

Section 10. CRWR NTTF Review and Promotion Policies (Revised 11/2015)

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.

10.1 Career NTTF Contract Renewal Reviews

During each contract period or every three academic years, whichever is sooner, Career NTTF will be reviewed in order to be eligible for a renewed appointment. The review, which should be completed by April 15 will consider the faculty member's performance since the last review, and it will be conducted by the CRWR Program Director, or designee, and based on the materials submitted by the faculty member, including, but not limited to, a curriculum vitae and a personal statement containing information relevant to their performance of assigned duties and responsibilities. Once the review has been completed, the faculty member will be given the opportunity to discuss their efforts, performance, and review with the Program Director or designee. The Director will then forward the promotion contract renewal materials with their report and recommendation to the College of Arts and Sciences.

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.

If a faculty member seeks promotion in a year when a contract renewal review is due, only a single review must be completed. 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 following elements will be considered in evaluating teaching:

- student evaluations for all courses with five or more students;
- at least one teaching peer evaluation for each contract period, including an examination of the faculty member's syllabus and other materials for the course being evaluated, as well as the observation of at least one class, the time frame for which will be established through discussion with the NTTF member (at least one week of advance notice will be provided);

- evidence of contributions to enhanced teaching through curriculum development, innovative teaching techniques, and/or course supervision; and
- the faculty member’s personal statement, if one is submitted.

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; and
- evidence of community or professional service.

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.

10.2 Career NTTF Promotion Reviews

Career NTTF will be eligible for promotion after accumulating six years of service at an average of at least 0.3 FTE, 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. Promotion to the rank of Senior Instructor I or II is elective and does not involve an “up or out” decision.

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.

The promotion review will be conducted by a committee (appointed by the Director) that will whenever possible include both TTF and NTTF at or above the rank the candidate is seeking. NTTF of appropriate rank from other units also may be invited to serve on the committee.

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 by February 1 a recommendation based on the criteria for promotion formulated by the Program, the promotion review file, and material that has been considered in contract renewal reviews. After the committee report has been discussed and voted upon by Program TTF and all Program NTTF at or above the rank

sought by the candidate for promotion, the Director will prepare an independent report on the merits of the promotion case, with their own recommendation.

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

Career NTTF may be reappointed at their current rank if they are not promoted or not considered for promotion as long as eligible under the Collective Bargaining Agreement and university policy.

10.2.1 Accelerated Promotion Review

An accelerated promotion review may occur in particularly meritorious cases as determined by the Provost or designee in consultation with the Dean, Program Directory, and faculty member. When credit for prior service is agreed upon at the time of hire, the letter of appointment must state the earliest date that the faculty member is eligible for promotion. Work done 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 the faculty member choose to use some, but not all of the credit for prior service, the focus of the review will adjust appropriately.

10.2.3 Criteria for Promotion to Senior Instructor I

Promotion to Senior Instructor I requires a sustained record of excellent performance in the responsibilities delineated in the relevant job description. 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.

10.2.4 Criteria for Promotion to Senior Instructor II

Promotion to Senior Instructor II requires a sustained record of excellent performance in the responsibilities of Senior Instructor I, as delineated in the relevant job description. 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.

10.2.5 Program and University Procedures for NTTF Promotion

Candidates wishing to be considered for promotion should notify the Director in the Spring term prior to the year when promotion is sought, and must provide the following materials by **December 1** of the promotion year:

- 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;
- a 2-6 page signed and dated personal statement developed by the faculty member evaluating their performance measured against the applicable criteria for promotion, including 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;
- the appropriate supervisor's letters of evaluation;
- a teaching portfolio that may include representative course syllabi, examples of exams, handouts, assignments, and student work;
- a service portfolio that describes the faculty member's service contributions to their academic department, college, university, profession, and community; and
- a signed and dated waiver, if the faculty member chooses to waive in advance 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. If the redacted versions do not protect sufficiently the identity of the reviewer, the university may prepare a suitable summary.

10.2.5 Reapplication for Promotion

Unsuccessful candidates for promotion may continue at current rank as long as eligible under the Collective Bargaining Agreement and university policy. They may reapply for promotion after employment by the university for an additional 3 years at an average of 0.3 FTE or greater, accrued at no greater than 3 terms per academic year.

10.2.6 Appeal of Promotion Denial

Unsuccessful candidates may 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.

10.2.7 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.

10.3 Adjunct NTTF Reviews

The instructional contributions of adjunct NTTF will be reviewed in each contract period. The following will be considered in evaluating teaching:

- student evaluations for all courses with five or more students; and
- 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.