

## Shared Principles for CPHHS P & T Committees

Approved by CPHHS faculty December 17, 2019

### A. Function and Process of Committees

1. Promotion and tenure (P & T) committees in the college will conduct their reviews of P & T candidates in accordance with the university promotion and tenure guidelines presented in the OSU faculty handbook.
2. Every effort will be made to ensure that there is sufficient disciplinary expertise among members of the school committees to fairly evaluate each candidate.
3. School and college committees will independently evaluate the materials included in the candidate's dossier. Committee members are not charged with "representing" the candidate as advocates.
4. If a committee has any concerns about a dossier's content or presentation or identifies other major issues, the committee chair/co-chairs should notify the appropriate school head (school committee) or associate dean for academic and faculty affairs (college committee).
5. Committee members at all ranks may contribute to the discussion of candidates. The discussion of a candidate's dossier by a committee must occur before a letter is drafted to allow for full discussion of the case.
6. Only those members who are eligible to vote on a candidate may be involved in drafting the committee's letter for that candidate. The final wording of the letter must be reviewed by all voting members before their signatures are obtained.
7. The committee must include at least three voting members for each candidate. Eligibility to vote is as follows:
  - a. For fixed-term candidates being considered for promotion, only faculty members above the current rank of the candidate may vote.
  - b. For tenured candidates being considered for promotion or untenured candidates being considered for both promotion and tenure, only tenured faculty members above the current rank of the candidate may vote.
  - c. For untenured candidates being considered solely for tenure, only tenured faculty members at or above the current rank of the candidate may vote.

### B. Eligibility to Serve and Committee Composition

1. To be eligible to be elected to a P & T committee, tenured associate and full professors must have at least a 0.5 FTE on a 9 or 12-month appointment in the college.
2. To be eligible to be elected to a P & T committee, fixed-term academic faculty must have 1.0 FTE on a 9 or 12-month appointment in the college.
3. Appropriate faculty members of the Cascades campus and Portland Center will be included on the ballot, in addition to those on the Corvallis campus.
4. A faculty member cannot serve on a school P & T committee and the college P & T committee at the same time.
5. College and school administrators (e.g., dean, associate deans, school heads) are not eligible to serve on any P & T committee.
6. Committee members who apply for promotion must vacate their committee seats for the academic year during which they are candidates; if their terms of service on the committee extend beyond the year for which they have vacated their seats, they will

return to fill their seats on the committee the following year. New members will be elected to fill the vacated seats for one year.

7. Committee members who take sabbatical leaves during their terms on the committee will vacate their seats. New members will be elected to fill the seats for the period vacated or the remainder of the terms of service, whichever is shorter.
8. There may not be sufficient numbers of eligible faculty in a program to fill open seats on a school committee (e.g., because they are on the college committee, because there is a limited roster of faculty in a program at the appropriate ranks). In those situations, the seats can be left vacant, unless the open seat(s) pertain to the program of a candidate applying for promotion and/or tenure that year, in which case potential members with appropriate expertise from the other school or, if necessary, outside our college will be identified by the school head and elected by the voting faculty.

### C. Elections and Terms of Service

1. All faculty who are eligible to be elected to a P & T committee will appear on the ballot for that committee.
2. Faculty members with ranks listed in the section “Criteria for Promotions” of the university promotion and tenure guidelines are eligible to vote in elections as described in school and college P & T committee bylaws. See specific guidelines.
3. Elections for the school committees will be conducted in spring term to fill vacancies created by expiring terms or other expected departures for the next academic year. School elections will be held after P & T decisions are made for the current year, so that newly eligible faculty are included in the ballot according to their new status.
4. Elections for the college committee will be conducted early fall term to fill vacancies created by expiring terms or other expected departures for the current academic year.
5. In all elections, the faculty members who receive the most votes within designated categories will fill the committee vacancies, unless that process does not result in the required committee composition, in which case someone who receives fewer votes may fill a vacancy.
6. When vacancies occur outside of the normal election cycle (e.g., due in special cases to serious illness, FMLA leaves) and the work of the committee is not yet completed for the academic year, a special election will be held.
7. Except where otherwise noted, the term of service for all P & T committee seats is three years. Terms will begin on September 16 for school committees, and October 16 for the college committee. The terms of committee members will be staggered.
8. Faculty are eligible to be elected to consecutive terms and are expected to serve if elected consecutively. This principle is particularly important for ensuring program representation in school committees.
9. Once an election is complete, the continuing and incoming members of the committee shall elect the chairperson for the academic year. Co-chairs are allowed.