**Horticulture Promotion and Tenure Guidelines and Procedures**

The process and timeline for promotion and/or tenure decision in 2024 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 & Tenure and Mid-Term Presentation Meeting is October 6, 2023, and the Annual Presentation Meeting is November 3, 2023.**

Oregon State University has strict guidelines on promotion and tenure. These are available in the [Promotion and Tenure Guidelines](https://facultyaffairs.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 the Candidate:**

1. **Candidates for Promotion and/or Tenure**
2. **January 31** – 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 2024. Submit signed [Waiver of Access](https://facultyaffairs.oregonstate.edu/sites/facultyaffairs.oregonstate.edu/files/waiver_of_access_2017_0.pdf) form to the Department Head.
3. **February 28** – Confirm promotion presentation time with office manager.
4. **March 31** – no later than this date, work with the Department Head and/or Associate Department Head on the following.
   1. List of external reviewers: candidates meet with Department Head and/or 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 to office manager.
   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 [Clientele Survey List - template](https://horticulture.oregonstate.edu/sites/agscid7/files/clientele_survey_list_template.xlsx) – note that on-campus extension faculty must also have county extension faculty they work with on their survey list when the academic home for the county extension faculty is not the Department of Horticulture.
5. **May 31** – Due: [Form A](https://facultyaffairs.oregonstate.edu/sites/facultyaffairs.oregonstate.edu/files/form_a_2017_fillable_form_1.pdf), PD(s) and [PD Analysis Chart - example](https://horticulture.oregonstate.edu/sites/agscid7/files/pd_analysis_-_example_chart.xlsx), Candidate Statement, and CV to the office manager by 5:00pm.
6. 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 [PD Analysis Chart - example](https://horticulture.oregonstate.edu/sites/agscid7/files/pd_analysis_-_example_chart.xlsx). Retain a copy of all PDs your records.
7. 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.
8. **June 1-June 15** – Candidate meet with the Department Head and/or Associate Department Head to ensure that the dossier is in order and ready to send to external reviewers.
9. **June 30** – Final edits to dossier documents complete and uploaded to Box**.**
10. **September 22** – Due: Candidate Signed Statement. Prior to the dossier receiving the first formal review by the unit promotion and tenure committee the candidate must sign the [Candidate’s Signed Statement](file:///\\casfiles.biossys.oregonstate.edu\Home\bremnern\Promotion%20and%20Tenure\Candidate%20Signed%20Statement.docx) form indicating they have reviewed the open part of the dossier and that it is complete and current.
11. **Friday, October 6, 2023 – P&T Presentation Meeting to review the candidates**
12. You will be required to give a 20 minute presentation briefly summarizing your position description and accomplishments.
13. 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.
14. Your presentation will be followed by 10 minutes for questions and discussion.
15. 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.
16. **November 16-22** – Report to the Candidate, Department Head to share outcomes of the unit reviews.
17. **Professorial Faculty for Mid-Term Review**
18. A mid-term review is required for tenure-track and Professor of Practice faculty with a tenure review date in the year 2027; usually this includes those with a hire date in the year 2021.
19. **August 31** – Due: signed [Waiver of Access](https://facultyaffairs.oregonstate.edu/sites/facultyaffairs.oregonstate.edu/files/waiver_of_access_2017_0.pdf), [Form A](https://facultyaffairs.oregonstate.edu/sites/facultyaffairs.oregonstate.edu/files/form_a_2017_fillable_form_1.pdf), PD(s) and [PD Analysis Chart - example](https://horticulture.oregonstate.edu/sites/agscid7/files/pd_analysis_-_example_chart.xlsx), Candidate Statement, and CV to the office manager by 5:00pm.
20. 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 format. Retain a copy of all PDs for your records.
21. Work with your mentors to develop a Candidate Statement and CV that meet OSU guidelines for formatting. A template for the CV is available.
22. 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 or teaching philosophy statement for student evaluations to office manager.
23. Peer Review of Teaching for Credit: submit a copy of all reviews to office manager.
24. Peer Review of Teaching Non-Credit Course: submit a copy of all reviews to office manager.
25. Extension appointments: candidates with an extension appointment need to work with the Department Head and/or Associate Department Head to develop a [Clientele Survey List - template](https://horticulture.oregonstate.edu/sites/agscid7/files/clientele_survey_list_template.xlsx) – note that on-campus extension faculty must also have county extension faculty they work with on their survey list when the academic home for the county extension faculty is not the Department of Horticulture.
26. **September 1-30** – Candidates meet with the Department Head and/or Associate Department Head to ensure that the dossier ([Form A](https://facultyaffairs.oregonstate.edu/sites/facultyaffairs.oregonstate.edu/files/form_a_2017_fillable_form_1.pdf), PDs & [PD Analysis Chart - example](https://horticulture.oregonstate.edu/sites/agscid7/files/pd_analysis_-_example_chart.xlsx), Candidate’s Statement and CV) is in order.
27. **Friday, October 6, 2023 –Mid-Term Review Presentation Meeting to review the candidates**
28. You will be required to give a 20 minute presentation briefly summarizing your position and accomplishments and goals.
29. 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.
30. Your presentation will be followed by 10 minutes for questions and discussion.
31. All faculty members must review candidates' position descriptions, candidate statement, and CV prior to the November 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.
32. **November 17** – Due: Candidate Signed Statement. Prior to the dossier receiving the first formal review by the unit promotion and tenure committee the candidate should sign the [Candidate’s Signed Statement](file:///\\casfiles.biossys.oregonstate.edu\Home\bremnern\Promotion%20and%20Tenure\Candidate%20Signed%20Statement.docx) form indicating they have reviewed the open part of the dossier and that it is complete and current.
33. **February 12-16, 2024** – Report to the Candidate, Department Head to share outcomes of the unit reviews.
34. **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 20** – Your PD(s) and [PD Analysis Chart - example](https://horticulture.oregonstate.edu/sites/agscid7/files/pd_analysis_-_example_chart.xlsx), Candidate Statement, and CV are due to the office manager.
3. **Friday, November 3, 2023– Annual and Practice Presentation Meeting to review the candidates**
4. You will be required to give a 10 minute presentation briefly summarizing your position and accomplishments and goals.
5. 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.
6. Your presentation will be followed by 5 minutes for questions and discussion.

**All Faculty**

All faculty members are expected to review the candidate’s dossiers and attend the **Promotion and Tenure, and Mid-Term Presentation Meeting on October 6, 2023, and the Annual Presentation Meeting on November 3, 2023**. We realize this requires a significant investment of time; however, it is an important aspect of helping our faculty members to be successful.