision.

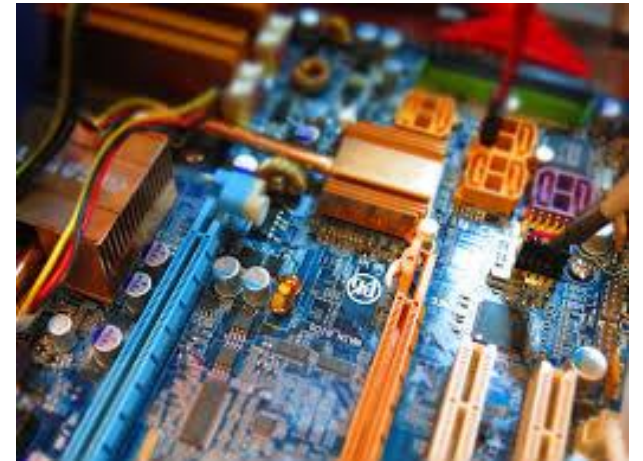
# Dossier Components - Dossier Guidelines

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

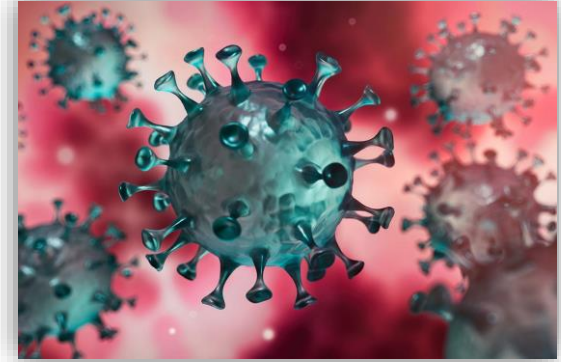
6. Student or Client Letter of Evaluation
7. Peer Review of Teaching
8. Department P&T Committee Letter
7. Department Head Letter
8. Letter from Other Supervisors
9. College P&T Committee Letter
10. Dean's Letter
11. CV—see examples noted earlier
12. Letters of Evaluation
13. Candidate's Statement of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

# COVID-19 Impact Statement



- University provided an optional COVID-19 impact statement as Part B of Candidate Statement.
- One page maximum with 12 point font, one inch margins.
- Allow a 4-page candidate statement with impacts integrated throughout.
- No update yet.
- [CAS guidelines on impact statements](#) for annual evaluations

# 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
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
- ½ names provided by the candidate
- A committee should summarize the input





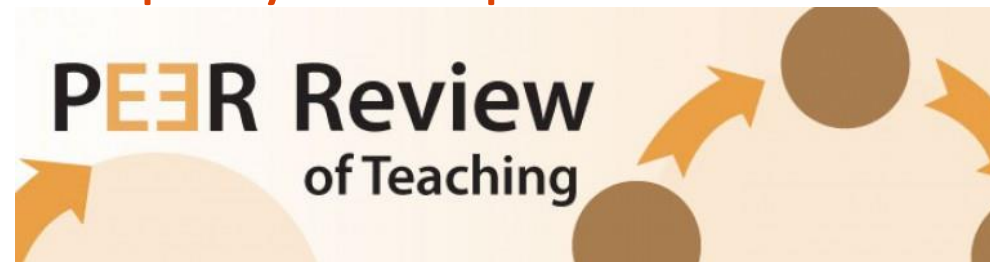
# Process continued – Student Teaching Evaluations

## 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 - Peer Teaching Review

- Follows college or department guidelines
- Department committee reviews input from individual PTRs and compiles a summary for the promotion reviewers (P&T Committee and External Reviewers).
- Faculty with Extension appointment should get CETs per year to assess teaching effectiveness. These should be input into Digital Measures (see [Community Evaluation of Teaching](#)).
- Number of CETs per year depends on Extension FTE.



# 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



# Digital Measures (Rebranded 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 Community Evaluation of Teaching records are automatically entered into appropriate faculty profiles in Digital Measures at the end of each term.
- You will need to edit to shorten the impact statements you entered into DM for inclusion in your CV.



# 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](mailto: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?

