

**Department of Economics
Review, Promotion and Tenure Procedures and Guidelines**

Section I of these guidelines provides department-specific detail on review, promotion, and tenure procedures. Section II provides the department's specific guidelines for promotion and tenure decisions.

I. Procedures

A. Preamble

This policy applies to all represented faculty and is intended to comply with all provisions of Article 20 of the CBA. In the event of any discrepancies or inconsistencies, the CBA language applies for represented faculty. This policy also applies to all unrepresented faculty, unless a university-wide policy exists that contradicts the terms of this policy.

This policy is focused primarily on the criteria by which faculty are evaluated. Detailed descriptions of the processes by which reviews are conducted are presented in Article 20 of the Collective Bargaining Agreement and in relevant UO policies for unrepresented faculty. Procedures specific to the Department of Economics are presented below. This document will be made available in the department or unit (as well as on the Academic Affairs website).

B. Department- specific Procedures

i. Preamble

This section provides further details about the department's procedures regarding review, promotion, and tenure.

ii. Procedures

a. Initial Meeting with Department Head

In the first academic quarter of a new tenure track faculty member's service for the economics department, the head will schedule a meeting with that individual to review the procedures and guidelines for promotion and tenure. The individual will be given this document and a timetable for tenure-related events.

b. Annual Review

Every spring quarter, each untenured faculty member will submit a current vita and faculty activity report, the latter of which provides a detailed accounting of their past year's academic and professional activities. This report includes records on: a) courses taught, b) supervised student research, c) published research, d) research presentations, e) unpublished research status, f) grant activity, g) on campus service, h) off campus academic and

professional service, i) academic consulting. The head will prepare a written evaluation report, which will be given to the faculty member. Within two weeks of the receipt of this report, the faculty member and head will meet for a candid discussion of the strengths and weaknesses of the individual's progress toward tenure during the previous year, including suggestions for possible improvements during the following year. At the end of this meeting the faculty member will sign the report and, if desired, attach a response. The evaluation and any written response are forwarded to the dean, along with the curriculum vitae, where they become a permanent part of the faculty member's personnel file.

c. Department Seminar

Untenured faculty will be expected to present a department seminar during the year of or the year prior to mid-term review. This seminar will serve to acquaint the department with the development of the individual's research agenda.

d. Contract Renewal/Third-Year Review

A thorough review of an untenured assistant professor's performance is conducted approximately halfway between the initial appointment and eligibility for tenure. This review is similar to a tenure review, although no outside letters are solicited. ***See article 20, sections 7-11 of the Collective Bargaining Agreement (CBA) with United Academics for detailed guidelines regarding necessary materials and process.*** The faculty committee specified in these guidelines will consist of all tenured economics faculty. The department does not currently have a policy of sharing the faculty committee report with the faculty member under review, although the department head report is shared, as is required by the CBA. The file, including any responsive material provided by the candidate within ten days of receipt of the report, is then forwarded for review by the dean and then the provost or designee.

A fully satisfactory review indicating that the faculty member is on track towards promotion and tenure will lead to a contract extension up through the tenure and promotion year. If the contract renewal process determines that the faculty member's record is not satisfactory and that promotion and tenure are not likely, the faculty member will be given a one-year, terminal contract. A faculty member may also be given a renewable contract that does not extend to the promotion and tenure year if there are questions as to whether the faculty member will have a record meriting promotion at the end of the tenure and promotion period. In such cases, the faculty member will be required to go through another contract renewal process prior to the promotion and tenure review in order to determine if the faculty member has been able to remedy the shortcomings in the record identified in the contract renewal process.

iii. Review for Promotion and Tenure

a. External Reviewers

In consultation with the chair of the department's personnel committee and senior faculty in the relevant fields, the department head will compile a list of potential external reviewers for the promotion case. This list is prepared without prior knowledge of the list of reviewers suggested by the candidate. An effort will be made to ensure that the completed file

contains letters of evaluation from scholars on both lists, but the department's primary responsibility is to obtain the best judgments from the most highly qualified experts in the appropriate areas, rather than to achieve a "balance" between the two lists. The purpose of such reviews is to inform, not to replace, campus evaluations.

b. Personnel Committee Report

The personnel committee will begin reviewing the promotion file near the start of fall quarter. During the course of a series of committee meetings to discuss and evaluate the promotion case, the committee will collectively draft the personnel committee report. The committee will vote (by name) on a recommendation to the entire department. The committee's vote, its report, and the entire promotion file will be made available to all faculty members senior in rank to the promotion candidate prior to the department meeting.

c. Department Meeting

On or about Oct. 15th, the department will hold a two-part meeting. In the first part, the personnel committee's report is summarized in redacted form and its recommendation is presented to the entire faculty for discussion. Non-voting faculty members (those of the same rank or lower than the candidate) are excused upon completion of part 1. Part 2 involves further discussion amongst the voting faculty, followed by a vote by individual secret ballot. The vote tally is recorded and announced in summary form.

d. Department Head Report

The head will write a letter discussing the relevant and unique aspects of the evaluation for an economics professor, summarizing opinions (pro and con as relevant) expressed at the meeting, and in addition, will include a personal recommendation on promotion to the college as department head.

e. Updates to the File

Important changes (such as newly accepted publications) that may occur after the file has left the department should be forwarded to the department head, who will in turn forward the updated information to whomever is caretaker of the file at that time.

II. Guidelines

A. Preamble

The economics department has a determined interest in research - both theoretical and applied. The department seeks to recruit and retain faculty who have the ability and desire to publish in the leading economic journals. At the same time, the department places considerable emphasis on attracting and retaining staff who are effective classroom instructors and collegial contributors to the department and the broader academic community. Indeed, eligibility for promotion and tenure requires that the candidate

demonstrate high quality performance in each of the three areas of research, teaching, and service and we follow the principle that if a reasonable doubt remains about the candidate's continuing value to the university's mission, tenure is not recommended. Moreover, in regards to comprehensive assessments, 40-40-20 will represent the weights respectively assigned to the areas of research, teaching, and service.

The next sections outline expectations in these criteria (research, teaching, and service) when evaluating a tenure-track professor's record for promotion and tenure. Two final sections discuss the extent to which the criteria differ for the promotion of associate professor to full professor and for other related reviews of tenured faculty.

B. Research

Development of a mature, high quality, research program is an absolute requirement for a recommendation of promotion with tenure in the economics department. The primary indicator of research productivity is a proven record of published research, and the primary outlet for scholarly output in our discipline is refereed journal articles. It is essential that a significant number of papers are published in leading field and general interest journals that are appropriate for the research topic. Solo-authored work will, all else the same, carry more weight than research published with coauthors. A secondary indicator of research productivity is the development of a substantial body of research that is under review and in progress. It is important that research (published and unpublished) is deemed high quality by both internal and external reviewers. Other secondary indicators include invited lectures, conference presentations, research fellowships, and grant awards.

C. Teaching

A demonstrated record of high quality teaching is an absolute requirement to gain tenure in the economics department. The department assesses quality of teaching through peer evaluation of classroom teaching, numerical data compiled from student course evaluations, signed comments on student evaluations, supervision of student research (both at the graduate and undergraduate levels), solicited letters from students, a review of syllabi and exams for all courses taught, and analysis of course results such as enrollments and grade distributions. We note that by university rules, each tenure-track faculty member must have at least one course evaluated by a faculty peer during each of the three years preceding the faculty member's promotion and tenure review.

D. Service

The department requires high quality service for promotion and tenure. While we place relatively light service demands on our junior faculty, these demands are expected to be satisfied in a conscientious and competent manner. Extra-departmental service at the university level (such as a university committee assignment), community level (such as a

community lecture), or professional level (such as refereeing for a journal) is also valued, though we emphasize that a faculty member's first responsibilities are toward the production of high quality research and teaching.

III. Department Guidelines for Review and Promotion from Associate Professor to Full Professor

The procedures and guidelines for promotion to full professor are essentially the same as those for tenure. We expect the same levels of performance in research and teaching, but hold significantly increased expectations in the area of service, both to the department, university, and community at large. To be considered eligible for promotion, an associate professor must have an accomplished record of high quality scholarly research (including significant work beyond that on which tenure and promotion to associate professor was based); an accomplished record of high quality teaching, both in the classroom and in other aspects of teaching; and an accomplished record of effective service, typically both inside and outside the department. While there is an expectation in the economics department that all of our tenured associate professors will be eligible for promotion to full professor, promotion is not automatic and demonstrated success in research, teaching, and service over the evaluation period is required.

A. Post-Tenure Review

i. Third-Year Post-Tenure Review

Primary responsibility for the third-year PTR process lies with the department head. The third-year PTR should be commenced by the department head no later than during the Winter term, in order to allow it to be concluded before the end of the candidate's third-year post-tenure. The department head will contact the faculty member and request a CV and personal statement, including a discussion of contributions to institutional equity and inclusion. The department head will add to the evaluative file copies of the faculty member's teaching evaluations received during the period under review, including quantitative summary sheets and signed written evaluations, as well as any peer evaluations of teaching conducted during the review period. Consistent with department policy and practice, the file will be reviewed first by a committee, which will provide a written report to the department head that may be used as received or placed in additional written context by the department head. For associate professors, the report will specifically present an honest appraisal of progress toward a successful review for promotion to full professor. If the faculty member has undergone an earlier sixth-year PTR that resulted in creation of a development plan due to unsatisfactory performance (see discussion of sixth-year PTR, below), the faculty member's success in addressing concerns will be discussed. The report will be signed and dated by the department head and shared with the faculty member, who will also sign and date the report to signify its receipt. The faculty member may provide a written response if they desire within 10 days of receipt of the PTR report; an extension may be granted by mutual agreement between the faculty member and the department head. The report and, if

provided, response from the faculty member, will be placed in the faculty member's personnel file as maintained at the unit level.

ii. Sixth-Year Post-Tenure Review

The process of the review is described in the Collective Bargaining Agreement, Article 20, or in parallel University policy for unrepresented faculty members. Since the sixth-year PTR is expected to be a deeper review of the faculty member's scholarship, teaching, and service, the Department of Economics expects the candidate to provide a portfolio of publications (or documentation of other scholarship activities) and information regarding service contributions, in addition to the materials called for by CBA/UO policy.

A development plan is required for faculty who are not achieving a satisfactory level of performance. The plan will be developed with appropriate consultation and discussion among the faculty member, the department head, and the dean. Ideally, there will be consensus regarding the development plan, but if consensus is not possible, a plan receiving the dean's approval will be forwarded to the Provost or designee for review and approval.

If a sixth-year PTR results in creation of a professional development plan, future PTR for the faculty member will include consideration of the extent to which the terms of the development plan have been met. However, progress toward meeting the goals of such a development plan need not and should not be evaluated solely within the context of the PTR process.