

**University of Oregon**  
**Physical Education and Recreation Department**  
**Review and Promotion Criteria**

Instructor (Career NTTF) review policy exists to determine if a faculty member is meeting the standard of excellence appropriate to a major research university. The goal is to help the faculty grow as scholars and educators, identify areas of strength, and identify 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.

For NTTF holding joint appointments, a memorandum will be completed at the time of hire or assignment specifying expectations for promotion review and identifying how the promotion process will be handled among the units.

For NTTF holding multiple Career appointments, a memorandum will be completed at the time of the second or subsequent hire or assignment specifying expectations for promotion review and identifying how the promotion process will be handled among the units.

**I. Review & Promotion**

- A. 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 or renew must be made independently.
- B. If review or promotion procedures change during the course of a faculty member's employment, he or she may elect between current criteria and those in effect during the six years prior to the initiation of a given review or promotion process.
- C. Career NTTF must be reviewed in each contract period prior to consideration for renewal or once every three academic or fiscal years of employment, whichever is sooner. If a career NTTF member has multiple contracts in a year, only one review per fiscal academic year is required. Review will consider performance since last review.
- D. For instructional Career NTTF, student course evaluations will be offered for all courses with five or more students. The evaluation of teaching will include a review of evaluations for each course taught and one peer review of teaching per contract period. Peer reviews will be assigned once per contract period to Career NTTF who teach at 0.3 FTE or better as they may be on track for promotion eligibility. Peer reviews are optional for adjuncts (Pro Tem) and Career NTTF who do not teach at a 0.3 FTE or better.
- E. The review process will include an opportunity for the Career NTTF to discuss his or her efforts & performance with a supervisor at least once during each contract period.
- F. Career NTTF faculty members will be evaluated only by the criteria approved and made available to the faculty member.

- G. During the first six years of employment, a Career NTTF (instructor) will be observed and evaluated while teaching once per contract period and are recommended for contract renewal if the instructor is making progress on satisfying the criteria and standards outlined in Section IIA. An instructor will receive one-year contracts for the first four years of service, and two-year contracts starting in their fifth year of service.
- H. Career NTTF will be eligible for promotion after accumulating six years of employment as a faculty member at or above 0.3 FTE annualized per year, 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. For promotion to Senior Instructor I, an instructor is expected to meet the criteria outlined in Section IIA, 1-3: teaching, professional development, and service. A Senior Instructor I will receive three-year contracts and be reviewed once per contract period.
- I. For promotion to Senior Instructor II, an instructor is expected to meet the criteria outlined in Section IIA, 1-3: teaching, professional development, and service. A Senior Instructor II will receive three-year contracts and be reviewed once per contract period.
- J. Adjunct instructors will be observed and evaluated once per year by their direct supervisor, the Associate Director for PE, or a designee. Contract renewal is dependent on the instructor making progress on satisfying the criteria and standards outlined in Section IIA, 1 & 2.

## II. Standards for Review

- A. As part of each contract review, Career NTTF will have an opportunity to submit a personal statement containing information relevant to his or her performance of assigned duties and responsibilities.

### B. Standards for review of faculty with the rank of instructor

Excellence in teaching is the core of an instructor's body of work. Professional development and service enhances an instructor's teaching and contributes to the mission of the department and the university. These activities will be evaluated in the context of the instructor's assignment. In evaluating the performance of required professional development activities, the review will consider the availability of professional development funds, opportunities for professional development, and the Career NTTF faculty member's efforts to secure funding. It is understood that the mix of professional development activity and service will vary among instructors. Research is not required in the Physical Education department for faculty with the rank of Adjunct, Instructor, Senior Instructor I or Senior Instructor II.

Career NTTF will be evaluated on the quality of their teaching and other professional responsibilities in proportion to the FTE in their job descriptions.

1. Excellence in teaching, as demonstrated by all of the following:
  - a. Leading well-organized classes that challenge students to excel in a supportive learning environment.
  - b. Creating challenging and appropriate course material.
  - c. Demonstration of subject competency.
  - d. Accessibility to, and relating well with, students.
  - e. Demonstration of a positive record of teaching as measured by student, peer, and supervisor's evaluations.
  - f. Incorporation of varied teaching methods appropriate to courses being taught.

- g. Demonstration of collegiality within the instructor's activity area and across the curriculum and department.
2. Professional development activities include but are not limited to:
- a. Attendance and participation in professional conferences, workshops, or symposia (theoretical learning).
  - b. Attending activity training in the areas you teach in UO Physical Education courses (practical training).
  - c. Making presentations or leading sessions at conferences.
  - d. Publishing of textbooks or articles in professional publications.
  - e. Webinars.
  - f. Use of professional journals and online resources.
  - g. Demonstration of personal practice in your activity.
3. Service is an important contribution to the department and university. The following list illustrates the types of activities that constitute desirable service:
- a. Good citizenship (e.g., team work, compliance with policies of the department, and an appropriate balance between individual initiative and acceptance of direction).
  - b. Contributions to the curriculum within the instructor's areas of expertise including participation in curricular review or new course development.
  - c. Contributions to the culture of Physical Education and Recreation and the university (e.g., participating in department leadership, serving on committees, participating in department events) and the broader community (e.g., participation with regional and national professional organizations, service on university committees, etc.).
4. Assistant Directors: are additionally evaluated on competence in administrative tasks as demonstrated by, but not limited to:
- a. Meeting deadlines when submitting assignments.
  - b. Completion of work with good to high quality.
  - c. Demonstration of competency in use of computers and software (excel, word, etc.) for standardization of documents.
  - d. Creation and demonstration of a culture of cooperation and mutual respect with activity area instructors and colleagues across the department.

### **III. Procedures for Review & Promotion of Instructors and Senior Instructors**

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, consistent with CBA Article 19, Sec. 11-14, would be submitted according to the unit's review timeline in the year when promotion is sought.

- A. Review of instructors considered for advancement in the department and university:
  - 1. The instructor will be observed while teaching once each contract period by their supervising Assistant Director, the Associate Director for Physical Education, or a designee. The instructor will meet to discuss their performance with the observer and they may invite a colleague or union rep as an observer. The instructor will be given at least 1-week notice of the meeting.

2. External reviews are not required in the promotion process of Physical Education instructors.

**B. Promotion to Senior Instructor I & II**

1. 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.
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. Career NTTF who have completed more than 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 of any 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, consistent with CBA Article 19, Sec. 11-14, would be submitted according to the unit's review timeline in the year when promotion is sought.

4. The candidate will provide a completed dossier to the Associate Director by an agreed upon date
5. The department will gather and include student evaluations of courses for no more than the six years preceding the review and all peer reviews of teaching. When the amount of evaluation materials appears excessive a reasonably sized sample of evaluations will suffice (with a 10 course minimum).
6. The Associate Director will provide support to the candidate for the purpose of preparing the dossier for final presentation and will be responsible for the items required of the home department as outlined by the Provost's office and below in V.
7. The dossier will be reviewed by a Department Review Committee that is comprised of faculty peers that hold the rank the candidate aspires to or higher. Committee members will vote 'Yes' or 'No' to the question of promotion and will report their findings to the Associate Director.
8. The Associate Director will submit the completed dossier to the Director for approval and the Director will, in turn, submit the completed dossier to the Provost's Office. See CBA Article 19, Section 17.
9. The candidate will receive at least three days' notice of any meeting or hearing which the member is invited or required to attend, with a dean or the Provost or designee regarding recommendations or decisions on promotion.

**IV. Preparation of the Dossier by the Candidate**

The candidate will provide: (see CBA Article 19, Section 11)

1. A personal statement regarding the instructor's teaching, scholarship, creative activity, service, and contributions to institutional equity and inclusion
2. A curriculum vitae
3. Teaching portfolio

4. Service portfolio
5. Professional activities portfolio
6. Waiver of access to materials (Optional) See CBA Article 19, Section 20.

#### **V. Preparation of the Dossier by the Department**

The department will provide:

1. Statement of duties and responsibilities
2. Conditions of appointment
3. Criteria for promotion
4. Supervisor's letters of evaluation
5. Committee report; unit recommendation and vote
6. Unit head's review and recommendation –see CBA Article 19, Section 15.
7. Director's review and recommendation – see CBA Article 19, Section 16.

#### **VI. Senior Instructor Status**

Candidates will be notified in writing of the approval or denial of their promotion by the Provost.

A successful promotion to Senior Instructor I will include three-year contracts and a raise (amount determined by the CBA). A successful promotion to Senior Instructor II will include the continuation of three-year contracts and a raise (amount determined by the CBA).

Successful candidates for promotion will assume their new rank beginning with the next academic or fiscal year or the nearest next term of employment should their contract not begin with fall term.

#### **VII. Promotion 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. 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. Unsuccessful candidates may also appeal as provided by Article 21 of the CBA (Tenure and Promotion Denial Appeal) or other university appeals processes which apply to faculty not covered by the CBA. A candidate may withdraw an application for promotion in writing to the Provost and the dean at any time before the Provost's decision.

#### **VIII. Review of current instructors**

Instructors hired before the effective date of this policy will be observed and evaluated on the same schedule as new hires in accordance with the CBA.

#### **IX. Effective Date**

These standards and procedures will be effective for incumbent and prospective instructors immediately upon adoption by the faculty and approval by the Senior Vice Provost for Academic Affairs.

Approved by the Office of the Provost and Academic Affairs: 02/09/2017

Approved by the Physical Education Leadership Team - February 2014

Approved by the Physical Education Faculty - March 2014

Approved by VPs Robin Holmes and Lisa Freinkel - March 2014

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