

**UNIVERSITY COUNTERPROPOSAL  
2-19-13**

**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 appropriate Dean 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 Dean 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.

Except as authorized in writing by the Provost or designee, a bargaining unit 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 for each unit shall include but are not limited to:

- 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. Annual Review.** Each tenure-track bargaining unit member will be reviewed annually by the department or unit head or other person designated by the Provost or designee. These annual reviews provide an opportunity to evaluate the bargaining unit member's performance and offer an opportunity to address any problems in a timely fashion.

**Section 3. Third-Year or Mid-Term Review.** Each tenure-track bargaining unit member will undergo a third-year review or 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

1 established at the time of appointment, in that this review will usually take place during the last  
2 year of the initial appointment if the initial appointment is for three academic or fiscal years.

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4 To initiate the third-year or mid-term review process the department or unit head or other person  
5 designated by the Provost or designee will contact the bargaining unit member during the fall  
6 term of the third or middle year (i.e., usually in the fall term of the final academic year covered  
7 by the current appointment) and request the following:

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9 **Curriculum vitae:** A comprehensive and current curriculum vitae that includes the  
10 faculty member's current research, scholarly and creative activities and accomplishments,  
11 including publications, appointments, presentations, and similar activities and  
12 accomplishments.

13 **Scholarship Portfolio:** A comprehensive portfolio of scholarship, creative activity and  
14 research work and evidence of national or international recognition or impact.

15 **Personal statement:** A 3-5 page personal statement developed by the faculty member  
16 evaluating his or her performance measured against the applicable criteria for tenure and  
17 promotion. The personal statement should expressly address the subjects of teaching;  
18 scholarship, research and creative activity; and service, and may include discussion of  
19 contributions to institutional equity and inclusion.

20 **Teaching Portfolio:** Representative examples of course syllabi or equivalent  
21 descriptions of course content and instructional expectations for courses taught by the  
22 bargaining unit member; examples of student work and exams; and similar material.

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

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

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

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

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  - Obtain a recommendation from the committee of tenured faculty with respect to
  - 42 the bargaining unit member's progress toward tenure and promotion;
  - 43 • Prepare his or her own evaluation of the bargaining unit member's progress
  - 44 toward tenure and promotion;

- Provide 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 or ask for additional 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 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 member.

**Section 4. Accelerated Review.** An accelerated tenure review can occur in particularly meritorious cases as determined by the Provost or designee in consultation with the bargaining unit member.

**Section 5. 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 prior service will receive substantial 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 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 – 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 6. 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 Provost or designee.

**Section 7. 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.

**Section 8. Submission of Responses in Promotion and Tenure Processes.** A bargaining unit member will be provided the opportunity to meet with the dean to discuss the dean's

1 recommendation and will be provided with a redacted copy of the dean's report upon request.  
2 The bargaining unit member may provide responsive material for the file within 10 days of the  
3 meeting with the dean or the receipt of the redacted report, whichever is later.  
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5 **Section 8. Initiating the Tenure Review Process.** To initiate the tenure review process, the  
6 department or unit head or other person designated by the Provost or designee will contact the  
7 bargaining unit member no later than winter term of the year preceding the year in which a  
8 tenure decision is required and request the following:  
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10 **Curriculum vitae:** A comprehensive and current curriculum vitae that includes the  
11 faculty member's current research, scholarly and creative activities and accomplishments,  
12 including publications, appointments, presentations, etc.

13 **Scholarship Portfolio:** A comprehensive portfolio of scholarship, creative activity and  
14 research work, including any evidence of national or international recognition or impact.

15 **Personal statement:** A 3-5 page personal statement developed by the faculty member  
16 evaluating his or her performance measured against the applicable criteria for tenure and  
17 promotion. The personal statement should expressly address the subjects of teaching;  
18 scholarship, research and creative activity; and service, and may include contributions to  
19 institutional equity and inclusion.

20 **Teaching Portfolio:** Representative examples of course syllabi or equivalent descriptions  
21 of course content and instructional expectations for courses taught by the bargaining unit  
22 member; examples of student work and exams; and similar material.

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

26 **External Evaluators:** Names of qualified outside evaluators provided by the bargaining  
27 unit member.  
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29 If the bargaining unit member fails to comply with the timeline established by the Provost for  
30 submission of these materials, tenure is deemed denied.  
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32 The department or unit head or other person designated by the Provost or designee will  
33 independently prepare a list of qualified external evaluators, with input from the department or  
34 unit faculty eligible to vote on a tenure and promotion case, and choose a final slate of  
35 evaluators. The final slate may include a minority of evaluators suggested by the bargaining unit  
36 member. The department or unit head or other person designated by the Provost or designee will  
37 recruit external evaluators from this slate and provide them with the bargaining unit member's  
38 signed and dated curriculum vitae, signed and dated candidate's statement, the bargaining unit  
39 member's scholarship portfolio, the department or unit's statement of criteria for promotion and  
40 tenure, and the University's statement of criteria for promotion and tenure. A minimum of five  
41 substantive external evaluations is required for a tenure case to move forward.  
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43 The Provost or designee will establish a schedule for review of tenure files. The eligible faculty in  
44 the bargaining unit member's department or unit, or a personnel committee comprised of a subset  
45 of the eligible faculty (if the dean chooses to create such committee), will review the file and  
46 external evaluations, prepare a report, and vote. A final vote will be conducted by signed ballot,

1 and the ballots shall remain confidential to the extent permitted by law. The department or unit  
2 head or other person designated by the Provost or designee will prepare an independent report  
3 and recommendation, and then forward the entire file to the appropriate dean.

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5 The file then will be reviewed by a school- or college-level personnel committee appointed by the  
6 dean, which will prepare an independent report and vote and forward the entire file to the dean.  
7 This step may be bypassed in schools or colleges whose deans choose not to convene such a  
8 personnel committee. The dean will prepare an independent report and recommendation, and then  
9 meet with the bargaining unit member to discuss the case and his/her recommendation.

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

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

- 16  
17 ➤ Promotion and tenure checklist
- 18 ➤ Voting summary
- 19 ➤ Criteria for tenure and promotion
- 20 ➤ Dean's evaluation and recommendation
- 21 ➤ The school or college committee recommendation, where applicable
- 22 ➤ Department or unit head's evaluation and recommendation
- 23 ➤ Department committee recommendation
- 24 ➤ Letters of evaluation section, including:
  - 25 • a single copy of each letter used to solicit an external review
  - 26 • a list of the materials sent to the external evaluators (typically a signed and dated
  - 27 curriculum vitae, a signed and dated personal statement, specific items within the
  - 28 scholarship portfolio, and the department or unit's statement of criteria for
  - 29 promotion and tenure)
  - 30 • a brief biographical sketch of each evaluator, including indication of any
  - 31 relationship with the candidate and whether the evaluator was suggested by the
  - 32 candidate
  - 33 • the external letters of evaluation
  - 34 • documentation of declinations to review (typically copies of email notifications)
  - 35 • any internal letters of evaluation
- 36 ➤ Curriculum vitae (signed and dated) – as seen by the external evaluators; updates may be
- 37 provided by the candidate in the form of a list of specific changes rather than as a full
- 38 additional curriculum vitae
- 39 ➤ A personal statement (signed and dated) – as seen by the external evaluators
- 40 ➤ Statement of waiver, partial waiver, or non-waiver (see Article XX, Personnel
- 41 Records)
- 42 ➤ Statement of duties and responsibilities
- 43 ➤ Conditions of appointment, including a copy of the current notice of appointment and
- 44 any memoranda in the case of joint or multiple appointments
- 45 ➤ Teaching evaluations, including:
  - 46 • UO checklist for the evaluation of teaching

- List of all courses taught, including term, enrollment, and instructor and department mean scores for required questions
- List of any/all teaching awards, including awards from the department, school or college, university, and/or external sources
- List of all supervised dissertations, theses, and undergraduate honors papers
- Sample course evaluation questions
- Statistical summary page for each course taught
- Peer evaluations of teaching
- Evidence of contributions to institutional equity and inclusion (optional).
- Additional materials deemed necessary or advisable by the dean or Provost or designee.
- A supplementary binder will also be prepared, which typically will include:
  - Full curriculum vitae for external reviewers, if provided
  - Evidence of professional activities, including publications, as provided in the Scholarship Portfolio
  - Signed written student evaluations of teaching
  - Optionally, a teaching portfolio, commonly including sample course materials – syllabi, exams, homework assignments, etc. This material should be representative, not comprehensive, and may include other submissions – e.g., electronic websites for courses and other presentations of teaching efforts and innovations

After the Provost or designee has reviewed the file, the file is sent to the Faculty Personnel Committee. The Faculty Personnel Committee will review the file, request additional information from the Provost or designee if necessary, then discuss and vote. The Faculty Personnel Committee shall prepare a written summary of their discussion which will include the outcome of the vote.

**Section 9. Provost's Decision.** The Provost has plenary authority to award or deny tenure. The bargaining unit member will be notified in writing of the Provost's decision. The letter 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 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.

**Section 10.** 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 11.** 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.

1 **Section 12.** Bargaining unit members who are denied tenure will receive a notice of  
2 appointment which expires at the end of the academic or fiscal year following the one in which  
3 the application for tenure was submitted.  
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5 **Section 13.** A bargaining unit member may withdraw an application for tenure in writing to the  
6 Provost and the dean at any time before the Provost's decision. Upon withdrawal, a bargaining  
7 unit member will receive a notice of appointment which expires at the end of the academic or  
8 fiscal year following the one in which the application for tenure was submitted.  
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10 **Section 14.** The "tenure review clock" may be tolled in the following circumstances, at the  
11 bargaining unit member's discretion. The bargaining unit member must decide whether to opt to  
12 toll the tenure review clock at the start of the leave or absence, or the tenure review clock will  
13 not be tolled. However, the bargaining unit member may later opt to forego the tolling and may  
14 apply for tenure review at the time the bargaining unit member would have become eligible  
15 without the tolling.  
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17 The tenure review clock may be tolled: (1) for one year, upon the birth or adoption of a child;  
18 (2) for up to two years for approved leaves of absence without pay; or (3) in other extraordinary  
19 circumstances as approved by the Provost.  
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#### 21 **Section 15. Promotion from Associate Professor to Professor**

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23 The process and timelines for review and evaluation for promotion from Associate Professor to  
24 Professor are the same as those for promotion to associate professor and tenure, except that  
25 bargaining unit members with tenure denied promotion from Associate Professor to Professor  
26 shall remain employed at the Associate Professor Rank. The criteria for promotion from  
27 Associate Professor to Professor will be developed as described in Section 1 of this Article.  
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29 **Section 16.** The University shall send the Union an annual report of all promotion and tenure  
30 decisions concerning bargaining unit members in the Tenure-Track and Tenured Professor  
31 classification made by the Provost during the preceding academic year no later than the following  
32 September 1.