**Tenure-Track**

**Letter of Hire and Supplemental Letter Template**

**Instructions for completing supplemental letter and letter of hire:**

1. Provide information requested in **yellow highlighted** fields as appropriate
2. Include all non-highlighted language in the letter.
3. Choose one of the options provided in the **green** fields, in the event that the candidate has not completed their terminal degree by the point of hire **OR** you will be providing service credit toward the tenure clock.
4. You may choose to but are not required to include language in **brown**. This information is provided as examples/suggestions.
5. Print all hire letters on department letterhead.

**WELCOME TO PORTLAND STATE UNIVERSITY!**

Dear [Name]:

Welcome to the [Dept] Department at PSU. We are pleased that you are joining us as part of the PSU community and excited about the skills you will bring to the department. Your smooth and efficient start-up as an employee with PSU is important to us. We encourage you to visit <http://www.pdx.edu/hr/preparing-to-start-work> and complete the following forms:

* Employee Information Form
* W-4 Form
* I-9 Work Authorization
* Direct Deposit

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On your first day, please bring photo ID, your Social Security Card for payroll, and the completed forms listed above with you to Human Resources located in the Market Center Building at 1600 SW 4th Avenue, Suite 518. You can find the I-9 directions and the required document options at: <http://www.uscis.gov/files/form/i-9.pdf>. If you have any questions please call HR at (503) 725-4926.

Here is some basic information for beginning work in the [Dept] Department:

* Your office will be located at: [Building & Room # or if not known[Dept to Assign person] will greet you on [date] at [time].
* [Dept to assign person] will arrange a time and date for someone to meet you at the office upon your arrival.
* Your phone number is: [Phone Extension]. Information on setting up and accessing your voicemail is available at [www.pdx.edu/technology/phones](http://www.pdx.edu/technology/phones).
* Your email and PSU Information System (banweb) accounts can be activated in the HR offices.  
  We will be happy to escort you!
* After you receive your ODIN (PSU email) account please add yourself to the PSU online directory located at [www](http://www)[.pdx.edu/directory](http://www.pdx.edu/directory).
* Please register to participate in a New Employee Briefing when you visit HR.
* Transportation options for getting to campus can be found at [www.pdx.edu/transportation/](http://www.pdx.edu/transportation/).
* Our Employee Assistance Program, Cascade Center's Inc. at [503-639-3009](tel:503.639.3009) is a great resource if you are looking for schools, a new home, child care, and also offers a concierge service if you need assistance finding anything in the Portland metropolitan area.
* If you have any questions regarding your departmental arrangements or your position, please contact me at [phone number].

Best Regards,

[Supervisor of Record’s Name]

[Rank/Title]

[Department]



**School/College**

[Department Name]

[Street Address] [Email]

[City, State, Zip] [Phone]

Position Number: [Individual Position Number]

Index Code: [\_\_\_\_\_\_]

**AAUP-TT**

**Notice of Appointment**

[Date]

[Name]

[Street Address]

[City, State, Zip]

Dear [Name]:

We are pleased to offer you a [FTE] FTE 9-month tenure track appointment, beginning [appointment start date], at the rank of [Rank] in the [Department or Academic Unit] at Portland State University effective during the academic year, [September 16th through June 15th]. Your annual 9-month salary rate is [rate]. Accordingly, at [FTE] FTE, your monthly salary will be [rate]. Your position reports to the [title (not name) of supervisor]. This appointment is contingent upon successful completion of a background check.

**[If applicable add Option 1, Option 2, Option 3, or Option 4:]**

**[Option 1: This appointment is contingent upon completion of your [Ph.D/Ed.D/Masters] on or before September 15, 20xx. Should this contingency not be met, your appointment will be at the rank of Non-Tenure Track Instructor with an annual 9-month salary rate of [$XX,XXX]. On the first day of the term following verification that you have completed your [Ph.D/Ed.D/Masters], you will be appointed to a tenure track appointment at the rank of Assistant Professor at an annual 9-month salary rate of [$XX,XXX]. This verification shall consist of an official notification from the institution’s recording office that you have completed all requirements for the [Ph.D/Ed.D/Masters] and that a date for conferral has been designated. If you complete your [Ph.D/Ed.D/Masters] after September 15, 20xx the tenure review timeline in the accompanying supplemental letter will be adjusted accordingly with an addendum letter. If you have not completed your [Ph.D/Ed.D/Masters] by June 15, 20xx, your employment will be terminated on that date.]**

**[Option 2: This appointment is contingent upon completion of your [Ph.D/Ed.D/Masters] on or before September 15, 20xx. Should this contingency not be met, your start date will be delayed and you will be issued a new Notice of Appointment.]**

**[Option 3: This appointment is contingent upon completion of your [Ph.D/Ed.D/Masters] on or before September 15, 20xx. Should this contingency not be met, this appointment will be cancelled.]**

**[Option 4: You have been awarded [1,2,3] years of prior service credit toward the timeline for tenure review. The attached Supplemental Letter details the outcomes we expect of you along the way towards promotion and indefinite tenure and explains the “Cycles for Annual, Third Year and Tenure Reviews”.]**

In this position, you will be eligible for all benefits related to 9-month employment which are outlined in detail on the Human Resources website at [www.pdx.edu/human-resources/](http://www.pdx.edu/human-resources/). Your employment is subject to the terms of all applicable PSU rules and policies, which are incorporated herein by reference. A copy of the section from the PSU Standards pertaining to tenure-related appointments is enclosed for your information. You will receive a complete copy of the current PSU Policies & Procedures for the Evaluation of Faculty Members for Tenure, Promotion & Merit Increases under separate cover. Please be advised that this position is also subject to the terms of the current collective bargaining agreement between Portland State University and the American Association of University Professors (AAUP). You may contact the AAUP office at (503) 725-4414 or aaup@psuaaup.net for additional information or visit [www.psuaaup.net](http://www.psuaaup.net). The collective bargaining agreement can be found on the Office of Academic Affairs website at [www.pdx.edu/academic-affairs/academic-unions#aaup](http://www.pdx.edu/academic-affairs/academic-unions#aaup).

The department is involved in disciplinary and interdisciplinary scholarship. The University's expectation is that your instructional responsibilities and duties, scholarly research, and professional activities will be appropriate to the Department's mission in these areas. Specific duties, expected outcomes, and the start-up package are outlined in an accompanying letter.

We look forward to having you be part of our vibrant and engaged university. This offer is valid and binding only if the Notice of Appointment and this attached Supplemental Letter of Offer are each signed by the Provost or Vice Provost, Academic Affairs. To be accepted, both documents must be signed by you and returned to the department by [date].

Sincerely,

[Supervisor of Record’s Name] [Name]

[Rank/Title] Dean

Susan Jeffords, Ph.D.

Provost and Vice President for Academic Affairs

I accept the appointment described above and agree to be subject to its terms.

Signature Date Employee ID Number *(for dept. use only)*

Enclosed: Supplemental Letter/Position Description

To be completed by Department after employee has returned signed letter:

Copy to Department and Employee  Original to HR

**School/College**

[Department Name]

[Street Address] [Email]

[City, State, Zip] [Phone]



**Supplemental Tenure Letter**

[Date]

[Name]

[Street Address]

[City, State, Zip]

Dear Dr. [NAME],

Enclosed is Portland State University’s formal letter offering you a [XX] FTE tenure-track position as [RANK and/or TITLE] Professor in the [DEPT or Academic Unit] beginning [DATE]. The formal letter spells out general terms and conditions of employment. This supplemental letter details your start up package, duties of your appointment with the Department of [XXX] and the outcomes we expect of you along the way towards promotion and indefinite tenure, as well as what you may expect of the University, and support we will offer you as a tenure track faculty member. Additional faculty responsibilities are specified in the AAUP Collective Bargaining Agreement, and details about expectations for faculty teaching, scholarship and service are included in [Department or Academic Unit] P&T guidelines [list URL] and the University Promotion and Tenure guidelines ([www.pdx.edu/academic-affairs/academic-personnel-policies-and-development#pt](http://www.pdx.edu/academic-affairs/academic-personnel-policies-and-development#pt)). This link also contains information about the University’s Post Tenure Review Procedures.

[If applicable, add option 1, 2, 3, or 4:]

[Option 1: This appointment is contingent upon completion of your [Ph.D/Ed.D/Masters] on or before September 15, 20xx. Should this deadline not be met, [your appointment will be at the rank of Non-Tenure Track Instructor with an non-renewable annual 9-month salary rate of [$XX,XXX] and this letter will be null and void. On the first day of the term following verification that you have completed your [Ph.D/Ed.D/Masters], you will be appointed to a tenure track appointment at the rank of Assistant Professor at an annual 9-month salary rate of [$XX,XXX]. At that time, a new supplemental letter will be issued.]

[Option 2: This appointment is contingent upon completion of your [Ph.D/Ed.D/Masters] on or before September 15, 20xx. Should this deadline not be met, the University has the right to renegotiate a new start date and terms of employment, and this letter will be null and void.]

[Option 3: This appointment is contingent upon completion of your [Ph.D/Ed.D/Masters] on or before September 15, 20xx. Should this deadline not be met, your appointment will be cancelled and this letter will be null and void.]

[Option 4: You have been awarded [1,2,3] years of prior service credit toward the timeline for tenure review. The attached Supplemental Letter details the outcomes we expect of you along the way towards promotion and indefinite tenure and explains the “Cycles for Annual, Third Year and Tenure Reviews”.]

**Instructional Expectations:**

The typical teaching load at present in the [Dept] is [xx] credits per year, although this may vary.

[Address any reduction in load for first year(s).]

[Address course buy-out policy and minimum load for first year(s).]

[List general areas of instruction **not** specific courses and course numbers for first year(s).]

[List course buyout practice, (Example: *Furthermore, in any year, your course load may be adjusted to no less than two courses, with externally funded research grants and buyouts as per our standard teaching load within the Department of XXX.*)]

**Departmental/Institutional Contribution Expectations:**

[Curriculum development-expectations]

[Supervision of graduate students]

[Undergraduate Advising]

[Departmental governance]

[University Service]

**Scholarly and Research Agenda:**

[Address departmental expectations for funded research, number of proposals to be written, authorship, number of refereed, submitted and/or published scholarly works, in which journals, other scholarly works, level of community engagement, number of presentations expected (authorship/refereed), number and amount of grants to be applied for and/or received, etc. Please be as specific as possible and/or reference the departmental P&T guidelines if they provide more clarity. The department will need to utilize these standards in evaluation and tenure decisions]

**Essential Key Cultural Competencies:**

* Create an environment that acknowledges, encourages, and celebrates differences.
* Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
* Seek opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive setting with a willingness to change for continual improvement.
* Adhere to all of PSU’s policies including the policies on Prohibited Discrimination & Harassment and the Professional Standards of Conduct.

**Start-up:**

To facilitate your professional development, a start-up package will be available for you to use as follows:

* Moving expenses: up to [($XXX) please note that moving expense allowances are usually capped at no more than 1 month’s salary] (one month’s salary) of documented and approved moving expenses. Any additional expenses or expenses that do not comply with Portland State University rules will be your responsibility. Information on allowable moving expenses can be found at <https://portlandstate.atlassian.net/wiki/spaces/~655483049/pages/993658471/406+Moving+Expenses>, and relocation resources at <https://www.pdx.edu/human-resources/relocation-resources.>
* Summer salary if applicable [please note when summer funding is dependent on start-up funds, other budgetary or time limits]. This support does not include any teaching responsibilities and is intended to help support your scholarship.
* Funding provided by the [department/school or college/ The Foundation/ PSU unit name].
* Graduate assistant (GA, GRA, GTA) support if applicable [please provide end date for support so it is not in perpetuity or indicate it is dependent on budget availability].
* Each tenure related faculty member will receive $1,100 a year under their Individual Professional Development Account. This amount may vary in subsequent years. More information can be found in the University Collective Bargaining Agreement on the Office of Academic Affairs website <https://www.pdx.edu/academic-affairs/academic-unions#aaup>.
* Computer and/or Lab equipment, software.
* Individual office space needs (please refer to Article 24, Section 5 of the AAUP Collective Bargaining Agreement for more information).

[Please list specific expectations about how startup funds are to be accessed, duration of funds, reimbursed, etc. Also, be clear by what date start-up funds should be used before reverting back to the department and that if employment terminates for any reason, any unused funds will revert back to the College.]

The funds from your start-up package must be used by [Date]. Continued access to these funds beyond that date would require prior written approval by the Department Chair and the Dean. Should your employment terminate for any reason, any unused funds will revert back to the Department/College.

**Tenure Review Timeline:**

If an individual is coming in with prior service credit or has an off-cycle start date, please address the number of years associated with the type of review (annual, 3rd year, tenure) and attach the appropriate “Cycles for Annual, Third Year and Tenure Reviews” chart that indicates the amount of prior service credit.

[SAMPLE LANGAUAGE FOR THOSE HIRED WITH SERVICE CREDIT OR WITH OFF-CYCLE START DATES]

[You have been granted X years of prior service credit. Attached is the “Cycles for Annual, Third Year and Tenure Reviews” this chart indicates the amount of prior service credit.]

[Because no review can take place in the first year, the first review will be equivalent to a 3rd year review completed in the Spring of the 2nd year with PSU]

[With X years prior service credit, your first review will be equivalent to that of the third-year review and will occur in the Fall of [20xx].

The [Departmental Promotion and Tenure Committee and Department Chair] will evaluate your progress toward promotion and tenure throughout your probationary period. The evaluations will be focused on your teaching, your scholarly productivity, and your University service/community engagement and are intended to help you and the Department assess your progress toward tenure and promotion and provide counsel and assistance. You will be advised of the results upon completion of the reviews. Recommendations will be made to you for improvement if necessary. You may choose to have your eventual application for tenure be evaluated under the P&T guidelines in place at the time of hire (and as those requirements have been interpreted by the SCHOOL/COLLEGE/DEPT at the time of hire), or under the P&T guidelines in place at the time of your review. This choice is to be decided when you submit your materials for your third-year review and will carry forward to the subsequent reviews through to the tenure decision. The first review will occur in the Fall of [20xx]. Your next review will be completed in the Spring of [20xx], by the end of your third year; you will be expected to submit materials for this review during Winter term of that academic year. This third-year review is critical to your advancement toward tenure and promotion. Subsequent reviews will occur in the Fall of [20xx] and the Fall of [20xx]. Your final review for tenure will occur in the [20xx-xx] academic year. After awarded tenure, you will receive a post-tenure review every five years.

This offer is valid and binding only if the Notice of Appointment and Supplemental Letter of Offer are signed by the Provost or Vice Provost for Academic Personnel. To be accepted, both documents must be signed by you and returned to the department by [date].  
  
We are delighted that you will be joining us as [a/an + rank] in our department. We look forward to a long, productive and collegial relationship with you. If you have any questions, do not hesitate to contact us.

Sincerely,

[Supervisor of Record’s Name] [Name]

[Rank/Title] Dean

[Department]

Susan Jeffords, Ph.D.

Provost and Vice President for Academic Affairs

I accept the terms outlined in this supplemental letter

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Date

Attach or link: Formal offer letter, Dept/School P&T Guidelines, PSU P&T Guidelines. Cycle for annual, third year and tenure reviews

**TEMPLATE: Cycle for Annual and Third Year Reviews with 0 Years Credit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Fall Quarter:** Sept 16 – Dec 15 | **Winter Quarter:** Dec 16 – Mar 15 | **Spring Quarter** Mar 16 – June 15 |
| **PSU Appoint.**  **[9/16/2021]** | **Tenure Clock** |  |  | “*Faculty on annual review tenure must be reviewed after the completion of the first year of their appointment and each subsequent year* (1996 University P&T Guidelines)  **April:** Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year |
| **1st year**  **2021-22** | **1st year** |  |  | **April:** Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year |
| **2nd year**  **2022-23** | **2nd year** | **Sept**: Review packet due  **Oct/Nov:** Committee review conducted  **Dec:** Committee shares review with Department Chair/Designee | **Jan/Feb:** Department Chair/Designee review conducted, shares Committee and Chair review with faculty member | **April:** Department Chair/Designee notifies faculty member of upcoming 3rd year review to be completed Spring of next year |
| **3rd year**  **2023-24** | **3rd year** |  | **Feb**: 3rd year review packet due to Department Chair/Designee  **March:** Committee 3rd Year review conducted; Committee shares review with Department Chair/Designee | **March/April:** Department Chair/Designee review conducted, shares Committee and Chair review with faculty member  **April:** Department Chair/Designee shares Committee and Chair review with Dean  **May:** Dean review conducted, shares with facultymember and Department Chair/Designee  **April**: Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year |
| **4th year**  **2024-25** | **4th year** | **Sept**: Review packet due  **Oct/Nov:** Committee review conducted  **Dec:** Committee shares review with Department Chair/Designee | **Jan/Feb:** Department Chair/Designee review conducted, shares Committee and Chair review with faculty member | **April:** Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year |
| **5th Year**  **2025-26** | **5th year** | **Sept**: Review packet due  **Oct/Nov:** Committee review conducted  **Dec:** Committee shares review with Department Chair/Designee | **Jan/Feb:** Department Chair/Designee review conducted, shares Committee and Chair review with faculty member | **April:** Department Chair/Designee notifies faculty member of upcoming Promotion and Tenure Review to take place the following year |
| **6th year**  **2026-27** | **6th year** | **Sept**: Review packet due to Department Chair/Designee  **Oct:** Committee review conducted; committee shares review with Department Chair/Designee  **Dec:** Department Chair/Designee conducts review, shares Committee and Chair review with faculty member | **Dec:** Department Chair/Designee shares Committee and Chair recommendations with Dean  **Jan:** Dean review conducted, shares recommendation with faculty member, Department Chair/Designee, and chair of Committee  **Feb:** Dean’s recommendation to Provost | **Mar/April:** Provost’s recommendation shared with faculty member, Department Chair/Designee, and Dean  **April/May**: Provost’s recommendations shared with President  **June:** President’s final decision shared with faculty member, Provost, Dean, and Department Chair/Designee |

\*Supplemental letters attached to letters of appointment for all new hires must include these timelines.

**TEMPLATE: Off-Cycle for Annual and Third Year Reviews with 0 Years Credit**

[Use Off-Cycle Template if start date is **after** December 16]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Fall Quarter:** Sept 16 – Dec 15 | **Winter Quarter:** Dec 16 – Mar 15 | **Spring Quarter** Mar 16 – June 15 |
| **PSU Appoint.** | **Tenure Clock** |  | ***Appointed: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]*** |  |
| **1st year**  **2021-22** | **OFF-Cycle**  **Year** |  |  | “*Faculty on annual review tenure must be reviewed after the completion of the first year of their appointment and each subsequent year* (1996 University P&T Guidelines)  **April:** Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year |
| **2nd year**  **2022-23** | **1st year** |  |  | **April:** Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year |
| **3rd year**  **2023-24** | **2nd year** | **Sept**: Review packet due  **Oct/Nov:** Committee review conducted  **Dec:** Committee shares review with Department Chair/Designee | **Jan/Feb:** Department Chair/Designee review conducted, shares Committee and Chair review with faculty member | **April:** Department chair/Designee notifies faculty member of upcoming 3rd year review to take place Spring of next year |
| **4th year**  **2024-25** | **3rd year** |  | **Feb**: 3rd year review packet due to Department Chair/Designee  **March:** Committee 3rd Year review conducted; Committee shares review with Department Chair/Designee | **March/April:** Department Chair/Designee review conducted, shares Committee and Chair review with faculty member  **April:** Department Chair/Designee shares Committee and Chair review with Dean  **May:** Dean review conducted, shares with facultymember and Department Chair/Designee  **April**: Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year |
| **5th Year**  **2025-26** | **4th year** | **Sept**: Review packet due  **Oct/Nov:** Committee review conducted  **Dec:** Committee shares review with Department Chair/Designee | **Jan/Feb:** Department Chair/Designee review conducted, shares Committee and Chair review with faculty member | **April:** Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year |
| **6th year**  **2026-27** | **5th Year** | **Sept**: Review packet due  **Oct/Nov:** Committee review conducted  **Dec:** Committee shares review with Department Chair/Designee | **Jan/Feb:** Department Chair/Designee review conducted, shares Committee and Chair review with faculty member | **April:** Department Chair/Designee notifies faculty member of upcoming Promotion and Tenure Review to take place the following year |
| **7th year**  **2027-28** | **6th year** | **Sept**: Review packet due to Department Chair/Designee  **Oct:** Committee review conducted; Committee shares review with Department Chair/Designee  **Dec:** Department Chair/Designee conducts review, shares Committee and Chair review with faculty member | **Dec:** Department Chair/Designee shares Committee and Chair recommendations with Dean  **Jan:** Dean review conducted, shares recommendation with faculty member, Department Chair/Designee, and chair of Committee  **Feb:** Dean’s recommendation to Provost | **Mar/April:** Provost’s recommendation shared with faculty member, Department Chair/Designee, and Dean  **April/May**: Provost’s recommendations shared with President  **June:** President’s final decision shared with faculty member, Provost, Dean, and Department Chair/Designee |

\*Supplemental letters attached to letters of appointment for all new hires must include these timelines.

**TEMPLATE: Cycle for Annual and Third Year Reviews with 1 Year Credit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Fall Quarter:** Sept 16 – Dec 15 | **Winter Quarter:** Dec 16 – Mar 15 | **Spring Quarter** Mar 16 – June 15 |
| **PSU Appoint.**  **[9/16/20\_\_]** | **Tenure**  **Clock** |  |  |  |
|  | **1st year** | *Credit awarded for prior service = equivalent to annual review* |  |  |
| **1st year**  **2021-22** | **2nd year** |  |  | “*Faculty on annual review tenure must be reviewed after the completion of the first year of their appointment and each subsequent year* (1996 University P&T Guidelines)  **April:** Department Chair/Designee notifies faculty member of upcoming 3rd year review to be completed Spring of next year |
| **2nd year**  **2022-23** | **3rd year** |  | **Feb**: 3rd year review packet due to Department Chair/Designee  **March:** Committee 3rd Year review conducted; committee shares review with Department Chair/Designee | **March/April:** Department Chair/Designee review conducted, shares Committee and Chair review with faculty member  **April:** Department Chair/Designee shares Committee and Chair review with Dean  **May:** Dean review conducted, shares with facultymember and Department Chair/Designee  **April**: Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year |
| **3rd year**  **2023-24** | **4th year** | **Sept**: Review packet due  **Oct/Nov:** Committee review conducted  **Dec:** Committee shares review with Department Chair/Designee | **Jan/Feb:** Department Chair/Designee review conducted, shares Committee and Chair review with faculty member | **April:** Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year |
| **4th year**  **2024-25** | **5th year** | **Sept**: Review packet due  **Oct/Nov:** Committee review conducted  **Dec:** Committee shares review with Department Chair/Designee | **Jan/Feb:** Department Chair/Designee review conducted, shares Committee and Chair review with faculty member | **April:** Department Chair/Designee notifies faculty member of upcoming Promotion and Tenure Review to take place the following year |
| **5th Year**  **2025-26** | **6th year** | **Sept**: Review packet due to Department Chair/Designee  **Oct:** Committee review conducted; Committee shares review with Department Chair/Designee  **Dec:** Department Chair/Designee conducts review, shares Committee and Chair review with faculty member | **Dec:** Department Chair/Designee shares Committee and Chair recommendations with Dean  **Jan:** Dean review conducted, shares recommendation with faculty member, Department Chair/Designee, and chair of Committee  **Feb:** Dean’s recommendation to Provost | **Mar/April:** Provost’s recommendation shared with faculty member, Department Chair/Designee, and Dean  **April/May**: Provost’s recommendations shared with President  **June:** President’s final decision shared with faculty member, Provost, Dean, and Department Chair/Designee |

[NAME] was hired with 1 year on the tenure clock; because no review can take place in the first year, the first review will be equivalent to a 3rd year review completed in the Spring of the 2nd year with PSU.

**TEMPLATE: Cycle for Annual and Third Year Reviews with 2 Years Credit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Fall Quarter:** Sept 16 – Dec 15 | **Winter Quarter:** Dec 16 – Mar 15 | **Spring Quarter** Mar 16 – June 15 |
| **PSU Appoint.**  **[9/16/20\_\_]** | **Tenure**  **Clock** |  |  |  |
|  | **1st year** | *Credit awarded for prior service = equivalent to annual review* |  |  |
|  | **2nd year** | *Credit awarded for prior service = equivalent to annual review* |  |  |
| **1st year**  **2021-22** | **3rd year** |  |  | “*Faculty on annual review tenure must be reviewed after the completion of the first year of their appointment and each subsequent year* (1996 University P&T Guidelines)  **April:** Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year. Due to prior service credit, this first review is the equivalent of a 3rd year review |
| **2nd year**  **2022-23** | **4th year** | **Sept:** 3rd year equivalent review packet due to Department Chair/Designee  **Oct/Nov:** Committee 3rd year equivalent review conducted  **Dec:** Committee shares review with Department Chair/Designee | **Dec:** Department Chair/Designee review conducted, shares Committee and Chair review with faculty member  **Jan/Feb:** Department Chair/Designee shares Committee and Chair review with Dean  **March:** Dean review conducted, shares with facultymember and Department Chair/Designee | **April:** Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year |
| **3rd year**  **2023-24** | **5th year** | **Sept**: Review packet due  **Oct/Nov:** Committee review conducted  **Dec:** Committee shares review with Department Chair/Designee | **Jan/Feb:** Department Chair/Designee review conducted, shares Committee and Chair review with faculty member | **April:** Department Chair/Designee notifies faculty member of upcoming Promotion and Tenure Review to take place the following year |
| **4th year**  **2024-25** | **6th year** | **Sept**: Review packet due to Department Chair/Designee  **Oct:** Committee review conducted; committee shares review with Department Chair/Designee  **Dec:** Department Chair/Designee conducts review, shares Committee and Chair review with faculty member | **Dec:** Department Chair/Designee shares Committee and Chair recommendations with Dean  **Jan:** Dean review conducted, shares recommendation with faculty member, Department Chair/Designee, and chair of Committee  **Feb:** Dean’s recommendation to Provost | **Mar/April:** Provost’s recommendation shared with faculty member, Department Chair/Designee, and Dean  **April/May**: Provost’s recommendations shared with President  **June:** President’s final decision shared with faculty member, Provost, Dean, and Department Chair/Designee |

[NAME] was hired with 2 years on the tenure clock; because no review can take place in the first year, the first review will be an annual review, equivalent to the criteria of a 3rd year review conducted in the Fall of the 2nd year with PSU.

**TEMPLATE: Cycle for Annual and Third Year Reviews with 3 Years Credit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Fall Quarter:** Sept 16 – Dec 15 | **Winter Quarter:** Dec 16 – Mar 15 | **Spring Quarter** Mar 16 – June 15 |
| **PSU Appoint.**  **[9/16/20\_\_]** | **Tenure Clock** |  |  |  |
|  | **1st year** | *Credit awarded for prior service = equivalent to annual review* |  |  |
|  | **2nd year** | *Credit awarded for prior service = equivalent to annual review* |  |  |
|  | **3rd year** | *Credit awarded for prior service = equivalent to annual review* |  |  |
| **1st year**  **2021-22** | **4th year** |  |  | “*Faculty on annual review tenure must be reviewed after the completion of the first year of their appointment and each subsequent year* (1996 University P&T Guidelines)  **April:** Department Chair/Designee notifies faculty member of upcoming annual review to take place Fall of next year. Due to prior service credit, this first review is the equivalent of a 3rd year review |
| **2nd year**  **2022-23** | **5th year** | **Sept:** 3rd year equivalent review packet due to Department Chair/Designee  **Oct/Nov:** Committee 3rd year equivalent review conducted  **Dec:** Committee shares review with Department Chair/Designee | **Dec:** Department Chair/Designee review conducted, shares Committee and Chair review with faculty member  **Jan/Feb:** Department Chair/Designee shares Committee and Chair review with Dean  **March:** Dean review conducted, shares with facultymember and Department Chair/Designee | **April:** Department Chair/Designee notifies faculty member of upcoming Promotion and Tenure Review to take place the following year |
| **3rd year**  **2023-24** | **6th year** | **Sept**: Review packet due to Department Chair/Designee  **Oct:** Committee review conducted; committee shares review with Department Chair/Designee  **Dec:** Department Chair/Designee conducts review, shares Committee and Chair review with faculty member | **Dec:** Department Chair/Designee shares Committee and Chair recommendations with Dean  **Jan:** Dean review conducted, shares recommendation with faculty member, Department Chair/Designee, and chair of Committee  **Feb:** Dean’s recommendation to Provost | **Mar/April:** Provost’s recommendation shared with faculty member, Department Chair/Designee, and Dean  **April/May**: Provost’s recommendations shared with President  **June:** President’s final decision shared with faculty member, Provost, Dean, and Department Chair/Designee |

[NAME] was hired with 3 years on the tenure clock; because no review can take place in the first year, the first review will be an annual review equivalent to the criteria of a 3rd year review conducted in the Fall of the 2nd year with PSU.

# Selected Sections of PSU Standards Regarding

# Tenure Related Appointments

*Note: Internal references to the Oregon Administrative Rules or to an “OAR” refer to the relevant PSU Standards of the same number (without the “OAR” designation).*

## 580-021-0100 - Kinds of Appointments

(1) Appointments authorized in Department institutions are: fixed-term appointments, tenure-related appointments (annual tenure and indefinite tenure) and extendible contract appointments as permitted by subsection (1)(c) of this rule:

(a) Fixed-term appointments:

(A) Fixed-term appointments are appointments for a specified period of time, as set forth in the notice of appointment. The faculty member thus appointed is not on the tenure track and the timely notice provisions do not apply;

(B) Fixed-term appointments may be made and are renewable at the discretion of the president;

(C) Fixed-term appointments are designed for use at the discretion of the president in such cases as, but not limited to, appointments of visiting faculty (or similar category); academic staff members whose support wholly or principally comes from gift, grant or contract funds, the cessation of which funding would eliminate the budget base for the position in question; part-time faculty; administrative staff with faculty rank; and faculty appointments during an initial probationary period where an institutional policy has been adopted or negotiated that establishes such probationary period. Fixed-term appointments offered to visiting faculty or similar category shall not exceed a total of seven years;

(D) Institutional staffing plans shall define the characteristics, proper use and appropriate limits on use of visiting faculty or similar category.

(b) Tenure-related appointments:

(A) Annual tenure appointments are appointments given to faculty employed .50 FTE or more whom the

institution considers to be on the tenure track, in that, on completion of an appropriate probationary

period, they will be evaluated and considered for appointment to indefinite tenure. If the initial annual

tenure appointment or successive annual tenure appointments are to be terminated otherwise than for

cause or for financial exigency, timely notice shall be given the faculty member;

(B) Indefinite tenure appointments are appointments given selected faculty members having an

appointment of .50 FTE or more. Such appointments are made by the president in witness of the

institution's formal decision that the faculty member has demonstrated such professional competence that the institution will not henceforth terminate employment except for cause, financial exigency, or program or department reductions or eliminations.

(2) "Tenured" faculty, as referred to in Board policies and Administrative Rules, are faculty who have

been awarded indefinite tenure.

**580-021-0105 - Eligibility for Indefinite Tenure**

(1) Indefinite tenure may be awarded to faculty employed on appointments of .50 FTE or more as senior

instructor, assistant professor, associate professor or professor, if otherwise qualified in accordance with institutional criteria and the Board's Administrative Rules.

(2) When indefinite tenure is awarded, there shall be a statement in the faculty member's personal file that the tenure appointment relates only to that FTE level specified in the notice of appointment for the year indefinite tenure is to become effective. For the indefinite tenure appointment to take effect, the statement concerning indefinite tenure must be signed by the faculty member and by the institutional officer authorized by the president to sign such statements. Alteration in the initial commitment may be by mutual consent of the faculty member and the institution or by action provided for elsewhere in the Board's Administrative Rules.

(3) Standards of performance and scholarly quality shall be the same for part-time and full-time faculty members.

(4) Faculty members on a full-time tenure appointment may, by mutual agreement of the faculty member and the president or a designee, be given reduced appointments of less than 1.0 FTE under terms and conditions mutually agreed to in writing by the faculty member and the president or a designee.

(5) Indefinite tenure shall be awarded to faculty of demonstrated professional competence by the president under terms and conditions set forth in the Board's Administrative Rules and policies and in applicable institutional rules.

(6) Tenure is reaffirmed as being institutional. Faculty having achieved tenure status in one Department institution cannot thereby claim tenure in other Department institutions. Probationary years of service in one Department institution may be counted toward probationary service requirements in another Department institution only with the latter's written approval.

580-021-0110 - Initial Appointment and Probationary Service for Faculty on Tenure-Related Appointments

(1) All faculty members on tenure-related appointments of .50 FTE or more, except as provided below,

shall be appointed initially on one-year appointments.

(2) Awarding of tenure to full-time faculty, except as provided below, shall involve assessment of the faculty member's performance each year during the probationary period, and assessment of performance over not less than five consecutive years (counting the year at the end of which tenure is granted). An additional probationary year may be required by the president, following that, if the faculty member is not awarded tenure, terminal notice shall be given, except as provided elsewhere in these Administrative Rules.

(3) The probationary period for regular part-time faculty employed .50 FTE or more in a tenure-related appointment shall be the same as for full-time faculty, except that it shall be calculated in terms of FTE years rather than calendar years.

(4) Notwithstanding sections (2) and (3) of this rule, the president may in special circumstances consider for tenure any probationary faculty member of the rank of assistant professor or higher, prior to completion of the normal probationary period, when, following a performance evaluation of the faculty member, a finding is made that such an early award of tenure would be to the advantage of the institution. In no event will the first consideration for tenure occur later than in the fifth year.

(5) Faculty members given an initial appointment at the rank of full professor may be granted tenure on appointment, at the discretion of the president. In unusual cases, and only when specifically approved by the Chancellor, associate professors may be given tenure on initial appointment.

(6) At the time of initial appointment, a mutually acceptable written agreement shall be reached between the faculty member and the president or a designee, subject to delegation of authority under the Board's Administrative Rules or policies, as to the extent to which prior experience of the faculty member shall be credited toward the probationary period required before the faculty member may be considered for tenure. The terms of the agreement shall be included in the notice of appointment.

**580-021-0115 - Consecutive Annual Appointments**

A series of annual appointments shall be considered consecutive whether or not interrupted by one or

more official leaves of absence. An official leave of absence does not count as a year of service for

purposes of tenure, nor does it prejudice the staff member's right to consideration for tenure for service

actually rendered.

**580-021-0120 - Seventh Annual Appointment**

A full-time faculty member on annual tenure for a sixth consecutive year shall be awarded indefinite tenure commencing the seventh consecutive year or given notice of termination effective at the end of the seventh year.

580-021-0125 - Appointment of Regular Part-Time Faculty Beyond the FTE Equivalent of the Sixth Consecutive Year

A faculty member on a part-time annual tenure appointment of .50 FTE or more during each full

academic year for a sufficient number of years to equal six or more years of full-time service may be

reappointed under one of the following conditions:

(1) With indefinite tenure at the FTE level specified in the notice of appointment for the year indefinite

tenure is to become effective;

(2) With notice of termination effective at the end of the next year.

**580-021-0130 - Exceptions**

The provisions of PSU Standard 580-021-0105, 580-021-0110, 580-021-0115, 580-021-0120, and 580-021-0305 shall apply to all tenure-related appointments unless in individual cases there is a specific written agreement to the contrary between the institution and the faculty member. The agreement to the contrary shall be incorporated or referred to in the notice of appointment.

**580-021-0135 - Criteria for Faculty Evaluation**

(1) Criteria for faculty evaluation, developed with the participation of appropriate faculty and institutional councils, shall be established in each institution:

(a) As a guide in evaluating faculty in connection with decisions on reappointment, promotion, and tenure;

(b) As a basis for assessing those aspects of the faculty member's performance in which improvement is

desirable, whether the faculty member is tenured or non-tenured, with a view to stimulating and assisting the faculty member toward improvement through the resources available under the institution's staff career support plan.

(2) The criteria shall reflect the primary functions for which the Department was established, namely:

(a) Instruction;

(b) Research accomplishments and other scholarly achievements, or where relevant, other creative and

artistic achievement;

(c) Professionally related public service, through which the institution and its members render service to

the public (i.e., individuals, agencies, or units of business, industry, government);

(d) Institutional service, including, but not limited to, contributions made toward departmental, school or institutional governance, service to students through student welfare activities such as individual student advising, advising with student organizations or groups and similar activities.

(3) The criteria shall provide guidelines for sources and kinds of data that are appropriate as a basis for effective faculty evaluation at each administrative level (e.g., department, school, institution) and in each area (e.g., teaching, research, scholarly activity, service, etc.) where faculty evaluations are required. Specific provision shall be made for appropriate student input into the data accumulated as the basis for reappointment, promotion, and tenure decisions, and for post-tenure review. Sources of such input shall include, but need not be limited to, solicitation of student comments, student evaluations of instructors and opportunities for participation by students in personnel committee deliberations.

**580-021-0140 - Post-Tenure Review**

(1) Tenured faculty members shall be evaluated periodically and systematically in accordance with

guidelines developed by each institution.

(2) The purposes of post-tenure review are to:

(a) Assure continued excellence in the academy;

(b) Offer appropriate feedback and professional development opportunities to tenured faculty;

(c) Clearly link the level of remuneration to faculty performance; and

(d) Provide accountability to the institution, public, and Board.

(3) Institutions shall develop post-tenure review guidelines in accordance with the objectives and guidelines promulgated in IMD 4.002, PSU Standard 580-021-0135(3), and PSU Standard 580-021-0005(3)(A).