



## UNITED ACADEMICS PROPOSAL

7-22-13

### ARTICLE 12

#### NON-TENURE TRACK FACULTY (NTTF) REVIEW AND PROMOTION

**Section 1.** Reviews for Career NTTF will include (1) regular reviews associated with contract renewal and (2) promotion reviews. If a bargaining unit faculty member seeks promotion in a year when a contract review is due, only a single review must be completed. The decision on whether to promote and the decision on whether to renew, however, must be made independently.

**Section 2. Policies and Procedures.** The faculty in each department or unit that employs NTTF will develop written procedures and criteria for NTTF, which must comport with the general guidelines in Section 4 of this Article. Each department's or unit's promotion process will include a promotion review committee which should include tenure-track and tenured faculty and, where possible, NTTF at or above the rank sought by the candidate. Each policy will include a process for reviewing the performance of any adjuncts employed by the department or unit. Each policy will also address whether external reviewers will be included in the review and promotion process and how external reviews will be conducted. If reviewers external to the unit or university are included, they should be reviewers who can present a knowledgeable and objective evaluation of the candidate and his or her qualifications. External reviewers must be asked to base their evaluation and judgment on the criteria in use by the academic department or program.

The faculty will develop written procedures and criteria for NTTF review and promotion after considering any input provided by the dean or unit head, or the Provost or designee. The faculty will submit their recommended procedures and criteria to the appropriate dean, unit head, or designee for review. The dean, unit head, or designee will discuss any revisions he or she makes with the faculty before submitting recommended procedures and criteria to the Academic Affairs or the Vice President for Research, Innovation and Graduate Studies, as appropriate, who will have final authority to establish the procedures and criteria for each unit. If the dean, unit head, or Provost or designee materially alters faculty-recommended procedures or criteria, he or she will provide a written explanation for the change(s) to the faculty in the department or unit. The dean, unit head, Provost, or designee may initiate changes to established procedures or criteria by informing the appropriate faculty of the change being considered, thereby initiating the process described in this Section.

The procedures and criteria for review and promotion must be made available to bargaining unit faculty members upon request, and published on the Academic Affairs or Research and Innovation website and in the department or unit. If procedures or criteria change during the course of an NTTF bargaining unit member's employment, the bargaining unit faculty member

1 may elect between current criteria in effect during the six years prior to the initiation of a given  
2 review or promotion process.

### 3 4 **Reviews Associated with Contract Renewal for Career NTTF**

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6 **Section 3.** Sections 3 through 5 apply to contract reviews for Career NTTF. Reviews for Career  
7 NTTF are for the purpose of determining if the NTTF member is meeting the standard of  
8 excellence appropriate to a major research university. They should be designed to help the  
9 NTTF bargaining unit members grow as scholars, researchers and educators, identify areas of  
10 strength, and identify areas that need improvement.

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

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15 1. Career NTTF must be reviewed in each contract period prior to consideration for  
16 renewal or once every three academic or fiscal years of employment, whichever is sooner. The  
17 review will consider the Career NTTF bargaining unit faculty member's performance since the  
18 last review.

19 2. For instructional Career NTTF, student course evaluations will be offered for all  
20 courses with five or more students. The evaluation of teaching will include a review of  
21 evaluations for each course taught. Career NTTF bargaining unit members are expected to  
22 undergo at least one peer review of teaching per contract period. The department or unit will  
23 identify the standards to be applied to these reviews and will establish a time frame for  
24 notification to the Career NTTF bargaining unit member before a peer review is conducted.

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26 3. Career NTTF in research appointments will be reviewed by established  
27 procedures to assess the quality of work performed and the outcomes of their contributions to the  
28 research program.

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30 4. Librarians will be reviewed for demonstrated achievement in their professional  
31 roles in the Library.

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33 5. To the extent applicable, the evaluation of scholarship, research and creative  
34 activity, ~~where applicable~~, will include an assessment of work quality, impact on the field  
35 nationally and internationally, and overall contribution to the discipline or program.

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37 6. The review process will include an opportunity for the Career NTTF bargaining  
38 unit faculty member to discuss his or her efforts and performance with an appropriate supervisor  
39 at least once during each contract period.

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41 7. As part of each contract review, an Career NTTF will have an opportunity to  
42 submit a personal statement containing information relevant to his or her performance of  
43 assigned duties and responsibilities.

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2 8. In evaluating the performance of required professional development activities, the  
3 reviewer will consider the availability of professional development funds, opportunities for  
4 professional development, and the Career NTTF bargaining unit faculty member's efforts to  
5 secure funding.

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7 9. A Career NTTF bargaining unit faculty members will be evaluated only by the  
8 criteria approved and made available to the faculty member.

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10 **Section 5:** An NTTF bargaining unit member may hold appointments in more than one unit at  
11 the university. In such a case, the relevant vice presidents, deans, directors or designees will  
12 notify the NTTF in writing at the time multiple appointments are made which unit will oversee  
13 the review process and the criteria for promotion, if applicable.

#### 14 15 **Promotion Reviews for Career NTTF**

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17 **Section 6. Eligibility for Promotion.** Career NTTF will be eligible for promotion after  
18 accumulating ~~18 consecutive terms~~ six years of service at ~~5~~ an average of .33 FTE or greater,  
19 accrued at no greater than three terms per academic year. ~~This six year period is stopped during~~  
20 ~~an approved, uncompensated break in service of up to two continuous academic or fiscal years.~~  
21 ~~Thus, for example, a NTTF bargaining unit faculty member who accumulates three consecutive~~  
22 ~~academic years of service and then has an uncompensated break in service of one academic year~~  
23 ~~but resumes his or her appointment immediately after the break in service, is eligible for~~  
24 ~~promotion after accumulating three additional consecutive academic years of service. A year~~  
25 ~~during which a NTTF bargaining unit member is on approved leave for more than the equivalent~~  
26 ~~of one academic term does not count as a year of employment for promotion purposes.~~

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28 NTTF bargaining unit members should discuss the timing of leave and its relation to the  
29 promotion decision with the department or unit head, who may also consult with the dean and  
30 the Provost to ensure that there is appropriate and clear written documentation of leave  
31 agreements.

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33 **Section 7. "Up or Out."** For all Career NTTF bargaining unit members ~~other than librarians~~  
34 promotion is elective and does not involve an "up or out" decision. Career NTTF who do not  
35 wish to be considered for promotion may continue employment at their current rank as long as  
36 eligible to do so under Article 9, Contracts. ~~Librarians must undergo review for promotion to~~  
37 ~~associate librarian at the first time they become eligible. If promotion is denied, the candidate~~  
38 ~~will receive a one year terminal appointment. Promotion from associate librarian to senior~~  
39 ~~librarian is elective.~~

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41 **Section 8. Accelerated Review.** An accelerated promotion review can occur in particularly  
42 meritorious cases as determined by the Provost or designee in consultation with the appropriate  
43 dean, department or unit head, and affected bargaining unit faculty member.

**Section 9. Credit for Prior Service.** When credit for prior service is agreed upon, the terms of hire will state the number of years of credit granted and the earliest date for promotion eligibility. Teaching, scholarship, research, and creative activity completed by the bargaining unit faculty member during the period of prior service will receive full consideration during the promotion process if the bargaining unit member elects the earliest date for promotion review. Should a bargaining unit member who received credit for prior service at the time of hire choose to delay the review until completing the required 18 terms six years at the University, teaching, scholarship, research, and creative activity completed prior to arrival at the University will be of secondary consideration during the promotion process. Should the bargaining unit faculty member choose to use some, but not all of the credit for prior service, the focus of the review of teaching, scholarship, research and creative activity will adjust appropriately so that, for example, four years at the University would mean that at most two years of prior service will receive full consideration.

**Section 10. Multiple or Joint Appointments.** For NTTF bargaining unit members holding multiple or joint appointments, a memorandum will be completed at the time of hire or assignment specifying expectations for promotion review and identifying how the promotion process will be handled among the units. Such memorandum is not valid unless approved in writing by the bargaining unit faculty member and the Provost or designee.

**Section 11. Initiating the Promotion Process.** Candidates wishing to be considered for promotion should notify the appropriate department or unit head in the year prior to the year when promotion is sought, and must provide the following:

- **Curriculum vitae:** A comprehensive and current curriculum vitae that includes the faculty member's current research, scholarly and creative activities and accomplishments, including publications, appointments, presentations, and similar activities and accomplishments.
- **Personal statement:** A 3-6 page personal statement developed by the bargaining unit faculty member evaluating his or her performance measured against the applicable criteria for promotion. The personal statement should expressly address the subjects of teaching; scholarship, research and creative activity; and service contributions to the academic department, center or institute, school or college, university, profession, and the community. The statement should also include discussion of contributions to institutional equity and inclusion.
- **Supervisors' letters of evaluation** (e.g., department heads for instructors, research mentor for research assistants, etc.)
- **Teaching portfolio (if applicable):** Representative examples of course syllabi or equivalent descriptions of course content and instructional expectations for courses

1 taught by the bargaining unit faculty member, examples of student work and exams,  
2 and similar material.

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- 4 • **Scholarship portfolio (if applicable):** A comprehensive portfolio of scholarship,  
5 research and creative activity; and appropriate evidence of national or international  
6 recognition or impact.
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- 8 • **Service portfolio (if applicable):** Evidence of the bargaining unit faculty member's  
9 service contributions to his or her academic department, center or institute, school or  
10 college, university, profession and the community, such as op ed pieces, white papers  
11 authored or co-authored by the faculty member, commendations, awards, letters of  
12 appreciation. The portfolio may also include a short narrative elaborating on the  
13 faculty member's unique service experiences or obligations.
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- 15 • **Professional activities portfolio (if applicable):** A comprehensive portfolio of  
16 professional or consulting activities related to his or her discipline.
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- 18 • **External reviewers (if applicable):** A list of qualified outside reviewers provided by  
19 the bargaining unit faculty member.
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21 **Section 12. Waiver of Access to Materials.** Bargaining unit members may choose to waive in  
22 advance in writing their access to see any or all of the evaluative materials (see Article 19,  
23 Personnel Records). Such waivers, however, shall not preclude the use of redacted versions of  
24 these documents in a denial review process. The redacted versions are intended to protect the  
25 identity of the reviewer. If redactions are insufficient to do so, the University may prepare a  
26 suitable summary. A waiver will be included in the promotion file.

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28 **Section 13. Notice of Meetings.** A bargaining unit faculty member will receive at least three  
29 days' notice of any meeting or hearing which the member is invited or required to attend, with a  
30 dean or the Provost or designee regarding recommendations or decisions on promotion. The  
31 bargaining unit faculty member may have a colleague or Union representative present at the  
32 meeting as an observer.

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34 **Section 14. Evaluation file.** The promotion review file should generally include the following  
35 information:

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- 37 • Statement of duties and responsibilities
- 38 • Curriculum vitae
- 39 • Conditions of appointment
- 40 • Criteria for promotion
- 41 • Personal statement
- 42 • Supervisors' letters of evaluation
- 43 • Professional activities portfolio (if applicable)

- Teaching portfolio (if applicable)
- Scholarship portfolio (if applicable)
- Service portfolio (if applicable)
- External reviews (if applicable)
- Department or unit committee recommendation
- Department, unit, center or institute head's recommendation (if applicable)
- Vice president's, dean's or director's recommendation
- Waiver of access to materials (if applicable)

**Section 15. Review by Department or Unit.** Following the department's or unit's review and evaluation of the promotion file, the department or unit head will prepare a report on the merits of the promotion case. The report will include the department or unit-level promotion committee report and recommendation and a voting summary, and the department or unit head's own independent recommendation. The file will then be sent to the appropriate vice president, dean or director for review.

**Section 16. Review by Vice President, Dean or Director.** The vice president, dean, or director, as appropriate will review the file, and may consult with appropriate persons and may ask for and document additional non-confidential information. Once the vice president, dean, or director deems the file complete, he or she will prepare a separate report and recommendation. The vice president, dean, or director will share his or her report and recommendation with the candidate and allow him or her 10 days from the date of receipt of the report to provide responsive material or information, which shall be included in the evaluation file. The vice president, dean, or director then will submit the complete evaluation file to the Provost or designee.

**Section 17. Review by the Provost or Designee.** The Provost or designee will review the file, with input from Academic Affairs and the Office of the Vice President for Research and Innovation, as appropriate, and decide whether to grant or deny promotion. The candidate will be notified of the decision in writing.

**Section 18. Assumption of New Rank.** Successful candidates for promotion will assume their new rank beginning with the next academic or fiscal year or the nearest next term of employment should their contract not begin with fall term.

**Section 19. Reapplication for Promotion.** An unsuccessful candidate for promotion may continue employment at his or her current rank as long as eligible to do so under this Agreement. NTTF bargaining unit members who are denied promotion may reapply for promotion after having been employed by the university for an additional nine consecutive terms three years at .5 an average of .33 FTE or greater, accrued at no greater than three terms per academic year.

**Section 20. Appeal of Promotion Denial.** Faculty who are denied promotion may appeal the decision through the procedures in Article 14, Tenure and Promotion Denial Appeal.

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2 **Section 21. Withdrawal of Application.** A candidate may withdraw an application for  
3 promotion in writing to the Provost and the dean at any time before the Provost's decision.