

# Career Instructional and Research NTTF Promotion



8:00-8:15am Cohort Building

New unit heads – we invite you to sit together and share experiences.

How is your term starting off?



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# Career Instructional and Research NTTF Promotion

## Target audience: New Unit Heads




**Sierra Dawson**, Associate Vice Provost for Academic Affairs  
Office of the Provost

**Cass Moseley**, Senior Associate Vice President for Research and Innovation  
Office of the Vice President for Research and Innovation

**October 3, 2018, 8:00-9:50am**  
**EMU Cedar/Spruce**

# Goal



Provide an overview of the promotion process for instructional and research career non-tenure track faculty.

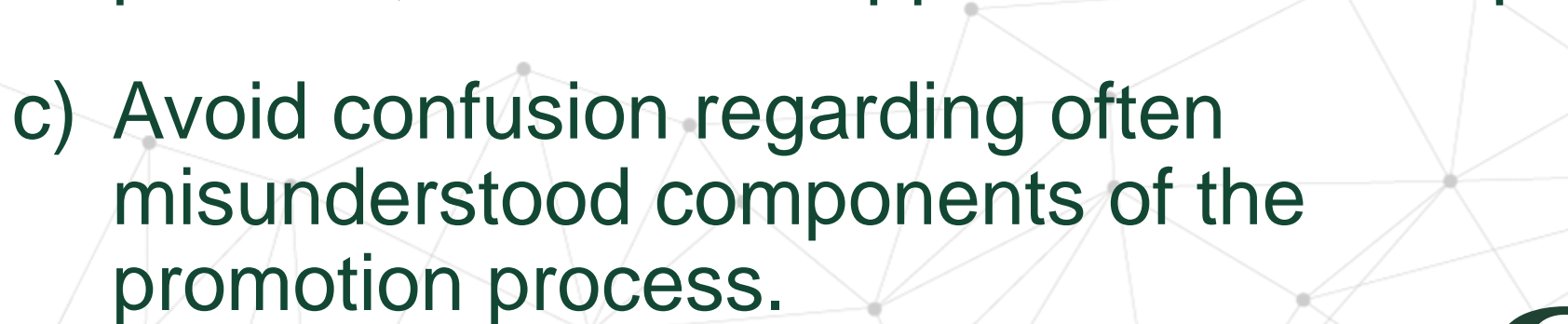


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# Objectives



## Participants will be able to...

- a) Define career faculty promotion, and the policies that dictate the process.
  - b) Describe the timeline for the promotion process, and what happens at each step.
  - c) Avoid confusion regarding often misunderstood components of the promotion process.
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# Quick introductions



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# What is promotion?



**Eligibility** includes 6 years of service at minimum of .3 FTE average (maximum of 3 terms per AY for 9-mo contract, 4 terms per AY for 12-mo contract).

Promotion is **elective** (except for Librarians). Employment can continue at current rank.

Promotion requires **excellence**, not purely years of service.



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# **Career faculty promotion outlined in CBA**

## **Article 19**



### **COLLECTIVE BARGAINING AGREEMENT**

**between**

**THE UNIVERSITY OF OREGON**

**and**

**UNITED ACADEMICS,  
AAUP / AFT, AFL-CIO**

**JULY 1, 2015 THROUGH JUNE 30, 2018**



# What are the different types of promotion?



## Instructional vs Research vs Librarian

### ***Step 1 to Step 2 Examples:***

Instructor to Senior Instructor I

Research Assistant to Senior Research Assistant I

Assistant Librarian to Associate Librarian

### ***Step 2 to Step 3 Examples:***

Senior Instructor I to Senior Instructor II

Senior Research Assistant I to Senior Research Assistant II

Associate Librarian to Senior Librarian



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# What is the overall timeline for promotion?



Initiation of the process – **June**

Preparation of file – **Fall term**

Unit level review – **Fall/Winter term**

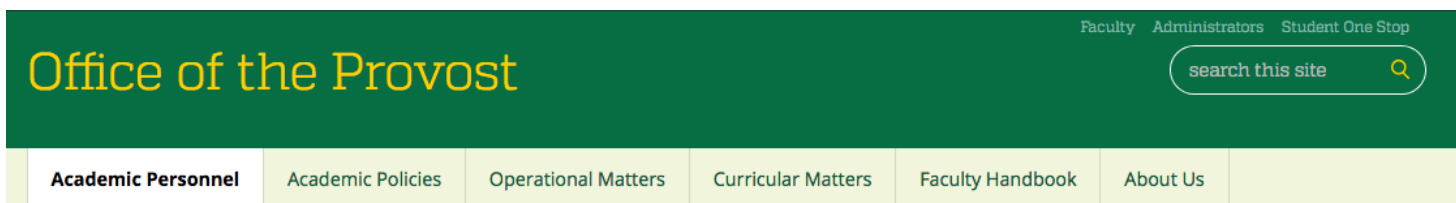
Dean/Director level review – **Winter term**

Provost review and decision – **Spring term**

Notification – **June 1**

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# What is the overall timeline for promotion?



## ACADEMIC PERSONNEL

TTF Promotion & Tenure

TTF Evaluation

### NTTF Promotion

NTTF File Review Process

NTTF Promotion Eligibility

NTTF Promotion File Elements

Preparing Career NTTF Promotion Files

NTTF Evaluation

Appointments

Faculty Hiring

Executive Academic Searches & Reviews

Leaves & Retirement

Academic Leadership Hiring

Statutory Faculty

## Promotion - Career NTTF

Career NTTF review and promotion is covered by Article 19 of the United Academics Collective Bargaining Agreement (UA CBA). Departmental/unit-level criteria documents are available under Department and Unit Policies.

Promotion cases for instructional career NTTF are overseen by the Office of the Provost. Promotion cases for research career NTTF are overseen by the Office of Research and Innovation. The promotion decisions for all career NTTF are made by the provost.

## Timeline

### PRIOR ACADEMIC YEAR

#### June 15 or June 30

Candidate completes eligibility form and notifies unit head of intent to be considered for promotion.

- By June 15 for 9-month faculty members
- By June 30 for 12-month faculty members

### DECISION YEAR

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# Initiation of the process – June



Candidate notifies unit head in the spring prior to the year when promotion is sought.

**June 15** for 9-mo

**June 30** for 12-mo

Complete eligibility form.

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Career non-tenure-track faculty will be eligible for promotion after accumulating six years of employment as a faculty member at or above .3 average FTE per year. Career non-tenure track instructors may accrue FTE during fall, winter, and spring terms; however, not during summer term. The six years of employment do not have to be consecutive.

Career non-tenure track faculty who will have completed five years of employment as a faculty member at or above .3 average FTE per year, and who have an expected appointment of .3 average FTE or greater for the sixth year, should initiate the promotion process by June 15 of the fifth year if a promotion review in the sixth year is desired.

Career non-tenure track faculty who have already completed more than five years of employment as a faculty member at or above .3 average FTE per year may initiate the promotion process by June 15 of any year.

**Directions:**

1. The candidate works with the unit manager to complete this form.
2. The unit manager completes the table below to show contracted FTE for each term. Nothing over 1.0 FTE per term will count towards the average FTE (e.g., for an FTE of 1.1, enter only 1.0). The FTE average for each year must be at least .3 in order for it to count towards eligibility. Summer is not included in this calculation.
3. The unit manager submits the form to the unit head with a notice of intent to be considered for promotion review.
4. The unit head provides the e-signature and returns it to the unit manager.
5. The unit manager emails the completed form to [HIROps@uoregon.edu](mailto:HIROps@uoregon.edu) for verification of FTE.
6. HIROps returns the verified form (with HR personnel initials and date) to the unit manager for inclusion in the promotion dossier.

Name (Last, First):

Instructional:

☐

Research:

☐

College/School or  
Center/Institute:

Department:

UO ID:

Email Address:

Current Rank:

Rank (Title) Following  
Promotion:

Intended Year of  
Promotion (e.g. AY18):

**Approvals Here**

Unit Manager Name:

Unit Manager Email:

Unit Head Name:

Unit Head E-signature:

FTE verification (initial, date):

9-month contract					
	Year	Fall (FTE)	Winter (FTE)	Spring (FTE)	Average
Example	2013	0.66	0	0.33	0.33
Year 1					0.00
Year 2					0.00
Year 3					0.00
Year 4					0.00
Year 5					0.00
Year 6					0.00

Please email completed and signed form to [HIROps@uoregon.edu](mailto:HIROps@uoregon.edu) for verification of FTE.



Career non-tenure-track faculty will be eligible for promotion after accumulating six years of employment as a faculty member at or above .3 average FTE per year. 12-month career instructors may accrue FTE during fall, winter, spring and summer terms. The six years of employment do not have to be consecutive.

Career non-tenure track faculty who will have completed five years of employment as a faculty member at or above .3 average FTE per year, and who have an expected appointment of .3 average FTE or greater for the sixth year, should initiate the promotion process by June 30 of the fifth year if a promotion review in the sixth year is desired.

Career non-tenure track faculty who have already completed more than five years of employment as a faculty member at or above .3 average FTE per year may initiate the promotion process by June 30 of any year.

**Directions:**

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2. The unit manager completes the table below to show contracted FTE for each month. Nothing over 1.0 FTE per term will count towards the average FTE (e.g., for an FTE of 1.1, enter only 1.0). The FTE average for each year must be at least .3 in order for it to count towards eligibility.
3. The unit manager submits the form to the unit head with a notice of intent to be considered for promotion review.
4. The unit head provides the e-signature and returns it to the unit manager.
5. The unit manager emails the completed form to [HROps@uoregon.edu](mailto:HROps@uoregon.edu) for verification of FTE.
6. HR Ops returns the verified form (with HR personnel initials and date) to the unit manager for inclusion in the promotion dossier.

**Name (Last, First):**

**Instructional:**
☐
**Research:**
☐
**College/School or  
Center/Institute:**

**Department:**

**UO ID:**

**Email Address:**

**Current Rank:**

**Rank (Title) Following  
Promotion:**

**Intended Year of  
Promotion (e.g. AY18):**

**Approvals Here**
**Unit Manager Name:**

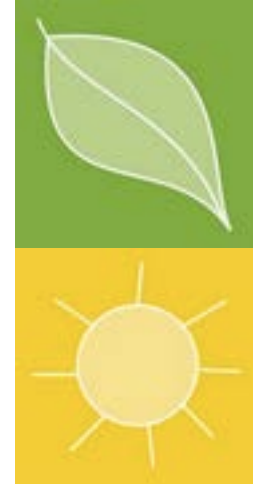
**Unit Manager Email:**

**Unit Head Name:**

**Unit Head E-signature:**

**FTE verification (initial, date):**


12 month contract													
Monthly FTE													
Acad Year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average
Ex: 2012-13	.66	.66	.66	.50	.50	.33	.33	.50	.50	.20	.20	.00	.42
													0.00
													0.00
													0.00
													0.00
													0.00
													0.00



# Preparation of file by candidate – fall term



**Varies by position.**

CV or resume (as appropriate)

Personal Statement (2-6 pages)

Teaching portfolio (if applicable)

Scholarship portfolio (if applicable)

Service portfolio (if applicable)

Professional activities portfolio (if applicable)

Internal and/or external reviewers (if applicable)

Waiver of access to materials (full, partial, non-waiver)

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# Unit level review – fall and/or winter term



Review your approved unit policy:

<https://provost.uoregon.edu/departments-unit-policies>

(Provided in binder at the June 15 New Unit  
Head Onboarding)

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# Office of the Provost

search this site



**Academic Personnel**

Academic Policies

Operational Matters

Curricular Matters

Faculty Handbook

About Us

## QUICK LINKS

Awards

Forms and Templates

Workshops

Unit Policies

Academic Leadership Contact List

UA Collective Bargaining Agreement

## RESOURCES

Faculty

Administrators

Students

OtP Websites Archive

## Office of the Provost

1258 University of Oregon

Eugene , OR 97403

Office: Johnson Hall, Room 207

**P: 541-346-3081 F: 541-346-2023**

Contact Us

OtP@uoregon.edu

ACCESSIBILITY

CAREERS

PRIVACY POLICY

ABOUT

FIND PEOPLE

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UO prohibits discrimination on the basis of race, color, sex, national or ethnic origin, age, religion, marital status, disability, veteran status, sexual orientation, gender identity, and gender expression in all programs, activities and employment practices as required by Title IX, other applicable laws, and policies. Retaliation is prohibited by UO policy. Questions may be referred to the Title IX Coordinator, Office of Affirmative Action and Equal Opportunity, or to the Office for Civil Rights. Contact information, related policies, and complaint procedures are listed on the statement of non-discrimination.



# Unit level review – fall and/or winter term



## Unit adds to the file:

Statement of duties/responsibilities

Conditions of appointment (i.e. contract)

Criteria for promotion

Head/supervisor's letter of evaluation

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# Unit level review – fall and/or winter term



Unit solicits internal or external reviews (as applicable).

Unit **committee** reviews file and makes descriptive written recommendation to head, which should include a formal vote (as applicable).

Unit **head** reviews file and committee recommendation. Provides their own written evaluation and recommendation, plus committee report, plus unit voting summary **submitted to Dean, Director** (as applicable).

Unit **head** communicates with candidate.



# Dean/Director level review – winter term



Reviews file.

Consults with appropriate person as needed.

Prepares their own memorandum and recommendation.

Shares memo and recommendation with candidate and provides 10 days to provide responsive material as desired.

Submits complete file via OneDrive:

- to Provost for instructional NTTF or
- to VPRI for research NTTF

**by April 1.**



# Provost level review – spring term



Review complete file.

Input from Associate Vice Provost for  
Academic Affairs or Senior Associate Vice  
President for Research and Innovation.



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# Notification – June 1



Provost notifies all candidates in writing via email (on the same day), and no later than June 1.

Faculty Promotion Celebration  
June 2019

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**Take a moment at your table to  
generate 2 questions that your  
table has at this point**



# The digital dossier – what's included?



## Office of the Provost

[Faculty](#) [Administrators](#) [Student One Stop](#)

search this site



### Academic Personnel

[Academic Policies](#)

[Operational Matters](#)

[Curricular Matters](#)

[Faculty Handbook](#)

[About Us](#)

#### ACADEMIC PERSONNEL

[TTF Promotion & Tenure](#)

[TTF Evaluation](#)

[NTTF Promotion](#)

[NTTF File Review Process](#)

[NTTF Promotion Eligibility](#)

[NTTF Promotion File Elements](#)

[Preparing Career NTTF Promotion Files](#)

[NTTF Evaluation](#)

[Appointments](#)

[Faculty Hiring](#)

[Executive Academic Searches & Reviews](#)

## Preparing Career NTTF Promotion Files

The Office of the Provost (OtP) reviews all career instructional, clinical, and librarian NTTF promotions. For instructional and clinical NTTF promotion submissions, follow the process outlined below.

The Office of the Vice President for Research and Innovation reviews all faculty in research classifications. For career research NTTF promotion submissions, contact Bryan Evans in the Office of the Vice President for Research and Innovation.

For planning purposes, it is important for OtP to have accurate information about cases that will be submitted. On or before **November 1**, units should send an email to with the following information for each candidate:

- Full name
- UO ID number
- UO email address
- Department name
- School/college
- Candidate's current and proposed rank (e.g. promotion from instructor to senior instructor)

**Keep scrolling  
down the page** 

## Dossier

The dossier is to be submitted digitally as a single PDF with all elements included. Dossiers not submitted as a single PDF will be returned for reformatting. Units are encouraged to use the digital dossier template for compiling the dossier. The eligibility form must be confirmed by HR and placed in the dossier before materials are submitted via OneDrive. Please see instructions on the eligibility form.

Digital Dossier Template



## Supplementary Materials

Supplemental materials are to be submitted digitally as possible. It is recommended that units use the supplementary file template for submitting materials. If files are not readily available in digital format, contact [OtP@uoregon.edu](mailto:OtP@uoregon.edu) for alternative arrangements.

Supplementary File Template

## Submitting the file

Promotion files are to be submitted by the dean's office to the Office of the Provost using Microsoft OneDrive. All UO employees have access to OneDrive. If you are unfamiliar with OneDrive or have questions about its use, please contact your IT staff.

Upload the candidate's dossier and supplementary file using following steps:

1. Create a folder in your OneDrive account, using the naming convention "[Last name], [First name] – [School/College]".
2. Upload the dossier to the candidate's folder. Please use the naming convention "Career promotion dossier [Last name] AY[19]".
3. Upload supplemental materials as applicable. Please use the naming convention "Career promotion supplemental [Last name] AY[19]".
4. Invite Sonja Runberg ([srunberg@uoregon.edu](mailto:srunberg@uoregon.edu)) to view the folder, being sure to allow her permission to edit.
5. Email Sonja once the files are uploaded and the folder is complete. This completed folder will constitute the version to be reviewed through the remainder of the process. Any changes made after this point will



# NTTF PROMOTION CHECK LIST

CANDIDATE:  UO ID: 95

CURRENT RANK:  PROMOTION TO:

SCHOOL/COLLEGE:  DEAN/VICE PRESIDENT:

DEPARTMENT/UNIT:  DEPARTMENT HEAD/DIRECTOR:

UA CBA applies to this position: YES ☐ NO ☐

## Promotion File Items

(check only those that apply and included in file)

- |   |   |
|---|---|
| <input type="checkbox"/> Promotion Eligibility Worksheet                          | <input type="checkbox"/> Duties & Responsibilities (position description) |
| <input type="checkbox"/> Voting summary   | <input type="checkbox"/> Conditions of Appointment (current contract)     |
| <input type="checkbox"/> Evaluation & Promotion Criteria                          | <input type="checkbox"/> Statement of Waiver or Non-waiver                |
| <input type="checkbox"/> Dean / Vice President Evaluation                         | <input type="checkbox"/> Vita (signed and dated)                          |
| <input type="checkbox"/> Department Head / Unit Director Eval & Recommendation    | <input type="checkbox"/> Candidate's Statement (signed and dated)         |
| <input type="checkbox"/> Department or Unit Committee Recommendation              | <input type="checkbox"/> Professional Activities & Service                |
| <input type="checkbox"/> Supervisor (if not Dept/Unit Head) Eval & Recommendation | <input type="checkbox"/> Scholarship/ Research/ Creative Activity         |
| <input type="checkbox"/> External / Internal Letters of Evaluation (if required)  | <input type="checkbox"/> Teaching Evaluations                             |

## Internal Evaluations

Name of Reviewer	Date Requested	Date Received	Proposed by Candidate
REQUESTED BY DEPARTMENT/UNIT: (INCLUDE DECLINATIONS)			
REQUESTED BY DEAN/VICE PRESIDENT:			
LETTERS NOT SOLICITED BY DEPARTMENT/UNIT OR DEAN/VICE PRES:			

## External Evaluations

Name of Reviewer	Date Requested	Date Received	Proposed by Candidate
REQUESTED BY DEPARTMENT/UNIT: (INCLUDE DECLINATIONS)			
REQUESTED BY DEAN/VICE PRESIDENT:			
LETTERS NOT SOLICITED BY DEPARTMENT/UNIT OR DEAN/VICE PRES:			

## Supplemental Materials (as appropriate; indicate which are provided) (Include in separate digital file(s).)

- ☐ Supplementary Teaching Evaluation Data (comments):
- ☐ Scholarship/Research/Creative Activities Portfolio (comments):
- ☐ Teaching Portfolio (comments):
- ☐ Service Portfolio (comments):
- ☐ Professional Activities Portfolio (comments):

Please provide a table of contents at the front of each supplemental file or use check list provided in digital file. Please refer to the Academic Affairs website for guidance on preparing NTTF promotion files. Refer also to Article 19 of the Collective Bargaining Agreement (CBA) for descriptions of the portfolios.

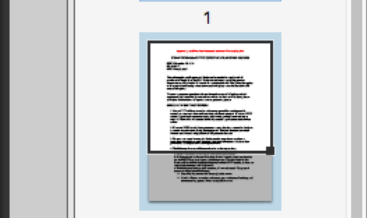
## Voting Summary

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
School/College/Center FPC:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Department/Unit Committee:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of eligible voters:	<input type="text"/>	<input type="text"/>	<input type="text"/>

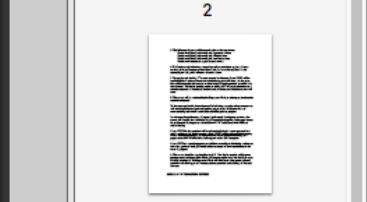
Comments:



1



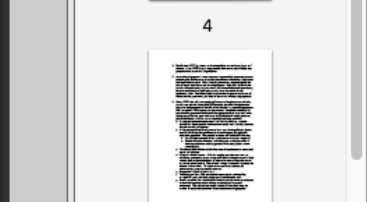
2



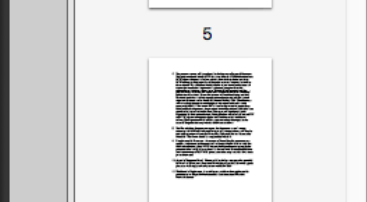
3



4



5



Approved by the Office of the Provost and Academic Affairs: July 26, 2016

## HUMAN PHYSIOLOGY NTTF REVIEW AND PROMOTION POLICIES

HPHY: December 15, 2014

HS: 2-25-15

HPHY: May 5, 2015

This policy applies to all represented faculty and is intended to comply with all provisions of Article 19 of the CBA. To the extent there are any discrepancies or inconsistencies, CBA Article 19 controls for represented faculty. This policy also applies to all unrepresented faculty, unless a university-wide policy exists that contradicts the terms of this policy.

If review or promotion procedures change during the course of a faculty member's employment, they may elect between current criteria and those in effect during the six years prior to the initiation of a given review or promotion process.

### CAREER NTTF CONTRACT REVIEWS

1. Career NTTF will be reviewed in each contract period for consideration for renewal, or once every three academic years, whichever is sooner. If a career NTTF member has multiple contracts in a year, only review per fiscal academic year is required. The review will consider the faculty member's performance since the last review.

2. If a career NTTF member has a promotion review, they does not need to also have a contract renewal review during the same period. However the contract renewal decision must be made independently of the promotion decision.

3. For contract renewal reviews, the faculty member may choose to submit a curriculum vitae and a personal statement containing information relevant to their performance of assigned duties and responsibilities.

4. The following elements will be considered in evaluating teaching:

## Dossier

The dossier is to be submitted digitally as a single PDF with all elements included. Dossiers not submitted as a single PDF will be returned for reformatting. Units are encouraged to use the digital dossier template for compiling the dossier. The eligibility form must be confirmed by HR and placed in the dossier before materials are submitted via OneDrive. Please see instructions on the eligibility form.

Digital Dossier Template

## Supplementary Materials

Supplemental materials are to be submitted digitally as possible. It is recommended that units use the supplementary file template for submitting materials. If files are not readily available in digital format, contact [OtP@uoregon.edu](mailto:OtP@uoregon.edu) for alternative arrangements.

Supplementary File Template

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Upload the candidate's dossier and supplementary file using following steps:

1. Create a folder in your OneDrive account, using the naming convention "[Last name], [First name] – [School/College]".
2. Upload the dossier to the candidate's folder. Please use the naming convention "Career promotion dossier [Last name] AY[19]".
3. Upload supplemental materials as applicable. Please use the naming convention "Career promotion supplemental [Last name] AY[19]".
4. Invite Sonja Runberg ([srunberg@uoregon.edu](mailto:srunberg@uoregon.edu)) to view the folder, being sure to allow her permission to edit.
5. Email Sonja once the files are uploaded and the folder is complete. This completed folder will constitute the version to be reviewed through the remainder of the process. Any changes made after this point will

## Supplementary File

Candidate:

Department:

(please indicate which materials are being provided)

### Materials Provided by the Academic Unit:

☐ Teaching Evaluations – Written/Signed Student Comments

☐ Curricula Vitae for External Reviewers

☐ Other (list below)

### Materials Provided by the Candidate:

☐ Scholarship Portfolio

☐ Teaching Portfolio

☐ Service Portfolio

☐ Equity and Inclusion Portfolio

☐ Other (list below)

# Frequently asked Questions:



If the promotion is unsuccessful, can the faculty member reapply the following year?

*No. See CBA Article 19, Section 27: “NTTF bargaining unit members who are denied promotion may reapply for promotion after having been employed by the university for an additional three years at an average of .3 FTE or greater....”*

Is the promotion an “up or out” process for NTTF?

*Only for Librarians; not for Instructional or Research NTTF.*

# Frequently asked Questions:



If a career faculty in my Department has been meeting minimum expectations, should they expect a successful promotion?

*Promotion is for demonstrated excellence as outlined in unit policy.*

When is the last moment that an application for promotion can be withdrawn?

*Any time prior to the Provost's decision.*



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# Frequently asked Questions:



I would like to reclassify a career faculty in my unit who is up for promotion from Instructor to Lecturer. Can I do that as part of the promotion process?

*No. Reclassification and promotion are separate processes and have different criteria.*

Is my unit required to have a unit wide vote?

*Only if it is part of your unit policy. Each unit should have a committee vote, except in the case of Research Assistant or Research Associate classifications.*



# Frequently asked Questions:



A faculty member in their fourth year would like to apply a year of previous service at another institution towards promotion eligibility, but this was not negotiated at the time of hire. Is this appropriate?

*No. This is decided at the time of hire (CBA Article 19 section 8).*

If I have an extremely meritorious career faculty in my department, can I encourage them to go up early?

*Yes. Accelerated review can occur with Provost approval (CBA article 19 section 7).*

# Problems to Avoid



*For example, files have been sent back if:*

If there was no committee vote recorded.

If there was no substantive evaluation written up by committee.

If the heads letter had not independently evaluated the candidate, while also summarizing the committee recommendation & the outcome of committee vote.

# Questions?



General questions?

Sonja Runberg – [srunberg@uoregon.edu](mailto:srunberg@uoregon.edu)

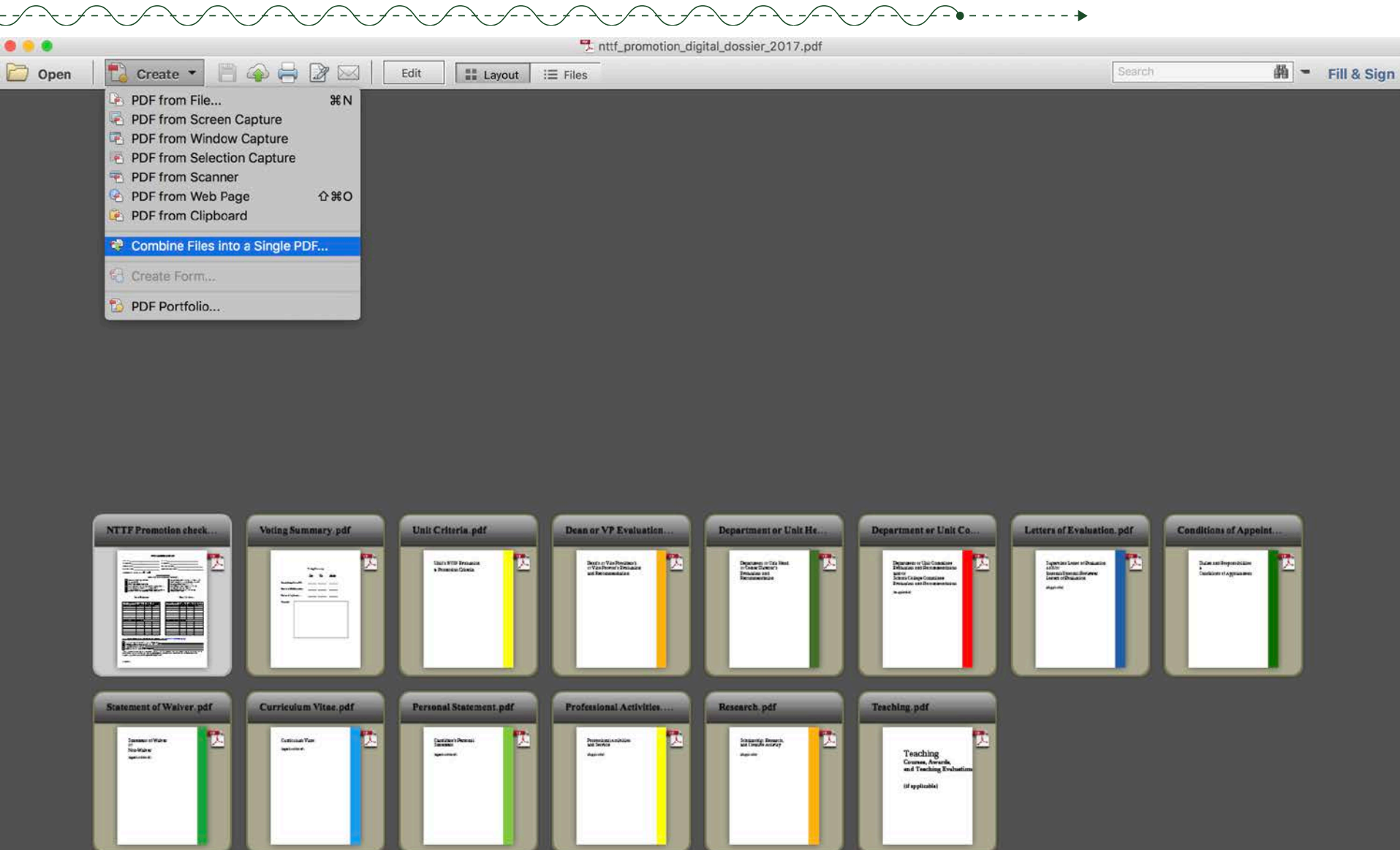
Bryan Evans – [bpevans@uoregon.edu](mailto:bpevans@uoregon.edu)



**If you are preparing the digital  
dossier...you may be interested in  
the following slides**



# Must save as one continuous PDF (one for dossier; one for supplemental file)



Add Files...

Add Files...

Add Folders...

Add PDF from Scanner...

Add Webpage...

Add from Clipboard...

Reuse Files...

Add Open Files...



Options

Help



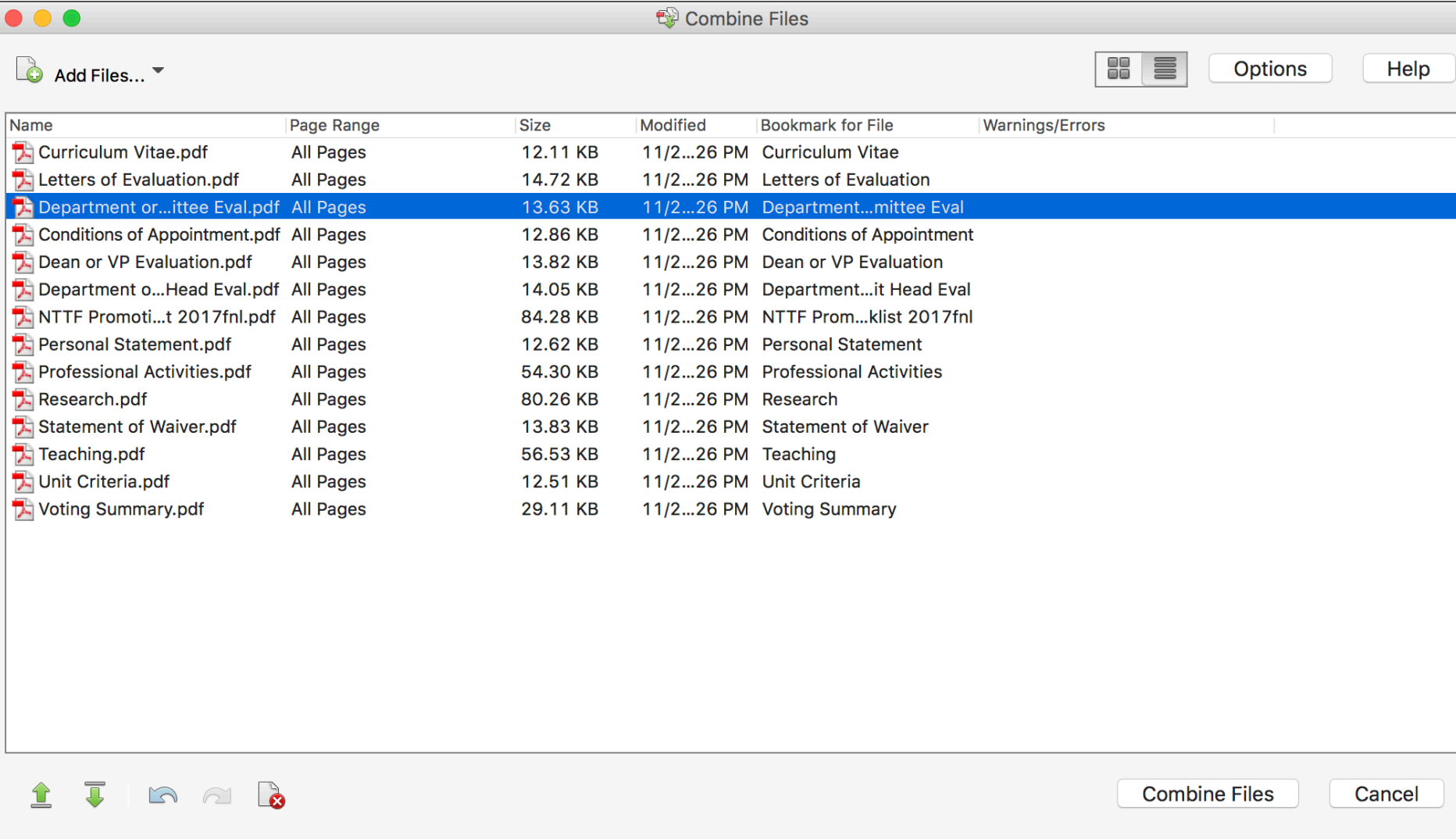
Add files using the dropdown or drag and drop them here.  
You can then arrange them in the order you want.



Combine Files

Cancel

You must re-order these by dragging them into the correct order (the default is alphabetical)



Combine Files

Add Files... Options Help

Name	Page Range	Size	Modified	Bookmark for File	Warnings/Errors
Curriculum Vitae.pdf	All Pages	12.11 KB	11/2...26 PM	Curriculum Vitae	
Letters of Evaluation.pdf	All Pages	14.72 KB	11/2...26 PM	Letters of Evaluation	
Department or...ittee Eval.pdf	All Pages	13.63 KB	11/2...26 PM	Department...ittee Eval	
Conditions of Appointment.pdf	All Pages	12.86 KB	11/2...26 PM	Conditions of Appointment	
Dean or VP Evaluation.pdf	All Pages	13.82 KB	11/2...26 PM	Dean or VP Evaluation	
Department o...Head Eval.pdf	All Pages	14.05 KB	11/2...26 PM	Department...it Head Eval	
NTTF Promoti...t 2017fnl.pdf	All Pages	84.28 KB	11/2...26 PM	NTTF Prom...klist 2017fnl	
Personal Statement.pdf	All Pages	12.62 KB	11/2...26 PM	Personal Statement	
Professional Activities.pdf	All Pages	54.30 KB	11/2...26 PM	Professional Activities	
Research.pdf	All Pages	80.26 KB	11/2...26 PM	Research	
Statement of Waiver.pdf	All Pages	13.83 KB	11/2...26 PM	Statement of Waiver	
Teaching.pdf	All Pages	56.53 KB	11/2...26 PM	Teaching	
Unit Criteria.pdf	All Pages	12.51 KB	11/2...26 PM	Unit Criteria	
Voting Summary.pdf	All Pages	29.11 KB	11/2...26 PM	Voting Summary	

Combine Files Cancel

# File Naming Convention



CAREER Dossier LASTNAME AY19

CAREER Supplemental LASTNAME AY19



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