

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 Tenure Consideration

Please follow this schedule for submitting tenure 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 faculty affairs staff in each dean's office are able to assist departments with preparing an electronic dossier for each of the tenure candidates.
- 3) Submit the electronic dossier for each tenure candidate via e-mail to the Office of the Senior Vice President and Provost (marty-walton@ouhsc.edu).

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 for early consideration must be submitted to and approved by 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 must be other compelling reasons for any exception to the normal probationary period, and any unit considering such a recommendation must confer with the dean. Early tenure consideration 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](#).

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 abstain at the Campus Tenure Committee level. (Refer to Section 3.8.5(k) in the [OUHSC Faculty Handbook](#).) These faculty members should vote to "Abstain," not "Defer." "Defer" is used when voting to defer tenure consideration of a candidate for a specified period of time.

The following schedule for submitting tenure 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.

TENURE SCHEDULE

Academic Unit: **Deadline Set By College Dean.** The **Academic Unit** 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.

Dean: **By November 3, 2025,** the **Dean** forwards **one (1)** copy of the electronic dossier of each candidate's tenure file to the Provost's Office. The dossier must contain the dean's recommendation. The Dean notifies the candidate and the candidate's chair in writing of his/her recommendation.

Campus Tenure Committee: **By December 8, 2025,** the **Campus Tenure Committee** forwards **one (1)** copy of the Committee's recommendation for each candidate to the Provost's Office. The Committee Chair notifies in writing the candidate, the candidate's chair, and the candidate's Dean of the Committee's recommendation.

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

INSTRUCTIONS: COVER FORMS FOR TENURE 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 outlined below must be in the electronic dossier, as appropriate. Do **not** include a table contents. Use bookmarking to identify sections as instructed below. 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, the same supporting file is to be used for both the tenure and promotion considerations. Bookmarked as: Tenure cover sheet (or Tenure and Promotion cover sheet if submitting for both)

All fields that are relevant to the tenure being granted must be completely filled.

PART III: Before forwarding a tenure 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 by 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 tenure 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 tenure. This is a recommendation that the candidate has met all the necessary criteria.

Deny – Vote to disapprove the faculty member for tenure. 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.

Early tenure cannot be initiated without prior written approval of the Senior Vice President and Provost. See **Section 3.8.3(e)** in the OUHSC Faculty Handbook. 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. Bookmarked as: Dean Recommendation (or Secondary/Joint Dean Recommendation if submitting for a secondary or joint appointment).
- 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 applicant's dossier. Bookmarked as: Department Chair Recommendation (or Secondary/Joint Department Chair Recommendation if submitting for a secondary or joint appointment).
- d) The **fourth page** of the tenure file is the vote of the tenured faculty of the academic unit. Bookmarked as: Academic Unit Recommendation.
- 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. Please ensure the dossier is submitted as an editable PDF to allow for this addition.*

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 by November 3rd, 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 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. 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 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." Bookmarked by letter as: External Letter – Last Name of Individual (i.e. External Letter – Smith).
- (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.)* Bookmarked by section as: Narrative – Teaching.
- (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.)* Bookmarked by section as: Narrative – Research.
- (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. Bookmarked by section as: Narrative – Service.