Process for Contract Review, Merit Salary Review, and Promotion of Non-Tenure Track Faculty (NTTF) Teaching and Research Positions

Department of Computer and Information Science

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OVERALL PURPOSE and PROCESS

The CIS Department's Personnel Committee NTTF Evaluation Subcommittee performs a review of all career and adjunct NTTF teaching members based on activity reports and other gathered information to provide feedback and guidance in performance. Career NTTF will be reviewed in each contract period for consideration for renewal, or once every three academic years, whichever is sooner. The review will consider the faculty member's performance since the last review. Faculty cannot opt-out of this evaluation. If a career NTTF member has a promotion review, they does not need to also have a contract renewal review during the same period. However the contract renewal decision must be made independently of the promotion decision. If a career NTTF member has multiple contracts in a year, only review per fiscal academic year is required.

The results of this evaluation are given to the CIS Department Head who will make the final evaluation decisions at the department level. The Department Head communicates the results of the evaluation to each individual faculty member. For contract review, the Head makes the decision to renew the contract or not. For promotion, the Head makes the final recommendation regarding whether or not to promote. The Head's recommendation is forwarded to the Dean for an independent recommendation, which then goes to the Provost or designee for a final decision.

Research NTTF—Career and Adjunct Research Assistants, Associates and Professors, and Post-Docs—will be reviewed annually. The CIS Department Head will carry out the review with input from the supervising TTF faculty member. Reviews will evaluate the performance of duties, tasks, and responsibilities described in the contract language and job descriptions for each position.

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.

CONTRACT REVIEW

CRITERIA

Teaching Faculty: Career Instructors and Lecturers

Each career NTTF instructor and lecturer will have a personalized job description formed in conjunction with the Department Head. For purposes of assessment, the Head will provide the

job description to the PC NTTF Evaluation Subcommittee. Most Career NTTF is evaluated by performance in three general categories: teaching, service and professional development. A few positions such as the Director of Undergraduate Education may have other responsibilities in the form of administrative duties. 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.

For satisfactory performance, faculty in each rank must maintain these general criteria:
- Quality of teaching
    - Teach the CIS 6 course load with satisfactory student and peer evaluation;
    - Contribute to the departmental curriculum as a whole;
    - Have a commitment to effective and respectful interaction with students.
- Institutional and academic service and professional development
    - Participate appropriately in departmental, university and professional service;
    - Participate in outreach;
    - Participate in service to computer science education via pedagogical or curriculum development.

Teaching Faculty: Adjunct Instructors and Lecturers

Instructional staff that are intermittent or of limited duration are usually defined as adjunct. Adjunct Instructors and Lecturers are described in a generic job description for Adjunct Teaching faculty. Most adjuncts will teach one course per term at 0.43 FTE.

For satisfactory performance, faculty in the adjunct category must maintain these general criteria:
- Quality of teaching
    - Teach defined course load with satisfactory student and peer evaluation;
    - Participate in and contribute to curriculum coordination;
    - Have a commitment to effective and respectful interaction with students

DISTRIBUTION OF EFFORT
Each position will have specific percentages for each category that define overall job effort and hours spent. For Career NTTF Instructors and Lecturers, the following weighting is applied to the evaluation: 90% for teaching, 10% for service and professional development. For Adjunct NTTF Instructors and Lecturers, workload is defined as 100% teaching, 0% service and 0% professional development.

PROCEDURE
The departmental procedure for the contract review of faculty has the following steps: collection of information, evaluation by the PC NTTF Evaluation Subcommittee, and evaluation by the Department Head.

Collection of Information

The CIS Department believes that effective faculty evaluation depends on obtaining comprehensive information about each faculty member of their teaching, research, and service activities. Information will be collected from both the individual faculty member and from the CIS Department support staff.

Contract Review. To comply with the May 1st contract renewal notification, career NTTF will be notified by the first day of the spring term in which their review will occur. All required documents must be submitted by Monday of the third week of the term in which the review will occur. When solicited by the PC, each career and adjunct NTTF faculty member will provide the following information for contract review:

- *CIS Activity Report*. This report documents the achievements of the faculty member with regard to the criteria used for evaluation. It should include a list of courses taught. This may take the form of an automated document (Excel or XML). The data collected in this document and process may be revised by the Ad Hoc Personnel Policy Committee and submitted to the CIS Faculty for approval as a Major Decision. (See CIS Constitution.)
- Updated curriculum vitae (CV)
- Personal Assessment and Objectives Statement. This narrative of 3 pages or less plus a one-page summary of accomplishments gives the assessment of achievements in the past year and objectives for the coming year. The statement will be part of their evaluation record and is intended primarily as an opportunity for self-evaluation and envisioning future goals. It should include:
    - Teaching: evidence of contributions to enhanced teaching through curriculum development, innovative teaching techniques, and/or course supervision.
    - Service activities: both formal and informal service at the department, college, university, community or professional level.
    - Professional Development activities.
    - If a faculty member has been assigned specific service duties in place of some teaching, their performance of those duties will also be evaluated.

The CIS Department will provide for each faculty member:
- Summary of student evaluation scores from classroom teaching for all courses with five or more students with each course showing: Instructor and Department Mean for University Questions and Instructor and Department Mean for Department Questions. (CIS Office Manager)
- Copies of signed comments from student evaluation (CIS Office Manager)
- Copy of peer review of classroom teaching report. 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. (CIS Office Manager)

It should be noted that the UO Office of Academic Affairs considers Annual Activity Reports and CVs publicly available documents. Other information gathered for these processes are considered confidential.

Evaluation Process by the PC NTTF Evaluation Subcommittee: Contract Review
After the required information has been gathered, the PC subcommittee will review each faculty member individually and produce a report summarizing the performance for each faculty member. The subcommittee will also recommend whether the contract will be renewed.

Evaluation Process by the Department Head: Contract Review
The review should be completed by April 15. The faculty member will be given the opportunity to discuss their efforts, performance, and review with their department or unit head or a designee. The department or program head will then forward the contract renewal materials with their report and recommendation materials to the College of Arts and Sciences.

DOCUMENTATION: Contract Review Evaluation
The results of each individual's annual evaluation will be documented in an individual report (scoring sheet) and retained in a personnel folder for each NTTF member. These folders will be stored in a locked filing cabinet in the CIS Office Manager's office. These documents are considered confidential.

All policies and procedures relating to annual review of NTTF staff will be maintained on the CIS Faculty wiki under "Policies". They will be available to all TTF and NTTF members. Current and archived approved policies will also be available on the Academic Affairs website.

PROMOTION

CRITERIA
Promotion to Senior Instructor I and Senior Lecturer I is based on a sustained record of excellent performance in the responsibilities of Instructor of Lecturer, as delineated in the Professional Responsibilities policy and the relevant job descriptions. These might include outstanding teaching, as well as evidence of instructional, supervisory, and/or service leadership. Such activities could include mentoring other instructors, coordinating multi-section courses, participating in professional development opportunities, and developing effective and innovative curricula, organizational structures, and pedagogical techniques.

Criteria for promotion to Senior Instructor II and Senior Lecturer II are based on a sustained record of excellent performance in the responsibilities Senior Instructor of Senior Lecturer, as delineated in the Professional Responsibilities policy and the relevant job descriptions. These could include evidence of sustained excellence in teaching, supervisory, and service responsibilities, and a demonstrated commitment to employing and enhancing leadership skills in areas such as pedagogical, curricular, and organizational innovations and improvements, as well as participation in and contributions to professional development opportunities.

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.

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.

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.

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. When credit for prior service is agreed upon at the time of hire, it states the earliest date of promotion. If the faculty member elects the earliest date for promotion review, work done by the faculty member during the period of prior service will receive full consideration during the promotion process. Should the faculty member choose to use some, but not all of the credit for prior service, the focus of the review will adjust appropriately.

DISTRIBUTION OF EFFORT
Each position will have specific percentages for each category that define overall job effort.. For Career NTTF Instructors and Lecturers, the following weighting is applied to the evaluation: 90% for teaching, 10% for service and professional development.

PROCEDURE
Candidates wishing to be considered for promotion should notify the appropriate department head in the Spring term prior to the year when promotion is sought, and must provide the necessary documents by the first week of the winter term of the academic year of promotion review.

The departmental procedure for the evaluation of promotion of NTTF faculty has the following steps: collection of information, evaluation by the PC NTTF Evaluation Subcommittee, evaluation by the CIS Faculty and evaluation by the Department Head. The PC NTTF Evaluation Subcommittee includes two TTF and one NTTF of Senior Career Instructor rank. The NTTF member of the Evaluation Subcommittee for Promotion must be a rank higher than the candidate under evaluation. If the Department does not have such a person or there is a situation of conflict of interest, e.g. spousal relationship, then a suitable NTTF Senior Instructor or Lecturer can be invited from another CAS science department.

After the departmental procedure, the CAS Dean will make a recommendation to the Provost. The Provost will make the final decision on NTTF promotion.

Reapplication for Promotion. 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 .3 FTE or greater, accrued at no greater than three terms per academic year

Appeal of Promotion Denial. 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.

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.

Collection of Information
The CIS Department believes that effective faculty evaluation depends on obtaining

comprehensive information about each faculty member of their teaching, research, and service activities. Information will be collected from both the individual faculty member and from the CIS Department support staff.

Candidates wishing to be considered for promotion should notify the appropriate department head in the Spring term prior to the year when promotion is sought. To comply with the March 20th deadline for sending promotion files to CAS, the candidate must provide by the first week of the Winter term of the year in which promotion is sought:

- *CIS Activity Report* for the period under review for promotion.
- Comprehensive and current signed and dated curriculum vitae (CV) that include the faculty member's current instructional work and other activities that relate to job performance.
- Personal Assessment and Objectives Statement (2-6 pages) including a one-page summary of accomplishments for the period under review for promotion. This is 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, and service contributions to the academic department, college, university, profession and community. The statement should also include discussion of contributions to institutional equity and inclusion.
- Teaching portfolio: This may include representative course syllabi, examples of exams, handouts, assignments, and of student work.
- Service portfolio: 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.

The CIS Department will provide for each faculty member for the period under review for promotion:

- Summary of student evaluation scores from classroom teaching for all courses with five or more (CIS Office Manager)
- Copies of signed comments from student evaluation (CIS Office Manager)
- Copies of peer review of classroom teaching report. At least one peer evaluation of teaching for each contract period. (CIS Office Manager)
- Supervisor's letters of evaluation. (Department Head)

It should be noted that the UO Office of Academic Affairs considers Annual Activity Reports and CVs publicly available documents. Other information gathered for these processes are considered confidential.

Evaluation Process by the PC NTTF Evaluation Subcommittee for Promotion
The committee decides whether or not internal and/or external reviews (over and above supervisors' evaluations) can provide useful information 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 with a voting summary 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.

Evaluation Process by the CIS Faculty
The PC NTTF Subcommittee for Promotion report will be submitted to the CIS Department for discussion and a signed secret ballot vote completed by March 15. Voting members will include all tenured faculty members and all NTTF at or above the rank sought by the candidate for promotion.

Evaluation Process by the CIS Department Head
The department head will then prepare an independent report on the merits of the promotion case, with their own recommendation. The faculty member will be given the opportunity to discuss their efforts, performance and review with the Head. The file, including the committee report, the department or unit's 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.

DOCUMENTATION: Promotion
The results of each individual's promotion evaluation will be documented in an individual report and retained in a personnel folder for each NTTF member. These folders will be stored in a locked filing cabinet in the CIS Office Manager's office. These documents are considered confidential.

All policies and procedures relating to promotion review of NTTF faculty will be maintained on the CIS Faculty wiki under "Policies". They will be available to all TTF and NTTF members. They will be available to all TTF and NTTF members. Current and archived approved policies will also be available on the Academic Affairs website.