

# Preparing your Tenure File



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**Office of the Provost**

# Objectives



## **Participants will be able to...**

1. Find unit policies and tenure-related information on the OtP website.
2. Identify people who can answer their questions accurately.
3. Confidently prepare their tenure file.



# At your tables...for 2 minutes



Please introduce yourself:

 Name

 Unit

 When you will go up for tenure or other role if not new faculty

Who is preparing their file this year?

Next year?

Years to come?

Not pre-tenure faculty?



# Gathering your Questions



Spend a few minutes at your table discussing the questions you most want to get answered here today.

Then write those down to give to us.



# Overview of discussion



- ❖ Unit policies
- ❖ What you need to prepare
- ❖ Waiver options
- ❖ External letters
- ❖ Levels of review
- ❖ New Teaching Quality Standards
- ❖ Unanswered questions



# Unit policies



# **The unit's tenure and promotion policy guides assessment at each stage of the process**



This document travels with the file at all levels – and University Faculty Personal Committee (FPC) depends on it.



# Office of the Provost

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## Academic Leadership for Oregon

The Office of the Provost (OtP) is responsible for carrying out the academic mission of the University of Oregon. In doing so, the office works closely with faculty and staff to enhance academic excellence, student success, and the UO's overall academic profile.

Led by Provost Jayanth R. Banavar, OtP is a dynamic office that leads and manages a variety of initiatives, processes, and services.

[Current Initiatives](#)

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# Scroll all the way to the bottom

## Workshops & Events

**January 29, 2019:** [Preparing Your Tenure File](#)

**February 6, 2019:** [New Heads Monthly Series - February - Budgets 101](#)

**February 7, 2019:** [New Faculty Success Program - Preparing for Departmental Expectations and Faculty Reviews](#)

**February 27, 2019:** [Winter Unit Head Training](#)

**March 6, 2019:** [New Heads Monthly Series - March - Initiating the Tenure or Promotion Review Process](#)

[Additional workshops & events](#)

## Announcements

**January 16, 2019:** [Faculty Salary Increase Reminder](#)

**January 4, 2019:** [Williams Council seeks 2019-20 fellows, instructional proposals](#)

**January 2, 2019:** [Nominations open for 2018-19 Distinguished Teaching Awards](#)

**December 19, 2018:** [Science Teaching Journal Club Meetings Winter 2019](#)

**December 7, 2018:** [Faculty Insights Project](#)

[Additional announcements](#)

## QUICK LINKS

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[UA Collective Bargaining Agreement](#)

## RESOURCES

[Faculty](#)

[Administrators](#)

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[OtP Websites Archive](#)

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# Can you choose which policy will apply during your review?



Yes – If there has been a change in the P&T policy since you were hired, you may select between the unit policy in effect at time of hire, and current approved unit policy.

Was there an MOU at your time of hire regarding:

-  Unit level committee make-up?
-  Period of review?

# What you need to prepare



Candidate Statement

CV

Scholarship Portfolio

Teaching Portfolio

Service Portfolio (as available)

Equity & Inclusion Portfolio (as available)



# Candidate's Statement



“A 3-6 page personal statement developed by the candidate evaluating his or her performance against the applicable criteria for tenure and promotion.

The personal statement should expressly address the subjects of teaching; scholarship, research, and creative activity; and service contributions to the academic department, center or institute, school or college, university, profession, and the community.

The statement should also include discussion of contributions to institutional equity and inclusion.”



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## FACULTY, STAFF AND ADMINISTRATOR'S RESOURCES

[Academic Affairs Resources](#)[Equity and Inclusion in Personal Statements for Reviews of Bargaining Unit Faculty](#)[Faculty Database - Academic Research](#)[Faculty/External Mentor Program](#)[Faculty-in-Residence](#)[Fund for Active Recruitment](#)[Implicit Bias Bibliography](#)[Multicultural Resources for Faculty/Staff /Administrators](#)[Staff Professional Development Grants](#)

## Equity and Inclusion in Personal Statements for Reviews of Bargaining Unit Faculty

*PREFACE: The Collective Bargaining Agreement (CBA) reached between United Academics and the University includes provisions encouraging the inclusion of a discussion of the contributions to institutional equity and inclusion in the personal statement of a candidate for tenure and promotion (for tenure-track faculty) and in the personal statement of non-tenure track faculty who are being reviewed for promotion.*

*Articles 19 and 20 of the CBA require both tenure track and non-tenure track faculty to develop a 3-6 page personal statement documenting relevant research (or creative activity), teaching and service contributions as part of this review process. According to the CBA, the "statement should also include discussion of contributions to institutional equity and inclusion." (Article 19, Sec 11, p27 and Article 20, Sec 8, p 32).*

*The guidelines in the pdf linked to below, which are taken from our own work as well as from existing documents in the University of California System, offer a general framework for faculty members in describing "contributions to institutional equity and inclusion" in their personal statements.*

*In the future, we plan to offer additional guidance about how to measure the quality of contributions within the context of various academic processes.*

[Examples of Equity and Inclusion in Personal Statements for Reviews of Bargaining Unit Faculty](#)

# DEFINITIONS OF EQUITY AND INCLUSION

For purposes of the personal statement, a discussion of contributions to institutional **equity** may include efforts to address any barriers that may have limited access and advancement for employees, students, and members of the public. For example, a contribution to institutional equity may include putting in place resources that individuals need to be successful. Such resources may involve an effort to redress inequalities relative to physical disabilities so that all persons may contribute fully to our institutional success.

For purposes of the personal statement, a discussion of contributions to **inclusion** may involve efforts to ensure that people from diverse backgrounds, experiences and perspectives are able to participate legitimately in decision-making processes in ways that are responsive as well as accepting and that move the institution forward in its focus on academic excellence. Such work also may include efforts to incorporate individuals or groups from economically disadvantaged backgrounds, first generation college students, students from urban and rural communities, and those who speak English as a second language.

While equity and inclusion practices may vary considerably by discipline and unit, they are expected to draw on the institutional priorities. The guidelines below are intended to assist individual faculty, units, and committees in implementing and evaluating these

# **Waiving (or not) access to see evaluative materials**



# Waiver options?



Candidate's letter of waiver or non-waiver

- [Sample Full Waiver Letter](#) [Word]
- [Sample Non-waiver Letter](#) [Word]
- [Sample Partial Waiver Letter](#) [Word]



# CBA Article 20, Section 27



**Section 27. Waiver of Access to Materials.** Bargaining unit members have the right whether to waive in advance in writing their access to see any or all of the evaluative materials (see Article 8, Personnel Files). The choice by the bargaining unit faculty member to waive or not waive access to evaluative materials shall not be considered during the evaluation process. Such waivers, however, shall not preclude the use of redacted versions of these documents in a denial review process. The redacted versions are intended to protect the identity of the reviewer.

# External Reviewers



# Office of the Provost



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### ACADEMIC PERSONNEL

#### TTF Promotion & Tenure

[Expedited Tenure](#)

#### P&T File Elements

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[P&T File Review Process](#)
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[Tenure Clock Considerations](#)

## External Letters of Evaluation

The unit head is the individual responsible for identifying and recruiting external reviewers to write letters of evaluation during the spring and summer terms of the year preceding the year that the review will be conducted. A minimum of five external letters are required for each case, making it advisable to arrange for at least six or seven.

The unit must compile a list of possible external reviewers. The candidate may also provide a list, which should be compiled without knowledge of the unit's list. If the candidate suggests a reviewer who also appears on the unit's list, that reviewer may be considered an independent unit selection rather than one proposed by the candidate.

There is no obligation to include reviewers suggested by the candidate, but it is advisable to do so unless the candidate has provided only names of individuals who appear to be inappropriate.

# What types of relationships would disqualify a reviewer?



Candidates may suggest names of potential external reviewers. Please keep in mind that a majority of reviewers must

- 1) have no more than a professional knowledge of or relationship to the candidate, and
- 2) be selected independently and not by the candidate.

## **Do not include:**

Dissertation supervisor or any member of terminal degree committee

Co-author during the review period

Collaborator during the review period

Former departmental colleague

Close friends



# What are the different levels of review for the tenure file?



## **Unit**

(unit personnel committee; faculty vote; head's letter)

## **School or College**

(college personnel committee; dean's letter;  
dean's meeting with candidate)

## **University**

(faculty personnel committee - FPC)

## **Provost**




# Who makes the decision about tenure?



The Provost

All other levels of the process are advisory.





**Once the unit faculty and head have completed their evaluations and submitted the tenure file to the school/college, should they share the general result of departmental votes and recommendations with you?**

**Yes! We encourage this best practice across all units. (The CBA requires deans to share their evaluations with candidates.)**



# New Teaching Quality Standards





# Teaching Quality

## Define

Professional  
Inclusive  
Engaged  
Research-Informed

## Develop



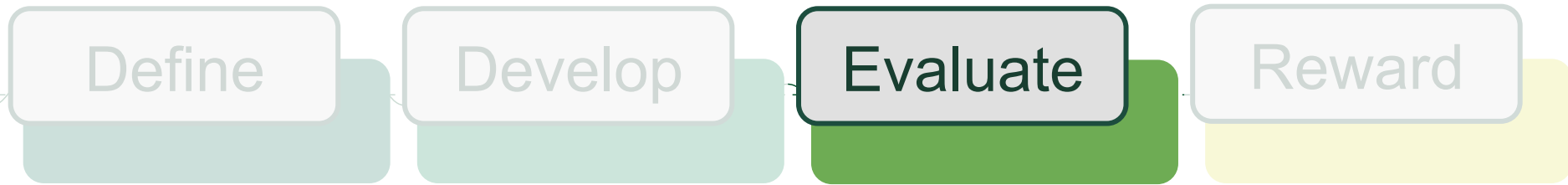
## Evaluate

**CIET**  
Continuous  
Improvement and  
Evaluation of  
Teaching

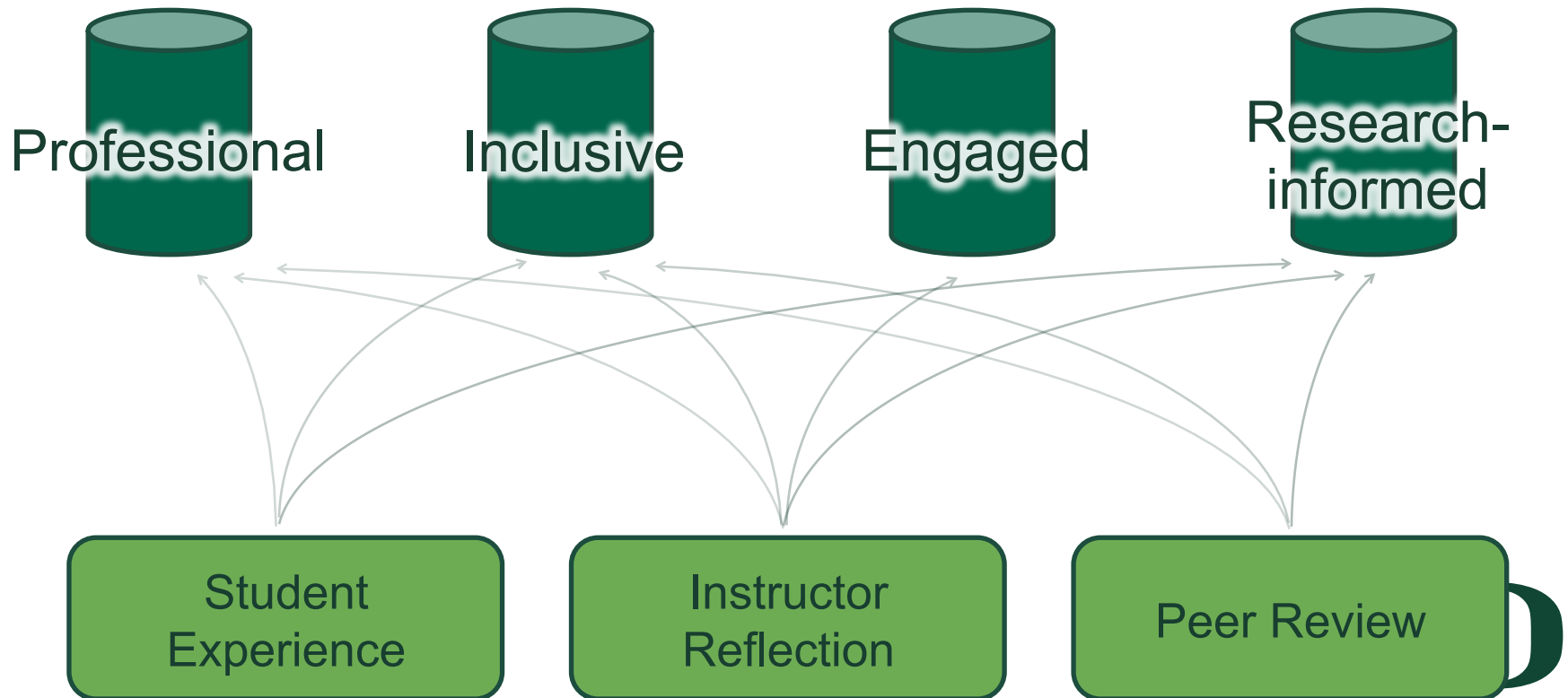
## Reward



# Teaching Quality



## Continuous Improvement and Evaluation of Teaching



# First Cohort Teaching Evaluation Workshop



## First Cohort Teaching Evaluation Workshop

**Thursday March 5, 2020, 3:00-4:30 PM**

**EMU Lease Crutcher Lewis Room 023**

The Office of the Provost is providing campus-wide guidance on the new teaching evaluation system to faculty who are scheduled for a major review in 2020-21 and department/unit heads with one or more faculty members scheduled for such a review. Major reviews include midterm reviews, tenure reviews, career faculty promotion reviews, promotion to full reviews, and 6th-year post-tenure reviews.

# Additional Questions?

