



## Faculty Appointment, Promotion & Tenure Procedures

<b>Policy Number</b>	School of Nursing 60-01.10	<b>Page</b>	1	<b>of</b>	
<b>Original Adoption</b>	July 1, 2008	<b>Revised</b>	December 2014		
<b>Responsible Department/Office</b>	School of Nursing Office of Academic Affairs				
<b>Responsible Department/ Office Contact</b>	Office of the Dean				

Applies to: All faculty in paid service to the School of Nursing

### 1.0 POLICY STATEMENT

This document addresses faculty appointment and advancement procedures within the School of Nursing. Refer to Appendix A: OHSU School of Nursing Promotion & Tenure Guidelines for specific criteria.

### 2.0 DEFINITIONS

- 2.1 "Appointment, Promotion & Tenure (APT) Voting Faculty" refers to those faculty at/above the rank to which the candidate seeks appointment. As a precondition for voting on a candidate, the faculty member must have completed a private review of the candidate's dossier. Only tenured faculty at/or above the rank to which the candidate seeks appointment can vote on tenure.
- 2.2 "Clinical Teaching" includes all SON courses with the exception of those taught in the Ph.D. program.
- 2.3 "Conflict of Interest" refers to a scenario in which a faculty member should not participate in APT review of an individual when there is a familial, romantic, sexual, financial, or comparable relationship with the candidate or a close positive or negative professional relationship.
- 2.4 "Candidates Eligible for APT Review" are Faculty seeking initial appointment as Associate Professor or above or promotion to the rank of Assistant Professor or above.
- 2.5 "Executive Session of the APT Voting Faculty" refers to the confidential deliberation by the APT Voting Faculty regarding appointment, promotion or tenure decisions.
- 2.6 "Faculty Tenure Review Timeline" is 7 years with a 5 year pre-tenure review. Faculty members who are denied tenure may re-apply in subsequent years provided that the 7-year timeline has not expired. Faculty may also negotiate less time before applying for tenure at their initial appointment.
- 2.7 "Faculty Post-Tenure Review" refers to faculty and the Dean meeting for post-tenure review no less than every 5 years to ensure that faculty strengths relative to needs of the School are maximized.
- 2.8 "Sponsor" refers to the party responsible for requesting the initial appointment of a candidate. The sponsor may be the Dean, Associate Dean, Administrative Director, Search Committee or Integrated Learning Community Chairperson.
- 2.9 "Sustained citizenship to the school and university" refers to serving on a minimum of one committee, task force, or equivalent throughout the contracted year(s) and over time.
- 2.10 "Scholarly teaching" captures the interplay between knowledge of teaching and learning and educational practice. The scholarly teacher is engaged and steeped in the current knowledge of his/her field and demonstrates the ability to build bridges between his/her own understanding and the student's learning. Scholarly teaching is characterized by

- ongoing reflective critique, effective use of pedagogical procedures, and provision of service to the community.
- 2.11 “Scholarly nursing practice” captures the interplay between knowledge and professional practice and is rooted in the faculty member’s specialty field of knowledge. Scholarly practice is characterized by ongoing reflective practice, clinical excellence, and provision of service to the community.
  - 2.12 “Research” contributes to the advancement of nursing through the development of new knowledge. This pattern of scholarship is demonstrated through a record of progressive research expertise, leadership in the advancement of knowledge, and engagement in collaborative research activities. Scholarly research practice is characterized by ongoing reflective critique, effective conduct and dissemination of original research, and provision of service to the community
  - 2.13 Series definitions and qualifications are contained in the Policy.

### **3.0 RESPONSIBILITIES**

- 3.01 School of Nursing Dean, Associate Deans, and the Appointment, Promotion & Tenure Committee are responsible for reviewing the eligibility of faculty for promotion.
- 3.02 All initial appointments, single and multi-year contracts and contract renewals, at the level of Associate Professor or above, are considered jointly by the OHSU School of Nursing (SON) Appointment, Promotion, and Tenure (APT) Committee and the SON Dean. If a search committee has been involved, they make recommendations about rank, series, and mission(s) to the Dean.

### **4.0 INITIAL APPOINTMENTS PROCEDURES FOR NEW HIRES**

- 4.01 The policy for initial appointment to a faculty position is outlined in the Policy 60-01.10.
- 4.02 Reviews are scheduled according to need.
- 4.03 The Sponsor notifies the APT Ex-Officio Senior Associate Dean of initial appointment reviews as soon as possible. The Senior Associate Dean informs the APT Committee Chair of the anticipated reviews
- 4.04 The Sponsor notifies eligible candidates of the process for initial appointment review and prepares the recommendation to the APT Committee, including a cover letter outlining the proposed rank, a position description, and a copy of the candidate’s CV. No external evaluation of scholarship is required.
- 4.05 If Search Committee was involved, it would recommend rank, series, and mission(s).
- 4.06 The APT Committee verifies the accuracy of citations and other candidate materials. The Committee conducts a systematic review of the candidate’s materials, commensurate with recommended rank and contractual expectations, if relevant. Following the review, the APT Committee generates a written summary of the candidate’s qualifications, strengths, and any areas of concern and includes a recommendation for action. Minority opinions are noted in the summary.
- 4.07 The Dean reviews the candidate’s materials and APT Committee summary, prepares a separate written assessment of the candidate, and makes a decision regarding appointment. The Dean reports back to the APT Committee with the decision, and in the case of a different outcome than recommended by APT provides a written rationale for the decision.
- 4.08 The Dean notifies the candidate of the decision and of any associated decision by the Provost.
- 4.09 At the first meeting of the Faculty Council following final APT decisions by the Dean and the Provost, formal announcements are made of all initial appointments.

**5.0 MULTI-YEAR CONTRACT PROCEDURES**

5.01 Initial Contracts

- i. The policy for multi-year contracts is outlined in the Policy 60-01.10.
- ii. Individuals who have been faculty for at least 3 years may request appointment to a multi-year contract. The APT committee reviews a letter of request with rationale, a current CV, recent student and course evaluations, and letters of evaluation from the appropriate Program Director and Associate Dean(s) related to the candidate’s mission(s) with assessment of qualifications and commitment to the School. The committee makes a recommendation to the Dean.

5.02 Contract Renewals

- i. In the Spring, the APT Chair contacts the SON Human Resources for mandatory reappointment reviews for Associate rank and above for the following academic year.
- ii. The Associate Dean notifies eligible candidates of the dates for review. Candidates respond to the Associate Dean in writing of their intent to seek or not seek contract renewal.
- iii. The APT Committee reviews the candidate’s Annual Reviews and CV and makes recommendations to the appropriate Associate Dean and/or Program Director. The committee makes a recommendation to the Dean.

**6.0 SERIES CHANGE PROCEDURES**

6.01 Faculty negotiating a series change require a special exception to be reviewed by the APT Committee. It is anticipated that most requests for series changes will occur early in the academic career. The decision to permit that change is based on an assessment of likelihood for success.

6.02 Faculty members seeking a series change follow the published timelines for submissions.

6.03 Faculty who request adding a mission after achieving the rank of Associate Professor or Professor must submit a dossier demonstrating they meet criteria at that rank in the mission they are adding. Table 1.0 outlines the series change options and process:

Table 1.0: Series Change Options	
Multiple Missions to Single Mission	Submit documents to the appropriate Senior Associate Dean: <ol style="list-style-type: none"> <li>1. Letter requesting a change from the academic series to a clinical or research series (teaching, practice, or research) that identifies the rationale for the request, the primary mission, qualifications and potential for success.</li> <li>2. A current Curriculum Vitae in SON format.</li> <li>3. Letter of support from the Associate Dean responsible for the single mission.</li> </ol>

Single Mission to Multiple Missions	<p>Submit:</p> <ol style="list-style-type: none"> <li>1. Letter to the appropriate Associate Dean requesting a change from a single mission in the clinical or research series to the academic series. Note, academic series requires <i>teaching</i> to be one of the missions. <ol style="list-style-type: none"> <li>a. The letter must identify rationale for the request, the two missions, the applicant’s qualifications for both missions, and potential for success.</li> </ol> </li> <li>2. A presentation and/or materials to support the switch to the appropriate Council (e.g., Academic, Research, Practice) for whichever mission is being added. The Chair of the respective Council will forward a recommendation to the Chair of APT.</li> <li>3. A current Curriculum Vitae in SON format.</li> <li>4. Letter of support from the Associate Dean responsible for the additional mission.</li> </ol>
Adding the Research Mission	<p>If the applicant requests (i) adding research as one of the primary missions in the academic series or (ii) switching to research as the single mission, additional requirements include:</p> <ol style="list-style-type: none"> <li>1. A written statement describing the proposed research program and resources to support;</li> <li>2. A presentation to the Research Council describing current and proposed research. Research Council will forward their recommendation to the Chair of APT;</li> <li>3. A letter of support from the appropriate Associate Dean.</li> </ol>
Adding Practice Mission	<p>If the applicant requests adding practice as one of the primary missions in the academic series or switching to practice as the single mission, additional requirements include:</p> <ol style="list-style-type: none"> <li>1. A written statement describing the proposed practice activity and plan for scholarship;</li> <li>2. A presentation to the Practice Council describing current and proposed practice plans. Practice Council will forward their recommendation to the Chair of APT;</li> <li>3. A letter of support from the appropriate Associate Dean.</li> </ol>
Adding Teaching Mission	<p>If the applicant requests adding teaching as one of the primary missions in the academic series or switching to teaching as the single mission, additional requirements include:</p> <ol style="list-style-type: none"> <li>1. A written statement describing the proposed teaching activity and plan for scholarship;</li> <li>2. A presentation to the Academic Council describing current and proposed teaching activities. Academic Council will forward their recommendation to the Chair of APT;</li> <li>3. A letter of support from the appropriate Associate Dean.</li> </ol>

## 7.0 PROMOTION AND TENURE:

**7.01** Faculty requesting review for promotion and/or tenure submit a dossier that reflects their accomplishments at the desired rank. Reviewers evaluate the quality and quantity of the candidate’s scholarship as reflected in the dossier. The committee may request supplemental information from a candidate; however, data from sources outside the dossier, (e.g., personal knowledge of a candidate by a committee member) are not included in the review process. There is a hierarchy of strength in evidence, with peer-

reviewed documents (e.g., first-authored data-based, peer-reviewed publications, approved grant proposals and funded grants) strongest and required at the higher ranks in all missions. See APT Procedure Manual for detailed information on dossier preparation.

**7.02 Promotion to Assistant Professor and Above.** A letter of support for promotion and/or tenure must be written by a supervising administrator at the rank or higher than the one being sought by the candidate and included as a part of the dossier.

**7.03 Promotion from Instructor to Assistant Professor Upon Completion of Earned Doctorate.**

- i. Faculty members who anticipate graduation in May through August may develop all materials needed for promotion, except evidence of graduation, and submit them by the end of March for preliminary APT review. Faculty members seeking promotion through this avenue initiate the review process by obtaining the support of his/her Associate Dean and submitting a dossier containing the information listed below to the Appointment, Promotion & Tenure (APT) Committee according to the published timelines for submissions.
- ii. A statement from the candidate about why s/he should be promoted to Assistant Professor, indicating that s/he meets criteria for Assistant Professor as set forth in the Appendix to this policy/procedure; updated CV; evidence of earned doctoral degree from accredited institution recognized by the Oregon Office of Degree Authorization; teaching effectiveness evaluations since hire or last promotion; most recent Annual Reviews; and Letter of support from appropriate Associate Dean, indicating how the candidate is presently serving at the Assistant Professor level in the selected series.
- iii. The APT Committee will review the application and make a recommendation to the Dean.

**7.04 Tenure.** Tenure is granted only after careful deliberation by tenured faculty of the same rank or higher, by the Dean of the School of Nursing, and by the Provost. The criteria for tenure include: need for the individual's specialization and skills in the long-range plans of the institution, a convincing case that the faculty member is highly qualified and has a history of performance, and reasonable expectation that he/she will continue to make outstanding contributions to the University. To be awarded tenure, a candidate must demonstrate qualities that evidence excellence and continued professional growth:

- i. Sustained, high quality, innovative scholarship in his/her discipline, demonstrated through a record of concrete, accumulated research or scholarly accomplishments;
- ii. Effective, stimulating teaching and demonstrated contributions to the academic success for students;
- iii. Steady, responsible service and leadership to the School, the University and the profession;
- iv. Commitment to ongoing, long-term contributions to the School, the University and the profession.

**7.05 Tenure Eligibility Criteria.** To be granted tenure, a faculty member must, at a minimum, be eligible for or have already attained the rank of Associate Professor (see OHSU 03-15-

025) within the academic series. The candidate for tenure must also have been in a professorial rank at OHSU for at least five years. Faculty from other institutions who meet the criteria for tenure may submit a waiver of the five -year requirement to the appropriate Associate Dean to apply for tenure at the time of initial appointment or within a shorter time period after hire. The candidate must be at 1.0 FTE in order to apply for tenure. Tenured faculty who wish to reduce their FTE to part time retain tenure; tenure is surrendered upon retirement.

Table 2.0: Tenure and Multi-Year Contracts	
Tenure	
Requesting appointment to tenure track position	<p>In order to be appointed to a tenure track position, faculty must first be appointed to the Academic Series. Submit documents to the Appointment, Promotion and Tenure Committee:</p> <ol style="list-style-type: none"> <li>1. Letter requesting appointment to tenure track position that includes rational for the request, commitment to the School, University and profession, and potential for success in meeting the criteria for tenure;</li> <li>2. A current Curriculum Vitae;</li> <li>3. Evidence of teaching quality (e.g., student and course evaluations);</li> <li>4. A letter of support from the appropriate Senior Associate Deans related to the candidate’s two missions that includes an assessment of the candidate’s commitment to the School, the University and the profession.</li> </ol>
Multi-Year Contracts	
Requesting appointment to a multi-year contract for Associate level and above.	<p>Individuals who have been on faculty for at least three years may request appointment to a multi-year contract. Submit documents to the Appointment, Promotion and Tenure Committee:</p> <ol style="list-style-type: none"> <li>1. Letter requesting appointment to a multi-year contract that includes rational for the request;</li> <li>2. A current Curriculum Vitae;</li> <li>3. Evidence of teaching quality (e.g., student and course evaluations);</li> <li>4. Letters of support from the Program Director and the appropriate Senior Associate Dean(s) related to the candidate’s mission(s) that includes an assessment of the candidate’s qualifications and commitment to the School.</li> </ol>

## 8.0 RELATED DOCUMENTS

See:

- School of Nursing Appointment, Promotion, and Tenure Procedure Manual
- School of Nursing Policy 60-01.10, Appendix A, Policy/Procedure
- School of Nursing Timeline—Appointment, Promotion, Tenure Review
- OHSU Policy 03-15-020, Academic and Research Institute Faculty Appointments
- OHSU Policy 03-15-025, Faculty Appointments
- OHSU Policy 03-20-001, Promotion and Tenure—Eligibility for Tenure
- OHSU Policy 03-20-020, Promotion and Tenure Committee

## 9.0 KEY SEARCH WORDS

Appointment, Tenure, Promotion, Faculty, rank, School of Nursing, procedures

## 10.0 REVISION HISTORY

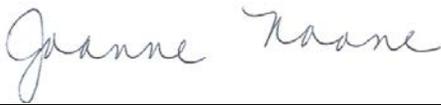
07/01/2008	1.0	New policy and procedures approved
06/08/2012	2.0	Procedures extracted from Policy, reviewed as separate document
6/19/2013	3.0	Tenure and multi-year contract procedures added.
9/16/2014	4.0	Language from multiple documents aligned with procedures (proposed)

**Policy Contact:** School of Nursing, 503-494-7444

**Supersedes:** N/A

### **SIGNATURE PAGE:**

*Official signed copies are stored in the OHSU School of Nursing Office of Academic Affairs*



**Date: 12/4/2014**

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**Joanne Noone, Chair of Faculty Affairs  
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**Date: 12/10/2014**

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**Susan Bakewell-Sachs, Dean  
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