




*The UNIVERSITY of OKLAHOMA®*  
*Office of the Senior Vice President and Provost*

**POLICY APPROVAL**  
**Department of Economics**

**Policy Document:** Department of Economics Policy for Faculty Evaluation for Tenure and Promotion to Associate Professor

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Department of Economics  
Policy for Faculty Evaluation for Tenure and Promotion  
to Associate Professor

I. Introduction

The University and the Department of Economics department seek excellence in teaching, research and service to achieve their goals of educating students, making contributions to knowledge, and serving the state and community. Faculty play a central role in realizing these functions by contributing their unique expertise and competence to the department, the University and their professional community. The Department of Economics recognizes that faculty will make differential contributions to these three functions due to the interdisciplinary nature of some faculty assignments, and the stage of a faculty member's career. The Department of Economics evaluation policies must be sufficiently flexible to accommodate these individual differences yet produce an economics faculty that collectively achieves excellence in meeting departmental, college and University needs.

This document provides the policies of the Department concerning both promotion to Full Professor and tenure and promotion to Associate professor. In each case the Economics Department policy of the process is separated from the criteria for a positive evaluation. The department process is controlled by University and College policies. Specifics of these matters are provided in the following documents, which can be found on the following websites:

1. Tenure and Promotion Guidelines set by the Faculty Handbook and by the Provost's Office.  
<http://www.ou.edu/provost/pronew/content/memorand.html>
2. College of Arts & Sciences Procedures and Timetables for Tenure and Promotion.  
[casweb.ou.edu/home/administration/forms/forms.html](http://casweb.ou.edu/home/administration/forms/forms.html)
3. College of Arts & Sciences Tenure and Promotion Dossier Checklist.  
[casweb.ou.edu/home/administration/forms/forms.html](http://casweb.ou.edu/home/administration/forms/forms.html)

II. Evaluation of Tenure Track Faculty for Tenure and Promotion to Associate Professor:  
Criteria

The department of Economics expects that successful candidates for tenure will be significant contributors to the department with respect to research, teaching, and service.

A. The successful candidate must demonstrate competence in research. This competence includes all of the following:

1. Demonstration of sustained research productivity as shown by publications in refereed economics journals. While quantity is important, the main emphasis is on the quality of publications.
2. Demonstration of independent research skills as evidenced by solo authored refereed publications and a varied pattern of co-authorship if co-authored papers are a significant part of the research portfolio.
3. Significant prospects of strong post-tenure research productivity as evidenced by high quality working papers and a clear agenda for future work.
4. Evidence that the candidate has established a nationally recognized research program.

B. The successful candidate must also demonstrate competence in teaching. This includes all of the following:

1. Good performance in the classroom as evidenced by student evaluations and peer evaluations. The quality of teaching input and class organization and management will also be considered.
2. Working with graduate students as members (not chairs) of dissertation committees.

C. While the tenure decision is largely based on research and teaching, service also plays a role. Examples of such service include, but are not limited to, serving on departmental committees and refereeing articles for scholarly journals.

### III. Evaluation of Tenure Track Faculty for Tenure and Promotion to Associate Professor: Process

#### A. Annual Performance Report

Each tenure track member of the Economics Department completes the annual review form specified by the College of Arts and Sciences and appends copies of teaching evaluations, publications, citations, a current vita and mini-

vita. This form may be modified by the department, but must retain all items required by the College. Committee A and the Chair reviews these and ranks them on the Provost's one to five point scale form. The results of this review are sent to each person and an opportunity for a response is provided.

B. Annual Progress Toward Tenure Letter

Annually, each tenure track faculty member receives a Progress Toward Tenure letter from the chair specifying the strengths and weaknesses of his/her cumulative performance as measured against the criteria for tenure. The Progress Toward Tenure Letter is then sent to the Dean of the College of Arts & Sciences.

C. Annual Performance Review Meeting

The Progress Toward Tenure Letter and the Annual Evaluation are reviewed orally in a meeting of the tenure track faculty member with Committee A. This meeting is to provide an opportunity for discussion of the possible strategies that can be taken in order to achieve a positive result in the tenure decision.

D. Third Year Review

During the third probationary year (or, for candidates who join the faculty with prior service or who have had their tenure clock delayed, at a time specified by the Chair in writing at the time of hiring or at the time of a University approved adjustment to the tenure clock), performance of faculty members on probationary appointment will be reviewed by the tenured faculty of the department. A dossier will be provided by the tenure track member at the end of the Fall semester of the candidate's third year in probationary status for review the following Spring semester. The candidate's dossier will include all publications, and material pertinent to evaluate teaching and service.

After review of the candidate's dossier, the tenured faculty of the Economics Department will meet and make one of the following recommendations through secret ballot:

- Recommend reappointment
- Recommend reappointment with reservations
- Recommend against reappointment

This vote shall be advisory to Committee A who then forward their recommendation to the Dean of the College of Arts and Sciences along with the vote of the department's tenured faculty.

If a tenure-track faculty member is reappointed with a reservation, the reservation will be stated in writing; the faculty member will be reconsidered by the tenured faculty the following year. Only under extraordinary circumstances will a faculty member be reappointed with reservation more than once. Any recommendation made at the time of the third year review shall not be construed as binding upon the Department or any members of it

at the time of the tenure decision. A recommendation against reappointment made after May 31 of any probationary year qualifies the faculty member for an additional year, according to the Faculty Handbook, Sec. 3.5.6.

E. Tenure/ Promotion to Associate Professor

To measure the qualifications of the candidate against the standard for tenure specified elsewhere in this policy, the candidate's vita and publications are sent to outside evaluators. Each outside evaluator should be a tenured faculty member at a comprehensive research university and should be competent in evaluating the candidate's research works. The evaluator should not be a personal friend, co-author, dissertation advisor or someone who has the possibility of making a biased judgment on the candidate's performance.

In early April preceding the final year of the probationary period, the Chair meets with the candidate to review the process and deadline dates for submission of information by the candidates. The candidate is also asked to submit eight names of outside reviewers.

Five names are selected from the candidate's list by the Department Chairman, who also selects five names from a Chair's list which is compiled in consultation with Committee A. The six reviewers for each candidate are contacted by the Department chair to assess their willingness and ability to act as an external reviewer in the required time frame. Replacements are made as needed from the candidate's list and the chair's list until at least six confirmed outside reviewers are obtained for the candidate. Of the final reviewers, no more than one-half will be from the candidate's list.

The Economics Chair will act as guide to ensure that the candidate's dossier is complete and representative of the candidate's accomplishments.

The packet for the candidate is made available for review by all economics faculty members in the following October. At the same time, all tenured faculty members are notified that the promotion and/or tenure vote will be held on a specified date and location but no later than October 30. Faculty are also notified that absentee ballots are available in the department with instructions for their use. Absentee ballots are submitted in sealed, signed envelopes. These are opened by the Chair in the presence of the voting faculty when ballots are counted. Voting is by secret ballot and the ballots are retained as part of each candidate's packet. The ballot count is verified by the faculty present at the vote. Voting is preceded by such discussion as the faculty present deem necessary.

The result of the balloting is announced by the Chair to the faculty present. The candidate is informed in writing of the balloting results by the Chair as soon as possible following the vote. Committee A and the Chair write their independent

recommendations for promotion/tenure and, along with the recommendation of the tenured faculty, are forwarded to the Dean of Arts & Sciences in accordance with the timeline specified by the Dean.

#### Department of Economics Criteria for Promotion to Full Professor

The department of Economics expects that successful candidates for Full Professor will be leaders in the department with respect to research, teaching, and service.

I. In research the candidate must demonstrate:

(A) A sustained pattern of post-tenure productivity as evidenced by a stream of high quality publications.

(B) Strong prospects of future productivity post-promotion.

(C) A significant independent reputation as a senior scholar.

Examples of how item (C) can be evaluated include, but are not limited to, single authored articles in high quality journals, a varied pattern of co-authorship, scholarly citations, professional awards, and statement in the outside letters.

II. In teaching the candidate must demonstrate excellence in:

(A) Classroom performance as evidenced by student evaluations and peer evaluations (if available). The quality of teaching inputs and class organization will also be considered.

(B) A sustained pattern of working with graduate students as an effective mentor or committee chair.

III. While the promotion decision rests most heavily on research and teaching, service also plays a role.

Examples of how a strong service record could be compiled include but are not limited to significant service to the department or university, and significant service to the profession as shown by journal editorships or membership on editorial boards of journals.