

# Tenure and Promotion

University of Oklahoma, August 2018

## Review of the Process and Timeline



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*Senior Vice President & Provost*

# Agenda

## Agenda

9:00 – 9:15	Welcome
9:15 –10:00	Overview of the Tenure and Promotion Process
10:00 –10:10	Break
10:10 –10:30	Quick Review of the TPS: Online Evaluation System
10:30 –11:30	Q&A



# 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 approved, written 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.



## Ranked Renewable Term

### Promotion to Associate or Full

- Clear guidelines for evaluation
- Selection of external reviewers
- Clarification of workload distribution (teaching, research, and service)

## Split Appointments

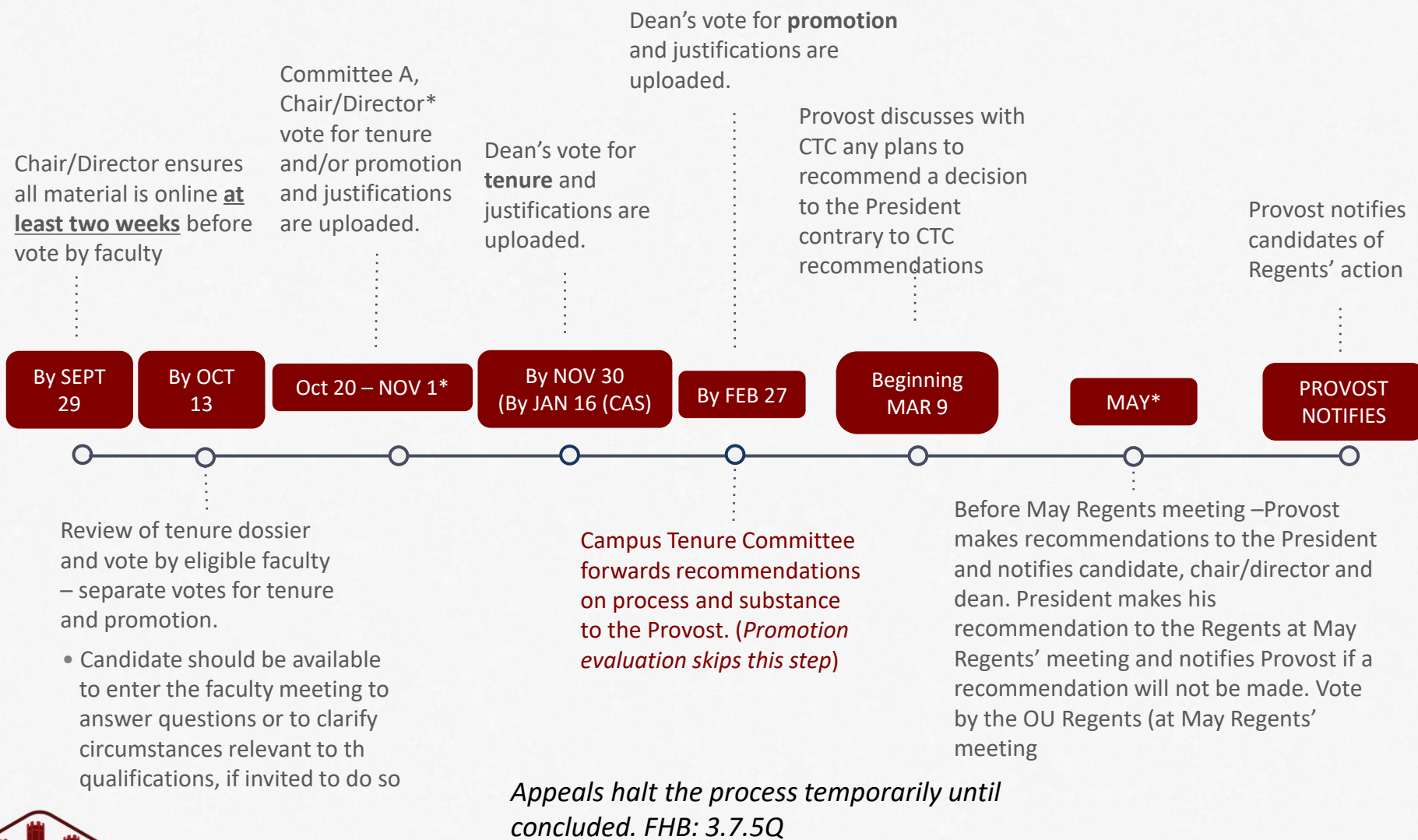
### Tenure and/or Promotion

- Administrative home unit
  - Is responsible with coordination from 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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# What Goes in the Dossier Part 1

## Part 1

### •Chair

- 1.1 Criteria for evaluating faculty (from department personnel policy)
- 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; syllabi; classes; STEs; peer evals; independent studies; letters from students, and professional development activities)
- 1.9 Research/Creative activity data (philosophy; pubs/reports/productions; internal and external funding; professional development activities)
- 1.10 Service data (philosophy; list of activities – depart, college, univ, prof, comm)
- 1.11 Appendix (optional)



# External Evaluators

- At least three confidential letters of evaluation are required.
- 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.
- 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.





# The Dossier Part 2

## 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 external evaluators

2.5 Materials sent to the external evaluators

2.6 Confidential letters received from the external reviewers



# Discussion/Voting

- Discussion and vote (at least 2 weeks after the dossier is available)
- Voting options are grant/deny/abstain for tenure and for promotion, separately by secret paper ballots
- Committee A meets separately and also votes to grant/deny for tenure and for promotion. Committee A submits a written explanation of their decision
- The Chair votes to grant/deny tenure and promotion and submits a written explanation of their decision
- The external letters, the votes, justifications of the decisions remain confidential to the extent that they are permitted to do so by law



# The Dossier Part 3

## 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 Recommendation of Committee A

#### 3.4 Recommendation of the Chair/Director

- Dean adds recommendation to tenure materials



# 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
- Upon completion of its independent review, the CTC crafts letters to the Provost detailing its recommendations regarding tenure decisions



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# 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 of the tenure review.
  - Annual PTT letters
  - Committee A involvement
  - Selection of external reviewers
- Substance is focused largely on the extent to which the unit criteria are clear and the evidence that the candidate has met the unit's benchmarks.





# Decision Chart

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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# Common Issues

- Missing documentation
  - PTT and annual reviews that are not all included or not done
  - Letters of justification missing
- Lack of clarity of tenure and/or promotion standards at the unit or college level
- Lack of clarity of PTT letters
- Selection of external reviewers
  - Scholarship or connection to the candidate
- Treatment of Provost-permitted extensions as a modification of the tenure timeline
- Justifications for Committee A recommendation and Chair recommendation lack appropriate information



# On-line T/P System

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



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