

**Classics Department**  
**NTTF Review and Promotion Policies**

*November 29, 2015*

**Purpose of Review**

The purpose of a review is to meet the standard of excellence appropriate to a major research university. It is designed to help NTTF faculty grow as scholars, researchers and educators. It is intended to identify areas of strength and areas that need improvement.

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 in research appointments will be reviewed by established procedures to assess the quality of work performed and the outcomes of their contributions to the research program.

**Review Process**

The periodic review processes for Career and for Adjunct NTTF are similar, but Adjunct NTTF will be reviewed solely on the basis of teaching; the Career NTTF will be reviewed on both teaching and service.

A review will be conducted in each contract period or every 3 years, whichever is sooner, and will consider performance since last review. If a career NTTF member has multiple contracts in a year (as opposed to a single joint contract), only one review per fiscal academic year is required. Reviews will include:

1. Course evaluations (in classes of 5 or more students offered and reviewed).
2. At least one peer review of teaching per contract period. Review will be conducted by TTF member, designated by the Department Head, and will include a class visit and a consideration of syllabus of the class. The NTTF will be informed of the class visit no fewer than two days in advance.
3. In the case of Career NTTF, the review will include a consideration of service.

The Department Head will appoint a committee to review the material and submit a recommendation. The review process will include an opportunity for Career NTTF to discuss efforts and performance with supervisors at least once during the contract period, and each contract review will include an opportunity for the NTTF to submit personal statement with information relevant to performance.

Career NTTF will be evaluated only by the above criteria, which will be made available to the NTTF. Career NTTF will be evaluated on the quality of their teaching and on their service/professional development/scholarship in proportion to the FTE afforded to those aspects in their job description.

In evaluating the performance of professional development activities, the review will consider the availability of professional development funds and opportunities for professional development, and the Career NTTF faculty member's efforts to secure funding.

To the extent applicable, the evaluation of scholarship, research, and creative activity will include an assessment of work quality, impact on the field nationally and internationally, and overall contribution to the discipline or program.

### **Promotion of Career NTTF**

Career NTTF will be eligible for promotion after accumulating six years of employment as a faculty member at or above 0.3 annualized per year, accrued at no greater than three terms per academic year for bargaining unit faculty on nine month contracts, and at four terms per year for bargaining unit faculty on 12-month contracts.

Career NTTF who will have completed five years of employment as a faculty member at or above 0.3 annualized FTE per year may initiate the promotion process in the Spring term of the fifth year if they have an expected appointment of 0.3 annualized FTE or greater for the sixth year.

For Career NTTF promotion is elective. Career NTTF can continue employment at current rank as long as eligible under Article 16, Contracts (CBA) or other University policy (for non-bargaining unit NTTF).

If a faculty member seeks promotion in a year when a contract renewal review is due, only a single review must be completed. The decision on whether to promote and decision whether to renew must be made independently.

**Accelerated Review** may occur in particularly meritorious cases.

**Credit for Prior Service.** Terms of hire will state number of years of credit granted and earliest date of promotion eligibility. Prior teaching and other activities during period of prior service fully considered, unless faculty member chooses to delay review until completing six years at UO; if faculty member completes six years at UO, then prior

activity will be of secondary consideration. If member uses some but not all credit for prior service, focus of review adjusted appropriately.

**Multiple or Joint Appointments.** Memorandum completed at time of hire or assignment specifying expectations for promotion and identifying process among units. Member and Provost or designee must sign memorandum for it to be valid.

**Criteria for promotion** to Senior Instructor I and Senior Lecturer I are based on a sustained record of excellent performance in the responsibilities of Instructor or Lecturer, as delineated in the relevant job descriptions. These might include outstanding teaching, as well as evidence of instructional, supervisory, and/or service leadership. Such activities could include mentoring other instructors, coordinating multi-section courses, participating in professional development opportunities, and developing effective and innovative curricula, organizational structures, and pedagogical techniques.

Criteria for promotion to Senior Instructor II and Senior Lecturer II are based on a sustained record of excellent performance in the responsibilities Senior Instructor I or Senior Lecturer I, as delineated in the relevant job descriptions. These could include evidence of sustained excellence in teaching, supervisory, and service responsibilities, and a demonstrated commitment to employing and enhancing leadership skills in areas such as pedagogical, curricular, and organizational innovations and improvements, as well as participation in and contributions to professional development opportunities.

**Initiating Promotion Process.** Candidate wishing to be considered for promotion notifies department or unit head in the Spring term of the year prior to the year in which promotion is sought and must provide by December 1 of the year in which promotion is considered:

- *Curriculum vitae:* a comprehensive and current signed and dated curriculum vitae that includes the faculty member's current instructional work and other activities that relate to job performance.
- *Personal statement:* 2-6 pages, signed and dated, evaluating own performance measured against applicable criteria for promotion. Should address teaching and service contributions. The statement should also include discussion of contributions to institutional equity and inclusion.
- *Teaching portfolio:* representative examples of syllabi or equivalent descriptions of course content and instructional expectations, examples of student work and exams, and similar material.
- *Service portfolio:* evidence of service contributions to member's department, center or institute, school or college, university, profession and/or community (i.e. op-ed pieces, white papers, awards, commendation, or letters of appreciation). May include short narrative elaborating on member's unique service experiences/obligations.

**Waiver of Access to Materials.** Member may choose to waive in advance, and in writing, access to evaluative materials (Article 8). Waiver doesn't preclude use of redacted versions in a denial review process. If redactions will not protect identity of reviewers, University may prepare suitable summary. A signed and dated waiver will be included in promotion file.

Promotion process includes a promotion review committee, which will include tenure-track and tenured faculty, and, whenever possible, NTTF at or above the rank sought by candidate. The committee decides whether or not internal and/or external reviews (over and above supervisors' evaluations) will be used in a given promotion case. The use of such reviewers and the process for their selection will be discussed with the candidate in advance of solicitation of reviewers. External reviewers will be selected using standard University guidelines and recommendations and consistent with the general expectations enumerated in Article 20, Section 14 of the CBA.

The committee will review the promotion case and prepare a recommendation by March 1. This review will be based on the criteria for promotion as formulated by the department or program, the promotion review file, and material that has been considered in contract renewal reviews. This report will be submitted to the department or program for discussion and a vote.

**Review by Department or Unit.** Following review and evaluation by department or unit, department or unit head will prepare a report on the merits of case. Report will include committee report and recommendation and voting summary, and head's independent recommendation. The file will then be sent to appropriate VP, dean, or director for review.

**Notice of Meetings.** Member to receive three days' notice of any meeting or hearing with a dean or the Provost or designee regarding recommendations or decisions on promotion. Member may have a colleague or Union representative present at the meeting as an observer.

**Reapplication, Appeals and Withdrawal.** An unsuccessful candidate for promotion may continue employment at the current rank as long as eligible to do so under the CBA and university policy. Unsuccessful candidates may also appeal as provided by Article 21 of the CBA (Tenure and Promotion Denial Appeal) or other university appeal processes which apply to faculty not covered by the CBA. NTTF who are denied promotion may reapply for promotion after having been employed by the university for an additional three years at an average of 0.3 FTE or greater, accrued at no greater than three terms per academic year. A candidate may withdraw an application for promotion in writing to the Provost and the dean at any time before the Provost's decision.

## **ADJUNCT NTTF REVIEWS**

1. The instructional contributions of adjunct NTTF will be reviewed in each contract period.
2. The following will be considered in evaluating teaching:
  - a. Student evaluations for all courses with five or more students.
  - b. At least one peer evaluation of teaching for each contract period. The peer evaluation should include an examination of the faculty member's syllabus and other materials for the course being evaluated and the observation of at least one class. The NTTF will be informed of the class visit no fewer than two days in advance.