APPENDIX 1

Tenure Unit Review and Recommendation-Draft Proposal

The supervisor of the tenure unit and a promotion and tenure review committee formed from among the faculty within the unit will each independently evaluate the materials in the candidate’s dossier. Guidelines for dossier preparation and content are provided at [http://oregonstate.edu/facultystaff/handbook/dosguide.html](http://oregonstate.edu/facultystaff/handbook/dosguide.html). The supervisor and the committee will each independently recommend either for or against the candidate's promotion and/or tenure and provide the rationale for their decision in a formal letter.

Promotion And Tenure Review Committee
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. The committee shall be comprised of either the entire eligible faculty within the unit or an elected subset of these faculty. The composition and size of the committee should provide fair and diverse faculty representation within the unit. The composition of the committee should also provide representation to effectively evaluate the areas of assignments identified in the candidate’s position description, area of expertise, programs of study, location, etc. Committees may include faculty at all ranks who can contribute to the discussion, but not every committee member may be eligible to vote. The committee must include at least three voting members. 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. If there are not enough faculty of the appropriate rank within the unit, members from outside of the unit will be elected by the faculty 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.

The Supervisor’s Role
In addition to the information available in the candidate’s dossier, the supervisor will also consult the candidate's personnel file maintained in the unit. The supervisor’s letter of evaluation may include comments on any information in the candidate’s file that is relevant to the evaluation of assigned duties, scholarship, collegiality, professional integrity, or willingness to accept and cooperate in assignments. If the individual serving in the unit chair/head role is on a 1040 assignment, he/she can write the supervisor’s
Peer Evaluations
Peer review is an important and necessary mechanism to evaluate each assignment within the candidate’s position description. Each unit should have procedures in place to assure a peer review process for each assignment. Faculty with teaching, extension, outreach, clinical or other assignments should have evaluations covering each peer review process. Scholarship peer evaluation is achieved through external letters using the process outlined in section IX of the dossier preparation guidelines http://oregonstate.edu/facultystaff/handbook/dosguide.html.

Student Input
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 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 preparation guidelines http://oregonstate.edu/facultystaff/handbook/dosguide.html.

Unit Letters of Evaluation of the Candidate
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 and more than one unit, letters from each supervisor and unit P&T committee should be included. These letters should comment on key points in the dossier and address all responsibilities identified in the position description, and summarize all peer and external solicited evaluations. External evaluators should be identified only by a coded key when their comments are cited from these confidential letters.

Report to the Candidate
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 has one week after receiving all unit reviews to 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.

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.