

Horticulture Promotion and Tenure Guidelines and Procedures

The procedure for promotion and/or tenure decision in 2019 is outlined below. Please do not hesitate to contact the Horticulture Promotion and Tenure (P&T) Committee or Department Head if you have any questions.

➤ **The Promotion and Tenure Presentation Meeting is scheduled for Thursday, October 4 and Friday, October 5, 2018.**

Oregon State University has strict guidelines on promotion and tenure. These are available on-line (<http://oregonstate.edu/admin/aa/faculty-handbook-promotion-and-tenure-guidelines>) and are typically revised, to a small extent, annually. **It is the candidate's responsibility to check and follow the OSU guidelines.** The College of Agricultural Sciences recently revised their guidelines for mid-term review – these guidelines and other documents that are helpful for formatting dossiers can be found on-line at: <http://agsci.oregonstate.edu/faculty-staff/promotion-tenure>

It is strongly recommended to work on your Candidate's Statement and Curriculum Vita (CV) well in advance of going forward for promotion to allow for sufficient time for input and edits. This applies to all who want to be promoted: professorial, instructors and faculty research assistants.

Faculty members with a teaching appointment have the responsibility of ensuring a substantive peer review of teaching is done by a peer committee twice prior to going forward for promotion and/or tenure (ideally this being done twice will show improvement). All faculty members who have non-credit teaching as part of their position description must have clientele and peer evaluation of teaching events performed on a regular basis. Visit with the Department Head and current departmental P&T committee chair for more information.

Ideally all professorial faculty not yet at the full professor rank will have at least two mentors. We will work with faculty to select mentors that are a good match and will help enable success.

Key Dates and Deadlines:

A. Candidates for Promotion and/or Tenure

1. **February 1** – Faculty seeking promotion, discuss your candidacy with your immediate supervisor and notify the Department Head of your intent to go forward for a promotion and/or tenure decision in 2019. Submit signed Waiver of Access form to the Department Head.
2. **April 2** – Teaching Evaluation: Work with the Department Head on the following.
 - a. Student Survey, candidate selects students from recent class lists for the student evaluation of teaching. Submit draft CV for student evaluations.
 - b. Peer Review of Teaching for Credit, submit letters and identify faculty member to writer summary letter.
 - c. Peer Review of Teaching Non-Credit Course, identify faculty member to write summary letter.
3. **Mid-April** – Student surveys sent out and will be due early May.
4. **May 1** – List of external peer reviewers due: Candidates must meet with Department Head to establish a list of external peer reviewers and discuss this process.

5. **June 1** – Extension appointments, candidates with an extension appointment need to work with the Department Head to develop a list of clientele to survey – note that on-campus extension faculty must also have county extension faculty they work with on their survey list.
6. **June 1** – Due: Form A, PD(s), Candidate’s Statement, and CV to the department office manager by 5:00pm.
 - a. Position Description(s): Include a copy of all of the position descriptions (PDs) you have held since your hire date, or since your last promotion. Ensure that all PDs are fully signed. If you have had “complicated” changes in FTE or proportion of assigned duties, summarize these changes in a table or narrative format. Retain a copy of all PDs your records.
 - b. Candidate’s Statement and CV: Work with your mentors to develop a Candidate’s Statement and CV that meet OSU guidelines for formatting. A template for the CV is available.
7. **June 1-June 30** – Candidate must meet with the Department Head to ensure that the dossier (Form A, PDs, Candidate’s Statement and CV) is in order and ready to send to external reviewers. If so, the candidate must sign the “Candidate’s Signed Statement” form indicating the dossier is ready to send.
8. **Mid-July** – Dossiers will be sent to external reviewers by mid-July. External letters will be due early September.
9. **Mid-July** – Clientele surveys will be sent out by mid-July and will be due by mid-August.
10. **September 28** – Completed dossiers [Form A, PDs, student committee letter (if applicable), CV, peer review teaching letter(s), clientele survey summary (if applicable), and external reviewer letters] will be assembled by the department office manager and uploaded to OSU Box.
11. **October 1-26** – Completed dossiers will be reviewed by the Promotion and Tenure Committee.
12. **Friday, October 5, 2017 - The P&T Presentation Meeting to review candidates.**
 - a. You will be required to give a 20 minute presentation briefly summarizing your position description and accomplishments.
 - b. Give a brief idea of your position responsibilities (e.g. “I am based on campus and have statewide responsibilities for commercial berry crops; I have a 55%, 35%, 10%, 5% appointment in extension, research, teaching, and service, respectively, with a 25% scholarship requirement”); highlight your areas of focus and your accomplishments, impacts, scholarly outputs and service contributions.
 - c. Your presentation will be followed by 10 minutes for questions and discussion.
 - d. All faculty members must review candidates’ position descriptions, Candidate’s Statements and CVs prior to the October meeting. Faculty are encouraged to provide constructive comments to the faculty member after the presentation. Faculty members may provide comments/input to the P&T Committee after the meeting.
13. **October 26** – The Promotion and Tenure Committee will submit an evaluation letter for each candidate to the Department Head.
14. **November 26-30** – Report to the Candidate, department head to share outcomes of the unit reviews.
15. **December 3** – Completed dossiers are due at the College.

B. Professional Faculty for Mid-Term Review

1. A mid-term review is required for tenure-track faculty with a tenure review date in the year 2021, and fixed-term faculty with a hire date in the year 2016.
2. **September 4** – Your signed Waiver of Access, Form A, PDs, Candidate’s Statement and CV will be due to the department office manager by 5:00pm.
 - a. Include a copy of all of the position descriptions (PDs) you have held since your hire date or since your last promotion. Ensure that all PDs are fully signed. If you have had “complicated” changes in FTE or proportion of assigned duties, summarize these changes in a table or narrative format. Retain a copy of all PDs for your records.
 - b. Work with your mentors to develop a Candidate’s Statement and CV that meet OSU guidelines for formatting. A template for the CV will be available.
3. **September 4** – Teaching Evaluation: Work with the Department Head on the following.
 - a. Student Survey, candidate selects students from recent class lists for the student evaluation of teaching. Submit draft CV for student evaluations.
 - b. Peer Review of Teaching for Credit, submit letters and identify faculty member to writer summary letter.
 - c. Peer Review of Teaching Non-Credit Course, identify faculty member to write summary letter.
4. **September 4** – Extension appointments, candidates with an extension appointment will need to work with the Department Head to develop a list of clientele to survey – note that on-campus extension faculty must also have county extension faculty they work with on their survey list.
5. **September 1-31** – Candidates must meet with the Department Head to ensure that the dossier (Form A, PDs, Candidate’s Statement and CV) is order. If so, the candidate must sign the “Candidate’s Signed Statement” form indicating the dossier is ready.
6. **Mid-September** – Clientele surveys will be sent out by mid-September and will be due by mid-October.
7. **September 28** – Position descriptions, Candidate’s Statements, and CVs will be up loaded to OSU Box.
8. **Thursday, October 4 & Friday, October 5, 2018 – The P&T Presentation Meeting to review candidates.**
 - a. You will be required to give a 20 minute presentation briefly summarizing your position and accomplishments and goals.
 - b. Give a brief idea of your position responsibilities (e.g. “I am based on campus and have statewide responsibilities for commercial berry crops; I have a 55%, 35%, 10%, 5% appointment in extension, research, teaching, and service, respectively, with a 25% scholarship requirement”); highlight your areas of focus and your accomplishments, impacts, scholarly outputs, service contributions and finish with some idea of work in progress and expected significant outcomes.
 - c. Your presentation will be followed by 10 minutes for questions and discussion.
 - d. All faculty members must review candidates' position descriptions, candidate statement, and CV prior to the October meeting. Faculty are encouraged to provide constructive comments to the faculty member after the presentation. Faculty members may provide comments/input to the P&T Committee after the meeting.
9. **October 1** – Student surveys will be sent out by October 1 and will be due mid-October.

10. **December 7** – Completed dossiers [Form A, PDs, student committee letter (if applicable), CV, peer teaching committee letter(s), and clientele survey summary (if applicable)] will be assembled by the department office manager and uploaded to OSU Box.
11. **December 7-January 14** – Completed dossiers will be reviewed by the Promotion and Tenure Committee.
12. **January 14** – The Promotion and Tenure Committee will submit an evaluation letter for each candidate to the Department Head.
13. **February 22-26** – Report to the Candidate, department head to share outcomes of the unit reviews.
14. **March 1** – Completed dossiers are due at the College.

C. Assistant Professors Requiring Annual Presentations

This includes all tenure-track and fixed-term professorial faculty who are not going up for mid-term review, or promotion and/or tenure. The intent is to provide an opportunity for the faculty to learn about your program as it develops so that you are not an unknown to faculty at the mid-term review point and as you approach promotion and/or tenure review. In addition, developing the Candidate's Statement and CV early, and updating it annually, will help prepare you for the mid-term review and the formal promotion and/or tenure review process.

1. Refer to information above on guidelines and formatting for PDs, Candidate's Statement and CV, and from whom to solicit input.
2. **September 4** – Your PD(s), Candidate's Statement, and CV are due to department office manager.
3. **September 28** – Position descriptions, Candidate's Statements, and CVs will be upload to OSU Box.
4. **Thursday, October 4, 2018** – The P&T Presentation Meeting to review candidates.
 - a. You will be required to give a 10 minute presentation briefly summarizing your position and accomplishments and goals.
 - b. Give a brief idea of your position responsibilities (e.g. "I am based on campus and have statewide responsibilities for commercial berry crops; I have a 55%, 35%, 10%, 5% appointment in extension, research, teaching, and service, respectively, with a 25% scholarship requirement"); highlight your areas of focus and your accomplishments, impacts, and scholarly outputs, service contributions and finish with some idea of work in progress and expected significant outcomes.
 - c. Your presentation will be followed by 5 minutes for questions and discussion.

All Faculty

All faculty members are expected to review candidate's dossiers and attend the **Promotion and Tenure Presentation Meeting is scheduled for Thursday, October 4 & Friday, October 5, 2018**. We realize this requires a significant investment of time, however it is an important aspect of helping our faculty members to be successful.