

1 **ARTICLE [x]. TENURE AND PROMOTION FOR TENURE-TRACK**
2 **AND TENURED FACULTY**

3
4 **Section 1. Indefinite Tenure Selection**

5 For the purposes of this article, tenure includes indefinite tenure selection, post tenure review and
6 tenure relinquishment for teaching faculty (see Sections 1, 4 and 5). While there are some
7 similarities, the promotion process for teaching faculty is not the same as the promotion process for
8 library faculty. The promotion process for library faculty can be found in Section 2 and the
9 promotion process for teaching faculty is contained in Section 3.

10 **A. Background**

11 Indefinite tenure appointments are appointments given selected faculty members having an
12 appointment of .50 FTE or more. Such appointments are made by the president in witness of the
13 institution's formal decision that the faculty member has demonstrated such professional
14 competence that the institution will not henceforth terminate employment except for cause,
15 financial exigency, or program or department reductions or eliminations. It is awarded to faculty
16 members whose achievements in serving the institution's mission, and potential effective long-term
17 performance warrant the institution's long-term commitment.

18
19 Tenure is awarded for outstanding performance, not years of service, and is therefore not
20 automatic. To be awarded tenure, a candidate must demonstrate qualities that evidence excellence
21 and continued professional growth. In accepting tenure, a faculty member makes an explicit
22 commitment to continuous improvement, both professionally and pedagogically. The granting of
23 tenure is more significant to the institution than promotion in academic rank.

24
25 In some initial tenure-track appointments, a faculty member may be granted credit toward the
26 probationary period, which is the first five years of full-time service. The Provost may grant credit
27 only under exceptional circumstances, and only at the request and consent of the affected
28 Department and Dean.

29
30 Candidates for tenure will be evaluated during Winter term of the fifth year of full-time service on
31 annual tenure (tenure track). Under extenuating circumstances (such as illness, family leave,
32 military leave, unforeseen events affecting faculty's abilities to perform their duties, etc), a faculty
33 member may request in writing that the Dean extends their tenure timeline. The Dean shall
34 respond to a faculty's request for such extension in writing, within fourteen (14) calendar days of a
35 faculty's request for such extension. A denial of such a request shall include reasons for the denial.

36
37 **B. Performance Categories to be Evaluated**

38 Candidates for tenure shall be evaluated for evidence of excellence in their instruction or
39 librarianship, in their performance of other assigned duties, in their scholarship or creative
40 activity, in their professionally-related public service, and their institutional service. Candidates
41 shall document performance in each of these areas in their portfolios.

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42
43 When evaluating a faculty member for tenure, specific performance categories to be considered are:

- 44 ● Instruction or librarianship, as appropriate
- 45 ● Research accomplishments or other academically related achievements or, where
46 relevant, other creative and artistic achievements.
- 47 ● Professionally related public service through which the institution and its members render
48 service to the public (i.e., individuals, agencies or units of business, industry, government,
49 professional associations or societies), and institutional service including, but not limited to,
50 contributions made toward departmental, school, or institutional governance, and service to
51 students through student welfare activities such as individual student advising, advising with
52 student organizations or groups, and similar activities.
- 53 ● Candidates for indefinite tenure shall also demonstrate professional integrity and a
54 willingness to cooperate with their colleagues in a civil and respectful manner for the best
55 interests of the department and the institution and shall evidence potential for and
56 commitment to continued professional growth and improvement.

57 58 C. Evaluation Criteria for Indefinite Tenure

59 The following guidelines are intended as an institution-wide standard to which each
60 department and faculty member is held, yet allow for the flexibility to include other criteria
61 warranted by the varying disciplines and professions represented at Oregon Tech.
62

63 1. Instruction or Librarianship

64 Faculty will excel in instruction or librarianship in the following ways:

- 65 ● Demonstrate knowledge of subject matter.
- 66 ● Develop and revise curriculum to meet departmental and course objectives, if
67 appropriate.
- 68 ● Organize and deliver course materials to stimulate interest and discussion, if appropriate.
- 69 ● Demonstrate growth .
- 70 ● For instructional faculty: employ a variety of assessment tools for evaluation of both
71 teaching effectiveness and student learning; for library faculty: use adequate tools to
72 accomplish assigned job duties
- 73 ● For instructional faculty: maintain student numerical evaluations at a departmentally
74 established level; for library faculty: appropriate external metrics shall be developed and
75 used in a similar manner
76
77

78 2. Professional Development

79 Faculty will advance knowledge in education and/or areas consistent with institutional,
80 departmental, and personal goals and objectives. Examples include but are not limited to:

- 81 ● Write and publish scholarly papers based on relevant research.
- 82 ● Participate in conferences and conventions in education and/or discipline.
- 83 ● Participate in workshops and classes in education and/or discipline.
- 84 ● Hold membership and participate in professional organizations.
- 85

- 86 ● Participate in professionally relevant employment or consulting.
- 87 ● Earn a higher degree.
- 88 ● Earn continuing education units (CEUs).
- 89

90 3. Institutional and Professionally Related Public Service

91 *Institutional Service:* Faculty will contribute to the advancement of the institution consistent
92 with institutional, departmental, and personal goals and objectives. Examples include but are
93 not limited to:

- 94
- 95 ● Serve on institutional, departmental, and/or Faculty Senate committees.
- 96 ● Participate in student advising.
- 97 ● Participate in student activities.
- 98 ● Serve as department coordinator (assessment, advising, curriculum, program,
99 scheduling, etc.).
- 100 ● Contribute to student recruitment and/or retention.
- 101 ● Serve as department chair.
- 102 ● Serve on the Faculty Senate.
- 103 ● Develop and maintain equipment maintenance budgets, schedules, etc.
- 104 ● Participate in special projects (i.e., grants, on-campus presentations and
105 conferences, documentation development, etc.)
- 106 ● Develop and/or provide distance delivery courses.
- 107 ● Teach summer session courses.
- 108 ● Write grants to support or participate in development of sponsored programs.
- 109 ● Serve as representatives of the Association, including but not limited to serving on the
110 bargaining team, executive leadership, as grievance officers, and other activities in
111 support of the Association
- 112

113 *Professionally Related Public Service:* Faculty may choose to make connections in the public sector
114 for no fee consistent with institutional, departmental, and personal goals and objectives.
115 Examples include but are not limited to:

- 116
- 117 ● Provide consulting services in area of expertise.
- 118 ● Serve on boards and committees.
- 119 ● Hold office in professional organizations.
- 120 ● Serve in the field of expertise or education (i.e., high school mentoring, public
121 speaking, contests, fund raising, etc.)
- 122 ● Participate in outreach programs.
- 123

124 Additional criteria for tenure include professional integrity, a willingness to cooperate with
125 colleagues and a commitment to and potential for continued professional growth and
126 improvement. Evaluation guidelines for these follow; these lists are not exhaustive but rather
127 indicative of conduct tenure review committees should consider.

128

129 **4. Professional integrity**

130 Candidates for tenure shall demonstrate professional integrity in the following ways:

- 131
- 132 ● Model high ethical standards as defined by the candidate's profession and OIT's
 - 133 statement of ethical principles.
 - 134 ● Deal honestly, fairly and openly with colleagues and students.
 - 135 ● Respect others.
 - 136 ● Accept responsibility for actions and decisions and their consequences.
 - 137 ● Follow through on commitments.
- 138

139 **5. Willingness to cooperate**

140 Candidates shall evidence a willingness to cooperate with colleagues in the following ways:

- 141
- 142 ● Take on responsibility for departmental projects that are compatible with and
 - 143 further its mission and long-term goals.
 - 144 ● Contribute to a stimulating intellectual environment in the candidate's department.
 - 145 ● Abide by departmental decisions.
 - 146 ● Follow policies and procedures of the institution.
- 147
- 148

149 **6. Commitment to and potential for continued professional growth and development**

150

151 The institution's long-term commitment through the granting of tenure requires that the

152 candidate demonstrate a reciprocal commitment to continued professional growth and

153 improvement. A candidate's annual performance reviews during the probationary period

154 document achievements for the specific annual periods only. Significant consideration should

155 be given to how a candidate's annual performances project a long-term potential for growth

156 and improvement within the four performance categories: instruction, scholarship or creative

157 activity, professionally-related public service and institutional service.

158

159 **D. Procedure and Timeline**

160 All parties shall abide by the timeline set forth in this policy.

161 **1. Notification and Tenure Review Committee Appointment**

162 During the first week of fall term, the provost shall provide each department chair with the

163 names of departmental faculty who are eligible for tenure review. The chair shall then notify

164 these faculty members of the upcoming review by the end of the first week of fall term. Each

165 candidate shall submit a portfolio to the Tenure Review Committee by the end of the first week

166 of winter term (see portfolio requirements attached to this policy).

167 By the eighth week of fall term, the chair of the department in which the candidate will be

168 granted tenure shall appoint a five-member Tenure Review Committee. For consistency in

169 tenure and promotion decisions, members of the departmental Tenure Review Committee shall

170 also serve on the Promotion Review Committee, if eligible. Faculty ineligible to serve on the
171 Tenure Review Committee include the department chair, members of the Promotion Advisory
172 Committee, faculty under review and non-tenured faculty.

173 If fewer than five eligible department members are available to serve on the committee, all full-
174 time members of the department shall elect one or more eligible faculty outside the department
175 to serve on the committee. Preference first should be given to members of other departments in
176 which the candidate holds a split appointment and then to faculty most likely to be
177 knowledgeable about the candidate.

178 Exceptions to the committee membership rules may be requested of the provost by submission
179 of letters from both the candidate and department chair.

180 Within one week of appointment, the department chair shall convene the Tenure Review
181 Committee, which shall select a chair. Each committee member shall sign the Statement of
182 Ethics document, maintained by the Provost's Office.

183 2. Tenure Review Committee's Responsibilities

184 Since OAR 581-21-0135(3)(a) requires student input (beyond the anonymous classroom
185 evaluations) into the tenure process, at its initial meeting, the Tenure Review Committee shall
186 also set a date and location for a meeting to be held during the second or third week of winter
187 term at which verbal comments from students and other interested individuals shall be accepted.
188 A separate comments meeting shall be held for each candidate. The chair of the Tenure Review
189 Committee shall send the time and location information for the comments meeting along with
190 the candidate's name to the Dean's Office by the end of fall term. The Dean's Office is
191 responsible for advertising the comments meeting.

192 The comments meeting shall be conducted according to the following guidelines:

- 193 ● The candidate is not permitted to attend the meeting, but will have access to comments in
194 the written report of the committee, as noted below.
- 195 ● Only one person giving comments may be in the room with the committee at a given time.
- 196 ● One member of the committee must keep careful notes of the meeting, indicating the name
197 of each speaker and the content of the remarks. The notes must be sufficiently detailed to
198 capture the essence of the testimony.

200 In addition to accepting verbal comments, the Tenure Review Committee shall also accept
201 written comments up through the end of the third week of the winter term. Any written
202 comments must include the name of the person submitting the comments. No anonymous
203 comments shall be accepted.

204 The committee shall use the candidate's portfolio and written and verbal comments to evaluate
205 performance in terms of criteria outlined earlier in this article. The committee may solicit other
206 information to confirm documentation in the candidate's portfolio or to verify comments
207 gathered during its review; however, no anonymous input may be solicited or accepted, nor can
208 sources be kept confidential. Anyone offering verbal or written information must be informed

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209 that the candidate will have access to that information and that source anonymity cannot be
210 preserved. In the case of verbal information, careful notes of the conversation must be kept,
211 including the participants' names.

212 If a candidate has served part of the probationary period in more than one department or has a
213 split appointment at the time of review, the Tenure Review Committee shall solicit information
214 from other departments in which the candidate has served.

215 The Tenure Review Committee shall conclude its appraisal of the candidate in the fifth year of
216 service with one of three recommendations:

- 217 ● Renewal of appointment with indefinite tenure
- 218 ● No renewal of appointment
- 219 ● Deferral of tenure consideration for one year

220
221 The committee shall conclude its appraisal of the candidate in the sixth year of service with one
222 of two recommendations:

- 223 ● Renewal of appointment with indefinite tenure
- 224 ● No renewal of appointment

225
226 At the conclusion of its deliberations, the Tenure Review Committee shall prepare a separate
227 written report for each candidate. The report must indicate the committee's recommendation,
228 agreed to by a simple majority, and include the names and signatures of committee members. In
229 addition, the committee shall list specific activities where the candidate has met or exceeded the
230 tenure criteria and identify specific areas where the candidate has failed to meet the criteria. If
231 the committee's recommendation is other than to grant indefinite tenure, the report must be
232 specific enough so that it is clear to the candidate why they were denied tenure.

233 The report shall be submitted to the department chair by Friday of the sixth week of winter term
234 along with the candidate's portfolio, notes taken during the comments meeting, and all
235 documentation accepted and used by the Tenure Review Committee in its deliberations. The
236 content of the Tenure Review Committee's deliberations are confidential and shall not be
237 divulged by its members.

238 **3. Department Chair's Responsibilities**

239 The Department Chair shall notify each candidate, in writing, of the committee's
240 recommendation by the end of the seventh week of winter term. If the committee's
241 recommendation is other than to grant indefinite tenure, then the department chair must also
242 include the committee's report in the notification sent to the candidate.

243 The Department Chair shall attach a letter of support/non-support to the committee report and
244 forward the report, the letter, the candidate's portfolio and all documentation to the provost by
245 Friday of the seventh week of winter term.

246 If the Department Chair is reviewed, the Dean shall serve in place of the Department Chair.

247 **4. Dean's Responsibility**

248 The Dean shall review the recommendation from the Tenure Review Committee and the
249 department chair's letter and forward the records along with a letter containing his/her own
250 comments and recommendations to the provost by the end of the eighth week of winter term.

251 **5. Provost's Responsibility**

252 The Provost shall review the recommendation from the Tenure Review Committee, the
253 department chair's letter, and the dean's recommendation, and forward the records along with
254 his/her own comments and recommendations to the president by the end of the ninth week of
255 winter term.

256 **6. President's Responsibilities**

257 The President shall review all recommendations, decide tenure status in each case, and officially
258 notify, by letter, each candidate by the end of winter term.

259 The president shall send all documentation related to the review to the faculty member's
260 evaluative file in the Provost's Office in accordance with the Faculty Records Policy (OIT-22-
261 010).

262 **7. Candidate's Rights**

263 A candidate may request, in writing from the chair of the Tenure Review Committee, copies of
264 the written documentation collected by the Tenure Review Committee and all notes kept of
265 orally presented information. The candidate must make this request by Monday of the fourth
266 week of winter term. The Tenure Review Committee Chair shall provide the documentation no
267 later than Friday of the fourth week of winter term.

268 After reviewing testimony given at the comments meeting and all documentation accepted by
269 the Tenure Review Committee, a candidate may request a meeting with the committee to
270 challenge questions of fact. By majority vote, the committee may decide to expunge information
271 from the documentation. This meeting must take place before the committee makes its
272 recommendation and before the fifth week of winter term. Only questions of fact are open to
273 challenge.

274 At the conclusion of the review, a candidate may request from the provost, in writing, the
275 Tenure Review Committee's report, the department chair's letter and the provost's
276 recommendation. If tenure was not granted, these documents must be clear as to why tenure
277 was not granted.

278 Grievance procedures are set forth in Article [x] on Grievances. Appeals to a tenure decision are
279 set forth in Article [x] on Academic Appeals.

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281

282

283 Section 2. Academic Rank and Promotion for Library Faculty

284 A. Background

285 This section outlines eligibility requirements and criteria for promotion. For each succeeding
286 academic rank, expectations of performance and leadership are higher. Library faculty at the
287 instructor level, for instance, are expected to have effective library skills and current knowledge of
288 the discipline, but they cannot be expected to make a strong administrative contribution. Library
289 faculty with the rank of full professor, on the other hand, are expected to be excellent librarians,
290 and show evidence of continuing professional development. Appointments to intermediate ranks
291 will be judged on the basis of a candidate's progress along these lines of development. The
292 promotion process will take place during Winter and Spring terms.

293 Following four full years in their current rank, library faculty will be eligible to apply for promotion
294 in Winter of the fifth year. Under no circumstances should promotion be considered automatic after
295 four years in current rank.

296 The Provost shall inform all new library faculty, at the time of initial appointment, that they may
297 negotiate credit toward time in rank. Credit granted toward time in rank may be awarded only with
298 mutual endorsement of both the Provost and Library Director.

299 Sabbatical leave enhances the library faculty member's expertise and value to the college; therefore,
300 time spent on sabbatical leave will be credited toward time in rank to satisfy eligibility requirements
301 for promotion.

302 Promotion decisions will be based on the library faculty member's portfolio, outlining and
303 providing context for the achievements within the five most recent years. Candidates must satisfy
304 all promotion criteria. However, an equal emphasis across criteria is not required. In preparing
305 their portfolios, candidates shall refer to the e-Portfolio Guidelines for Promotion, Tenure, and
306 Post-Tenure Review (Approved by Faculty Senate on 12/10/03; last Revised 6/6/17).

307 Professional performance, or librarianship, occupies a central position among librarian duties.
308 Librarianship may include some or all of the following activities:

- 309 ● Fostering learning environments that promote information competencies, inquiry
310 and analysis, and critical thinking while encouraging lifelong learning
- 311 ● Contributing to the design, improvement, and assessment of courses, curricula, and
312 research activities
- 313 ● Managing, developing, and creating the libraries' collections, as well as facilitating
314 intellectual and physical access to the libraries' collections that foster diverse
315 perspectives
- 316 ● Performing professional service for the library, the institution, and outside agencies such
317 as consortia or library associations
- 318 ● Pursuing ongoing professional development and scholarship

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323 **B. Instructor to Assistant Professor**

324 Eligibility Requirements:

325 Four full years in current rank including credit awarded at the time of hire, ALA accredited
326 master's degree, six years appropriate professional experience, and/or postgraduate work
327 beyond the master's degree.

328 However, instructors who complete the master's before serving four full years in rank will be
329 eligible to apply for promotion the following April if they meet all other criteria.

330 Criteria for Promotion:

- 331 1. Demonstrate competency in librarianship as defined above.
- 332 2. Demonstrate service by contributing to departmental objectives and by
333 participating in activities outside the department as in Faculty Senate, active
334 committee work, and professionally-related public service.
- 335 3. Show promise of continuing professional development, scholarship, and creativity.
336 Professional development may be evidenced in a broad variety of activities. This may
337 include, but is not limited to, consulting work and participation in professional
338 organizations at the state, regional, or national/international level.
339

340 **C. Assistant Professor to Associate Professor**

341 Eligibility Requirements:

342 Four full years in current rank including credit awarded at the time of hire, ALA accredited
343 master's degree, eight years appropriate professional experience, and/or postgraduate work
344 beyond the master's degree.

345 Criteria for Promotion:

- 346 1. Demonstrate excellence in librarianship as defined above.
- 347 2. Demonstrate service by contributing to departmental objectives and by participating in
348 campus activities outside the department as in Faculty Senate or active committee work.
349 Engage in professionally-related public service and/or mentor less experienced faculty
350 whenever possible.
- 351 3. Show evidence of continuing professional development, scholarship and creativity.
352 Professional development may be evidenced in a broad variety of activities. This may
353 include, but is not limited to, continuing coursework, or professional certification,
354 consulting work, publication, applied research, and/ or by contributing to state, regional,
355 or national/international professional organizations.

356 **D. Associate Professor to Professor**

357 Eligibility Requirements:

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358 Four full years in current rank including credit awarded at the time of hire, ALA accredited
359 master's degree, twelve years appropriate professional experience, and/or postgraduate work
360 beyond the master's degree. Indefinite tenure is not a requirement because library faculty
361 members are not currently eligible for tenure.

362 Criteria for Promotion:

363 The rank of Professor is the highest rank attainable in the academic profession. Appointment
364 or promotion to this rank therefore requires evidence of exceptional distinction by a
365 combination of leadership, accomplishment, and service in the scholarly, educational, and
366 intellectual life of the Institute or wider academic community. In itself a long period of
367 service does not justify promotion to the rank of full Professor.

368 Promotion to Professor recognizes that the candidate has demonstrated a history of
369 distinction in leadership or scholarship, which goes substantially beyond what was expected
370 for promotion to associate professor and has a positive impact on the academic community
371 beyond the faculty member's own department. This may occur through leadership in shared
372 governance or other university-wide activities, through other forms of leadership, or through
373 distinction in scholarship.

374 OIT is an institution that practices shared governance, which requires that leadership qualities
375 are fostered and rewarded among the faculty. Faculty ensure institutional success by
376 participating in and leading decision-making processes that have far-reaching effects.
377 Leadership requires commitment, integrity, accountability and initiative, as well as an ability to
378 collaborate, build consensus, apply sound judgment and take responsibility for decisions.
379 Leadership qualities may be evidenced in a broad variety of activities, including in the
380 governance of the department, campus or university, in program development, in other
381 university-wide activities, or in the candidate's discipline.

382 Distinction in scholarship furthers the mission of OIT by bringing opportunities to our
383 students, partnerships with external industries and agencies, and recognition of OIT in the
384 broader academic community. Scholarship may take many forms in different disciplines, with
385 many measures of success, but distinction in scholarship should include several forms over a
386 sustained period. These forms may include involvement of OIT students in projects or
387 research, external conference presentations, peer-reviewed publications, external funding,
388 patents, or research partnerships with industries and agencies. This is not intended to be an
389 exhaustive listing; candidates should document all activities they deem relevant. Applicants are
390 responsible for establishing the significance and scholarly nature of all activities.

391 In addition, all candidates for promotion to full professor are expected to satisfy the
392 following criteria. The candidate will demonstrate continued excellence in librarianship as
393 defined above.

394 Continue to actively contribute in service to the department, campus, or university and
395 participate actively in university committee activities. Engage in professionally-related public
396 service and mentor less experienced faculty whenever possible.

397 Show evidence of continuing professional development, scholarship and creativity.
398 Professional development may be evidenced in a broad variety of activities. This may include,
399 but is not limited to, continuing coursework, or professional certification, consulting work,
400 publication, applied research, and/ or by contributing to state, regional, or
401 national/international professional organizations.

402 Successful promotion in Rank leads to an increase in faculty's salary according to the Article
403 [x] on Compensation.

404 E. Promotion Committees: Definitions and Membership

405 1. Promotion Review Committee

406 The Library shall form a Promotion Review Committee to consider library faculty promotions.

407 a) By the end of the eighth week of Fall term, the Library Director shall appoint a five-
408 member Promotion Review Committee. Three library faculty with at least the rank of
409 assistant professor with two years or more experience at OIT are eligible to serve on
410 library faculty members' Promotion Review Committees. Two instructional faculty
411 member's familiar with the candidate's work will also serve on the committee. Faculty
412 ineligible to serve on the Promotion Review Committee include the Library Director,
413 members of the Promotion Advisory Committee, non-tenured instructional faculty, and
414 library faculty being considered for promotion or with less than two years of experience at
415 OIT. However, full-time, senior instructional faculty who have relinquished tenure prior to
416 retirement are eligible.

417 b) If the library does not have enough eligible members to serve on the Promotion Review
418 Committee, all full-time library faculty members, including the Library Director, faculty
419 with less than two years of experience at OIT, and candidates for promotion will elect
420 alternate Promotion Review Committee members from eligible faculty outside the library.
421 Preference first should be given to members of other departments in which the candidate
422 holds a split appointment and then to faculty most likely to be knowledgeable about the
423 candidate. Whenever possible, at least one member of the Promotion Review Committee
424 should be from the same campus/location as the candidate, even if that committee
425 member is not from the candidate's own department.

426 c) Exceptions to the committee membership rules may be requested of the Provost
427 by submission of letters from both the candidate and Library Director.

428 d) The Library Director shall designate a member of the Promotion Review Committee to
429 convene its first meeting. The Promotion Review Committee will select a chair from
430 within its membership. Each committee member shall sign the statement of ethics
431 document.

432 e) If the Library Director has applied for promotion and met the eligibility requirements and
433 criteria, the Provost will serve in place of the Library Director in the review process.
434

435 2. External Review

436 The process of awarding promotion requires a fair and objective evaluation of the candidate's
437 portfolio. The purpose of an external review is to provide an independent assessment of a
438 candidate's librarianship, professionally-related public service, and professional development
439 as defined in this document.

440 a) For promotion from Instructor to Assistant professor, no external review is
441 required. All other ranks require three external reviewers. Selection of external
442 reviewers is the responsibility of the candidate in consultation with the Library
443 Director.
444

445 b) The candidate for promotion, in consultation with the Library Director, will agree
446 upon and submit a list of five potential external reviewers to the Promotion Review
447 Committee. The Promotion Review Committee chair will contact and verify the
448 suitability of the selected reviewers. If the Promotion Review Committee determines
449 an external reviewer is not appropriate according to the criteria in this document, the
450 candidate will be asked to submit an alternate external reviewer. External reviewers
451 must have the ability to provide an objective and knowledgeable assessment of the
452 candidate's work. External reviewers are expected to be independent and objective,
453 thus selected reviewers should not have a significant conflict of interest with the
454 candidate. In cases of disagreement between the Promotion Review Committee and
455 the candidate on the suitability of external reviewers (or if there are fewer than three
456 suitable reviewers), the Library Director will be asked to supply a final list in
457 consultation with the candidate.
458

459 c) The Promotion Review Committee chair will contact potential reviewers requesting
460 their willingness to serve as an external reviewer during Week 5 of Winter term. If an
461 external reviewer agrees to participate, the chair of the Promotion Review Committee
462 will forward a letter of intent that outlines the review process and highlights review
463 deadlines.
464

465 d) The chair of the Promotion Review Committee will provide each external reviewer a
466 copy of the candidate's complete portfolio, and a copy of this Article for specific
467 provisions outlined under Section 2, Academic Rank and Promotion for Library
468 Faculty.
469

470 e) External reviews will be placed by the chair of the Promotion Review Committee in a
471 designated folder containing the candidate's portfolio.
472

473 3. Promotion Advisory Committee 474

475 The Promotion Advisory Committee (PAC) reviews nominations from College Promotion
476 Committees and from the library for faculty promotions and makes recommendations to the
477 Provost.
478

479 F. Procedure for Academic Rank Promotion for Library Faculty

480 All parties shall abide by the following timeline:

481 By the end of the first week of Fall term, the Provost shall inform the Library Director of faculty
482 eligible for promotion based on time in rank. By the end of the second week of Fall term, the
483 Library Director shall inform library faculty in writing when they have met minimum eligibility
484 requirements for promotion. The applicant will submit a list of five potential external reviewers
485 to the Library Director by the end of Week Eight of Fall term.

486 1. Each applicant will submit a portfolio to the Promotion Review Committee by the end of
487 the first week of Winter term. The committee will verify eligibility as well as evaluate
488 performance in terms of the criteria outlined above. The committee will submit a written
489 decision to the Library Director by the end of the Fourth week of Winter term, listing
490 specific activities where the applicant has met or exceeded the promotion criteria and/or
491 identifying specific areas where the applicant has not met the criteria. The content of the
492 Promotion Review Committee's deliberations are confidential and shall not be divulged by
493 its members. The committee may solicit other information to confirm documentation in
494 the applicant's portfolio; however, no anonymous input may be solicited or accepted, nor
495 can sources be kept confidential. The Library Director will notify applicants, in writing, of
496 the committee's decision by Wednesday of the fifth week of Winter term.

497 2. If the Promotion Review Committee renders a positive decision, the Library Director will
498 give the agreed-upon list of five external reviewers to the Promotion Review Committee
499 chair by Week 4 of Winter term. The Promotion Review Committee Chair will verify
500 external reviewer suitability and willingness to participate, and forward the portfolio (and
501 supporting materials) to the External Review no later than Week 8 of Winter term. The
502 External Reviewers submit letters to the Promotion Review Committee chair for inclusion
503 in the candidate's application by the beginning of Week four of Spring term.

504 a) Applicants may appeal a negative decision by the Promotion Review Committee
505 only after the applicant first meets with the Library Director and chair of the
506 Promotion Review Committee. In the case of disagreement, the applicant shall
507 initiate the appeal process by submitting a letter of rebuttal to the Library Director
508 by the end of the fifth week of Winter term. The Library Director will form an Ad
509 Hoc Committee chaired by the Provost. Upon request, the Ad Hoc Committee
510 chair shall provide each applicant an opportunity to address the committee to
511 present a case for promotion.
512

513 b) The Ad Hoc Committee will consider all evidence and determine whether there is just
514 cause to further consider the applicant's request for promotion. The Ad Hoc
515 Committee's decision is final. If the Ad Hoc Committee decides not to review the
516 application further or the applicant chooses not to appeal the Promotion Review
517 Committee's negative decision, the promotion process is ended and the Provost shall
518 place copies of the documentation forwarded by the Promotion Review Committee
519 and department chair in the applicant's Provost file.

520
521 3. The Promotion Advisory Committee will review all applications for promotion advanced

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522 from the Promotion Review Committee and submit a list of its recommendations to the
523 Provost along with all documentation and the selection criteria used by the end of the
524 eighth week of Spring term. No secret ballots will be allowed. The content of the
525 Promotion Advisory Committee's deliberations are confidential and shall not be divulged
526 by its members. The committee may solicit other information to confirm documentation in
527 the applicant's portfolio; however, no anonymous input may be solicited or accepted, nor
528 can sources be kept confidential.
529

530 4. The Library Director will review all applications for promotion advanced from the
531 Promotion Review Committee and External Reviewers and submit a report of
532 recommendations to the Provost along with all documentation and the selection criteria
533 used by the end of the eighth week of Spring term. The Library Director may solicit other
534 information to confirm documentation in the applicant's portfolio; however, no
535 anonymous input may be solicited or accepted, nor can sources be kept confidential.
536

537 5. The Provost, the Library Director, and the chair of the Promotion Advisory Committee
538 shall meet to discuss the committee's and the Director's recommendations. The Provost, in
539 consultation with the president, will make the final promotion decisions and communicate
540 those decisions to the Promotion Advisory Committee. A copy of the Provost's decision
541 letter and the Promotion Advisory Committee's recommendation shall be placed in the
542 applicant's Provost file. Applicants considered for promotion will receive written
543 notification of the Provost's decision by the end of Spring term. In the case of a negative
544 decision, the Provost will provide a brief letter of explanation outlining the reasons for the
545 decision. The applicant shall have the opportunity to meet with the Provost to discuss the
546 reasons for the negative promotion decision in more detail.
547

548 G. Faculty Rights

549 Faculty may file a grievance under the Article [x] on Grievances whenever the process outlined in this Article
550 is not being followed in a timely manner. Appeals to a promotion decision are set forth in Article [x] on
551 Academic Appeals.

552 Faculty may access and respond to the documentation of the promotion decision archived in their evaluative
553 file maintained by the Office of the Provost according to the Article [x] on Personnel Files.

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566 H. Promotion Timeline for Library Faculty

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Time Frame		Review Activity
Fall Term	Week 1	Provost notifies Library Director of faculty having required time in rank.
	Week 2	Library Director notifies faculty eligible for promotion.
	Week 8	Library Director appoints Promotion Review Committee (PRC), chair selected, date and location for comments meeting set. Library faculty submits to Library Director a list of five potential External Review members.
Winter Term	Week 1	Faculty prepares and submits portfolio to PRC.
	Week 4	PRC reviews library faculty and prepares report. In the event of a positive recommendation, agreed-upon list of five external reviewers given to PRC chair.
	Week 5	Three suitable External Reviewers contacted by PRC chair. Library Director notifies applicant of PRC recommendation. In case of negative recommendation, candidate is notified and may appear to Library Director at that time.
	Week 8	Deadline for receipt of applicant's portfolio by External Reviewers.
Spring Term	Week 4	External reviewers submit letters to the PRC Chair for inclusion in the folder including the candidate's portfolio. PRC and External Review recommendation forwarded to Promotion Advisory Committee (PAC) and Library Director.
	Week 8	PAC and Library Director submit recommendations to Provost.
	Week 10	Provost notifies faculty of the promotion decision in writing.

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570

571 Section 3. Academic Rank and Promotion for Instructional Faculty

572 A. Background

573

574 This section outlines eligibility requirements and criteria for promotion. For each succeeding
 575 academic rank, expectations of performance and leadership are higher. Faculty at the instructor
 576 level, for instance, are expected to have effective teaching skills and current knowledge of the
 577 discipline, but they cannot be expected to make a strong administrative contribution. Faculty with

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578 the rank of full professor, on the other hand, are expected to be excellent teachers, and show
579 evidence of continuing professional development. Appointments to intermediate ranks will be
580 judged on the basis of a candidate's progress along these lines of development. The promotion
581 process will take place during Spring term.

582 Following four full years in their current rank, faculty will be eligible to apply for promotion in
583 spring of the fifth year. Under no circumstances should promotion be considered automatic after
584 four years in current rank.

585 The provost shall inform all new faculty, at the time of initial appointment, that they may
586 negotiate credit toward time in rank. Credit granted toward time in rank may be awarded only
587 with mutual endorsement of both the provost and department chair.

588 Sabbatical leave enhances the faculty member's expertise and value to the college; therefore,
589 time spent on sabbatical leave will be credited toward time in rank to satisfy eligibility
590 requirements for promotion.

591 Promotion decisions will be based on the faculty member's portfolio, outlining and providing
592 context for the achievements within the five most recent years. Candidates must satisfy all
593 promotion criteria. However, an equal emphasis across criteria is not required. In preparing
594 their portfolios, candidates shall refer to the e-Portfolio Guidelines for Promotion, Tenure, and
595 Post-Tenure Review (Approved by Faculty Senate on 12/10/03; last Revised 6/6/17).

596 Those qualifying for promotions who were hired prior to 1982 and whose educational degree is
597 the baccalaureate degree may not be promoted to the rank of professor until they meet all
598 eligibility requirements.

599 B. Instructor to Assistant Professor

600 Eligibility Requirements:

601 Four full years in current rank including credit awarded at the time of hire, master's degree,
602 six years appropriate professional experience, and/or postgraduate work beyond the master's
603 degree.

604 However, instructors who complete the master's before serving four full years in rank will be
605 eligible to apply for promotion the following April if they meet all other criteria.

606

607 Criteria for Promotion:

608 1. Demonstrate competency in teaching in all of the following ways:

609 a) Select and organize course content which reflects current knowledge, skill,
610 and methodology

611 b) Foster student learning in an environment that promotes student mastery of
612 course objectives

613 c) Assess and evaluate student achievement effectively

- 614 d) Participate in professional development related to teaching and learning
- 615 2. Demonstrate service by contributing to departmental objectives and by
- 616 participating in activities outside the department as in Faculty Senate, active
- 617 committee work, and professionally-related public service.
- 618 3. Show promise of continuing professional development, scholarship, and creativity.
- 619 Professional development may be evidenced in a broad variety of activities. This may
- 620 include, but is not limited to, consulting work and participation in professional
- 621 organizations at the state, regional, or national/international level.

622 **C. Assistant to Associate Professor**

623 Eligibility Requirements:

624 Four full years in current rank including credit awarded at the time of hire, master's degree,

625 eight years appropriate professional experience, and/or postgraduate work beyond the

626 master's degree. Indefinite tenure is required for promotion to associate professor.

627 Criteria for Promotion:

- 628 1. Demonstrate excellence in teaching in all of the following ways:
- 629 a. Foster student learning in an environment that promotes student mastery
- 630 of course objectives
- 631 b. Assume initiative in carrying out departmental objectives
- 632 c. Contribute to the design and improvement of departmental courses and curricula
- 633 d. Participate in professional development related to teaching and learning
- 634
- 635 2. Demonstrate service by contributing to departmental objectives and by participating in
- 636 campus activities outside the department as in Faculty Senate or active committee work.
- 637 3. Engage in professionally-related public service and/or mentor less experienced
- 638 faculty whenever possible.
- 639 4. Show evidence of continuing professional development, scholarship and creativity.
- 640 Professional development may be evidenced in a broad variety of activities. This may
- 641 include, but is not limited to, continuing coursework, or professional certification,
- 642 consulting work, publication, applied research, and/ or by contributing to state, regional,
- 643 or national/international professional organizations.

644 **D. Associate Professor to Professor**

645 Eligibility Requirements:

646 Four full years in current rank including credit awarded at the time of hire, master's

647 degree, twelve years experience, which will include a minimum of six years full-time,

648 college-level teaching in addition to appropriate professional experience, teaching and/or
649 postgraduate work beyond the master's degree. Indefinite tenure is required for
650 promotion to professor.

651 Criteria for Promotion:

652 The rank of Professor is the highest rank attainable in the academic profession.
653 Appointment or promotion to this rank therefore requires evidence of exceptional
654 distinction by a combination of leadership, accomplishment, and service in the scholarly,
655 educational, and intellectual life of the Institute or wider academic community. In itself a
656 long period of service does not justify promotion to the rank of full Professor.

657 Promotion to Professor recognizes that the candidate has demonstrated a history of
658 distinction in leadership or scholarship, which goes substantially beyond what was expected
659 for promotion to associate professor and has a positive impact on the academic community
660 beyond the faculty member's own department. This may occur through leadership in shared
661 governance or other university-wide activities, through other forms of leadership, or through
662 distinction in scholarship.

663 OIT is an institution that practices shared governance, which requires that leadership
664 qualities are fostered and rewarded among the faculty. Faculty ensure institutional success by
665 participating in and leading decision-making processes that have far-reaching effects.
666 Leadership requires commitment, integrity, accountability and initiative, as well as an ability
667 to collaborate, build consensus, apply sound judgment and take responsibility for decisions.
668 Leadership qualities may be evidenced in a broad variety of activities, including in the
669 governance of the department, campus or university, in program development, in other
670 university-wide activities, or in the candidate's discipline.

671 Distinction in scholarship furthers the mission of OIT by bringing opportunities to our
672 students, partnerships with external industries and agencies, and recognition of OIT in the
673 broader academic community. Scholarship may take many forms in different disciplines,
674 with many measures of success, but distinction in scholarship should include several forms
675 over a sustained period. These forms may include involvement of OIT students in projects
676 or research, external conference presentations, peer-reviewed publications, external
677 funding, patents, or research partnerships with industries and agencies. This is not
678 intended to be an exhaustive listing; candidates should document all activities they deem
679 relevant. Applicants are responsible for establishing the significance and scholarly nature of
680 all activities.

681 In addition, all candidates for promotion to full professor are expected to satisfy the
682 following criteria.

- 683 1. Demonstrate continued excellence in teaching in all of the following ways:
- 684 a) Foster student learning in an environment that promotes student
685 mastery of course objectives
 - 686 b) Assume initiative in instructional improvement and curricular

- 687 development in the department
- 688 c) Contribute to the design and improvement of departmental courses and curricula
- 689 d) Participate in professional development related to teaching and learning
- 690 2. Continue to actively contribute in service to the department, campus, or university
- 691 and participate actively in university committee activities. Engage in professionally-
- 692 related public service and mentor less experienced faculty whenever possible.
- 693 3. Show evidence of continuing professional development, scholarship and creativity.
- 694 Professional development may be evidenced in a broad variety of activities. This may
- 695 include, but is not limited to, continuing coursework, or professional certification,
- 696 consulting work, publication, applied research, and/ or by contributing to state,
- 697 regional, or national/international professional organizations.

698 Successful promotion in Rank leads to an increase in faculty's salary according to the Article

699 [x] on Compensation.

700 E. Promotion Committees: Definitions and Membership

701

702 1. Promotion Review Committee

703

704 Each department shall form a Promotion Review Committee to consider faculty promotions.

- 705 a) By the end of the eighth week of winter term, the department chair shall appoint a five-
- 706 member Promotion Review Committee. For the sake of consistency in tenure and
- 707 promotion decisions, members of the departmental Tenure Review Committee will also
- 708 serve on the Promotion Review Committee, if eligible. Faculty ineligible to serve on the
- 709 Promotion Review Committee include the department chair, members of the Promotion
- 710 Advisory Committee, non-tenured faculty, and faculty being considered for promotion.
- 711 However, full-time, senior faculty who have relinquished tenure prior to retirement are
- 712 eligible.
- 713 b) If one or more members of the Tenure Review Committee are not eligible to serve on the
- 714 Promotion Review Committee, all full-time department members, including department
- 715 chair, tenured/non-tenured faculty, and candidates for tenure/promotion will elect
- 716 alternate Promotion Review Committee members from eligible faculty inside or outside
- 717 the department. Preference first should be given to members of other departments in
- 718 which the candidate holds a split appointment and then to faculty most likely to be
- 719 knowledgeable about the candidate. Whenever possible, at least one member of the
- 720 Promotion Review Committee should be from the same campus/location as the
- 721 candidate, even if that committee member is not from the candidate's own department.
- 722 c) Exceptions to the committee membership rules may be requested of the college dean by
- 723 submission of letters from both the candidate and department chair.
- 724 d) The department chair shall designate a member of the Promotion Review Committee
- 725 to convene its first meeting. The Promotion Review Committee will select a chair from
- 726 within its membership. Each committee member shall sign the statement of ethics
- 727 document.

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728 e) If the department chair has applied for promotion and met the eligibility requirements
729 and criteria, the college dean will serve in place of the department chair and the provost in
730 place of the college dean in the review process.
731

732 2. College Promotion Committee

733

734 a) The college dean shall schedule a meeting of the College Promotion Committee by the
735 end of the fifth week of spring term to consider departmental recommendations for
736 promotion and all appeals. The committee will consist of a non-voting moderator,
737 department chairs, and Promotion Review Committee chairs. The moderator will be a
738 tenured faculty member who is appointed by the college dean. Each department shall
739 have at least two representatives on the College Promotion Committee.

740 b) The moderator will convene the committee, providing all documentation on
741 recommendations and appeals. Each committee member shall sign the statement of
742 ethics document.

743 c) A department chair being considered for promotion will be replaced by a full professor or
744 ranking faculty member to be selected by the college dean from the appropriate
745 Promotion Review Committee.

746 3. Promotion Advisory Committee

747 The university shall have a committee to recommend faculty promotions.

748 a) The Promotion Advisory Committee is a peer group of instructional faculty whose
749 purpose is to provide university-wide perspective in the promotion process for
750 instructional faculty. In selecting members, the diverse interests of faculty, including
751 geographical location, should be considered for committee constitution. This
752 committee shall be a standing committee consisting of three full professors from the
753 instructional faculty appointed by the OIT president, four full professors from the
754 instructional faculty appointed by the president of the Faculty Senate, and the
755 affirmative action officer, ex- officio. The OIT president shall appoint a chair from the
756 seven members. The chair shall have served on the committee for at least two prior
757 years and will serve a one-year term, which may be renewed.

758 b) Appointments to the Promotion Advisory Committee will normally be for a term of
759 three years. However, shorter terms of appointment may be made as there shall be no
760 more than three new members of this committee in any given year. Any member or
761 prior member may be re-appointed.

762 c) If a member of the Promotion Advisory Committee is unable to serve for a portion of
763 his/her term, the chair of the Promotion Advisory Committee will request that an
764 alternate be appointed; the original appointing officer (Faculty Senate president or OIT
765 president) will appoint the alternate.
766

767

768 F. Procedure for Academic Rank Promotion for Instructional Faculty

769 All parties shall abide by the following timeline.

770 1. By the end of the first week of fall term, the provost shall inform department chairs of
771 faculty eligible for promotion based on time in rank. By the end of the second week of fall

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- 772 term, each department chair shall inform faculty in writing when they have met minimum
773 eligibility requirements for promotion. The faculty member shall apply for promotion by
774 submitting a portfolio to the Promotion Review Committee.
- 775 2. Each applicant will submit a portfolio to the Promotion Review Committee by the end of
776 the first week of spring term. The committee will verify eligibility as well as evaluate
777 performance in terms of the criteria outlined above. The committee will submit a written
778 decision to the department chair by the end of the third week of spring term, listing
779 specific activities where the applicant has met or exceeded the promotion criteria and/or
780 identifying specific areas where the applicant has not met the criteria. The content of the
781 Promotion Review Committee's deliberations are confidential and shall not be divulged by
782 its members. The committee may solicit other information to confirm documentation in
783 the applicant's portfolio; however, no anonymous input may be solicited or accepted, nor
784 can sources be kept confidential.
- 785 3. The department chair will attach a letter of support/non-support to the committee
786 decision and forward both to the college dean by the end of the fourth week of spring
787 term. The chair will notify applicants, in writing, of the committee's decision by
788 Wednesday of the fourth week.
- 789 a) Applicants may appeal a negative decision by the Promotion Review Committee
790 to the College Promotion Committee only after the applicant first meets with the
791 department chair and chair of the Promotion Review Committee. In the case of
792 disagreement, the applicant shall initiate the appeal process by submitting a letter
793 of rebuttal to the college dean by the end of the fourth week of spring term.
794 Upon request, the moderator of the college committee shall provide each
795 applicant an opportunity to address the College Promotion Committee to present
796 a case for promotion.
- 797 b) The College Promotion Committee will consider all evidence and determine whether
798 there is just cause to further consider the applicant's request for promotion. The
799 College Promotion Committee's decision is final. If the College Promotion
800 Committee decides not to review the application further or the applicant chooses
801 not to appeal the Promotion Review Committee's negative decision, the promotion
802 process is ended and the college dean shall place copies of the documentation
803 forwarded by the Promotion Review Committee and department chair in the
804 applicant's provost file.
- 805 4. Each department chair will summarize the key points of the recommendation to the
806 College Promotion Committee for each applicant advanced by the Promotion Review
807 Committee. The College Promotion Committee will make promotion decisions based on the
808 criteria outlined above. No secret ballots will be allowed. The content of the College
809 Promotion Committee's deliberations are confidential and shall not be divulged by its
810 members.
- 811 a) The moderator of the College Promotion Review Committee will submit a separate
812 report to the Promotion Advisory Committee and the college dean, summarizing the
813 College Promotion Committee's decision for each applicant, including all documentation
814 from Promotion Review Committees and department chairs, by the end of the sixth week

815 of spring term. The secretary for the Promotion Advisory Committee shall place a copy of
816 these documents in the applicant's provost file and organize applications for promotion for
817 the Promotion Advisory Committee's consideration. Applicants who receive a negative
818 decision from the College Promotion Committee are not forwarded to the Promotion
819 Advisory Committee, thus ending the promotion process.

820
821 b) The college dean will notify all applicants of the College Promotion Committee's
822 recommendation by Wednesday of the seventh week.

823

824 5. The Promotion Advisory Committee will review all applications for promotion advanced
825 from the College Promotion Committee and submit a list of its recommendations to the
826 provost along with all documentation and the selection criteria used by the end of the tenth
827 week of spring term. No secret ballots will be allowed. The content of the Promotion
828 Advisory Committee's deliberations are confidential and shall not be divulged by its
829 members. The committee may solicit other information to confirm documentation in the
830 applicant's portfolio; however, no anonymous input may be solicited or accepted, nor can
831 sources be kept confidential.

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833 The college deans will review all applications for promotion advanced from the College
834 Promotion Committee and submit a report of recommendations to the provost along with all
835 documentation and the selection criteria used by the end of the tenth week of spring term. The
836 deans' report may, at their option, be submitted jointly by both deans or individually by each
837 dean. The deans may solicit other information to confirm documentation in the applicant's
838 portfolio; however, no anonymous input may be solicited or accepted, nor can sources be kept
839 confidential.

840 6. The Provost, the college deans, and the chair of the Promotion Advisory Committee
841 shall meet to discuss the committee's and the deans' recommendations. The provost, in
842 consultation with the president, will make the final promotion decisions and communicate
843 those decisions to the Promotion Advisory Committee. A copy of the provost's decision
844 letter and the Promotion Advisory Committee's recommendation shall be placed in the
845 applicant's provost file.

846 Applicants considered for promotion will receive written notification of the provost's
847 decision by the end of spring term. In the case of a negative decision, the provost will
848 provide a brief letter of explanation outlining the reasons for the decision. The applicant
849 shall have the opportunity to meet with the provost to discuss the reasons for the negative
850 promotion decision in more detail.

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852 G. Faculty Rights

853 Faculty may file a grievance under the Article [x] on Grievances whenever the process outlined in this Article
854 is not being followed in a timely manner. Appeals to a promotion decision are set forth in Article [x] on
855 Academic Appeals.

856 Faculty may access and respond to the documentation of the promotion decision archived in their evaluative
857 file maintained by the Office of the Provost according to the Article [x] on Personnel Files.

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H. Promotion Timeline for Instructional Faculty

Time Frame		Review Activity	
Fall Term	Week 1	Provost notifies department chair of faculty having required time in rank.	
	Week 2	Department chair notifies faculty eligible for promotion.	
Winter Term	Week 8	Department chair appoints Promotion Review Committee (PRC).	
Spring Term	Week 1	Faculty prepares and submits portfolio to PRC.	
	Week 2	PRC reviews faculty.	
	Week 3	PRC reports recommendation decision to department chair.	
	Week 4	Department chair notifies faculty of PRC recommendation decision by Wednesday of Week 4 . Department chair reports recommendation decision to school dean.	Appeal: Faculty can request a meeting with department and PRC chairs. If not satisfied, faculty can write a rebuttal to school dean and request to address School Promotion Committee (SPC).
	Week 5	SPC reviews faculty.	Appeal: School dean shall allow requesting faculty opportunity to address SPC to present a case for promotion.
	Week 6	SPC reports recommendation decisions to Promotion Advisory Committee (PAC).	
	Week 7	School dean notifies faculty of SPC recommendation decision by Wednesday of Week 7 . PAC reviews faculty. PAC reports recommendation decisions to the provost.	
	Week 8		
	Week 9		
	Week 10		
	Week 11	Provost notifies faculty of the promotion decision in writing.	

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Section 4. Post Tenure Review

A. Background

Oregon Tech provides for a comprehensive post-tenure review of its faculty at least every five years to encourage, reward and support the continuous development of tenured members of the faculty, and, through the process of peer review, identify those faculty members who merit special recognition or need special assistance.

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869 The purposes of post-tenure review are to:

- 870 • Assure continued excellence in the academy
- 871 • Offer appropriate feedback and professional development opportunities to tenured
- 872 faculty
- 873 • Clearly link the level of remuneration to faculty performance
- 874 • Provide accountability to the institution, public, and Board

875
876 **B. Evaluation**

877 The following criteria will be used to determine the faculty member's level of performance:

- 878 • Maintaining high quality teaching or librarianship
- 879 • Continuing professional growth and scholarly activities
- 880 • Exercising leadership in academic service and performing service on behalf of the
- 881 department, institution and the larger community
- 882 • Demonstrating professional integrity and a willingness to cooperate with
- 883 colleagues

884 The focus of a faculty member's professional activities may shift over time. As tenured faculty
885 progress through their careers, they may devote proportionately more time to different activities
886 such as institutional or departmental leadership, program and curriculum development,
887 teaching, or advising. Consequently, the expectations for individual faculty members may
888 change. For the purpose of post-tenure review, the fundamental criterion is meeting established
889 expectations and goals within the four criteria listed above. Because a faculty member's Annual
890 Performance Evaluation (APE) is based on meeting objectives established in collaboration with
891 the department chair and agreed upon in the Faculty Objectives Plan, the APE may guide
892 reviewers in assessing the faculty member's performance as the focus of his/her career evolves.

893 Criteria being used for evaluating faculty for post-tenure review are the same as the criteria
894 outlined in Section 1.C (1,2,3) of this Article.

895
896 Additional criteria for post-tenure review include professional integrity and a willingness to
897 cooperate with colleagues. Evaluation guidelines for these follow; these lists are not exhaustive but
898 rather indicative of conduct post-tenure review committees should consider.

899 *Professional Integrity*

900 Candidates shall demonstrate professional integrity in the following ways:

- 901 • Model high ethical standards as defined by the candidate's profession
- 902 • Deal honestly, fairly and openly with colleagues and students
- 903 • Respect others
- 904 • Accept responsibility for actions and decisions and their consequences
- 905 • Follow through on commitments

907 *Willingness to cooperate*

908 Candidates shall evidence a willingness to cooperate with colleagues in the following ways:

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- 909 • Accept responsibility for departmental projects that are compatible with and
- 910 further its mission and long-term goals
- 911 • Contribute to a stimulating intellectual environment in the candidate's department
- 912 • Abide by departmental decisions
- 913 • Follow policies and procedures of the institution
- 914

915 C. Procedure and Timeline

916 1. Scheduling

917 The first post-tenure review of a faculty member shall be completed prior to the sixth year
918 after the granting of tenure. If a faculty member is awarded promotion prior to this time, this
919 first post-tenure review shall be waived. At any time, promotion shall (re-)establish the
920 starting point of the post-tenure review cycle. Thereafter, general post-tenure reviews shall
921 occur every five years. In practice, some deviations from normal scheduling may occur for a
922 variety of reasons including promotion and sabbatical cycles. Interim reviews are scheduled
923 when the outcome of a post-tenure review is unsatisfactory. Faculty members who have
924 relinquished tenure prior to retirement shall not undergo post-tenure review.

925 The department chair or dean may request an earlier review. A department chair may do so by
926 submitting a written request to the dean listing specific reasons. The dean may request an early
927 review by submitting a written request to the provost listing specific reasons.

928 All parties shall abide by the timeline set forth in this policy.

929 2. Notification and Post-Tenure Review Committee Appointment

930 During the first week of fall term, the provost shall provide each dean with the names of faculty
931 who are scheduled for post-tenure review. The dean will notify each department chair with the
932 names of departmental faculty who are scheduled for post-tenure review. The chair shall then
933 notify these faculty members of the upcoming review by the end of the first week of fall term.
934 Each candidate shall submit a portfolio to the Post-Tenure Review Committee by the end of the
935 first week of winter term.

936
937 By the end of fall term, the department chair shall organize a departmental post-tenure review
938 committee. All full-time department members, including the candidate, the chair, and
939 tenured/non-tenured faculty, shall elect five committee members: three from within the
940 department, one from outside the department but within the school, and one from outside the
941 school. If there are fewer than three department members eligible to serve, additional
942 committee members shall be elected from outside the department. Non-tenured faculty and
943 the department chair are not eligible to serve. Faculty who have relinquished tenure prior to
944 retirement are eligible to serve. When selecting committee members from outside the
945 department, preference first should be given to members of other departments in which the
946 candidate holds a split appointment, and then to faculty most likely to be knowledgeable about
947 the candidate.

948 Within a week, the department chair shall convene the Post-Tenure Review Committee,
949 which shall select a chair. If the department chair is under review, the dean shall fulfill the

950 department chair role in this process. Each committee member shall sign the statement of
951 ethics document.

952 3. Post-Tenure Review Committee's Responsibilities

953 Oregon Tech requires student input (beyond the anonymous classroom evaluations) into the post-
954 tenure review process, at its initial meeting, the Post- Tenure Review Committee shall also set a
955 date and location for a meeting to be held during the second or third week of winter term to
956 accept written and verbal comments from students and other interested individuals. A separate
957 comments meeting shall be held for each candidate. The chair of the Post-Tenure Review
958 Committee shall send the time and location information for the comments meeting along with the
959 candidate's name to the Provost's Office by the end of fall term. The Provost's Office is
960 responsible for advertising the comments meeting.

961

962 The comments meeting shall be conducted according to the following guidelines:

- 963 • The candidate may not attend the meeting, but will have access to comments in the
964 written report of the committee, as noted below.
- 965
- 966 • Only one person giving comments may be in the room with the committee at a
967 given time.
- 968
- 969 • One member of the committee must keep careful notes of the meeting, indicating
970 the name of each speaker and the content of the remarks. The notes must be
971 sufficiently detailed to capture the essence of the testimony.
- 972

973 The committee shall use the candidate's portfolio and written and verbal comments to evaluate
974 performance in terms of criteria outlined earlier in this policy. The committee may solicit other
975 information to confirm documentation in the candidate's portfolio or to verify comments
976 gathered during its review; however, no anonymous input may be solicited or accepted, nor can
977 sources be kept confidential. Anyone offering verbal or written information must be informed
978 that the candidate will have access to that information and that source anonymity cannot be
979 preserved. In the case of verbal information, careful notes of the conversation must be kept,
980 including the participants' names.

981 If the candidate has a split appointment at the time of review, the Post-Tenure Review
982 Committee shall solicit information from the appropriate departments in which the candidate
983 has served.

984 The Post-Tenure Review Committee will determine the faculty member's performance to be
985 exemplary, excellent, satisfactory or unsatisfactory (see below) and prepare a separate written
986 report for each candidate. The report must indicate the committee's determination, agreed to by a
987 simple majority, and include the names and signatures of committee members and their individual
988 votes. In addition, the committee shall list specific activities where the candidate has met or
989 exceeded the post-tenure criteria and/or identify specific areas where the candidate has not met
990 the criteria. The committee shall submit the report to the department chair by Friday of the sixth
991 week of winter term, along with the candidate's portfolio, notes taken during the comments

*OT-AAUP reserves the right to add to, modify, or amend proposals during the course of negotiations.

992 meeting, and all documentation accepted and used by the Post-Tenure Review Committee in its
993 deliberations. The content of the committee's deliberations are confidential and shall not be
994 divulged by its members.
995

996 4. Department Chair's Responsibilities

997 The department chair shall notify each candidate, in writing, of the committee's recommendation
998 by the end of the seventh week of winter term.

999 The department chair shall attach a letter of support/non-support to the committee report
1000 and forward the report, the letter, the candidate's portfolio and all documentation to the dean
1001 by Friday of the seventh week of winter term.

1002 If the department chair is reviewed, the dean shall serve in place of the department chair.

1003 5. Dean's Responsibilities

1004 The dean shall review the recommendation from the Post-Tenure Review Committee and the
1005 department chair's letter and write a letter of evaluation recommending an outcome. The dean
1006 shall submit this recommendation, along with the departmental report and chair letter to the
1007 provost.

1008 6. Provost's Responsibility

1009 The provost shall decide post-tenure status in each case, and officially notify, by letter, each faculty
1010 member by the end of winter term. The provost shall return the candidate's portfolio to the
1011 candidate and send all other documentation related to the review to the faculty member's
1012 evaluative file in the Provost's Office in accordance with the Article [x] on Personnel Files by the
1013 end of winter term.
1014

1015 7. Outcomes

1016 Four outcomes are possible for a post-tenure review: exemplary, excellent, satisfactory, and
1017 unsatisfactory. Increases to the base salary are one benefit of a positive post-tenure review. To
1018 qualify for such increases, the candidate must hold the rank of associate or full professor.

1019 Exemplary

1020 The exemplary outcome is reserved for those faculty members whose performance during the
1021 review period is outstanding in all categories.

- 1022 • A \$5,000 one-time bonus shall be awarded to the candidate, in addition to a 7.5%
1023 increase to base salary. The next general post-tenure review will occur in five years.
1024

1025 Excellent

1026 The excellent outcome is awarded to those faculty whose overall performance is consistently
1027 excellent and regularly exceeds the expectations for their respective ranks in one or more
1028 categories.

- 1029 • A \$2,500 one-time bonus shall be awarded to the candidate, in addition to a 5%

1030 increase to base salary. The next general post-tenure review will occur in five
1031 years.

1032
1033 Satisfactory

1034 The satisfactory outcome is given to those faculty whose performance is generally acceptable,
1035 regularly meeting the expectations for their rank

1036 • A 2.5% increase in base salary shall be awarded. The next general post-tenure
1037 review will occur in five years.

1038 Unsatisfactory

1039
1040 The unsatisfactory outcome is given to those faculty whose performance is determined to be
1041 below acceptable standards.

1042 • Upon an unsatisfactory outcome, the dean, department chair and faculty member will
1043 meet to discuss the report and mutually draft a professional development plan for
1044 improving performance. The plan should include specific goals, objectives, a time
1045 frame, and an outline of needed resources. The plan, signed by the faculty member
1046 and department chair, will be submitted by the dean to the provost within two weeks
1047 following the review and placed in the faculty member's evaluative file.

1048
1049 • The candidate will complete an interim post-tenure review within two years. The
1050 candidate will discuss efforts towards improvement and include a copy of the
1051 professional development plan in the portfolio.

1052
1053 • The interim review shall have outcomes of either satisfactory or unsatisfactory. No
1054 base salary increase shall be awarded for a satisfactory outcome of an interim review.
1055 If the outcome of the interim review is satisfactory, the next general post-tenure
1056 review will occur in five years.

1057
1058 • If the outcome of the interim review is unsatisfactory, the institution shall
1059 undertake termination of appointment in accordance with Article [x] on
1060 Progressive Discipline of this Agreement.

1061 8. Candidate's Rights

1062 A candidate may write to request from the chair of the Post-Tenure Review Committee, copies
1063 of the written documentation collected by the Post-Tenure Review Committee and all notes kept
1064 of oral testimony. The candidate must make this request by Monday of the fourth week of winter
1065 term. The Post-Tenure Review Committee Chair shall provide the documentation no later than
1066 Friday of the fourth week of winter term.

1067 After reviewing testimony given at the comments meeting and all documentation accepted by the
1068 Post-Tenure Review Committee, a candidate may request a meeting with the committee to challenge
1069 questions of fact. By majority vote, the committee may decide to expunge information from the

1070 documentation. This meeting must take place before the committee makes its recommendation and
1071 before the fifth week of winter term. Only questions of fact are open to challenge.

1072 The faculty member may respond in writing to the committee report; the response will be attached
1073 to the report and sent to the dean through the department chair.

1074 At the conclusion of the review, a candidate may request from the provost, in writing, the Post-
1075 Tenure Review Committee's report, the department chair's letter and the dean's recommendation.

1076 Faculty may file a grievance under the Article [x] on Grievances whenever the process outlined in
1077 this Article is not being followed in a timely manner. Appeals to a post-tenure decision are set forth
1078 in Article [x] on Academic Appeals.

1079 Faculty may access and respond to the documentation of the post-tenure decision archived in their
1080 evaluative file maintained by the Office of the Provost according to the Article [x] on Personnel
1081 Files.

1082

1083 Section 5. Tenure Relinquishment

1084 A. Background

1085 The OIT Tenure Relinquishment program is available, subject to the approval of the President or
1086 his/her designee, to any tenured faculty member. The purpose of provisions of this Section is to
1087 allow a tenured faculty member to set a date for resignation/retirement in a manner that enables
1088 both the faculty member and the institution to plan for such termination and for replacing the
1089 faculty member in a timely manner. When requesting approval of a tenure relinquishment
1090 agreement, the faculty member will fill out the Tenure Relinquishment Agreement form and submit
1091 it to the President through the Department Chair, appropriate school official (Dean or School
1092 Academic Council Chair), and the Provost. The following provisions will prevail:

1093 1. Faculty may request tenure relinquishment to take effect at any time.

1094 2. A faculty member may request a date to implement the Tenure Relinquishment
1095 Agreement that is no more than three years before the date when tenure is relinquished.

1096 3. When a Tenure Relinquishment Agreement is approved by the President, the faculty
1097 member will be granted a one-time increase to the faculty member's base pay. This salary
1098 enhancement will take effect no more than three years prior to tenure relinquishment and will
1099 remain in effect through the period in which the Tenure Relinquishment Agreement is in
1100 effect. A 6% increase will be given if tenure is relinquished within three years of the effective
1101 date of the Agreement. The faculty member will be eligible for other normal pay increases
1102 during this period.

1103 4. With the approval of the Department Chair, appropriate school official (Dean or School
1104 Academic Council Chair), Provost and President, a faculty member relinquishing tenure may
1105 also enter into an agreement for up to three one-year fixed-term contracts of part-time work at
1106 the rate of no more than 1,039 hours a year following relinquishment of tenure. Such
1107 employment will be on an annual fixed-term basis at the faculty member's rate of pay at tenure
1108 relinquishment. Under such agreements, faculty will be eligible for normal pay increases. These
1109 annual part-time agreements must be approved each year subject to the demonstrable needs of

1110 the department concerned.

1111 5. Employment during the period that the Tenure Relinquishment Agreement is in effect, and any
1112 part-time employment contracted for, is subject to the Administrative Rules, Internal
1113 Management Directives and amendments thereto of the Oregon Institute of Technology. All
1114 service by the faculty member must, during these periods, be fully satisfactory.

1115 6. An approved Tenure Relinquishment Agreement cannot be rescinded. This does not,
1116 however, preclude employment on a fixed-term, full-time basis beyond the relinquishment of
1117 tenure, if circumstances so want.