New Unit Heads Series: Career Instructional Faculty and Career Research Faculty Promotion

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

November 6, 2019, 9:00-10:30am
Gerlinger Lounge

UNIVERSITY OF OREGON

Goal

Provide an overview of the promotion process for instructional and research career faculty.

O

Objectives

You 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.

O

Quick introductions

Name:

Unit:

Role:

Years in role:

O

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.

O

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

O

What is the overall timeline for promotion?

Election & eligibility form – **June pre-decision year**

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 at the latest**

What is the overall timeline for promotion?

Election and eligibility form – 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.

UNIVERSITY OF OREGON

**Worksheet for Career Faculty Eligibility for Promotion
(9-Month Contract)**
CBA Article 19. Non-Tenure Track Faculty Review and Promotion

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 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):

HR verification

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

Please email completed and signed form to HROps@uoregon.edu for verification of FTE.

UNIVERSITY OF OREGON

**Worksheet for Career Faculty Eligibility for Promotion
(12-Month Contract)**
CBA Article 19. Non-Tenure Track Faculty Review and Promotion

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:

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 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 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):

HR verification

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

Please email completed and signed form to HROps@uoregon.edu for verification of FTE.   5/2018

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)

Unit level review – fall and/or winter term

Review your approved unit policy:

https://provost.uoregon.edu/department-unit-policies

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

Office of the Provost

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

Unit level review – fall and/or winter term

Unit adds to the file:

Position description (or statement of responsibilities)

Conditions of appointment (i.e. contract)

Unit's criteria for promotion

External reviews (if applicable)

Personnel committee's letter of evaluation

Head/supervisor's letter of evaluation

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 including committee recommendation. Provides their own written evaluation and recommendation.

Unit **head** communicates with candidate.

Dean/Director level review – winter term

Reviews file.

Prepares their own recommendation.

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

Submits complete file via OneDrive:

- to Provost for instructional faculty or

- to VPRI for research faculty

by April 1.

Provost level review – spring term

Review complete file.

Process check and input from Associate Vice Provost for Academic Affairs or Senior Associate Vice President for Research and Innovation.

Notification – June 1 (at the latest)

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

Faculty Promotion Celebration for all tenure related & career faculty

June 2020

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

O

The digital dossier – what's included?

Office of the Provost

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 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) 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)

☐ Promotion Eligibility Worksheet
☐ Voting summary
☐ Evaluation & Promotion Criteria
☐ Dean / Vice President Evaluation
☐ Department Head / Unit Director Eval & Recommendation
☐ Department or Unit Committee Recommendation
☐ Supervisor (if not Dept/Unit Head) Eval & Recommendation
☐ External / Internal Letters of Evaluation (if required)

☐ Duties & Responsibilities (position description)
☐ Conditions of Appointment (current contract)
☐ Statement of Waiver or Non-waiver
☐ Vita (signed and dated)
☐ Candidate's Statement (signed and dated)
☐ Professional Activities & Service
☐ Scholarship/ Research/ Creative Activity
☐ 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

	Yes	No	Abstain
School/College/Center FPC:			
Department/Unit Committee:			
Number of eligible voters:			

Comments:
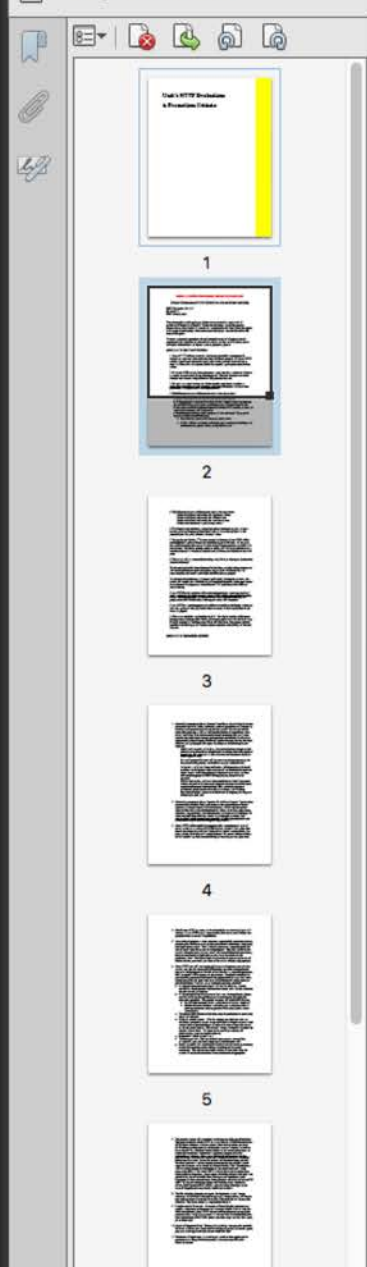
HUMAN PHYSIOLOGY NTTF REVIEW AND PROMOTION POLICIES

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 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) 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)

[   ]

Common errors:

- Not completing eligibility form and sending to HR for verification.

- Completing file in year 5 instead of 6

- Not using the correct criteria for senior I to senior II

- Not documenting years of credit toward promotion timeline negotiated at hire

- Missing equity and inclusion statement

O

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 career faculty?

Only for Librarians; not for Instructional or Research career faculty.

O

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.

O

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.

O

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 – but must be extremely meritorious in ALL areas of their job description. Accelerated review can occur with Provost approval (CBA article 19 section 7).

O

Additional 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.

O

Questions?

General questions?

Rachel Tischer - Office of the Provost

Bryan Evans – Office of the Vice President of Research and Innovation

O

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

UNIVERSITY OF OREGON

Must save as one continuous PDF
(one for dossier; one for supplemental file)
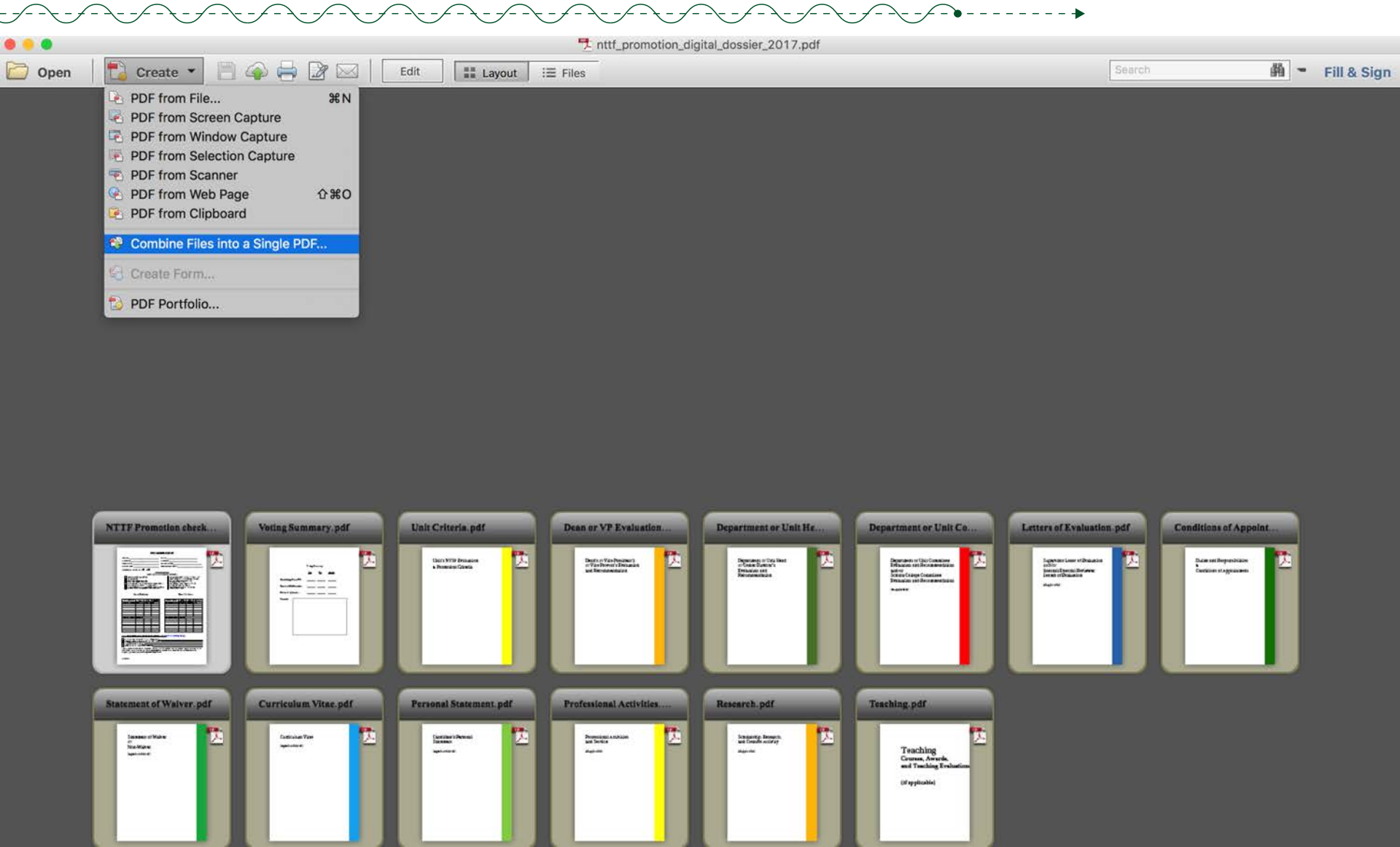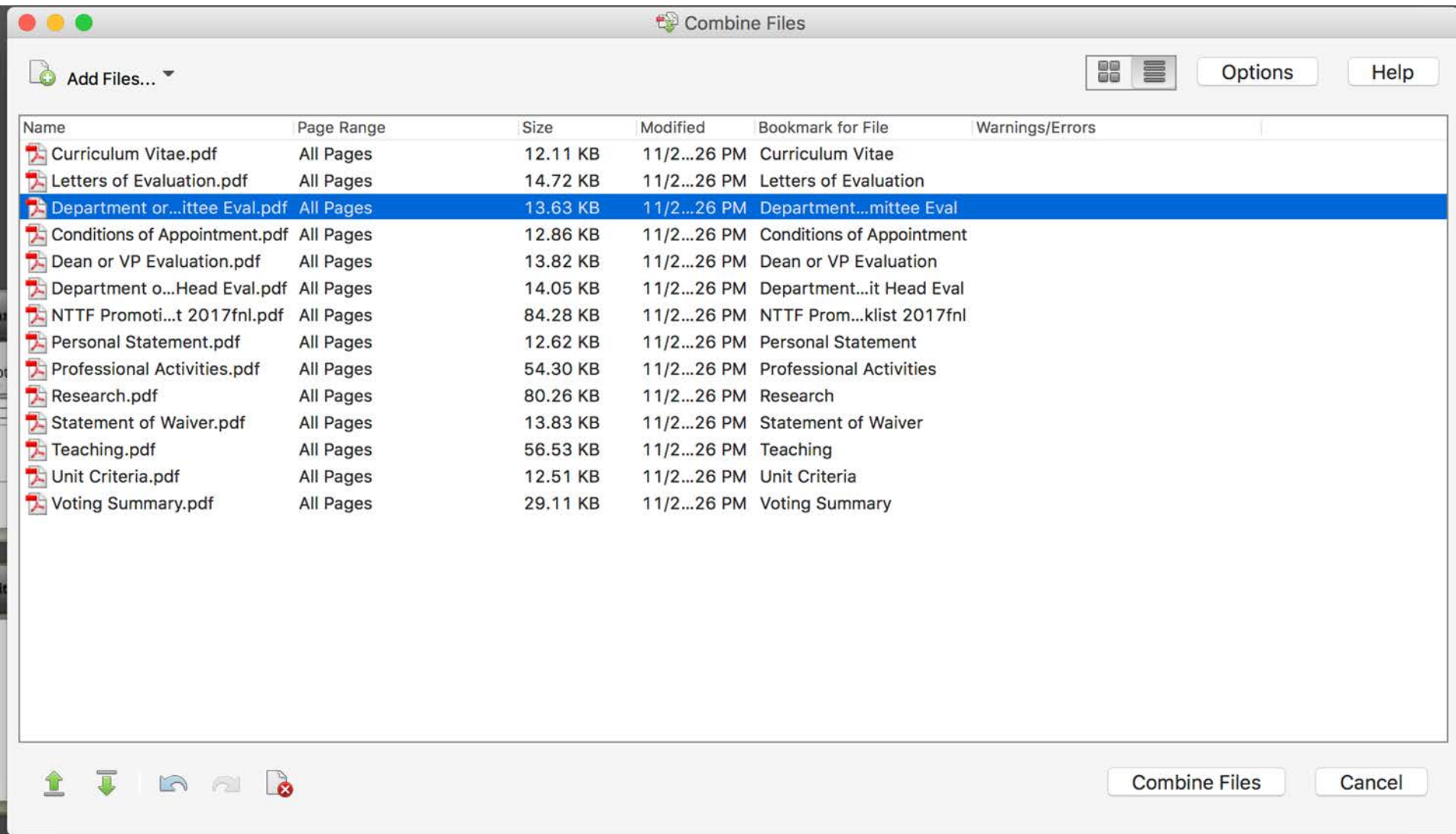
You must re-order these by dragging them into the correct order (the default is alphabetical)

File Naming Convention

CAREER Dossier LASTNAME AY19

CAREER Supplemental LASTNAME AY19