

**OKLAHOMA STATE UNIVERSITY
REAPPOINTMENT, PROMOTION/TENURE RECOMMENDATIONS FORM
DEVELOPMENT OF THE RPT DOCUMENTATION FILE**

1. INFORMATION CONCERNING THE RPT ACTION:

Name: _____ Action Considered: Reappointment _____
 Promotion _____

Academic Unit _____ Date this action will become effective if fully approved: _____

Current rank: _____ Date of current rank: _____

Date of initial appointment at Oklahoma State University: _____

Will this action confer tenure if fully approved? Yes ___ _ No ___ _

NOTE: It is the responsibility of the faculty member and the unit administrator to prepare a documentation file to clearly summarize the history of the faculty member's appointment before any deliberations begin regarding reappointment, promotion and/or tenure.

2. DOCUMENTATION THE UNIT ADMINISTRATOR MUST PROVIDE:

The following is intended to be a minimal list of items to be provided by the unit administrator, not necessarily a listing of the *only* items to be included.

- a. Listing of academic appointments, reappointments and promotions at Oklahoma State University

Rank	Type of Action (appointment, reappointment, promotion)	Effective Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check

- _____ b. Initial appointment documents including position description (required only for those who have not yet been awarded tenure).
- _____ c. A statement describing the work assignment within the University (teaching, research, extension, service, administration, and/or advisement) during the time period considered for this personnel action. A summary of percentages for each category of activity should be included.
- _____ d. Annual appraisal and development documents prepared during the period considered for this personnel action. (For tenured faculty, only the documents for the three most recent formal appraisals need be included.)
- _____ e. Written statements, if any, documenting either special achievements or deficiencies related to the personnel action under consideration.
- _____ f. Records of sabbatical or other periods of leave (not to include annual leave).¹
- _____ g. Copies of applicable departmental policies and procedures for reappointment, promotion, and/or tenure decisions. Major revisions of the above which have occurred during the tenure of the faculty member and which may influence this personnel action must be indicated.
- _____ h. Letters from peer reviewers for promotion and/or tenure considerations.

___ Peer review letters are included in the documentation packet. All such letters should be placed in a colored file folder within the packet for easy identification.

___ Faculty member has waived the right to read his/her peer review letters. If checked, attach the signed waiver to the outside of the colored file folder.

3. DOCUMENTATION THE FACULTY MEMBER MUST PROVIDE:

The following is intended to be a minimal list of items to be provided by the faculty member, not necessarily a listing of the *only* items to be included.

Check

- _____ a. Current vita with complete list of publications, instructional accomplishments, other creative activities and important achievements. Reprints of publications need not be included. Designate publications in refereed journals. Documentation of instructional achievements could include teaching awards, peer evaluation, course syllabi and tests, student evaluations, other testimonies, etc.
- _____ b. Self-assessment statement(s) on instruction, research and/or extension/public service activities, as appropriate, from faculty being considered for promotion and/or tenure.
- _____ c. If the faculty member finds that information provided by the unit administrator in Sections 2.a. through 2.h. is incomplete or inaccurate or if there is additional documentation he/she would like reviewed, documentation should be added to clarify and complete the file prior to signing the RPT form.

¹Policy Statement, Section 1.10

- _____
- d. The faculty member should note his/her review of the file by signature below. This signature indicates that the faculty member has been given an opportunity to review the materials contained in the documentation file up to this point in the process, including all materials submitted by the unit administrator and the faculty member, and that the file is complete. Such signature *does not* indicate that the faculty member agrees with the substance of each document. The Statements of Recommendation from the departmental committee, unit administrator, college-level committee (if applicable), and dean *are not* included in the file at this point in the process.

Faculty member's signature: _____

Date: _____

NOTE: With exception of peer review letters where the faculty member has waived his/her right to access, all materials in the documentation file should be reviewed by the faculty member before formal RPT deliberations begin.

4. STATEMENTS OF RECOMMENDATION:

Copies of ALL Statements of Recommendation must be placed in the documentation file as each step in the review process is completed. Additionally, a copy of each statement shall be given to the faculty member in a confidential manner as outlined in the RPT policy and procedures letter.

- a. **Appropriate Departmental Faculty Counsel:** The departmental faculty or a special or permanent committee of the faculty of the administrative unit involved shall review the required documentation and prepare a Statement of Recommendation with justification regarding reappointment, promotion and/or tenure for the faculty member. The statement must address, in specific terms, how the faculty member has or has not satisfied applicable departmental criteria for promotion, tenure or reappointment.
- b. **Unit Administrator:** This Statement of Recommendation must address, in specific terms, how the faculty member has or has not satisfied applicable departmental criteria for reappointment, promotion and/or tenure in the view of the unit administrator. The statement must detail whether or not the performance of the faculty member adequately fulfills the published standards for the proposed personnel action. If the recommendation of the unit administrator differs from that of the appropriate faculty counsel, the reasons for differences must be explained in the statement.²

Before the documentation file and unit recommendations are forwarded to the dean, the following must be added by the unit administrator.

Check

_____ (1) Completed Employment Action form for the proposed action.

_____ (2) Draft copy of a letter to be sent to a faculty member who is not recommended for reappointment.

- c. **College-Level Committee:** Faculty counsel will be sought by the dean from an elected college personnel committee of the respective academic college. The members of the committee shall review the required documentation and prepare a Statement of Recommendation with justification regarding reappointment, promotion and/or tenure for the faculty member.

- d. **Dean:** If the recommendation of the dean differs from that of the appropriate faculty counsel and/or unit administrator, the reasons must be explained in the Statement of Recommendation. Even if the recommendation of the dean agrees with that of the departmental committee and unit administrator, the dean is encouraged to include in the documentation file a written statement setting forth rationale for his/her recommendation.

²*Policy Statement*, Section 1.2.3