



The University of Oklahoma®
Health Sciences Center

OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

September 15, 2016

MEMORANDUM

TO: Deans and Department Chairs

FROM: Jason R. Sanders, MD, MBA
Senior Vice President and Provost

SUBJECT: Procedures for Tenure Consideration

ELECTRONIC TRANSMISSION OF DOSSIERS:

- 1) The Campus Tenure Committee conducts its review of tenure dossiers electronically (PDF file).
- 2) The Dean's Office faculty affairs staff can assist the departments with preparing an electronic dossier for each of the tenure candidates.
- 3) An electronic dossier for each tenure candidate is to be submitted by the Dean's Office, via e-mail, to the Provost's Office for placement on the secured web site accessible by Campus Tenure Committee members only.

HARD COPY DOSSIERS:

- 1) Hard copy dossiers are still required for departmental and college promotion and tenure committees, the Dean, the Provost, and the President.
- 2) Departments should contact the Dean's Office faculty affairs staff to determine the appropriate number of copies required by the college's Promotion and Tenure committee.
- 3) Two (2) hard copies of each dossier (in addition to the electronic copy noted in #3 above) are to be submitted by the Dean's Office as follows:
 - a) One (1) copy to the Provost's Office
 - b) One (1) copy sent to the Chair of the Campus Tenure Committee

Procedures in [Section 3.8.5](#) of the [OUHSC Faculty Handbook](#) should be followed for all tenure considerations except those with tenure on initial appointment.

**** NOTICE ****

When Tenure Dossier Is To Be Submitted

The first year of the 6 year pre-tenure period for a faculty member whose effective date of service is between July 1 and December 31 will be that academic year. The dossier will be submitted during the Fall of the faculty member's 7th academic year. **For example**, a faculty member hired into the tenure track with an effective date between July 1 and December 31, 2016, would have a 6 year pre-tenure period through 2021-22, with the dossier submitted in Fall 2022, Regents' action in May 2023, and tenure effective July 1, 2023.



The first year of the 6 year pre-tenure period for a faculty member whose effective date of service is between January 1 and June 30 will begin with the next academic year. The dossier will be submitted during the Fall of the faculty member's 7th academic year. **For example**, a faculty member hired into the tenure track with an effective date between January 1 and June 30, 2017, would have a 6 year pre-tenure period through 2022-23, with the dossier submitted in Fall 2023, Regents' action in May 2024, and tenure effective July 1, 2024.

If a faculty member is being considered for promotion and tenure in the same year, the same supporting file may be used for both the tenure and promotion considerations.

The Provost should be notified of any request for "early consideration" for tenure.

When the small size of an academic unit or the paucity of tenured members prevent appropriate academic unit tenure review, the Dean, in consultation with the chair of the academic unit involved, shall establish an ad hoc tenure review committee to serve as the candidate's academic unit for purposes of voting on tenure.

The following schedule for submitting tenure recommendations allows sufficient time for the appropriate bodies to make evaluations and recommendations prior to the Regents' action in May, and the required notification to the candidate by May 31.

TENURE SCHEDULE

<u>Academic Unit:</u>	Deadline Set By College Dean , the Academic Unit must forward the appropriate number of hard copies of each candidate's tenure file to the Dean according to procedures determined by the Dean.
<u>Dean:</u>	By December 7, 2016 , the Dean forwards one (1) copy of the electronic dossier and one (1) hard copy of each candidate's tenure file to the Provost's Office and one (1) hard copy of the tenure dossier directly to the Chair of the Campus Tenure Committee (<i>contact the Provost's Office for information</i>). These files must contain the dean's recommendations. The Dean notifies the candidate and the candidate's chair in writing of his/her recommendation.
<u>Campus Tenure Committee:</u>	By January 20, 2017 , the Campus Tenure Committee forwards one (1) copy of the Committee's recommendation for each candidate to the Provost's Office. The Committee Chair notifies the candidate, the candidate's chair, and the candidate's college dean of the Committee's recommendation.
<u>Provost:</u>	By March 7, 2017 , the Provost forwards to the President his recommendation and one hard copy of the tenure file. The Provost notifies the candidate, the Campus Tenure Committee, the Dean, and the candidate's chair of the Provost's recommendation.

INSTRUCTIONS: COVER FORMS FOR TENURE DOCUMENTS

The cover form for both tenure and promotion has been combined into one new form. Two separate forms (one for tenure and one for promotion) are no longer required.

The forms attached to this memo should be in the file, as appropriate.

- a) The (new) **cover sheet** should be the **first page** of the tenure or promotion file and must accompany every file. It provides a useful summary of data concerning the candidate and a summary of tenure and/or promotion recommendations as made.

In instances where a candidate is being considered for both promotion and tenure, please remember that the same supporting file may be used for both the tenure and promotion considerations.

PART III: The blanks to the right of the first entry must be filled with the correct numbers. The appropriate blanks for the Chair's and the Dean's recommendations **MUST** be filled.

If the faculty member is being considered for tenure "early", the Provost should be notified. Please read **Section 3.8.3(f)** in the OUHSC Faculty Handbook and note that early consideration for tenure includes two (2) years of extraordinary performance at the University of Oklahoma. The letter of offer contains the year that the faculty person will be eligible for tenure.

- b) The **second page** of the tenure file is the recommendation of the Dean (with supporting reasons) *(updated)*
- c) The **third page** of the tenure file is the recommendation of the Chair (with supporting reasons). *(updated)*
- d) The **fourth page** of the tenure file is the vote of the tenured faculty of the academic unit *(updated)*
- e) The **fifth page** of the tenure file is the recommendation of the Campus Tenure Committee. *The Provost's Office will insert the recommendation of the Campus Tenure Committee in the candidate's tenure dossier.*

The candidate must be informed of the Chair's recommendation and the candidate and the chair must be informed of the Dean's recommendation.

DATA AND INFORMATION CONCERNING THE CANDIDATE

Information should be provided in the following sequence:

- (a) **Complete and up-to-date curriculum vita**, including a summary of college and university degrees earned, all professional employment, all professional honors and awards, and an up-to-date list of books and journal publications by author in sequence. Manuscripts in press or submitted for publication and abstracts should be listed separately.
- (b) **Letters of evaluation of academic performance** in teaching, research/scholarly achievement, and service should be solicited by the Chair after consulting with the candidate. Normally, there should be three (3) letters of evaluation from individuals outside the University of Oklahoma considered established authorities in the discipline who are in a position to evaluate the candidate's academic performance and suitability for tenure. These letters may be solicited from individuals who were not suggested by the candidate. There should be three (3) internal (or local) letters of evaluation particularly relevant to teaching and service. ***(Evaluation by the Dean and by the Chair can be given in a letter or on the form provided).***
- (c) **Teaching**: Documentation of teaching accomplishments should reflect the candidate's contribution, quality, innovation, or impact of teaching. This might include summary documentation of teaching evaluations by students, notation of teaching awards, description of teaching responsibilities, and materials and techniques which are unique and demonstrate innovative approaches or outstanding quality in undergraduate, graduate, professional instruction (e.g. integration of multimedia into courses, development of web-based content and course materials, computer software development, creation of innovative laboratory exercises and simulation techniques). ***(There is no need to forward actual publications or copies of them).***
- (d) **Research**: Documentation of research and creative/scholarly accomplishments should reflect the level and quality of the candidate's research and creative/scholarly activity. Recognition of research and creative/scholarly accomplishments could be demonstrated by invitations to chair or organize symposia, edit books or journals in the professional discipline, publications of books, book chapters, and articles in peer-reviewed journals, publication of abstracts, participation as a presenter in national/international symposia, conferences, and professional meetings, etc., as well as the candidate's ability to acquire extramural grant or contract funds, as a principal or co-principal investigator, through peer review mechanisms. ***(There is no need to forward actual publications or copies of them).***
- (e) **Service**: Documentation of professional and University and public outreach as well as clinical service contributions should reflect the level and quality of the candidate's professional and/or clinical service contributions. Documentation might consist of leadership positions in local, state, or national associations; service on advisory boards for granting agencies; outstanding college or university committee work; consultantships; clinical leadership as evidenced by serving as head of a division, department, or specific clinic service; evidence of acquisition, introduction or development of new health care techniques, procedures or clinical approaches; development of community health-related outreach programs; improvement in clinical management; documentation of increased referrals; demonstrable improvement (quality, utilization, access) in delivery of health care; publication of clinical case studies, monographs, reviews, and book chapters; etc.