APPENDIX E
TENURE AND PROMOTION
Revised May 2013

APPENDIX E
TENURE AND PROMOTION

E.1 ACADEMIC TENURE

E.1.1 DEFINITION OF TENURE

Tenure is a privilege and a distinctive honor. Tenure is defined as continuous re-appointment which may be granted to a faculty member in a tenure-track position, subject to the terms and conditions of appointment. The tenure decision shall be based on a thorough evaluation of the candidate's total contribution to the mission of the university. While specific responsibilities of faculty members may vary because of special assignments or because of the particular mission of an academic unit, all evaluations for tenure shall address at a minimum whether each candidate has achieved excellence in: 1) effective classroom teaching; 2) scholarly or creative achievement; 3) contributions to the institution and profession; and 4) performance of non-teaching semi-administrative or administrative duties. Each university may formulate standards for this review and determine the appropriate weight to be accorded each criterion consistent with the mission of the academic unit. **(Section 3.4.c1, RUSO)**

Academic tenure is a condition of employment under which termination may occur only for adequate cause as determined by due process. Tenure ensures freedom in teaching, scholarly or creative activities, and contributions to the institution and profession. Tenure, by its requirement of due process hearings, is an essential and substantive protection for academic freedom. Together with academic freedom, tenure is essential to the success of the university in fulfilling its mission.

The granting of tenure is the most important decision made in the development of an outstanding faculty. It is a selective process, which recognizes the individual as worthy to be a continuing member of the faculty based on performance during a trial period. The importance of this decision to the university dictates that tenure is awarded only when there is no reasonable doubt of the individual's long-term contribution to the goals of the university. Tenure and promotion are separate categories of achievement and are not connected to each other, e.g. an Assistant Professor can be tenured without being promoted to an Associate Professor or an Assistant Professor can be promoted to Associate Professor without being tenured.

E.2 TYPES AND CONDITIONS OF FACULTY APPOINTMENTS

E.2.1 TEMPORARY

A temporary appointment is one in which the faculty member is appointed to the regular faculty for a period of one year or less. Upon termination of the temporary appointment, the position, if continued, will be opened and advertised to be filled again.
(Section 3.2.3, RUSO).

E.2.2 NON-TENURE TRACK

A non-tenure track appointment is one in which the faculty member is appointed as full-time faculty member but is not eligible to participate in tenure or promotion processes. A faculty member on non-tenure appointment may be continued annually, at the option of the university. A non-tenure track appointment may be changed to a tenure track appointment upon written agreement between the university president (or designee) and the faculty member. **(Section 3.2.b2, RUSO).**

In the event that a faculty member on a non-tenure track appointment is the successful candidate of a search for a tenure track position, all but one year of the faculty member's non-tenure track appointment may, upon recommendation of the screening committee, department chair/director and dean, count toward tenure and promotion consideration. In the event that a faculty member in a temporary appointment is the successful candidate of a search for tenure track position, all but one year of the faculty member's temporary appointment may, upon recommendation of the screening committee, department chair/director and dean, count toward tenure and promotion consideration.

E.2.3 TENURE TRACK

A tenure track appointment is one in which the faculty member may become eligible to receive tenure in accordance with policy. Tenure track appointments are for one (1) year, renewable annually at the option of the university. **(Section 3.2.b1, RUSO).** *Faculty members holding academic rank above the level of instructor or lecturer (assistant professor, associate professor, or professor) shall be on probation for a minimum of five (5) years after date of first being employed by the university in a tenure track position. Years of experience in any position other than a tenure track position may be used for the probation only if approved by the university president. Seven (7) years shall be the maximum probationary period for the eligible faculty member to become eligible for tenure. If, at the end of seven (7) years any faculty member has not attained tenure, there will be no renewal of appointment for the faculty member unless a specific recommendation for waiver of policy from the president to the contrary is approved by the Board each year* **(Section 3.4.d1, RUSO).**

For the purpose of determining probationary employment of faculty members for tenure consideration, sabbatical leave counts as a part of the period of probation-

ary employment, and a leave of absence is not included as part of the probationary period **(Section 3.4.d.2, RUSO).**

E.2.4 TENURED

A tenured appointment is reserved for those regular faculty members who have been granted tenure by the Board. Tenured faculty members are on continuous appointment and, therefore, are not notified of their appointment status for the following year unless their appointment is being terminated and/or for a post tenure-review process **(Section 3.2.a, RUSO).**

The procedures for dismissal of tenured faculty are detailed in Chapter 2, Section 2.6 of this handbook.

E.2.5 ADMINISTRATIVE

An administrative appointment is one in which the faculty member is assigned to perform executive duties and function as part of the administration of the university. Examples include assistant deans, chairpersons, and directors. **(Section 3.2.b4, RUSO)**

Tenure does not apply to administrative positions, but a tenured faculty member appointed to an administrative position retains tenured status previously granted as a member of the faculty. **(Section 3.4.c4, RUSO)**

See Appendix F for promotion policy for academic personnel having administrative duties.

E.2.6 CONDITIONS TO ALL APPOINTMENTS

The Board may not obligate itself beyond a current fiscal year for salaries or compensation in any amount to its faculty employees except as authorized by the Oklahoma Constitution. **(Section 3.1, RUSO).**

Tenure is granted by the Board of Regents of the Regional University System of Oklahoma upon recommendation of the university president. Determination of merit and recommendation for granting tenure shall comport with the minimum criteria and policies and procedures contained in this chapter. **(Section 3.4.c2, RUSO).**

The terms and conditions of every appointment or reappointment shall be stated in writing and be in the possession of both the institution and faculty member before the appointment is consummated. Tenure shall be granted only by written notification after approval by the Board. Only full-time faculty members holding academic rank of assistant professor, associate professor, or professor may be granted tenure. Qualified professional librarians shall be considered faculty members if they are given academic rank. **(Section 3.4.c3, RUSO).**

The Board intends that tenured personnel are reappointed to the faculties of the institutions under its control within existing positions that are continued the next academic year. The Board reserves the right to terminate tenured faculty at the

end of any fiscal year if the Legislature fails to appropriate or the Oklahoma State Regents for Higher Education fails to allocate sufficient funds to meet obligations for compensation. **(Section 3.4.c5, RUSO).**

The Board recommends that not more than sixty-five percent (65%) of the full-time faculty at a university receive tenure **(Section 3.4.c6, RUSO).**

E.3 PRE-TENURE REVIEW

The purpose of the pre-tenure review is to give tenure-track faculty members a constructive peer evaluation prior to tenure review. Tenure track faculty members shall be informed of alterations or improvements in performance to enhance their chances for a positive tenure recommendation by the department. For purposes of Appendix E, department shall be synonymous with an academic department or academic school. In no case shall the resultant faculty performance evaluation be construed as a recommendation for or against tenure. All proceedings of the pre-tenure review process are subject to the Confidentiality Clause.

Confidentiality Clause: Confidentiality is an integral part of the pre-tenure review process. Any individual participating in the pre-tenure review process shall hold all deliberations, votes, recommendations, or any other information in strictest confidence, subject only to the appeals process as outlined in the faculty handbook or subpoena.

E.3.1 PROCEDURES FOR ADMINISTERING PRE-TENURE REVIEW

The pre-tenure review shall be a component of a tenure-track faculty member's annual faculty performance evaluation that occurs two years prior to eligibility for tenure review and shall be administered in accordance with the following procedures:

a. By May 1 of each year the college dean shall notify each college faculty member who is subject to pre-tenure review during the next academic year.

b. By September 1, the faculty member who is subject to pre-tenure review shall deliver to the department chair/director a current curriculum vitae, copies of the numerical summary reports of the Student Perception of Instructional Effectiveness and any other documentation specified in the college or departmental promotion and tenure written procedures. (Faculty teaching in interdisciplinary programs or institutes shall provide two identical copies of all documentation to his/her home

department chair). For purposes of Appendix E, department chair shall be synonymous with an academic school director or institute director.

c. The department chair/director will review the submitted pre-tenure documentation for completeness and required format. (For faculty teaching in interdisciplinary programs or institutes, the home department chair will, after verification, forward one copy of the submitted documentation to the secondary department chair/director). After verification, the chair shall make available for examination a copy of the curriculum vitae, copies of the numerical summary reports of the Student Perception of Instructional Effectiveness, and any other required documentation for each pre-tenure faculty member being evaluated. The documents to be examined will be under the supervision of the dean who shall designate a secure location where they are available for review by the tenured faculty members of the department of the tenure-track faculty member. (For faculty teaching in interdisciplinary programs/institutes, the documents will also be available to tenured faculty in the secondary department.)

d. Each tenured faculty member shall complete the Pre-Tenure Evaluation Form (Figure 2.1), in which the tenure-track faculty member's performance is ranked as "acceptable", "marginal", or "unacceptable" for each of the following criteria, appropriate to one's assigned duties: excellence in effective classroom teaching, excellence in scholarly or creative achievement and excellence in contributions to the institution (department, college, and university) and to the profession. The criteria for evaluating a faculty member under this section shall be the same as the department and college use to evaluate faculty for tenure. Written comments may be included. (For faculty teaching in interdisciplinary programs or institutes, the tenured faculty members in the secondary department shall complete the departmental Pre-Tenure Evaluation Form along with the tenured faculty members in the home department. Completed Pre-Tenure Evaluation Forms shall be returned to the home department chair.) Department chairs/directors shall not participate as peer reviewers.

e. Tenured faculty members may meet together to discuss a candidate's pre-tenure review.

f. Tenured faculty members shall submit their completed copies of the Pre-Tenure Evaluation Form to the department chair/director.

g. The department chair/director shall prepare a compilation of the Pre-Tenure Evaluation Forms and, verbatim, all comments submitted by tenured faculty members, and include both as components of the tenure-track faculty member's annual faculty performance evaluation. (For faculty teaching in interdisciplinary programs or institutes these documents shall be reviewed and approved by the secondary department chair/director prior to being submitted to the dean.) The department chair/director shall submit the completed Pre-Tenure Evaluation Forms to the dean. The tenure-track faculty member shall in no case be allowed to review individual Pre-Tenure Evaluation Forms submitted by tenured faculty members in the review of that tenure-track faculty member.

h. The dean shall hold in confidence all completed copies of the Pre-Tenure Evaluation Form submitted by faculty.

i. The tenure-track faculty member will meet with the chair, together or separately, with the dean. (For faculty teaching in interdisciplinary programs or institutes, the faculty member will also meet with the department chair/director of the secondary department.)

j. The combined reporting of the reviewers' scores will be given to the faculty member being reviewed.

Figure 2.1
PRE-TENURE EVALUATION FORM*

This form is to be completed only by tenured members of the tenure-track faculty member's department.

Department:

Name of tenure-track faculty member (please type):

Name and title of evaluator (please type):

Section I: Ranking. Rank the above-named tenure-track faculty member as "acceptable", "marginal", or "unacceptable" for each of the criteria listed.

Excellence in:	Acceptable	Marginal	Unacceptable
Effective Classroom Teaching			
Scholarly or Creative Achievement			
Contributions to the Institution and Profession			

*A tenure-track faculty member who has been assigned non-teaching, semi-teaching, or administrative duties will be evaluated and rated appropriate to assigned duties

Section II: Comments. Please add any comments that may be of assistance to the above-named tenure-track faculty member in enhancing his or her performance.

Evaluator's Signature | Date Signed

E.4 POST-TENURE REVIEW

Performance evaluation of a tenured faculty member provides a positive framework to improve performance by the faculty member. Performance evaluation of a tenured faculty member also provides accountability to the society that the university serves. All tenured faculty members, regardless of rank, shall have their performance evaluated every three years. The faculty member's first triennial review cycle begins the fall semester that tenure takes effect. The evaluation shall be limited to the three years of service since the faculty member's last evaluation. All proceedings of the evaluation process are subject to the Confidentiality Clause.

Confidentiality Clause: Confidentiality is an integral part of the performance evaluation of a tenured faculty member process. Any individual participating in the performance evaluation of a tenured faculty member process shall hold all deliberations, votes, recommendations, or any other information in strictest confidence, subject only to the appeals process as outlined in the faculty handbook or subpoena.

The peer review of a tenured faculty member shall be one of three components of the triennial faculty performance evaluation and shall be administered in accordance with the procedures in E.4.2. This peer review shall be based on tenured faculty responses to the Peer Review Survey Form (Figure 2.2). The department chair/director and dean will prepare separate evaluations as the other two components of the triennial faculty performance evaluation.

The survey form shall measure the faculty member's performance that supports the missions of the department, college, and university. It must be reviewed and may be revised, as necessary, by the tenured faculty members of the department every five years to reflect the changing missions of the department, college, and university and must be approved by the department chair/director and the dean.

E.4.1 CRITERIA FOR EVALUATION OF A TENURED FACULTY MEMBER

Each college and/or department shall determine the measures for excellence in effective classroom teaching, excellence in scholarly or creative achievement, excellence in contributions to the institution (department, college, and university) and to the profession contained on the Peer Review Compilation Form. The criteria of each college shall reflect the engagement of students in transformative learning, to include, as appropriate, areas such as discipline knowl-

edge; leadership; research, scholarly, and creative activities; service learning and civic engagement activities; global and cultural competencies; and health and wellness. Such measures must be ratified in secret balloting by a simple majority of the full-time tenured/tenure-track college and/or department faculty electing to cast a ballot and must be approved by the dean. In accordance with the university's mission, excellence in effective classroom teaching must comprise at least 50% of this evaluation. A minimum of 10% of the evaluation must be assigned to excellence in scholarly or creative achievement and 10% to excellence in contributions to the institution (department, college, and university) and the profession unless the faculty member also has non-teaching, semi-administrative or administrative duties. The dean shall assign the measures for a faculty member who is assigned non-teaching, semi-administrative, or administrative duties in proportion to their assigned duties. The measures may be amended over time, but no more frequently than once in five years, to reflect changes in the missions of the department, college, or university.

E.4.2 PROCEDURES FOR PEER REVIEW OF A TENURED FACULTY MEMBER

a. By May 1 of each year the college dean shall notify each college faculty member who is subject to performance evaluation of a tenured faculty member during the next academic year.

b. By 5:00 P.M. local time on September 1, the faculty member who is subject to performance evaluation of a tenured faculty member shall deliver to the department chair/director a detailed, updated curriculum vitae, copies of all numerical summary reports on Student Perceptions of Instructional Effectiveness since the last evaluation, and any additional documentation that may be required by the department and/or college. Said documentation shall reflect, and be limited to, the previous three years of service since the last evaluation. The department chair/director will review the submitted post-tenure documentation for completeness and required format. [Faculty teaching in interdisciplinary programs or institutes shall provide two identical copies of all documentation to the home department chair. After verifying the submitted materials are complete and in the required format, the home department chair will forward one copy of the documentation to the secondary department chair/director.) Failure to submit this information is admission of a critical deficiency (Section E.4.3 (a).]

c. The department chair/director shall distribute to each tenured faculty member a Peer Review Survey Form (figure E. 2.2). (For faculty teaching in interdisciplinary programs or institutes, the tenured faculty in the secondary department shall also receive a Peer Review Survey Form.) The department chair/director shall make available for examination a copy of the curriculum vitae, copies of the numerical summary reports of Student Perception of Instructional Effectiveness, and any other required documentation for each tenured faculty member being evaluated. These documents to be examined will be under the control of the dean who shall designate a secure location where the documents are available for review by the tenured faculty members. Faculty members shall not evaluate themselves. The department chair/director does not participate as a peer reviewer. In the event the total number of tenured members, excluding the department chair/director is fewer than three (3), then additional appointments will be made by the department chair/director and tenured members through the selection of tenured faculty from other departments in the college, with approval of the dean.

d. Tenured faculty members shall complete and sign a Peer Review Form (Figure E 2.2) for each tenured faculty member being evaluated and return the form to the department chair/director. (For faculty teaching in interdisciplinary programs or institutes, tenured faculty members from the secondary department shall also complete and sign a Peer Review Form for each tenured faculty member in the secondary department.) If the department chair/director is the tenured faculty member being evaluated, his/her surveys shall be completed and returned to the dean, and the dean shall complete the Peer Review Compilation Form (E 2.3) and the Peer Evaluation Report (Figure E 2.4). The tenured faculty member shall be evaluated on excellence in effective classroom teaching, excellence in scholarly or creative achievement, excellence in contributions to the institution (department, college and university) and to the profession and shall be ranked as acceptable, marginal, or unacceptable.

e. The department chair/director shall compile the results of the Peer Review Survey Form (Figure 2.2) onto the Peer Review Compilation Form (Figure E 2.3).

f. The department chair/director shall complete the Peer Evaluation Report (Figure 2.4) for each tenured faculty member who is being evaluated. Each tenured faculty member must sign and date page two of the Peer Evaluation Report(s). The department chair/director shall submit the Peer Review Survey Forms (Figure 2.2), the Compilation Form (Figure 2.3), and page two of the Peer Evaluation Report (Figure 2.4) to the dean, who will hold them in confidence. The department chair/director shall submit page one of the Peer Evaluation Report as one part of the evaluated faculty member's triennial faculty performance evaluation (Section 2.3.3) along with the chair's personal evaluation of the faculty member. (For faculty teaching in interdisciplinary programs or institutes, the triennial faculty performance evaluation will include a personal evaluation of the faculty member from the secondary department chair/director as well.)

g. Faculty will meet with the chair, together or separately, with the dean to discuss the results of the evaluation. (For faculty teaching in interdisciplinary programs or institutes, the faculty member will also meet with the department chair/director of the secondary department.) Based on the complete triennial performance evaluation, including page one of the Peer Evaluation Report, the faculty member, dean, and chair shall identify the faculty member's strengths, weaknesses, and possible deficiencies. If any weaknesses or deficiencies are identified, the three shall develop personal improvement strategies to be implemented by the faculty member during the next three academic years. A summary of these strategies and page one of the Peer Evaluation Report shall be signed by the dean, the chair, and the faculty member. (For faculty teaching in interdisciplinary programs or institutes, the secondary department chair/director shall also sign the Peer Evaluation Report.)

h. The dean shall forward the entire Peer Evaluation Report, the Faculty Performance Evaluation, and the personal improvement strategies to the provost/vice president for academic affairs.

E.4.3 CONSEQUENCESOFPEERREVIEWOFATENUREDFACULTYMEMBER

If the evaluation process reveals deficiencies, efforts shall be made to remediate them within the spirit of professionalism that tenure implies.

a. For the purposes of this section, a deficiency is defined as an average rating of less than 2.0 in any one area of effective classroom teaching, scholarly or creative achievement or contribution to the institution or profession (column C on Figure 2.3). A critical deficiency is defined as a total point score (the total of column E on Figure 2.3) of less than 2.0 on the Compilation Form, or a total of at least two deficiencies, as noted above, or failure to submit the information described in Section E.4.1b.

b. If a faculty member receives a critical deficiency, the dean and department chair/director shall recommend to the provost/vice president for academic affairs that the faculty member be placed on annual performance appraisal of a tenured faculty member consisting of annual peer review and on annual faculty performance evaluation. If the provost/vice president for academic affairs supports this recommendation, the faculty member shall be subject to annual peer review and to annual faculty performance evaluation.

c. If a faculty member receives a deficiency, the dean and department chair/director may recommend to the provost/vice president for academic affairs that the faculty member be placed on annual performance appraisal of a tenured faculty member consisting of annual peer review and an annual faculty performance evaluation. If the provost/vice president for academic affairs supports this recommendation, the faculty member shall be subject to annual peer review and to annual faculty performance evaluation.

d. When the faculty member has improved to a level of no deficiencies, the faculty member shall return to triennial peer reviews and faculty performance evaluations.

e. If the faculty member receives a critical deficiency each year for two consecutive years after being placed on annual peer review, then the faculty member shall be recommended for termination of employment from the university by the dean and chair.

f. If the faculty member receives a deficiency each year for three consecutive years

after being placed on annual peer review, then the faculty member may be recommended for termination of employment from the university by the dean and chair.

g. If the provost/vice president for academic affairs and the president of the university support the recommendation for termination, the faculty member's employment with the university shall be subject to termination under Section 2.5.1.d and 2.5.2.e of the faculty handbook.

h. A tenured faculty member who receives notice of pending dismissal may request and shall be afforded a hearing before the Appellate Committee on Dismissal of Tenured Faculty Members (Section 2.5.6). Provisions and guidelines for this procedure are listed in 2.5.6 and 2.5.7 of the Faculty Handbook.

Figure 2.2
University of Central Oklahoma
Peer Review Survey Form

Every department shall establish measures for evaluation of tenured faculty members. Those measures shall be printed on this form and shall address performance in each of three* criteria listed below.

A copy of this form shall be completed by each tenured faculty member in the department, except the faculty member being appraised.

Department/School College of

Tenured faculty member

Date of tenure Date of last revision to this form

* A tenure-track faculty member who has been assigned non-teaching, semi-administrative, or administrative duties will be evaluated and rated appropriate to assigned duties.The number of measures under each criterion shall be determined by the department /school and college.

Evaluate the faculty member being appraised in each area as Unacceptable, Marginal, or Acceptable. Record each evaluation as a rating according to the following scale:

Unacceptable – 1 Marginal - 2 Acceptable - 3

Rating

_____ Criterion I: Excellence in Effective Classroom Teaching

1._____

2._____

3._____

_____ Criterion II: Excellence in Scholarly or Creative Achievement

1._____

2._____

3._____

_____ Criterion III: Excellence in Contribution to the Institution and Profession

1._____

2._____

3._____

_____ Other College/Department/School Criteria:

1._____

2._____

Any specific comments should be written on the back of this form.
Printed Name and Rank of Appraiser

_____ _____

Signature of Appraiser Date

Figure 2.3
University of Central Oklahoma
Peer Review Compilation Form

This form is to be completed by the department chair/director (or the dean if the department chair/director is being evaluated).

Department/School _____ College of _____

Tenured faculty member _____

Department Chair/Director _____

Date _____

A	B										C	D	E
Category: Excellence in	**Ratings by Peers**										**Average Rating of Peers-See #4**	**Weight -See #3**	**Points -See #2**
Effective Classroom Teaching													
Scholarly or Creative Achievement													
Contribution to Institution and Profession													
Total Score												1.0	

1. Multiply the Average Rating of Peers by the Weight to obtain Points (C × D=E)
2. Weights shall be determined by colleges and departments in accordance with their mission and must total 1.0. In accordance with the university's mission, teaching must be weighted no less than .50.
3. All numbers should be exact to two decimal places.

Compilation by Chair/Director/Dean: _____

Name of Compiler

Example of a completed Figure E 2.3a
University of Central Oklahoma
Peer Review Compilation Form

This form is to be completed by the department chair/director (or the dean if the department chair/director is being evaluated).

Department/School _____ College of _____

Tenured faculty member _____

Department Chair/Director _____

Date _____

A	B										C	D	E
Category: Excellence in	**Ratings by Peers**										**Average Rating of Peers-See #4**	**Weight -See #3**	**Points -See #2**
Effective Classroom Teaching	1	3	2	3	3	2	2	1			2.13	.6	1.28
Scholarly or Creative Achievement	3	3	3	3	3	3	3	3			3.00	.2	.6
Contribution to Institution and Profession	1	1	1	2	2	1	2	2			1.50	.2	.3
Total Score												1.0	2.18

1. Multiply the Average Rating of Peers by the Weight to obtain Points (C × D=E)
2. Weights shall be determined by colleges and departments in accordance with their mission and must total 1.0. In accordance with the university's mission, teaching must be weighted no less than .50.
3. All numbers should be exact to two decimal places.

Note: This faculty member has one deficiency, but not a critical deficiency.

Compilation by Chair/Director/Dean:

Name of Compiler

Figure 2.4
University of Central Oklahoma
Peer Evaluation Report

Page One

This form is to be completed by the department chair/director (or the dean if the department chair/director is being evaluated).

Department/School _____ College of _____

Evaluation of tenured faculty member _____

Date _____

Report:

Signatures:

Department Chair/Director _____ Date

Dean _____ Date

Evaluated Faculty Member _____ Date

University of Central Oklahoma
Peer Evaluation Report

Page Two

This form is to be completed by the department chair/sdirector (or the dean if the department chair/director is being appraised).

Department/School _____ College of _____

Tenured faculty member _____

Date _____

Report:

Tenured Faculty Members Participating in the Evaluation	Date	I agree with the report	I have read the report

E.5 TENURE REVIEW

E.5.1 TENURE ELIGIBILITY

To be a candidate for tenure, a full-time faculty member must meet the following minimum criteria:

a. hold a rank of assistant professor, associate professor, or professor;

b. have a tenure track appointment;

c. have successfully served the probationary period as defined in Section E.2.3.; The tenure process generally occurs in the fall of the fifth year of service;

d. hold an earned doctorate or other terminal degree from a regionally accredited or internationally recognized institution;

e. have earned a total of 60 graduate semester credit hours in the teaching field as part of an approved program at a regionally accredited or internationally recognized institution. The graduate hour determination will be made by the department chair/director and the dean no later than April 15th prior to the tenure review;

f. for appointments in the College of Fine Arts and Design, hold a minimum sixty semester hour Master of Fine Arts (MFA) degree which is recognized as a terminal degree within the College of Fine Arts and Design for the purposes of hiring, promotion, tenure, and compensation for full-time faculty.

If a tenure-track faculty member is ineligible for tenure, he/she may sign a letter stating he/she does not wish to be considered for pre-tenure or tenure. The faculty member will be responsible for notifying his/her department chair/director when he/she becomes eligible for pre-tenure or tenure consideration. Alternately, a tenure-track faculty member may request, in writing, reassignment to a non-tenure track position. The dean, after consultation with the department chair/director, may reassign a faculty member who is ineligible for tenure to a non-tenure-track position.

E.5.2 PROCEDURES FOR ADMINISTERING THE TENURE PROCESS

The following procedures shall be used when reviewing and voting to recommend granting or denying tenure. All proceedings are subject to the Confidentiality Clause.

Confidentiality Clause: Confidentiality is an integral part of the tenure process. Any in-

dividual participating in the tenure process shall hold all deliberations, votes, recommendations, or any other information in strictest confidence, subject only to the appeals process as outlined in the faculty handbook or subpoena.

E.5.2.1 CRITERIA FOR TENURE EVALUATION

a. Each college must determine written, quantifiable, objective measures, consistent with the missions of the college and university, to apply in the tenure process. The criteria of each college shall reflect the engagement of students in transformative learning, to include, as appropriate, areas such as discipline knowledge; leadership; research, scholarly, and creative activities; service learning and civic engagement activities; global and cultural competencies; and health and wellness. Such measures must be ratified in secret balloting by a simple majority of the voting full-time tenured/tenure-track college faculty and must be approved by the dean. Measures may be changed over time, but no more frequently than once in five years, to reflect changes in the missions of the department, college, or university. Changes must be ratified in secret balloting by a simple majority of the voting full-time tenured/tenure-track college faculty and must be approved by the dean. In accordance with the university's mission, excellence in effective classroom teaching must comprise at least 50% of this evaluation. A minimum of 10% of the evaluation must be assigned to excellence in scholarly or creative achievement and 10% to excellence in contributions to the institution (department, college, and university) and the profession unless the faculty member also has non-teaching, semi-administrative or administrative duties.

b. A department may determine additional written, measurable, objective measures consistent with the missions of the department, college, and university, to apply in the tenure process. Such measures must be ratified in secret balloting by a simple majority of the voting full-time tenured/tenure-track faculty in the department and must be approved by the department chair/director and dean. Measures may be changed over time, but no more frequently than once in five years, to reflect changes in the missions of the department, college, or university. Changes must be

ratified in secret balloting by a simple majority of the voting full-time faculty members of the department and must be approved by the department chair/director and dean.

c. Written measures, determined according to Sec. E.6.1.c, d, must be stated on the Tenure Evaluation Worksheet/Ballot. Each college may modify the Worksheet/Ballot (Figure E2.5) to include its own measures, and departments may add additional measures, if approved by the provost/vice president for academic affairs. Written tenure procedures and criteria must be provided to all incoming faculty members at the time they are hired.

E.5.2.2 TIMELINE FOR TENURE EVALUATION

a. By April 15, the provost/vice president for academic affairs shall submit to the dean of each undergraduate college a list of the names of faculty members from that college who will be eligible for tenure review during the next academic year. The college dean (henceforth referred to as "dean") shall confirm by submitting the list of tenure candidates to the office of the provost/vice president for academic affairs.

b. By May 1, the dean shall notify tenure candidates of their status as candidates and of the deadline for the submission of their dossiers to the dean's office.

c. By 5:00 P.M. local time on September 1, the candidate shall deliver to the department chair/director a dossier that contains evidence of excellence in effective classroom teaching, excellence in scholarly or creative achievement, and excellence in contributions to the institution (department, college, and university) and to the profession. (Faculty teaching in interdisciplinary programs or institutes shall provide two identical copies of all documentation to the home department chair.) The department chair/director will review the submitted tenure dossier and other documentation for completeness and required format. (The department chair, after verifying the submitted materials are complete and in the required format will forward one copy of the documentation to the secondary department chair/director for faculty teaching in interdisciplinary programs or institutes.) After verification, the

chair/director shall deliver the tenure dossier and other documentation to the dean.

d. Each year, by the end of September, each department in the college shall elect a member of the department to serve a one-year term on the College Tenure Review Committee. This person (1) must be tenured, (2) shall not be the chair of the department, (3) shall not be the assistant or associate dean, and (4) shall not serve on the College Promotion Committee. (When a faculty member who teaches in an interdisciplinary program or institute is being evaluated, a tenured faculty member in the secondary department shall be included on the College Tenure Review Committee if available) The elected faculty member cannot serve more than two consecutive terms, unless there are fewer than three (3) tenured faculty members in the department. If a department has no one qualified to serve on the College Tenure Review Committee, the chair, in consultation with the department, recommends to the dean another tenured faculty member from the college, other than a department chair/director, to serve. Alternatively, a previously tenured emeritus faculty member may be asked to serve on this committee. The committee members, through the chair of the committee, shall make the request for this appointment and make the selection.

e. After consultation with the appropriate department chair/director, the dean shall convene a meeting of the Department Tenure Review Committee. The Department Tenure Review Committee shall consist of all tenured faculty members of the department. (When a faculty member who teaches in an interdisciplinary program or institute is being evaluated, all tenured faculty members in the secondary department shall be included on the Department Tenure Review Committee.) This committee should have at least five (5) members. The department chair/director may not serve on this committee.

In the event that the number of tenured faculty members in a division or department is fewer than five (5), the actual tenured faculty members in that department, plus additional tenured faculty members appointed by the chief academic officer or his or her designee to form a group of at least five (5) tenured faculty members shall act as an ad hoc committee for tenure recommendation. A simple majority rule shall prevail **(Section 3.4.e1, RUSO).**

f. Each Department Tenure Review Committee shall elect a chair at the meeting convened by the dean. The dean and the department chair/director shall review college and university tenure policies, and the dean shall provide to the Tenure Review Committee Chair, the Tenure Evaluation Worksheet/Ballots (Figure E.2.5), to be signed by each tenured committee member. If a committee member refuses to sign the Worksheet/Ballots, the committee chair shall note this refusal on the Worksheet/Ballots. The dean shall maintain control of the dossiers throughout the process and shall designate a secure location where the dossiers are available for review by the committee. The dean, associate dean, and the department chair/director shall not be present during subsequent meetings of the committee. All activities of this committee shall be subject to the Confidentiality Clause as stated in the beginning of Section E.6.

g. The chair of the Department Tenure Review Committee shall convene at least one subsequent meeting sufficient to conduct the reviews of all tenure candidates.

The faculty member's contributions to the mission of the university shall be reviewed and evaluated by the tenured members of his or her division or department including his or her division and/or department chair if applicable, and a poll by secret ballot will be taken to determine whether a recommendation for the granting of tenure will be made. This review may be conducted in a manner that allows for input from non-tenured colleagues, students, alumni and administrative information from the department chair **(Section 3.4.e1, RUSO).**

h. With at least five (5) working days of written notice, the chair of the Department Tenure Review Committee shall reconvene the review committee for a final meeting to hold the tenure vote. The Department Tenure Review Committee shall vote by secret ballot using the Tenure Evaluation Worksheet/Ballots that were previously signed by the committee members. A member of the committee who will be absent from the final meeting shall file a Worksheet/Ballot with the chair of the Department Tenure Review Committee prior to the final meeting. All Worksheet/Ballots shall be counted in the presence of the committee. By a simple majority (abstentions do not count as either a vote for or against tenure) of those voting, the committee shall recommend to grant or to deny tenure. A tie vote shall result in a recommendation to deny tenure. If the vote results in a recommendation not to

approve tenure, the committee shall also prepare a written list of improvements in performance that may enhance the candidate's chances for a subsequent positive tenure review. The chair of the Department Tenure Review Committee shall document the results of the vote (and include the list of improvements for any candidate not recommended for tenure) to the department chair/director in a written statement signed by all members of the committee. The Worksheet/Ballots shall be attached to this statement. A separate report shall be submitted for each faculty member undergoing tenure review.

i. *The division or department head shall report the results of the vote, separate from his or her recommendation to the dean who will forward that recommendation as well as the dean's recommendation to the chief academic officer* **(Section 3.4.e1, RUSO).**

The Department Tenure Review Committee statement and Worksheet/Ballots forms shall be reviewed by the department chair who will write his or her recommendation to the dean. All these materials will then be submitted to the dean, who will forward them along with the dean's recommendation to the provost/vice president for academic affairs. (For faculty teaching in interdisciplinary programs/institutes, the secondary department chair/director will also write his/her recommendation that will be submitted to the dean.)

j. After the Department Tenure Review Committee and the department chair/director have made their recommendations, the dean shall call a meeting of the College Tenure Review Committee. At this meeting, the College Tenure Review Committee shall elect a chair, the dean shall review college and university tenure policies and the dean shall provide to the Tenure Review Committee Chair, the Tenure Evaluation Worksheet/Ballots (Figure E2.5) to be signed by each tenured committee member. The dean shall make available to all committee members the dossiers submitted by the candidates but shall not reveal the final results of the departmental review to the College Tenure Review Committee. The chair of the College Tenure Review Committee shall convene at least one subsequent meeting sufficient to conduct the reviews of all tenure candidates. The dean, assistant dean, or associate dean shall not be present during any of these subsequent meetings of the

College Tenure Review Committee. All faculty members eligible for tenure shall be reviewed.

k. With at least five (5) working days of written notice, the chair of the College Tenure Review Committee shall reconvene the review committee for a final meeting to hold the tenure vote. Should a member of the committee be unable to attend the voting meeting, the member may submit an absentee Worksheet/Ballot to the chair of the College Tenure Review Committee before the start of the meeting. Such a Worksheet/Ballot will be submitted to the chair of the committee in a sealed envelope, and counted with the other Worksheet/Ballots at the meeting. For each tenure candidate, the College Tenure Review Committee, by a simple majority of those voting (abstentions do not count as either a vote for or against tenure), shall make a recommendation to grant or to deny tenure. A tie vote shall result in a recommendation to deny tenure. If the vote results in a recommendation not to approve tenure, the college committee shall prepare a written list of improvements in performance that may enhance the candidate's chances for a subsequent positive tenure review. A separate committee report shall be submitted for each faculty member undergoing tenure review. If required by the provost/vice-president for academic affairs, the committee shall provide a ranking of all tenure candidates who are recommended for tenure. The recommendations and the ranking shall be based on the written measures of the college (and the department, if applicable) and on discussion among the committee members. The committee chair shall forward the recommendations and the ranking to the dean. All activities of this committee are subject to the Confidentiality Clause stated in the beginning of Section E.6.

l. After receiving the recommendations from the department chair/director and from the department and College Committees, the dean shall write a personal recommendation for each candidate, to grant or to deny tenure. The dean may consult with the committees regarding the recommendations without violating the Confidentiality Clause.

m. The dean shall complete the Recommendation for Promotion, Tenure-Track Conversion, Tenure, Continuance or Non-Renewal form. The dean shall notify each candidate in writing of the recommendations made by both tenure review committees and by the department chair/director and the dean. (For faculty teaching in interdisciplinary programs or institutes, the recommendation of the secondary department chair/director will be included in the dean's notification to the candidate.) Upon request by the tenure candidate, the dean shall inform the candidate of the numerical results of the department and college votes. The candidate shall review all recommendations in the presence of the dean and shall be asked to sign the Recommendation for Promotion, Tenure-Track Conversion, Tenure, Continuance or Non-Renewal form as verification of having read the recommendations. If the candidate refuses to sign the form, the dean shall note this refusal on the recommendation form. The dean's recommendation on tenure shall be forwarded by the dean to the provost/vice president for academic affairs along with the above form. The dean shall also forward the recommendations of the department chair/director, the Department Tenure Review Committee, and the College Tenure Review Committee. The university shall retain all materials for a period of seven years beyond the faculty member's association with the University, except for the dossier, which shall be returned to the candidate 20 days after notification of tenure by the regents, or after the Grievance Board filing deadline has elapsed. (see E.5.2.2.r) Upon request by the tenure candidate, the dean shall inform the candidate of the numerical results of the department and college votes.

n. If the dean's recommendation is not for tenure, a meeting of the department chair/director, the dean, and the candidate shall be held by the end of the third week of the spring semester to discuss performance improvements that may be made. (For faculty teaching in interdisciplinary programs or institutes, the secondary department chair/director may be present at the meeting upon the dean's request.) Upon written request by the candidate, the department chair/director and dean must prepare writ-

ten reasons for denial of a recommendation for tenure, with a written list of improvements in performance that may enhance the candidate's chances for a subsequent positive tenure review.

o. The provost/vice president for academic affairs shall review all recommendations and, for each candidate, shall recommend to the president either to grant or to deny tenure. By the end of the seventh week of the spring semester, the provost/vice president for academic affairs shall report each recommendation by certified mail that is to be delivered to the respective candidate, with a copy to the dean and chair/director.

p. A candidate who believes there has been a procedural or substantive error during the Tenure Process may appeal the recommendation to the Grievance Board as detailed in Appendix G. This grievance (G.5) must be made no later than twenty (20) working days after the certified receipt of the written notification from the provost/vice president for academic affairs.

q. After reviewing all recommendations, the president shall submit his/her recommendation to the Board of Regents. By the last day of classes of the spring semester, the president shall inform each tenure candidate in writing whether or not s(he) was approved by the Board for tenure.

r. *A recommendation for tenure may also come directly from the chief academic officer or from the president of the university without prior recommendation from the division or department.* **(Section 3.4.e1, RUSO).**
The results of all balloting, will be confidential and will not be included in the faculty member's personnel file **(Section 3.4.e1, RUSO).**

s. If a faculty member is granted tenure, the last annual review will occur during the fall semester when tenure becomes effective. This review will be used to evaluate the previous academic year and set goals for the first three years of tenure.

Figure E 2.5
Tenure Evaluation Worksheet and Ballot

Department/School _____ Date _____

Candidate: _____

Please declare whether the candidate has met or not met each of the enumerated criteria.*

Criterion I

Excellence in Effective Classroom Teaching:	Met	Not Met
1.	☐	☐
2.	☐	☐
3.	☐	☐

Criterion II

Excellence in Scholarly or Creative Achievement:		
1.	☐	☐
2.	☐	☐
3.	☐	☐

Criterion III

Excellence in Contribution to the Institution and Profession:		
1.	☐	☐
2.	☐	☐
3.	☐	☐

Other College/Department/School Criteria:		
1.	☐	☐
2.	☐	☐

*The number and type of measures in each of the above four criteria shall be determined by the college and department/school. In accordance with the university's mission, excellence in classroom teaching must comprise at least 50% of this evaluation.

Ballot

Based upon this analysis, I recommend that this candidate:

☐ be approved for tenure ☐ not be approved for tenure

Comments:

Signatures of all voting members of the department/school are contained on the reverse side as verification of the authenticity of this ballot.

Verification of Tenure Evaluation Worksheet/Ballot Authenticity

Candidate _____

Each of the following faculty members voted during this process:

Signature	Printed Name	Date

E.6 RETENTION WITHOUT TENURE

If a tenure-track full-time faculty member is retained without tenure, the same procedures for review and voting as outlined in Section E.5 will apply for each subsequent year until the faculty member is either granted tenure or is not retained.

E.7 PROMOTION

Authority to grant academic rank or promotion in academic rank is delegated to the university president. Determination of merit and granting promotion in rank shall be in accordance with the promotion policies and procedures of the university as well as the minimum criteria contained in this policy **(Section 3.3a, RUSO).**

E.7.1 ACADEMIC RANKS

The principal academic ranks of the university shall be Professor, Associate Professor, Assistant Professor, and Instructor or Lecturer **(Section 3.3b, RUSO).**

E.7.2 PROMOTION CRITERIA

E.7.2.1 ASSISTANT PROFESSOR

A faculty member shall be assigned the rank of assistant professor at the beginning of the first regular semester following receipt of an appropriate earned doctorate or other terminal degree from a regionally accredited or internationally recognized institution. The specific credential requisite for the rank of assistant professor in the faculty member's department shall be specified on the Academic Credentials Summary (Academic Affairs Form #94-1) at the time of the faculty member's hiring and approved by the provost/vice president for academic affairs.

E.7.2.2 ASSOCIATE PROFESSOR

A candidate for promotion to the rank of associate professor must meet the following minimum criteria:

a. *an earned doctorate degree* (or other terminal degree) *awarded by a regionally accredited institution (e.g., Higher Learning Commission or Southern Association of Colleges and Schools) or an equivalent condition for a degree received in another country* **(Section 3.3b, RUSO),**

b. have earned a total of 60 graduate semester hours in the teaching field as part of an approved program from a regionally accredited or internationally recognized institution,

c. have been employed by the University of Central Oklahoma for five (5) or more

academic years (summers excluded). The earliest the promotion process may begin is in the fall of the fifth year of service,

d. Faculty hired prior to January 2011 must have held the rank of assistant professor for at least four (4) academic years at the University of Central Oklahoma. Faculty hired after January 2011 must have held the rank of assistant professor for at least five (5) academic years at the University of Central Oklahoma.

e. either hold tenure or be eligible for tenure review.

E.7.2.3 PROFESSOR

A candidate for promotion to the rank of professor must meet the following minimum criteria:

a. *an earned doctorate degree (*or other terminal degree*) awarded by a regionally accredited institution (e.g., Higher Learning Commission or Southern Association of Colleges and Schools) or an equivalent condition for a degree received in another country.***(Section 3.3b, RUSO).**

b. Faculty hired prior to January 2011 must have held the rank of associate professor for at least four (4) academic years (summers excluded) at the University of Central Oklahoma. The earliest this promotion process can begin is during the fall of their fourth year of service at the rank of associate professor and at the discretion of the individual eligible for promotion. Faculty hired after January 2011 must have held the rank of associate professor for at least five (5) academic years at the University of Central Oklahoma. The earliest the promotion process can begin is during the fall of their fifth year of service at the rank of associate professor and at the discretion of the individual eligible for promotion.

c. hold tenure.

E.7.3 LIMITATIONS IN RANK

There shall be no limitations in rank at the associate professor or professor level.

E.7.4 REDUCTION IN RANK

No person presently employed shall suffer reduction in rank as a result of the operation of these policies.

E.8 PROCEDURES FOR ADMINISTERING THE PROMOTION PROCESS

The following procedures shall be used when reviewing and voting to recommend to grant or to deny promotion to the ranks of associate professor and professor. All proceedings are subject to the Confidentiality Clause.

Confidentiality Clause: Confidentiality is an integral part of the promotion process. Any individual participating in the promotion process shall hold all deliberations, votes, recommendations, or any other information in strictest confidence, subject only to the appeals process as outlined in the faculty handbook or subpoena.

E.8.1 CRITERIA FOR PROMOTION EVALUATION

a. Each college must determine written quantifiable, objective measures, consistent with the missions of the college and university, to apply to the promotion process. The criteria of each college shall reflect the engagement of students in transformative learning, to include, as appropriate, areas such as discipline knowledge; leadership; research, scholarly, and creative activities; service learning and civic engagement activities; global and cultural competencies; and health and wellness. Such measures must be ratified in secret balloting by a simple majority of the voting full-time college tenured/tenure track faculty and must be approved by the dean. Measures may be changed over time, but no more frequently than once in five years, to reflect changes in the missions of the department, college, or university. The changes must be ratified in secret balloting by a simple majority of the voting full-time tenured/tenure-track college faculty and must be approved by the dean. In accordance with the university's mission, excellence in effective classroom teaching must comprise at least 50% of this evaluation. A minimum of 10% of the evaluation must be assigned to excellence in scholarly or creative achievement and 10% to excellence in contributions to the institution (department, college, and university) and the profession unless the faculty member also has non-teaching, semi-administrative or administrative duties.

b. A department may determine additional written, quantifiable objective measures, consistent with the missions of the department, college, and university, to apply in the promotion process. Such measures must be ratified in secret balloting by a simple majority of the voting full-time tenured/tenure-track faculty in the department and must be approved by the department chair/director and the dean. Measures may be changed over

time, but no more frequently than once in five years, to reflect changes in the missions of the department, college, or university. Changes must be ratified in secret balloting by a simple majority of the voting full-time tenured/tenure-track faculty members of the department and must be approved by the department chair/director and the dean.

c. Written measures, determined according to Sec. E.8.1.a and b, must be stated on the Promotion Worksheet/Ballot. Each college may modify the Worksheet/Ballot (figure E.2.6) to include its own measures, and departments may add additional measures, if approved by the provost/vice-president for academic affairs. Written promotion procedures and criteria must be provided to all incoming faculty members at the time they are hired.

E.8.2 TIMELINE FOR PROMOTION EVALUATION

a. By April 15, the provost/vice president for academic affairs shall submit to the dean of each undergraduate college a list of names of the faculty members from that college who will be eligible for promotion review during the next academic year. The college dean (henceforth referred to as "dean") shall confirm by submitting the list of promotion candidates, each with a proposed rank, to the office of the provost/vice president for academic affairs.

b. By May 1, the dean shall notify promotion candidates of their status as candidates and of the deadline for the submission of their dossiers to the dean's office. Failure by a promotion candidate to submit a dossier by the deadline terminates the review of that candidate.

c. By September 1, the candidate shall deliver to the department chair/director a dossier that contains evidence of excellence in effective classroom teaching, excellence in scholarly or creative achievement, and excellence in contributions to the institution (department, college, and university) and to the profession. (Faculty teaching in interdisciplinary programs or institutes shall provide two identical copies of all documentation to the home department chair.) The department chair/director will review the submitted promotion dossier and other documentation for completeness and required format. (When a faculty member who teaches in an interdisciplinary program or institute is being evaluated, the department chair will forward one copy

of the documentation to the secondary department chair/director after verifying the submitted materials are complete.) After verification the department chair/director shall deliver the promotion dossier and other documentation to the dean.

d. Each year, by the end of September, each department in the college shall elect a member of the department to serve a one-year term on the College Promotion Review Committee. This person (1) must be tenured, (2) must hold the rank of professor, and (3) shall not be the chair of the department, an associate dean nor an assistant dean. (When a faculty member who teaches in an interdisciplinary program or institute is being evaluated, a tenured faculty member in the secondary department shall be included on the College Promotion Review Committee if available.) This elected faculty member cannot serve more than two consecutive terms. If a department has no one qualified to serve on the College Promotion Review Committee, the dean may modify the qualifications to allow a faculty member, other than the department chair/director, associate dean or assistant dean to be elected from the department. This elected faculty member cannot be considered for promotion during the current (or subsequent) academic year. A previously tenured emeritus faculty member who attained the rank of professor may also be asked to serve on this committee. The promotion committee members, through the chair of the committee, shall make the request for this appointment and make the selection.

e. After consultation with the appropriate department chair/director, the dean shall convene a meeting of the Department Promotion Review Committee and shall ask all members of the Department Promotion Review Committee to sign each promotion Worksheet/Ballot (Figure E.2.6). If a committee member refuses to sign the Worksheet/Ballots, the committee chair shall note this refusal on the Worksheet/Ballots. The Department Promotion Review Committee shall consist of all full-time, tenured faculty members of the department with the rank of associate professor or professor. (When a faculty member who teaches in an interdisciplinary program or institute is being evaluated, all tenured faculty in the secondary department shall be included on the Department Promotion Review Committee.) This committee shall have at least (5) members. The department chair/director may not

serve on this committee. In the event the total number of non-candidate professors and associate professors in the department is fewer than five (5), then additional appointments to the committee will be made by the department chair/director and the existing committee members through the selection of qualified professors and associate professors from other departments in the college, with the approval of the dean. The department chair/director and existing committee may also select emeritus faculty members in the field and of the appropriate rank, or faculty from other colleges where appropriate, with approval from the dean. This committee shall serve as the Department Promotion Review Committee for the review of candidates for promotion to the rank of associate professor. Associate professors are not allowed to review candidates for promotion to the rank of professor. The members of the Department Promotion Review Committee who hold the rank of professor shall form a subcommittee to review candidates for promotion to the rank of professor. If there are fewer than three (3) members of this subcommittee of professors, then, according to E.8.2. e g above additional professors from other departments in the college shall be recommended to the subcommittee by the department chair/director, with the approval of the dean. Should the subcommittee turn down the recommendation of the department chair/director and dean, the chair and dean will continue to make recommendations until an acceptable addition is found. This person may also be an emeritus faculty member of appropriate rank from the department, should specific disciplinary knowledge by required. This subcommittee shall serve as the Department Promotion Review Committee for the review of candidates for promotion to the rank of professor.

f. Each Department Promotion Review Committee shall elect a chair at the meeting convened by the dean. The dean and the department chair/director shall review college and university promotion policies, and the dean shall provide promotion ballots, developed according to Figure 2.6, to the Department Promotion Review Committee Chair. The dean shall maintain control of the dossiers throughout the process and shall designate a secure location where the dossiers are available for review by the committee. The dean, associate dean, and the department chair/director shall not be present during

subsequent meetings of the committee. All activities of this committee shall be subject to the Confidentiality Clause stated in the beginning of Section E.8.

g. The chair of the Department Promotion Review Committee shall convene at least one subsequent meeting sufficient to conduct the reviews of all promotion candidates.

h. With at least five (5) working days of written notice, the chair of the Department Promotion Review Committee shall reconvene the review committee for a final meeting to hold the promotion vote. The Department Promotion Review Committee shall vote by secret Worksheet/Ballot using the Worksheet/Ballots that were previously signed by the committee members. A member of the committee who will be absent from the final meeting shall file a Worksheet/Ballot with the chair of the Department Promotion Review Committee prior to the final meeting. All Worksheet/Ballots shall be counted in the presence of the committee. By a simple majority of those voting (abstentions do not count either as a vote for or against promotion), the committee shall recommend to grant or to deny promotion. A tie vote shall result in a recommendation to deny promotion. If the vote results in a recommendation to deny promotion, the committee shall also prepare a written list of improvements in performance that may enhance the candidate's chances for a subsequent positive promotion review. The chair of the Department Promotion Review Committee shall document the results of the vote (and include the list of improvements for any candidate denied the recommendation for promotion) to the department chair/director in a written statement signed by all members of the committee. The Worksheet/Ballots shall be attached to this statement.

i. The department chair/director shall report the results of the vote, together with a personal recommendation, to the dean. The Department Promotion Review Committee statement and Worksheet/Ballots shall accompany the department chair's/director's written recommendation to the dean. (When a faculty member who teaches in an interdisciplinary program or institute is being evaluated, the department chair of the secondary department will write his/her own recommendation to the dean. The recommendation shall be added to the documents submitted to the dean.)

j. After the Department Promotion Review Committee and the department chair/director have made their recommendations, the dean shall call a meeting of the College Promotion Review Committee. At this meeting, the College Promotion Review Committee shall elect a chair, the dean shall review college and university promotion policies, and the dean shall make available to all committee members the dossiers submitted by the candidates and shall ask all members of the College Promotion Review Committee to sign each promotion Worksheet/Ballot (Figure E.2.6). If a committee member refuses to sign the Worksheet/Ballots, the committee chair shall note this refusal on the Worksheet/Ballots. The chair shall convene at least one subsequent meeting sufficient to conduct the reviews of all promotion candidates.. The dean shall not reveal the results of the departmental review to the College Promotion Review Committee, and the dean, associate dean, and the assistant dean shall not be present during subsequent meetings of this committee.

k. At the request of the provost/vice president of academic affairs or the dean with at least five (5) working days written notice, the chair of the College Promotion Review Committee shall reconvene the review committee for a final meeting to finalize the promotion decision. Should a member of the committee be unable to attend the voting meeting, he/she may submit an absentee Worksheet/Ballot to the chair of the College Promotion Review Committee before the start of the meeting. Such a Worksheet/Ballot will be submitted to the chair of the committee in a sealed envelope, and counted with the other Worksheet/Ballots at the meeting. For each promotion candidate, the College Promotion Review Committee, by simple majority of those voting (abstentions do not count either as a vote for or against promotion), shall recommend to grant or to deny promotion. A tie vote shall result in a recommendation to deny promotion. If the vote results in a recommendation to deny promotion, the college committee shall prepare a written list of improvements in performance that may enhance the candidate’s chances for a subsequent positive promotion review. The committee shall provide a ranking of the candidates recommended for promotion to the rank of associate professor, and a sepa-

rate ranking of the candidates recommended for promotion to the rank of professor. The recommendations and the rankings shall be based on the written measures of the college (and the department, if applicable) and on discussion among the committee members. The committee chair shall forward the recommendations and the rankings to the dean. A separate committee report shall be submitted for each faculty undergoing promotion review. All activities of this committee are subject to the Confidentiality Clause stated in the beginning of Section E.8.

l. After receiving the recommendations from the department chair/director and the statements of the department and college committees, the dean shall write a personal recommendation for each candidate, to grant or to deny promotion. The dean may consult with the committees regarding the recommendations without violating the Confidentiality Clause.

m. The dean shall notify each candidate in writing of the recommendations made by both promotion review committees and by the department chair/director and the dean. The dean shall complete the Recommendation for Promotion, Tenure-Track Conversion, Tenure, Continuance or Non-Renewal form. The candidate shall review all recommendations in the presence of the dean and shall be asked to sign the Recommendation for Promotion, Tenure-Track Conversion, Tenure, Continuance or Non-Renewal form as verification of having read the recommendations. At the dean's request, the department chair may be present at the meeting with the candidate. (When a faculty member who teaches in an interdisciplinary program or institute is being evaluated, the dean may request the department chair of the secondary department be present for the meeting with the candidate.) If the candidate refuses to sign the form, the dean shall note this refusal on the recommendation form. The dean's recommendation on promotion shall be forwarded by the dean to the provost/vice-president for academic affairs along with the above form. The dean shall also forward the recommendations of the department chair/director, the Department Promotion Review Committee, and the College Promotion Review Committee. The university shall retain all materials for a period of seven years beyond the faculty member's association with the University, except for the dossier,

which shall be returned to the candidate upon notification of tenure by the Regents, or after the Grievance Board filing deadline has elapsed. (see E.6.r) Upon request by the promotion candidate, the dean shall inform the candidate of the numerical results of the department and college votes.

n. If the dean's recommendation is to deny promotion, a meeting of the department chair/director, the dean, and the candidate shall be held by the end of the third week of the spring semester to discuss performance improvements that may be made. Upon written request by the candidate, the department chair/director and dean must prepare written reasons for denial of a recommendation for promotion, with a written list of improvements in performance that may enhance the candidate's chances for a subsequent positive promotion review.

o. The provost/vice president for academic affairs shall review all recommendations and, for each candidate, shall recommend to the president either to grant or to deny promotion. By the end of the seventh week of the spring semester, the provost/vice president for academic affairs shall report each recommendation by certified mail that is to be delivered to the respective candidate, with a copy to the dean and the department chair/director.

p. *Individuals who are not satisfied with action taken as a result of the review process for change in rank may follow the established university appeal procedure* **(Section 3.3g, RUSO;** Appendix G, UCO Faculty Handbook). This grievance (G.5) must be made no later than twenty (20) working days after the certified receipt of the written notification from the provost/vice president for academic affairs.

q. After reviewing all promotion recommendations, the president shall submit his/her recommendations to the Board of Regents. By the last day of classes of the spring semester, the president shall inform each promotion candidate in writing whether or not s(he) was approved by the Board for promotion.

r. A recommendation for promotion may also come directly from the provost/vice president for academic affairs or from the president of the university without prior recommendation from the department.

s. *Exceptions to criteria and experience requirements for academic rank or promotion in rank may be made by the university president* **(Section 3.3f, RUSO).**

Figure E 2.6
Promotion Evaluation Worksheet and Ballot

Department/School _____ Date _____

Candidate: _____ Promotion to: _____

Please declare whether the candidate has met or not met each of the enumerated measures.*

Criterion I

Excellence in Classroom Teaching:	Met	Not Met
1.	☐	☐
2.	☐	☐
3.	☐	☐

Criterion II

Excellence in Scholarly or Creative Achievement:		
1.	☐	☐
2.	☐	☐
3.	☐	☐

Criterion III

Excellence in Contributions to the Institution and Profession:		
1.	☐	☐
2.	☐	☐
3.	☐	☐

Other College/Department Criteria:		
1.	☐	☐
2.	☐	☐

* The number and type of measures in each of the above four criteria shall be determined by the college and department. In accordance with the university's mission, excellence in classroom teaching must comprise at least 50% of this evaluation.

Ballot

Based upon this analysis, I recommend that this candidate

☐ be approved ☐ not be approved for promotion to:

Comments:

Signatures of all voting member of the department/school are contained on the reverse side as verification of the authenticity of this ballot.

Verification of Promotion Worksheet/Ballot Authenticity

Candidate _____

Each of the following faculty members voted during this process:

Signature	Printed Name	Date

This Tenure and Promotion revision is approved for implementation in Fall, 2013 by:

Dr. John F. Barthell, Provost
Date: August 1, 2013

Dr. Don Betz, President
Date: August 1, 2013