

# TENURE – University Standards for Re-employment, Promotion and Tenure

*Please refer to the latest OU-AAUP Contract for detailed information. Also refer to your own unit's Review Statement, which contains criteria and procedures specific to your department and/or school.*

## Faculty Re-employment, Promotion and Tenure

All faculty at Oakland University are represented in bargaining by the Oakland University Chapter of the American Association of University Professors (AAUP). Over 500 full-time tenure-track and 250 part time (i.e. Special Lecturers) faculty are members. The OU-AAUP website is the best place to find current information on the current elected officers of the OU-AAUP: <http://oaklandaaup.org>

The OU-AAUP website has links to PDF file versions of the current and past Agreements between Oakland University and the OU-AAUP. The current agreement is for a five-year period from 2015 to 2020. All new faculty should receive a physical copy of the contract during hiring. A PDF version of the current contract can always be obtained at:

<http://www.oaklandaaup.org/agreement.htm>

The University Standards for Re-employment, Promotion and Tenure can be found in the latest OU-AAUP Contract for detailed information (the “Agreement”). These general requirements are applied along with the specific Review Statement criteria currently in force for your unit (department and/or school). Review Statements are revised at least every five years and must be approved by the unit’s CAP and then the university FRPC, and finally Oakland. Units also have Workload policy documents that are Oakland-approved. Together, the Agreement, the unit’s Review Criteria, and the unit’s Workload policy formulate guidance for faculty career progress. The OU-AAUP strongly recommends that new faculty confirm that they have the most recent Oakland-approved versions:

- The OU + OU-AAUP Agreement (currently 2015-2020)
- Department / Unit / School Review Statement
- Department / Unit /School Workload policy

Tenure-track faculty should review these documents carefully and identify all the expectations particular to their unit and specialization as they progress through pre-tenure reemployment reviews. Success in future promotion to Associate Professor with tenure is best put “on track” in your first year at Oakland. In all reviews for promotion and tenure Oakland will consider the candidate’s entire record, emphasizing efforts and accomplishments since attainment of the current rank. The candidate’s record at Oakland University generally will be of particular importance. Oakland’s evaluation of the candidate will consider: the programmatic and institutional setting of the candidate’s work at Oakland and the nature of the candidate’s assignments and responsibilities; the quality of the candidate’s accomplishments; the relation of all these factors to the objectives of the area or department, the goals of the college or school or institute, and the mission and long range vision of the university. Oakland’s evaluation focuses on the candidate’s efforts and accomplishments in three areas:

- Teaching or performance as a university librarian, as appropriate to the appointment
- Scholarship, research, and creative activities
- Service.

## **Teaching and University Librarianship**

The term “teaching” refers to all instruction and advising activities that affect or support the academic progress of students. These activities include classroom, laboratory, studio, field, and clinical teaching and evaluation; the supervision of research, writing, independent study, practice, and performance; individual and group advising and mentoring; preparation of courses; development of curricular and instructional materials; instructional innovations; and application of new educational technologies. The phrase “performance as a university librarian” refers to initiating, planning, organizing, and implementing library programs, including application of technology and effective communication with and service to library users. A candidate for tenure must show substantial evidence of achievement in teaching and/or performance as a university librarian. Such evidence must be obtained through use of systematic procedures for student and peer review. Evidence may include, but is not limited to, assessments of the instructor’s preparation through peer review of syllabi, reading lists, class and library handouts, tests, examinations, and other course and library materials in all formats; student appraisals such as course evaluations and solicited and unsolicited letters; evidence of student achievement; and success in sharing teaching philosophies and methodologies and in obtaining grant support relating to teaching and/or university librarianship.

## **Scholarship, Research and Creative Endeavors**

Because of the comprehensive and diverse nature of Oakland University’s mission, Oakland recognizes in its reviews a broad range of intellectual contributions. Such contributions improve theory and practice and support the present and future quality of instruction at Oakland University. Scholarship and research includes:

- basic, theoretical or applied research
- scholarship that applies the research to the betterment of society, institutions, groups, and individuals
- peer recognition of the above as reflected in publications in refereed journals, other peer-reviewed publications, and critical reviews as appropriate to the discipline
- successful efforts in securing competitive or professionally significant external funding in disciplines where research is traditionally supported by grants
- scholarship that interprets, draws together, and brings new insights to bear on original research, gives meaning to isolated facts and puts them in perspective, or creates connections across disciplinary lines
- scholarship that involves not only transmitting knowledge but transforming and extending it as well, through carefully planned and continuously examined pedagogical procedures that stimulate active learning and encourages critical and creative thinking with the capacity for autodidacticism after graduation. “Creative activities” refers to works of artistic expression, production, or performance, and includes such activities as composing, writing, directing, performing, and conducting. The most important evidence of scholarship, research, and creative activities is that authorities in the discipline(s) or field(s), including authorities outside the institution, have critically evaluated the work as meeting high standards (e.g., publications in refereed journals, grants and other funded research proposals). A candidate for tenure is expected to have made substantial progress toward maturity as a scholar or creative artist and to have established the presumption of continued growth in these areas.

## **Service**

Service refers to the following activities:

- public, institutional, and professional service through work that grows out of the university's programs and mission and has the potential for substantial and positive effects on a community, profession, or external perceptions of the university, and that draws upon the candidate's professional competence. Such service includes not only contributions to the organizational work of academic professional associations and societies at all levels but also activities that extend Oakland's scholarly and instructional capabilities into various external agencies and communities.
- university service through committee work or governance activities in the area, department, school, institute, college, or the university; for faculty, university service includes service as a role model and mentor for colleagues and students. Documentation of the candidate's service should recognize these distinctions and, particularly in the case of public, institutional, and professional service, should indicate the relationship of the candidate's service activities to the programs and mission of the university and to the candidate's instruction, intellectual contributions, and professional responsibilities. A candidate's involvement in university service should reflect an appropriate sharing of general faculty obligations in university governance. Evidence of service should speak to its magnitude, complexity, and duration and may be derived from the testimony of those served; from evaluations provided by others involved in service work; from reports, articles, instructional materials and other documents produced through service; and from grants and funded projects, honors, and awards received in recognition of service.

Oakland regards teaching or performance as a university librarian and intellectual contributions as the most crucial areas of development for candidates for non-tenured reemployment or for tenure. Oakland normally will expect the record of candidates for tenure to show some accomplishments in service.

## **Candidacy for Promotion to Full Professor**

Beyond their achievements at the time of tenure, all candidates for professor are expected to have continued their development in teaching or performance as a university librarian and in intellectual contributions and service. In addition, candidates for professor are expected to have demonstrated excellence and creativity in teaching or performance as a university librarian including application of technology, or to have achieved wide recognition beyond the institution as authorities or leaders in intellectual contributions or wide recognition in public, institutional, and professional service. In disciplines where research is traditionally supported by grant support, external funding is desirable for consideration of promotion to professor. In addition, candidates for professor must demonstrate potential for sustained involvement in teaching, research, and service.

## **Questions Regarding Promotion and Tenure and Career Planning**

For junior faculty and faculty of any rank, the OU-AAUP provides advising, answers questions, and helps to clarify any situations that may arise for its member faculty. Simply contact the OU-AAUP executive director, Scott Barns (barns@oakland.edu), who is a full-time employee of the OU chapter and familiar with all aspects of the Agreement concerning promotion and tenure. The OU-AAUP office is situated on the main campus in Pryale Hall. Contact information for Scott Barns and the current elected officers of the OU-AAUP, and your unit's Advisory Forum faculty representative, are always available at <http://oaklandaaup.org>.

## Faculty Titles at Oakland University

<b>Full-Time Faculty</b> (Members of the AAUP)	
Professor	Tenured and tenure-track titles
Associate Professor	
Assistant Professor	
Instructor	
Research Professor	Renewable contract titles, not eligible for sabbatical leaves; research fellowships; travel funds
Adjunct Professor	
Special Instructors	Renewable, with job security
Visiting Professor	Renewable contract up to four years maximum
<b>Part-Time Faculty</b>	
Special Lecturers	Teach at least 16 credits per year; 8 of which must be during a Fall or Winter semester Members of the AAUP
Lecturers	Teach fewer than 16 credits per year

*Information provided by the AAUP (2014).*

## Basic Tenure Process at Oakland University

