

**DEPARTMENT OF ROMANCE LANGUAGES**  
**NTTF Review and Promotion Policies**  
**Approved 12/4/14; modified 11/30/15**

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 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 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.
- 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.

***(1) Reviews Associated with Contract Renewal for Career NTTF***

- Purpose of review: meeting standard of excellence appropriate to major research university; designed to help NTTF faculty grow as educators; identify areas of strength and areas that need improvement, if any.
- General guidelines for review:
  - Review in each contract period or every 3 years, whichever is sooner, and consider performance since last review. If a career NTTF member has multiple contracts in a year, only one review per fiscal academic year is required.
  - 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.
  - For instructional Career NTTF, course evaluations, both statistical data and written comments, (in classes of 5 or more students offered and reviewed); for Career NTTF at least one peer observation of teaching per contract period using

standards identified by the department or unit and in the established time frame for notification.

- Review process will include opportunity for Career NTTF to discuss efforts and performance with the department head at least once during contract period.
- Each contract review will include the opportunity for submission of personal statement with information relevant to performance (not required).
- Career NTTF will be evaluated only by the approved criteria made available to the faculty member. Most RL Instructors teach exclusively language courses, therefore, the Promotion Committee and the Department look attentively at the Instructor's teaching performance and the quality of their commitment to the Department and to their teaching career.
- In Romance Languages, the review will be based upon:
  - UO peer observation reports completed by RL faculty having visited their classes.
  - Student evaluations.
  - The file may also contain a short statement from supervisors (language supervisors, Director of Language Instruction, Associate Head or Department Head.)
- The following elements will be considered in evaluating service.
  - Evidence of formal and/or informal department service.
  - Evidence of formal and/or informal college service.
  - Evidence of formal and/or informal university service.
  - Evidence of community or professional service.
- If a faculty member has been assigned specific service duties in place of some teaching, their performance of those duties will also be evaluated.
- 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 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.

## ***(2) Promotion Reviews of Career NTTF***

- **Eligibility.** "Career NTTF will be eligible for promotion after accumulating six years of service at an average of 0.3 FTE or greater, 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.
- **"Up or Out."** Promotion for Career NTTF is elective and not "up or out." Career NTTF can continue employment at current rank as long as eligible under Article 16, Contracts.
- **Accelerated Review.** May occur in particularly meritorious cases.

- **Credit for Prior Service in another UO department or at another institution.** 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.
- **Multiple or Joint Appointments.** Memorandum completed at time of hire or assignment specifying expectations for promotion and identifying process among units. Faculty Member and Provost or designee must sign memorandum for it to be valid.
- **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 the following dossier components to the promotion committee by the end of fall term of the year in which the promotion review will occur:

***Promotion to Senior Instructor I:***

1. C. V., which includes:

- degrees earned
- courses taught at UO
- teaching experience at other institutions, if any
- description of service to the department and professional development

2. Statement of Purpose (2-6 pages), which includes descriptions of past accomplishments and future plans with respect to teaching and professional growth.

3. UO peer observation reports completed by RL faculty having visited the candidate's classes.

4. Student evaluations, statistical data and written comments.

5. For instructors of first and second year language classes: Brief statement of support from Language Supervisors and/or Director of Language Instruction, when applicable.

For supervisors: Letter of support from the Director of Language Instruction.

For Head Undergraduate Advisors: Letter of support from the Director of Undergraduate Studies. For Heritage Advisor/Specialist – Letter of support from Director of Spanish Heritage Language program

6. Optional: Candidates may add pertinent information to the dossier, such as a new course syllabus, information on a project, etc. They may also provide a service portfolio, providing 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.

**Criteria for promotion to Senior Instructor I:**

Most RL Instructors teach exclusively language courses, therefore, the Promotion Committee and the Department look attentively at the Instructor's teaching performance and the quality of their commitment to the Department and to their teaching career. Excellence and versatility are expected.

The candidate for promotion must:

- Demonstrate capability of teaching with the same degree of excellence assigned courses.
- Demonstrate participation, one way or another, in the life of the Department. (Foreign Language Day, RL Study Abroad Programs, Undergraduate Advising, observation and/or coordinator of GTFs, attendance at faculty or NTTF meetings, presentations at

workshop/conferences, publication, University committee work, Romance Languages committee work, continuing education, community outreach, participation or involvement in student activities and organizations, *etc.*) and/or demonstrate evidence of professional activities related to instructional duties (conference, training or workshop attendance, course enhancement or development, *etc.*), with the understanding that there are not enough professional development funds to send all NTTF to conferences every year, nor are all NTTF able to take time off from work or personal responsibilities to attend out of town conferences.

- Further details regarding the evaluation are provided in Section 1.

If promoted the employee will be issued a contract for a term of at least three years, is renewable indefinitely, requires timely notice, and carries eligibility for sabbatical leave.

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

1. C.V., which includes:
  - degrees earned
  - courses taught at UO
  - teaching experience at other institutions, if any
  - description of professional activities (professional development and service) to be considered by the promotion committee
2. Statement of Purpose, which includes descriptions of past accomplishments and future plans with respect to teaching and professional growth (2-6 pages)
3. UO class visit observation reports completed by at least one NTTF and one TTF colleague in the Department.
4. Student evaluations, statistical data and written comments.
5. For instructors of first and second year language classes: Brief statement of support from Language Supervisors and/or Director of Language Instruction, when applicable. For supervisors: Letter of support from the Director of Language Instruction. For Head Undergraduate Advisors: Letter of support from the Director of Undergraduate Studies. For Heritage Advisor/Specialist – Letter of support from Director of Spanish Heritage Language program
6. Optional: Candidates may add pertinent information to the dossier, such as a new course syllabus, information on a project, *etc.* They may also provide a service portfolio, providing 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.

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

The promotion committee and the Department look attentively at the candidate's teaching performance, the contribution to the sector and the Department. Some service is expected of all Senior Instructors.

The candidate for promotion must:

- Demonstrate excellence in assigned job duties (teaching, advising and/or supervision)
- Demonstrate flexibility and versatility in teaching assigned courses.
- Demonstrate sustained participation in professional activities related to instructional duties (conference, training or workshop attendance, course enhancement or development, *etc.*), with the understanding that there are not enough professional development funds to send all NTTF to conferences every year, nor are all NTTF able to take time off from work or personal responsibilities to attend out of town conferences.)
- Demonstrate a service activity that enhances the Department, College, and/or University

(Foreign Language Day, RL Study Abroad Programs, Undergraduate Advising, observation and/or coordinator of GTFs, attendance at faculty or NTTF meetings,, presentations at workshop/conferences, publication, University committee work, Romance Languages committee work, continuing education, community outreach, etc) (initiative, leadership, and quality are the criteria here, not quantity).

- Further details regarding the evaluation are provided in Section 1.

If promoted the employee will be issued a contract for a term of at least three years, is renewable indefinitely, requires timely notice, and carries eligibility for sabbatical leave.

#### **Promotion to Senior Lecturer I:**

1. C.V., which includes
  - degrees earned
  - courses taught at UO
  - teaching experience at other institutions, if any
  - description of professional activities (professional development and service) to be considered by the promotion committee
2. Statement of Purpose, which includes descriptions of past accomplishments and future plans with respect to assigned departmental and university duties and professional growth. (2-6 page maximum)
3. UO class visit observation reports completed by at least one NTTF and one TTF colleague in the Department
4. Student evaluations from both graduate and undergraduate courses taught by the candidate
5. List of MA and/or PhD exam committees and graduate research projects supervised (where applicable) as well as any undergraduate honors theses or research projects.
6. Evaluations of course supervision (e.g. reports from the Associate Head, GTF evaluations, peer observations of course meeting sessions).

#### **Criteria for Promotion to Senior Lecturer I :**

Because the Lecturer position is primarily an instructional one, the Promotion Committee and the Department look attentively at the Lecturer's teaching performance and the quality of her/his commitment to the Department and a teaching career. The rank of Lecturer is reserved for a specialist in an academic area for which there is a substantial set of courses needed for graduate training. The Lecturer may also be involved in complex assignments encompassing significant engagement and leadership with graduate education – including teaching; supervision; advising and mentoring; coordination with external professional settings; and (if approved by the Graduate School) participation in the supervision of graduate student exams, theses, and dissertations. Excellence and versatility are expected.

The candidate for promotion to Senior Lecturer II must:

- Demonstrate excellence, flexibility, and versatility in her/his assigned job duties (teaching and/or supervision; program coordination)
- Participate in the life of the Department. (Foreign Language Day, RL Study Abroad Programs, Undergraduate Advising, observation and/or coordinator of GTFs, etc.)
- Demonstrate evidence of professional activities related to instructional duties.
- Further details regarding the evaluation are provided in Section 1.

If promoted the employee will be issued a contract for a term of at least three years, is

renewable indefinitely, requires timely notice, and carries eligibility for sabbatical leave.

### **Promotion to Senior Lecturer II :**

Because the Lecturer position is primarily an instructional one, the Promotion Committee and the Department look attentively at the Lecturer's teaching performance and the quality of her/his commitment to the Department and a teaching career. The rank of Lecturer is reserved for a specialist in an academic area for which there is a substantial set of courses needed for graduate training. The Lecturer may also be involved in complex assignments encompassing significant engagement and leadership with graduate education – including teaching; supervision; advising and mentoring; coordination with external professional settings; and (if approved by the Graduate School) participation in the supervision of graduate student exams, theses, and dissertations. Excellence and versatility are expected.

1. C.V., which includes
  - degrees earned
  - courses taught at UO
  - teaching experience at other institutions, if any
  - description of professional activities (professional development and service) to be considered by the promotion committee
2. Statement of Purpose, which includes descriptions of past accomplishments and future plans with respect to assigned departmental and university duties and professional growth. (2-6 page maximum)
3. UO class visit observation reports completed by at least one NTTF and one TTF colleague in the Department
4. Student evaluations from both graduate and undergraduate courses taught by the candidate
5. List of MA and/or PhD exam committees and graduate research projects supervised (where applicable) as well as any undergraduate honors theses or research projects.
6. Evaluations of course supervision (e.g. reports from the Associate Head, GTF evaluations, peer observations of course meeting sessions).

### **Criteria for Promotion to Senior Lecturer II**

The candidate for promotion to Senior Lecturer II must:

- Demonstrate excellence, flexibility, and versatility in her/his assigned job duties (teaching and/or supervision; program coordination)
- Demonstrate flexibility and versatility in teaching graduate courses; undergraduate language courses at all levels (as assigned); other courses assigned according to individual qualifications
- Demonstrate sustained participation in professional activities related to instructional duties
- Demonstrate a service activity that enhances the Department, College, and/or University (initiative, leadership, and quality are the criteria here, not quantity).
- Further details regarding the evaluation are provided in Section 1.

If promoted the employee will be issued a contract for a term of at least three years, is renewable indefinitely, requires timely notice, and carries eligibility for sabbatical leave.

## General Procedures

- **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 waiver will be included in promotion file.
- **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, if a member of the UA bargaining unit, Union representative present at the meeting as an observer.
- **Evaluation File.** The promotion review file should generally include the following: statement of duties and responsibilities; curriculum vitae; conditions of appointment; criteria for promotion; personal statement; peer observation forms; department or unit recommendation; department, unit, center or institute head's recommendation (if applicable); vice president's, dean's, or director's recommendation; and waiver of access (if applicable).
- **Review by Department or Unit. A Promotion Committee** (named by the Department Head and the Advisory committee and including TTF and, whenever possible NTTF at or above the rank sought by the candidate) carries out the initial review. 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 then presents the file to the Department, and makes a recommendation. For promotion to Senior Instructor I, all members of the RL Department at a professorial rank (Assistant, Associate and Full Professors) and Senior Instructors are invited to vote. For promotion to Senior Instructor II, all tenured members of the RL Department at a professorial rank (Associate and Full Professors) and Senior II Instructors/Lecturers are invited to vote. 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 faculty member will be given the opportunity to discuss their efforts, performance, and review with their supervisor. The file will then be sent to appropriate VP, dean or director for review.
- **Review by Vice President, Dean or Director.** Appropriate VP, dean or director will review file, may consult with appropriate persons and may ask for and document additional non-confidential information. Once the file is complete, s/he prepares separate report and recommendation and shares with candidate. Candidate has ten days from receipt of report to provide responsive material or information, which is included in file. Then submitted to Provost or designee.
- **Review by Provost or designee.** Provost or designee reviews, with input from Academic Affairs and Office of the VP for Research and Innovation, as appropriate, and decides whether to grant promotion. Candidate notified in writing.

- **Assumption of New Rank.** Successful candidates for promotion assume new rank beginning with next academic or fiscal year or the nearest next term of employment should their contract not begin with fall term.
- **Salary increase.** Successful candidates will receive an 8% minimum salary increase.
- **Reapplication for Promotion.** Unsuccessful candidates for promotion may continue at current rank as long as eligible under this Agreement and university policy. May reapply for promotion after employment by the university for additional 3 years at average of 0.3 FTE or greater, accrued at no greater than 3 terms per academic year.
- **Appeal of Promotion Denial.** 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.
- **Withdrawal of Application.** Candidate can withdraw application for promotion in writing to the Provost and the dean at any time before Provost's decision.
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#### **Pro Tem NTTF REVIEWS**

1. The instructional contributions of Pro Tem NTTF will be reviewed in each contract period. *If on a term-to-term contract, this review only needs to happen once per year.*
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* observation 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 using standards identified by the department or unit and in the established time frame for notification.