

Promotion and/or Tenure Guidance

#1: Introduction



UNIVERSITY OF OREGON

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prepared by Kenneth M. Doxsee
Office of Academic Affairs

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Preparation and evaluation of files supporting the promotion of our faculty is one of the more complex tasks we face. Well-prepared files can be a pleasure to review, and they can move quickly through the review, recommendation, and decision processes. In a series of messages, timed to correspond with the general timelines of the promotion and/or tenure process, I will provide guidelines and recommendations for the preparation of promotion files that properly support effective review and evaluation while also complying with legal requirements.

Please note that these guidelines and recommendations are relevant to the preparation of promotion (and/or tenure) files for both tenure-related faculty and non-tenure-track faculty (NTTF), though, depending on the individual NTTF member being considered, not all the guidelines may pertain. (In particular, not all NTTF promotion evaluations will include input from external reviewers.)

Guidance document #2 will address the candidate's waiver status – i.e., whether or not the candidate chooses to waive access to the materials contained in the evaluation file.