

**Robert D. Clark Honors College**  
**Procedures for Tenure and Promotion Processes**

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Following the recent administrative decision to appoint a Dean of the Clark Honors College (CHC), the College will henceforth coordinate and prepare its own promotion and/or tenure files for all CHC faculty. Files submitted to UO Academic Affairs will include a personnel committee report prepared by a joint committee of CHC faculty and faculty from the disciplinary department, external as well as internal reviews of the candidate's scholarly productivity, a report on the CHC faculty deliberations and vote, a report from the Dean's Advisory Committee (DAC) or its equivalent for the relevant College or School, and a report from the CHC Dean.

At the beginning of the review process, the CHC Dean, in consultation with the appropriate Department Head, will form a personnel committee composed of equal numbers of disciplinary and CHC faculty. The committee will recommend names of scholars for solicitation of outside review letters by the CHC Dean. After review of all material in the file, the personnel committee will submit a report, using the standards of scholarship set forth in the faculty members' scholarly discipline and those established in the CHC for teaching and service. Copies of both the CHC standards for promotion and those of the relevant department will be included in the promotion and tenure file. That report will then form the basis for a vote by tenured faculty in the CHC. The faculty voting on the case will consist of the CHC tenured faculty holding a rank equivalent or above that sought by the candidate. The CHC Associate Dean will record the vote (which will be by signed and secret ballot).

The vote of the CHC tenured faculty, along with all internal and external reviews including the personnel committee's report will be submitted to the College hosting the candidate's discipline; in most cases this will be the College of Arts and Sciences Dean's Advisory Committee. A cover letter from the CHC Dean to the DAC will explain CHC criteria for evaluating research, teaching, and service. The DAC will write a report on the case addressed to the Dean of the CHC reporting on the quality of the research, teaching and service, and then offer a recommendation and a tally of the committee's vote on promotion and tenure. The CHC Dean will then submit a report with his/her recommendation, based on the materials accumulated in the file to this point, to Academic Affairs and the university's faculty personnel committee (FPC). In all other respects, promotion and/or tenure cases will follow standard University procedures.

## CHC Tenure and Promotion Process

### 1. Formation of Hybrid Personnel Committee

**Composition** (two tenured CHC faculty or appropriate designates, two tenured faculty from relevant department)

**Chair** (preferably CHC faculty member)

**Appointment** (Dean of CHC appoints CHC members, Department Head appoints department members)

**Report:** A collaboration, with division of labor determined by committee.

### 2. Identification of referees by personnel committee and candidate.

**Solicitation of referees.** Names solicited by Chair of Committee from committee members, Department Head and candidate. The Chair, in consultation with the Committee, will select the names of the referees. The final responsibility for selection lies with the CHC Dean. The CHC Dean organizes appeals to referee and internal letters from relevant Departments or Centers/Institutes.

### 3. Personnel Committee report submitted to the Dean who conveys it to the CHC deliberating tenured faculty.

**Committee Report.** The report includes evaluation of Scholarship, Teaching and Service and reports the Committee's vote on tenure and/or promotion.

### 4. Meeting and vote of tenured CHC faculty.

**Honors College Faculty Vote.** All tenured faculty are eligible and expected to vote on tenure and promotion to associate professors. Only tenured full professors are eligible to vote on full professor cases. The CHC Associate Dean will count the votes that will be included in the file.

### 5. Personnel Committee of relevant College or School reviews file.

**College Personnel Committee Review.** In most cases this will be the College of Arts and Sciences DAC. A cover letter from the CHC Dean to the DAC will explain CHC criteria for evaluating teaching, service and research. DAC sends report to CHC Dean. The file will include the candidate's personal statement, the Personnel Committee's report, the letters from the referees, and a summary of the CHC faculty deliberations and vote. A cover letter from the CHC Dean to the DAC will explain CHC criteria for evaluating research, teaching, and service. The DAC will write a report on the case addressed to the Dean of the CHC reporting on the quality of the research, teaching and service, and then offer a recommendation and a tally of the committee's vote on promotion and tenure.

6. CHC Dean evaluates file and writes report/recommendation.

**CHC Dean Report.** Recommendation goes to Office of Academic Affairs where it will be conveyed to the University Faculty Personnel Committee (FPC).

7. FPC and Provost make determination, which is typically issued on May 1<sup>st</sup> of the academic year.