

Committee name	DOM Promotion & Tenure (P&T)
Committee purpose	This committee reviews packets for all DOM P&T candidates, provides feedback to candidates and their respective Division Heads, and adjudicates by majority vote the promotion to rank of Associate Professor or Professor as well as appointment to indefinite tenure. The Committee's opinion serves as advisory to the DOM Chair.
Committee charge	<ol style="list-style-type: none"> 1. Review all packets for promotion to Associate Professor or Professor, and for appointment to indefinite tenure. 2. Consider candidacy for promotion or tenure based on that which is codified in the OHSU SOM P&T Guidelines. 3. Committee members, with the exception of those recused from deliberation, vote with a majority rule on all DOM candidates. In the instance that there is a tie, the DOM P&T Committee Chair will issue the deciding vote. If the Committee Chair is conflicted and therefore unable to cast the deciding vote, then the DOM Chair would do so, with the DOM Vice Chair for Faculty Development second in line. 4. Chair will communicate feedback to Division Heads and their respective candidates on the outcome of Committee vote, along with suggestions on opportunities for improvement of the packet before submission to SOM P&T Committee.
Committee composition & representation	<p>The Committee is composed of OHSU SOM faculty at rank of Associate Professor or higher, drawing from all DOM Divisions (≥ 1 Committee member from each Division), and from varied career perspectives (physician-scientist, clinician educator, service leader, etc.).</p> <p>There is emphasis on ensuring, as best as possible, that the Committee membership is inclusive and representative of the DOM faculty at large, as it relates to faculty appointment (eg., OHSU or Portland VA), sex, race, ethnicity, age and other demographic variables.</p>
Committee oversight (Reporting Relationship)	The Committee is directly overseen by the Chair, who is overseen by the DOM Chair.

Committee terms of service	
Chair	
Chair requirements	≥ 2 years of service on the DOM P&T Committee
Chair term	3 years
Chair term limits	2 terms, with +1 year as immediate-past Chair in ex-officio status
Academic rank restrictions	Associate Professor or above
Chair selection	Chair is selected by majority vote of current committee. Interested candidates can self-nominate or be nominated by other committee members.
Chair duties	See Appendix (below)
Committee members	
Committee member requirements	<ul style="list-style-type: none"> • Faculty at OHSU for > 1 year • Faculty in good standing and endorsed by faculty member's Division Head and/or Institute Director, with no current or ongoing concerns of Code of Conduct violation
Committee member term length	3 years
Committee member term limits	3 terms
Committee member selection	Candidates can self-nominate or can be nominated by their Division Head. The DOM Chair and Committee Chair will review candidates for membership yearly (in June), and will select new committee members based on targets/goals for Committee composition.
Ex-officio status	
Members	DOM Chair DOM Vice Chair for Faculty Development +/- DOM P&T Committee immediate-past Chair
Responsibilities	The ex officio members of the Committee oversee the review process and Committee meeting, ensuring the Committee's review of faculty candidates are just and fair, and that deliberations are unbiased and performed in accordance with the OHSU SOM P&T Guidelines.
Voting status	Non-voting
Apprentice members	On a one-year rotating basis, faculty at rank of Assistant Professor will be selected by Division Heads and invited to attend the annual DOM P&T Committee meeting. The rationale for this exposure is to provide insight to junior faculty on the P&T process. Apprentice members will follow the same recusal and confidentiality process as Committee members.

Meeting logistics	
Meeting frequency and duration	Annual Committee meeting to review candidate presents and vote.
Pre-meeting requirements	<ul style="list-style-type: none"> Attendance at 1-hour meeting* (roughly 1 month prior to the annual Committee meeting) for updates on process and reminders, and for Q&A on matters of general interest. *This virtual meeting will be recorded for later viewing for those unable to attend. Completion of implicit bias training (Compass module – “Unconscious Bias Foundations”)
Estimated work-load (hours)	Roughly 5 hours for each primary review and 2-3 hours for each secondary review, inclusive of pre-meeting preparation and drafting of the Committee letter. Reviewer assignments will vary depending on the number of candidates per cycle.
Voting procedure	Secret ballot
Reviewer assignments	
Reviewer assignments	A primary and secondary reviewer for each candidate is assigned by the Committee Chair. Assignments are informed by anticipated recusals and by academic rank – eg., the <u>primary</u> reviewer should be at equal or greater rank than the candidate. For Professor reviews the primary reviewer must have ≥ 1 year of Committee experience, and both primary and secondary reviewers must be at rank of Professor.
Support staff	
Responsibilities	<p>DOM Administrative support</p> <ul style="list-style-type: none"> Works with Committee Chair throughout the year to schedule and prepare for meetings, send reminders and support DOM P&T preparedness Takes a lead role in organizing and tracking files from candidates and referees, to ensure documents/letters are submitted and that packets are complete by defined deadlines Counts and records votes at Committee meeting

Appendix

<p>Chair duties (including but not limited to)</p>	<p>Education and outreach to DOM</p> <ul style="list-style-type: none">• DOM P&T primer/overview meetings for DOM and cycle candidate audiences• Annual reminder and updates to DOM Division Heads delivered at DOM Executive Committee meeting• Periodic email outreach/reminders to DOM faculty <p>Candidate reviews</p> <ul style="list-style-type: none">• Review of initial documents and presentation to/discussion with DOM Chair, with feedback to Division Heads/Institute Directors and to candidates• Work with DOM P&T Administrative support to ensure candidate packets are complete (including promotion dossier + referee letters) by key deadlines• Review of candidates' packet materials (promotion dossier + referee letters) in advance of DOM Committee meeting <p>DOM P&T Committee membership</p> <ul style="list-style-type: none">• Recruitment and onboarding of new members• Yearly process overview/orientation <p>DOM P&T Committee meeting</p> <ul style="list-style-type: none">• Presiding over meeting to ensure all candidates receive a fair and unbiased review and that all by-laws are upheld• Overseeing Committee vote• Recording Committee discussion points and ensuring constructive feedback is channeled to Division Heads/Institute Directors and to candidates• Review and editing of Committee reviewer letters, with signature
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