

Department of English  
**Non-Tenure Track Faculty (NTTF) Appointment, Review, and Promotion Policies**

In accordance with the United Academics Collective Bargaining Agreement Article 19, the Department of English distinguishes between two categories of Non-Tenure Track Faculty, Career NTTF and Adjunct NTTF.

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.

**Adjunct NTTF Reviews**

The instructional contributions of adjunct NTTF will be reviewed in each contract period using an NTTF Adjunct Instructor evaluation form (Appendix 1), and the following will be considered in evaluating their teaching:

- a. an examination of the faculty member's syllabus for the courses being evaluated
- b. student evaluations for all courses with five or more students
- c. grade distribution data when available to assess consonance of grade assignments with departmental standards.

Adjunct NTTF are by definition temporary employees on a limited contract, typically hired in response to unanticipated teaching needs; there will be no assumption of contract renewal. The department will notify Adjunct Instructors in writing that their contract will not be renewed as soon as it can be determined that there is no ongoing instructional need or, at the latest, two weeks before the current contract expires. If enrollments require hiring more teachers, Adjunct Instructors whose teaching records (see criteria above) warrant reappointment will be offered another contract. The review for the new contract period will follow these policies.

**Appointment, Review, and Promotion for Career NTTF**

Appointment

Hiring of Career NTTF in English entails a national search conducted by a search committee—usually of three faculty, at least one of whom is TTF and one Career NTTF—appointed by the Head in consultation with experts in the hiring field.

## Reviews

Reviews for Career NTTF will include: (1) contract renewal reviews, and (2) promotion reviews. If a faculty member seeks promotion in a year when a contract review is due, only a single review must be completed. The decision on whether to promote and the decision on whether to renew, however, will be made independently.

## Peer Reviews of Teaching

The NTTF Committee will oversee the scheduling, collection, and maintenance of peer reviews of teaching. Each Career NTTF will be peer reviewed at least once during a contract period. Faculty to be reviewed will be notified by the chair of the NTTF Committee in fall term of the review year. Peer reviews will entail a review of syllabi (and may include review of other teaching materials as determined by the faculty member being reviewed and the reviewer); a class observation; a meeting to discuss the observation (and teaching materials if relevant; student course evaluations, however, are not consulted in the peer review process); and a written review submitted to the chair of the NTTF Committee and the colleague under review by the end of spring term of the academic year in which the review is scheduled.

The faculty member being peer reviewed may submit a written response to the NTTF Committee chair within ten days of receiving the review and may request that the NTTF Committee conduct an additional review within the contract period.

The peer review of teaching will be retained in the English Department files and consulted in both the contract renewal review process and the promotion review process.

## Contract Renewal Reviews

Career NTTF will be reviewed by the NTTF Committee in each contract period prior to consideration for renewal or once every three academic or fiscal years of employment, whichever is sooner. The review will consider the Career NTTF's teaching and service performance since the last review as evidenced in peer reviews, student course evaluation data and comments, and service record. As part of each contract review, Career NTTF will have an opportunity to submit a personal statement containing information relevant to their performance of assigned duties and responsibilities. The review process will include an opportunity for Career NTTF to discuss their efforts and performance with an appropriate supervisor at least once during each contract period.

Career NTTF faculty members will be evaluated only by the criteria approved and 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.

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.

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.

The criteria to be considered in a contract renewal include

- a. Successful teaching, to be determined by
  - i. at least one peer review of teaching for each contract period (see peer review components, above)
  - ii. student evaluations for all courses with five or more students
  - iii. evidence of contributions to enhanced teaching through curriculum development, innovative teaching techniques, and/or course supervision.If the candidate chooses, the case for successful teaching may be supplemented by
  - i. scholarly and creative work that strengthens teaching, which may include publications; contributions to conferences and symposia; work in digital humanities; film, video, and web production; editing work, including editing WR casebooks; and public lectures
  - ii. a candidate's statement.
- b. Service contributions to the department, college, or university, which may include formal student advising; formal teacher mentorship; administrative leadership; professional development in the form of contributions to the scholarship of teaching and learning; participation in teaching development activities; new course design; and evidence of community or professional service
- c. Demonstrated contributions and commitment to institutional equity and inclusion
- d. If faculty members have been assigned specific service duties in place of some teaching, their performance of those duties will also be evaluated.

#### Time Line for Contract Renewal Review

To comply with the May 1<sup>st</sup> contract renewal notification, career NTTF will be notified in early fall term and invited to submit a CV and/or a personal statement. As for all personnel reviews in English, review materials will be due at the end of fall term.

The review should be completed by April 15. The faculty members will be given the opportunity to discuss their efforts, performance, and review with their department or head or a designee. The department head will then forward the promotion contract renewal materials with the head's report and recommendation materials to the College of Arts and Sciences.

### Joint and Multiple Appointments

A Career NTTF may hold appointments in more than one unit at the university. In such a case, the relevant vice presidents, deans, directors or designees will notify the NTTF in writing at the time such joint appointments are made which unit will oversee the review process and the criteria for promotion.

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.

When this review is conducted in English, it will follow the review policies outlined in this document.

### Promotion Reviews for Career NTTF Instructor to Senior Instructor I and Career NTTF Lecturer to Senior Lecturer I

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.

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.

The criteria to be considered in a promotion review include

- a. Consistent excellence in teaching, to be determined by
  - i. at least one peer review of teaching for each contract period (see peer review components, above)
  - ii. student evaluations for all courses with five or more students
  - iii. evidence of contributions to enhanced teaching through curriculum development, innovative teaching techniques, and/or course supervision
  - iv. a candidate's statement.

If the candidate chooses, the case for successful teaching may be supplemented by scholarly and creative work that strengthens teaching, which may include

publications; contributions to conferences and symposia; work in digital humanities; film, video, and web production; editing work, including editing WR casebooks; and public lectures.

- b. Special teaching strengths and versatility in covering courses needed by the department
- c. Service contributions to the department, college, or university, which may include formal student advising; formal teacher mentorship; administrative leadership; professional development in the form of contributions to the scholarship of teaching and learning; participation in teaching development activities; new course design; and evidence of community or professional service
- d. Demonstrated contributions and commitment to institutional equity and inclusion
- e. If faculty members have been assigned specific service duties in place of some teaching, their performance of those duties will also be evaluated.

#### Time Line and Materials for Promotion to Senior Instructor I or Senior Lecturer I Review

The review will consider the faculty member's performance since hiring or since the previous promotion.

Promotion is elective and does not involve an "up or out" decision. Career NTTF who do not wish to be considered for promotion may continue employment at their current rank as long as eligible to do so.

An accelerated promotion review may occur in particularly meritorious cases as determined by the Provost or designee in consultation with the appropriate vice president, dean, department head, and affected faculty member.

When credit for prior service is agreed upon, the terms of hire will state the number of years of credit granted and the earliest date for promotion eligibility. Teaching, professional development, and service completed by the faculty member during the period of prior service will receive full consideration during the promotion process if the faculty member elects the earliest date for promotion review. Should a faculty member who received prior credit choose to delay the review until completing the required years at the University of Oregon, teaching and service completed prior to arrival at the University will be of secondary importance. Should a faculty member choose to use some, but not all of the credit for prior service, the focus of the review of teaching and service will be adjusted appropriately.

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.

Candidates wishing to be considered for promotion should notify the appropriate department or unit head in the Spring term prior to the year when promotion is sought. Required materials would be submitted according to the unit's review timeline in the year when promotion is sought.

- a. 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
- b. a 2-6-page signed and dated personal statement developed by the faculty member evaluating their performance measured against the applicable criteria for promotion. The personal statement should expressly address the teaching; other instruction-related activities; professional development; service contributions to the academic department, college, university, profession and community; and contributions to institutional equity and inclusion
- c. a signed and dated waiver, documenting whether they waive 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
- d. teaching portfolio, including representative examples of course syllabi or equivalent descriptions of course content and learning outcomes for courses, examples of assignments and exams, and similar material
- e. service portfolio, including evidence of service contributions to the department, college, university, profession, and/or community relevant to the position. The portfolio may also include a short narrative elaborating on the faculty member's unique service experiences or obligations and provide examples of service accomplishments enumerated in the CV

Candidates may also submit a supplemental portfolio containing scholarly and creative work that strengthens teaching or contributes to the intellectual community, which may include publications; presentations at conferences and symposia; work in digital humanities; film, video, and web production; editing work, including editing WR casebooks; and public lectures.

The promotion review will be conducted by a committee appointed by the department head and will include both TTF and NTTF who are at or above the rank the candidate is seeking.

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. Voting members will include all TTF and all NTTF at or above of the rank sought by the candidate for promotion.

The department head will then prepare an independent report on the merits of the promotion case, which will include the head's recommendation for the outcome of the case. The faculty member will be given the opportunity to discuss their efforts, performance, and review with their supervisor.

The file, including the committee report, the department voting summary, and the head's independent report and recommendation will then be sent to the appropriate associate dean in the College of Arts and Sciences by March 20.

#### Promotion Reviews for Senior Instructor I to Senior Instructor II and Senior Lecturer I to Senior Lecturer II

Career NTTF will be eligible for promotion from Senior Instructor or Lecturer I to II 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..

Criteria for promotion to Senior Instructor II and Senior Lecturer II are based on a sustained record of excellent performance in the responsibilities of Senior Instructor I or Senior Lecturer I, as delineated in the relevant job descriptions.

The criteria to be considered in a promotion to II review include

- a. Consistent excellence in teaching, to be determined by
  - i. at least one peer review of teaching for each contract period (see peer review components, above)
  - ii. student evaluations for all courses with five or more students

- iii. evidence of contributions to enhanced teaching through curriculum development, innovative teaching techniques, and/or course supervision
- iv. a candidate's statement.

If the candidate chooses, the case for successful teaching may be supplemented by scholarly and creative work that strengthens teaching, which may include publications; contributions to conferences and symposia; work in digital humanities; film, video, and web production; editing work, including editing WR casebooks; and public lectures.

- b. Demonstrated interest in advancing the department's teaching culture (through, for example, the design of new courses and enhancement of the department's curriculum; service to the department's student advising, peer tutoring, community internship, or other co-curricular initiatives; administrative leadership; contributions to the scholarship of teaching and learning; or participation in teaching development activities)
- c. Service contributions to the department, college, or university, which may include formal student advising; formal teacher mentorship; administrative leadership; professional development in the form of contributions to the scholarship of teaching and learning; participation in teaching development activities; new course design; and evidence of community or professional service
- d. Demonstrated contributions and commitment to institutional equity and inclusion
- e. If faculty members have been assigned specific service duties in place of some teaching, their performance of those duties will also be evaluated.

#### Time Line and Materials for Promotion to Senior Instructor II or Senior Lecturer II Review

The review will consider the faculty member's performance since hiring or since the previous promotion.

Promotion is elective and does not involve an "up or out" decision. Senior Instructors I and Senior Lecturers I who do not wish to be considered for promotion to II may continue employment at their current rank as long as eligible to do so.

An accelerated promotion review may occur in particularly meritorious cases as determined by the Provost or designee in consultation with the appropriate vice president, dean, department head, and affected faculty member.



When credit for prior service is agreed upon, the terms of hire will state the number of years of credit granted and the earliest date for promotion eligibility. Teaching, professional development, and service completed by the faculty member during the period of prior service will receive full consideration during the promotion process if the faculty member elects the earliest date for promotion review. Should a faculty member who received prior credit choose to delay the review until completing the required years at the University of Oregon, teaching and service completed prior to arrival at the University will be of secondary importance. Should a faculty member choose to use some, but not all of the credit for prior service, the focus of the review of teaching and service will be adjusted appropriately.

Candidates wishing to be considered for promotion should notify the appropriate department or unit head in the Spring term prior to the year when promotion is sought. Required materials would be submitted according to the unit's review timeline in the year when promotion is sought.:

- a. 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
- b. a 2-6-page signed and dated personal statement developed by the faculty member, evaluating their performance measured against the applicable criteria for promotion. The personal statement should expressly address teaching; other instruction-related activities; professional development; service contributions to the academic department, college, university, profession and community; and contributions to institutional equity and inclusion.
- c. a signed and dated waiver, documenting whether they waive 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.
- d. teaching portfolio, including representative examples of course syllabi or equivalent descriptions of course content and learning outcomes for courses, examples of assignments and exams, and similar material
- e. service portfolio, including evidence of service contributions to the department, college, university, profession, and/or community relevant to the position. The portfolio may also include a short narrative elaborating on the faculty member's unique service experiences or obligations and provide example of service accomplishments enumerated in the CV.

Candidates may also submit a supplemental portfolio containing scholarly and creative work that strengthens teaching or contributes to the intellectual community, which may include publications; presentations at conferences and symposia; work in digital humanities; film, video, and web production; editing work, including editing WR casebooks; and public lectures.

The promotion review will be conducted by a committee appointed by the department head and will include both TTF and NTTF who are at or above the rank sought by the 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 for discussion and a vote. Voting members will include all TTF and all NTTF at the rank or above of the rank sought by the candidate for promotion.

The department head will then prepare an independent report on the merits of the promotion case, which will include the head's recommendation for the outcome of the case. The faculty member will be given the opportunity to discuss their efforts, performance, and review with their supervisor.

The file, including the committee report, the department voting summary, and the head's independent report and recommendation will then be sent to the appropriate associate dean in the College of Arts and Sciences by March 20.

#### 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.