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):	

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 HROps@uoregon.edu for verification of FTE.