

Materials linked from the May 12, 2016 Faculty Senate agenda.

Promotion and Tenure

Adding material to a dossier

May 12, 2016

Currently in section FACULTY DOSSIERS, Compilation of the Dossier:

Prior to the dossier receiving its first formal review by the department P&T committee, the candidate must sign and date a certification that the open part of the dossier is complete. Should the candidate and the supervisor of the tenure unit disagree on the inclusion of some materials, the candidate may indicate his or her objection in the statement of certification. Once the dossier is certified, the only materials to be added subsequently will be the letters of committee and administrative review, and in some cases the candidate's response to an evaluation as described in the following section. ***If manuscripts are accepted for publication after the dossier is certified, it is the faculty member's responsibility to inform his or her supervisor. That information will then be considered in the review.***

Our goal for changing: allow the addition of all ***relevant*** information. This is current practice in many colleges.

Questions:

- What is relevant information?
- Who decides?
- What happens when there is a disagreement?

Currently in section FACULTY DOSSIERS, Compilation of the Dossier:

Prior to the dossier receiving its first formal review by the department P&T committee, the candidate must sign and date a certification that the open part of the dossier is complete. ***Should the candidate and the supervisor of the tenure unit disagree on the inclusion of some materials, the candidate may indicate his or her objection in the statement of certification.*** Once the dossier is certified, the only materials to be added subsequently will be the letters of committee and administrative review, and in some cases the candidate's response to an evaluation as described in the following section. If manuscripts are accepted for publication after the dossier is certified, it is the faculty member's responsibility to inform his or her supervisor. That information will then be considered in the review.

After unit level decisions: The candidate has one week after receiving all unit level reviews to add, if the candidate desires, a written statement regarding these reviews, to be included in the dossier.

After college level decisions: The candidate will then have one week to provide any additional response directly to the University level committee.

After provost decision: Faculty not approved for promotion or tenure by the Provost and Executive Vice President may appeal to the President within two weeks of receipt of the letter announcing the decision. Extenuating circumstances, **procedural irregularities** that were not considered by the Provost and Executive Vice President, and factual errors in the evaluations are grounds for appeal.

Feedback:

- Why not have the unit PandT committee decide what is relevant? They can be more qualified. Supervisors could favor some candidates?

We decided against that. The supervisor is responsible for the dossier. If the supervisor is less qualified in the technical area, the supervisor can ask for an opinion from the unit PandT committee. Although one has to assume not, local politics can always play a role, but discrepancies will show up at higher levels, particularly when cases go up in parallel. Getting the local PandT committee together can be impractical.

- Will this draw out the process even more?

Not necessarily. If dossiers are sent back, strict time-lines will have to be imposed. This is already current practice in several colleges. The provost has observed that the current procedures are able to deal with delays if needed. Note that dossier will not go back to external reviewers.

SECTION: FACULTY DOSSIERS, Compilation of the Dossier.

Prior to the dossier receiving its first formal review by the department P&T committee, the candidate must sign and date a certification that the open part of the dossier is complete. Should the candidate and the supervisor of the tenure unit disagree on the inclusion of some materials, the candidate may indicate his or her objection in the statement of certification. **After** ~~Once~~ the dossier is certified, the only materials to be added **automatically** will be the letters of committee and administrative reviews, and ~~in~~ ~~some cases~~ the candidate's response, **if any**, to an evaluation as described in the following section. **Additional material that further demonstrates significant achievements may be added at any time during the process. These modifications to the dossier can be made only if proposed by the candidate and if the supervisor of the tenure unit agrees on these additions. If evaluators discussing an amended dossier decide that these changes or additions could have altered decisions made earlier in the process, they may choose to request to give all previous committees and administrators an opportunity to reassess their evaluation of the dossier. Additional material should be placed in section X and should be clearly labeled with their date of inclusion.**

SECTION: PROCEDURAL GUIDELINES FOR PROMOTION AND TENURE, Tenure Unit Review and Recommendation Policy, Report to the Candidate

The unit supervisor is required to confer with the candidate to share the outcomes of the unit reviews prior to the dossier being forwarded to the next level for review. The candidate will receive a copy of the complete dossier forwarded to the college, with the exception of material covered in the waiver of access. The candidate has one week after receiving all unit level reviews to add, if the candidate desires, a written statement regarding these reviews, to be included in the dossier. **If there were any disagreements between the candidate and the supervisor of the tenure unit about inclusion of material after the certification of completeness was signed, the candidate has the option to address such disagreements in the statement regarding the reviews.**

SECTION: PROCEDURAL GUIDELINES FOR PROMOTION AND TENURE, College Review Policy

The letter from the college P&T committee is added to the dossier and forwarded to the dean. The dean's letter is added to the dossier and forwarded to the University level committee. Both college level letters are provided to the candidate. The candidate will then have one week **to provide any additional response** directly to the University level committee. **NO ADDITION.**

SECTION: PROCEDURAL GUIDELINES FOR PROMOTION AND TENURE, University Review and Recommendation

Faculty not approved for promotion or tenure by the Provost and Executive Vice President may appeal to the President within two weeks of receipt of the letter announcing the decision. Extenuating circumstances, **procedural irregularities** that were not considered by the Provost and Executive Vice President, and factual errors in the evaluations are grounds for appeal. When appealing, the candidate should write a letter to the President stating which of the above criteria for appeal applies, and stating the facts that support the appeal. No other supporting letters will be considered. The President has the right to request additional information. **NO ADDITION.**

Request for information.

If a candidate does not sign the confidentiality waiver, the candidate has the right to see all letters submitted by students. This fact is reported to the students when requests for letters go out. There is a potential problem, because this makes it much harder to receive letters from students who are not on the candidate's list.

Please send me e-mail if you have experience with this issue:

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