

*Northwest Indian Language Institute  
Review and Promotion Policies*

### **1.0 Collective Bargaining Agreement Processes**

Review and promotion procedures are specified in Article 19 of the Collective Bargaining Agreement. This document elaborates only on those components of review and promotion that are not prescribed in the CBA. When conducting contract and promotion reviews, the Northwest Indian Language Institute will rely on Article 19 as a primary resource. These procedures also apply to all unrepresented faculty, unless a university-wide policy exists that contradicts the terms of this policy.

### **2.0 Annual (contract) review**

- 2.1 All research faculty members of the Institute are reviewed annually, typically in the spring. During their first contract, career NTTF will also be reviewed halfway through the contract period.
- 2.2 The director is responsible for setting timelines for annual reviews, and communicating deadlines to faculty and their supervisors.
- 2.3 Supervisors perform the annual evaluation. Where there is more than one supervisor, each will be responsible for their area of assignment.
- 2.4 The annual evaluation will be based upon the professional responsibilities as described in a faculty member's position description along with annual goals and major assignments during the year under review. Evaluations should reflect the kind of activities that the faculty have been funded to do.
- 2.5 At the time of the annual evaluation, supervisors, with input from the faculty member, will set individual goals for the upcoming year. Progress towards these goals will be reviewed as part of the annual review for the subsequent year.
- 2.6 Review materials
  - 2.6.1 The director or designee is responsible for developing and maintaining evaluation forms.
  - 2.6.2 In preparation for an annual review, the faculty member will provide their supervisor with a complete updated CV and a report on activities and accomplishments that reflects progress towards goals set a year prior.
  - 2.6.3 For each faculty member being reviewed, the supervisor will provide the director with: a current job description, all of the documents provided by the faculty member, and a completed, signed evaluation, using the form provided.
  - 2.6.4 The supervisor and the faculty member should sign the supervisor's evaluation. The faculty member's signature acknowledges receipt of the evaluation; it does not indicate agreement with the evaluation. Faculty may also provide a response or addendum to the evaluation.
  - 2.6.5 Documents provided by the faculty member and their supervisor will be placed in the faculty member's personnel file.

### **3.0 Promotion review**

### 3.1 Timeline

- 3.1.1 As required by the CBA, a faculty member must notify the director of their desire to seek promotion in the year prior to seeking promotion. This should typically be done as part of the annual review process, but may occur as late as June 30.
- 3.1.2 The director is responsible for developing and communicating unit deadlines to promotion candidates and their supervisors well in advance of deadlines. The exact timeline may vary from year to year depending on the number of candidates being considered for promotion.
- 3.1.3 Complete dossiers must be submitted to the Office of the Vice President of Research and Innovation (OVPRI) by March 1, unless notified by the OVPRI of a different deadline.

### 3.2 Review committee

- 3.2.1 In years where there are research NTTF promotion reviews in the Institute, the director appoints a promotion review committee as well as a review committee chair. In the event that the director is being promoted, the VPRI or designee will appoint the committee.
- 3.2.2 The committee will be made up of 2-3 TTF and/or career NTTF members. This committee should include at least one research NTTF member of the appropriate rank, if such a faculty member is available. Prior to appointing a funding contingent faculty NTTF, the director will confirm that their funding permits participation in this committee.
- 3.2.3 The review committee will not include the candidate's immediate supervisor or the director.
- 3.2.4 In the event that there are not enough members of the Institute to make up a committee, the candidate will nominate faculty members from other units, subject to approval by the director.
- 3.2.5 The committee is responsible for reviewing the candidate's materials, voting, and making a written recommendation, including a formal vote, to the director. The director may include a voting summary in her/his evaluation letter.

### 3.3 Review materials

- 3.3.1 Candidates for promotion will provide the following materials:  
**Curriculum vitae:** A comprehensive and current curriculum vitae that includes the bargaining unit faculty member's current research, teaching, scholarly and creative activities and accomplishments, including publications, appointments, presentations, and similar activities and accomplishments. **Personal statement:** A 2-6 page personal statement developed by the bargaining unit faculty member evaluating his or her performance measured against the applicable criteria for promotion. The personal statement should expressly address the areas (as relevant) of (1) research, (2) teaching, (3) service, (4) collaborations with speech communities (5) publications and products (6) performance on grants and contract work. The statement should also include discussion of contributions to institutional equity

and inclusion. **Teaching portfolio (if applicable):** Representative examples of course syllabi or equivalent descriptions of course content and instructional expectations for courses taught by the bargaining unit faculty member. **Scholarship portfolio (if applicable):** A comprehensive portfolio of scholarship, research and creative activity; and appropriate evidence of national or international recognition or impact. **Service portfolio (if applicable):** Evidence of the bargaining unit faculty member's service contributions to their academic department, center or institute, school or college, university, profession, and the community, such as op ed pieces, white papers authored or co-authored by the faculty member, commendations, awards, or letters of appreciation. The portfolio may also include a short narrative elaborating on the faculty member's unique service experiences or obligations. **Professional activities portfolio (if applicable):** A comprehensive portfolio of professional or consulting activities related to their discipline. **External reviewers (if applicable):** A list of qualified outside reviewers provided by the bargaining unit faculty member.

### 3.4 External and internal reviews

- 3.4.1 Review for promotion to senior research assistant I and senior research assistant II will generally include only internal reviews, unless the candidate has job duties that are to create an external impact.
- 3.4.2 Candidates for promotion to senior research associate I and senior research associate II will be determined on a case by case basis For those candidates whose job duties include expectations of having independent external impact, they will be required to have 2-3 external reviews. Candidates who are largely part of teams with no expectations of independent impact will likely only need internal reviews.
- 3.4.3 Promotions to research associate professor and research full professor will have external reviews, but may also include internal reviews.
- 3.4.4 Prior to embarking on obtaining reviews, the committee chair will consult with the OVPRI regarding the candidate and their job duties, and submit a plan regarding the time and quantity of reviews.
- 3.4.5 The review committee chair manages the process of obtaining supervisor's evaluation, and internal and external reviews. If an external review is required, the Director will consult with members of the Institute and prepare a list of suitable external reviewers. The Candidate will also be asked to submit a list of possible external reviewers. External reviewers will be people who can submit a knowledgeable and objective evaluation of the candidate and their qualifications, who have the appropriate level of expertise to evaluate the candidate's materials. Individuals who might be viewed as having conflicts of interest will not be asked to be external reviewers. The Director and review committee chair will determine the final list,

selecting at least one reviewer from each list. There will be 2-3 letters from external reviewers.

### 3.5 Criteria for promotion

- 3.5.1 The Institute relies on the following primary indicators to evaluate faculty performance: (a) job knowledge and skills; (b) commitment to high-quality results; (c) quality of the effectiveness or impact of effort; (d) communication skills; (e) ability to work as a member of a diverse team; (f) dependability; (g) commitment to an inclusive community; (h) collaboration with tribes and tribal individuals; (i) effective dissemination of information and products; (j) management skills (if relevant).
- 3.5.2 Promotion is not an automatic process, awarded for having put in their time, but rather awarded for excellence. Our overall expectation of successful NTTF candidates for promotion is the demonstration of enduring excellence in the performance of one's designated responsibilities, in the areas of (1) research, (2) teaching, (3) service, (4) collaborations with speech communities (5) publications and products (6) performance on grants and contract work, as relevant given the candidate's job duties.
- 3.5.3 Promotion criteria may be customized for particular positions. Position-specific criteria will be based on the most important core professional responsibilities as described in a faculty member's position description and accommodate a wide range of research and evaluation methods, scholarly approaches, and technical contributions to diverse disciplinary outlets. These evaluations will also reflect the kind of activities that the candidate has been funded to do.
- 3.5.4 All faculty 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.
- 3.5.5 Criteria for promotion to senior research assistant and senior research assistant II are based on excellence in meeting job duties. Refer to section 3.4 for external/internal review policies.
- 3.5.6 Criteria for promotion to senior research associate and senior research associate II are based on excellence in meeting job duties. Refer to section 3.4 for external/internal review policies.