**Guidelines for Unit-Level Committees Evaluating**

**Faculty for Promotion and/or Tenure**

Tenure and promotion processes are described in Article 20 of the [Collective Bargaining Agreement](https://hr.uoregon.edu/ua-bargaining-agreement). The personnel committee report provides crucially important information for reviewers who follow: Your analysis of the external reviewers’ letters and the overall quality of the faculty member’s accomplishments over the review period provide your academic disciplinary interpretation of the faculty member’s performance.

Following are guidelines for committees reviewing faculty members undergoing **tenure and promotion to associate professor** or **promotion to full professor**.

* The committee should be composed of tenured faculty members who are at a higher rank than the candidate.
* If you are also on the College or UO-level personnel committee, participate in your unit level committee and recuse yourself from the higher level review committee (discussion and voting).
* Follow your dean’s deadlines and other stipulations. The deadline is essential, as a long chain of reviews must conclude in time for the Provost to make the decision before the notification deadline.
* The unit head will have worked with the faculty member to ensure that the committee has access to the following materials (via [Elements](https://provost.uoregon.edu/elements)), including:
	+ CV, clearly noting which accomplishments occurred during the review period (candidates are encouraged to use highlighting)
	+ Statement (2-6 pages)
	+ Teaching data: Student Experience Surveys, peer teaching reviews, and other optional information (sample syllabi, Instructor Reflections, etc.). In most cases, three peer teaching reviews are required.
	+ Research/creative activity documentation.
	+ Other materials addressing professional and service accomplishments relevant to the faculty member’s position description.
	+ The faculty member’s offer letter or conditions of appointment.
* If any required material is missing from the dossier, notify your unit head immediately.
* **Refer to your** [**unit’s policy**](https://provost.uoregon.edu/department-unit-policies) **on tenure-track faculty promotion review for specific criteria to use when judging performance.** Read this policy first before starting your review and mention the criteria in your review.
* Know the review period and limit your analysis to this period. If there is any question about the review period, ask your unit head or the vice provost for academic affairs (vpaa@uoregon.edu).
* The committee will review the materials and prepare a brief report and summary recommendation (meets or does not meet overall performance expectations for promotion) to the unit head, based on the materials. For each category (teaching, scholarship/ creative activity, service), report whether performance in that category meets or does not meet expectations, based on your unit’s specific criteria for tenure-track faculty members. You may choose to delineate performance further with “exceeds expectations.”
* The teaching category should include a description of performance with respect to the [four teaching competencies](https://teaching.uoregon.edu/resources/professional-inclusive-engaged-and-research-informed-teaching-uo). Helpful materials on evaluating teaching are on the [Materials for Evaluation of Teaching](https://provost.uoregon.edu/materials-evaluation-teaching-0) webpage.
* The committee should also note whether the faculty member is engaged in diversity, equity, and inclusion. DEI engagement may be relevant to one or more of the three categories – teaching, research/creative activity, and service -- and may be described in those contexts.
* Each committee member will vote on the overall committee recommendation and the committee will provide the unit head with their vote tally along with their report. The votes should not be identified by the names of the committee members: Report the list of committee member names separate from the numerical vote tally.
* Questions can be directed to your unit head, associate dean, or the vice provost for academic affairs (vpaa@uoregon.edu).

**Relevant Office of the Provost Webpages**

Timeline for TTF Faculty Promotion: <https://provost.uoregon.edu/ttf-promotion-tenure>

TTF Faculty Promotion/Tenure Process: <https://provost.uoregon.edu/pt-file-review-process>

Guides, Forms, and Templates: <https://provost.uoregon.edu/reviews/guides-forms-templates>