**Horticulture Promotion and Tenure Guidelines and Procedures**

The process and timeline for promotion and/or tenure decision in 2022 is outlined below. Please do not hesitate to contact the Horticulture Promotion and Tenure (P&T) Committee, Department Head or Associate Department Head if you have any questions.

* **The Promotion and Tenure Presentation Meeting is October 7 & 8, 2021, and the Mid Term and Annual Presentation Meeting is November 12, 2021.**

Oregon State University has strict guidelines on promotion and tenure. These are available in the

[Faculty Handbook: Promotion and tenure guidelines](http://academicaffairs.oregonstate.edu/faculty-handbook/promotion-and-tenure-guidelines) and are typically revised annually. **It is the candidate’s responsibility to check and follow the OSU guidelines.**

Documents that are helpful for formatting the documents in the dossier can be found on the department website at [Evaluations Guidelines & Procedures](https://horticulture.oregonstate.edu/horticulture/employee-resources/evaluation-guidelines-and-procedures).

It is strongly recommended to work on your Candidate Statement and Curriculum Vita (CV) well in advance of going forward for promotion to allow sufficient time for input and edits from your mentors or immediate supervisor. This applies to all candidates for promotion: professorial, instructors, research associates, and faculty research assistants.

Ideally, all candidates for promotion will have at least one, preferably two mentors. Professorial and instructor ranked faculty will work with the Department Head to select mentors. Research support faculty will work with their immediate supervisor to select mentors. Information about the mentor process can be found on the department website at [Evaluations Guidelines & Procedures](https://horticulture.oregonstate.edu/horticulture/employee-resources/evaluation-guidelines-and-procedures).

**Key Dates and Deadlines:**

1. **Candidates for Promotion and/or Tenure**
2. **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 2022. Submit signed [Waiver of Access](file:///C%3A%5CUsers%5CBill.DESKTOP-E0165O8%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CUCTHL4SK%5CWaiver%20of%20Access.docx) form to the Department Head.
3. **April 1** – no later than this date, work with the Associate Department Head on the following.
	1. List of external reviewers: candidates must meet with Associate Department Head to establish a list of external peer reviewers and discuss this process. ***Candidates should not make any contact with potential reviewers.***
	2. Student evaluation of teaching: office manager will provide the candidate recent class lists to select students for the student evaluation of teaching. Submit draft CV and/or teaching philosophy statement for student evaluations.
	3. Peer Review of Teaching for Credit: submit a copy of all reviews to office manager.
	4. Peer Review of Teaching Non-Credit Course: submit a copy of all reviews to office manager.
	5. Extension appointments: candidates with an extension appointment need to work with the Associate 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 when their academic home is not in the Department of Horticulture.
4. **April 15** – Student surveys sent out by the office manager and will be due April 30.
5. **April 15** – Clientele surveys sent out by the office manager and will be due April 30.
6. **May 28** – Student Evaluation of Teaching letter, Peer Review of Teaching Summary Letter, Clientele Survey Summary Letter due.
7. **June 1** – Due: [Form A](file:///C%3A%5CUsers%5CBill.DESKTOP-E0165O8%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CUCTHL4SK%5CForm%20A%20%28092117%29.pdf), PD(s) and PD analysis, Candidate Statement, and CV to the office manager by 5:00pm.
8. 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.
9. Candidate Statement and CV: Work with your mentors to develop a Candidate Statement and CV that meet OSU guidelines for formatting. A template for the CV is be available.
10. **June 1-June 30** – Candidate must meet with the Associate Department Head to ensure that the dossier is in order and ready to send to external reviewers. If so, the candidate must sign the [Candidate’s Signed Statemen](file:///C%3A%5CUsers%5CBill.DESKTOP-E0165O8%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CUCTHL4SK%5CCandidate%20Signed%20Statement.docx)t form indicating the dossier is ready to send.
11. **July 15** – Dossiers will be sent by the office manager to external reviewers and administrators with supervisor responsibilities by July 15. External letters will be due August 31.
12. **September 24** – Candidate Signed Statement due.
13. **September 30** – Completed dossiers will be uploaded to OSU Box by the office manager.
14. **October 1-25** – Completed dossiers will be reviewed by the Promotion and Tenure Committee.
15. **Friday, October 8, 2021 – P&T Presentation Meeting to review the candidates**
16. You will be required to give a 20 minute presentation briefly summarizing your position description and accomplishments.
17. 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 50%, 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.
18. Your presentation will be followed by 10 minutes for questions and discussion.
19. All faculty members must review the position description, Candidate Statement and CV for the candidates prior to the October meeting. Faculty are encouraged to provide constructive comments to the candidate after the presentation. Faculty members may provide comments/input to the P&T Committee after the meeting.
20. **October 25** – The Promotion and Tenure Committee will submit an evaluation letter for each candidate to the Department Head.
21. **November 18-24** – Report to the Candidate, department head to share outcomes of the unit reviews.
22. **December 1** – Completed dossiers are due at the College. The department makes the submission.
23. **Professorial Faculty for Mid Term Review**
24. A mid-term review is required for tenure-track and Professor of Practice faculty with a tenure review date in the year 2025; usually this includes those with a hire date in the year 2019.
25. **September 1** – Due: signed [Waiver of Access](file:///C%3A%5CUsers%5CBill.DESKTOP-E0165O8%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CUCTHL4SK%5CWaiver%20of%20Access.docx), [Form A](file:///C%3A%5CUsers%5CBill.DESKTOP-E0165O8%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CUCTHL4SK%5CForm%20A%20%28092117%29.pdf), PD(s) and PD analysis, Candidate Statement, and CV to the office manager by 5:00pm.
26. 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.
27. Work with your mentors to develop a Candidate Statement and CV that meet OSU guidelines for formatting. A template for the CV is available.
28. Student Survey, office manager will provide the candidate recent class lists to selects students for the student evaluation of teaching. Submit draft CV or teaching philosophy statement for student evaluations.
29. Peer Review of Teaching for Credit, submit a copy of all reviews to office manager.
30. Peer Review of Teaching Non-Credit Course, submit a copy of all reviews to office manager.
31. Extension appointments: candidates with an extension appointment need to work with the Associate 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.
32. **September 16** – Clientele surveys sent out by the office manager and will be due by October 3.
33. **September 27** – Student surveys sent out by the office manager and will be due October 15.
34. **September 1-30** – Candidates must meet with the Associate Department Head to ensure that the dossier (Form A, PDs, Candidate’s Statement and CV) is in order. If so, the candidate must sign the “Candidate’s Signed Statement” form indicating the dossier is ready.
35. **September 30** – Position descriptions, Candidate Statements, and CVs will be up loaded to OSU Box by the office manager.
36. **November 5** – Student Evaluation of Teaching Letter, Peer Review of Teaching Summary Letter, Clientele Survey Summary Letter due. These letters are requested by the Associate Department Head, not the candidate.
37. **Friday, November 12, 2021 –Mid Term Review Presentation Meeting to review the candidates**
38. You will be required to give a 20 minute presentation briefly summarizing your position and accomplishments and goals.
39. 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.
40. Your presentation will be followed by 10 minutes for questions and discussion.
41. 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.
42. **November 19** – Dossier sent to Supervisor by the office manager.
43. **December 3** – Supervisor letter due to the office manager.
44. **December 6** – Completed dossiers will be uploaded to OSU Box by the office manager.
45. **December 6-January 14** – Completed dossiers will be reviewed by the Promotion and Tenure Committee.
46. **January 14** – The Promotion and Tenure Committee will submit an evaluation letter for each candidate to the Department Head.
47. **February 14-18** – Report to the Candidate, department head to share outcomes of the unit reviews.
48. **March 1** – Completed dossiers are due at the College. The department makes the submission, not the candidate.
49. **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 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 Statement and CV, and from whom to solicit input.
2. **October 29** – Your PD(s) and PD Analysis, Candidate Statement, and CV are due to the office manager.
3. **November 5** – Position descriptions, Candidate Statements, and CVs will be upload to OSU Box by the office manager.
4. **Friday, November 12, 2021– Annual and Practice Presentation Meeting to review the candidates**
5. You will be required to give a 10 minute presentation briefly summarizing your position and accomplishments and goals.
6. 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.
7. 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 October 7 & 8, 2021, and the Mid Term, Annual and Practice Presentation Meeting is November 12, 2021**. We realize this requires a significant investment of time, however it is an important aspect of helping our faculty members to be successful.