

Faculty Appointment, Promotion & Tenure Procedures

Policy Number	School of Nursing 60-01.10	Page	1	of	5
Original Adoption	July 1, 2008	Revised	May, 2017		
Responsible Department/Office	School of Nursing Office of Academic Affairs				
Responsible Department/ Office Contact	Office of the Dean				

Applies to: All faculty in paid service to the School of Nursing

1.0 POLICY STATEMENT

This document addresses faculty appointment and advancement procedures within the School of Nursing. Refer to Appendix A: OHSU School of Nursing Promotion & Tenure Guidelines for specific criteria.

2.0 DEFINITIONS

- 2.1 “Appointment, Promotion & Tenure (APT) Voting Faculty” refers to those faculty at/above the rank to which the candidate seeks appointment. As a precondition for voting on a candidate, the faculty member must have completed a private review of the candidate’s dossier. Only tenured faculty at/or above the rank to which the candidate seeks appointment can vote on tenure.
- 2.2 “Clinical Teaching” includes all SON courses with the exception of those taught in the Ph.D. program.
- 2.3 “Conflict of Interest” occurs when there is a familial, romantic, sexual, financial, or comparable relationship with the candidate or a close positive or negative professional relationship. In this case, the faculty member with the conflict should not participate in APT review of an individual
- 2.4 “Candidates Eligible for APT Review” are Faculty seeking 1) initial appointment, multi-year contract renewal, and promotion as Associate Professor or above; or 2) a change in series (Instructional, Professorial, Research) or track (Clinical, Academic or Tenure tracks) at Associate Level and above; or 3) requesting a change in appointment from the instructional to the professorial series as master’s prepared faculty.
- 2.5 “Executive Session of the APT Voting Faculty” refers to the confidential deliberation by the APT Voting Faculty regarding appointment, promotion or tenure decisions.
- 2.6 “Faculty Tenure Review Timeline” is 7 years with a 5-year pre-tenure review. Faculty members who are denied tenure may re-apply in subsequent years provided that the 7-year timeline has not expired. Faculty may also negotiate to apply for tenure at their initial appointment or to apply before 7 years has elapsed.
- 2.7 “Faculty Post-Tenure Review” refers to faculty and the Dean meeting for post-tenure review no less than every 5 years to ensure that faculty strengths relative to needs of the School are maximized.
- 2.8 “Sponsor” refers to the party responsible for requesting the initial appointment of a candidate. The sponsor may be the Dean, Associate Dean, Program Director, or Search Committee n.

2.9 Series and criteria definitions and qualifications are contained in the Policy.

3.0 RESPONSIBILITIES

- 3.1 School of Nursing Dean, Campus Associate Deans and Program Directors, and the Appointment, Promotion & Tenure Committee are responsible for reviewing the eligibility of faculty for promotion.
- 3.2 All initial appointments, single and multi-year contracts and contract renewals, at the level of Associate Professor or above, are considered jointly by the OHSU School of Nursing (SON) Appointment, Promotion, and Tenure (APT) Committee, relevant Program Director/Campus Associate Dean and the SON Dean and/or designee. If a search committee has been involved, members make recommendations about rank, series, and mission(s) to the Program Directors/Campus Associate Deans, the Dean and APT Committee (for Associate Professor level and above).

4.0 INITIAL APPOINTMENTS PROCEDURES FOR NEW HIRES

- 4.1 The policy for initial appointment to a faculty position is outlined in the SON Policy 60-01.10 and OHSU Policy 03-15-025.
- 4.2 Reviews are scheduled according to need.
- 4.3 The Sponsor notifies the APT Committee Ex-Officio Senior Associate Dean of initial appointment reviews as soon as possible. The Senior Associate Dean informs the APT Committee Chair of the anticipated reviews
- 4.4 The Sponsor notifies eligible candidates of the process for initial appointment review and prepares the recommendation to the APT Committee, including a cover letter outlining the proposed rank, series, a position description, and a copy of the candidate's CV. No external review of scholarship is required.
- 4.5 If a Search Committee was involved, it would recommend rank and series.
- 4.6 The APT Committee verifies the accuracy of citations and other candidate materials. The Committee conducts a systematic review of the candidate's materials, commensurate with recommended rank and contractual expectations, if relevant. Following the review, the APT Committee generates a written summary of the candidate's qualifications, strengths, and any areas of concern and includes a recommendation for action. Minority opinions are noted in the summary.
- 4.7 The Dean reviews the candidate's materials and APT Committee summary, and makes a decision regarding appointment. The Dean reports back to the APT Committee with the decision, and in the case of a different outcome than recommended by APT provides a written rationale for the decision.
- 4.8 The Dean notifies the candidate of the decision and of any associated decision by the Provost.
- 4.9 At the first meeting of the Faculty Council following final APT decisions by the Dean and the Provost, formal announcements are made of all initial appointments.

5.0 APPOINTMENT FROM LECTURER TO INSTRUCTOR UPON EARNED MASTER'S DEGREE.

A faculty member seeking appointment to instructor through this avenue will initiate the review process by notifying his/her Program Director/Campus Associate Dean by January 1 of the academic year prior to expected date of completion. The following information will be submitted upon degree completion. A statement from the candidate about why s/he should be re-appointed at the rank of instructor, including documentation to support they meet the requirements in the areas of teaching, scholarship, service and clinical care/practice (if applicable) for this rank; updated CV; evidence of earned degree from accredited institution recognized by the Oregon

Office of Degree Authorization; teaching effectiveness evaluations since hire or last promotion; most recent Annual Reviews; and Letter of support from appropriate Program Director/Campus Associate Dean, indicating how the candidate is presently serving at the Instructor level will be submitted to the Dean

6.0 MULTI-YEAR CONTRACT PROCEDURES

6.1 Initial Contracts

- i. The policy for multi-year contracts is outlined in SON Policy 60-01.10 and OHSU Policy 03-15-025.
- ii. Individuals may request appointment to a multi-year contract. The APT committee reviews a letter of request with rationale, a current CV, recent student and course evaluations, and letters of evaluation from the appropriate Program Director and Campus Associate Dean(s) related to the candidate's mission(s) with assessment of qualifications and commitment to the School. The committee makes a recommendation to the Dean.

6.2 Contract Renewals

- iii. In the Spring, the APT Chair contacts SON Human Resources to get a list of faculty at Associate Rank and above with mandatory contract reappointment reviews for the following academic year.
- iv. The APT Ex-officio Senior Associate Dean notifies eligible candidates of the dates for review. Candidates respond to the Associate Dean in writing of their intent to seek or not seek contract renewal.
- v. The APT Committee reviews the candidate's Annual Reviews and CV and makes recommendations to the appropriate Campus Associate Dean and/or Program Director. The committee makes a recommendation to the Dean.

7.0 SERIES/TRACK CHANGE PROCEDURES

- 7.1** Faculty requesting a series or track change at Associate Professor and above require a review by the APT Committee. It is anticipated that most requests for series changes will align with the criteria for the series/track requested. The decision to permit that change is based on an assessment of likelihood for success. A request to the APT Committee includes 1) a written statement of rationale for the request based on the criteria for the series/track requested; 2) a current curriculum vitae in SON format; and 3) letter of support from the Program Director/Campus Associate Dean. A faculty presentation may be requested by the APT Committee.
- 7.2** Master's prepared faculty requesting a series change from the Instructional series to the Professorial series require APT review and faculty vote. A dossier stating how the applicant meets the criteria for Assistant Professor of Clinical Nursing must be submitted to the Appointment, Promotion & Tenure (APT) Committee according to the published timelines for submissions. See Appendix A for complete details.
- 7.3** Faculty requesting a series or track change due to earned doctoral degree or faculty requesting a series or track change at the Assistant Professor level require a recommendation from the Program Director/Campus Associate Dean. A request to the Dean includes 1) a written statement of the rationale for the request based on the criteria for the series/track requested; 2) a current curriculum vitae in SON format; and 3) letter of support from the Program Director/Campus Associate Dean. For degree completion, official transcripts must be submitted with the request.

8.0 PROMOTION AND TENURE:

- 8.1** Faculty requesting review for promotion and/or tenure submit a dossier that reflects their accomplishments at the desired rank. Reviewers evaluate the quality and quantity of the candidate's scholarship as reflected in the dossier. The committee may request supplemental information from a candidate; however, data from sources outside the dossier, (e.g., personal knowledge of a candidate by a committee member) are not included in the review process. There is a hierarchy of strength in evidence, with peer-reviewed documents (e.g., first-authored data-based, peer-reviewed publications, approved grant proposals and funded grants) strongest and required at the higher ranks. See APT Procedure Manual for detailed information on dossier preparation.
- 8.2 Promotion to Associate Professor and Above.** A letter of support for promotion and/or tenure must be written by a supervising administrator at the rank or higher than the one being sought by the candidate and included as a part of the dossier.
- 8.3 Tenure.** Tenure is granted only after careful deliberation by tenured faculty of the same rank or higher, by the Dean of the School of Nursing, and by the Provost. The criteria for tenure include: need for the individual's specialization and skills in the long-range plans of the institution, a convincing case that the faculty member is highly qualified and has a history of performance, and reasonable expectation that he/she will continue to make outstanding contributions to the University. To be awarded tenure, a candidate must demonstrate qualities that evidence excellence and continued professional growth:
- i. Sustained, high quality, innovative scholarship in his/her discipline, demonstrated through a record of concrete, accumulated research or scholarly accomplishments;
 - ii. Effective, stimulating teaching and demonstrated contributions to the academic success for students;
 - iii. Steady, responsible service and leadership to the School, the University and the profession;
 - iv. Commitment to ongoing, long-term contributions to the School, the University and the profession.
- 8.4 Tenure Eligibility Criteria.** To be granted tenure, a faculty member must have a tenure-track appointment and, at a minimum, be eligible for or have already attained the rank of Associate Professor (see OHSU 03-15-25) within the academic track of the professorial series. The candidate for tenure must also have been in a professorial rank at OHSU for at least 5 years. Faculty from other institutions who meet the criteria for tenure may submit a waiver of the five-year requirement to the appropriate Campus Associate Dean/Program Director to apply for tenure at the time of initial appointment or within a shorter time period after hire. The candidate must be at 1.0 FTE in order to apply for tenure. Tenured faculty who wish to reduce their FTE to part time retain tenure; tenure is surrendered upon retirement.
- 8.5 Requesting Appointment to Tenure-track Position.** In order to be appointed to a tenure track position, faculty must first be appointed to the Academic track of the Professorial Series. Submit documents to the Appointment, Promotion and Tenure Committee:
1. Letter requesting appointment to tenure track position that includes rationale for the request, commitment to the School, University and profession, and potential for success in meeting the criteria for tenure;

2. A current Curriculum Vitae;
3. Evidence of teaching quality (e.g., student and course evaluations);
4. A letter of evaluation from the appropriate Senior Associate Dean that includes an assessment of the candidate's commitment to the School, the University and the profession.

9.0 RELATED DOCUMENTS

School of Nursing Appointment, Promotion, and Tenure Procedure Manual
 School of Nursing Policy 60-01.10, Appendix A, Policy/Procedure
 School of Nursing Timeline—Appointment, Promotion, Tenure Review
 OHSU Policy 03-15-020, Faculty Series and Ranks
 OHSU Policy 03-15-025, Faculty Appointments
 OHSU Policy 03-20-001, Promotion and Tenure—Eligibility for Tenure OHSU
 Policy 03-20-020, Promotion and Tenure Committee

10.0 KEY SEARCH WORDS

Appointment, Tenure, Promotion, Faculty, rank, School of Nursing, procedures

11.0 REVISION HISTORY

07/01/2008	1.0	New policy and procedures approved
06/08/2012	2.0	Procedures extracted from Policy, reviewed as separate document
6/19/2013	3.0	Tenure and multi-year contract procedures added.
9/16/2014	4.0	Language from multiple documents aligned with procedures
5/1/2017	5.0	Updated to align with new OHSU policy on Faculty Series and Ranks

Policy Contact: School of Nursing, 503-494-7444

Supersedes: N/A

SIGNATURE PAGE:

Official signed copies are stored in the OHSU School of Nursing Office of Academic Affairs



Date: 5/1/17

Joanne Noone, Chair of Faculty Affairs
 School of Nursing



10/11/17

Date:

Susan Bakewell-Sachs, Dean
 School of Nursing