

Department of 4-H Youth Development Education
Promotion and Tenure Notes
for
Extension Staff Chairs and Regional Directors
(How to support County Faculty going through P&T in the Department)

Position Description

- Participate in discussion of position responsibilities
- Review and sign final position description
- Please use the Department/School format for Position Descriptions

Candidate's Statement

- Agent may ask for suggestions
- Assist agent in identifying appropriate material for statement
- Serve as one of the first reviewers of written material

Student/Clientele Letter(s) of Evaluation

- Department Head may ask for assistance in identifying names, soliciting letters, etc.
- Department prefers one letter be written by a committee or group rather than independent letters. Letters must be evaluative, and not simple advocacy for the agent.

Staff Chair's Letter of Evaluation

- Department Head will request the letter of evaluation from the Staff Chair.
- Letter should be evaluation and validation of dossier and annual PROF reviews.
- Letter may also explain any unusual situations or circumstances that might influence the decision to grant tenure or promotion (outside review letters are no longer summarized by Staff Chairs, these are not done by Department Head).

Peer Teaching Evaluations

- These are a required part of the process.
- Staff Chair may be asked to do a peer review of teaching for the candidate.
- The Department has a standardized form for peer review of teaching.

VITA

- Department/School has a sample of guidelines for the vita and dossier to meet current OSU policy and guidelines
- Agent may ask for suggestions
- Staff Chair may be asked to review written material

Outside Reviewers

- Candidate is asked to provide 5-8 names of outside reviewers. Staff chair may be able to assist the candidate in identifying appropriate outside reviewers. These should be recognized leaders in the field, but no more than one should be from the same state.
- Department Head will select outside reviewers and solicit letters.
- Department Head will summarize outside review letters for the dossier.
- If candidate does not know anyone to suggest, or does not choose to suggest outside reviewers, they need to send a written memo to the Department Head asking them to identify all the reviewers.

Review of Material

- Candidate may ask the Staff Chair to serve as one of the early reviewers for their draft of the VITA and dossier. The faculty member's mentor should be involved as an early reviewer for the VITA and candidates statement. Department Head and Assistant Department Head will also be available to review draft or will assign other department faculty or mentors to assist the candidate with the development of their materials.
- The candidate will be asked to review their materials and certify the accuracy of the open part of the file at specified times.
- The Staff Chair will be provided a copy of the completed dossier at the time of the request for their letter of evaluation.

Other Notes of Interest

- According to Extension Policy, the Department Head has primary responsibility for development of the candidate's dossier in consultation with the Staff Chair or Regional Director if the candidate is a staff chair.
- The Department Head will assume responsibility for advising or assigning mentors for the candidates, soliciting and reviewing outside review letters, and preparing materials for the Department Promotion and Tenure Committee deliberations. The Department Head will be responsible for assuring that the dossier is ready for the School Committee, and that the process proceeds according to the School timetable.

Role of Regional Directors

- The Regional Director will assume the duties of the Staff Chair when the candidate is a Staff Chair.

Resources: OSU Extension Policies and Procedures
 OSU Promotion and Tenure Guidelines
 School/Department Guidelines

Prepared by: Jim Rutledge, Department Head, 4-H Youth Development Education
 Lillian Larwood, Assistant Department Head, 4-H Youth Development Education