Evaluation

Evaluation at the University of Oregon takes a variety of forms as you move through various stages of your academic career:

**PROBATIONARY YEARS** (tenure-track appointment with no credit for prior service).

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Review</td>
<td>spring of years 1, 2, 4.</td>
</tr>
<tr>
<td>Contract Renewal</td>
<td>spring of year 3.</td>
</tr>
<tr>
<td>Promotion and Tenure Review</td>
<td>beginning spring of year 5 with a decision by spring of year 6.</td>
</tr>
</tbody>
</table>

**EVALUATION DURING PROBATIONARY YEARS**

*Terms of hire*

The timetable here and throughout this handbook assumes you arrive on campus in the fall as a first-time assistant professor. Your actual status, as agreed upon by you, your department, and the Provost, may differ, but your terms of hire should have made it clear where on this timetable you are when you begin your position. Once appointed, your advances in rank will be awarded according to the established promotion procedures even if not by the normal timetable.

**Getting started - first term on campus**

It is wise, when you first arrive on campus, to **go over your terms of hire** in order to start the year with a clear understanding between you and your department or unit head of just what is expected of you in terms of teaching, progress on research, and general service not only for that first year but also for the time of the
tenure and promotion decision six years ahead.

Working with your department head, **clarify any special conditions or expectations attached to your hire**; be sure you agree on forms of scholarship or performance for advancement, on teaching load, and on amount and form of service expected in early years. **Start your record keeping and familiarize yourself with teaching evaluation procedures.**

**Annual review - spring of years 1, 2, & 4**
Rules established by the Board of the State System of Higher Education call for a performance evaluation every year for every member of the UO faculty. These annual evaluations - of teaching, scholarship, and service - are particularly important to you as an untenured faculty member and consequently are done more thoroughly with probationary than with tenured faculty.

*The annual review allows you to evaluate, on a regular basis, what you are trying to do and how effectively you are getting it done. It provides you with constructive feedback on your goals and accomplishments.*

Annual reviews should be viewed as a constructive tool for both you and your department head. The structure encourages you to establish teaching, research, and service goals at the beginning of a year because you and your department head will assess your accomplishments in each of those areas at the end of each year. Through this structure you have the opportunity annually to touch base with your immediate supervisor, who will ultimately be responsible for presenting your case for tenure and promotion.

**CONTRACT RENEWAL / PRE-TENURE REVIEW -- spring of year 3**

Initial contracts for untenured faculty are usually for three years. Contract renewal, sometimes called pre-tenure review, is your first serious testing point. *The major criterion behind the decision to renew a contract is evidence of satisfactory progress toward establishing a record appropriate for tenure.*

Though it makes no promises, the thorough process of contract renewal at the end of three years provides analysis of progress toward promotion and tenure. This renewal process helps the department and the candidate to identify strengths and weaknesses while there is time to improve the record.

The third-year review develops a written evaluation of all aspects of your career - teaching, research, and service - in greater depth than do the annual reviews. The standards against which you are measured in this review begin to approximate those standards you will need to satisfy in order to be granted tenure and promotion at a later point. Therefore, the written review should spell out concerns in any areas related to tenure; it should be a critical analysis that allows you to know areas in which further improvement will be needed. Ideally it will suggest - or your supervisor will suggest in conference - ways to bring about those improvements.

Though individual departments handle the probationary years somewhat differently, **in no department is renewal automatic**; nor is a three-year contract renewal automatic if renewal is awarded. At this point in time, the university may terminate the contract; or it may, and frequently does, specify a one-year or two-
year renewal rather than a three-year contract.

Your supervisor does you a favor by being frank and thorough at this stage of your career. If there is a clear mismatch between individual and institution, it is better for everyone to acknowledge that sooner rather than later. A much more likely scenario is that reasonable development is occurring and some form of renewal will be granted. That renewal, whether year by year or for a longer period, should be viewed as an opportunity for continued professional development before coming up for tenure. Although it is your department head's responsibility to provide you with the sort of three-year review described herein, if you do not receive one, then it is your responsibility to request one in writing, copying your dean in the process.

**PROMOTION AND TENURE REVIEW**

In addition to the following explanation, you should familiarize yourself with the material on promotion and tenure in the Faculty Handbook, pp. 46-50.

**When will I come up for promotion?** ("normal")

A recommendation for promotion from assistant to associate professor, or from associate to full professor, is viewed as coming at the "normal" time when that recommendation is formally presented during the sixth year in rank in a process that starts in the spring or summer of the fifth year. The assumption is that most recommendations for people who clearly merit promotion will come at that time.

**Is it possible to speed up that timetable?** ("early")

A recommendation for promotion made in the fifth year is exceptional, one in the fourth year really extraordinary, and so on down, with corresponding expectations. The candidate must have established in the shorter time unequivocal evidence, both in published scholarship or its equivalent in the arts, and in teaching, that the quality equals or surpasses that required in sixth?year cases.

Any decision to request "early" consideration should be made only after discussing thoroughly all the scenarios and consequences with your department head, and dean.

With the promotion to full professor, however, years in rank beyond six do not change the expectations of what is required for promotion to full professor; there may be a shift in emphasis between criteria to reflect the many differences individual professional careers entail.

**Can I delay the "normal" schedule for promotion and tenure?** ("stopping the clock")

A faculty member may apply for a leave without pay for either personal or professional reasons. Leaves of one year or less are often approved as long as the absence does not cause real disruption within the program. Normally leaves do not count toward the probationary period; nor do they extend the period of a contract. In some cases the tenure probationary period may be altered in individual cases when there is a specific written agreement between the institution and the faculty member. Be aware also that some promotion and tenure evaluations look at rates of production, so an overall rate which is very slow will in
all likelihood need justification.

The University of Oregon has a liberal policy allowing leaves without pay for child-bearing and other family-related needs. In the case of child-bearing, this leave may stop the clock as long as the request for extension of the tenure probationary period is initiated no later than twelve months after childbirth. The university also acknowledges that pregnancy or childbearing may lessen a faculty member's scholarship for a period of time even when she is continuing to fulfill assigned instructional responsibilities and is not on extended sick leave or leave without pay. In these circumstances the faculty member can enter into a special agreement with the University to extend the probationary period for one year.

However, any request for leave without pay that is combined with a request to suspend the tenure clock shall in no case lead to a suspension exceeding twelve months. Leaves to stop the clock in the last year before consideration for tenure are not usually granted.

**TIMETABLE FOR PROMOTION AND TENURE**

**In the spring and summer of year 5:**
Your department or unit head puts together your dossier, collecting teaching data, requesting letters of reference after consulting you about appropriate referees outside the university, and gathering an updated vita, a candidate's statement, and copies of scholarly works from you in the process.

**By October of year 6:**
The deans notify the Office of Academic Affairs of those being considered for promotion and tenure.

**By November of year 6:**
In CAS, after reviewing the completed dossier, a selected or appointed departmental committee, or the full tenured faculty, votes by ballot on the case and makes a recommendation to the department head. If your own department is too small to provide a sufficient number of appropriate committee members, other UO faculty members who have areas of expertise that render them qualified to make evaluations of your dossier and contributions may sit at this level. The department head then composes a letter of analysis, makes his or her independent recommendation, and forwards the case to the dean by November 1.

In other schools and colleges, an advisory or a personnel committee, usually elected, of tenured representatives of the school or college evaluates the file, votes, writes an analysis, and forwards the case to the dean. The dean reviews the case and writes an analysis. There is a meeting between the candidate and the dean or associate dean, if so designated. The dean forwards the case and a recommendation to the Office of Academic Affairs by the end of November.

**By February of year 6:**
In CAS the Dean's Advisory Committee, (made up of elected CAS faculty), and then the dean reviews and evaluates the dossier. The dean, on his or her own volition or in response to requests from the Dean's Advisory Committee, may seek additional information and request additional references from sources either inside or outside the institution. The dean or designated associate dean meets with the candidate to inform the candidate of the recommendation to be forwarded. The dossier and the dean's recommendation are then submitted to the Office of Academic Affairs.
During late winter term and spring term:
The Vice Provost for Academic Affairs reviews the file for completeness and general presentation, and may request additional information from the dean. The dossier then goes to the Faculty Personnel Committee.

The Faculty Personnel Committee, made up of ten elected faculty members from the various colleges and schools in the university as well as two advisory students nominated by the ASUO, reviews the dossier, may request additional information, discusses the merits of the case, votes, writes an explanation of the decision, and forwards the case to the Vice Provost for Academic Affairs.

Currently, the Provost and a committee, consisting of the Vice Provost for Academic Affairs, and the Vice Provost for Research and Graduate Education, reviews the recommendations and discusses the merits of the case. Again, additional information may be requested before a final decision is made.

Taking into advisement the dossier and the recommendations at the various levels, the Provost then makes the final decision. The authority for awarding tenure is delegated to the Provost, whose decision can be yes or no regardless of all the earlier advice and recommendations. If there is a question about the strength of the case, the decision will be negative.

In the spring of year 6:
You are formally notified of the Provost's decision.