**DEPARTMENT OF TEACHER DEVELOPMENT AND EDUCATIONAL STUDIES**

**Reappointment, Promotion, and Tenure Review Document**

This document applies to all reviews consistent with the *OU/AAUP 2006-2009 Agreement*, including the most common positions, which are defined below.

**Definitions**

42a First re-employment of special instructor (see *OU/AAUP Agreement* Sec. 42a)

c.1 First re-employment of assistant professor (see *OU/AAUP Agreement* Sec. 41c.1)

 First re-employment of instructor to assistant professor (see *OU/AAUP Agreement* Sec. 41b.1)

42b Second re-employment of special instructor (see *OU/AAUP Agreement* Sec. 42.b)

c.2 Second re-employment of assistant professor (see *OU/AAUP Agreement* Sec. 41c.2)

c.3 First re-employment of assistant professor hired with 3 years of prior experience (see *OU/AAUP Agreement* Sec. 41c.3)

42c Employment of special instructor with job security (see *OU/AAUP Agreement* Sec. 42c)

c.4 Third re-employment, granting of tenure, and promotion to associate professor (see *OU/AAUP Agreement* Sec. 41c.4)

d.1 Re-employment and granting of tenure to persons initially hired as an associate professor (see *OU/AAUP Agreement* Sec. 41d)

I Promotion to professor (see *OU/AAUP Agreement* Sec. 41i)

Senior Faculty Member The full-time TDES faculty member (currently available), other than the TDES Chair, who has held the highest rank for the longest period at OU.

Support Faculty Individual faculty members who help the candidate collect data for her/his review

TDES Review Team A group of three or more faculty members (including the TDES representative to SEHS CAP) who review a candidate’s dossier and file then write a letter that must be included in the dossier for the next level of review at OU.

Note: When the Department Chair is a candidate for reappointment, promotion, or tenure, the Senior Faculty Member will assume the Department Chair’s responsibilities and the next most senior faculty member will assume the Senior Faculty Member’s responsibilities.

**Candidate Rights and Responsibilities**

1. The *A.A.U.P. Agreement* contains agreed upon language for tenure and promotion. Untenured faculty rights and responsibilities for the tenure and promotion are stated in the agreement. It is expected that all newly hired faculty will follow the A.A.U.P. contractual agreement for the review process.
2. It is each candidate's responsibility to adhere to the tenure and promotion procedures and review criteria as stated in the *Personnel Review Statement of the School of Education and Human Services*. The requirements for the preparation of the dossier, including a personal statement and the candidate's accomplishments in teaching, scholarship (See Appendix E) and service, and for the supplementary file are delineated in the document.
3. During the tenure and review process candidates must follow the guidelines provided in the *Faculty Re-employment & Promotion Committee (FRPC) General Statement to Candidates and Academic Units*. The document can be found on the website of the provost http://www2.oakland.edu/provost/web/text.cfm?id=57
4. It is recommended that the candidate continuously develop and maintain a collection of materials to place in the dossier and supplementary file in support of reappointment, promotion, or tenure in the areas of teaching, scholarship and service. S/he should not wait until a review begins to collect and organize documentation.
5. It is recommended that the candidate become knowledgeable about the review process by: reading the aforementioned documents; discussing the process with TDES colleagues who have successfully completed the impending review level; and participating in optional support services provided by SEHS.

6. It is recommended that the candidate should also enlist the assistance of colleagues, who may or may not be tenured, to help with the selection and collection of evidence to support her/his claims of having potential, effectiveness or maturity in scholarship, teaching and service (referred to as Support Faculty in this document).

7. The candidate sets up a meeting with the Department Chair and a member of the Review Team by March 15 of the calendar year in which she is being reviewed to discuss current review procedures.

1. The candidate meets all deadlines, including the department schedule (see Appendix A.1). While working to meet those deadlines, candidates should solicit feedback from other faculty members.
2. A complete copy of the dossier should be distributed to each TDES Review Team member and to the Department Chair. The supplementary file should be delivered to the Department Chair who will place it in a secure location and provide access to it for Review Team members.
3. The TDES Review Team has no obligation to review materials submitted by the candidate after the scheduled date of submission. However, if the Review Team is in possession of the dossier at the time new materials are submitted, it will add materials with an explanatory memo from the candidate (that also delineates when the new materials were submitted and where they are to be placed in the dossier and supplemental file).
4. The Review Team letter represents the Department’s recommendation. The candidate must include the TDES Review Team letter in her/his dossier. The Department Chair will undertake a review that is independent of the Review Team. If the Department Chair disagrees with the department recommendation, her/his letter must also be included in the candidate’s dossier. The Department Chair’s letter may agree with the department’s recommendation. In this case, the candidate has the option of including this letter in her/his dossier. If both letters are included in the dossier, the Department Chair’s letter should follow the TDES Review Team letter.
5. A candidate for *c.4*, *d.1*, or *I* review will:

(a) select at least three representative scholarly works for external review;

(b) provide the Review Team Chair with the names, addresses, and brief biographical information of at least five external reviewers of scholarship, in order of preference, along with a written explanation of one’s relationship to each (see Appendix B);

1. A candidate who is being considered for initial employment with tenure (see *OU/AAUP Agreement* *Sec. 39*) will present a curriculum vitae and other documentation requested by the TDES Department Chair. The department schedule may be adjusted to accommodate this hiring process.

**Department Chair Responsibilities**

1. To conduct an independent review and compose a written recommendation for candidates’ reappointment and/or promotion within the specified timelines (see Appendix A.2).
2. To facilitate development and periodic review of written procedures detailing how departmental faculty will assist candidates for reappointment and promotion.
3. To inform the Dean when there are too few TDES faculty members at the required review level to act as a candidate’s TDES Review Team.
4. To meet by March 15th with each candidate who is subject to review in the subsequent academic year, along with the Chair of her/his TDES Review Team. Meeting content will include:

a) Considering specific criteria delineated in the SEHS Personnel Review Statement at the candidate’s level of review.

b)  Reviewing contractually specific procedures, deadlines and due process protection at the candidate’s level of review.

c)  Directing the candidate to those portions of the SEHS *Personnel Review Statement* which delineate ways in which criteria may be demonstrated.

d)  Working with the candidate to develop a time-task analysis of steps in her/his review process.

e)  Specifying the Department Chairperson’s deadlines for submission of successive drafts of the dossier and support file to him/her.

1. To develop, maintain and make available to Support Faculty assisting in reviews a file of form letters requesting internal and external evaluations of candidates’ teaching, service and scholarship.
2. To coordinate nominees of potential external reviewers of scholarship from both the Candidate and the TDES Review Team (see Note at end of document) and (b) distribute letters to and from external reviewers of scholarship:

 c.4 review Appendices B and C.1

 d.1 review Appendices B and C.2

 I review Appendices B and C.3
3. To be responsible for:

 (a) verbally ensuring the availability of three external reviewers of scholarship.

(b) working with the candidate and Review Team Chair to ensure that at least three scholars agree to review the candidate’s scholarship. Should any of the first three scholars approached decline to review, names of external reviewers will be taken in turn from the candidate’s list then from the Review Team’s list until three external reviewers have verbally accepted the task. The number of external reviewers chosen by the Review Team shall not exceed the number chosen by the candidate,

 (c) sending a letter and support documentation to each reviewer (see Appendices B and C).

 (d) distributing letters from reviewers to the candidate.

1. To house the candidate’s supplementary file in a secure location where the TDES Review Team can have adequate access to it during its deliberations.

**TDES Review Team Responsibilities and Procedures**

Each faculty member will be reviewed at a number of levels, as specified in the current OU/AAUP agreement. All dossiers will be reviewed by the TDES Review Team, the TDES Department Chair, the Dean of the School of Education and Human Services. The process may also include reviews by the SEHS Committee on Appointment and Promotion (CAP), the Oakland University Faculty Review and Promotion Committee (FRPC), and the Oakland University Provost. The TDES Review Team provides the first level of collegial review. The TDES Review team evaluates the candidate’s evidence provided in her/his dossier and supplemental file with respect to the criteria that are published in the SEHS *Personnel Review Statement* (the most currently approved edition). The TDES Review Team’s recommendation is independent from that of the Department Chair. The TDES Review Team’s letter must be included in each candidate’s dossier (see Candidate’s Rights and Responsibilities 10, page 3).

1. The Review Team will consist of no fewer than three faculty members who have successfully completed the impending review level. In addition to the TDES representative on SEHS CAP, potential members for the Review Team are described below:

42.aAll TDES tenured and tenure-track faculty who have completed a successful review at the c.1 and 42.a levels.

 42.bAll TDES tenured and tenure-track faculty who have completed a successful review at the c.1 and 42.b levels.

 c.1 All TDES tenured and tenure-track faculty who have completed a successful review at the c.1 level.

 c.2 and c.3 All TDES tenured and tenure-track faculty who have completed a successful review at the c.2 or c.3 levels.

 c.4, d.1 or I or All TDES tenured faculty\*

 Initial Employment with tenure

\* If there are fewer than three tenured TDES faculty, not including the Department Chair, then TDES Department faculty members will select tenured faculty at the appropriate rank in SEHS to fulfill this responsibility. This procedure, when the need for it can be anticipated, should be completed before March 15 of the end of the academic year preceding the review. It may be in the interest of individual candidates to maintain a consistent Review Team over the period of multiple reviews.

1. In consultation with the TDES Department Chair, the Review Team for each candidate will identify the Chair for that Team. The TDES Representative to CAP cannot serve as the Chair of a Review Team, unless no other qualified TDES faculty members are available.

3a. Upon agreeing to the position, the TDES Review Team Chair for a 42.a or 42.b, or for a c.1, c.2 or c.3 candidate will:

(i) convene the Review Team to consider the documentation for the candidate

(ii) identify lead reviewers for each section of the dossier who will assist the Chair in final writing of the Committee’s letter

(iii) collate feedback from all members of the Review Team; with the understanding that such feedback should facilitate the review process, not be a forum for addressing non-substantive changes e.g. punctuation, typographical errors.

(iv) talk with the Candidate about this feedback

 (v) write a draft letter on behalf of the TDES Review Team and submit it for review by the Committee

 (vi) have the final letter signed and submitted to the candidate by the assigned deadline

3b. Upon agreeing to the position, in addition to the responsibilities outlined in 3a, the TDES Review Team Chair for a c.4, d.1 or I candidate will,

(i) meet with the Candidate and the Department Chair (see Appendix A).

(ii) determine the Review Team’s suggestions for names and addresses of at least five potential external reviewers of scholarship for *c.4*, *d.1*, and *I* candidates (see Appendix B).

(iii) meet with the candidate then transmit to the Department Chair the names of at least four external reviewers. Two of these external reviewers should be from a list compiled by the candidate and two external reviewers from the Review Team. (See Page 5, Paragraph 7).

(iv) create materials that communicate the external review process for inclusion in the candidate’s dossier (see Appendix D).

(v) convene the Review Team to consider the documentation for any candidate being considered for initial employment with tenure.

4 The TDES Review Team has no obligation to review materials submitted after the scheduled date of submission. However, if the Review Team is in possession of the dossier at the time new materials are submitted, it will add materials with an explanatory memo from the candidate (that also delineates when the new materials were submitted and where they are to be placed in the dossier and supplemental file). The Review Team has the right to seek additional clarification from the candidate during its deliberations through a formal memorandum that requests specific information.

5 The operational procedures for the TDES Review Team are listed below.

5a. Voting Procedures

Three (3) members in attendance shall constitute a quorum of the TDES Review Team. No vote, straw or final, shall be taken in the absence of a quorum.

(i). Straw and Final Votes

1. Straw Votes

After the TDES Review Team has read and discussed a particular candidate’s dossier, the Chairperson will call for a straw vote. Following the straw vote, the Chairperson, with the advice of the Review Team, will determine whether the case requires further review and discussion.

1. Final Vote
	1. Final votes shall be called for at the discretion of the Chairperson, with the consent of a majority of the Review Team.
	2. All final votes shall be made in terms of the unit rule a majority of votes constitute a decision.
	3. Letters of recommendation shall be forwarded to subsequent reviewing bodies. The letters will report the decision of the Review Team according to the unit rule, rather than stating the number of positive and negative votes.
	4. When a candidate’s final vote has to be delayed, the Review Team will continue with its agenda.

(ii). Secret Ballot

All votes will be by secret ballot, with the Chairperson indicating a positive or negative recommendation. The vote will be verified by a second member of the Review Team.

(iii). Tie Votes

In the event of a final tie vote, the TDES Review Team will consider its work unfinished and the review process will continue until a decision is reached, or the Chairperson declares the Review Team to be at impasse. In the case of an impasse, the candidate will be given the right to a Hearing.

5b. Right to Review

A potentially negative decision or tie vote will not be considered to be final until the candidate has been given the right to a Hearing before the TDES Review Team. The dates and times for Hearings will be announced at the first TDES Department meeting in the fall of the academic year. The dates specified represent last possible dates and will be held earlier, if possible, depending upon the rapidity with which the TDES Review Team completes its responsibilities and the availability of the candidate, her/his Advocate, and Review Team members.

(i). Hearing Requests and Schedules

1. It is the responsibility of candidates, to periodically check their campus mailbox and e-mail to determine whether or not a TDES Hearing has been requested and to secure a copy of the Hearing Request Letter.

(ii). Conduct of Hearings

 Procedures for implementing a Hearing shall occur, in part, as

 follows:

1. All Hearing requests must list the issues, or problems, which appear to be contributing to a possible negative or tie vote.
2. Candidates may choose to be accompanied, or represented, by an advocate.

The role of an Advocate, for the purposes of SEHS CAP review is described in the SEHS Personnel Review Statement (pps. 3-4). An Advocate for the TDES Department Review is defined as follows:

An advocate is any person selected by the candidate to assist in preparing and presenting his/her candidacy. The advocate may: (a) assist the candidate in the preparation, organization, and presentation of all required and optional evidence submitted on behalf of the candidate; and (b) serve as a spokesperson for the candidate before the Review Team. The advocate should be prepared to clarify, verify, and qualify any evidence presented by the candidate.

1. Following a hearing, the TDES Review Team will complete its deliberation and take a final vote.
2. Failure by a candidate to attend the scheduled TDES Hearing, for any reason, shall not interfere with the Review Team proceeding with a final vote.

6 The Chair of the Review Team will communicate the results of the review to the candidate and to members of the Review Team via a formal letter. The letter will state whether the candidate provided evidence to demonstrate that s/he met the established criteria. This letter should be delivered to the candidate by the published due date.

7 The TDES Review Team will require the materials outlined in the Personnel Review Statement for candidates being considered for initial employment with tenure.

**Suggested Support Faculty Responsibilities and Timelines**

Support Faculty are TDES faculty members who gather evidence relative to the reappointment, promotion and/or tenure of departmental colleagues. Below is a suggested timeline.

Service

Candidates are responsible for providing complete contact information (e-mail and mailing addresses) by April 15 for individuals and/or organizations they would like the Support Faculty to contact on their behalf.

It is the candidate’s responsibility to provide a working draft (ideally a finished version) of the service section of his/her Personal Statement by August 15 (August 1 for c.3 and I reviews).

Support Faculty

* Solicit letters of support, using TDES letterhead, from sources identified by the Candidate.
* Review the service section of the candidate’s Personal Statement, dossier, and supplemental file, and write a summary that provides an overview of the candidate’s service activities.

Teaching

Each candidate is responsible for providing:

1. a “contact” list with the contact information (email and mailing addresses) for ten students that s/he has taught since her/his previous review that s/he wants the Support Faculty to contact on her/his behalf.
2. a “possibly contact” list, which is a complete list of students s/he has taught since initial employment at Oakland University (c.1, d.1), or previous review (all other levels of review).
3. a “do not contact” list of five students whom s/he does not want the Support Faculty to contact for feedback on their teaching.

All lists, including “contact,” “do not contact,” and “possibly contact” should be provided to the Support Faculty by April 30 (March 1 for an *I* review). Once the Support Faculty randomly select the students from the “possibly contact” list, it is the responsibility of the candidate to provide the Support Team with email and mailing addresses for these students.

It is the candidate’s responsibility to provide a working draft (ideally a finished version) of the teaching section of his/her Personal Statement by August 15 (August 1 for c.3 and I reviews).

Support Faculty

* Solicit letters from students regarding the candidate’s teaching from sources identified by the candidate (see Sample Request).
* Review the teaching section of the candidate’s Personal Statement, dossier, and supplemental file, and write a summary that provides an overview of the candidate’s teaching.

Scholarship [c.4, d.1 and I reviews only]:

The Candidate is responsible for providing Support Faculty with a working draft (ideally a finished version of the scholarship section of her/his Personal Statement by August 15 (August 1 for *I* reviews).

Support Faculty

* Assist in the documentation of scholarly activity.
* Discuss potential external reviewers with the candidate.
* Review the scholarship section of the candidate’s Personal Statement, dossier, and supplemental file, and write a summary that provides an overview of the candidate’s scholarly activities.

**Appendix A**

**Schedule of Required Due Dates**

If the university is not open (e.g., weekend, holiday, emergency closing) on a date listed below, the schedule date is postponed to the next day on which the university is open.

 *42a, b, c.1 c.3 c.2, 42.c, c.4, d.1 I*

1. Candidate for unscheduled Feb 1 Feb 1 Feb 1 Feb 1

 review notifies TDES Department

 and Chair if s/he desires to be

 reviewed the following fall or winter

2. Department Chair facilitates first Mar 1 Mar 1 Mar 1 Mar 1

 reading of TDES RP&T document

3. Department Chair meets with Mar 15 Mar 15 Mar 15 Mar 15

 each TDES faculty members who

 is subject to review in the subsequent

 academic year, along with the Chair of

 her/his TDES Review Team.

4. Department amends TDES RP&T Apr 1 Apr 1 Apr 1 Apr 1

 document, if needed

5. Candidate selects and contacts Apr 1 Apr 1 Apr 1 Apr 1

 Support Faculty for

 impending review

6. Candidate and TDES Review Team - - - - - - Apr 1 Feb 15

 nominate external reviewers

 of scholarship

7. Candidate and TDES Review Team - - - - - - Apr 15 Mar 1

 select external reviewers of scholarship

 from each others’ nominees

8. Candidate provides Support April 15 April 15 April 15 April 15

 Faculty members with the names

 and addresses of persons to

 contact to solicit letters

 regarding teaching and service

9. Candidate and Support Faculty Apr 30 Apr 30 Apr 30 Apr 30

 select students to contact

 from each others’ nominees

 (10 students each, with an

 additional 5 exclusions from

 the candidate)

10. Department Chair secures - - - - - - Apr 30 Apr 1

 verbal agreement from

 external scholarship reviewers

11. Department Chair sends letters - - - - - - July 1 Apr 15

 to external reviewers of scholarship

12. Support Faculty send May 15 May 15 May 15 May 15

 letters to students and colleagues

 for review of teaching and service

13. Dossier/Supplemental File Aug 15 Aug 1 Aug 15 Aug 1

 to Support Faculty Members

 for review

14. Support Faculty summary Sept 1 Aug 15 Sept 1 Aug 15

 letters to Candidate

 for inclusion in dossier

15. Review Team establishes Sept 1 Sept 1 Sept 1 Sept 1

 review procedures

16. Dossier/Supplemental File Nov 15 Sept 1 Nov 15 Sept 1

 to Chair and TDES Review Team

17. Candidate for unscheduled Dec 1 Sept 1 Dec 1 Sept 1

 review notifies the SEHS CAP

 Chair of unscheduled review

18. Department approves the TDES Sept 15 Sept 15 Sept 15 Sept 15

 RP&T document at (or before) the

 first scheduled department meeting

 of the academic year

19. Review Team and Department Jan 15 Sept 15 Jan 15 Sept 15

 Chair Letters to Candidate

20. Candidate delivers dossiers Feb 1\* Oct 15 Feb 1 Oct 15

 and Supplemental File

 to SEHS CAP Chair

 \*No CAP review required. Copies of the dossier and file are delivered to the Dean.

**Appendix A.1**

**Schedule of Required Due Dates for Candidate**

If the university is not open (e.g., weekend, holiday, emergency closing) on a date listed below, the schedule date is postponed to the next day on which the university is open.

 *42a, b, c.1 c.3 c.2, 42.c, c.4, d.1 I*

1. Candidate for unscheduled Feb 1 Feb 1 Feb 1 Feb 1

 review notifies TDES Department

 and Chair if s/he desires to be

 reviewed the following fall or winter

2. Candidate and TDES Review Team - - - - - - Apr 1 Feb 15

 nominate external reviewers

 of scholarship

3. Candidate and TDES Review Team - - - - - - Apr 15 Mar 1

 select external reviewers of scholarship

 from each others’ nominees

4. Candidate provides Support April 15 April 15 April 15 April 15

 Faculty members with the names

 and addresses of persons to

 contact to solicit letters

 regarding teaching and service

5. Candidate and Support Faculty Apr 30 Apr 30 Apr 30 Apr 30

 select students to contact

 from each others’ nominees

 (10 students each, with an

 additional 5 exclusions from

 the candidate)

6. Dossier/Supplemental File Aug 15 Aug 1 Aug 15 Aug 1

 to Support Faculty

 for review

7. Dossier/Supplemental File Nov 15 Sept 1 Nov 15 Sept 1

 to Chair and TDES Review Team

8. Candidate for unscheduled Dec 1 Sept 1 Dec 1 Sept 1

 review notifies the SEHS CAP

 Chair of unscheduled review

9. Candidate delivers dossiers Feb 1\* Oct 15 Feb 1 Oct 15

 and Supplemental File

 to SEHS CAP Chair\*

# \*No CAP review required. Copies of the dossier and file are delivered to the Dean.Appendix A.2

**Schedule of Required Due Dates for Department and Chair**

If the university is not open (e.g., weekend, holiday, emergency closing) on a date listed below, the schedule date is postponed to the next day on which the university is open.

 *42a, b, c.1 c.3 c.2, 42.c, c.4, d.1 I*

1. Candidate for unscheduled Feb 1 Feb 1 Feb 1 Feb 1

 review notifies TDES Department

 and Chair if s/he desires to be

 reviewed the following fall or winter

2. Department Chair facilitates first Mar 1 Mar 1 Mar 1 Mar 1

 reading of TDES RP&T document

3. Candidate recruits Support Faculty Mar 1 Mar 1 Mar 1 Mar 1

 members.

4. Department Chair meets with Mar 15 Mar 15 Mar 15 Mar 15

Candidates subject to review

 in the subsequent academic year

 along with the Chair of their

 TDES Review Team.

5. Department amends TDES RP&T Apr 1 Apr 1 Apr 1 Apr 1

 document, if needed

6. Department Chair secures - - - - - - Apr 30 Apr 1

 verbal agreement from

 external scholarship reviewers

7. Department Chair sends letters - - - - - - May 15 Apr 15

 to external reviewers of scholarship

8. TDES Review Team establishes Sept 1 Sept 1 Sept 1 Sept 1

 review procedures

9. Dossier/Supplemental File Nov 15 Sept 1 Nov 15 Sept 1

 to Chair and TDES Review Team

10. Candidate for unscheduled Dec 1 Sept 1 Dec 1 Sept 1

 review notifies the SEHS CAP

 Chair of unscheduled review

11. Department approves the TDES Sept 15 Sept 15 Sept 15 Sept 15

 RP&T document at (or before) the

 first scheduled department meeting

 of the academic year

12. Review Team and Department Jan 15 Sept 15 Jan 15 Sept 15

 Chair Letters to candidate

**Appendix A.3**

**Schedule of Required Due Dates for TDES Review Team**

If the university is not open (e.g., weekend, holiday, emergency closing) on a date listed below, the schedule date is postponed to the next day on which the university is open.

 *42a, b, c.1 c.3 c.2, 42.c, c.4, d.1 I*

1. TDES Review Team established Mar 1 Mar 1 Mar 1 Mar 1

2. Candidate and TDES Review Team - - - - - - Apr 1 Feb 15

 nominate external reviewers

 of scholarship

3. Candidate and TDES Review Team - - - - - - Apr 15 Mar 1

 select external reviewers of scholarship

 from each others’ nominees

4. Review Team establishes Sept 1 Sept 1 Sept 1 Sept 1

 review procedures

5. Dossier/Supplemental File Nov 11 Sept 1 Nov 11 Sept 1

 to Chair and TDES Review Team

6. Review Team Chair submits TDES Oct 1 Oct 1 Oct 1 Oct 1

 Policy to SEHS CAP Chair

7. Review Team and Department Jan 15 Sept 15 Jan 15 Sept 15

 Chair Letters to candidate

**Appendix A.4**

**Schedule of Required Due Dates for Support Faculty**

If the university is not open (e.g., weekend, holiday, emergency closing) on a date listed below, the schedule date is postponed to the next day on which the university is open.

 *42.a, b, c.1 c.3 c.2, 42.c, c.4, d.1 I*

1. Candidate recruits Apr 1 Apr 1 Apr 1 Apr 1

 Support Faculty for

 impending review

2. Candidate and Support Faculty Apr 30 Apr 30 Apr 30 Apr 30

 select students to contact

 from each others’ nominees

 (10 students each, with an

 additional 5 exclusions from

 the candidate)

3. Support Faculty send May 15 May 15 May 15 May 15

 letters to students and colleagues

 for review of teaching and service

4. Dossier/Supplemental File Aug 15 Aug 1 Aug 15 Aug 1

 to Support Faculty

 for review

5. Support Faculty summary Sept 1 Aug 15 Sept 1 Aug 15

 letters to Candidate

 for inclusion in dossier

 **Appendix B**

**External Review of Scholarship: Statement of Impartiality**

The following statement is excerpted from the Oakland University Faculty Review and Promotion Committee’s General Statement. Candidates, the Department Chair, and the TDES CAP are advised to consult their web-site for the most recent version:

External reviewers should be impartial experts who are neither (a) Oakland University nor former colleagues or the candidate, (b) members of the candidate’s dissertation committee, (c) research collaborators, (d) mentors, (e) joint authors on published works or papers submitted for review, or (f) current or past employees or employers. If there is any question as to whether a reviewer falls into one of these excluded classes, the reviewer should not be used to meet this requirement for impartial external reviewers.

**Appendix C.1**

**Letter Seeking External Review of Scholarship—c.4 Review**

Dr. FULLNAME:

Thank you for verbally agreeing to serve as an external reviewer for [Full Name]. Dr. [Surname] is an Assistant Professor in the Department of Teacher Development and Educational Studies, and is being reviewed for promotion to Associate Professor with tenure. You are one of several scholars most highly qualified to evaluate a sample of Dr. [Surname’s] work. External review of scholarship is an important part of the tenure and promotion process at Oakland University.

Your evaluation should not include a recommendation concerning the candidate’s promotion and/or tenure based on your own University’s or Oakland University’s criteria. However, you may want to consult Oakland University’s School of Education and Human Services definition of scholarship included as an enclosure. You are being asked to evaluate the candidate’s scholarship and the contribution of [her/his] work to the relevant professional field. Review of Dr. X’s teaching and service is being conducted by HER/HIS colleagues. To participate in the review process external evaluators must be impartial experts in the candidate’s field of scholarship; they may not be former colleagues (from graduate school to present), research collaborators, or mentors. In compliance with Oakland University requirements, your letter should include a brief description of the nature of your relationship with the candidate, if any, as well as a copy of your curriculum vita and a brief professional biographical statement. Please be advised that this is an open process and all supporting documents will be seen by the candidate.

The following materials are enclosed for your review:

• Dr. SURNAME’s curriculum vita

• a brief overview statement of HER/HIS scholarship

• copies of NUMBER scholarly works that Professor SURNAME has selected. They are: “TITLE,” “TITLE,” and “TITLE.”

We appreciate your willingness to perform this important task. If you are unable to do so, or if you need to recuse yourself from this review, please notify me as soon as possible. Otherwise, I hope to receive your letter and curriculum vita by mid-July.

Sincerely yours,

NAME, DEGREE

Department Chair

248-370-XXXX

email: XXX@oakland.edu

Enclosures: SEHS Scholarship: Levels and Criteria (c.4 Review)

 Candidate’s curriculum vita

 Candidate’s overview statement about scholarship

 Samples of scholarship (NUMBER)

 **Appendix C.2**

**Letter Seeking External Review of Scholarship—d.1 Review**

Dr. FULLNAME, an associate professor in the Department of Teacher Development and Educational Studies is being reviewed for tenure. External review of scholarship is part of that process at Oakland University.

Even though you may be familiar with the candidate’s teaching or service, this request is specific only to Dr. SURNAME’s scholarship. A review of HER/HIS teaching and service is being conducted by HER/HIS colleagues.

You will note that Professor SURNAME did not enter higher education in the traditional way, as an assistant professor. Instead, (S)HE was hired initially as an associate professor without tenure based on HER/HIS extensive experience in the schools. Initial appointments at the rank of associate professor at Oakland are for four years, and tenure decisions are made in the third year. Consequently, your review is requested for only two complete years of experience in higher education. Under normal conditions, faculty initially are appointed as an assistant professors, and their review takes place after completing more than five years of service. Please be advised that this is an open process and all supporting documents will be seen by the candidate.

The following materials are enclosed for your review:

• SEHS Scholarship: Levels and Criteria (D-1 Review) excerpted from the School’s *Personnel Review Document*

• Professor SURNAME’s curriculum vita

• a brief overview statement of HER/HIS scholarship

• copies of NUMBER scholarly works that Professor SURNAME has selected. They are: “TITLE,” “TITLE,” and “TITLE.”

To participate in the review process, external evaluators must be impartial experts in the candidate’s field of scholarship; they may not be former colleagues (from graduate school to present), research collaborators, or mentors. In compliance with Oakland University requirements, your letter should include a brief description of the nature of your relationship with the candidate, if any, as well as a copy of your curriculum vita and a brief professional biographical statement.

We appreciate your willingness to perform this important task. We appreciate your willingness to perform this important task. If you are unable to do so, or if you need to recuse yourself from this review, please notify me as soon as possible. Otherwise, I hope to receive your letter and curriculum vitae by mid-July.

Sincerely yours,

NAME, DEGREE

Department Chair

248-370-XXXX

email: XXX@oakland.edu

Enclosures: SEHS Scholarship: Levels and Criteria (d.1 Review)

 Candidate’s curriculum vitae

 Candidate’s overview statement about scholarship

 Samples of scholarship (NUMBER)

 **Appendix C.3**

**Letter Seeking External Review of Scholarship—I Review**

Dr. FULLNAME, a tenured associate professor in the Department of Teacher Development and Educational Studies is being reviewed for promotion to professor. External review of scholarship is part of that process at Oakland University.

Even though you may be familiar with the candidate’s teaching or service, this request is specific only to Dr. SURNAME’s scholarship. A review of HER/HIS teaching and service is being conducted by HER/HIS colleagues.

You are being asked to evaluate the candidate’s scholarship and the contribution of [her/his] work to the relevant professional field. Your evaluation should not include a recommendation concerning the candidate’s promotion and/or tenure. Review of Dr. X’s teaching and service is being conducted by HER/HIS colleagues. To participate in the review process, external evaluators must be impartial experts in the candidate’s field of scholarship; they may not be former colleagues (from graduate school to present), research collaborators, or mentors. In compliance with Oakland University requirements, your letter should include a brief description of the nature of your relationship with the candidate, if any, as well as a copy of your curriculum vitae. Please be advised that this is an open process and all supporting documents will be seen by the candidate.

The following materials are enclosed for your review:

• Scholarship: Levels and Criteria (I Review) excerpted from the School’s *Personnel Review Document*

• Professor SURNAME’s curriculum vitae

• a brief overview statement of HER/HIS scholarship

• copies of NUMBER scholarly works that Professor SURNAME has selected. They are: “TITLE,” “TITLE,” and “TITLE.”

We appreciate your willingness to perform this important task. If you are unable to do so, or if you need to recuse yourself from this review, please notify me as soon as possible. Otherwise, I hope to receive your letter and curriculum vitae by mid-July.

Sincerely yours,

NAME, DEGREE

Department Chair

248-370-XXXX

email: XXX@oakland.edu

Enclosures: Scholarship: Levels and Criteria (I Review)

 Candidate’s curriculum vitae

 Candidate’s overview statement about scholarship

 Samples of scholarship (NUMBER)

Appendix D

**TDES Procedures for Selection of External Reviewers**

A Review Team comprised of tenured faculty from the academic unit meet to review the candidate’s area of scholarship. This team provides the names of at least five potential reviewers that are consistent with the criteria published in the *Personnel Review Statement* and the current *FRPC General Statement to Candidates and Academic Units.* That is, “outside experts in the candidate’s field of scholarship who are not Oakland or former colleagues, research collaborators, mentors, etc.”

The Review Team also solicits the names of five potential reviewers from the candidate. The candidate is reminded of the aforementioned criteria for selection of external reviewers.

All names for potential external reviewers are transmitted to the Department Chair who coordinates nominees of potential external reviewers of scholarship from both the candidate and the TDES Review Team and distributes letters to and from external reviewers of scholarship. The Department Chair is responsible for (a) verbally ensuring the availability of external reviewers of scholarship; (b) sending a letter and support documentation to each reviewer.