Proposed Revisions to the Promotion and Tenure Guidelines

1. Tenure clock extensions. (in CRITERIA FOR PROMOTION AND TENURE)

**Goal:** To create agreement between the letter sent to outside reviewers and language in faculty handbook.

**Current:**
Tenure is granted for achievement, not for years in rank, but under normal circumstances faculty will be considered for tenure in their sixth year of service in professorial rank. By the end of the sixth year on tenure track ("annual tenure"), the faculty member must be granted indefinite tenure or be given a year's timely notice that the appointment will not be continued. A faculty member who works less than 1.0 FTE may have his or her tenure clock adjusted in accordance with the rules of the State Board of Higher Education (see OAR 580-021-0125). The tenure clock will begin on the September 16th following the faculty member's hire, unless otherwise stipulated in the offer letter. The number of years of credit for prior service (if any) must be stated in the offer letter, along with the date by which tenure must be granted. Under extenuating circumstances, such as personal or family illness, a faculty member can request of the Provost and Executive Vice President that the tenure clock be extended. A one-year extension will be granted for leave taken under the Family and Medical Leave Act that extends for 3 months or more. Requests for extension of the tenure clock should come at the time of the extenuating circumstances, and will not be accepted after June 1 of the calendar year preceding the calendar year in which the tenure decision will be made.

**Proposed:**
Under extenuating circumstances, such as personal or family illness, a faculty member can request of the Provost and Executive Vice President that the tenure clock be extended. Requests for extension of the tenure clock should come at the time of the extenuating circumstances, and will not be accepted after June 1 of the calendar year preceding the calendar year in which the tenure decision will be made. A one-year extension will be granted for leave taken under the Family and Medical Leave Act that extends for three months or more. If a faculty member receives approval for a tenure clock extension, then it is important that all reviewers evaluate the dossier without prejudice, as if the individual had been on probationary status the standard five years.

2. Time limit on collaborators. (in IX. LETTERS OF EVALUATION)

**Goal:** To create a larger pool of knowledgeable outside reviewers, consistent with reviewer guidelines for NSF and similar organizations.

**Proposed:**
Letters should generally be from leaders in the candidate's field, chosen for their ability to evaluate the candidate's scholarly work. Letters should not be solicited from co-authors or co-principal investigators who collaborated with the candidate in the last six years. In general, letters should not be solicited from former post-doctoral advisers, professors, or former students. If such letters are necessary, include an explanation and state why the evaluator can be objective. Letters should
generally be from tenured professors or individuals of equivalent stature outside of academe who are widely recognized in the field. External letters for professorial faculty should never be solicited from clients or others whom the candidate has directly served in his/her work. For FRA’s and Instructors, the letters can be from internal evaluators who have worked with the candidate but can objectively evaluate the candidate’s dossier. Careful consideration should be given to minimizing conflict of interest when choosing all evaluators.

3. Access of dossier by candidate (in Tenure Unit Review and Recommendation Policy)

Goal: To clarify that the candidate has the right to see all material that is not covered by a waiver.

Proposed:
The unit supervisor is required to meet with the candidate to share the outcomes of the unit reviews prior to the dossier being forwarded to the next level for review. The candidate will receive a copy of the complete dossier forwarded to the college, with the exception of material covered in the waiver of access. The candidate has one week after receiving all unit level reviews to add a written statement regarding these reviews, to be included in the dossier.