

*The University of Oklahoma*  
*Health Sciences Center*

Office of the Senior Vice President and Provost

September 29, 2023

MEMORANDUM

TO: HSC Deans and Department Chairs

FROM: Gary E. Raskob, Ph.D.  
Senior Vice President and Provost

SUBJECT: Procedures for Tenure Consideration

Please follow this schedule for submitting promotion recommendations. Follow the procedures in **Section 3.8.5** of the [OUHSC Faculty Handbook](#) for all tenure considerations.

**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 are able to 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 (marty-walton@ouhsc.edu) for placement on the secure website accessible by Campus Tenure Committee members only.

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

**"Early consideration" for tenure (Part III of the Cover sheet for Tenure and Promotion Documents) - A written request must be submitted the Senior Vice President and Provost prior to the submission for tenure review. Early consideration for tenure is not to be an expected reward for outstanding performance. There should be other "compelling reasons" for any exception to the normal probationary period, and any unit considering such a recommendation should confer with the Dean prior to proceeding with the tenure consideration. Early tenure cannot be initiated without prior written approval of the Senior Vice President and Provost.**

At times, the small number of tenured members of an academic unit (fewer than five) prevents appropriate academic unit tenure review. In such instances, the dean of the college shall refer to Section 3.8.5(f) in the [OUHSC Faculty Handbook](#).

Faculty Members who vote at another level should vote to "Abstain," not "Defer." Use "Defer" when voting to defer tenure consideration of a candidate for a specified period of time. Campus Tenure Committee members may vote at only one stage in the process – either at their academic level or at the Campus Tenure Committee level; when the member's academic unit needs the member to vote at the academic level to meet the minimum five tenured faculty requirement, the Campus Tenure Committee member shall vote at the academic level and recuse from voting at the Campus Tenure Committee level. (Refer to Section 3.8.5(k) in the [OUHSC Faculty Handbook](#).)

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

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#### TENURE SCHEDULE

<u>Academic Unit:</u>	<b>Deadline Set By College Dean.</b> The <b>Academic Unit</b> must forward the appropriate number of hard copies of each candidate's tenure file to the Dean according to procedures and deadline determined by the Dean.
<u>Dean:</u>	<b>By December 13, 2023,</b> the <b>Dean</b> forwards <b>one (1)</b> copy of the electronic dossier of each candidate's tenure file to the Provost's Office. 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>	<b>By January 22, 2024,</b> the <b>Campus Tenure Committee</b> forwards <b>one (1)</b> 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 Dean of the Committee's recommendation.
<u>Provost:</u>	<b>By March 6, 2024,</b> the <b>Senior Vice President and Provost</b> forwards to the President his recommendation and one hard copy of the tenure file. The Senior Vice President and Provost notifies the candidate, the Campus Tenure Committee, the Dean, and the candidate's chair of the his 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 outlined below must be in the electronic dossier, as appropriate. See Senior Vice President and Provost's website at <https://provost.ouhsc.edu/Policies-and-Procedures/Promotion-and-Tenure#556822483-promotion-and-tenure-forms>.

- a) The **cover sheet** must 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 recommendations made.
- In instances where a candidate is being considered for both promotion and tenure, please remember that the same supporting file is to 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 applicable, complete the Additional Information section.

Early tenure cannot be initiated without prior written approval of the Senior Vice President and Provost. Please read **Section 3.8.3(e)** 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 member will be eligible for tenure.

- b) The **second page** of the tenure file is the recommendation of the Dean (with supporting reasons). A signed letter can be submitted instead of the form, if preferred.
- c) The **third page** of the tenure file is the recommendation of the Chair (with supporting reasons). A signed letter can be submitted instead of the form, if preferred. Note: The campus has embraced the concept of Team Science. If individuals are active, successful participants in Team Science, this should be explicitly delineated in the Department Chair's letter of support and in the dossier of the applicant.
- d) The **fourth page** of the tenure file is the vote of the tenured faculty of the academic unit.
- 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, per the Tenure Schedule on page 2.

## FORWARDING DOSSIER:

The Dean's Office forwards **one (1) electronic copy** of the dossier to the Provost's Office via email to [Marty-Walton@ouhsc.edu](mailto:Marty-Walton@ouhsc.edu) by December 13, 2023.

## DATA AND INFORMATION CONCERNING THE CANDIDATE

Information must be provided in the following sequence and bookmarked in the PDF document by section:

- (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 professional publications by author in sequence. Manuscripts in press or submitted for publication and abstracts must be listed separately.
- (b) **Letters of evaluation of academic performance** in teaching, research and creative/scholarly activity, and professional and University service and public outreach should be solicited by the chair after consulting with the candidate. Where relevant, letters of evaluation should in particular address the candidate's role in interdisciplinary/team-based research. There should be three (3) letters of evaluation from individuals outside the University of Oklahoma who are considered established authorities in the discipline and 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 may also be up to three (3) local (internal) letters to document an assessment of an individual's contributions to and accomplishments in activities such as teaching, team-based research, interdisciplinary educational or research projects, and University and/or clinical service. Letters of evaluation and/or recommendation that are solicited in confidence or sent with the noted expectation of confidentiality shall be deemed confidential and unavailable to the employee unless otherwise ordered by a court of law. For purposes of letters of evaluation, letters from individuals employed at OU Health are considered "local" or "internal."
- (c) **Teaching:** Documentation of teaching accomplishments should reflect the candidate's contribution, quality, innovation, and impact of teaching. This might include summary documentation of teaching evaluations by students; notation of teaching awards; and description of teaching responsibilities, materials, and techniques that are unique and demonstrate innovative approaches or outstanding quality in undergraduate, graduate, or professional instruction (e.g., integration of multimedia into courses, development of online content and course materials, computer software development, creation of innovative laboratory exercises, simulation techniques, and interdisciplinary education). *(There is no need to forward actual publications or copies.)*
- (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 chairing or organizing symposia or editing books or journals in the professional or inter-professional discipline; publishing books, book chapters, policy briefs, and articles in peer-reviewed journals; publishing abstracts; participating as a presenter in national/international symposia, conferences, and professional meetings; the ability to acquire extramural grant or contract funds, as a principal investigator or as a multiple-principal investigator on interdisciplinary and team-based research extramural grants or contracts funded through peer review mechanisms; and entrepreneurial activity including patents, copyrights, and trademarks. *(There is no need to forward actual publications or copies.)*
- (e) **Service:** Documentation of professional and University service and public outreach, which may include clinical service contributions, should reflect the level and quality of the candidate's professional, inter-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 and administrative leadership as evidenced by serving as head of a division, department, specific clinic service, research center, or core facility; evidence of acquisition, introduction, or development of new health care techniques, procedures, or clinical or professional practice approaches; development and evaluation of community health-related outreach programs; improvement in clinical, administrative unit, center or facility management; documentation of increased referrals or professional service contracts; demonstrable improvement (quality, utilization, access) in delivery of health care or other professional services; and related published manuscripts and abstracts, including those of clinical case studies, monographs, reviews, reports to administrative agencies, and book chapters.