

*The University of Oklahoma*  
*Health Sciences Center*

OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

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August 17, 2009

MEMORANDUM

TO: Deans and Department Chairs

FROM: Joseph J. Ferretti, Ph.D.  
Senior Vice President and Provost

SUBJECT: Procedures for Promotion Consideration

The following schedule should be followed for submitting promotion recommendations. Procedures in [Section 3.11.2](#) of the [2008 OUHSC Faculty Handbook](#) should be followed for promotion recommendations.


**PLEASE NOTE: Promotion recommendations can now be forwarded to the Provost's Office both electronically and by hard copy. My office has been working with your faculty affairs staff to accomplish this.**

A faculty member cannot be promoted from a temporary appointment to a regular appointment unless the temporary appointment included **a competitive search and the appropriate information is on file in the Office of Equal Opportunity.**

Promotion recommendations for volunteer faculty members should be processed according to the promotion schedule. The promotion file for the volunteer faculty member should contain the curriculum vita, a memorandum of justification from the Chair, and a recommendation from the Dean. **Please note 5050A forms are no longer required for volunteer faculty.**

**PROMOTION SCHEDULE**

Academic Unit: [By November 16, 2009](#), the **Academic Unit** must forward copies of each promotion file and recommendation to the Dean according to procedures determined by the Dean.

Dean:  [By January 22, 2010](#), the **Dean** forwards **one (1) copy of the electronic dossier** and **one (1) hard copy** of each promotion file and recommendation to the Provost. The Dean also forwards the Summary Chart to the Provost's Office. The Dean notifies the candidate and the candidate's chair of the Dean's recommendation.

Provost: [By March 5, 2010](#), the **Provost** forwards recommendations to the President and notifies candidate, candidate's chair, and the Dean of the Provost's recommendation.

## INSTRUCTIONS: **COVER FORMS FOR PROMOTION DOCUMENTS**

The forms attached to this memo should be in the file, as appropriate.

- a) The **cover sheet** should be the **first page** of the promotion file and must accompany every file. It provides a useful summary of data concerning the candidate and a summary of promotion recommendations as made.

It is required that the preparation date and items 1, 3, 4, 6, 7, and 8 be filled out.

**Item 6:** Pay special attention to Item 6. Indicate what type of appointment is currently held. **THE BLANKS IN THE PARENTHESIS MUST BE FILLED OUT CORRECTLY.**

If the proposed title is unmodified and the current title is modified or reflects a temporary appointment (i.e., Instructor, Associate, Lecturer, Assistant), there MUST HAVE BEEN an affirmative action review and the affirmative action summary MUST be on file in the Office of Equal Opportunity. In these instances, it would be appropriate to call the Office of Equal Opportunity (ext. 1-2110) and confirm that the review did take place. Original appointment is in the letter of offer.

**Item 7:** Please enter the number of full time faculty in the parenthesis and the name of the department in the space provided.

**Item 8:** Before forwarding promotion file with cover sheet, the appropriate blanks up to the level of Dean must be checked. If there is not a departmental or college committee leave entry blank. If departmental faculty do not vote on promotion leave entry blank.

- b) The **second page** of the promotion file is the recommendation of the Dean (with supporting reasons).
- c) The **third page** of the promotion file is the recommendation of the Chair (with supporting reasons).

### **Dean's Recommendation:**

The Dean's Office forwards **one (1) electronic copy** and **one (1) hard copy** of his/her recommendation to the Provost's Office.

## DATA AND INFORMATION CONCERNING THE CANDIDATE

Information should be provided in the following sequence:

- a) **Complete and up-to-date curriculum vita**, including a summary of college and university degrees earned, all professional employment, all professional honors and awards, and an up-to-date list of books and journal publications by author in sequence. Manuscripts in press or submitted for publication and abstracts should be listed separately.
- b) **Letters of evaluation of academic performance** in teaching, research and creative/scholarly activity, and professional and University service and public outreach will be solicited by the chair after consulting with the candidate. Normally, there should be three (3) letters of evaluation from individuals outside the University of Oklahoma considered established authorities in the discipline who are in a position to evaluate the candidate's academic performance and suitability for promotion. These letters may be solicited from individuals who were not suggested by the candidate. There should be three (3) internal (or local) letters of evaluation particularly relevant to teaching and service. *(Evaluation by the Dean and the Chair can be given in a letter or on the form provided).*
- c) **Teaching/Research/Service**: Examples of documentation of teaching, research and creative/scholarly achievement, and service accomplishments are noted in **Section 3.9.5(c)(3)(4)(5)**. The candidate is entitled to review the information in his/her promotion file.

UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

**COVER SHEET FOR PROMOTION DOCUMENTS**

1. **NAME** \_\_\_\_\_

2. **ADMINISTRATIVE TITLE** (if applicable) \_\_\_\_\_

3. **PROMOTION CONSIDERATION**

Current Rank \_\_\_\_\_

Proposed Rank \_\_\_\_\_

Department \_\_\_\_\_

4. **PRIMARY ACADEMIC APPOINTMENT**

Rank \_\_\_\_\_

Department \_\_\_\_\_

College \_\_\_\_\_

Date of Initial Primary Appointment \_\_\_\_\_

Date of Appointment to Present Rank \_\_\_\_\_

5. **SECONDARY ACADEMIC APPOINTMENT**

Rank \_\_\_\_\_

Department \_\_\_\_\_

College \_\_\_\_\_

Date of Initial Secondary Appointment \_\_\_\_\_

Date of Appointment to Present Rank \_\_\_\_\_

6. **TYPE OF CURRENT ACADEMIC APPOINTMENT**

Tenured \_\_\_\_\_ (Year Tenure Awarded \_\_\_\_\_)

Tenure Eligible \_\_\_\_\_ (Year Tenure Eligible \_\_\_\_\_)

Consecutive Term \_\_\_\_\_

Temporary \_\_\_\_\_ (Year Original Appointment \_\_\_\_\_)

(Affirmative Action Completed? \_\_\_\_\_ Yes \_\_\_\_\_ No)

Volunteer \_\_\_\_\_

7. **DEPARTMENT FACULTY**

Full-Time Faculty ( \_\_\_\_\_ ) in \_\_\_\_\_ (excluding vacant positions):  
Department

	<u>Tenured</u>	<u>Non-Tenured</u>	<u>Total</u>
Professor	_____	_____	_____
Associate Professor	_____	_____	_____
Assistant Professor	_____	_____	_____
Instructor	_____	_____	_____
TOTAL	_____	_____	_____

8. **RECOMMENDATIONS**

Departmental Promotions Committee Grant \_\_\_\_\_ Deny \_\_\_\_\_

Departmental Faculty Grant \_\_\_\_\_ Deny \_\_\_\_\_

Chair Grant \_\_\_\_\_ Deny \_\_\_\_\_

College Promotions Committee Grant \_\_\_\_\_ Deny \_\_\_\_\_

Dean Grant \_\_\_\_\_ Deny \_\_\_\_\_

Provost Grant \_\_\_\_\_ Deny \_\_\_\_\_

President Grant \_\_\_\_\_ Deny \_\_\_\_\_

**Preparation Date:** \_\_\_\_\_

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**RECOMMENDATION OF THE DEAN**

\_\_\_\_\_ TENURE

\_\_\_\_\_ PROMOTION

\_\_\_\_\_  
CANDIDATE'S NAME

\_\_\_\_\_  
DEPARTMENT

GRANT \_\_\_\_\_ DENY \_\_\_\_\_

**My reasons are as follow:**

\_\_\_\_\_  
SIGNATURE OF THE DEAN

\_\_\_\_\_  
DATE

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**RECOMMENDATION OF THE DEPARTMENTAL CHAIR**

\_\_\_\_\_ TENURE

\_\_\_\_\_ PROMOTION

\_\_\_\_\_  
CANDIDATE'S NAME

\_\_\_\_\_  
DEPARTMENT

GRANT \_\_\_\_\_ DENY \_\_\_\_\_

**My reasons are as follow:**

\_\_\_\_\_  
SIGNATURE OF THE CHAIR

\_\_\_\_\_  
DATE