

1 UNIVERSITY COUNTERPROPOSAL

2 2-7-13

3  
4 ARTICLE 12

5 CAREER NTTF EVALUATION and PROMOTION  
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9 **Section 1.** The University will establish policies for the formal evaluation and for the  
10 promotion of Career NTTFs. The policies will be made available to bargaining unit  
11 members on the Academic Affairs website.  
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13 **EVALUATION OF CAREER NTTFS EXCEPT LIBRARIANS:** Section 2 applies to  
14 all Career NTTFs except for librarians. For the purpose of Section 2, reference to NTTFs  
15 refers to all Career NTTFs except for librarians.  
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17 **Section 2.** While the details and structure of evaluations are the responsibility of the  
18 University, evaluations must follow these general guidelines:  
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- 20 1. An NTTF will be evaluated at least once every three academic or fiscal years of  
21 employment. An academic or fiscal year during which an NTTF is on approved  
22 leave for more than the equivalent of one academic term does not count as a year  
23 of employment for this purpose.  
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- 25 2. An NTTF will be evaluated to determine whether he or she is meeting assigned  
26 duties and responsibilities in teaching; research, scholarship and creative activity;  
27 service; and the criteria set forth in Section 4.  
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- 29 3. The evaluation of teaching will include a review of student course evaluations  
30 for each course taught.  
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- 32 4. All NTTFs who teach courses will receive a peer review of teaching at least  
33 every three years. A year during which an NTTF is on approved leave for more  
34 than the equivalent of one academic term does not count as a year of employment  
35 for this purpose.  
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- 37 5. The evaluation of research, scholarship and creative activity will include, as  
38 applicable an assessment of work quality, impact on the field nationally and  
39 internationally, and overall contribution to the discipline or program.  
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- 41 6. An evaluation will include an opportunity for an NTTF to discuss his or her  
42 efforts and performance with an appropriate supervisor.

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2 7. As part of each evaluation, an NTTF will have an opportunity to submit a  
3 personal statement containing information relevant to his or her performance of  
4 assigned duties and responsibilities.  
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7 **EVALUATION OF LIBRARIANS:** Section 3 applies only to librarians.  
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9 **Section 3.** While the details and structure of evaluations are the responsibility of the  
10 University, evaluations of librarians must follow these general guidelines:  
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- 12 1. A librarian will be evaluated annually.  
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14 2. A librarian will be evaluated to determine if he or she is meeting assigned duties;  
15 has demonstrated achievement in his or her professional role(s) in the library; has met  
16 the requirements for service in the library, university, community, and profession; and  
17 has demonstrated sufficient involvement in publication, conference presentations, or  
18 other professionally acknowledged venues; and is meeting the criteria set forth in  
19 Section 4.  
20  
21 3. An evaluation will include an opportunity for a librarian to discuss his or her  
22 efforts and performance with an appropriate supervisor.  
23  
24 4. As part of each evaluation, a librarian will have an opportunity to submit a  
25 personal statement containing information relevant to his or her performance of  
26 assigned duties and responsibilities.  
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29 **Section 4.** Evaluations are for the purpose of determining if the bargaining unit member  
30 is meeting his or her obligation to: (a) devote his or her best efforts to the University, and  
31 particularly, as appropriate, the students; (b) perform all duties and responsibilities with  
32 professionalism and diligence and in accordance with the standards appropriate in AAU  
33 institutions; (c) act ethically and in compliance with accepted professional standards; (d)  
34 account for all money and property received; (e) use money and property only for lawful  
35 purposes and in accordance with policy; (f) treat confidential information as confidential;  
36 (g) cooperate with the University; and (h) represent the University with professionalism.  
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38 **Section 5.** Evaluations should be designed to: (a) promote growth in quality of teaching;  
39 research, scholarship and creative activity; and service; (b) identify areas of strength and  
40 areas that need improvement or are unsatisfactory. Evaluations are not for the purpose of  
41 promotion decision-making.  
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**PROMOTION:**

**Section 6.** Only Career NTTFs are eligible for promotion. The University will post on the Academic Affairs website statements of criteria for evaluation and promotion of Career NTTF (including Librarians).

**PROMOTION OF CAREER NTTFS EXCEPT FOR LIBRARIANS:** Sections 7 through 11 apply to the promotion of all Career NTTF except Librarians. For the purpose of Section 7 through 11, reference to NTTFs refers to all Career NTTFs except for librarians.

**Section 7.** An NTTF will be eligible for promotion to the next highest rank after accumulating six consecutive academic or fiscal years of service at the University accumulated by appointments of at least .5 FTE or greater per academic or fiscal year. This six-year period is tolled during an approved, uncompensated break in service of up to two continuous academic or fiscal years. Thus, for example, an NTTF who accumulates three consecutive academic years of service and then has an uncompensated break in service of one academic year but resumes his or her appointment immediately after the break in service, is eligible for promotion after accumulating three additional consecutive academic years of service. An accelerated promotion review may occur under exceptional circumstances as determined by the University.

**Section 8.** Promotion is elective and does not involve an “up-or-out” decision. An NTTF who believes he or she is eligible for promotion should notify the appropriate vice president, dean, director or designee in writing. The vice president, dean, director or designee will determine if the NTTF is eligible for promotion and will notify the NTTF regarding his or her eligibility. The vice president, dean, director or designee will review the information described in Section 10 below and any other relevant information and will conduct such investigation as is deemed necessary. The vice president, dean, director or designee will provide a recommendation to the Provost or designee, who will make a final decision on promotion and communicate it to the vice president, dean, director or designee and NTTF.

**Section 9.** An NTTF 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 NTTF in writing at the time of multiple appointments which unit will oversee the promotion process and the criteria for promotion.

**Section 10.** In evaluating a Career NTTF for promotion to the next rank, the University should generally consider the following information:

- Statement of duties and responsibilities
- Curriculum vitae
- Conditions of appointment
- Criteria for promotion
- Criteria set forth in Section 4 above
- Evidence of professional activities and contributions
- Evidence of service to the University, the profession and the community
- Teaching evaluations, peer reviews, and supplemental teaching materials
- Personal statement
- Formal evaluations
- Department committee recommendation, where applicable
- Department, center or institute head's recommendation, where applicable
- Vice president's, dean's or director's recommendation

**Section 11.** An unsuccessful candidate for promotion may remain employed at his or her current rank but is ineligible for promotion until having been employed by the University for an additional three consecutive years.

**PROMOTION OF LIBRARIANS:** Sections 12 through 16 apply only to librarians.

**Section 12.** An assistant librarian is eligible for promotion to associate librarian after accumulating six consecutive fiscal years of service at the University accumulated by appointments of at least .5 FTE per fiscal year. This six-year period is tolled during an approved, uncompensated break in service of up to two continuous fiscal years. Thus, for example, an assistant librarian who accumulates three consecutive fiscal years of service and then has an uncompensated break in service of one fiscal year but resumes his or her appointment immediately after the break in service, is eligible for promotion after accumulating three additional consecutive fiscal years of service. An accelerated promotion review may occur under exceptional circumstances as determined by the University.

**Section 13.** Application for promotion from assistant librarian to associate librarian is mandatory, and the appointment of an assistant librarian who is not promoted will be terminated as provided elsewhere in this Agreement. Assistant librarians will undergo a review in the fall of the fifth consecutive fiscal year of employment to determine whether he or she will be promoted to associate librarian or given a one-year terminal contract.

**Section 14.** An associate librarian is eligible for promotion to senior librarian after accumulating six consecutive fiscal years of service at the rank of associate librarian. Promotion to senior librarian is optional and may be initiated in the summer of the fifth or later years of employment at the associate librarian rank.

**Section 15.** In evaluating a librarian for promotion to the next rank, the University should generally consider the following information:

- Position description
- Curriculum vitae
- Conditions of appointment
- Criteria for promotion
- Criteria set forth in Section 4 above.
- Evidence of professional activities and contributions
- Evidence of service to the library, university and community
- Course evaluations summary
- Candidate's statement
- Formal evaluations
- Referee letters of review
- Supervisor's assessment and recommendation
- Associate University Librarian's assessment and recommendation
- Dean's recommendation

**Section 16.** Bargaining unit members may choose to waive in advance in writing their access to see any or all of the evaluative materials. 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 17.** Successful candidates for promotion will assume their new rank beginning with the next academic or fiscal year.

**Section 18.** A decision to deny promotion may be grieved at Step 3 based on claims of procedural error only and is not subject to arbitration. The decision of the Provost or designee on the merits of the promotion decision is final and is not subject to grievance or arbitration.