

## Department of Chemistry Promotion & Tenure Procedures and Responsibilities

### Purpose

In adhering to the OSU Faculty Handbook guidelines for promotion and tenure, the Faculty of the Department must take on responsibility for providing information necessary to their own case for promotion and tenure, and to exercise complementary responsibility for establishing, reviewing and evaluating each candidate's record of accomplishment. This includes annual review of any member potentially eligible for promotion for the purposes of establishing their track record and providing constructive feedback on progress to making the best case for promotion. We further take on the task of interpreting University guidelines in the context of the norms and expectations within our discipline. This document is intended to provide clear guidance for all participants in the process.

### I. Committee Membership

The Department of Chemistry is a "Committee of the Whole:" all faculty of at least the rank to which a candidate may be promoted are eligible (and expected) to participate in all discussions leading up to a vote for promotion and/or tenure. Several instances may not be clear from University guidelines and are specified here:

- *Associate or full professors without tenure* are eligible to participate in cases of promotion to their respective ranks, but may not vote on questions of awarding indefinite tenure.
- *Split appointments*. If the Department has participated (or will participate) in the P&T process for a given faculty member, that faculty member shall have full voting privileges restricted only by rank (regardless of the funding structure of that line). The sole exception shall be if there is a consideration of a case of a second split appointment between the same two departments; in such case the senior faculty must declare in which of the two units they will participate for purposes of the given case.
  - Members of the Department with *research appointments* (FRA, Senior FRA I, Senior FRA II, Assistant Professor Research, Associate Professor Research) are not eligible to vote on cases for promotion from the ranks of Instructor, or Senior Instructor I. Members of the Department with *instructional appointments* (Instructor, Senior Instructor I, Senior Instructor II) are not eligible to vote on cases for promotion from the ranks of FRA, Senior FRA I, Senior FRA II, or Assistant Professor Research.
  - Faculty identified as *adjunct or courtesy appointments* are not eligible to participate or vote on promotion & tenure cases. Where they have special

expertise, they may offer a separate letter to be included in the “Other Letters and Materials” section. The Chair of the Department Committee is appointed annually by the Department Chair. **II. Participation** All faculty are expected to participate as fully as possible in the review of all cases before them, with two exceptions. Faculty on sabbatical are not expected to participate in P&T cases arising during that sabbatical. Any member of the committee may recuse themselves in the case of a perceived conflict of interest; if the potential for such conflict exists, the Chair of the P&T committee shall be notified in writing and the committee shall vote on whether to recuse the individual. All review materials will be made available electronically to the participating members of the committee; in the case of absence due to travel, faculty are encouraged to read these and return comment to the Committee Chair for inclusion in the committee discussion. Faculty may vote by proxy by notification to the Committee Chair. Only those voting in person or by proxy may sign the evaluation letter from the committee.

As noted below, the Department Chair does not participate in committee deliberations. The Committee may invite the Department Chair or any other non-eligible person in to the deliberations for the purpose of eliciting additional information or clarification on any point in the dossier.

## **II. Candidate Responsibilities**

Prior to being considered for promotion, each candidate has the responsibility to maintain and update a curriculum vitae containing those required elements for the eventual P&T dossier: see <http://oregonstate.edu/admin/aa/faculty-handbook-promotion-and-tenure-guidelines#dossier> Part VIII, with the exception of Parts B2 (Student and Participant/Client Evaluation) and B3 (Peer Teaching Evaluations) which will be completed by the Department at the time of consideration for promotion. Please note that the candidate shares in the responsibility with the P&T committee to ensure that peer reviews are occurring. Particular attention should be paid to the “Other Materials” section, in which a candidate should include an instructional portfolio and/or any other materials that will not be structurally evident from the CV. For all faculty, an updated CV must be provided to the Department Office in electronic form no later than July 1 of each calendar year.

Any candidate has the right of requesting full review for promotion in any P&T cycle by notifying the Chair prior to July 1 preceding that review cycle. Those candidates for tenure with a specified “up or out” date will be automatically reviewed in the final cycle prior to that date. Requests after July 1 will not allow for timely collection of supporting material, particularly external letters of evaluation.

In addition, the candidate may supply the following (and should do so concurrent with the July 1 submission of the CV):

- A list of recommended student participants in the review process. The list ideally will cover the breadth of the candidate's instructional, advising and mentoring assignments.
- A list of recommended external reviewers (typically 6-12 people). These individuals should currently hold at least the rank (or rank equivalent) of the promotion the candidate is seeking. Selection of leading figures in the candidate's field is encouraged. Candidates for promotion to Associate or Full Professor should recommend persons external to OSU who are ideally of senior rank and knowledgeable about the scope and impact of the candidate's work. Candidates for promotion to Senior Instructor I or II or Senior FRA I or II should suggest reviewers both within the OSU community and external who are familiar with the expectations of the particular position; ideally these reviewers will be able to comment on the scope and impact of the candidate's work. The candidate should be prepared to review and notarize the open portions of the dossier as it is assembled and forwarded through the process. S/he will be provided opportunities to rebut evaluation letters at at least three points in the P&T process: (1) after the completion of the Department Committee and the Department Chair letters, (2) after the College Committee and the Dean of the College letters, and (3) the Provost's Committee and the Provost recommendation. The candidate should be prepared to do so as each process is completed. As per University guidelines, materially significant developments between the July 1 CV submission date and the eventual decision can be identified and letters attesting to them added to the dossier at any point by notifying the chair of the relevant Department, College or University committee considering the case at the time. The Department Chair will assist in identifying the process to add material.

### **III. Committee Responsibilities**

The Committee will function initially through the use of a data collection subcommittee, assigned to each candidate by the Department Chair. Prior to full evaluation for promotion, the subcommittee will have the primary responsibility of discussing aspects of progress with the candidate, reviewing SET scores, arranging for peer review, noting any other relevant information, and reporting to the full Committee on the candidate's progress. The subcommittee may (but need not) make observations and provide feedback to the committee as part of its report. The full Committee shall write a report for each faculty member potentially eligible for promotion that includes recommendations for the candidate and recommendations for the Department. The intent of all recommendations is to establish what is necessary for an eventual successful outcome. The report

will be deposited on a secure electronic site for use in future reviews, and will be shared with the candidate (with discussion). The candidate may add a response to clarify, correct or add to any statements in the report, and this response will be maintained with the original report.

During full evaluation for promotion, the subcommittee has additional tasks:

- Ensure preparation of a letter summarizing peer review of teaching over the period of evaluation (Section B 3 of the candidate's CV) in time for inclusion in the material sent to external reviewers.
- Consult with the Department Chair as necessary on selection of student reviewers, external reviewers and any additional letters of evaluation relevant to the candidate's position description.
- Draft the initial report that will form the basis of the Committee's final report. The Committee Chair will work with the subcommittee to ensure that all facets of the Committee deliberations are fully captured in the final report.

#### **IV. Department Chair Responsibilities**

As noted, the Department Chair has the annual responsibility of assigning the P&T Committee Chair, and the composition of each candidate's subcommittee. Such assignments should recognize both the insight gained from formal and informal mentoring relationships, and the potential for bias those relationships might cause. The Department Chair also carries the primary responsibility of communicating the details of the P&T process to each candidate, and providing ongoing feedback about his/her personal assessment of the candidate. During full evaluation for promotion, the Department Chair will write an independent letter of evaluation, and so will not participate in the Committee process. The Committee may choose to ask specific questions of the Department Chair about any candidate's performance in any assigned duty, or on the evolution of the Position Description if this has changed over time. The Department Chair will provide necessary centralized documentation for the dossier:

- All Position Descriptions used during the time period of the reviewed
- All SET scores, and comparison values for the Department medians in each term of evaluation
- All reports from prior Department Committee evaluations (and candidate responses) through administration of an electronic archive
- Each fall, the candidate shall be provided all current peer teaching evaluations in their file.

The Department Chair will select names for student evaluators and for external evaluators. The principal of proportionate selection should be used: no more than half of the evaluators should come from the candidate's suggestions, and the remainder of the letters from the Chair's independent list of nominees. The Chair will select students for a committee to write a summary of student evaluations. Consultation with the Department Committee and the candidate's subcommittee on the final list of evaluators and the student committee is encouraged.

The Department Chair is ultimately responsible for ensuring that the dossier conforms to University and College guidelines. S/he must do so by encouraging timely cooperation from both the candidate and from the Department Committee in providing all necessary documentation.

#### **V. Mid-tenure Review**

Tenure-track candidates prior to awarding of indefinite tenure are afforded the opportunity for a more in-depth "Mid Tenure Review" after the end of their third year in rank. This is intended to provide as clear a definition of progress, and feedback on necessary additional actions the candidate must take. The scope of the review beyond the normal annual review will be at the discretion of the Department Committee, and may include solicitation of external letters and/or solicitation of student letters (which will be summarized as in the full review). The candidate may provide nominations for both student and external evaluators.

#### **VI. Superseding Authority**

This document is subject to change as required either by formal changes to University guidelines via the Faculty Senate, or by implementation of College guidelines or interpretations by either the College or the Office of Academic Affairs. This document may be formally revised upon majority vote of all faculty eligible to participate in the P&T process and any others eligible to be promoted.