



School of Nursing
Appointment, Promotion, and Tenure Guidelines
(aka APT Procedure Manual)
Revised December 13, 2017

Purpose of Guideline

The purpose of the guideline is to support faculty in applying for promotion, series or track changes, and tenure. The document includes references to relevant OHSU and SON policy and procedures, definitions and guidelines for completing a dossier and/or application.

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I. Guidelines for Promotion and Tenure

A. Related Policies

Policies for promotion and tenure are outlined in OHSU SON Policy and Procedure 60-01.10 (revised March 2017), Faculty Appointment Promotion and Tenure, and the three versions of Appendix A (one for each series) appended to the policy. The procedures for candidates are described in the “Candidate Procedure” sections in this document.

The process of appointment, promotion, and tenure differs depending on the reason for the request. In general, the process includes reviews by the Appointment, Promotion, and Tenure (APT) Council and APT Voting Faculty who make a recommendation to the Dean, who makes a recommendation to the Provost for final approval. Exceptions to this process are described in this document. The relevant OHSU policies are 03-15-020 (Faculty Series and Ranks) and 03-15-025 (Faculty Appointments).

B. Terminology

Appendices: This policy has an Appendix A (Promotion and Tenure Application and Eligibility Form) to be submitted with your notice of intention to apply. There are also several versions of another Appendix A (Criteria for Appointment, Promotion, and Tenure) associated with OHSU SON Policy 06-01.10. This can be confusing. Be sure you refer to the correct Appendix A when using these guidelines.

Series: Instructional; Professorial; and Research

Track: Within the Professorial Series there are two tracks: Academic and Clinical

Categories: Teaching; Research & Scholarship; Clinical Care/Practice; and Service

Ranks:

- Within the Instructional series are Lecturer and Instructor.
- Within the Professorial series - Academic Track are Assistant Professor, Associate Professor, and Professor.
- Within the Professorial series - Clinical Track are Assistant Professor of Clinical Nursing, Associate Professor of Clinical Nursing, and Professor of Clinical Nursing.
- Within the Research series are Research Assistant Professor, Research Associate Professor, and Research Professor

Levels of Evidence

- Satisfactory Record – Sufficient, acceptable contributions in the category that impact the profession, the university or community.
- Substantive Record – Sustained contributions in the category that impact the profession, the university, or community.

- Outstanding Record – Significant contributions to the category that impact the profession, the university, or community.

C. Staff Support to the APT Council and APT Process

The appropriate Associate or Executive Dean appointed by the Dean to oversee faculty affairs (hereafter the Associate Dean) serves ex-officio and assists the Council. A staff person supports the Appointment, Promotion, and Tenure Process (Support Staff).

II. Applications Requiring External Evaluation of Scholarship

Required for promotion to Associate or Full Professor or for Tenure

1. Candidates are responsible for submitting names (*and full contact information, including an email address*) of 5 potential reviewers at the rank/tenure sought or higher external to OHSU to the Associate Dean and to APT Support Staff. Candidates should carefully evaluate the qualifications of external reviewers to ensure they meet OHSU School of Nursing criteria for the rank being sought. Failure to provide a list of qualified external reviewers can be grounds for removal of candidates from the APT process. To avoid personal bias, ideal candidates for external reviewers are persons with minimal to no working relationship with the candidate and who are experts in the field of study or a closely related field relevant to that of the candidate. Scholars who have published, presented, co-written papers, or any other form of professional work benefitting the candidate may not be considered as external reviewers.
2. The Associate Dean informs the APT Council Chair of the anticipated reviews.
3. The APT Council selects materials and publications to be included in the materials for external reviewers, generally summary statements, CV, and selected publications.
4. Selection of External Evaluators. The Associate Dean or Program Director reviews the recommendations of the candidate for external reviewers and generates a list of five additional reviewers. The APT Council reviews the list, refines it, and consults with the Dean for final selection of external reviewers. No more than one-half of the external reviewers should be from the candidate's list.
5. Request for external review. The Associate Dean is responsible for obtaining agreement for a critical review of the candidate's scholarly work from four qualified external evaluators and from other units at OHSU in which the candidate has an appointment or a substantial professional involvement, whether compensated or not. Upon agreement, the Associate Dean provides each reviewer with the OHSU SON criteria for Promotion and Tenure, and copies of the candidate's current curriculum vitae, dossier statement, and selected publications or other relevant materials. Written evaluations are due the second week of Winter Quarter. Each outside evaluator is asked to indicate: name, title, rank, and institutional affiliation; and relationship, if any, to the candidate. Evaluators should not have a close personal or professional relationship to the candidate.

6. Disposition of external evaluations. All solicited letters must be forwarded to the Chair of the APT Council and included in the candidate's final dossier. Unsolicited letters of evaluation or letters of evaluation solicited by anyone other than the above authorized persons are not included in the dossier.

III. Applications Requiring a Dossier

Candidates for promotion to Associate Professor and above and/or Tenure, or series change from Instructional to Professorial Series with master's preparation for rank of Assistant Professor of Clinical Nursing

It is recommended that candidates work proactively with Campus Associate Deans/Program Directors during the annual review cycle to develop a plan. Candidates must notify the APT ex-officio Associate Dean identified in the timeline, in writing, of their intent to seek promotion and/or tenure or series change with master's degree. At that time, a completed, signed Promotion and Tenure Application and Eligibility Form (Appendix A to this document) and Declaration of Option to Access Review Materials (Appendix B) is submitted to the APT Council staff support person. The choice to waive (or not) access to internal and external review materials solicited as part of promotion and tenure process is the candidate's (See Appendix B). If you have questions about this waiver, please consult the Chair of the APT Council. See Policy 60-01.10 Sections 7 and 8 and the related Procedure (60-01.10).

Note: When number of years in position or at rank is referenced, it means that number of years completed at the time the eligibility form is submitted and candidacy for promotion is declared.

A. Introduction to Dossier Preparation

Materials provided by the Candidate. Candidates are responsible for preparing a dossier documenting their accomplishments relevant to the series, track (if relevant), and rank being sought. Candidates submit an electronic copy of the full dossier with accompanying evidence to the APT Council. The candidate retains a personal copy of the dossier.

Significant additional information may be added electronically during the process (e.g., new funding) before the APT Council completes its review; that material will be incorporated into the APT Council review.

See Dossier section for specific items to be included in the dossier and for the process.

Materials provided by Human Resources. APT chair requests from Human Resources verification of track, missions, and date of faculty appointment.

B. General Dossier Instructions to Applicants/Overview

Professorial series faculty requesting review for promotion or tenure and faculty seeking series change from Instructional to Professorial and rank of Assistant Professor must 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 Council may request

supplemental information from a candidate; however, data from sources outside the dossier, (e.g., personal knowledge of a candidate by a Council 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.

Materials must be divided into sections by category and clearly delineated by the examples for the appropriate series, track, level of evidence, and rank.

C. General Guidelines for the Dossier:

1. Dossiers will only be accepted in Adobe PDF format as a single file, using appropriate bookmarking to divide the file into sections that match the table of contents for easy reference. Focus on accomplishments since hire or last promotion.
2. Write only to the examples in the relevant Appendix A to the APT policy that you are addressing. Be specific and give only the pertinent details; clearly link evidence to the criteria. Simply listing something in a CV is not evidence.
3. Quality is better than quantity.
4. Seek mentorship from your reporting Associate Dean/Program Director and previous successful applicants before you submit your dossier.
5. The support staff has example of successful dossiers that you may review.
6. Seek technical advice and problem-solving assistance from APT support staff.
7. The file must be sequentially paginated. APT support staff assist with this process. The pagination of the final, completed electronic dossier is done by the APT support staff at the time of submission, and no changes to the final dossier are possible after that process is complete.
8. Page limits - The letter from the applicant, summary statements and evidence table together should not exceed 20 pages. Submitted evidence is not counted in the page limit. Total number of pages, including the evidence and letters of support, should not exceed 100 pages for applicants at the Assistant Professor rank and 200 pages for applicants at the Associate or Full Professor ranks or for tenure.
9. Dossiers that exceed the allowed number of pages will not be considered.
10. Identify evidence by section and/or numbering system using the bookmark function in Adobe.

D. Content:

1. Letter from the applicant will identify the categories addressed (Teaching, Research & Scholarship, Clinical Care/Practice, Service), current rank and desired rank or tenure, and a list of persons from whom letters of reviews were requested.
2. Summary Statements
 - A. The candidate should include a brief rationale for each category addressed, and a summary statement introducing each category. This document, written by the candidate, should summarize his or her scholarship in the categories and orienting the reviewer to the evidence included.
 - B. Summarize scholarship in the categories to orient the reviewers to the types of evidence included and why that particular evidence is relevant.
 - C. Limit summary statement to no more than 2 pages for each category.
3. **Tenure** – see APT Policy page 2 and Procedure section 7.04 and 7.05
Applicant must be on tenure track and address these criteria:
 - A. Sustained, high quality, innovative scholarship in his/her discipline, demonstrated through a record of concrete, accumulated research or scholarly accomplishments.;
 - B. Effective, stimulating teaching and demonstrated contributions to the academic success for students;
 - C. Steady, responsible service and leadership to the School, the University and the profession.
 - D. Commitment to ongoing, long-term contributions to the School, the University and the profession.
4. Forms
 - A. A copy of the signed Promotion and Tenure Application and Eligibility Form (see Appendix A of this manual) previously submitted (see page 5).
 - B. A copy of the signed Declaration of Option to Access Evaluation Materials (see Appendix B of this manual) previously submitted (see page 5).
 - C. Note: Information about whether or not you have waived access to external letters will be included in requests to external reviewers. The candidate should notify those from whom they solicit letters whether or not they have waived access.
5. Teaching Activity, Graduate Student Involvement, and Citizenship Summary (see Appendix C of this manual).
6. Include copies of Appendices A, B and C from this manual in the final dossier and bookmark each of them.
7. Current CV using the OHSU template.
8. Evidence table
 - A. Construct the evidence table to reflect the specific categories, in the series, track, and rank requested, using the relevant Appendix A from Policy/Procedure 60-01.10.
 - B. The table should include:

- 1) Category: Teaching, Clinical Care/Practice, Research & Scholarship, Service as appropriate;
 - 2) Rank being sought-
 - a) Professorial Series, Clinical track: Assistant, Associate or Professor of Clinical Nursing;
 - b) Professorial Series, Academic track: Assistant, Associate, Professor;
 - c) Research Series: Research Assistant, Research Associate, Research Professor.
 - C. Examples -specify the example for the rank requested (use the appropriate Appendix A, Policy/Procedure 60-01.10 for Professorial or Research Series).
 - D. Rationale – describe for the reviewer how the evidence demonstrates the criterion.
 - E. Location of evidence - use a numbering or identification system that allows reviewers to easily find and match to the criterion. Please consult with APT support staff about how to do this well.
9. Evidence documents.
- A. Select publications carefully as evidence that relate directly to the example.
 - B. Syllabi - if a course is taught more than once, only include the most recent one. If there is something special, describe it in the narrative. Provide documentation for your role in the course. This may be identified in internal support letters.
 - C. Faculty who work in teams or on committees must delineate what part of the product was hers/his and should not imply that accomplishments of the committee or teaching team were her/his own work.
 - D. Do not include entire Sakai discussion section postings; one example is enough if you use as evidence.
 - E. No PowerPoint presentations are permitted. List the presentations in the CV and describe them in summary, if significant. You may include a single title slide or the program from a conference as evidence.
 - F. Abstract or face sheet for grants only, not the entire grant. Indicate if the grant was reviewed, scored and/or funded, and provide the critique (for NIH grants, provide resume and summary).
10. Letters of evaluation (candidate to provide to support staff a list of persons from whom letters were requested). These are not the same as external reviewers.
- A. Letters should be sought from individuals familiar with the applicant's work.
 - B. One (1) letter must come from the applicant's direct supervisor or appropriate Associate Dean.
 - C. Additional letters from individuals who are knowledgeable about the applicant's work are also required.
 - D. Highly desirable letters of support in this category would show evidence for any or all of the following:
 - 1) Inter-professional education
 - 2) Team science
 - 3) Team innovation
 - E. The letters of support should provide:
 - 1) How the writer knows the applicant's work.
 - 2) A statement by the writer stating that there is no personal or professional conflict of interest in providing a letter of support.

- 3) Specific information relative to the category, and example proposed by the applicant and how the applicant meets the example.
- F. Applicants should avoid soliciting letters of evaluation from faculty of lower rank or from students, unless those faculty or students are providing evidence of examples, such as mentorship by the applicant.
- G. Candidates may provide the APT Council with new information after submitting an addendum to their dossier. Examples of what constitutes new information include newly funded grants or newly published articles (not previously cited as in press), new research awards, honors, and appointments to a major state or federal committee or board. Information that the candidate forgot to include in the original dossier cannot be added post-hoc. In addition, materials generated from activities that were largely carried out after submission of the dossier deadline are not new. The addendum should include one bulleted page. Two additional pages may be added if needed to provide photocopies of evidence such as a notice of grant award or other notification.

E. Dossier Return

Dossiers will be checked to ensure that they are complete, prepared in accord with these guidelines, and that letters of evaluation (especially external assessment letters) meet the expectations set forth in these guidelines. If there are deficiencies or concerns as a result of this administrative review, dossiers will be returned to the applicant with a specific request for remedy and a date by which the dossier must be resubmitted (or corrected). Dossiers may also be returned as a result of reviews by primary readers or by Council action. Because these actions will occur after the deliberative process is underway, there may be limited—even insufficient—time to address problems. Accordingly, candidates and/or unit/school level administrators are strongly encouraged to review dossiers to ensure that materials are in the proper format before submission for review.

IV. Promotions Reviewed by APT Council but not Requiring Dossier

For requirements for all of these, see OHSU SON Policy 60-01.10 Procedure

A. Series or Track Change at Associate Professor or Above – see Procedure section 7.1

B. Multi-Year Contract Renewal – see Procedure section 6.2.

- Faculty (associate rank or above) on a multi-year contract are notified when their contract reappointment reviews are due.
- Candidate is responsible to:
 - respond in writing to the APT chair and the APT ex-officio Senior Associate Dean of their intent to seek or not seek contract renewal.
 - provide document with annual reviews (since last renewal) and current CV to the APT Council.
- The Dean notifies each candidate in writing of the final decision.
- Human Resources notifies appropriate campus offices of final decisions.

V. Promotions not Reviewed by APT Council.

For requirements for all of these see OHSU SON Policy 60-01.10 Procedure

A. Series or Track Change Based on Earned Doctorate – see Procedure section 7.3.

Upon completion of an earned doctoral degree, a faculty at the instructor rank may request and apply to the appropriate Program Director/Campus Associate Dean and to the Dean for a series/track change request to the Professorial or Research Professorial Series at the Assistant Professor rank. This request and application does **not** require:

- APT review and vote
- A full dossier preparation; or
- Adherence to standard APT timelines.

1. Upon completion of degree, submit to the Dean in a single Adobe pdf file the following:
 - a. A letter addressed to Dean requesting a series/track change to the specific series and track (e.g. Professorial Series, Academic or Clinical track; Research Assistant Professor.
 - b. A statement from the candidate about why s/he should be appointed at the rank of Assistant Professor, including documentation to support they meet the requirements in the areas of teaching, scholarship, service and clinical care/practice (if applicable) for this rank. Please refer to the Faculty Appointment, Appointment Renewals, Promotion & Tenure Policy Appendix A: Criteria for Appointment, Reappointment and Promotion, Professorial Series or Research Professorial Series. The statement should identify and address three categories of teaching, scholarship, service and/or clinical care/practice.
 - c. Current CV using the OHSU template;
 - d. Evidence of earned doctoral degree from accredited institution recognized by the Oregon Office of Degree Authorization by submission of official transcripts.
 - e. A letter of support from appropriate Program Director/Campus Associate Dean, indicating how the candidate meets the rank of Assistant Professor and the requested series and track.
2. The Dean notifies each candidate in writing of the final decision.
3. Human Resources notifies appropriate campus offices of final decisions.

B. Series or Track Change at Assistant Professor Level – see Procedure section 7.3

Faculty currently at the rank of Assistant Professor may request and apply to the appropriate Program Director/Campus Associate Dean and to the Dean for a series/track change request to the Professorial or Research Professorial Series within the Assistant Professor rank. This request and application does **not** require:

- APT review and vote
- A full dossier preparation; or
- Adherence to standard APT timelines.

1. Submit to the Dean in a single Adobe pdf file the following:
 - a. A letter addressed to Dean requesting a series/track change to the specific series and track (e.g. Professorial Series, Academic or Clinical track; Research Assistant Professor.

- b. A statement from the candidate about why s/he should be appointed to the specific series or track, including documentation to support they meet the requirements in the areas of teaching, scholarship, service and clinical care/practice (if applicable) for this rank. Please refer to the Faculty Appointment, Appointment Renewals, Promotion & Tenure Policy Appendix A: Criteria for Appointment, Reappointment and Promotion, Professorial Series or Research Professorial Series. The statement should identify and address three categories of teaching, scholarship, service and/or clinical care/practice.
 - c. Current CV using the OHSU template;
 - d. A letter of support from appropriate Program Director/Campus Associate Dean, indicating how the candidate meets the requirements of the requested series and track.
2. The Dean notifies each candidate in writing of the final decision.
 3. Human Resources notifies appropriate campus offices of final decisions.

C. Promotion from Lecturer to Instructor Based on Earned Master's Degree – see Policy 50-01.10 page 1, final paragraph.

Upon completion of an earned master's degree, a faculty at the lecturer rank may request and apply to the appropriate Program Director/Campus Associate Dean and to the Dean for an appointment to instructor rank. This request and application does **not** require:

- APT review and vote
 - A full dossier preparation; or
 - Adherence to standard APT timelines.
1. Follow the procedure by notifying the appropriate Program Director/Campus Associate Dean of the intent to seek appointment to instructor through this avenue by January 1 of the academic year prior to expected date of completion.
 2. Upon completion of degree, submit to the Dean in a single Adobe pdf file the following:
 - a. A letter addressed to Dean requesting appointment to Instructor.
 - b. A statement from the candidate about why s/he should be appointed at the rank of instructor, including documentation to support they meet the requirements in the areas of teaching, scholarship, service and clinical care/practice (if applicable) for this rank. Please refer to the Faculty Appointment, Appointment Renewals, Promotion & Tenure Policy Appendix A: Criteria for Appointment, Reappointment and Promotion, Instructional Series.
 - c. Current CV using the OHSU template;
 - d. Evidence of earned master's degree from accredited institution recognized by the Oregon Office of Degree Authorization by submission of official transcripts;
 - e. A table of teaching effectiveness evaluations since hire or last promotion;
 - f. Complete, signed most recent Annual Review; and,

- g. A letter of support from appropriate Program Director/Campus Associate Dean, indicating how the candidate meets the rank at the Instructor level.
3. The Dean notifies each candidate in writing of the final decision.
4. Human Resources notifies appropriate campus offices of final decisions.

VI. Review and Voting by APT Faculty

APT Voting Faculty are notified at least 8 weeks in advance of the annual APT Voting meeting. The agenda is published in advance with the listing of candidates, the list of eligible APT faculty for each rank, and the invitation to identify conflicts of interest.

1. **APT Voting Faculty.** Faculty eligible for APT voting faculty status are those at or above the rank to which the candidate seeks promotion. For tenure decisions, faculty at or above the rank and with tenure are eligible to vote. As a precondition for voting on a candidate, the faculty member must have reviewed the candidate's dossier and signed a confidentiality form.
2. **Conflict of Interest.** A faculty member should not participate in APT review of an individual when he or she has a conflict of interest. Such a conflict may exist when there is a familial, romantic, sexual, or other relationship with the candidate or a relationship such that the faculty member stands to gain or lose professionally or financially from the outcome of the review. Examples include when the faculty member is co-author on a significant portion of the candidate's published work, a former advisee or advisor, or when the faculty member is dependent in some way on the candidate's professional services as when the faculty member serves on a research grant with the candidate.
3. The candidate, the APT voting faculty member with the conflict, or any other member of the APT voting faculty, may identify the conflict of interest. These parties shall notify the APT Council chair in writing regarding the conflict.
4. **Dossier Review.** The APT Council and Support Staff prepare the materials for eligible faculty review, to include the candidate's dossier, external reviewers' letters, and the administrative recommendation letters. The APT Support Staff arranges for the availability and security of the dossiers for review by voting faculty. Electronic dossiers shall be password protected. Only faculty eligible to vote on a candidate may request the dossier for review. Faculty must sign a Confidentiality and Conflict of Interest form assuring confidentiality for the candidate and indicating that they have reviewed the dossier to establish eligibility to vote on the promotion and/or tenure of the candidate.

VII. APT Council Procedures

A. Finalize and Publish the Timeline and Guidelines (in collaboration with FAC).

Annually, during the first week of Winter Term, the APT Council, in conjunction with the Associate Dean, finalizes and publishes the timeline for the following academic year.

B. Identification of Eligible Candidates.

In April, the APT chair requests from SON Human Resources and notifies the Associate Dean of mandatory promotion, tenure, or multi-year contract renewal reviews in the following academic year. For candidates on the tenure track: if tenure is not awarded after a period not to exceed 9 years in active status in the tenure track, the faculty member may be continued on a fixed term appointment. This does not preclude further consideration of tenure in the future (per OHSU Policy 03-150925)

C. Notification of Candidates.

The appropriate Associate Dean notifies all faculty of the dates for tenure and/or promotion review. Faculty with mandatory review are notified of the requirement.

D. APT Council Review.

The APT Council verifies the accuracy of citations and other/aspects of the candidate's dossier. The APT Council is responsible for conducting a systematic review of the candidate dossier in light of the appropriate criteria and of the reviews provided by the external evaluators. For the APT Voting Faculty meeting, the APT Council generates a 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.

VIII. APT Voting Meeting

All members of the APT Voting Faculty must accept personal responsibility for assuring that reviews are procedurally correct, fair, confidential, and free of bias for all candidates. Any procedural difficulties or other concerns about the review should be brought to the attention of the APT Council who review the concern and provide a response.

The APT Voting Meeting is conducted in Executive Session, beginning with review of candidates for the rank of assistant professor. At each subsequent rank, members below rank are excused from the meeting. Finally, non-tenured faculty are excused from tenure decisions. All deliberations and voting of the APT Voting Faculty are confidential.

The Chair of the APT Council conducts the voting meeting. A member of the APT Council leads the discussion of each candidate's qualifications and achievements in the areas of teaching, research and scholarship, practice and/or clinical care, and service in relation to the criteria.

Faculty unable to attend may submit written evaluations to the APT chairperson for presentation during the discussion. However, only members in attendance may vote.

At the conclusion of the presentation of each candidate, eligible APT Voting Faculty vote by secret written or electronic ballot on the recommendation for promotion and/or tenure.

For either a positive or negative recommendation, a majority vote of those present is required. In the event of a tie, the summary and vote count are forwarded to the Dean without recommendation. In the case where a faculty member is excluded because of conflict of interest or is unable to be present, the majority vote is based on the number of faculty members who are present. No absentee voting is permitted as the discussion at the meeting is considered an essential part of the consideration.

The APT Council Chair or his/her designee prepares a report summarizing the strengths and weaknesses of the candidate, the results of the faculty vote (including number of eligible voters and complete vote count), and the recommendation made by the APT Voting Faculty. The APT Chair submits the candidate's dossier and the report of the APT Voting Faculty to the Dean.

The APT Council Chair notifies each candidate of the recommendation of the faculty by the end of the next business day. The APT Chair notifies APT faculty who voted on each candidate of the outcome of the vote.

A. Opportunity for Candidate Response

The candidate may provide the APT Council with written comments on the decision for inclusion in the dossier within 10 calendar days of notification of the completion of the faculty vote. Such comments are limited to clarifying the nature and significance of existing content included in the dossier submitted at the beginning of the process. The APT Council may provide a written response to the candidate's comments for inclusion in the dossier. Only one iteration of comments on the review is permitted. The APT Council shall forward the dossier, along with all evaluations and reports, to the Dean.

B. Dean's Review

The Dean reviews each dossier, external evaluator reports, the APT Council summary, and the report of the APT Voting Faculty. The Dean prepares a separate written assessment of the candidate and makes a recommendation to the Provost for inclusion in the dossier. The Dean reports back to the APT Council with his/her recommendation, and in the case of a different recommendation, provides a written rationale for such decision. The Dean notifies the candidate of the recommendation of Dean to the Provost.

C. Final Notification of Candidate

The Dean notifies each candidate in writing of the Provost's final decision. Human Resources notifies appropriate campus offices of final promotion and tenure decisions

D. Final Notificatio

E. n of Faculty

At the first meeting of the Faculty Council following final APT decisions by the Dean and the Provost, the Dean announces all promotions and/or tenure decisions.

Appendix A: Promotion and Tenure Application and Eligibility Form

Applicant: _____

Initial OHSU SON Faculty Appointment Date: _____

Current Rank: _____ Date of Last APT Review: _____

Series: Professorial Track: Clinical or Academic

Research

Instructional

Tenure Track? Yes / No

I am requesting application for (*applicant to check one*):

Tenure only

Tenure and Promotion to Rank of _____

Promotion only to Rank of _____

Categories (check all that apply):

____ Teaching ____ Research & Scholarship ____ Clinical Care/Practice ____ Service

Please list your FTE below **only if your OHSU Faculty FTE has been less than 1.0 during any of the last three years.**

Year	FTE
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	

ELIGIBILITY: (Information above, including time in rank, degree, series, track, and category to be certified by Campus Associate Dean or Program Director for both tenure and promotion applicants.)

The above faculty meets the eligibility criteria for application to the desired rank in the appropriate series and track at the time this form is completed. Based on my recent evaluation of this candidate, this is an appropriate time to seek promotion and/or tenure.

Signature: _____ Date _____

Appropriate Associate Dean

Appendix B: Declaration of Option to Access Evaluation Materials

Oregon Revised Statute 353.260 provides that a faculty member shall have full access to his or her personnel file or records kept by the University. That law further provides that the university when evaluating employed faculty members shall not solicit or accept letters, documents, or other materials, given orally or in written form, from individuals or groups who wish their identity kept anonymous or the information they provide kept confidential.

All faculty members, therefore, have a right to view any reviewer's evaluations submitted in connection with the faculty member's proposed promotion and tenure. Some faculty prefer to waive the right to review evaluation materials requested from on-campus and off-campus reviewers. You may execute the waiver below, if you choose to do so. However, it is not required, and all faculty are entitled to and will receive full and fair evaluation of dossier materials submitted in support of promotion and tenure, including evaluations, whether submitted confidentially or not.

PLEASE COMPLETE ONE OPTION BELOW:

Option A: Waive Access to Submitted Evaluation Materials from Reviewers

I hereby waive, in advance, my legal right of access to see the evaluation materials requested from and submitted by reviewers both from within the University and external to it in conjunction with my _____ (fill in current year) dossier prepared in support of promotion and/or tenure. I make this waiver with full knowledge of my legal rights under Oregon law as outlined above. This form may be submitted to proposed reviewers.

Name

Date

Option B: Retain Access to Submitted Evaluation Materials from Reviewers

I hereby reserve, in advance, my legal right of access to see the evaluation materials requested from and submitted by reviewers both from within the University and external to it in conjunction with my _____ (fill in current year) dossier prepared in support of promotion and/or tenure. I retain this right with full knowledge of my legal rights under Oregon law as outlined above. This form may be submitted to proposed reviewers.

Name

Date

Appendix C: Teaching Activity and Evaluations

TEACHING ACTIVITY and EVALUATION TABLE

Quarter /Year	Course Number & Credit Hours	Course Title	Course Enrollment	% of Course Taught	Explanation if < 100%	Formal Evaluation (where appropriate)	
						Students	Others

Appendix D: Format for Evidence Table

Reference examples from appropriate Appendix A for series (Professorial, Research, or Instructional) you are applying for.

Series ¹ /Track ² Rank sought			
Categories	Example from Table	Level of Evidence ³ and Rationale	Location of evidence in dossier
Teaching			
Research & Scholarship			
Clinical care/ Practice			
Service			

¹If Professorial series, Academic or Clinical

²Instructional, Professorial, or Research

³Satisfactory, Substantive, or Outstanding