



UNITED ACADEMICS PROPOSAL

ARTICLE 13 TENURE REVIEW and PROMOTION

Section 1. All tenure-granting departments and programs shall establish promotion and tenure procedures and criteria. All faculty in such departments and programs shall formulate the department-specific promotion and tenure procedures and criteria and shall submit them for review, discussion, possible revision and final approval by their dean and by Academic Affairs.

Promotion and tenure criteria must specify the department or program's policy regarding:

- External reviewers
- Internal reviews
- Candidate's Statement
- Rights of faculty members to submit rebuttal material
- Expectations for scholarship, teaching, and service, with specific information about how these factors will be weighted. Junior faculty should have reduced service expectations. Service expectations should take into account that underrepresented and female faculty are often relied upon by administrators and students to a greater degree and be weighted accordingly.

These criteria must comport with the provisions of this Article, the policies of the University of Oregon, and Oregon Administrative Rules 580-021-0100 through 580-021-0140.

These criteria 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 a favorable tenure review.

Section 2. Each assistant professor will be reviewed annually by the department head. These annual reviews provide an opportunity to evaluate whether the faculty member is progressing towards a favorable promotion and tenure recommendation and offer an opportunity to address any problems in a timely fashion.

For faculty members who do not have prior credit towards tenure, the faculty member will undergo a mid-term or third-year review.

To initiate the pre-tenure review process the department head will contact the faculty member during the fall term of the third year and request the following:

- 1 • **Curriculum vitae:** a comprehensive and current curriculum vitae that includes
- 2 the faculty member's current scholarly activities and accomplishments, including
- 3 publications, appointments, presentations, etc.
- 4 • **Publications:** All materials published during the period under review.
- 5 • **Personal statement:** A 3-5 page personal statement developed by the faculty
- 6 member that describes his or her conceptual, theoretical scholarly orientation,
- 7 productivity, and impact. This personal statement should correspond to the
- 8 structure and general content expected of the statement that will be required for
- 9 tenure and promotion.
- 10 • **Syllabi:** Copies of course syllabi or equivalent description of instructional
- 11 expectations from all courses taught during the faculty member's first two (2)
- 12 years.
- 13 • **Student evaluations:** copies of summary reports from the University of Oregon
- 14 Course Evaluation process, including written comments from students.

15 The faculty member is responsible for preparing these documents and submitting them to
 16 the department head by a mutually agreed upon date. In addition, the department head
 17 will arrange for a more senior faculty member to conduct a peer-teaching evaluation of
 18 the faculty member during the fall term and submit a peer-teaching evaluation report.

19 Once the department head has obtained all of the appropriate documents and sources of
 20 information, he or she will submit the documents to the department faculty for review
 21 early in the spring term. In addition, the department head will do the following:

- 22 • Schedule, execute and record a vote by the department faculty who are eligible to
- 23 vote on promotion and tenure cases.
- 24 • Prepare an evaluation of faculty member's scholarship, teaching, and service,
- 25 including a summary of the vote of the department faculty. This evaluation should
- 26 include a recommendation of renewal or non-renewal of the contract for another
- 27 three-year period.
- 28 • Submit the pre-tenure review evaluation report to the Dean of the School or
- 29 College.

30 The report will be reviewed and then a separate report and recommendation will be
 31 prepared by the dean and submitted to the Senior Vice Provost for Academic Affairs and
 32 the Provost of the University. The faculty member will have the opportunity to submit
 33 rebuttal material within ten (10) days.

34 The recommendation of the Senior Vice Provost and Provost of the University is
 35 considered binding and the final step of the pre-tenure process. Their decision will result
 36 in the issuance of employment contracts of three (3) years to the faculty member.

1 **Section 3.** An accelerated tenure review can occur in a meritorious case or when credit
2 for prior service at another institution has led to a contractual agreement to this effect at
3 the time of hire. The terms of hire should make clear where on the timeline an individual
4 faculty member stands; from that time on, subsequent advances in rank will be awarded
5 according to established promotion procedures. When credit for prior service at another
6 institution is agreed upon, scholarly work completed by the faculty member during those
7 years will receive full consideration during the promotion and tenure process.

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9 Should a faculty member who has agreed to an accelerated review at the time of hire
10 choose to delay that review for the full six years of full time service, scholarly work
11 completed prior to arrival at the University of Oregon will be of secondary consideration
12 during the promotion and tenure process and consideration of scholarly achievement will
13 focus on work completed during the six full time years of service at the University of
14 Oregon.

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

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20 **Section 5.** Use of extended leave can affect the timing of promotion by “stopping the
21 tenure clock” for a pre-specified and contractual period of time. Faculty members
22 considering such leaves should consult Article 24, Leave and the Office of Human
23 Resources Leaves Website. Faculty members should discuss the timing of leave and its
24 relation to the promotion and tenure decision with the department head who may also
25 consult with the dean and the provost to ensure that there is appropriate and clear written
26 documentation of leave agreements. No faculty member can be discriminated against,
27 disciplined or terminated for use of leave to stop the tenure clock.

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29 **Section 6.** While academic departments and programs may use an external review
30 process as a criterion for promotion and tenure, any external reviewer must base his or
31 her evaluation and judgment on the criteria in use by the academic department or
32 program, including the applicable tenure guidelines.

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34 The Administration will bear the cost of providing materials to external reviewers.

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

1 **Section 8.** Faculty members shall receive at least three (3) days notice of any meeting or
2 hearings related to the promotion and tenure process. Faculty members have the right to
3 have a Union representative or colleague present at any such hearings or meetings.

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5 **Section 9.** Candidates should receive a redacted copy of the unit level (Dean's level)
6 review and the opportunity to add a written response within ten (10) days.

7
8 **Section 10.** If, at any point in the promotion and tenure process a faculty member
9 receives a negative vote or evaluation, he or she will be notified, provided an written
10 explanation of the negative vote or evaluation from the appropriate supervisor (i.e.,
11 department head, dean, Senior Vice Provost for Academic Affairs, Provost, or President),
12 and given the opportunity to submit rebuttal material within ten (10) days.

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14 **Section 11.** While the promotion and tenure process may differ through the unit and
15 college levels, ultimately the Senior Vice Provost for Academic Affairs will review the
16 promotion and tenure file for completeness and general presentation, and may request
17 additional information from the dean.

18 At this point, the file, or dossier, should contain the following:

- 19 • Vita
20 • Statement of duties and responsibilities
21 • A candidate's statement
22 • Letters of evaluation.
23 • Candidate-proposed names of qualified outside referees, some of whom will be
24 contacted, if necessary
25 • Statement of waiver, partial waiver, or non-waiver
26 • Conditions of appointment
27 • Departmental criteria for tenure and promotion
28 • Memorandum(s) of Understanding between departments in the case of joint
29 appointments
30 • Teaching evaluations and supplemental teaching materials
31 • Evidence of professional activities, including publications (which shall be
32 furnished at the Administration's cost)
33 • Department committee recommendation
34 • Department head's evaluation and recommendation
35 • Dean's Advisory Committee recommendation, where applicable
36 • Dean's evaluation and recommendation
37 • Voting summary

38 The Administration, not the candidate, will bear the cost of providing these materials.

1 The file may also include additional materials collected by the dean and/or Provost, if
2 deemed necessary or advisable.

3 Faculty members shall be afforded the opportunity to review their file and provide any
4 additional materials that they feel will advance their case.

5 After the Senior Vice Provost for Academic Affairs and the faculty member have
6 reviewed the file, the dossier then goes to the Faculty Personnel Committee. The Faculty
7 Personnel Committee shall be made up of ten (10) elected faculty members from the
8 various colleges and schools in the university as well as two (2) advisory students
9 nominated by the ASUO. The Faculty Personnel Committee will review the dossier,
10 request additional information if necessary, then discuss and vote on the merits of the
11 case. The Faculty Personnel Committee shall issue a written explanation of their decision.
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13 **Section 12.** The Provost has the authority to award tenure while giving full weight to the
14 recommendations made at every level. Faculty will be notified in writing of the Provost's
15 decision. The letter accompanying the decision must contain the full and complete
16 justification for the Provost's decision.
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18 **Section 13.** Successful candidates for tenure and promotion will assume their new rank
19 beginning with the following Fall term, or the nearest next term of employment should
20 their contract not begin with the Fall term.
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22 Successful candidates for promotion will receive a salary adjustment of at least 10%,
23 effective simultaneously with assumption of the new rank (see Article 20, Salary).
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25 **Section 14.** Faculty who are denied tenure may appeal the decision through the
26 procedures in Article 14, Tenure Denial Grievance.
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28 Faculty who are denied tenure will receive timely notice of a one-year employment
29 contract. Although there is no expectation on employment beyond the timely notice
30 contract, nothing shall prohibit a faculty member from being employed in a Career NTTF
31 position for any department at the University of Oregon.
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33 **Section 15.** Promotion from the rank of Associate Professor to Professor is elective and
34 does not involve an "up-or-out" decision. Candidates wishing to be considered for
35 promotion should notify their appropriate unit head at the end of their fifth year, or
36 equivalent FTE, in rank. Associate Professors who do not wish to be considered for
37 promotion may continue employment at their current rank.
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39 **Section 16.** Departmental guidelines concerning the criteria for promotion from
40 Associate Professor to Professor must require that the candidate demonstrate very good
41 service both within and outside the candidate's department.

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2 **Section 17.** Faculty who are denied promotion from Associate Professor to Professor
3 shall remain employed at the Associate Professor Rank.
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5 **Section 18.** The Administration shall send the Union an annual report of all promotion
6 and tenure decisions concerning bargaining unit members made by the Provost and
7 President during the preceding academic year no later than the following August 1.
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