Tenure Unit Review and Recommendation

In all but rare cases, the supervisor of the tenure unit and a promotion and tenure review committee formed from among the faculty within the unit (at or above the rank for which the candidate is being considered). The supervisor and the promotion and tenure review committee will each independently evaluate the materials in the dossier, and recommend either for or against the candidate's promotion or tenure. If there are not enough faculty of the appropriate rank within the unit (there should be at least three on the committee), the supervisor can invite faculty from outside the unit to serve as voting members on the committee. Retired faculty (even those on 1040 assignments) are not eligible to vote at the tenure unit level. If the individual serving in the department chair/head role is on a 1040 assignment, he/she can write the supervisor’s letter of evaluation. Committees may include faculty at all ranks who can contribute to the discussion, but not every committee member may be eligible to vote. For fixed-term candidates being considered for promotion, only faculty members above the current rank of the candidate may vote. For tenured candidates being considered for promotion or untenured candidates being considered for both promotion and tenure, only tenured faculty members above the current rank of the candidate may vote. For untenured candidates being considered solely for tenure, only tenured faculty members at or above the current rank of the candidate may vote.

The supervisor will also consult the candidate's personnel file maintained in the unit. In the supervisor's letter of evaluation, he or she will comment on any information in that file that is relevant to the evaluation of assigned duties, scholarship, collegiality, professional integrity, or willingness to accept and cooperate in assignments.

If both the supervisor's and the committee's recommendations are negative, the dossier will not be forwarded to the next level of review, unless the candidate, following discussion with the supervisor, insists, or the candidate is in the final year of annual tenure. In such cases the dossier must be forwarded for consideration, unless the candidate submits a letter of resignation.

The letters from the supervisor and the promotion and tenure review committee are to evaluate the relative strengths and weaknesses of the candidate's performance. If the candidate reports to, or works closely with, more than one supervisor, letters from each should be included. These letters should summarize and comment on key points in the letters of evaluation solicited from qualified reviewers in the candidate's field. Evaluators should be identified only by a coded reference number or letter when referring to a comment in a confidential letter.

As required by the Oregon State Board of Higher Education, students will be invited to participate in the review of faculty for promotion and tenure. The purpose of the
The student evaluation letter is to document the student perspective of the candidate’s effectiveness as a teacher and advisor. In order to provide the university with a consistent source of information for the process, the unit P&T committee and the unit supervisor should endeavor to organize student committees for faculty evaluation using the process outlined in section VI of the dossier guidelines [http://oregonstate.edu/facultystaff/handbook/dosguide.html](http://oregonstate.edu/facultystaff/handbook/dosguide.html).

Faculty with teaching and/or Extension/outreach assignments should have a letter from their peer teaching review committee that summarizes all peer teaching reviews over the evaluation timeframe.

Prior to the dossier leaving the unit, the supervisor will meet with the candidate to share the outcomes of the unit reviews. The candidate may add a written statement regarding these reviews, to be included in the dossier. In addition, at any time during the review process the candidate may withdraw his or her dossier.