One of the most important things we do as a faculty is review, promote, and tenure our colleagues. With the granting of tenure, the university invests in us as scholars and teachers with the expectation we will continue to operate at the highest professional level. It is our responsibility to maintain evidence of our accomplishments and the responsibility of our program to provide feedback on the quality of those accomplishments. The process of review and promotion is ongoing, designed to provide feedback at every stage of our careers. The School of Public Policy is committed to ensuring that all faculty members have quality feedback from their disciplinary peers. The policy described here is based on OSU policies and designed to address issues related to a School with multiple disciplines.

1. All faculty reviews are based on an individual’s position description that explicitly describes expectations for teaching, scholarship, and service. The Director will work with faculty and Program Coordinators to develop and review position descriptions. The position descriptions are reviewed and revised annually during the annual review process, which is conducted by a disciplinary team and the Director. The descriptions are then used in annual, three-year, tenure, promotion, and post-tenure reviews. A position description for a tenure-track faculty member should articulate assigned duties clearly, add up to 100%, and include at least 15% of assigned duties that will lead to scholarly outcomes. All positions require a service component. All tenure-track faculty members, regardless of rank, will have an annual review conducted by the Director and Program Coordinator as appropriate.

2. All faculty members at the Assistant Professor level are required to have at least one peer-evaluation of teaching each year. Additional evaluations may be requested by the individual, a mentor, a Program Coordinator, or Director as appropriate. If any tenure-track faculty member or instructor wants to be evaluated for merit pay, peer teaching evaluations must be in their file.

3. According to the P&T guidelines, the unit P&T committee is “intended to be an independent voice of evaluation that is identified within the unit whose membership is determined by a transparent process approved by the tenured and tenure-track faculty within the unit” (http://oregonstate.edu/admin/aa/handbook/procguide.html). For the three-year review and the promotion and tenure from Assistant to Associate Professor, the “unit P&T committee” will be comprised of the disciplinary
program faculty who are eligible to vote (i.e., Associate and Full Professors). Each P&T Committee must include at least three voting members. If there are not enough eligible disciplinary faculty, additional committee members will be appointed by the Director in consultation with the disciplinary program faculty. Any appointed committee member must be able to effectively evaluate the areas of assignment in the candidate’s position description and area of expertise. The unit P&T committee provides an independent evaluation of the P&T dossier; their evaluation and recommendations are added to the dossier prior to the Dean’s review. The Director or someone appointed by the director acts as the “Supervisor,” organizing the review, and writing the School letter that summarizes the strengths and limitations of the candidate’s performance as revealed in the candidate’s dossier, the unit P&T committee letter, external review letters, and student evaluations. All promotion and tenure guidelines of OSU will be followed.

Criteria for promotion from Assistant to Associate Professor include effectiveness in assigned duties, achievement in scholarship with potential for distinction, and an appropriate balance of institutional and professional service. All Assistant Professors will have position descriptions that allow for the realization of these criteria.

4. After receiving tenure, faculty members at the Associate level will continue to be reviewed annually during the 2nd through 5th year in rank. Faculty at the Associate Professor rank may go up for promotion to Full Professor at any time they and the Director believes their record merits a review. Any tenured faculty member may also continue indefinitely as an Associate Professor with annual reviews every year. A tenured faculty member may request a more detailed internal review in preparation for promotion. An Associate Professor should have at least three peer teaching evaluations in their file when they go up for review for promotion.

5. For the review process for promotion from Associate to Full Professor, the “unit P&T committee” will be comprised of the disciplinary program faculty who are eligible to vote (i.e. Full Professors). Each P&T Committee must include at least three voting members. If there are not enough eligible disciplinary faculty, additional committee members will be appointed by the Director in consultation with the disciplinary program faculty. Any appointed committee member must be able to effectively evaluate the areas of assignment in the candidate’s position description and area of expertise. The Review Committee provides an independent evaluation of the P&T dossier; their evaluation and recommendations are added to the dossier prior to the Dean’s review. The Director or someone appointed by the Director will act as the “Supervisor,” organizing the review, and writing the School letter that summarizes the strengths and weaknesses of the candidate’s performance as revealed in the candidate’s dossier, the Review Committee letter, external review letters, and student evaluations. All promotion and tenure guidelines of OSU will be followed.
Criteria for promotion from Associate to Full Professor include *distinction* in assigned duties, *distinction* in scholarly activities, and an appropriate balance of institutional and professional service. The candidate should be perceived as a leader in their chosen field. Associate Professors will have position descriptions that allow for the realization of these criteria.

6. Once an individual has been promoted to Full Professor, annual reviews will continue and intensive reviews may be conducted at any time by request from the tenured faculty member or by request of the Director after one negative annual review. An intensive post-tenure review must be conducted after two consecutive negative annual reviews. The primary goal of the post tenure review process is to provide supportive feedback and process to faculty who have been identified as underachieving. The outcome is a professional development plan unique to the faculty member developed by a faculty committee and the Director.

The faculty member prepares a dossier in accordance with OSU Promotion and Tenure Guidelines, with the exception that outside reviews are not required and not ordinarily requested. If a faculty member or Director requests outside review, up to five reviewers will be selected, following the same process as in other P&T procedures. Post-tenure reviews will be conducted by a “unit P&T committee” comprised of disciplinary faculty who are eligible to vote (i.e., Full Professors). In addition, a representative from outside the unit shall be included. Each post-tenure review committee must include at least three voting members; the list of three eligible reviewers is provided by the faculty member being reviewed. The unit P&T committee provides an independent evaluation of the faculty member’s dossier; their evaluation and recommendations are added to the dossier prior to the Dean’s review. The Director or someone appointed by the Director will act as the “Supervisor,” organizing the review, and writing the School letter that summarizes the strengths and weaknesses of the candidate’s performance as revealed in the candidate’s dossier. All post-tenure guidelines of OSU will be followed: [http://oregonstate.edu/admin/aa/handbook/postten.html](http://oregonstate.edu/admin/aa/handbook/postten.html).