



## UNITED ACADEMICS PROPOSAL

### ARTICLE 12 NTTF REVIEW AND PROMOTION

#### APPLICATION

**Section 1.** This article applies to all non-tenure-track bargaining unit faculty members in the bargaining unit. Only Career NTTF will be eligible for promotions.

#### POLICIES AND PROCEDURES

**Section 2.** Academic and research units that employ non-tenure-track faculty must have a faculty-approved review and promotion criteria policy for their non-tenure-track bargaining unit faculty members. A unit's promotion process will include a promotion review committee and this committee should, where possible, include non-tenure-track bargaining unit faculty members at or above the rank sought by the candidate in addition to tenure-track bargaining unit faculty.

The review and promotion policy must be reviewed and approved by the appropriate dean/director, then forwarded to Academic Affairs for review and approval, including approval by the office of the Vice President for Research, Innovation, and Graduate Studies for units reporting to the Vice President for Research, Innovation, and Graduate Studies. The policy must be made available to bargaining unit faculty and published on the Academic Affairs website. Revisions to these criteria may not be applied so as to materially harm a currently-employed faculty member's progress toward promotion.

#### REVIEW

**Section 3.** Evaluation reviews of non-tenure-track bargaining unit faculty members are for the purpose of determining if the non-tenure-track bargaining unit faculty member is meeting the standard of excellence appropriate to a major research university. They should be designed to help the non-tenure-track bargaining unit faculty members grow as a scholar, researcher and educator, identify areas of strength, and identify areas that need improvement.

**Section 4.** While the details and structure of reviews are the responsibility of the University Administration, reviews must follow these general guidelines:

1. Career NTTF must be reviewed in each contract period prior to consideration for promotion. After promotion to Senior NTTF rank, Career NTTF must be evaluated no less frequently than their contract duration and no less frequently than once every three academic or fiscal years of employment.

2. NTTF in instructional appointments are expected to have student course evaluations offered for all courses with 10 or more students. The evaluation of teaching will include a review of evaluations for each course taught. NTTF are expected to undergo at least one peer review of teaching per contract period. The academic unit shall identify the standards to be applied to this review and shall establish a time frame for notification to the faculty member before a peer review is conducted.
3. NTTF in research appointments will be reviewed by established procedures for the quality of the effort expended and the outcomes of their contributions to the research program.
4. The evaluation of research, scholarship and creative activity, where applicable to a job description, will include an assessment of work quality, impact on the field nationally and internationally, and overall contribution to the discipline or program.
5. The review process will include an opportunity for an NTTF to discuss his or her efforts and performance with an appropriate supervisor at least once each contract period.
6. As part of each contract review an NTTF will have an opportunity to submit a summary statement of assigned duties and responsibilities.
7. NTTF can only be evaluated on professional development activities that require funding if they have had access to professional development funding from the university.
8. At no point in the review process can a faculty member be evaluated by any standards other than those on file and provided to the faculty member.

**Section 5.** A non-tenure-track bargaining unit faculty member may hold appointments in more than one unit at the university. In such a case, the relevant vice presidents, deans, directors or designees will notify the non-tenure-track bargaining unit faculty member in writing at the time of multiple appointments which unit will oversee the review process and the criteria for promotion if applicable.

## **PROMOTION POLICIES AND PROCEDURES**

**Section 6.** Career NTTF will be eligible for promotion to the first senior level after accumulating eighteen (18) terms (consecutive or not) of service, accrued at no greater than three (3) terms per academic year. This six-year period is stopped during an approved, uncompensated break in service of up to two continuous academic or fiscal years. Thus, for example, an non-tenure-track bargaining unit faculty member who

1 accumulates three consecutive academic years of service and then has an uncompensated  
2 break in service of one academic year but resumes his or her appointment immediately  
3 after the break in service, is eligible for promotion after accumulating three additional  
4 consecutive academic years of service. A year during which a non-tenure-track  
5 bargaining unit faculty members is on approved leave for more than the equivalent of one  
6 academic term does not count as a year of employment for promotion purposes.

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8 **Section 7.** Non-tenure-track bargaining unit faculty members should discuss the timing  
9 of leave and its relation to the promotion decision with the department head who may  
10 also consult with the dean and the Provost to ensure that there is appropriate and clear  
11 written documentation of leave agreements.

12 **Section 8.** Each unit, in accordance with faculty-designed policy and with appropriate  
13 communication with the appropriate dean/director, should determine whether or not  
14 external review will be included as part of the review and promotion process for Career  
15 NTTF. If reviewers external to the university or unit are included, they should be those  
16 who can present an unbiased, knowledgeable, and objective evaluation of the candidate  
17 and his or her qualifications. External reviewers must base their evaluation and judgment  
18 on the criteria in use by the academic department or program.

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20 **Section 9.** Promotion is elective and does not involve an “up-or-out” decision.  
21 Candidates wishing to be considered for promotion should notify their appropriate unit  
22 head in the year prior to the year when promotion is sought. Career NTTF who do not  
23 wish to be considered for promotion may continue employment at their current rank as  
24 long as eligible to do so under Article 9, Contracts.

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26 **Section 10.** A promotion review can occur when credit for prior service at another  
27 institution has led to a contractual agreement to this effect at the time of hire. The terms  
28 of hire should make clear where on the timeline an individual faculty member stands;  
29 from that time on, subsequent advances in rank will be awarded according to established  
30 promotion procedures. When credit for prior service at another institution is agreed upon,  
31 work completed by the faculty member during those years will receive full consideration  
32 during the promotion process.

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34 **Section 11.** Should a Career NTTF who has agreed to a review based on prior service at  
35 the time of hire choose to delay that review for the full six years of full-time service,  
36 scholarly work completed prior to arrival at the University of Oregon will be of  
37 secondary consideration during the promotion process and consideration of merit will  
38 focus on work completed during the six full time years of service at the University of  
39 Oregon.

1 **Section 12.** An accelerated promotion review may occur under exceptional circumstances  
2 as determined by the University Administration.

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4 **Section 13.** Internally, it is to be expected that those serving in supervisory roles to the  
5 candidate (e.g., department head for Instructors, research mentor for Research Assistants,  
6 etc.) – will provide letters of evaluation.

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8 **Section 14.** In evaluating a Career NTTF for promotion to the next rank, the promotion  
9 review file should generally consider the following information:

- 10 • Statement of duties and responsibilities
- 11 • Curriculum vitae
- 12 • Conditions of appointment
- 13 • Criteria for promotion
- 14 • Evidence of professional activities and contributions
- 15 • Evidence of service to the University, the profession and the community
- 16 • Teaching evaluations, peer reviews, and supplemental teaching materials
- 17 • Personal statement
- 18 • Formal evaluations
- 19 • External reviews where applicable
- 20 • Department committee recommendation, where applicable
- 21 • Department, center or institute head's recommendation, where applicable
- 22 • Vice president's, dean's or director's recommendation

23 **Section 15.** Career NTTF may choose to waive in advance their legal right to see the  
24 evaluative materials submitted by all referees in conjunction with their promotion. Such  
25 waivers shall not, however, preclude redacted versions of these documents being used  
26 during the denial of promotion appeals process described in Article 15, Grievances. This  
27 waiver is part of the promotion file.

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29 **Section 16.** Career NTTF bers shall receive at least three (3) days notice of any meeting  
30 or hearing related to the promotion process and an agenda for the meeting. Faculty  
31 members have the right to have a Union representative or colleague present at any such  
32 hearings or meetings.

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34 **Section 17.** Following the unit's review and evaluation of the promotion file, the unit-  
35 level head or director will prepare a report on the merits of the promotion case, including  
36 a voting summary and his or her independent recommendation. Such recommendation  
37 should accompany the unit-level head or director's report. The unit-level promotion  
38 committee report and recommendation should be included with the unit head's or  
39 director's report. The file will then be sent to the dean of the academic unit in which the  
40 department is located.

1 **Section 18.** The dean or other appropriate administrative head (for those units not  
2 reporting through an academic dean) will prepare a report on the merits of the promotion  
3 case, including a recommendation. The file will then be sent to Academic Affairs.  
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5 **Section 19.** The Provost will review the file, with input from Academic Affairs and/or the  
6 Office of the Vice President for Research and Innovation, and make a decision as to  
7 whether to grant or deny promotion. This notification will be provided in writing to the  
8 candidate prior to the contract-renewal date, as prescribed in Article 9, Contracts.  
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10 **Section 20.** If at any point in the promotion process a faculty member receives a negative  
11 review, he or she will be notified, provided a written explanation of the negative  
12 recommendation from the appropriate supervisor (i.e., department head, dean, Provost, or  
13 President), and given the opportunity to add rebuttal material to the file within ten days of  
14 the notice.

15 **Section 21.** An unsuccessful candidate for promotion may remain employed at his or her  
16 current rank and becomes again eligible for promotion after having been employed by the  
17 University for an additional three consecutive years. Faculty who are denied promotion  
18 may appeal the decision through the procedures in Article 15, Denial Grievance.

19 Unsuccessful candidates for promotion will remain employed at their current rank, as  
20 long as their failure to achieve promotion was not for reasons that warrant termination  
21 (see Article 9, Contracts or Article 18, Discipline and Termination). Career NTTF who  
22 are terminated will receive timely notice and a terminal contract. If NTTF have served  
23 three (3) or more years at .50 FTE or greater, they will receive the same timely notice as  
24 tenure-track faculty (i.e., a year's notice of non-renewal).

25 **Section 22.** Successful candidates for promotion will assume their new rank beginning  
26 with the next academic or fiscal year or the nearest next term of employment should their  
27 contract not begin with fall term.  
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