**Guidelines for Unit-Level Committees Evaluating**

**Career Faculty for Promotion**

Career faculty promotion is described in Article 19 of the [Collective Bargaining Agreement](https://hr.uoregon.edu/ua-bargaining-agreement). Promotion recognizes meritorious performance for career faculty. It is an elective review, meaning that the faculty member can be reviewed after 6 years of service, or can wait longer to be reviewed.

The CBA stipulates that **career instructional faculty** are required to be reviewed by a committee. **Career research faculty** may be required to undergo committee review if the relevant unit policy requires committee review.

Following are guidelines for committees reviewing career faculty members undergoing promotion.

* The committee should be composed of faculty members who are at a higher rank as career faculty or tenure track faculty members.
* The unit head will have worked with the faculty member to ensure that the committee has access to the following materials (these materials will be in [Elements](https://provost.uoregon.edu/elements)):
	+ Candidate CV, clearly noting which accomplishments occurred during the review period (candidates are encouraged to use highlighting)
	+ Candidate statement (2-6 pages; 3 pages is recommended)
	+ Teaching data, if applicable: Student Experience Surveys and prior student evaluations. At least one recent peer teaching evaluation.
	+ Research documentation, if applicable.
	+ Other materials addressing professional accomplishments relevant to the faculty member’s position description.
	+ The faculty member’s position description, notice of appointment or conditions of appointment.
* **Refer to your unit’s policy on career faculty promotion for specific criteria to use when judging performance (this may include service and/or professional development).**
* Judge performance in all categories that are included on the candidate’s position description.
* The committee will review the materials and prepare a brief report and summary recommendation (meets or does not meet overall performance expectations for promotion) to the unit head, based on the materials. For each applicable category (e.g. teaching, scholarship/ creative activity, service), report whether performance in that category meets or does not meet expectations, based on your unit’s specific criteria for career faculty members. You may choose to delineate performance further with “exceeds expectations.”
* The teaching category (if applicable) should include a description of performance with respect to the [four teaching competencies](https://teaching.uoregon.edu/resources/professional-inclusive-engaged-and-research-informed-teaching-uo). Helpful materials on evaluating teaching are on the [Materials for Evaluation of Teaching](https://provost.uoregon.edu/materials-evaluation-teaching-0) webpage.
* The committee should also note whether the faculty member is engaged in diversity, equity, and inclusion. DEI engagement may be relevant to one or more of the applicable categories of their employment – teaching, research/creative activity, and service -- and may be described in those contexts.
* Each committee member will vote on the overall committee recommendation and the committee will provide the unit head with their vote tally along with their report. The votes should not be identified by the names of the committee members: Report the list of committee member names separate from the numerical vote tally.
* Questions can be directed to your unit head, associate dean, or the vice provost for academic affairs (vpaa@uoregon.edu).

**Relevant Office of the Provost Webpages**

Timeline for Career Faculty Promotion: <https://provost.uoregon.edu/promotion-career-nttf>

Career Faculty Promotion Process: <https://provost.uoregon.edu/career-faculty-review-process#deptreview>

Guides, Forms, and Templates: <https://provost.uoregon.edu/reviews/guides-forms-templates>

Staff Instructions for Career Faculty Promotion: <https://provost.uoregon.edu/preparing-promotion-files>