



*The University of Oklahoma®*  
*Health Sciences Center*

OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

September 15, 2016

MEMORANDUM

TO: Deans and Department Chairs

FROM: Jason R. Sanders, MD, MBA  
Senior Vice President and Provost

SUBJECT: Procedures for Promotion Consideration

Handwritten signature of Jason R. Sanders in blue ink.

The following schedule should be followed for submitting promotion recommendations. Procedures in **Section 3.9.2** of the **2012 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. The Dean's Office faculty affairs staff can assist the departments with preparing the electronic dossier.**

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: **Deadline set by College Dean**, the **Academic Unit** must forward copies of each promotion file to the Dean's Office according to procedures determined by the Dean.

Dean: **By January 30, 2017**, 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 20, 2017**, 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 cover form for both promotion and tenure has been combined into one new form. Two separate forms (one for tenure and one for promotion) are no longer required.

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 or tenure file and must accompany every file. It provides a useful summary of data concerning the candidate and a summary of promotion and/or tenure recommendations as made.

**It is required that all fields be completely filled that are relative to the promotion.**

**Part I:** Pay special attention to Part I. **Indicate what type of appointment is currently held and the initial primary appointment date.**

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 (325-3546) and confirm that the review did take place. Original appointment is in the letter of offer.

**PART III:** 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).

### **Forwarding Dossier:**

The Dean's Office forwards **one (1) electronic copy** and **one (1) hard copy** of the dossier 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 3.8.5(d) (3)(4)(5)**. The candidate is entitled to review the information in his/her promotion file.