

Oregon State University Extension Service

Guidelines for Mid-Course Review: Tenure Track Faculty

Expectations:

The academic home administrator will conduct an intensive review of each Extension faculty member on annual tenure during their third year of employment. The review may be delayed until the fourth year if the employee has experienced a significant job change or other circumstances warrant such action. The mid-course review may be conducted in consort with the annual performance appraisal process, or may be conducted separately.

Purpose:

1. To evaluate the faculty member's progress toward the granting of tenure and advancement in rank. Note the following definitions:

Promotion: Recognizes the level of a faculty member's contributions to the missions of the University in teaching, advising, and other assignments, scholarship and creative activity and institutional, public and professional service.

Tenure: Reflects and recognizes faculty member whose character, achievements in serving the University's missions, and potential for effective long-term performance is demonstrated and evidenced by their professional performance and growth.

2. To establish goals and objectives for "mid-course correction" toward granting tenure and/or promotion.
3. To create such other goals and objectives that might enhance the faculty member's work toward success and achievement.
4. To council a faculty member out of the organization if sufficient progress toward tenure is not demonstrated.

Responsibilities of the Faculty Member

1. Develop a draft Promotion and Tenure vita which includes information from the beginning of employment with the OSU Extension Service through the present. This should be built on and refined each subsequent year.
2. Provide your academic home administrator with a list of customers and Extension agents and specialists with whom you have worked (approximately 10). All program areas for which you have responsibility should be represented.

3. Meet with your academic home administrator to discuss your draft vita and assess progress toward the granting of tenure and promotion. Develop goals and objectives for future programming.

Responsibilities of the Academic Home Administrator

1. Provide faculty member with a letter informing them of the mid-course review (sample enclosed). Enclose a copy of the promotion and tenure guidelines. Send a copy of this letter to the appropriate immediate supervisor, program leader, and Extension administrator.
2. Seek input from customers, advisory members, county faculty, specialists and others regarding their perceptions of the faculty member's work. One-third to one-half of these contacts may be people suggested by the faculty member. All materials used in the review, including any outside letters that might be solicited, must be open to review by the faculty member.
3. Meet with the faculty member to discuss their work. This meeting is intended to collect information and provide the faculty member the opportunity for input into the review. In preparation for this meeting, the administrator should review the faculty member's plans of work, position description, reports of accomplishment, and other materials germane to their program and progress.
4. Send a copy of the faculty member's draft vita to their immediate supervisor, the appropriate Extension administrator, and program leader(s). Solicit their comments based on:
 - a. Information in the vita;
 - b. Their specific knowledge about the work of the faculty member;
 - c. Their evaluation of the faculty member's progress toward the granting of tenure and promotion in rank.
5. Complete a preliminary evaluation of the faculty member's progress to-date.
6. Meet with the faculty member's immediate supervisor, program leader(s), and Extension administrator to discuss and concur on the review outcomes.
7. Meet with the faculty member to discuss their draft vita and the review outcomes. Develop a plan for future programming which includes reinforcing positive aspects of the program and making corrections as needed.
8. Document the review in written form.

For corrections, establish written goals or objectives the faculty member should meet, with a work plan, including a time frame for completion. The administrator and

faculty member must both sign the written documentation indicating their knowledge of the information and participation in the process.

9. Send completed, signed documents to the official personnel files, immediate supervisor, program leader(s), Extension administrator and the faculty member.