



UNITED ACADEMICS PROPOSAL

ARTICLE 12

NTTF EVALUATION and PROMOTION

Section 1. All departments and programs that employ non-tenure-track faculty must have a faculty-approved evaluation and promotion criteria policy for their NTTF. This policy shall be made available to faculty and must be 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.

While the details and structure of NTTF evaluation are the responsibility of the immediate academic unit in which the appointment is made, evaluations must follow some general guidelines:

1. NTTF should be evaluated every 18 courses taught or 3 calendar years, whichever comes first, but NTTF can request more frequent evaluations.
2. NTTF in instructional appointments are expected to have student course evaluations offered for all courses with 10 or more students, and will undergo at least one peer review of teaching each year. NTTF must be provided notice of the standards for teaching on which he or she will be evaluated. The academic unit shall identify the standards to be applied to such evaluation, 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 evaluated for the quality of the effort expended and the outcomes of their contributions to the research program.
4. NTTF will be asked to discuss their efforts and performance with their immediate supervisor at least once each evaluation period.
5. NTTF will submit a 3-5 page personal statement developed by the faculty member that describes his or her conceptual, theoretical scholarly orientation, productivity, service work, and impact. This personal statement should correspond to the structure and general content expected of the statement that will be required for promotion.
6. NTTF can only be evaluated on his or her professional development activities that require funding in relation to the access they have had to professional development funding from their department.

1 Evaluations of NTTF are for the purpose of determining if the faculty member is meeting
2 the standard of excellence appropriate to a major research university. They should be
3 designed to help the faculty member grow as a scholar, identify areas of strength, and
4 identify areas that need improvement. If the faculty member is a Career NTTF, the
5 evaluation must indicate if the faculty member is progressing toward promotion. If the
6 faculty member is not progressing toward promotion, the evaluation should identify
7 specific areas for improvement.
8

9 **Section 2.** Only Career NTTF are eligible for promotion. Career NTTF will be eligible
10 for promotion to the first senior level after accumulating eighteen (18) terms (consecutive
11 or not) of service, accrued at no greater than three (3) terms per academic year.
12

13 **Section 3.** Promotion is elective and does not involve an “up-or-out” decision.
14 Candidates wishing to be considered for promotion should notify their appropriate unit
15 head in the year prior to the year when promotion is sought, or equivalent FTE, in rank.
16 Career NTTF who do not wish to be considered for promotion may continue employment
17 at their current rank as long as eligible to do so under Article 9, Contracts.
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19 An accelerated promotion review can occur in a meritorious case or when credit for prior
20 service at another institution has led to a contractual agreement to this effect at the time
21 of hire. The terms of hire should make clear where on the timeline an individual faculty
22 member stands; from that time on, subsequent advances in rank will be awarded
23 according to established promotion procedures. When which credit for prior service at
24 another institution is agreed upon, scholarly work completed by the faculty member
25 during those years will receive full consideration during the promotion process.
26

27 Should a faculty member who has agreed to an accelerated review at the time of hire
28 choose to delay that review for the full six years of full time service, scholarly work
29 completed prior to arrival at the University of Oregon will be of secondary consideration
30 during the promotion and tenure process and consideration of scholarly achievement will
31 focus on work completed during the six full time years of service at the University of
32 Oregon.
33

34 **Section 4.** For faculty members holding multiple or joint appointments, a Memorandum
35 of Understanding will be entered into at the time of hire or assignment between the
36 different employing units specifying the expectations for promotion and tenure review.
37

38 **Section 5.** The Family Leave policy can affect the timing of promotion by “stopping the
39 clock” for a pre-specified and contractual period of time. Faculty members considering
40 such leaves should consult Article 24, Leave and the Office of Human Resources Leaves
41 Website. Faculty members should discuss the timing of leave and its relation to the
42 promotion decision with the department head who may also consult with the dean and the

1 provost to ensure that there is appropriate and clear written documentation of leave
2 agreements.

3 4 **Promotion Review**

5 **Section 6.** Academic and research units must have on file and provide to their Career
6 NTTF statements of criteria for evaluation and promotion of Career NTTF. A unit's
7 promotion review process will commonly include a review committee, and this
8 committee should include NTTF at or above the rank sought by the candidate in addition
9 to any tenure-track faculty. At no point in the review process can a faculty member be
10 evaluated by any standards other than those on file and provided to the faculty member.

11
12 Each unit, with appropriate communication with the appropriate dean/director, should
13 determine whether or not external review will be included as part of the review and
14 promotion process for Career NTTF. If external reviewers are included, reviewers should
15 be those who can present an unbiased, knowledgeable, and objective evaluation of the
16 candidate and his/her qualifications. External reviewers must base his or her evaluation
17 and judgment on the criteria in use by the academic department or program.

18
19 Internally, it is to be expected that those serving in supervisory roles to the candidate
20 (e.g., department head for Instructors, research mentor for Research Assistants, etc.) –
21 will provide letters of evaluation.

22
23 Required elements of a promotion file include:

- 24 • Vita
- 25 • Statement of duties and responsibilities
- 26 • A candidate's statement
- 27 • Letters of evaluation.
- 28 • Candidate may propose names of qualified outside referees, some of whom will
- 29 be contacted, if necessary
- 30 • Statement of waiver, partial waiver, or non-waiver
- 31 • Conditions of appointment
- 32 • Departmental criteria for promotion
- 33 • Memorandum(s) of Understanding between departments in the case of joint
- 34 appointments
- 35 • Teaching evaluations and supplemental teaching materials
- 36 • Evidence of professional activities
- 37 • Department committee recommendation
- 38 • Department head's evaluation and recommendation
- 39 • Dean's Advisory Committee recommendation, where applicable
- 40 • Dean's evaluation and recommendation
- 41 • Voting summary

1 **Section 7.** Faculty members may choose to waive in advance their legal right of access to
2 see the evaluative materials submitted by all referees in conjunction with their promotion
3 and/or tenure review. Such waivers shall not, however, preclude redacted versions of
4 these documents being used during the denial of promotion appeals process described in
5 Article 14, Tenure Denial Grievance.

6
7 **Section 8.** Faculty members shall receive at least three (3) days notice of any meeting or
8 hearing related to the promotion process and an agenda for the meeting. Faculty members
9 have the right to have a Union representative or colleague present at any such hearings or
10 meetings.

11
12 **Section 9.** Following the unit's review and evaluation of the promotion file, the unit
13 head or director will prepare a report on the merits of the promotion case, including a
14 voting summary and his/her independent recommendation. If the unit chooses to have a
15 unit-level review committee prepare a report and recommendation, this report should be
16 included with the unit head or director's report.

17
18 The file will then be sent to the dean of the academic unit in which the department is
19 located.

20
21 **Section 10.** Individual colleges may or may not choose to include a review by an
22 advisory committee prior to the dean's recommendation. If they do, it will be necessary
23 for that college to constitute an appropriate NTTF Dean's Advisory Committee (NTTF-
24 DAC), comprised primarily of tenured or tenure-track faculty, but also including
25 members who are themselves NTTF.

26
27 The dean (or other appropriate administrative head, for those units not reporting through
28 an academic dean) will prepare a report on the merits of the promotion case, including a
29 recommendation.

30
31 The file will then be sent to Academic Affairs.

32
33 **Section 11.** The Provost will review the file, with input from Academic Affairs and/or the
34 Office of the Vice President for Research and Innovation, and make a decision as to
35 whether to grant or deny promotion.

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37 This notification will be provided in writing to the candidate by June 15.

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39 **Section 12.** If, at any point in the promotion process a faculty member receives a
40 negative vote or evaluation, he or she will be notified, provided an written explanation of
41 the negative vote or evaluation from the appropriate supervisor (i.e., department head,
42 dean, Provost, or President), and the opportunity to submit rebuttal material within ten
43 (10) days.

1
2 **Section 13.** Successful candidates for promotion will assume their new rank beginning
3 with the following Fall term, or the nearest next term of employment should their
4 contract not begin with the Fall term.
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6 Successful candidates for promotion will receive a salary adjustment of at least 10%,
7 effective simultaneously with assumption of the new rank (see Article 20, Salary).
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9 **Section 14.** Faculty who are denied promotion may appeal the decision through the
10 procedures in Article 14, Tenure Denial Grievance.
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12 Unsuccessful candidates for promotion will remain employed at their current rank, as
13 long as their failure to achieve promotion was not for reasons that warrant termination
14 (see Article 9, Contracts or Article 18, Discipline and Termination). Career NTTF who
15 are terminated will receive timely notice and a terminal contract. If NTTF have served
16 three (3) or more years at .50 FTE or greater, they will receive the same timely notice as
17 tenure-track faculty (i.e., a year's notice of non-renewal).
18

19 Career NTTF who are unsuccessful at securing promotion may be considered for
20 promotion again after accumulating an additional nine (9) terms (consecutive or not) of
21 service at .50 FTE or greater, accrued at no greater than three (3) terms per academic
22 year.

23 **Section 15.** NTTF holding "affiliate," "adjunct," "visiting," "fellow," "postdoctoral" or
24 "emeriti," appointments are not eligible for promotion. All faculty, however, shall have
25 the right to petition for rank reclassification if they believe that their work was
26 misclassified at the time of first hire or their position has evolved to more closely
27 resemble a different classification.

28 Adjunct NTTF who believe that their positions should be Career NTTF appointments,
29 can petition for reclassification after completing their second year of appointment and/or
30 evaluation as described in this Article (see also Article 2, Academic Rank).