

## COLLEGE OF VETERINARY MEDICINE PROMOTION AND TENURE TIMELINE

Below is the timeline for all Promotion and Tenure Candidates in the Oregon State University College of Veterinary Medicine for the academic year 2015-2016. Please consult the Faculty Handbook regarding Promotion and Tenure guidelines for full information on the process, <http://oregonstate.edu/admin/aa/faculty-handbook-promotion-and-tenure-guidelines>.

If you have questions or concerns, please contact Juli West or Beth Chamblin immediately.

DUE DATE OR TIMEFRAME	ITEM DUE	EXPLANATION/DESCRIPTION
July 01	Department Head sends Dean an official email declaring who will be reviewed in the upcoming academic year	
July 02	Department Head emails each P&T candidate this timeline and reminds candidates they have one calendar week from the date of receiving letters regarding P&T to appeal the letter or ask for a review.	
July 24	Candidate provides completed "Waiver of Access" form to Beth/Juli (optional)	Sign and return to Beth/Juli if you choose to waive access, <a href="http://oregonstate.edu/admin/aa/faculty-handbook-promotion-and-tenure-guidelines#wavier">http://oregonstate.edu/admin/aa/faculty-handbook-promotion-and-tenure-guidelines#wavier</a>
July 24	Candidate provides a list of six (6) outside reviewers to Beth/Juli	Include name, title, and contact information. Please note that past collaborators <b>cannot</b> be outside reviewer.
August 10	Candidate's Statement due to Beth/Juli	Follow instructions in faculty handbook, WORD format required: <a href="http://oregonstate.edu/admin/aa/faculty-handbook-promotion-and-tenure-guidelines">http://oregonstate.edu/admin/aa/faculty-handbook-promotion-and-tenure-guidelines</a>
Aug 10	CV due to Beth/Juli	Follow instructions in faculty handbook. Use template provided. Refer to Form A to make sure everything is covered. <i>[Updated CVs can be submitted during the P&amp;T process provided the edited information is clearly highlighted and the name of the file indicates date of revision.]</i>
Aug 10	Provide position descriptions since beginning at OSU or last promotion to Beth/Juli.	These position descriptions will be shared with outside reviewers.

<b>DUE DATE OR TIMEFRAME</b>	<b>ITEM DUE</b>	<b>EXPLANATION/DESCRIPTION</b>
Aug 17	Beth/Juli send out dossiers to outside reviewers	Requests include: letter of request, PD, CV, special conditions (extensions to tenure clock), candidate statement, and OSU promotion guidelines. Request a deadline of September 18.
Aug 17	Beth/Juli send out dossiers or questionnaires to clients and referring veterinarians (if appropriate)	Request a deadline of September 18.
Aug 31	Student evaluations and CVM college statistics summarized in a table (Beth/Juli)	Beth/Juli will work with candidates individually to get all evaluations together from taught classes
Sep 1	Candidate provides a list of six (6) student reviewers to Beth/Juli	Current, past, grad, mentored, etc. Include at least two who are still at OSU
Sept 08	Peer teaching evaluations compiled (Beth/Juli)	
Sept 10	Unit head requests letters from individual students with a deadline of September 28	reminders sent by Beth/Juli intermittently to encourage compliance
Sept 14	Candidates provide a short bio-sketch and portrait photo to Beth/Juli	
Sept 28	Beth/Juli remind students that their letters are due today, provide redacted letters to Rhonda as pdfs by Oct 01	
Oct 02	Updated CV	Submit to Beth/Julie an updated P & T formatted CV if there have been any additions. New information should be clearly highlighted. File name should include date of revisions.
Week of October 05	Rhonda organizes for Student Committees to meet	Deadline for student committee letters is October 19
Nov 01	Statement of completeness	Beth/Juli will provide completed dossier to the candidate, the members of the Department P&T Committee, and the Unit Head
Nov 1 – Nov 13	Department P & T committee meets	

<b>DUE DATE OR TIMEFRAME</b>	<b>ITEM DUE</b>	<b>EXPLANATION/DESCRIPTION</b>
Dec 01	Department committee letter to Beth/Juli	
Dec 10	Dept Head letter to Beth/Juli	
Dec 10 – Dec 14	The unit supervisor is required to confer with the candidate to share the outcomes of the unit reviews prior to the dossier being forwarded to the next level for review.	The dossier at this point includes the Unit Head letter and the Department P&T committee letter, but not confidential letters. The candidate has 1 week to appeal the letter, ask for a review, or add an addendum.
Dec 21	Dossier to College P & T committee and Dean	College P&T Committee meets between Dec 21 – Jan 06
Jan 13	College P & T committee letter to Beth/Juli	
Jan 25	Dean letter to Beth/Juli and Rhonda	
Jan 26 – Jan 29	The unit supervisor is required to confer with the candidate to share the outcomes of the unit reviews prior to the dossier being forwarded to the next level for review.	The dossier at this point additionally includes the Dean letter and the College P&T committee letter, but not confidential letters. The candidate has 1 week to appeal the letter, ask for a review, or add an addendum.
Jan 28	Beth/Juli provide complete dossier to Dean's Office	Hard copy for Dean. Please submit documents on flash drive with all documents on it for Exec Assistant to the Dean.
Feb 5	Deadline for candidate to formally appeal any part of the process with the Dean	
Feb 12	Deadline for Rhonda to upload completed dossiers to the electronic P&T system	This is the absolute last day that dossiers can be submitted.