

# OREGON INSTITUTE OF TECHNOLOGY

## Academic Rank and Promotion for Instructional Faculty

OIT-20-040

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This policy outlines eligibility requirements and criteria for promotion. For each succeeding academic rank, expectations of performance and leadership are higher. Faculty at the instructor level, for instance, are expected to have effective teaching skills and current knowledge of the discipline, but they cannot be expected to make a strong administrative contribution. Faculty with the rank of full professor, on the other hand, are expected to be excellent teachers, and show evidence of continuing professional development. Appointments to intermediate ranks will be judged on the basis of a candidate's progress along these lines of development. The promotion process will take place during spring term.

Following four full years in their current rank, faculty will be eligible to apply for promotion in spring of the fifth year. Under no circumstances should promotion be considered automatic after four years in current rank.

The provost shall inform all new faculty, at the time of initial appointment, that they may negotiate credit toward time in rank. Credit granted toward time in rank may be awarded only with mutual endorsement of both the provost and department chair.

Sabbatical leave enhances the faculty member's expertise and value to the college; therefore, time spent on sabbatical leave will be credited toward time in rank to satisfy eligibility requirements for promotion.

Promotion decisions will be based on the faculty member's portfolio, outlining and providing context for the achievements within the five most recent years. Candidates must satisfy all promotion criteria. However, an equal emphasis across criteria is not required. In preparing their portfolios, candidates shall refer to the Portfolio Guidelines for Promotion, Tenure, and Post-Tenure Review.

Those qualifying for promotions who were hired prior to 1982 and whose educational degree is the baccalaureate degree may not be promoted to the rank of professor until they meet all eligibility requirements.

### Instructor to Assistant Professor

#### Eligibility Requirements:

Four full years in current rank including credit awarded at the time of hire, master's degree, six years appropriate professional experience, and/or postgraduate work beyond the master's degree.

However, instructors who complete the master's before serving four full years in rank will be eligible to apply for promotion the following April if they meet all other criteria.

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Criteria for Promotion:

Demonstrate competency in teaching in all of the following ways:

- Select and organize course content which reflects current knowledge, skill, and methodology
- Foster student learning in an environment that promotes student mastery of course objectives
- Assess and evaluate student achievement effectively
- Participate in professional development related to teaching and learning

Demonstrate service by contributing to departmental objectives and by participating in activities outside the department as in Faculty Senate, active committee work, and professionally-related public service.

Show promise of continuing professional development, scholarship, and creativity. Professional development may be evidenced in a broad variety of activities. This may include, but is not limited to, consulting work and participation in professional organizations at the state, regional, or national/international level.

### Assistant Professor to Associate Professor

Eligibility Requirements:

Four full years in current rank including credit awarded at the time of hire, master's degree, eight years appropriate professional experience, and/or postgraduate work beyond the master's degree. Indefinite tenure is required for promotion to associate professor.

Criteria for Promotion:

Demonstrate excellence in teaching in all of the following ways:

- Foster student learning in an environment that promotes student mastery of course objectives
- Assume initiative in carrying out departmental objectives
- Contribute to the design and improvement of departmental courses and curricula
- Participate in professional development related to teaching and learning

Demonstrate service by contributing to departmental objectives and by participating in campus activities outside the department as in Faculty Senate or active committee work.

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Engage in professionally-related public service and/or mentor less experienced faculty whenever possible.

Show evidence of continuing professional development, scholarship and creativity. Professional development may be evidenced in a broad variety of activities. This may include, but is not limited to, continuing coursework, or professional certification, consulting work, publication, applied research, and/ or by contributing to state, regional, or national/international professional organizations.

### Associate Professor to Professor

#### Eligibility Requirements:

Four full years in current rank including credit awarded at the time of hire, master's degree, twelve years experience, which will include a minimum of six years full-time, college-level teaching in addition to appropriate professional experience, teaching and/or postgraduate work beyond the master's degree. Indefinite tenure is required for promotion to professor.

#### Criteria for Promotion:

The rank of Professor is the highest rank attainable in the academic profession. Appointment or promotion to this rank therefore requires evidence of exceptional distinction by a combination of leadership, accomplishment, and service in the scholarly, educational, and intellectual life of the Institute or wider academic community. In itself a long period of service does not justify promotion to the rank of full Professor.

Promotion to Professor recognizes that the candidate has demonstrated a history of distinction in leadership or scholarship, which goes substantially beyond what was expected for promotion to associate professor and has a positive impact on the academic community beyond the faculty member's own department. This may occur through leadership in shared governance or other university-wide activities, through other forms of leadership, or through distinction in scholarship.

OIT is an institution that practices shared governance, which requires that leadership qualities are fostered and rewarded among the faculty. Faculty ensure institutional success by participating in and leading decision-making processes that have far-reaching effects. Leadership requires commitment, integrity, accountability and initiative, as well as an ability to collaborate, build consensus, apply sound judgment and take responsibility for decisions. Leadership qualities may be evidenced in a broad variety of activities, including in the governance of the department, campus or university, in program development, in other university-wide activities, or in the candidate's discipline.

Distinction in scholarship furthers the mission of OIT by bringing opportunities to our students, partnerships with external industries and agencies, and recognition of OIT in the broader

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academic community. Scholarship may take many forms in different disciplines, with many measures of success, but distinction in scholarship should include several forms over a sustained period. These forms may include involvement of OIT students in projects or research, external conference presentations, peer-reviewed publications, external funding, patents, or research partnerships with industries and agencies. This is not intended to be an exhaustive listing; candidates should document all activities they deem relevant. Applicants are responsible for establishing the significance and scholarly nature of all activities.

In addition, all candidates for promotion to full professor are expected to satisfy the following criteria. Demonstrate continued excellence in teaching in all of the following ways:

- Foster student learning in an environment that promotes student mastery of course objectives
- Assume initiative in instructional improvement and curricular development in the department
- Contribute to the design and improvement of departmental courses and curricula
- Participate in professional development related to teaching and learning

Continue to actively contribute in service to the department, campus, or university and participate actively in university committee activities. Engage in professionally-related public service and mentor less experienced faculty whenever possible.

Show evidence of continuing professional development, scholarship and creativity. Professional development may be evidenced in a broad variety of activities. This may include, but is not limited to, continuing coursework, or professional certification, consulting work, publication, applied research, and/ or by contributing to state, regional, or national/international professional organizations.

Salary Increase for Promotion in Rank: Either 10% or to the discipline floor for the new rank, whichever is greater. Total raises resulting from post-tenure review and promotion procedures for associate professors in any 5-year period shall not exceed the greater of 10% or the discipline specific salary floor of full professors.

### Promotion Committees: Definitions and Membership

#### 1. Promotion Review Committee

Each department shall form a Promotion Review Committee to consider faculty promotions.

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- a. By the end of the eighth week of winter term, the department chair shall appoint a five-member Promotion Review Committee. For the sake of consistency in tenure and promotion decisions, members of the departmental Tenure Review Committee will also serve on the Promotion Review Committee, if eligible. Faculty ineligible to serve on the Promotion Review Committee include the department chair, members of the Promotion Advisory Committee, non-tenured faculty, and faculty being considered for promotion. However, full-time, senior faculty who have relinquished tenure prior to retirement are eligible.
- b. If one or more members of the Tenure Review Committee are not eligible to serve on the Promotion Review Committee, all full-time department members, including department chair, tenured/non-tenured faculty, and candidates for tenure/promotion will elect alternate Promotion Review Committee members from eligible faculty inside or outside the department. Preference first should be given to members of other departments in which the candidate holds a split appointment and then to faculty most likely to be knowledgeable about the candidate. Whenever possible, at least one member of the Promotion Review Committee should be from the same campus/location as the candidate, even if that committee member is not from the candidate's own department.
- c. Exceptions to the committee membership rules may be requested of the college dean by submission of letters from both the candidate and department chair.
- d. The department chair shall designate a member of the Promotion Review Committee to convene its first meeting. The Promotion Review Committee will select a chair from within its membership. Each committee member shall sign the statement of ethics document.
- e. If the department chair has applied for promotion and met the eligibility requirements and criteria, the college dean will serve in place of the department chair and the provost in place of the college dean in the review process.

### 2. College Promotion Committee

Each college shall have a committee to recommend faculty promotions.

- a. The college dean shall schedule a meeting of the College Promotion Committee by the end of the fifth week of spring term to consider departmental recommendations for promotion and all appeals. The committee will consist of a non-voting moderator, department chairs, and Promotion Review Committee chairs. The moderator will be a tenured faculty member who is appointed by the college dean. Each department shall have at least two representatives on the College Promotion Committee.

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- b. The moderator will convene the committee, providing all documentation on recommendations and appeals. Each committee member shall sign the statement of ethics document.
- c. A department chair being considered for promotion will be replaced by a full professor or ranking faculty member to be selected by the college dean from the appropriate Promotion Review Committee.

### **3. Promotion Advisory Committee**

The university shall have a committee to recommend faculty promotions.

- a. The Promotion Advisory Committee is a peer group of instructional faculty whose purpose is to provide university-wide perspective in the promotion process for instructional faculty. In selecting members, the diverse interests of faculty, including geographical location, should be considered for committee constitution. This committee shall be a standing committee consisting of three full professors from the instructional faculty appointed by the OIT president, four full professors from the instructional faculty appointed by the president of the Faculty Senate, and the affirmative action officer, ex-officio. The OIT president shall appoint a chair from the seven members. The chair shall have served on the committee for at least two prior years and will serve a one-year term, which may be renewed.
- b. Appointments to the Promotion Advisory Committee will normally be for a term of three years. However, shorter terms of appointment may be made as there shall be no more than three new members of this committee in any given year. Any member or prior member may be re-appointed.
- c. If a member of the Promotion Advisory Committee is unable to serve for a portion of his/her term, the chair of the Promotion Advisory Committee will request that an alternate be appointed; the original appointing officer (Faculty Senate president or OIT president) will appoint the alternate.

### **Procedure for Academic Rank Promotion for Instructional Faculty**

All parties shall abide by the following timeline. However, the provost may modify the timeline if he/she determines a reasonable need to do so.

1. By the end of the first week of fall term, the provost shall inform department chairs of faculty eligible for promotion based on time in rank. By the end of the second week of fall term, each department chair shall inform faculty in writing when they have met minimum eligibility requirements for promotion. The faculty member shall apply for promotion by submitting a portfolio to the Promotion Review Committee.

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2. Each applicant will submit a portfolio to the Promotion Review Committee by the end of the first week of spring term. The committee will verify eligibility as well as evaluate performance in terms of the criteria outlined above. The committee will submit a written decision to the department chair by the end of the third week of spring term, listing specific activities where the applicant has met or exceeded the promotion criteria and/or identifying specific areas where the applicant has not met the criteria. The content of the Promotion Review Committee's deliberations are confidential and shall not be divulged by its members. The committee may solicit other information to confirm documentation in the applicant's portfolio; however, no anonymous input may be solicited or accepted, nor can sources be kept confidential.
3. The department chair will attach a letter of support/non-support to the committee decision and forward both to the college dean by the end of the fourth week of spring term. The chair will notify applicants, in writing, of the committee's decision by Wednesday of the fourth week.
  - a. Applicants may appeal a negative decision by the Promotion Review Committee to the College Promotion Committee only after the applicant first meets with the department chair and chair of the Promotion Review Committee. In the case of disagreement, the applicant shall initiate the appeal process by submitting a letter of rebuttal to the college dean by the end of the fourth week of spring term. Upon request, the moderator of the college committee shall provide each applicant an opportunity to address the College Promotion Committee to present a case for promotion.
  - b. The College Promotion Committee will consider all evidence and determine whether there is just cause to further consider the applicant's request for promotion. The College Promotion Committee's decision is final. If the College Promotion Committee decides not to review the application further or the applicant chooses not to appeal the Promotion Review Committee's negative decision, the promotion process is ended and the college dean shall place copies of the documentation forwarded by the Promotion Review Committee and department chair in the applicant's provost file.
4. Each department chair will summarize the key points of the recommendation to the College Promotion Committee for each applicant advanced by the Promotion Review Committee. The College Promotion Committee will make promotion decisions based on the criteria outlined above. No secret ballots will be allowed. The content of the College Promotion Committee's deliberations are confidential and shall not be divulged by its members.
  - a. The moderator of the College Promotion Review Committee will submit a separate report to the Promotion Advisory Committee and the college dean, summarizing the College Promotion Committee's decision for each applicant, including all documentation from Promotion Review Committees and department chairs, by the end of the sixth week of spring term. The secretary for the Promotion Advisory Committee shall place a copy of these documents in the applicant's provost file and organize applications for promotion

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for the Promotion Advisory Committee's consideration. Applicants who receive a negative decision from the College Promotion Committee are not forwarded to the Promotion Advisory Committee, thus ending the promotion process.

- b. The college dean will notify all applicants of the College Promotion Committee's recommendation by Wednesday of the seventh week.
5. The Promotion Advisory Committee will review all applications for promotion advanced from the College Promotion Committee and submit a list of its recommendations to the provost along with all documentation and the selection criteria used by the end of the tenth week of spring term. No secret ballots will be allowed. The content of the Promotion Advisory Committee's deliberations are confidential and shall not be divulged by its members. The committee may solicit other information to confirm documentation in the applicant's portfolio; however, no anonymous input may be solicited or accepted, nor can sources be kept confidential.

The college deans will review all applications for promotion advanced from the College Promotion Committee and submit a report of recommendations to the provost along with all documentation and the selection criteria used by the end of the tenth week of spring term. The deans' report may, at their option, be submitted jointly by both deans or individually by each dean. The deans may solicit other information to confirm documentation in the applicant's portfolio; however, no anonymous input may be solicited or accepted, nor can sources be kept confidential.

6. The provost, the college deans, and the chair of the Promotion Advisory Committee shall meet to discuss the committee's and the deans' recommendations. The provost, in consultation with the president, will make the final promotion decisions and communicate those decisions to the Promotion Advisory Committee. A copy of the provost's decision letter and the Promotion Advisory Committee's recommendation shall be placed in the applicant's provost file.

Applicants considered for promotion will receive written notification of the provost's decision by the end of spring term. In the case of a negative decision, the provost will provide a brief letter of explanation outlining the reasons for the decision. The applicant shall have the opportunity to meet with the provost to discuss the reasons for the negative promotion decision in more detail.

### Faculty Rights

1. Grievance procedures mandated by OARs 580-021-0050 and 580-021-0055 are located in the Policy and Procedures portion of the Human Resources section of the OIT website.
2. Faculty may access and respond to the documentation of the promotion decision archived in their provost file as delineated by the Faculty Records Policy: OIT-22-010.

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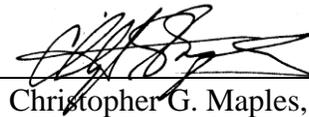
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Recommended by:

Faculty Senate – April 7, 2009; Revised April 6, 2010; Revised Dec. 7, 2010; Revised Feb. 7, 2012;  
Revised June 3, 2014; Revised May 5, 2015.

President’s Council – May 19, 2009; Amended April 14, 2010; Amended April 5, 2011;  
Amended June 10, 2014; Amended May 20, 2015; Amended June 9, 2015

Approved: \_\_\_\_\_

  
Christopher G. Maples, President

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