

## **Tenure and Promotion Process Workshop**

**Wednesday, August 30, 2017 // 9:00am – 11:30am //**  
**Regents/Associates Room**

<b>Time</b>	<b>Event</b>
9:00 – 9:50am	Introduction to Tenure and Promotion Process and TPS: Online Evaluation System <a href="#">[PPT]</a>
9:50 – 10:00am	Break
10:00 – 10:10am	Welcome
10:10 – 10:30am	Quick Overview (for those joining at 10:00am)
10:30 – 11:30am	Q&A

# Tenure and Promotion

University of Oklahoma, August 2017

## Review of the Process and Timeline



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# Tenure

## Faculty Handbook

3.7.4 --- The choices that the University makes in granting tenure are crucial to its endeavors toward academic excellence. A decision to grant tenure must reflect an assessment of high professional competence and performance measured against national standards. Tenure should never be regarded as a routine award.

Above all else, it is essential to any recommendation that tenure be granted that the faculty member has clearly demonstrated scholarly attainment, primarily but not exclusively through teaching and research or creative/scholarly activity.



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# Promotion

## Faculty Handbook

### 3.13.3 Advancement in Rank

- Decisions to promote a faculty member must be made in light of a thorough evaluation of his or her performance in all the areas of faculty activity.
- The candidate's performance is judged by all recommending parties against the academic unit's written statement of criteria for promotion to the rank in question, the approved written assignment for the candidate, and any special conditions pertaining to the candidate's appointment.
- Service in a given rank for any number of years is not in itself a sufficient reason for promotion.
- Promotion should indicate that the faculty member is of comparable stature with others in his or her field at the same rank outside the University.



## Ranked Renewable Term

### Promotion to Associate or Full

- Clear guidelines for evaluation
- Selection of External Reviewers
- Clarification of workload distribution (Teaching, Research, and Service)
- Selection of External Reviewers

## Split Appointments

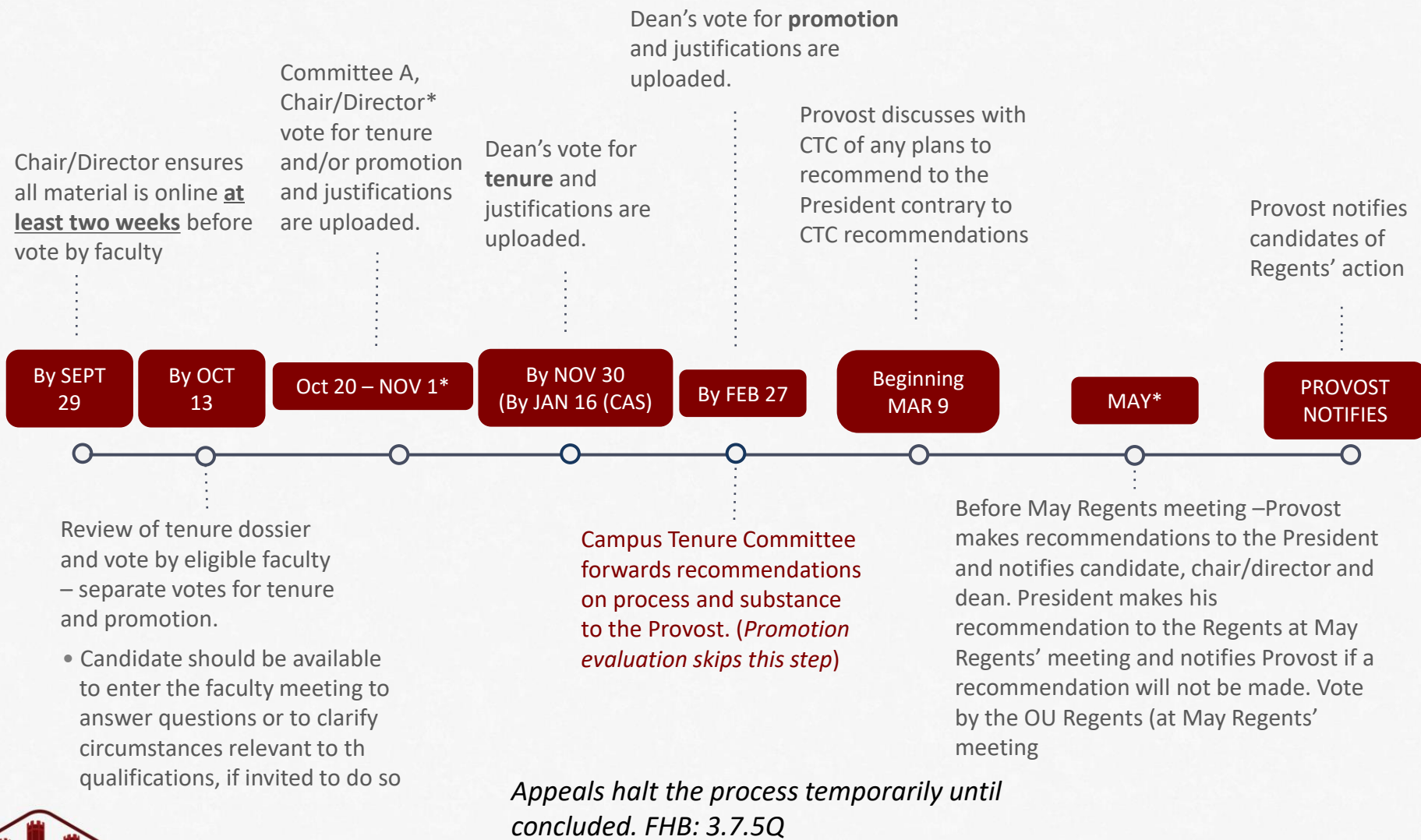
### Tenure and/or Promotion

- Administrative Home Unit
  - Responsible from coordination with the other unit
- Clear guidelines on performance evaluation, PTT
- Clear guidelines and understanding of the tenure and promotion process
- Selection of external reviewers





## Year 6 (\*steps when the candidate is notified of the decision)



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# More Information on External Evaluators

- At least three confidential letters of evaluation are required.
- Units usually require more letters – Reviewers should have no close academic or personal connections with the candidate.
- Letters should provide an independent, unbiased evaluation of the candidate's scholarly attainment.
- Chair and/or Committee A solicit names from the candidate, add other names to the list and select final list of evaluators .
- If a candidate has a very specialized field of expertise, one or two evaluators with a close professional connection may be included.



# Recommendations

- Tenure and Promotion evaluations use the same dossier but are **two separate evaluations.**
- Those who are eligible to vote can vote:
  - *Grant*
  - *Deny*
  - *Abstain*
- Voting faculty do not write a justification statement.
- Committee A, Director, Dean, Campus Tenure Committee attach supporting document for their recommendation on the on-line system.





THESE ARE ENTIRELY FICTIONAL CASES TO ILLUSTRATE THE PROCESS

#### TENURE - 25 CANDIDATES

CANDIDATE	COLLEGE	DEPT/ SCHOOL	CURRENT RANK	YRS AT RANK	FACULTY VOTE*	COMMITTEE A VOTE*	CHAIR/ DIRECTOR	COLLEGE ADVISORY COMM***	DEAN	CTC VOTE** RE UNIT PROCESS	CTC VOTE** RE UNIT SUBSTANCE	PROVOST
John Doe	Fine Arts	Music	Assistant	6	7-5-1-0-0	2-1	G	N/A	G	A-9-0-0-0-0	G	G
Mary Joe	CAS	English	Assistant	6	12-0-0-0-0	3-0	G	8-0-0-1-0	G	A-9-0-0-0-1	G	G
Jane Smith	Domineering	Happy Life	Assistant	6	4-6-0-0-0	1-2	D	4-5-0-0-0	D	A-9-0-0-0-2	D	D

\*Votes Recorded: Grant/Deny/Abstain/Unavailable/Ineligible (recused advisory committee member=ineligible)

A= Approve

\*\*CTC votes whether to approve the unit's process and whether to approve the unit's recommendation.

\*\*\* Some colleges do not have advisory committee

Grant - a vote to grant tenure

Deny - A vote to deny tenure

Abstain - Faculty member has reviewed the dossier but decides not to cast a vote

Unavailable - Faculty member is not available for vote

Ineligible - Faculty member recuses him/herself - e.g nepotism

#### PROMOTION- 35 CANDIDATES

CANDIDATE	COLLEGE	DEPT/ SCHOOL	PROMTION TO RANK	YRS AT RANK	FACULTY VOTE*	COMMITTEE A VOTE*	CHAIR/ DIRECTOR	COLLEGE ADVISORY COMM*	DEAN	PROVOST
John Doe			Associate	5	8-4-1-0-0	2-1	G	N/A	G	G
Jane Smith			Associate	6	3-7-0-0-0	1-2	D	4-5-0-0-0	D	D
George D.			Professor	8	15-1-0-0-0	3-0	N/A	N/A	G	G



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# What Goes in the Dossier

## Part 1

### •Chair

- 1.1 Criteria for evaluating faculty (from department Policy Manual)
- 1.2 If any revisions to the criteria – explain
- 1.3 Original letter of appointment (any modifications to dates, etc.)
- 1.4 Annual progress towards tenure letters
- 1.5 Post tenure reviews (for promotion to full only)
- 1.6 Summary reports of annual faculty evaluations

### •Candidate

- 1.7 CV
- 1.8 Teaching data (philosophy; classes; sizes; STE; Peer evals; letters of support from past or current students and examples of student work (optional)
- 1.9 Research/Creative activity data (philosophy; pubs; internal and external funding
- 1.10 Service data (philosophy; list of activities – prof, univ, college, dept, comm)
- 1.11 Appendix (optional)



## Part 2

### •Chair

- 2.1 Selection narrative for external evaluators
- 2.2 Description of external evaluators
- 2.3 CV from external evaluators
- 2.4 Letters sent to the reviewers
- 2.5 Materials sent to the reviewers
- 2.6 Confidential letters received from the external reviewers

## Part 3

### •Chair

- 3.1 Unit Procedures
- 3.2 Recommendations of faculty concerning tenure and/or promotion  
(recommendation for tenure; list of eligible voting faculty; recommendation for promotion; list of eligible voting faculty)
- 3.3 Recommendations of Com 'A'
- 3.4 Recommendations of the Chair/Director



# The Discussion/Voting and issues of Confidentiality

- Discussion (after at least 2 weeks that the dossier is available) Candidate is not present during the discussions but is available for clarifications.
- Voting options are grant/deny/abstain for tenure and for promotion, separately. Secret paper ballots are cast and Com 'A' and the Chair (or their designate) count the ballots.
- Com 'A' meet separately and also vote to grant/deny/ for tenure and for promotion, separately. Com 'A' also submits a written explanation of their decision.
- The Chair also votes to grant/deny/ for tenure and promotion separately and submits a written explanation of their decision.
- The external letters, the votes, justifications of the decisions are confidential by the university to the extent that they are permitted to do so by law.



# Campus Tenure Committee (CTC)

Reviews the process and substance upon which tenure recommendations to the Provost are made. The goal is to assure a fair review of tenure decisions across the University

- CTC convenes between December and March.
- CTC members review all applications for tenure.
- CTC sends, if necessary, requests to the Colleges for additional detail.
- Upon completion of its independent review, the CTC crafts letters to the Provost detailing its recommendations regarding tenure decisions.





# Process v. Substance

- CTC is primarily concerned with whether the process, outlined in the Unit's (College's) tenure and promotion guidelines, has been observed in all stages for tenure review.
  - Annual PTT letters
  - Committee A Involvement
  - Selection of External Reviewers
- Substance will be considered to the extent that recommendations do not match the documentation provided in the dossier.



# Common Issues

- Missing documentation
  - PTT and annual reviews that are not all included or not done.
  - Letters of justification missing.
  - Can't open the files.
- Selection of external reviewers
  - Scholarship or connection to the candidate
- Lack of clarity of tenure and/or promotion standards at the Unit or College level.
- Treatment of Provost-permitted extensions as a modification of the tenure timeline.
- Forms not used



# On-line T/P System

- Demo of the T/P System
- [tps.ou.edu](https://tps.ou.edu)



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