Animal and Rangeland Sciences Promotion and Tenure Guidelines and Procedures

The procedure for promotion and/or tenure decision in the 2021 is outlined below. Please do not hesitate to contact the P&T committee or Department Head if you have any questions.

Oregon State University has strict guidelines on promotion and tenure. These are available online at http://oregonstate.edu/admin/aa/faculty-handbook-promotion-and-tenure-guidelines#general and are typically revised, to a small extent, annually. The information below is a departmental timeline to assist you in completing the many components that are contained in the university instructions. It is the candidate’s responsibility to check the website and follow the current OSU guidelines. The College of Agricultural Sciences has posted their protocol for mid-term review, these guidelines and other documents that are helpful for formatting dossiers can be found on-line @ http://agsci.oregonstate.edu/main/information-faculty-related-promotion-and-tenure

It is strongly recommended to work on your Candidate’s Statement and Curriculum Vita (CV) well in advance of going forward for promotion to allow for sufficient time for input and edits. This applies to all who want to be promoted: professional, instructor and faculty research assistants.

Faculty members with a teaching appointment have the responsibility of ensuring a substantive peer review of teaching is done by a peer committee twice prior to going forward for promotion and/or tenure (ideally, this being done twice will show improvement). All faculty members who have non-credit teaching as part of their position description must have clientele and peer evaluation of teaching events performed on a regular basis. Visit with the Department Head or current departmental P&T committee chair for more information.

Please remember to use the format for your CV that is on the University Promotion and Tenure website.

If you have questions, please don’t hesitate to contact Tina Mills, Administrative Manager AnRS at 541-737-1619 or tina.mills@oregonstate.edu

KEY DATES AND DEADLINES

Professional Faculty (Tenure Track & Professor of Practice)

for AnRS Mid-Term Review
A mid-term review is required for tenure-track faculty with a tenure review date of June 15, 2024, and fixed-term faculty with a hire date in the year 2018. You can find the date on your original offer letter of employment, please confirm.

1. **February 2020** – Discuss your candidacy with your immediate supervisor and the Director/Regional Admin and officially notify the AnRS Department Head with an email message stating that you intend to go through the promotion/tenure process; **email must be received by February 15.** This is required, whether or not you have verbally made your intention known.

2. **June 2020** – Teaching appointments, candidates with a teaching appointment will need to begin working with your supervisor to develop a list of students for the evaluation of teaching. This list is to be submitted to the Department Head by **August 15. Submit as an excel spreadsheet, last name, first name and email address.**

   June 2020 - Extension appointments; candidates with an extension appointment will need to begin working with your immediate Supervisor and the Director/Regional Administrator to compile a list of clientele to be surveyed. This list is to be submitted by **August 1**, to the Department Head. – note that on-campus extension faculty must also have county extension faculty they work with on their survey list. **Submit as an excel spreadsheet, last name, first name, email address, phone number, affiliation, and relationship to candidate (colleague, industry rep, commission, etc.)**

3. **August 2020** – Candidates must meet with their Supervisor to ensure that the Dossier is in order.

4. **September 1, 2020** – Your Signed Waver of Access, completed Form A, PDs, Candidate’s Statement and CV in University Promotion and Tenure format will be due to the Department Office Manager by 5:00pm in **WORD format.**
   
   a. Include a copy of all of the position descriptions (PDs) you have held since your hire date or since your last promotion. Ensure that all PDs are fully signed. Summarize any changes in a table and narrative format. Retain a copy of all PDs for your records.
   
   b. Work with your mentors to develop a Candidate’s Statement that meets OSU guidelines for content. The candidate must sign the “Candidate’s Signed Statement” form indicating the dossier is ready.

5. **September** **Qualtrics Clientele surveys to be sent out by mid-September and will be due by mid-October.**

6. **September** **Qualtrics student surveys to be sent out and be due by mid-October.**

7. **December 1, 2020** - Completed dossiers (Form A, PD’s student committee letter (if applicable) will be assembled by the department office manager and submitted to the Promotion and Tenure Committee.

8. **December 10-20 –** Completed dossiers will be reviewed by the Promotion and Tenure Committee
9. **January 2021, 1st week** – Promotion and Tenure Committee will submit an evaluation letter for each candidate to the Department Head.

10. **January 2021** - Department Head works with supervisor (if other than Department Head) to submit supervisor letter by agreed upon date.

11. **February 2021, 1st week** - Department Head and candidate meeting to review dossier and Department Head to write a recommendation letter.

12. **March 1, 2021** – Dossier due at the College

Completed dossiers are submitted by the Department of Animal and Rangeland Sciences to the College of Agricultural Sciences.

**Candidates for Promotion and/or Tenure**

Faculty seeking promotion or promotion and tenure with a June 2021 decision date are to follow this schedule of deadlines. You can find the date on your original offer letter of employment, please confirm.

1. **February 2020** - Discuss your candidacy with your immediate supervisor and the Director/Regional Admin and officially notify the AnRS Department Head with an email message stating that you intend to go through the promotion/tenure process; **email must be received by February 15.** This is required, whether or not you have verbally made your intention known.

2. **March 2020** - Candidates with a teaching component must work with the Department Head by **5:00pm on or before March 8**, to develop a list of students for the student evaluation of teaching. Submit current CV for student evaluations. **Submit as an excel spreadsheet, last name, first name and email address.**

3. **March 2020** – Qualtrics student surveys will be sent out by mid-March and will be due back to the Department Head by **April 15.**

4. **April 2020** - External peer reviews; candidates must meet with Department Head to establish a list of external peer reviewers and discuss this process. The candidate’s emailed list will be due to the Department Head by **April 15.** **Submit as an excel spreadsheet, last name, first name, address, email address, title/role. Include a short bio for each external peer reviewer.**

5. **April 2020** - Extension appointments - candidates with an extension appointment will need to work with their immediate Supervisor and the Director/Regional Administrator to develop a list of clientele to survey-note that on-campus extension faculty must also have county extension faculty they work with on their survey list. The candidate’s emailed list will be due to the Department Head by **April 15.** Qualtrics surveys to be sent out by mid-May, and will be due back to the Department Office Manager by **June 15.** **Submit as an excel spreadsheet,**
last name, first name, email address, phone number, affiliation, and relationship to candidate (colleague, industry rep, commission, etc.)

6. **April 2020** – Candidate must meet with the P & T committee between April 15 and April 30. The committee will explain what is expected in the dossiers (candidate statement, formatting, tables, class reviews, Position Descriptions, etc.)

7. **April 2020** - Extension appointments - candidates with an extension appointment will need to work with their immediate Supervisor and the Director/Regional Administrator to develop a list of clientele to survey note that on-campus extension faculty must also have county extension faculty they work with on their survey list. The candidate’s emailed list will be due to the Department Head by April 15. Qualtrics surveys to be sent out by mid-May, and will be due back to the Department Office Manager by June 15. **Submit as an excel spreadsheet, last name, first name, email address, phone number, affiliation, and relationship to candidate (colleague, industry rep, commission, etc.)**

8. **May 2020** - Candidate must meet with the Department Head by May 15, to ensure that the dossier (Form A, PDs, Candidate’s Statement and CV in University format are in order and ready to send to external reviewers. If so, the candidate must sign the “Candidate’s Signed Statement” form indicating the dossier is ready to send.
   a. Your Signed Waver of Access, completed Form A, PDs, Candidate’s Statement and CV in Digital Measures Promotion and Tenure format will be due to the Department Office Manager by 5:00pm in WORD format May 15.
   b. Include a copy of all of the position descriptions (PDs) you have held since your hire date or since your last promotion. Ensure that all PDs are fully signed. Summarize any changes in a table and narrative format. Retain a copy of all PDs for your records.
   c. Work with your mentors to develop a Candidate’s Statement that meets OSU guidelines for content.
   d. The candidate must sign the “Candidate’s Signed Statement” form indicating the dossier is ready. Submit this to the AnRS Office Manager by May 31.

9. **June 2020** - Dossiers will be sent to external reviewers by mid-June. External letters will be due by July 31.

10. **June 2020** - Clientele surveys will be sent out by mid-June and will be due by July 31.

11. **September 2020** - Completed dossiers will be assembled by the department office manager by September 13, and forwarded to the Candidate for their formal review. At this time, the candidate should sign a statement and return form to the office manager by September 30, that he or she has reviewed the open part of the dossier and that it is complete and current. The candidate retains the right of access to recommendations added by deans, heads, chairs, directors, and unit promotion and tenure committees. Once signed statement is received, the office manager will send the complete dossier to the AnRS P&T Committee for review.

12. **October 2020** – Completed dossiers will be reviewed by the Promotion and Tenure Committee by October 31.
13. **November 2020** – Promotion and Tenure Committee will submit an evaluation letter for the candidate to the Department Head by **November 15**.

14. **November 15 -20** – Department Head works with supervisor (if other than Department Head) to submit supervisor letter by agreed upon date.

15. **November 2020** - Department Head will draft letter to college for each candidate for inclusion in dossier packet.

16. **December 2, 2020** - File is uploaded to the college.

**Fixed term faculty with a hire date in the year 2016**

*(Instructor & FRA)*

A mid-term review is optional for Instructors and FRA, please see guidelines for employment requirements.

1. **February 2020** - Discuss your candidacy with your immediate supervisor and the Director/Regional Admin and officially notify the AnRS Department Head with an email message stating that you intend to go through the promotion/tenure process; **email must be received by February 15**. This is required, whether or not you have verbally made your intention known.

2. **May 2020** - External peer reviews; candidates must meet with Department Head to establish a list of external peer reviewers and discuss this process. The candidate’s emailed list will be due to the Department Head by **May 15**. **Submit as an excel spreadsheet, last name, first name, address, email address, title/role. Include a short bio for each external peer reviewer.**

3. **June 2020** – Teaching appointments, candidates with a teaching appointment will need to begin working with your supervisor to develop a list of students for the student evaluation of teaching. This list is to be submitted to the Department Head by **September 2**. **Submit as an excel spreadsheet, last name, first name and email address.**

4. **June 2020** - Extension appointments; candidates with an extension appointment will need to begin working with your immediate Supervisor and the Director/Regional Administrator to compile a list of clientele to survey. This list is to be submitted to the Department Head by **September 2** – note that on-campus extension faculty must also have county extension faculty they work with on their survey list. **Submit as an excel spreadsheet, last name, first name, email address, phone number, affiliation, and relationship to candidate (colleague, industry rep, commission, etc.).**
5. **August 2020** - Candidate must meet with the Department Head by **August 15**, to ensure that the dossier (Form A, PDs, Candidate’s Statement and CV in University format are in order and ready to send to external reviewers.

   a. Your Signed Waver of Access, completed Form A, PDs, Candidate’s Statement and CV in University Promotion and Tenure format will be due to the Department Office Manager by 5:00pm in **WORD format August 15**.

   b. Include a copy of all of the position descriptions (PDs) you have held since your hire date or since your employment/last promotion. Ensure that all PDs are **fully signed**. Summarize any changes in a table and narrative format. Retain a copy of all PDs for your records.

   c. Work with your mentors to develop a Candidate’s Statement that meets OSU guidelines for content.

   d. The candidate must sign the “Candidate’s Signed Statement” form indicating the dossier is ready. Submit this to the AnRS Office Manager by **August 30**.

6. **August 2020** – Qualtrics Clientele surveys will be sent out by mid-August and will be due by mid-September.

7. **September 2020** - Dossiers will be sent to external reviewers by mid-September. External letters will be due by **October 31**.

8. **Mid-September 2020** – Qualtrics student surveys will be sent out and be due by mid-October.

9. **November 2020** - Completed dossiers will be assembled by the department office manager by **November 10**, and forwarded to the Candidate for their formal review. At this time, the candidate should sign a statement and return the form to the office manager by **November 20** that he or she has reviewed the open part of the dossier and that it is complete and current. The candidate retains the right of access to recommendations added by deans, heads, chairs, directors, and unit promotion and tenure committees. Once signed statement is received, the office manager will send the completed dossier to the AnRS P&T Committee for review.

10. **December 16 2020** - Promotion and Tenure Committee will submit an evaluation letter for each candidate to the Department Head.

11. **December 2020** - Department Head works with supervisor (if other than Department Head) to submit supervisor letter by agreed upon date.

12. **January 2021** - Department Head will submit letter addressed to the college to be added to dossier.

Completed dossiers are submitted by the Department of Animal and Rangeland Sciences to the College of Agricultural Sciences.
In the not too distant future, the Digital Measures CV will be used for the University format for Promotion and/or Tenure. Please keep your CV updated in Digital Measures for reports etc.

digitalmeasures.oregonstate.edu