

The University of Oklahoma
Health Sciences Center

Office of the Senior Vice President and Provost

November 1, 2020

MEMORANDUM

TO: HSC Deans and Department Chairs

FROM: Jason R. Sanders, MD, MBA
Senior Vice President and Provost

SUBJECT: Procedures for Promotion Consideration

The following schedule should be followed for submitting promotion recommendations. Procedures in [Section 3.9.2](#) of the [OUHSC Faculty Handbook](#) should be followed for promotion recommendations.

- 1) Promotion recommendations can now be forwarded to the Provost's Office both electronically and by hard copy. The Dean's Office faculty affairs staff can 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 included **a competitive search and the appropriate information is on file in the Office of Equal Opportunity.**
- 3) Promotion recommendations for volunteer faculty members should be processed according to the promotion schedule. The promotion file for the volunteer faculty member should 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.

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 determined by the Dean.

Dean: **By January 25, 2021**, the **Dean** forwards **one (1) copy of the electronic dossier and one (1) hard copy** of each promotion file and recommendation to the Provost. The Dean 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 12, 2021**, the **Provost** forwards recommendations to the President and notifies candidate, candidate's chair, and the 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 should be in the file, as appropriate.

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

It is required that all fields be completely filled that are relative to the promotion.

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 Office of Equal Opportunity. In these instances, it would be appropriate to call the Office of Equal Opportunity (325-3546) and confirm that the review did take place. Original appointment is in the Official Offer of Faculty Appointment.

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

- b) The **second page** of the promotion file is the recommendation of the Dean (with supporting reasons).
- c) The **third page** of the promotion file is the recommendation of the Chair (with supporting reasons).

FORWARDING DOSSIER:

The Dean's Office forwards **one (1) electronic copy** and **one (1) hard copy** of the dossier to the Provost's Office.

DATA AND INFORMATION CONCERNING THE CANDIDATE

Information should be provided in the following sequence:

- 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 should 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 expectation of confidentiality shall be deemed confidential and unavailable to the employee unless otherwise ordered by court of law.
- c) **Teaching/Research/Service:** Examples of documentation of teaching, research and creative/scholarly 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.