School of Language, Culture, and Society
Promotion and Tenure Policy

The quality, dedication, and creativity of the faculty of the School of Language, Culture, and Society are key to the success of the School, and therefore the granting of tenure and promotion is one of the most important things we do as a faculty. Promotion and tenure recognize the outstanding contributions of faculty members to the missions of the University, College, and School in teaching, advising, scholarship, and service. Ongoing review of faculty is an essential part of the promotion and tenure process, designed to provide feedback and support throughout faculty members’ careers at the University. The School of Language, Culture, and Society is committed to ensuring that faculty members have thoughtful and helpful feedback from their peers. This policy is designed to ensure fair and helpful feedback and to address issues arising from 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 position descriptions are reviewed and revised annually during the annual review process, which is conducted by the School personnel committee and the (Transitional) Director. The descriptions are then used in annual, three-year, tenure, promotion, and post-tenure reviews. A position description for tenure-track faculty member should articulate assigned duties clearly, add up to 100%, and usually include at least 30% of assigned duties that will lead to scholarly outcomes. All positions require a service component. All tenure-track faculty, regardless of rank, will have an annual review conducted by the (Transitional) Director.

2. All faculty members at the Assistant and Associate Professor level are required to have at least one peer-evaluation of teaching each year. Additional evaluations may be requested by the individual or (Transitional) 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. The three-year review, and promotion and tenure from Assistant to Associate Professor will be conducted by the individual’s peers who are Associate or Full Professors. In most cases the majority of committee members will be disciplinary peers in a specific program. At least one committee member will be from another program in the School. Review committees will be selected by the program faculty members in consultation with the (Transitional) Director. The committee chair will be responsible for soliciting external review letters and organizing the dossier, in consultation with the (Transitional) Director. As appropriate, the (Transitional) Director will act as the “Supervisor,” organizing the review, and writing the Program/School letter that summarizes the relative strengths and weaknesses of the
candidate’s performance as revealed in the committee, external reviewer, and student letters. All promotion and tenure guidelines of OSU will be followed: (http://oregonstate.edu/facultystaff/handbook/procguide.html).

Promotions in rank and the granting of tenure are based on merit. They are never automatic or routine, and are made without regard to race, color, religion, gender, age, marital status, sexual identity, gender identity or expression, disability, political affiliation, or national origin. In general, promotions are awarded to recognize the level of faculty members’ contributions to the missions of the University in teaching, advising, service, and other assignments; and in scholarship and creative activity.

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 any time after promotion to associate, but they should not attempt to do so until they have achieved the required record of ‘distinction’ in all three areas. 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.

5. The review process for promotion from Associate to Full Professor will be conducted by an individual’s peers who are full Professors. Whenever possible, these will be a majority of disciplinary peers in a specific program. In many cases, however, these peers will be colleagues from around the School and/or University drawn together to create a committee with appropriate expertise and knowledge. Review committees will be selected by the program (disciplinary or interdisciplinary) faculty in consultation with the (Transitional) Director. The committee chair will be responsible for soliciting external review letters and organizing the dossier, in consultation with the (Transitional) Director. As appropriate, the (Transitional) Director will act as the “Supervisor,” organizing the review, and writing the Program/School letter that summarizes the relative strengths and weaknesses of the candidate’s performance as revealed in the Committee, external reviewer, and student letters. All promotion and tenure guidelines of OSU will be followed (http://oregonstate.edu/facultystaff/handbook/procguide.html).

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 should 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 supervisor after one negative annual review. An intensive post-tenure review must be conducted after two consecutive negative annual reviews. Post-tenure reviews will be conducted by a committee of the individual’s peer group elected by the
program faculty in consultation with the (Transitional) Director.