

**East Asian Languages and Literatures**  
**Non-Tenure Track Faculty (NTTF) Evaluation and Promotion**  
**Policies for Career and Adjunct Faculty**

*December 4, 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.

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.

**CAREER NTTF REVIEWS**

- (1) Regular reviews associated with contract renewal; and
- (2) Promotion reviews

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

- Procedures and criteria must be made available for review upon request and published on Academic Affairs or RIGE website and in the department or unit.
- If criteria change during course of employment, NTTF member may elect between current criteria and those in effect for the six years prior to the initiation of a given review or promotion process.
- 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.

**I. CONTRACT RENEWAL REVIEWS**

Career NTTF will be reviewed by the Department Head 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. They will be evaluated only by the approved criteria made available to the faculty member. 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. During the term preceding the one in which their review will occur, faculty will be notified of their upcoming review and of the deadline for submitting their review materials to the Department Head. The review materials consist of the following:

1. A signed and dated C.V. that includes:
  - (1) degrees earned

- (2) courses taught at UO
  - (3) teaching experience at other institutions if applicable
  - (4) description of service to the sector and department (e.g., undergraduate testing and placement, demonstrated commitment to enhancing curriculum and curriculum articulation, GTF training, committee work, participation in Foreign Language Day)
  - (5) professional activities (e.g., ongoing professional development that leads to curricular enhancements such as training in assessment and curriculum development, as well as conference attendance, research, textbook reviews for presses, presentations, publications, instructional materials development)
  - (6) professional service (e.g., conference organization, outreach and other service to the profession and community)
2. A concise personal statement that includes descriptions of past accomplishments and future plans with respect to teaching and professional growth.

The review considers the faculty member's performance since the last review. In evaluating career NTTFs for contract renewal, the following are taken into consideration:

- a. Quality and versatility of teaching, as evidenced by student evaluations, both statistical and written, signed comments, for all courses, with an enrollment of five or more students, taught during the regular academic year; peer evaluations of teaching—at least one per contract period; curriculum development and use of innovative teaching techniques. The time frame for the peer evaluation of teaching will be established through discussion with the NTTF member; at least one week of advance notice will be provided.
- b. Service, including formal and/or informal service within the department, college, university, community, and professional organizations. If a faculty member has been assigned specific service duties in place of teaching, performance of those duties will be evaluated. When evaluating the performance of required professional development opportunities, the review will consider the availability of professional development funds and opportunities, and the candidate's efforts to secure funding. Faculty are expected to contribute to the University's goals regarding equity and inclusion.
- c. 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.

To comply with the May 1<sup>st</sup> contract renewal notification, the Department Head should forward the contract renewal materials with their report and recommendation to the College of Arts and Sciences by the due date. Before sending the dossier to CAS, the faculty member will be given the opportunity to discuss their efforts, performance, and

review with the department head.

## II. PROMOTION REVIEWS

Promotion reviews are distinct from contract renewal reviews and may occur mid-contract. If they are occurring during the same review period, contract renewal decisions must be made independently of the promotion decision.

### A. Promotion To Senior Instructor I

1. **Eligibility:** Career NTTF will be eligible for promotion after accumulating six years of service in rank at an average of 0.3 FTE or greater, accrued at no greater than three terms per academic year for faculty on nine month contracts and at four terms per year for faculty on 12 month contracts. The review will consider the faculty member's performance since hiring, or since the previous promotion.
2. 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.
3. **No "up or out":** For all career NTTF, promotion is elective and does not involve an "up or out" decision. Career NTTF may be reappointed at their current rank if they are not promoted or not considered for promotion.
4. **Accelerated Review:** An accelerated promotion review may occur in particularly meritorious cases as determined by the Provost or designee in consultation with the dean, department head and faculty member.
5. **Credit for Prior Service in another UO department or at another institution:** Terms of hire will state the number of years of credit granted and earliest date of promotion eligibility. Prior teaching and other activities during the period of prior service are fully considered, unless the faculty member chooses to delay review until completing six years at UO; if the faculty member completes six years at UO, then prior activity will be of secondary consideration. If the faculty member uses some but not all of the credit for prior service, the focus of the review will be adjusted.
6. **Multiple or Joint Appointments:** A memorandum is completed at the time of hire or assignment specifying expectations for promotion and identifying process among units. The faculty member and the Provost or designee must sign the memorandum for it to be valid.

Candidates wishing to be considered for promotion should notify the Department Head in the Spring term prior to the year when promotion is sought. Afterwards, candidates for

promotion will be notified by the Department Head of the deadline for submitting the following materials to the department:

1. A signed and dated waiver. A faculty member may choose to waive in advance in writing their access to any or all of the evaluative materials. Such waivers shall not preclude the use of redacted versions of these documents in a denial review process. The redacted versions are intended to protect the identity of the reviewer. If redactions are insufficient to do so, the university may prepare a suitable summary.
2. A signed and dated C.V. that includes:
  - (1) degrees earned
  - (2) courses taught at UO
  - (3) teaching experience at other institutions if applicable
  - (4) description of service to the sector and department (e.g. undergraduate testing and placement, demonstrated commitment to enhancing curriculum and curriculum articulation, GTF training, committee work, participation in Foreign Language Day)
  - (5) professional activities (e.g., ongoing professional development that leads to curricular enhancements such as training in assessment and curriculum development, as well as conference attendance, research, textbook reviews for presses, presentations, publications, instructional materials development)
  - (6) professional service (e.g., conference organization, outreach and other service to the profession and community)
3. A 2-6-page signed and dated personal statement, which includes descriptions of past accomplishments and future plans with respect to teaching and professional growth. The statement should also include discussion of contributions to institutional equity and inclusion.
4. A teaching portfolio that contains representative syllabi, examples of exams, handouts, assignments, as well as copies of representative student work.
5. A service portfolio, if applicable, that provides an account of the faculty member's service contributions to their academic department, college, university, profession and community. This may contain samples and/or narrative describing the service. It may be subsumed into the curriculum vitae if appropriate.
6. Copies of any publications or other professional works, if applicable.

In addition to the above, the department will include the following in the candidate's file:

1. A list of all courses taught
2. Peer evaluations
3. Student evaluations for all courses with five or more students

4. A summary of teaching evaluations (overall summary and qualitative and quantitative analysis)

The Department Head will form a Promotion Committee of three faculty (at least one of whom must be TTF and which will whenever possible include NTTF at or above the rank sought by the candidate), who after reviewing the dossier presents the instructor's file to the department and submits a written report with a recommendation.

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 department faculty, including tenure-track faculty and senior instructors at the same or higher rank than the rank the candidate is seeking, then vote on the case. The Department Head will then prepare an independent report on the merits of the promotion case with their own recommendation.

The departmental review should be completed by early March. At that time the faculty member will be given the opportunity to discuss their efforts, performance, and review with the department head. The file, including the committee report, the department's voting summary, and the head's independent report and recommendation, will then be sent to the associate dean of humanities in the College of Arts and Sciences by the due date.

### **Criteria for Promotion to Senior Instructor I**

Instructors contribute to the quality of teaching in EALL in important ways. Therefore, the Promotion Committee and the department look carefully at the instructor's teaching performance and commitment both to the department and the field of second/foreign language teaching. Excellence in the following areas is expected:

- 1 Quality and versatility of teaching: Instructors must possess the ability to teach effectively both independently and in a team-teaching environment at a variety of levels (beginning to advanced courses). Quality and effectiveness are measured primarily by (1) course evaluations, both numerical scores and signed comments, and (2) peer reviews of classroom teaching—at least one per contract period. Additionally, instructors must demonstrate an ongoing commitment to implement programmatic enhancement and innovation including a commitment to reaching proficiency benchmarks as demonstrated by annual assessment in the form of (simulated) OPI. Sufficient language skills in the target language and English to teach at any level within the curriculum are also required.

- 2 Service: Instructors should participate in and show leadership in carrying out the business of the department (e.g., language testing and student placement, GTF training, undergraduate advising, committee work, and Foreign Language Day). Instructors are expected to contribute to the University's goals regarding equity and inclusion. These contributions may consist of research, teaching, and service activities as appropriate, as well as involvement with academic and professional associations, non-profit, governmental, and/or private sector organizations.
- 3 Commitment to ongoing professional development: Instructors must demonstrate evidence of professional activities related to their instructional duties. Since instructors guide and train GTFs, and/or work with faculty members and graduate students who specialize in second/foreign-language learning and teaching, commitment to the field is crucial. There are many ways they can promote their professional growth (e.g., professional development such as training in assessment techniques, curriculum development, and new technologies to enhance learning, as well as research, attendance/presentations at conferences, publications, scholarly activities such as materials development, development of assessment tools, etc.). When evaluating the performance of required professional development opportunities, the review will consider the availability of professional development funds and opportunities and the candidate's efforts to secure funding.
- 4 Demonstrated leadership: Since Senior Instructors are expected to play a major role in the development and management of the language programs, demonstrated leadership in this regard is essential.

### **Reapplication for Promotion**

1. Reapplication for Promotion. Unsuccessful candidates for promotion may continue at current rank as long as eligible under the Collective Bargaining Agreement and university policy. They may reapply for promotion after employment by the university for an additional 3 years at an average of 0.3 FTE or greater, accrued at no greater than 3 terms per academic year.
2. Appeal of Promotion Denial. Unsuccessful candidates may appeal as provided by Article 21 (Tenure and Promotion Denial Appeal) or other university appeals processes which apply to faculty not covered by the CBA.
3. Withdrawal of Application. A candidate can withdraw their application for promotion in writing to the Provost and the dean at any time before the Provost's decision. The candidate may reapply the next academic year.

### **B. Promotion to Senior Instructor II**

1. **Eligibility:** Career NTTF at the rank of Senior Instructor I will be eligible for promotion after accumulating six years of service in rank at an average of 0.3 FTE or greater, accrued at no greater than three terms per academic year for faculty on nine month contracts and at four terms per year for faculty on 12 month contracts. The review will consider the faculty member's performance since hiring, or since the previous promotion.
2. Career Senior Instructor I 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.
3. **No "up or out":** For all career NTTF, promotion is elective and does not involve an "up or out" decision. Career NTTF may be reappointed at their current rank if they are not promoted or not considered for promotion.
4. **Accelerated Review:** An accelerated promotion review may occur in particularly meritorious cases as determined by the Provost or designee in consultation with the dean, department head and faculty member.
5. **Credit for Prior Service in another UO department or at another institution:** Terms of hire will state the number of years of credit granted and earliest date of promotion eligibility. Prior teaching and other activities during the period of prior service are fully considered, unless the faculty member chooses to delay review until completing six years at UO; if the faculty member completes six years at UO, then prior activity will be of secondary consideration. If the faculty member uses some but not all of the credit for prior service, the focus of the review will be adjusted.
6. **Multiple or Joint Appointments:** A memorandum is completed at the time of hire or assignment specifying expectations for promotion and identifying process among units. The faculty member and the Provost or designee must sign the memorandum for it to be valid.

Candidates wishing to be considered for promotion should notify the Department Head in the Spring term prior to the year when promotion is sought. Afterwards, candidates for promotion will be notified by the Department Head of the date by which they must submit the following materials highlighting work after promotion to Senior Instructor I to the department:

1. A signed and dated waiver. A faculty member may choose to waive in advance in writing their access to any or all of the evaluative materials. Such waivers shall not preclude the use of redacted versions of these documents in a denial review process. The redacted versions are intended to protect the identity of the reviewer. If redactions are insufficient to do so, the university

may prepare a suitable summary.

2. A signed and dated C.V. that includes:
  - (1) Degrees earned
  - (2) Teaching experience at other institutions if applicable
  - (3) Courses taught at UO
  - (4) Professional activities (professional development, research, presentations, publications, OPI certification, and so on)
  - (5) Service to the sector
  - (6) Service to the department
  - (7) Service to the University
  - (8) Service at the local/ national, and international levels.
3. A 2-6-page signed and dated personal statement which includes descriptions of past accomplishments and future plans with respect to teaching and professional growth. The statement should also include discussion of contributions to institutional equity and inclusion.
4. A teaching portfolio that contains representative syllabi, samples of teaching materials including assignments and assessment tools (texts, examinations, etc.) and copies of representative student work.
5. A service portfolio, if applicable, that provides an account of the faculty member's service contributions to their academic department, college, university, profession and community. This may contain samples and/or narrative describing the service. It may be subsumed into the curriculum vitae if appropriate.
6. Copies of any publications, and other professional works, if appropriate.

In addition to the above, the department will include the following in the candidate's file:

1. A list of all courses taught
2. Peer evaluations
3. Student evaluations for all courses with five or more students
4. A summary of teaching evaluations (overall summary and qualitative and quantitative analysis)

### **Criteria for Promotion to Senior Instructor II:**

Candidates who seek promotion to Senior Instructor II are expected to have demonstrated expertise and leadership within the department and at the national level. The promotion committee and the Department will consider the candidate's teaching performance, contributions to the sector, Department, and national professional organizations, as well as the overall trajectory of the candidate's teaching career and professional development. Excellence, versatility, and potential for increased leadership within the language



program and department are expected; promotion is not granted based solely on adequate performance for the review period.

The candidate for promotion must be able to demonstrate excellence in the following areas. The examples in each category are illustrative of the types of achievements that merit promotion.

- (1) Quality and versatility of teaching: Senior instructors must continue to demonstrate quality and effectiveness in teaching, both in independent and in a team-teaching environment at a variety of levels (beginning to advanced courses). Quality and effectiveness are measured primarily by (1) course evaluations, both numerical scores and signed comments, and (2) peer reviews of classroom teaching—at least one per contract period. Senior instructors must continue to demonstrate versatility such as teaching a range of course levels when applicable, or other courses as assigned according to individual qualifications, the regular updating of course materials and curriculum design, as well as integration of new media. Additionally, senior instructors should demonstrate an effort to implement programmatic enhancement and innovation, such as a commitment to reaching proficiency benchmarks as demonstrated by annual assessment in the form of (simulated) OPI.
- (2) Commitment to service that enhances the Department, College, and/or University (initiative, leadership, and quality are the criteria here, not quantity), including GTF mentoring, undergraduate advising, sitting on internal or external committees, supervision of adjunct NTTFs and interns, contributing to study abroad programs, etc. Senior instructors are expected to continue contributing to the University's goals regarding equity and inclusion.
- (3) Excellence in Professional Development: such as participating in local and national pedagogical workshops and professional organizations; presenting or publishing research in national venues; developing innovative teaching materials; obtaining ACTFL OPI certification; winning inter/national recognition for oneself or UO programs. When evaluating the performance of required professional development opportunities, the review will consider the availability of professional development funds and opportunities, and the candidate's efforts to secure funding
- (4) Excellence within the Language Program: including program coordination in terms of working with other instructors to improve curriculum articulation across all levels, implementing regular proficiency assessments to ensure that students are meeting target benchmarks, reviewing, introducing, and sharing new textbooks or teaching materials.

The Department Head will form a Promotion Committee of three faculty (at least one of whom must be TTF and which will whenever possible include NTTF at or above the rank sought by the candidate), who after reviewing the dossier presents the instructor's file to

the department and submits a written report with a recommendation.

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 department faculty, including tenure-tack faculty and senior instructors II, then vote on the case. The Department Head will then prepare an independent report on the merits of the promotion case with their own recommendation.

The departmental review should be completed by early March, at which time the faculty member will be given the opportunity to discuss their promotion review with the Department Head. The file, including the committee report, the department's voting summary, and the head's independent report and recommendation, will then be sent to the associate dean of humanities in the College of Arts and Sciences by the due date.

### **Reapplication for Promotion**

1. **Reapplication for Promotion.** Unsuccessful candidates for promotion may continue at current rank as long as eligible under the Collective Bargaining Agreement and university policy. They may reapply for promotion after employment by the university for an additional 3 years at an average of 0.3 FTE or greater, accrued at no greater than 3 terms per academic year.
2. **Appeal of Promotion Denial.** Unsuccessful candidates may appeal as provided by Article 21 (Tenure and Promotion Denial Appeal) or other university appeals processes which apply to faculty not covered by the CBA.
3. **Withdrawal of Application.** A candidate can withdraw their application for promotion in writing to the Provost and the dean at any time before the Provost's decision. The candidate may reapply the next academic year.

### **ADJUNCT NTTF REVIEWS**

Adjunct NTTFs teach both language and culture courses in EALL. Since many adjunct NTTFs mentor and work with graduate students/GTFs, the department values and encourages their ongoing professional development. The instructional and other contributions of adjunct NTTFs will be reviewed in each contract period by the Department Head. The Department Head will notify adjunct faculty of their upcoming review and the deadline for the submission of materials by the first day of the term in which their review will occur. Candidates will submit their curriculum vitae (C.V.) and a brief personal statement to the Department Head.

The dossier for adjunct NTTFs should include:

1. A signed and dated C. V. that lists
  - (1) degrees earned
  - (2) courses taught at UO
  - (3) teaching experience at other institutions if applicable
  - (4) description of service to the sector and department
  - (5) professional activities
  - (6) professional service
2. A personal statement (no more than 2 pages), which includes descriptions of past accomplishments and future plans with respect to teaching and professional growth.
3. A teaching portfolio, which contains representative syllabi of courses taught at UO, sample assignments and assessment tools (texts, examinations, etc.) and copies of representative student work.
4. Student evaluations for all courses with five or more students. Peer evaluations—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 time frame for this review will be established through discussion with the NTTF member; at least one week of advance notice will be provided. The department will gather the student and peer evaluations.

To comply with the contract renewal notification, the Department Head should forward the contract renewal materials with their report and recommendation to the College of Arts and Sciences by the deadline. Before sending the dossier to CAS, the faculty member will be given the opportunity to discuss their efforts, performance, and review with the department head.