Tenure and Promotion

University of Oklahoma, August 2015

Review of the Process and Timeline
Tenure

Faculty Handbook

3.7.1 --- Tenure is designed as a means to protect the academic freedom of faculty members. This is to say, tenure is a means to assure unfettered, unbiased, unencumbered search, verification, and communication of truth by professional scholars and teachers. Tenure is designed to provide faculty members with freedom from political, doctrinaire, and other pressures, restraints, and reprisals which would otherwise inhibit the independent thought and actions in their professional responsibility of search, verification, and communication of truth.

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.
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.
Eligibility

Tenure
- Late spring – SVPP sends an eligible list to Deans and Directors.
- “Early tenure” cases must be approved by the SVPP prior to including the name on the list.

Promotion
- Chair/Director identifies faculty to be considered for promotion.
- Consideration for promotion can be initiated by
  - Chair/Director
  - Committee A
  - At the request of the individual faculty member
  - At the request of the Dean or SVPP.
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
  - 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
Useful references

http://www.ou.edu/provost

• Memos and Forms – Faculty Evaluation –
  – Memo on call for tenure and promotion: Committee Dossier Check sheet and Forms
  – Reference materials for the online tenure and promotion system
  – Downloadable individual forms

• Quick Links -- Faculty Handbook
  – Section 3.7
  – Section 3.13
Preceding Summer

- Candidate (with help of Chair/Director or mentor as appropriate) prepares the dossier (can start as early as spring semester).
- Chair/Director uploads supporting materials such as offer letter, criteria for evaluations, evaluations etc.
- Candidate submits required materials or uploads the materials to online system by Oct 1 (candidate access read only after Oct. 1).
  Chair/Director seeks input from the candidate on external reviewers. Chair/Director assembles materials to send to external reviewers for their assessment of faculty performance.
- Deadline for external reviewer evaluations to be entered to the online system is before October 1st.
Year 6 (*steps when the candidate is notified of the decision)

Chair/Director ensures all material is online **at least two weeks** before vote by faculty.

- **OCT 1**
  - Committee A, Chair/Director* vote for tenure and/or promotion and justifications are uploaded.

- **OCT 17**
  - Dean’s* vote for tenure and justifications are uploaded.

- **DEC 1 – JAN 16***
  - Provost discusses with CTC of any plans to recommend to the President contrary to CTC recommendations.

- **MAR 2**
  - SVPP notifies candidates of Regents’ action*

- **MAR 12**
  - Review of tenure dossier and vote by eligible faculty – separate votes for tenure and promotion.

- **Oct 24 – NOV 3***
  - Candidate should be available to enter the faculty meeting to answer questions or to clarify circumstances relevant to their qualifications, if invited to do so.

- **MAR 12**
  - Campus Tenure Committee* forwards recommendations on process and substance to Provost. (promotion evaluation skips this step)

- **MAY***
  - Before May Regents meeting –SVPP makes recommendations to the President and notifies candidate, chair/directotr/dean. President makes his recommendation to the Regents at May Regents’ meeting and notifies SVPP if a recommendation will not be made. Vote by the OU Regents (at May Regents’ meeting).

- **PROVOST NOTIFIES**

Appeals halt the process temporarily until concluded. FHB: 3.7.5Q
Dossier Outline

Four Parts:
- Candidate Data
- External Evaluations
- Unit Recommendations
- Admin Recommendations
  - Dean
  - Campus Tenure Committee
  - SVPP
  - President and Regents
More Information on External Evaluators

- **At least** three confidential letters of evaluation are required.
- Units usually require more letters but at least three 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 selects evaluators.
- The candidate may suggest names for consideration.
- 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

<table>
<thead>
<tr>
<th>CANDIDATE</th>
<th>COLLEGE</th>
<th>DEPT/ SCHOOL</th>
<th>CURRENT RANK</th>
<th>YRS AT RANK</th>
<th>FACULTY VOTE*</th>
<th>COMMITTEE VOTE*</th>
<th>CHAIR/ DIRECTOR</th>
<th>COLLEGE ADVISORY COMMITTEE</th>
<th>DEAN</th>
<th>CTC VOTE**</th>
<th>CTC VOTE**</th>
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*Votes Recorded: Grant/Deny/Abstain/Unavailable/Ineligible (recused advisory committee member=ineligible)

**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 dent 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

<table>
<thead>
<tr>
<th>CANDIDATE</th>
<th>COLLEGE</th>
<th>DEPT/ SCHOOL</th>
<th>PROMOTION TO RANK</th>
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