

The University of Oklahoma
Health Sciences Center
Office of the Senior Vice President and Provost

September 22, 2025

MEMORANDUM

TO: OUHC 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) Forward promotion dossiers to the Office of the Senior Vice President and Provost's Office electronically to Marty- Walton@ouhsc.edu. The faculty affairs staff in each dean's office are able to assist 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 or a search waiver has been granted by the Institutional Equity Office (IEO).**
- 3) Process promotion recommendations for volunteer faculty members according to the promotion schedule. The promotion file for volunteer faculty must contain the curriculum vita, a memorandum of justification from the Chair, and a recommendation from the Dean.

The following schedule for submitting promotion recommendations allows sufficient time for the appropriate entities to make evaluations and recommendations prior to the Board of Regents' action in March 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 December 3, 2025,** the **Dean** forwards **one (1) copy of the electronic dossier** of each promotion file and recommendation to the Senior Vice President and Provost's office. The Dean notifies the candidate and the candidate's chair in writing of the Dean's recommendation.

Provost: **By January 9, 2026,** the **Senior Vice President and Provost** forwards recommendations to the President and notifies the candidate, candidate's chair, and Dean in writing of the Senior Vice President and Provost's recommendation.

INSTRUCTIONS: COVER FORMS FOR PROMOTION DOCUMENTS

There is a single cover form for tenure and promotion. Separate forms (one for tenure and one for promotion) are not required.

The forms attached to this memo must be in the electronic dossier, as appropriate. Do **not** include a table contents. Use bookmarking to identify sections as instructed below.

- 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. In instances where a candidate is being considered for both promotion and tenure, the same supporting file is to be used for both the tenure and promotion considerations. Bookmarked as: Promotion cover sheet (or Tenure and Promotion cover sheet if submitting for both)

All fields that are relevant 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 (405-325-3546) and confirm that the review did take place. Original appointment is in the Official Offer of Faculty Appointment.

PART III: Before forwarding a promotion dossier with cover sheet, the appropriate recommendation fields up to the level of Dean must be completed. As noted in **Section 3.9.2(d)** of the OUHSC Faculty Handbook a vote must take place of either:

- **Department faculty of equal or higher rank.** Complete Department Faculty recommendation line based on vote results. Mark College Committee and Ad Hoc Committee as N/A.
- *Or if not available due to low number of faculty –*
- **College faculty of equal or higher rank (must include all eligible department faculty).** Complete College Committee recommendation line based on vote results. Mark Department Faculty as unavailable and Ad Hoc Committee as N/A.
- *Or if not available due to low number of faculty –*
- **An Ad Hoc promotion review committee of equal or higher rank University faculty from within or outside of the college (must include all eligible department and college faculty).** Complete Ad Hoc Committee recommendation line based on vote results. Mark Department Faculty and College Committee as unavailable.

Recommendations Chart Guide:

Grant – Vote to approve the faculty member for promotion. This is a recommendation that the candidate has met all the necessary criteria.

Deny – Vote to disapprove the faculty member for promotion. This is a recommendation that the candidate has not met the necessary criteria.

Abstain – Choose to recuse from the decision-making. This may be due to a conflict of interest, a lack of information, voting at another level (refer to Section 3.8.5(k) in the OUHSC Faculty Handbook), or other reasons.

Defer – A vote to postpone the decision on the candidate for this cycle.

Unavailable – The voting member is unable to participate in the vote due to an absence or other circumstance. This selection is not a vote but an acknowledgement of the member's inability to participate. Additionally, this selection would be used as outlined in Part III for department or college committee votes.

N/A – Not applicable. This option is used as outlined in Part III or if a candidate is serving in the administrative role for that recommendation level (i.e., Department Chair or Dean).

If applicable, complete the Additional Information section. Note: Deferral requests must be submitted to and approved by the Senior Vice President and Provost prior to the dossier submission.

- 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. Bookmarked as: Dean Recommendation (or Secondary/Joint Dean Recommendation if submitting for a secondary or joint appointment).

- 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. Bookmarked as: Department Chair Recommendation (or Secondary/Joint Department Chair Recommendation if submitting for a secondary or joint appointment).

FORWARDING DOSSIER:

The Dean's Office forwards **one (1) electronic copy** of the dossier to the Senior Vice President Provost's Office via email to Marty-Walton@ouhsc.edu by December 3, 2025.

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. Bookmarked as: CV.
- 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." Bookmarked by letter as: External Letter – Last Name of Individual (i.e. External Letter – Smith).
- 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. Bookmarked by section as: Narrative – Teaching, Narrative – Research, Narrative – Service.