

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 Promotion Consideration

Please follow this schedule for submitting promotion recommendations. Follow the procedures in [Section 3.9.2](#) of the [OUHSC Faculty Handbook](#) for promotion recommendations.

- 1) Promotion recommendations are to be forwarded to the Provost's Office electronically to Marty-Walton@ouhsc.edu. The Dean's Office faculty affairs staff are able to assist the departments with preparing the electronic dossier.
 - 2) A faculty member cannot be promoted from a limited term appointment to a regular appointment unless the limited term appointment was the result of **a competitive search and the appropriate information is on file in the Institutional Equity Office.**
 - 3) Promotion recommendations for volunteer faculty members are to be processed according to the promotion schedule. The promotion file for volunteer faculty member must contain the curriculum vita, a memorandum of justification from the Chair, and a recommendation from the Dean.
 - 4) **PLEASE NOTE:** See "Data and Information Concerning the Candidate" item (b) regarding change(s) to internal letters.
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The following schedule for submitting promotion 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.

PROMOTION SCHEDULE

Academic Unit: **Deadline set by College Dean.** The **Academic Unit** must forward copies of each promotion file to the Dean's Office according to procedures and deadline determined by the Dean.

Dean: **By January 22, 2024,** the **Dean** or Dean's delegate forwards **one (1) copy of the electronic dossier** of each promotion file and recommendation to the Senior Vice President and Provost. The Dean or Dean's delegate also forwards the [Summary Chart](#) to the Provost's Office. The Dean notifies the candidate and the candidate's chair of the Dean's recommendation.

Provost: **By March 11, 2024,** the **Senior Vice President and Provost** forwards recommendations to the President and notifies the candidate, candidate's chair, and Dean of the Provost's recommendation.

INSTRUCTIONS: COVER FORMS FOR PROMOTION DOCUMENTS

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

The forms attached to this memo must be in the electronic dossier, as appropriate.

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

All fields that are relative to the promotion must be completely filled.

Part I: Pay special attention to Part I. **Indicate what type of appointment is currently held and the initial primary appointment date.**

If the proposed title is unmodified and the current title is modified or reflects a limited term appointment (i.e., Instructor, Associate, Lecturer, Assistant), there **MUST HAVE BEEN** an affirmative action review and the affirmative action summary **MUST** be on file in the Institutional Equity Office. In these instances, it is expected that you will call the Institutional Equity Office (405-271-2110) and confirm that the review did take place. Original appointment is in the Official Offer of Faculty Appointment.

PART III: Before forwarding a promotion file with cover sheet, the appropriate blanks up to the level of Dean must be completed. If there is not a department or college committee, leave entry blank. If department faculty do not vote on promotion, leave entry blank.

If applicable, complete the Additional Information section.

- b) The **second page** of the promotion 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 promotion file is the recommendation of the Chair (with supporting reasons). A signed letter can be submitted instead of the form, if preferred.

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 by January 22, 2024.

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 vitae**, 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 will 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 promotion. 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/Research/Service:** Examples of documentation of teaching, research and creative/scholarly activity, and professional and University service and public outreach accomplishments are noted in **Section 3.8.5(d) (3)(4)(5)** of the OUHSC Faculty Handbook.