

The University of Oklahoma Health Sciences Center

OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

August 17, 2009

MEMORANDUM

TO: Deans and Department Chairs

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

SUBJECT: Procedures for Tenure Consideration

ELECTRONIC TRANSMISSION OF DOSSIERS:

- 1) The Campus Tenure Committee now conducts its review of tenure dossiers electronically (PDF file).
- 2) The Dean's Office faculty affairs staff can assist the departments with preparing an electronic dossier for each of the tenure candidates.
- 3) An electronic dossier for each tenure candidate is to be submitted by the Dean's Office, via e-mail, to the Provost's Office for placement on the secured web site accessible by Campus Tenure Committee members only.

HARD COPY DOSSIERS:

- 1) Hard copy dossiers are still required for departmental and college promotion and tenure committees, the Dean, the Provost, and the President.
- 2) Departments should contact the Dean's Office faculty affairs staff to determine the appropriate number of copies required by the college's Promotion and Tenure committee.
- 3) Two (2) hard copies of each dossier (in addition to the electronic copy noted in #3 above) are to be submitted by the Dean's Office as follows:
 - a) One (1) copy to the Provost's Office (*new*)
 - b) One (1) copy sent to the Chair of the Campus Tenure Committee

Procedures in [Section 3.9.5](#) of the [OUHSC Faculty Handbook](#) should be followed for all tenure considerations except those with tenure on initial appointment.

**** NOTICE ****

Regarding Clarification of the 6-Year Pre-Tenure Period and When Tenure Dossier is Submitted

Tenure track faculty have a 6 year pre-tenure period. Previously the tenure dossier was prepared and submitted during Fall of the 6th academic year of the pre-tenure period. This longstanding practice inadvertently "shorted" the faculty member most of that 6th year's activities. At the requests of the department chairmen we have changed the practice and policy to ensure the faculty members receive the full 6 year pre-tenure period.

In order to give each faculty member the full 6 year pre-tenure period the dossier will henceforth be submitted during Fall of their 7th academic year, with tenure to be effective the following July 1. For example, a faculty member hired into the tenure track this academic year (2009-10) would have a 6 year pre-tenure period through 2014-15, with the dossier submitted in Fall 2015.

The months' long tenure review/approval process would culminate with the Provost's recommendation to the President in March 2016, action by the OU Regents in May 2016, with tenure effective July 1, 2016.

If a faculty member is being considered for promotion and tenure in the same year, the same supporting file may be used for both the tenure and promotion considerations.

The Provost should be notified of any request for "early consideration" for tenure.

When the small size of an academic unit or the paucity of tenured members prevent appropriate academic unit tenure review, the Dean, in consultation with the chair of the academic unit involved, shall establish an *ad hoc* tenure review committee to serve as the candidate's academic unit for purposes of voting on tenure.

The following schedule for submitting tenure recommendations allows sufficient time for the appropriate bodies to make evaluations and recommendations prior to the Regents' action in May, and the required notification to the candidate by May 31.

TENURE SCHEDULE

Academic Unit: **By October 23, 2009**, the **Academic Unit** must forward the appropriate number of hard copies (**a minimum of 2**) of each candidate's tenure file to the Dean's Office. These files must contain the academic unit and the chair recommendations. The Chair of the academic unit notifies the candidate in writing of the academic unit's and the chair's recommendations.

Dean: **By December 4, 2009**, the **Dean** forwards **one (1)** copy of the electronic dossier and one **(1)** hard copy of each candidate's tenure file to the Provost's Office and **one (1)** hard copy of the tenure dossier directly to the Chair of the Campus Tenure Committee (contact the Provost's Office for information). These files must contain the dean's recommendations. The Dean notifies the candidate and the candidate's chair in writing of his/her recommendation.

Campus Tenure Committee: **By January 15, 2010**, the **Campus Tenure Committee** forwards **one (1)** copy of the Committee's recommendation for each candidate to the Provost's Office. The Committee Chair notifies the candidate, the candidate's chair, and the candidate's college dean of the Committee's recommendation.

Provost: **By March 5, 2010**, the **Provost** forwards to the President his recommendation and one hard copy of the tenure file. The Provost notifies the candidate, the Campus Tenure Committee, the Dean, and the candidate's chair of the Provost's recommendation.

INSTRUCTIONS: COVER FORMS FOR TENURE 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 tenure or promotion file and must accompany every file. It provides a useful summary of data concerning the candidate and a summary of tenure recommendations as made.

In instances where a candidate is being considered for both promotion and tenure, please remember that the same supporting file may be used for both the tenure and promotion considerations.

Item 5: If the faculty member is being considered for tenure "early", the Provost should be notified. Please read **Section 3.9.3(g)** in the OUHSC Faculty Handbook and note that early consideration for tenure includes two (2) years of extraordinary performance at the University of Oklahoma. The letter of offer contains the year that the faculty person will be eligible for tenure.

Item 6: The blanks to the right of the first entry must be filled with the correct numbers. The appropriate blanks for the Chair's and the Dean's recommendations **MUST** be filled.

- b) The **second page** of the tenure file is the recommendation of the Dean (with supporting reasons).
- c) The **third page** of the tenure file is the recommendation of the Chair (with supporting reasons).
- d) The **fourth page** of the tenure file is the vote of the tenured faculty of the academic unit.
- e) The **fifth page** of the tenure file is the recommendation of the Campus Tenure Committee.

The candidate must be informed of the Chair's recommendation and the candidate and the chair must be informed of the Dean's recommendation.

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/scholarly achievement, and service should 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 tenure. 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 by the Chair can be given in a letter or on the form provided).***
- (c) **Teaching**: Documentation of teaching accomplishments should reflect the candidate's contribution, quality, innovation, or impact of teaching. This might include summary documentation of teaching evaluations by students, notation of teaching awards, description of teaching responsibilities, and materials and techniques which are unique and demonstrate innovative approaches or outstanding quality in undergraduate, graduate, professional instruction (e.g. integration of multimedia into courses, development of web-based content and course materials, computer software development, creation of innovative laboratory exercises and simulation techniques). ***(There is no need to forward actual publications or copies of them).***
- (d) **Research**: Documentation of research and creative/scholarly accomplishments should reflect the level and quality of the candidate's research and creative/scholarly activity. Recognition of research and creative/scholarly accomplishments could be demonstrated by invitations to chair or organize symposia, edit books or journals in the professional discipline, publications of books, book chapters, and articles in peer-reviewed journals, publication of abstracts, participation as a presenter in national/international symposia, conferences, and professional meetings, etc., as well as the candidate's ability to acquire extramural grant or contract funds, as a principal or co-principal investigator, through peer review mechanisms. ***(There is no need to forward actual publications or copies of them).***
- (e) **Service**: Documentation of professional and University and public outreach as well as clinical service contributions should reflect the level and quality of the candidate's professional and/or clinical service contributions. Documentation might consist of leadership positions in local, state, or national associations; service on advisory boards for granting agencies; outstanding college or university committee work; consultantships; clinical leadership as evidenced by serving as head of a division, department, or specific clinic service; evidence of acquisition, introduction or development of new health care techniques, procedures or clinical approaches; development of community health-related outreach programs; improvement in clinical management; documentation of increased referrals; demonstrable improvement (quality, utilization, access) in delivery of health care; publication of clinical case studies, monographs, reviews, and book chapters; etc.

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COVER SHEET FOR TENURE DOCUMENTS

1. **NAME** _____

2. **ADMINISTRATIVE TITLE** (if applicable) _____

3. **PRIMARY ACADEMIC APPOINTMENT**

Rank _____

Department _____

College _____

Date of Initial Primary Appointment _____

Date of Appointment to Present Rank _____

4. **SECONDARY ACADEMIC APPOINTMENT**

Rank _____

Department _____

College _____

Date of Initial Secondary Appointment _____

Date of Appointment to Present Rank _____

5. **AGREED TO LENGTH OF PROBATIONARY PERIOD**

_____ Years
_____ Date Eligible for Tenure

6. **RECOMMENDATIONS**

Tenured Dept. Faculty	Grant _____	Deny _____	Abstain _____
Chair	Grant _____	Deny _____	
Dean	Grant _____	Deny _____	
Campus Tenure Committee	Grant _____	Deny _____	Other _____
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

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**TENURE RECOMMENDATION
CAMPUS TENURE COMMITTEE**

CANDIDATE'S NAME

DEPARTMENT

RESULTS OF COMMITTEE VOTE

<u>Action</u>	<u>Number of Votes</u>	COMMITTEE RECOMMENDATION:
Grant	_____	Grant_____ Deny_____ Other_____
Deny	_____	
Abstain	_____	
Unavailable	_____	
TOTAL	_____	Date of Vote _____

Recommendations and Supporting Reasons:

SIGNATURE OF THE CHAIR

DATE