

**Procedures and Practices for  
Promotion, Review, and Tenure in the Department of Psychology**  
Updated August 2020.

<b>TIMELINE for PRT Chair, candidates, PRT Committee, Dept. Chair, Office specialist, and PRT procedures.</b>	
Spring	<p><b>PRT Committee</b> identifies PRT Chair for coming Fall by <b>May 1</b>.  <b>Chair</b> identifies faculty who are up for review or promotion.  <b>Specialist</b> notifies faculty who are eligible for promotion.  <b>PRT Chair</b>, with candidate and mentors, identify and submit a list of external reviewers to CLAS.  <b>Specialist</b> sends reminders to Chair and PRT Chair to re-read PRT guidelines and procedures.  <b>PRT Chair</b> and <b>faculty mentors</b> help faculty with preparation of external packets, due by end of first week in June, mailed by second week in June.  <b>Specialist</b> reminds faculty that materials for review (except for Third Year Review) are due <b>October 1</b>.</p>
Summer	<p><b>PRT Chair</b> and <b>faculty mentors</b> help faculty with preparation of additional internal materials.  <b>Specialist</b> reminds external reviewers mid-August, letters due September 1<sup>st</sup>.  <b>Specialist</b> obtains external letters.  <b>Specialist</b> obtains schedule for PRT decisions from Dean's office.</p>
Early Fall	<p><b>PRT Chair</b> attends Steering Committee meeting to schedule PRT meetings.  <b>Specialist</b> reminds faculty that materials for review (except for Third Year Review) are due <b>October 1</b>.</p>
Fall	<p><b>Specialist</b> conducts a survey to collect grad student feedback, <i>see separate procedures for details</i>.  <b>Candidate</b> sends materials for review to PRT Chair and PRT Specialist by <b>October 1</b>.  <b>PRT Chair</b>, with support of <b>Specialist</b>, organizes and schedules PRT Committee activities.  <b>Specialist</b> creates a listserv for each PRT Committee.  <b>Specialist</b> sends PRT materials and grad students feedback to PRT Committee and Chair.  <b>PRT Chair</b> assigns report writers for each PRT candidate.  <b>PRT Chair</b>, with support of <b>Specialist</b> makes sure reports and materials go to Department Chair.  <b>Specialist</b> makes sure materials go to the Dean in a timely fashion.  <b>PRT Chair</b> and <b>Department Chair</b> meet with faculty to discuss reports.  <b>Specialist</b> make sure reports are in faculty files (electronic &amp; hard copy).  <b>Specialist</b> reminds faculty that materials for Third Year Review are due <b>January 31</b>.</p>
As needed	<p>Make sure procedures for reconsideration are followed.</p>
Winter	<p><b>Third Year Reviews of Tenure-track Faculty</b>  <b>PRT Chair</b> attends Steering Committee meeting to schedule PRT meetings.  <b>Faculty</b> send materials for Third Year Review to Specialist and PRT Chair by <b>January 31</b>.  <b>PRT Chair</b> organizes and schedules PRT Committee activities.  <b>Specialist</b> sends PRT materials and grad students feedback to PRT Committee and</p>

	<p>Chair.</p> <p><b>PRT Chair</b> assigns report writers for each PRT candidate.</p> <p><b>PRT Chair</b>, with support of <b>Specialist</b>, makes sure reports and materials go to Department Chair.</p> <p><b>Specialist</b> makes sure materials go to the Dean in a timely fashion.</p> <p><b>PRT Chair</b> and <b>Department Chair</b> meet with faculty to discuss reports.</p> <p><b>Specialist</b> make sure reports are in faculty files (electronic &amp; hard copy).</p>
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The Department Chair and PRT Chair ensure that all policies and procedures referring to Promotion, Retention, and Tenure are followed. This typically means making information available to the PRT Committee and the candidates about the process. As soon as a PRT Chair is named, he or she should reread the departmental PRT guidelines, entitled “*Guidelines for Faculty Development, Evaluation, and Merit*” (updated and approved by OAA and available as a link from the department’s “Faculty Resources” page) and the PSU P&T guidelines entitled, “*PSU Policies and Procedures for Evaluation of Faculty for Tenure, Promotion, and Merit Increases*” (available as a link on the department’s and CLAS websites.)

The PRT Chair should also review with the designated Office Specialist the CLAS deadlines, and all relevant PRT forms and checklists from the CLAS website. It is essential to review deadlines and forms each year because they are frequently updated. The designated Office Specialist will update the forms and calendar in early fall and notify the candidates that materials are due, but it is the PRT Chair’s responsibility to check these for accuracy.

The PRT Specialist creates a list-serve of the PRT subcommittees for use by the PRT Chair and Committees.

1. The Dean’s office notifies the Department Chair about which faculty are eligible for promotion and tenure. Faculty must be considered for tenure and promotion to associate in their sixth year. Faculty who are eligible for promotion from Associate to Full Professor can decide to defer consideration if they wish. **By the end of Spring quarter, it should be determined by the Chair, the past PRT Chair, the incoming PRT Chair, and candidates who will be considered in Fall.**
2. There are typically four types of cases to consider. Note that some of the timelines described below will vary depending on the candidate’s letter of offer and other agreements made with the candidate subsequent to hire. There may also be variations depending on leaves taken by the faculty. It is the responsibility of the Chair, PRT Chair and PRT Specialist to check the candidate’s file to make sure that all such previous agreements are followed.
  - a. **Annual reviews of junior faculty:** Conducted in the fall, three annual reviews are required: (1) the first year review takes place in the fall of year 2, after the first year has been completed; (2) the fourth year or 4<sup>th</sup> annual review (actually the updated third year review) takes place in the fall of year 4, after the third year has been completed; and (3) the fifth year or 5<sup>th</sup> annual review takes place in the fall of year 5, after the fourth year has been completed.

An additional annual review is optional and only completed at a candidate’s or PRT Committee’s request: the second year review, which would take place in the fall of year 3, after the second year has been completed. None of these reports are immediately forwarded to the Dean at the time they are written; however, they are all included in the faculty

member's file and so are eventually sent to the Dean when the entire file is forwarded at the time of the tenure review.

- b. **Third year review of junior faculty:** Conducted in the winter and spring of a faculty member's third year (unless specified differently in the letter of offer), the report goes up to the Dean's office with additional forms and materials.
- c. **Tenure and promotion to Associate:** Conducted after a faculty member's fifth full year (unless specified differently in the letter of offer), the report goes up to the Dean with additional forms and materials, plus prior annual reviews and external letters; external letters are required.

Although unusual, it is possible for a person to be considered for tenure without promotion to Associate or for promotion to Associate without tenure. The procedures are the same as those for consideration of both but the forms are filled out differently.

- d. **Promotion to Full:** Conducted after a person's third full year as Associate (unless specified differently in their letter of offer, or deferred), the report goes up to the Dean with additional forms and materials, and external letters are required.

<b>Summary of Types of Reviews</b>			
	<b>When</b>	<b>Goes to CLAS?</b>	<b>External letters?</b>
a. Junior faculty			
First year review	Fall of year 2	Not yet	No
Fourth year review (i.e., updated 3 <sup>rd</sup> year review)	Fall of year 4	Not yet	No
Fifth year review	Fall of year 5	Not yet	No
<i>Optional:</i>			
Second year review	Fall of year 3	Not yet	No
b. Third year review	Winter/Spring of year 3	Yes	No
c. Tenure and promotion to Associate	After 5 full years*	Yes, along with past annual and third-year reports	Yes
c1. Tenure only	After 5 full years*	Yes	Yes
c2. Promotion to Associate only	After 5 full years*	Yes	Yes
d. Promotion to Full	After 3 years as Associate*	Yes	Yes

\* unless specified differently in the letter of offer.

<b>Example Calendar of Review Processes for Someone Hired in 2020.</b>			
<b>Year</b>	<b>Academic Year</b>	<b>Activities</b>	<b>Due Dates For Materials</b>
<b>One</b>	2020 - 2021	No review	

<b>Two</b>	2021 - 2022	First Year Review	Fall: 1 October 2021
<b>Three</b>	2022 - 2023	Second Year Review (optional) Third Year Review: Forwarded to Dean	Fall: 1 October 2022 WINTER/SPRING: 1 February 2023
<b>Four</b>	2023 - 2024	Fourth Year (or 4 <sup>th</sup> annual) Review of year 3	Fall: 1 October 2023
<b>Five</b>	2024 - 2025	Fifth Year (or 5 <sup>th</sup> annual) Review of year 4	Fall: 1 October 2024
<b>Six</b>	2025 - 2026	Consideration for Promotion and Tenure Selection of External Reviewers Materials sent to External Reviewers Materials sent to PRT Committee	Fall: 15 Sept. 2025 15 May 2025 15 June 2025 15 Sept. 2025
<b>Ten</b>	2029-2030	Consideration for Promotion to Full (after 3 full years as Associate)	Fall: 15 Sept. 2029

## PREPARING MATERIALS

### Internal Annual Review

Materials for annual reviews other than third year are due to the PRT Specialist and Chair by **October 1**.

Materials should cover the time period since the last review, and include (in pdf):

- a. an updated **curriculum vita** in the format specified in Appendix 1 of the PSU P & T guidelines (CLAS website) (the CV should make clear what accomplishments are new since the CV submitted for the prior review),
- b. a personal narrative of scholarly goals and activities in research, teaching, and outreach, which entails:
  - 1) a statement of scholarly agenda and accomplishments in **research** since the last review, of approximately 3-5 pages in length, including:
    - the long-term goals and purposes of one's program of research,
    - the theoretical perspectives framing the research,
    - how research activities and accomplishments have advanced those goals, and
    - an overview of the direction of and plans for future research;
  - 2) a statement describing **teaching** efforts and accomplishments since the last review, of approximately 1-3 pages in length, including:
    - teaching philosophy and goals, pedagogical methods, and self-evaluation of both classroom and individual instructional processes,
    - syllabi for courses taught, and
    - teaching evaluations since the time of the last review, summarized and presented graphically, separately by quarter, class, and items; and
  - 3) a statement describing **outreach** efforts as well as **service** and **self-governance** activities since the last review, of approximately 1-3 pages in length, and
- c. copies of their **publications** since the time of the last review.

### Third Year Review

Materials for third year reviews are due to the PRT Chair by February 1. Materials are cumulative and should cover the entire three years since the time of hire. Accomplishments over the entire span of a faculty member's career can be included, with greater emphasis given to accomplishments achieved since starting at PSU.

Materials include (in pdf form):

- a. an updated **curriculum vita** in the format specified in Appendix 1 of the PSU P & T guidelines (CLAS website) (the CV should make clear what accomplishments have been achieved since the time of hire);
- b. a one-page **summary** that summarizes major accomplishments in research, teaching, outreach, and self-governance since the time of hire;
- c. a personal narrative of scholarly activities and goals in research, teaching, and outreach, which entails:
  - 1) a statement of scholarly agenda and accomplishments in **research** since the time of hire, of approximately 5-8 pages, including:
    - the long-term goals and purposes of one's program of research,
    - the theoretical perspectives framing the research,
    - how research activities and accomplishments have advanced those goals, and
    - an overview of the direction of and plans for future research;
  - 2) a statement describing **teaching** since the time of hire, of approximately 3-5 pages, including:
    - teaching philosophy and goals, pedagogical methods, and self-evaluation of both classroom and individual instructional processes,
    - syllabi for courses taught,
    - teaching evaluations since the time of hire, summarized and presented graphically, separately by quarter, class, and items; and
  - 3) a statement describing **outreach** efforts as well as **service** and **self-governance** activities since the time of hire, of approximately 1-3 pages.
- d. copies of all **publications** since the time of hire.

### Fourth Year Review (updated-third year review)

Materials for the fourth year review (i.e., the 4<sup>th</sup> annual review or updated third year review) are due to the PRT Chair by **October 1**. Materials only cover the time period since the more formal Third Year Review the previous spring, and so only include:

- a. an updated **curriculum vita** in the format specified in Appendix 1 of the PSU P & T guidelines (CLAS website) (the CV should make clear what accomplishments are new since the CV submitted for the prior review),
- b. a one-page **update** of any new accomplishments in research, teaching, outreach, and self-governance since the previous spring;
- c. **teaching evaluations** for any classes taught during the previous Winter or Spring, and
- d. copies of any **new publications** since the previous spring.

## Tenure and Promotion

### External Letters

All cases that require external letters should be worked on starting in the **previous Spring**. This involves three steps:

1. Identifying the external reviewers;
2. Sending letters and packets to the external reviewers; and
3. Obtaining letters from the external reviewers in a timely fashion.

1. **Identify external reviewers.** Identifying external reviewers involves the candidate, the Department Chair, the PRT Chair, and the Dean's office. The "CLAS Report on External Letters" can be used to record this information during the selection period for external reviewers.
  - a. Once the Department Chair is notified by CLAS that the eligibility of each candidate is confirmed, the PRT Chair asks the faculty member for a list of at least four reviewers from outside the university. The list, due at the beginning of May, includes a brief description of the potential reviewer, his or her contact information, and a description of his or her relationships with the candidate (e.g., mentor, collaborator, colleague at another university, etc.). The candidate can also provide a list of reviewers perceived to be biased or negative. Although these people can be used as reviewers, the candidate's views will be noted for the PRT Committee and included in the case.
  - b. At least three additional reviewers are listed by the PRT Chair (in consultation with other faculty as needed). The combined list is sent to the Dean for review according to dates established by CLAS and the CLAS Dean (typically about mid-May); and the CLAS Dean may add names to the list. Thus, a list is created of potential outside reviewers from the input of the faculty member, PRT Chair, and CLAS Dean.
  - c. The Chair of the PRT Committee in consultation with the faculty selects evaluators from this list of potential outside reviewers.
  - d. By the end of the first week in June, the PRT Specialist sends solicitation e-mails from the PRT Chair to potential reviewers, securing their agreement to write letters of evaluation. The PRT Specialist continues until he/she obtains agreements from 5 reviewers, in order to be sure to secure 3 external letters.
2. **Assemble external packet.** By the end of the first week in June, the faculty member whose performance is being reviewed, in consultation with the PRT Chair, assembles a packet for external reviewers, which includes:
  - samples of the faculty member's **publications**,
  - a **curriculum vitae** (in the format of his or her choice), and
  - the **statement** of the faculty member's scholarly agenda and **research** accomplishments.
  - The faculty member may also send the statement of his or her **teaching** accomplishments, **service**, and **outreach**.

In general, these materials are sent electronically. If a reviewer wishes, hard copies can also be sent also by regular mail. Packets should be neatly photocopied and placed in a well-organized binder.

The PRT Specialist sends the packet and a letter of solicitation from the PRT Chair to the reviewers by June 15, including copies of the departmental "Guidelines for Faculty Development,

Evaluation, and Merit” and the “PSU Policies and Procedures for Evaluation of Faculty for Tenure, Promotion and Merit Increases” (effective July 1, 2014). In general, outside reviewers are used to substantiate the quality of scholarship, in the context of requirements for teaching and service. **Reviewers** are asked to submit their letters so that the department has them by **September 1**. An example of the solicitation letter is available on the I-drive.

3. **Obtain letters from reviewers.** The PRT or Department Chair is responsible for seeing that the letters arrive by September 15<sup>th</sup>. This may involve reminder emails or phone calls from the PRT Specialist to the reviewers, beginning in the middle of September. A complete evaluation file to be considered by the PRT Committee must include at least **three** such letters from external reviewers.

### Internal Materials

1. Faculty whose performance is being reviewed for tenure and/or promotion prepare a separate packet of well-organized materials for internal review. These are due to the PRT Chair and PRT Specialist by **October 1**. Materials are cumulative and should cover the entire time since the date of hire. Accomplishments over the entire span of a faculty member’s career can be included, with greater emphasis given to accomplishments achieved since starting at PSU.

Materials should include:

- a. a complete updated **curriculum vita** in OUS format, including a comprehensive list of significant accomplishments,
- b. a one-page **summary** that summarizes major accomplishments in research, teaching, outreach, and self-governance since the time of hire,
- c. a personal narrative of scholarly activities and goals in research, teaching, and outreach, which entails:
  - 1) a statement of scholarly agenda and accomplishments in **research** since the time of hire or time since last promotion, of approximately 8-10 pages, highlighting the work of highest quality. A narrative statement includes:
    - the long-term goals and purposes of one's program of research,
    - the theoretical perspectives framing the research,
    - how research activities and accomplishments have advanced those goals, and
    - an overview of the direction of and plans for future research,
  - 2) a statement describing **teaching** since the time of hire or time of last promotion, of approximately 3-5 pages, including:
    - teaching philosophy and goals, pedagogical methods, and self-evaluation of both classroom and individual instructional processes,
    - syllabi for courses taught, and
    - teaching evaluations since the time of hire or time of last promotion, summarized and presented graphically, separately by quarter, class, and items; these can also be explained as desired.
  - 3) a statement describing **outreach** efforts as well as **service** and **self-governance** activities since the time of hire or time of last promotion, of approximately 1-3 pages.
- d. copies of their **publications** since the time of hire or time of last promotion.

## CONDUCTING PRT REVIEWS: THE PRT COMMITTEE

1. Working in conjunction with the **PRT Committee Chair**, the designated **Office Specialist** obtains a schedule of relevant dates from the CLAS office. From these dates an internal timeline/review schedule will be established for the PRT Committee and Department Chair to complete their evaluation reports and share them with the faculty member under review. One week is allowed for the Department Chair to complete his or her report and two weeks are allowed for the faculty member to respond to the report or request a reconsideration if he or she desires to do so.
2. The **PRT Chair** attends the first Fall meeting of the Steering Committee to schedule the PRT Committee meetings for the Fall quarter.
3. The committees are instructed to obtain information from graduate students (when graduate teaching, mentoring, and/or research supervision are part of the candidate's profile of responsibilities). To protect confidentiality, graduate student input shall be solicited via anonymous surveys conducted by the **Office Specialist**, with support from the **Department Chair** as needed. The **Office Specialist** prepares a written report for each candidate, which is available to the respective candidate, the PRT Committee, and the Department Chair. (Approved 6-10-2015.)
4. At the first PRT Committee meeting, **the PRT Chair** assigns report writers and schedules the days that each case is discussed. In general, each case is discussed for a full PRT meeting. **The report writer** then prepares a draft (with line numbers if possible) and sends it to the Committee prior to the next meeting. The draft is discussed and revised at the next meeting.
5. The **Office Specialist** obtains the relevant forms for tenure, promotion, and third year review from the CLAS Website. The **Office Specialist** places each candidate's materials on a Google drive that is accessible only to the PRT Committee and Department Chair, along with:
  - the ad to which the faculty member responded,
  - the faculty member's letter of offer, and
  - the faculty member's previous annual reviews, including those from the Department Chair and CLAS.

The **Office Specialist** notifies the committee and the Department Chair that they are available. Upon request, the **Office Specialist** prepares mini-packets concerning each case. These are marked "Confidential" and distributed in envelopes to anyone who requests them.

Mini-packets contain:

- the vita,
- the one-page summary that summarizes major accomplishments in research, teaching, outreach, and self-governance since the time of hire,
- the narrative statements,
- the summary of teaching evaluations, as well as
- the ad to which the faculty member responded,
- the faculty member's letter of offer, and
- the faculty member's previous annual reviews, including those from the Department Chair and CLAS.



For cases involving external reviewers, the packet also contains the external letters.

5. In general, the **PRT Chair** and **PRT Committee** members follow the following procedures in conducting reviews. Candidates and members of the PRT Committee should familiarize themselves with the procedures as well so that they understand the internal departmental process of faculty review.
  - a. The **PRT Committee**, comprised of all tenured faculty members at or above the rank of the candidate to be considered, reviews the materials submitted for consideration by the faculty member, together with the letter of offer and any prior PRT evaluation letters and evaluation letters from the Department Chair and Dean.
  - b. The **committee** discusses the faculty member's materials and performance, with each member of the committee responsible for communicating direct knowledge they may have of the faculty member's performance.
  - c. Based on the discussion, a **member of the committee** writes a draft letter that summarizes and communicates the committee's evaluation of the faculty member. The writer of a faculty member's review letter will be, where possible, from the same program area or field as the faculty member.
  - d. The **committee members** review the draft letter.
  - e. The **committee** reconvenes to discuss any needed revisions to the letter so that it accurately communicates the committee's evaluation of the faculty member. A key function of the **PRT Chair** during the meeting is to listen to the committee's discussion and make sure that the evaluation letter accurately reflects the substance of the faculty's discussion and evaluation of the faculty member.
  - f. The **letter writer** revises the letter as needed based on this discussion and sends the revision to the committee members, and coordinates any additional revisions that are requested.
  - g. For a committee member to vote on an individual case, he or she must attend every meeting at which that case is considered.
6. Using this process, the **PRT Committee** considers each case, and prepares a letter or report. The final report is sent to the PRT Chair, who issues the report under his or her signature. In the case of the annual reviews, these are written to the faculty member (in second person). In the case of reports that go forward, these are written in third person; the PRT Committee addresses them to the Chair, and the Chair addresses them to the Dean.

#### **CONDUCTING PRT REVIEWS: THE DEPARTMENT CHAIR**

1. The **PRT Chair** gives the committee report and forms to the designated **Office Specialist** who passes them to the Department Chair, after making sure that copies of all materials that need to be forwarded to the Dean are included. Upon request, **PRT Chairs** may also send next-to-final drafts of letter to the Department Chair.
2. The **Chair** prepares an independent evaluation of the review materials.
3. The **Chair** forwards the Committee report and the Chair's letter to the candidate for their review

(cc-ing the PRT Chair and the Office Specialist).

## CONDUCTING PRT REVIEWS: FEEDBACK TO THE CANDIDATE

1. The **Department Chair** and the **PRT Chair** (or a member of the PRT Committee) meet with the candidate to discuss the letters, correct any errors of fact in the letters, convey any additional information from the PRT Committee not included in the letter, and answer any questions that the faculty member may have about the evaluation.
2. The **faculty member** is given the opportunity to review the complete appraisal document before they are forwarded to the Dean and Provost, and he or she should then indicate having done so by signing the "Appraisal Signature and Recommendation Form." The faculty member may suggest something as basic as a simple correction of fact in the letter (e.g., the candidate has 4 articles in press rather than 3); on rare occasions the candidate may have more substantive questions regarding their materials (see below). The **Chair** and **PRT Chair** must discuss with a faculty member, when requested, the reasons for the recommendations.
3. If a **faculty member** does not question either the PRT Committee's recommendation or the recommendation by the Department Chair, the **Office Specialist** sends the committee's evaluation and the Chair's letter, along with all supporting materials to the Dean's office.

### Request for Reconsideration

4. If a **faculty member** questions either the PRT Committee's recommendation or the recommendation by the Department Chair, he or she may request a reconsideration of that recommendation. Within two weeks of receipt of written notice of departmental action, the faculty member must give written notice of intent to request a reconsideration of the recommendation. If the request is for reconsideration of the PRT Committee's recommendation, both the Committee Chair and the Department Chair must be notified. If the request for reconsideration concerns only the Chair's recommendation, only the Chair need be notified in writing.
5. The **faculty member** may request a review on the basis of procedural or substantive issues. The faculty member prepares whatever supportive material is pertinent. The supportive materials must be submitted within two weeks of written notification of intention to request the reconsideration.

All materials submitted by a faculty member shall become part of the appraisal document. The **PRT Committee** and/or the **Department Chair**, as appropriate, consider the materials presented by the faculty member. The **PRT Committee** and/or the **Department Chair** may attach to the appraisal additional documentation with their recommendation(s) at that time.

For reviews that will be forwarded to the Dean, the designated **Office Specialist** ensures that materials are complete, in the required format, and forwarded to the Dean within the required timeline. The appraisal document includes copies of the chair evaluation letter, the PRT Committee's letter, the PRT voting form, and the complete file, including the faculty member's request for reconsideration and additional materials, the response form from the Chair and/or PRT Committee, along with all supporting materials. The **Office Specialist** forwards the appraisal

document to the Dean's office in accordance with the dates determined annually by the Dean.

7. At the conclusion of all types of review, the **Office Specialist** will place copies of the PRT Committee review and Department Chair review in the faculty member's permanent file, and will scan and place copies of all review documents in the PRT file - both electronic on the I-drive and hard copy to the files in the Department Chair's office.

Updated by Ellen Skinner & Zoe Erickson, August 26, 2020.