

College of Earth, Ocean, and Atmospheric Sciences
Promotion and Tenure Process
September 2014

Charge and composition of the Promotion & Tenure (P&T) Committee

The College of Earth, Ocean, and Atmospheric Sciences (CEOAS) P&T Committee is an independent voice of evaluation that provides recommendations on matters of promotion and tenure of tenure-track faculty members, and on promotion of non-tenure-track fixed-term Senior Research faculty members, instructors, faculty research assistants, and courtesy faculty members. The committee is composed of CEOAS faculty members and two or more currently enrolled graduate students. Each CEOAS discipline group nominates committee members to serve on the P&T Committee. Committee membership will provide disciplinary representation for each candidate and representation of the diverse perspectives within the College.

The College P&T committee appoints a subcommittee to for each candidate. The subcommittee includes qualified faculty members from the same CEOAS discipline group and other complementing discipline groups. The subcommittee acts as the unit P&T committee. Each member of the subcommittee independently reviews the candidate dossier and effectively recommends either for or against the candidate's promotion and/or tenure. The subcommittee provides a formal report to the College committee. Student members of the committee participate only in the teaching and advising evaluation and cast a vote with the other committee members on the evaluation of teaching and advising. All other committee members participate fully and vote on each aspect of the evaluation of the candidate. However, committee members may vote on promotion and tenure recommendation only for candidates who are being considered for promotion to the same or lower rank. Thus, only tenured faculty may vote with respect to tenure, and then only for the same or lower rank.

The timelines of promotion and tenure

Tenure-track assistant professors will receive a Mid-Term Review in year 3 of their employment. Unless requested by the faculty member or the Dean, this review is conducted by the Dean and is not the responsibility of the P&T Committee.

Nine-month tenure-track faculty whose position description emphasizes teaching will be evaluated for promotion to associate professor with tenure no later than in year 6; evaluation for promotion to professor nominally occurs in years 10 - 12. Twelve-month tenure track faculty whose position description emphasizes research will be evaluated for promotion to associate professor by year 6 and to professor with tenure nominally in years 10-12. For both 9-month and 12-month tenure-track faculty, failure to achieve the rank of associate professor by the end of year 6 will be given timely notice of non-renewal. As per university guidelines, the date by which tenure must be granted will be a part of each faculty member's offer letter.

The evaluation of a candidate for promotion or tenure

Procedures to evaluate candidates adhere to CEOAS and University guidelines and are summarized briefly here. Evaluation is based on materials in the candidate's dossier prepared in accordance with a detailed summary with examples that is provided to the candidate. For tenure-track faculty, the review considers all aspects of the candidate's position, including teaching, service, scholarship and creative activity, plus any other assigned duties included in their position description. The complete dossier includes a student committee evaluation, peer review of teaching, and letters from external reviewers. The external letters are obtained from senior scholars in fields that reflect the expertise of the candidate, with a goal of at least 2 or 3 being from international scholars. The subcommittee will solicit letters from 8–10 external reviewers selected from lists provided by the candidate and by subcommittee members.

Non-tenure-track fixed-term Senior Research and instructional faculty are reviewed by the same procedure used for tenure-track faculty. A unit subcommittee is assigned and each candidate is evaluated based on the relative effort levels for research, teaching, service and other assigned duties as described in their position description. The subcommittee reviews the file and prepares a summary evaluation for each candidate to the College P&T committee, which votes on the recommendation regarding promotion. Evaluation of a Faculty Research Assistant for promotion to Senior Faculty Research Assistant I or II is conducted by a unit subcommittee that is assigned by the P&T committee and is based on the candidate's curriculum vita and solicited letters of evaluation. The subcommittee reviews the file and prepares a summary evaluation for each candidate to the College P&T committee, which votes on the recommendation regarding promotion.

Each aspect of a candidate's position description is considered and discussed by the college committee. For each aspect of the candidate's position, a summary is written that includes a tally of the college committee members' votes with respect to the rankings Excellent, Very Good, Good, Fair, and Poor. The written evaluations and votes reflect the thorough and considered review efforts of the college committee. A member of the committee representing the candidate's discipline group is charged with writing an overall recommendation based on the College P&T committee's discussions. A final vote of the committee as to the recommendation for promotion and/or tenure will be made after the discussion is concluded. Voting membership follows the voting rules outlined by the Faculty Handbook: <http://oregonstate.edu/admin/aa/faculty-handbook-promotion-and-tenure-guidelines>. Any member of the committee may request that this vote be conducted by secret ballot. As per the restriction noted above, committee members may only vote on promotion recommendation for candidates who are being considered for promotion to the same or lower rank. The tally of the yes and no votes will be included in the in the written overall recommendation for promotion and/or tenure.

The committee delivers its written assessments and votes to the CEOAS Human Resources Coordinator who includes them in preparation of the final dossier. The dossier is given to the Dean for evaluation and recommendation. The dossier is then forwarded to the Office of Academic Affairs for evaluation. Dossiers for senior faculty research assistants I and II are provided to the Dean who

considers the materials and prepares a letter with the decision. The Deans letter is submitted to the Provost for consideration.

The Dossier

Preparation of most of the dossier is the responsibility of the candidate in accordance with guidelines for format and content that are provided to the candidate at the initiation of the review. It will include position description, statements of research, teaching, service and other assigned duties (as relevant) and details of research, teaching and scholarship activity. When complete, the dossier will be made available to the candidate for review prior to submission to the Provost.