

# **Unit Head's Role in Initiating the Tenure Review Process**

**Office of the Provost**

March 4 2020, 9:00 – 10:30 AM

Knight Library - Browsing Room

# Objectives

## Participants will ...

1. Discuss answers to questions that may have come up during the tenure review process this year.
2. Be able to successfully initiate the tenure process for decision year 2020-21.

# **Welcome & Introductions**

Ellen Herman – Vice Provost

Sierra Dawson – Associate Vice Provost

# Please introduce yourself

 Name

 Unit

 Role

 Will you have tenure reviews to initiate this spring?

# Framing for today's discussion

How many of you were present for the Oct. 2 New Unit Heads training regarding the Tenure Process with us?

Goal is not to repeat, but instead focus on just-in-time information to help you with initiating a tenure case.

All questions are welcome though!

# At your table

Spend 1 minute quietly writing down the questions that you have about the tenure process.

When ready, share your questions at the table and find out if there are common questions for us to start with as a full group.

# Overview of discussion

- ❖ Supporting candidates as they prepare their contributions
- ❖ Best practices regarding external reviewers

# Supporting candidates as they prepare their contributions

- CV
- Candidate's statement
- List of potential external reviewers
- Waiver statement
- Supplementary file (including relevant scholarship, teaching, service and equity & inclusion materials, as appropriate)



# Best practices regarding external reviewers

- Only the heads communicate with external reviewers.
- Use the templates for email solicitations and formal letters of request to review.
- Separately collect lists of reviewers from candidate and committee because an absolute majority of external reviews must be independently selected.
- Be mindful of qualifications and disqualifications for reviewers. We have recently revised our guidelines.
- Note: The template letter to external reviewers who have agreed to provide the requested evaluation has also been revised.

# Office of the Provost



## Academic Personnel

## Academic Policies

## Operational Matters

## Curricular Matters

## Faculty Handbook

## About Us

### ACADEMIC PERSONNEL

#### TTF Promotion & Tenure

##### [Expedited Tenure](#)

#### P&T File Elements

##### [External Letters of Evaluation](#)

##### [Waiver Statements](#)

##### [Teaching Evaluations](#)

##### [Supplementary File](#)

##### [Equity & Inclusion Statement](#)

#### [P&T File Review Process](#)

#### [Preparing P&T Files](#)

#### [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.

## Resources

## Scroll down the page...

- [Sample inquiry regarding availability to serve as external reviewer](#)
- [Sample letter upon agreement to provide the requested evaluation](#)
- [Sample paragraph waiving access to the external letters](#)
- [Sample paragraph for retaining access to the external letters](#)
- [Sample paragraph for retaining partial access to the external letters](#)
- [Sample paragraph for candidates who have taken leave\(s\) of absence](#)
- [Sample paragraph for candidates who are using credit for prior service](#)
- [Sample thank you letter upon receipt of letter of evaluation](#)

Sample Letter upon Agreement to Provide the Requested Evaluation

July 1, 202\_

Professor \_\_\_\_\_  
Department of \_\_\_\_\_  
University of \_\_\_\_\_

\_\_\_\_\_  
[city, state zip]

Dear Professor \_\_\_\_\_:

Thank you for agreeing to evaluate \_\_\_\_\_, \_\_\_\_\_ Professor of \_\_\_\_\_, who is being considered for promotion to \_\_\_\_\_ at the University of Oregon. As part of our promotion process, we seek outside evaluations from highly regarded faculty in the candidate's field to help us assess the faculty member's scholarly contributions to the field. When you submit your evaluation – by September 16, 202\_, as previously agreed – please also provide a copy of your current curriculum vita or biographical sketch, which we will provide to the University's personnel committees.

Enclosed you will find Professor \_\_\_\_'s current CV, personal statement, and representative examples of scholarship, as well as the Department's statement of expectations for tenure and promotion. It will be very helpful to us if your written evaluation addresses the following questions.

- What is the nature of your relationship, if any, to Professor \_\_\_\_?
- What are the most significant scholarly results produced by Professor \_\_\_\_, and what impact have those results had on the discipline?
  - Please comment on the appropriateness of the venues/outlets used by the candidate to disseminate scholarly products.
  - Please consider contextualizing your remarks in terms of common practices within the discipline or sub-field of the candidate with respect to collaboration, co-authorship, grant funding, or other characteristics.
- How does Professor \_\_\_\_'s record of scholarship compare – both qualitatively and quantitatively – with other scholars in the field at comparable stages in their academic careers?
- How do you assess Professor \_\_\_\_'s potential for producing high-quality scholarship going forward?
- Optionally, you may comment on the impact of any professional (disciplinary) service rendered by Professor \_\_\_\_\_. We do not ask you to evaluate the significance of Professor \_\_\_\_'s teaching or local service activities, unless you have had the opportunity to personally observe those activities.

*[Insert paragraph regarding waiver status here, choosing from one of the three options below.]*

# What needs to be included regarding documentation of external reviewers?

- ❖ List of everyone asked - including those who declined, and why.
- ❖ Brief bio for each reviewer, including statement about his/her relationship to the candidate, if any.  
(reviewers' CVs go in the supplementary file)

## Contents for Evaluation Letters Section

(Please provide these materials in the order indicated.)

Communications with External Reviewers (*one* example of each)

- ☐ Initial Inquiry
  - ☐ Official Request to Review
  - ☐ Other
  
  - ☐ List of Materials Sent to Reviewers (must include candidate's personal statement and CV, P&T criteria document, and scholarship portfolio)
  
  - ☐ Biographical Sketches of Reviewers (include name, title, and institution; brief comments establishing standing in field; explicit comments on any relationship with the candidate (or note "no known relationship"))
  
  - ☐ External Review Letters
  
  - ☐ Internal Review Letters
  
  - ☐ Declinations to Review
-

# What are the 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]

How should the options be conveyed to junior faculty?

# Teaching Evaluation Materials

Faculty up for review in decision year 2020-21 are expected to be evaluated against the definition of teaching quality and the standards & conditions outlined in the 2019 MOU.

- Faculty are welcome to use the template for their teaching statement  
<https://tep.uoregon.edu/resources-faculty-and-departments>
- Unit managers can download new Cognos reports (ready no later than June).
- Might have a template heads letter available soon too...

**Additional questions?**