

UNITED ACADEMICS PROPOSAL

Description	ARTICLE 13	
TENURE	REVIEW and PROMOTION	

Section 1. This Article applies only to bargaining unit members in the Tenure-Track and Tenured Professor classification. Tenure is in the University, not in a college, school, department, program, or discipline. The award of tenure requires an express grant by the Provost communicated in writing signed by the Provost to the bargaining unit member. There is no de facto tenure. Tenure means that the bargaining unit member's employment may be terminated only for cause, in case of financial exigency, or in case of program or department reductions or eliminations.

The University establishes University wide tenure and promotion criteria that are consistent with expectations for a major public research university.

The University of Oregon follows the general timetable, process, and standards of performance for evaluation and promotion as many other public research universities, particularly AAU institutions. The University of Oregon also considers and adheres to AAUP guidelines. The appropriate Delean or designee will ask the tenured faculty in each unit to recommend in writing tenure and promotion criteria that are consistent with the University-wide criteria. The Delean

will consider such recommendation, and make his or her own recommendation for tenure and

promotion criteria to the Provost or designee, who will establish criteria for each unit. Faculty-

designed tenure and promotion criteria will be submitted for review, discussion, possible

revision, and final approval by their dean and the Provost. If the dean or Provost alters a faculty-designed tenure and promotion policy, he or she will send a written notification to the faculty in

the affected department or unit providing an explanation.

Except as authorized in writing by the Provost or designee, a bargaining unit <u>faculty</u> member is entitled to a decision on tenure only after six consecutive academic or fiscal years of employment at 1.0 FTE per year or the equivalent of consecutive part time employment at or above .5 FTE per year. An appointment is considered consecutive even if interrupted by one or more approved leaves of absence. The period of an official leave of absence does not count toward consideration for tenure unless the bargaining unit member elects otherwise.

Promotion and tenure criteria <u>must be consistent with those of other major research universities</u> <u>and</u>, for each unit shall include <u>but are not limited to expectations for</u>:

(a) sustained high-quality, innovative scholarship in the bargaining unit faculty member's discipline, demonstrated through a record of concrete, accumulated research or creative accomplishment;

(b) effective, stimulating teaching in courses taught and in contributions to ensuring academic success for undergraduates and graduate students;

(c) steady responsible service and leadership to the faculty member's students and department, the university, and the bargaining unit faculty member's professional discipline more broadly.

• Expectations for scholarship, creative activity and research; teaching; and service

• Expectations for professional responsibility

These criteria shall be made available to tenure-track bargaining unit members on the Academic Affairs website. Except as otherwise agreed to in writing at the time of appointment, evaluation for tenure and promotion to associate professor shall be based on the criteria in effect upon hire.

Section 2. Reviews. Reviews for tenure-track bargaining unit faculty member will consist of (1) Annual Reviews for faculty not holding tenure, (2) Mid-Term Reviews between appointment and Tenure Review, (3) Tenure Review, (4) Three-Year Post-Tenure Reviews for tenured faculty in the third year following a tenure and/or promotion decision or following a Sixth-Year Post-Tenure Review, (5) Promotion-to-Full Review for tenured faculty in their sixth year or later after receiving tenure, (6) Sixth-Year Post-Tenure Review for tenured faculty in their sixth year following a tenure and/or promotion decision or following the previous Sixth-Year Review.

Section 23. Annual Reviews. Each tenure-track bargaining unit faculty member who has not received tenure and is not in the process of a tenure review will have an annual review conducted by the department or unit head or other person designated by the Provost or designee. These annual reviews provide an opportunity to evaluate the pre-tenure bargaining unit faculty members' performance and offer an opportunity to address any problems in a timely fashion. and to support the faculty member in their progress toward the Mid-Term and Tenure Reviews.

Section 34. Third-Year or Mid-Term Review. Each tenure-track bargaining unit member who has not received tenure will undergo a third-year review or have a mid-term review at approximately the time that is half-way between appointment and eligibility for tenure. The timing of this review will in general be established at the time of appointment, in that this review will usually take place during the last year of the <u>bargaining unit faculty member's initial</u> contract. Contract renewal will be contingent on receiving a successful review. Review decisions are required at least one month before the end of the initial contract. initial appointment if the initial appointment is for three academic or fiscal years.

To initiate the third-year or mid-term review process the department or unit head or other person designated by the Provost or designee will contact the bargaining unit member during the fall term of the <u>year in which the review will take place</u> third or middle year (i.e., usually in the fall term of the final academic year covered by the current appointment) and request 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.

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Scholarship Portfolio: A comprehensive portfolio of scholarship, creative activity and research work and, in fields where appropriate, evidence of national or international recognition or impact.

Personal statement: A 3-5 page personal statement developed by the faculty member evaluating his or her performance measured against the applicable criteria for tenure and promotion. The personal statement should expressly address the subjects of teaching; scholarship, research and creative activity; and service <u>contributions to the academic department</u>, center or institute, school or college, university, profession, and the <u>community</u>. The statement, and may include discussion of contributions to institutional equity and inclusion.

Teaching Portfolio: Representative examples of course syllabi or equivalent descriptions of course content and instructional expectations for courses taught by the bargaining unit <u>faculty</u> member; examples of student work and exams; and similar material.

Evidence of Service: Evidence of the bargaining unit member's service contributions to his or her academic department, center or institute, school or college, university, profession, and externally.

The bargaining unit member is responsible for preparing these documents and submitting them to the department or unit head or other person designated by the Provost or designee by a mutually agreed upon date. If the parties do not agree upon a date in a timely manner, the department or unit head Provost or designee may set a date.

The department or unit head will also obtain and place in the evaluation file copies of summary reports from the student evaluation process, The file must also include a recent peer evaluation of the bargaining unit member's teaching.

Once the department or unit head or other person designated by the Provost or designee has obtained all of the appropriate documents and information, she or he will establish a committee of tenured faculty and provide the committee with access to the documents and information. The department or unit head or other person designated by the Provost or designee will then:

Obtain a <u>report recommendation</u>-from the committee of tenured faculty <u>including</u>
 <u>an assessment of</u> the bargaining unit faculty member's progress toward tenure and
 promotion;

- Prepare his or her own evaluation of the bargaining unit member's progress toward tenure and promotion;
- Provide <u>both the faculty committee</u>'s report and department head's own the
 evaluation report to the bargaining unit member and allow the member to include
 responsive material or information within 10 days of the receipt of the report; and
- Submit the evaluation file to the appropriate Dean.

The Dean will review the file and may consult with appropriate persons and may or ask for additional <u>non-confidential</u> information. Once the Dean deems the file complete, he or she will prepare a separate report and recommendation. The Dean will share his or her report and recommendation with the bargaining unit <u>faculty</u> member who may submit responsive material or information within 10 days of receipt.

The Dean then will submit the evaluation file, as well as any responsive material or information provided by the bargaining unit member, to the Provost or designee, who will decide the terms and duration of the subsequent appointment of the bargaining unit <u>faculty</u> member in light of the <u>cumulative recommendations received from department faculty</u>, unit head, and dean

Section 4 <u>5</u>. Accelerated Review. An accelerated tenure review can occur in particularly meritorious cases as determined by the Provost or designee in consultation with the <u>appropriate</u> dean, department or unit head, and bargaining unit member.

Section 56. 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, the earliest date for tenure consideration, and the required date for tenure consideration. Research, scholarship and creative work completed by the bargaining unit member during the period prior service will receive substantial full consideration during the promotion and tenure process if the bargaining unit member elects the earliest date for tenure review. Should a bargaining unit member who received credit for prior service at the time of hire choose to delay that review for the full six years of full-time appointment at the University of Oregon, teaching, of full time service, research, scholarship and creative work completed prior to arrival at the University of Oregon will be of secondary consideration during the promotion and tenure process, and consideration of research, scholarship and creative work will focus on work completed during the six full time years of service at the University of Oregon. Should the bargaining unit member choose to use some, but not all of the credit for prior service, the focus of the review of research, scholarship and creative work will adjust appropriately so that four years of full-time appointment at the university would mean that at most two years of prior service will receive full consideration. , the longer the bargaining unit member has been at the University of Oregon, the greater the emphasis that will be placed on work at the University of Oregon.

Section 62. Multiple or Joint Appointments. For bargaining unit members holding multiple or joint appointments, a memorandum will be completed at the time of hire or assignment specifying expectations for promotion and tenure review and identifying how the tenure and 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 78. Notice of Meetings. Bargaining unit members shall receive at least three days' notice
	of any meeting or hearing related to the promotion and tenure process which the member is
	required or invited to attend. Bargaining unit faculty members have the right to have a Union
	representative or colleague present at any such hearings or meetings.
	Section 82. Initiating the Tenure Review Process. To initiate the tenure review process, the
	department or unit head or other person designated by the Provost or designee will contact the
bargaining unit member no later than winter spring term of the year preceding the year in which	
	a tenure decision is required and request 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.
	Scholarship Portfolio: A comprehensive portfolio of scholarship, creative activity and
	research work, including, in fields where appropriate, any evidence of national or
	international recognition or impact.
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	Personal statement: A 3-5 page personal statement developed by the faculty member
	evaluating his or her performance measured against the applicable criteria for tenure and promotion. The personal statement should expressly address the subjects of teaching;
	scholarship, research and creative activity; and service contributions to her or his
	academic department, center or institute, school or college, university, profession, and to
	the community. The statement, and may include contributions to institutional equity and
	inclusion.
	merasion.
	Teaching Portfolio: Representative examples of course syllabi or equivalent descriptions
	of course content and instructional expectations for courses taught by the bargaining unit
	member; examples of student work and exams; and similar material.
	Evidence of Service: Evidence of the bargaining unit member's service contributions to
	his or her academic department, center or institute, school or college, university,
	profession, and externally.
	External Evaluators: A list of Names of qualified outside evaluators provided by the
	bargaining unit member.

The department or unit head or other person designated by the Provost or designee will independently prepare a list of qualified external evaluators, with input from the department or unit faculty eligible to vote on a tenure and promotion case, and choose a final slate of evaluators. The bargaining unit faculty member being evaluated will also be invited tot submit names of qualified external reviewers following the guidelines outlined in the unit's policy on promotion and tenure. The department or unit head should choose a clear majority of the evaluators, but the department or unit head's primary responsibility is to obtain the best judgments from the most highly qualified experts in the appropriate areas. Most, if not all, of the external reviewers should be at the rank for which the candidate is being considered or above (i.e., associate professor or professor for tenure and promotions to associate professor, and professor for promotions to professor). A majority of the external reviewers should be from U.S. institutions of the quality of the University of Oregon or better. The suggestions regarding rank and affiliations of external reviewers apply to the majority of the reviewers and are not strict prohibitions, so there is flexibility to meet particular circumstances. The final slate may include a minority of evaluators suggested by the bargaining unit member. A minimum of five substantive

external evaluations is required for a tenure case to move forward.

The department or unit head or other person designated by the Provost or designee will recruit external evaluators from this slate and provide them with the bargaining unit member's candidate's signed and dated curriculum vitae, signed and dated candidate's statement, the bargaining unit member's candidate's scholarship portfolio, the department or unit's statement of criteria for promotion and tenure, and the University's statement of criteria for promotion and tenure. A minimum of five substantive external evaluations is required for a tenure case to move forward.

The Provost or designee will establish a schedule for review of tenure files. The eligible faculty in the bargaining unit member's department or unit, or a personnel committee comprised of a subset of the eligible faculty (if the dean chooses to create such committee), will review the file and external evaluations, prepare a report, and vote. A final vote will be conducted by signed ballot, and the ballots shall remain confidential to the extent permitted by law.

The Provost or designee will establish a schedule for review of tenure files. The eligible faculty in the bargaining unit member candidate's department or unit, or a personnel committee comprised of a subset of the eligible faculty (if the department or unit's internal governance documents specify the creation of dean chooses to create such committee), will review the file and external evaluations, prepare a report, and vote. In cases where there are too few eligible faculty members to form a review committee within the candidate's department or unit, the department or unit head will work with the appropriate dean to establish a committee including appropriate faculty members from outside the department. A final vote will be conducted by signed ballot, and the ballots shall remain confidential to the extent permitted by law.

- 1 The department or unit head or other person designated by the Provost or designee will prepare
- 2 an independent report and recommendation, and then forward the entire file to the appropriate
- dean. The file then will be reviewed by a school- or college-level personnel committee appointed
- 4 by a process determined by the dean, which will prepare an independent report and vote and
- 5 forward the entire file to the dean. This step may be bypassed in schools or colleges whose deans
- 6 choose not to convene such a personnel committee. The dean will prepare an independent report
- 7 and recommendation, and then meet with the bargaining unit member to discuss the case, review
- 8 the recommendations made by the department committee, department head, and dean's review
- 9 committee (if applicable) and his/her the dean's own recommendation. A bargaining unit
- 10 member The candidate will be provided with a redacted copy of the dean's report upon request.
- 11 The bargaining unit member candidate may provide responsive material for the file within 10
- days of the meeting with the dean or the receipt of the redacted report, whichever is later.

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The dean will forward the entire file to the Office of Academic Affairs. The Provost or designee will review the promotion and tenure file for completeness and general presentation, and may request additional information from the dean.

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The file forwarded to the Provost or designee should contain the following;

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- > Promotion and tenure checklist
- 21 ➤ Voting summary
 - > Criteria for tenure and promotion
 - > Dean's evaluation and recommendation
 - > The school or college committee recommendation, where applicable
 - > Department or unit head's evaluation and recommendation
 - > Department committee recommendation
 - > Letters of evaluation section, including:
 - a single copy of each letter used to solicit an external review
 - a list of the materials sent to the external evaluators (typically a signed and dated curriculum vitae, a signed and dated personal statement, specific items within the scholarship portfolio, and the department or unit's statement of criteria for promotion and tenure)
 - a brief biographical sketch of each evaluator, including indication of any relationship with the candidate and whether the evaluator was suggested by the candidate
 - the external letters of evaluation
 - documentation of declinations to review (typically copies of email notifications)
 - any internal letters of evaluation
 - Curriculum vitae (signed and dated by the candidate) as seen by the external evaluators; updates may be provided by the candidate in the form of a list of specific changes rather than as a full additional curriculum vitae

> A personal statement (signed and dated by the candidate) – as seen by the external 1 2 evaluators > Statement of waiver, partial waiver, or non-waiver (see Article XX, Personnel 3 4 Records) > Statement of duties and responsibilities 5 > Conditions of appointment, including a copy of the current notice of appointment and 6 any memoranda in the case of joint or multiple appointments 7 > Teaching evaluations, including: 8 • UO checklist for the evaluation of teaching 9 • List of all courses taught, including term, enrollment, and instructor and 10 department mean scores for required questions 11 · List of any/all teaching awards, including awards from the department, school or 12 college, university, and/or external sources 13 List of all supervised dissertations, theses, and undergraduate honors papers 14 Sample course evaluation questions 15 Statistical summary page for each course taught 16 Peer evaluations of teaching 17 > Evidence of contributions to institutional equity and inclusion (optional). 18 > Additional materials deemed necessary or advisable by the dean or Provost or 19 designee. 20 A supplementary binder will also be prepared, which typically will include: 21 Full curriculum vitae for external reviewers, if provided 22. Evidence of professional activities, including publications, as provided in the 23 Scholarship Portfolio 24 Signed written student evaluations of teaching 25 Optionally, a teaching portfolio, commonly including sample course materials -26 syllabi, exams, homework assignments, etc. This material should be 27 representative, not comprehensive, and may include other submissions - e.g., 28 electronic websites for courses and other presentations of teaching efforts and 29 innovations 30 31 After the Provost or designee has reviewed the file, the file is sent to the Faculty Personnel 32 Committee, which is established by University Senate legislation. The Faculty Personnel 33 Committee will review the file, request additional information from the Provost or designee if 34 necessary, then discuss and vote. The Faculty Personnel Committee shall prepare a written 35 summary of their discussion which will include the outcome of the vote. 36 37 Section 910. Provost's Decision. The Provost has plenary authority to award or deny tenure. 38 The bargaining unit member will be notified in writing of the Provost's decision. The letter 39 accompanying the decision will contain an explanation of the reasons underlying the Provost's

decision, if the decision is to deny tenure or promotion. A tenured appointment may not be less

than 0.5 FTE. If tenure is granted, there shall be a statement in the letter indicating the FTE of

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the tenured appointment. The letter shall be placed in the bargaining unit member's personnel file. The foregoing does not preclude a subsequent written agreement between the Provost or designee and the bargaining unit member adjusting the bargaining unit member's appointment, as long as the appointment is not less than 0.5 FTE.

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Section 1011. Bargaining unit members may choose to waive in advance in writing their access to see any or all of the evaluative materials see Article 19. Personnel Records. Such waivers shall not, however, preclude the use of redacted versions of these documents in a grievance process. The redacted versions are intended to prevent the identification of the evaluator. If redactions are insufficient to do so, the University may prepare a suitable summary.

Section 1112. Successful candidates are granted tenure and assume their new rank at the start of the next academic year, or sooner in the discretion of the Provost.

Section 12. A decision to deny tenure or promotion may be grieved at Step 3 based only on claims of procedural error, or that the decision was arbitrary and capricious. A grievance alleging procedural error may be arbitrated according to Article 16 of this Agreement. A grievance alleging that a decision was arbitrary and capricious is not subject to arbitration.

Section 13. Bargaining unit <u>faculty</u> members who are denied tenure will receive a notice of appointment which expires at the end of the academic or fiscal year following the one in which the application for tenure was submitted.

Section 14. A bargaining unit <u>faculty</u> member may withdraw an application for tenure in writing to the Provost and the dean at any time before the Provost's decision. Upon withdrawal, a bargaining unit <u>faculty</u> member will receive a notice of appointment which expires at the end of the academic or fiscal year following the one in which the application for tenure was submitted.

 Section 15. The "tenure review clock" may be tolled in the following circumstances, at the bargaining unit <u>faculty</u> member's discretion. The bargaining unit <u>faculty</u> member must decide whether to opt to toll the tenure review clock at the start of the leave or absence, or the tenure review clock will not be tolled. <u>However, tThe bargaining unit faculty member, however, may later opt to forego the tolling restore the period when the clock was tolled and may apply for tenure review at the time the bargaining unit <u>faculty</u> member would have become eligible without the tolling.</u>

The tenure review clock may be tolled: (1) for one year, upon the birth or adoption of a child; (2) for up to two years for approved leaves of absence without pay; or (3) in other extraordinary circumstances as approved by the Provost.

Section 16. Promotion from Associate Professor to Professor

- 1 The process and timelines for review and evaluation for promotion from Associate Professor to
- 2 Professor are the same as those for promotion to associate professor and tenure, except that
- 3 bargaining unit members with tenure denied promotion from Associate Professor to Professor
- 4 shall remain employed at the Associate Professor Rank. The criteria for promotion from
- 5 Associate Professor to Professor will be developed as described in Section 1 of this Article.
- 6 Department and unit criteria for promotion to Professor must be consistent with the general
- 7 principles stated in Section 1 and must require that the candidate demonstrate very good service
- 8 both within and outside the candidate's department.

- Section 17. Post-Tenure Reviews. Consistent with University Senate legislation, tenured
- faculty members will have a review in the third year following promotion or a sixth-year post-
- 12 tenure review. This Three-Year review is conducted jointly by each individual faculty member
- and the appropriate department or unit head. As a result of the review a brief statement is written
- by the department or unit head and shared with the faculty member, who may also respond. The
- statement and any response will become part of the faculty member's personnel file. Each
- faculty tenured faculty member will have a review in the sixth year following a promotion
- 17 review or a sixth-year post-tenure review. A committee of eligible faculty, a standing personnel
- committee, or a special committee convened by the department or unit head (in cases where there
- are not enough eligible faculty available to form a committee), will prepare a report to be
- 20 reviewed and evaluated by the department head. The report will discuss the faculty member's
- 21 research, teaching and service. The department or unit head will independently prepare a report.
- Both reports will be shared with the faculty member who signs the reports and has the
- 23 opportunity to respond. Reports and response become part of the faculty member's personnel

24 <u>file.</u>

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- Section 17 18. The University shall send the Union an annual report of all promotion and tenure
- 27 decisions concerning bargaining unit members in the Tenure-Track and Tenured Professor
- 28 classification made by the Provost during the preceding academic year no later than the following
- September 1.
- 30 Section 19. Promotion to Associate Professor, promotion to Professor, and successful Sixth-Year
- Post-Tenure Reviews are associated with salary increases as specified in Article 20.

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- 33 Section 20. Tenure and Promotion Denial Appeal. In order to provide for academic peer
- 34 review in the matter of tenure denial appeals, the University administration will use a Promotion.
- 35 Tenure, Retention, Appeal Committee (PTRAC) composed of faculty as specified in OAR 571-
- 36 <u>003-0007.</u>

- 38 Appeal of the decision to deny promotion or tenure for non-procedural reasons which results in
- 39 terminal notice shall be directed by the appellant in writing to the Provost or appropriate Vice
- 40 President within ninety days of actual receipt of terminal notice. If the candidate is outside of the
- 41 United States at the date of receipt, the period for filing an appeal shall be extended to sixty days
- 42 after the candidate first returns to Oregon.

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2	The Provost or designee shall refer the appeal to PTRAC for its recommendation. The purpose of
3	the reconsideration shall be to make an evaluation of the fairness and reliability of the decision-
4	making process.
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6	This reconsideration involves:
7	(a) Determination of whether errors of fact existed;
8	(b) Determination of whether relevant evidence was unavailable, disregarded or overlooked; and/or
9	(c) Determination of whether the decision was in any way arbitrary or capricious or whether it had
10	a significant foundation in fact on which to justify the original evaluative judgments and
11	recommendations.
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13	Subsection 1. Prior to the reconsideration, the appellant shall be given at least ten days
14	notice and the opportunity to introduce information which is new or hitherto unavailable or
15	overlooked, to review the open portion of the file and the abstracts and summaries, and to
16	make a personal presentation. The appellant has the right to Union representation at all
17	hearings and throughout the appeals process.
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19	Subsection 2. The appellant can review that part of the appellant's file which is open and
20	will receive a substantive abstract of any closed part of the file. A proper abstract of the file
21	is interpreted to mean document-by-document, not a general summary, with the condition
22	that editing and abstracting will maintain the confidentiality of sources who submitted their
23	evaluations with assurance of confidentiality in accordance with any earlier waiver of the
24	appellant's right to have the Administration use no confidential sources.
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26	Subsection 3. Should PTRAC conclude that prejudicially erroneous facts were utilized or
27	that relevant evidence capable of reversing the appraisal was rejected, overlooked, or
28	previously unavailable, or that the original judgment was arbitrary and capricious, or
29	prohibited by law, or that the decision was otherwise unwarranted for lack of any
30	significant factual foundation, it shall so advise the Provost, Dean, and Department or Unit
31	Head to reconsider the original recommendations with respect to the case.
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33	Subsection 4. An appeal of a PTRAC decision may be made to the President. An appeal to
34	the President shall be directed by the appellant in writing to the President within ten days of
35	the receipt of the PTRAC decision.
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37	The President shall notify the appellant of the President's final decision within twenty (20)
38	days of the receipt of the appellant's written appeal.
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40	There shall be no further appeal within the institution of the President's decision.
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42	Subsection 5. Non-terminal denial of promotion or tenure may be challenged. Given that
43	the grievant in such situations has not received a terminal notice, the question of whether

Ĺ	the grievant deserves promotion or tenure will be decided in the following academic year
2	by the Faculty Personnel Committee, if the candidate requests that the case be resubmitted
3	Requests for such consideration shall be made in writing addressed to the Provost.
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5	The procedures and process for considering this appeal will be the same as Sections 3-7 of
5	this Article.