

School of Law  
Review and Promotion Procedures and Guidelines for Non-Tenure-Track Faculty

**1. Periodic Reviews**

**a. For Untenured Lecturers**

The LRW Director conducts annual reviews of LRW lecturers. The director's review includes both the director's evaluation of the LRW faculty member and the director's recommendation about whether the lecturer should be offered another contract. The standards for evaluating LRW lecturers appear in the document "University of Oregon School of Law: Standards and Procedures for Hiring and Retention of Legal Research and Writing Lecturers," a copy of which appears as Appendix B.

The LRW Director forwards her review and recommendation to the Personnel Committee. The candidate will receive a copy of the LRW Director's review and will have an opportunity to provide a written response.

Based on these materials, the Personnel Committee formulates its recommendation for the Dean about whether the instructor's contract should be renewed. If the committee's recommendation differs from that of the LRW Director, the candidate and the LRW Director will each receive copies of the committee's report and recommendation. Each will have an opportunity to write a response to the committee's report.

See Appendix A for the timetable associated with these reviews and reports.

**b. For Senior Lecturers**

The LRW Director conducts biennial reviews of senior lecturers in the LRW program. The director's review includes both the director's evaluation of the senior lecturer and the director's recommendation about whether the senior lecturer should be offered another contract. The standards for evaluating LRW lecturers appears in the document "University of Oregon School of Law: Standards and Procedures for Hiring and Retention of Legal Research and Writing Lecturers," a copy of which appears as Appendix A.

The LRW Director forwards her review and recommendation to the Personnel Committee. The candidate will receive a copy of the LRW Director's review and will have an opportunity to provide a written response.

Based on these materials, the Personnel Committee formulates its recommendation for the Dean about whether the senior lecturer's contract should be renewed. If the committee's recommendation differs from that of the LRW Director, the candidate and the LRW Director will each receive copies of the committee's report and recommendation. Each will have an opportunity to write a response to the committee's report.

See Appendix A for the timetable associated with these biennial reviews and

reports.

Every six years, the Personnel Committee reviews a senior lecturer according to the criteria set forth in Appendix A. These reviews are structured like post-tenure reviews for tenured full professors. The committee's report is submitted to the Dean, who then prepares a summary report. Both the committee report and the Dean's report are provided to the senior lecturer. The senior lecturer has the option of writing a response to these reports.

**c. For Pro Tem NTTF**

Pro tem NTTF are evaluated annually (or once per contract period) based on their job description and any teaching evaluations, if relevant.

**2. Promotion to Senior Lecturer Files**

**a. Standards for Promotion**

The standards for promotion to senior lecturer are spelled out in Appendix A.

**b. Personnel Committee Procedures**

The personnel committee receives the LRW Director's report and recommendation about a candidate for promotion to senior lecturer. The committee then prepares a report and recommendation for the faculty. See Appendix A for details about the content of the committee's report and recommendation.

All members of the Personnel Committee are eligible to vote on the committee's report and recommendation. The voting within the committee is treated according to the same process is used with a tenure file.

The committee provides its report and recommendation to the candidate for promotion and to the LRW Director. Either may choose to provide a written response to the committee's report before the report is circulated to the faculty.

**c. Voting**

All tenured and tenure-track faculty and all senior lecturers are eligible to vote on the committee's recommendation regarding a candidate for promotion to senior instructor.

**Appendix A: LRW**  
**UNIVERSITY OF OREGON SCHOOL OF LAW**  
**Standards and Procedures for Hiring and Retention**  
**of Legal Research and Writing Lecturers**

- I. Hiring, Retention, and Promotion of LRW Lecturers
- II. Standards for Hiring and Evaluation
- III. Procedures for Evaluation of Lecturers and Senior Lecturers
- IV. Senior Lecturer Status
- V. Effective Date

I. Hiring, Retention, and Promotion of LRW Lecturers

- A. LRW faculty with the rank of lecturer will be hired on one-year contracts for the first four years, followed by two-year contracts until promotion. Lecturers will be hired with the expectation of contract renewal, according to the standards outlined in Section IIA. The school's goal is to hire persons who will stay for multiple years.
- B. During the first two years, a lecturer will be recommended for contract renewal for a one-year term if the lecturer has satisfied the teaching criteria and programmatic citizenship standards outlined in Section IIB (subsections 1 and 2a) and is making progress towards satisfying all the criteria outlined in Section IIB. In subsequent years, a lecturer will increasingly be evaluated on all the criteria outlined in Section IIB both for purposes of annual renewal and for determining whether the lecturer is on track to achieve senior lecturer status. The process for evaluation and renewal of contracts for lecturers is outlined in Section III.
- C. A lecturer who receives senior lecturer status will receive three-year contracts (or longer contracts if allowed by the University in the future). For promotion to senior lecturer status, a lecturer is expected to excel in all three criteria outlined in Section IIB: teaching, service, and professional development. In rare instances, demonstrably outstanding performance in one area may justify promotion if there is sufficiently strong performance in the other two. The process for promotion to senior lecturer is outlined in Section III.

II. Standards for Hiring and Evaluation

- A. Standards for hiring new LRW faculty to the rank of lecturer
  - 1. A strong record of academic achievement
  - 2. Excellent skills in legal writing, research, and oral communication
  - 3. A J.D. or its equivalent
  - 4. At least two years of post-law school legal experience
  - 5. Demonstrated potential for excellence in teaching

6. Personal characteristics that indicate a high likelihood of success in a collegial environment
7. Commitment to teaching LRW

LRW lecturers will be hired following a national search except in unusual circumstances.

B. Standards for evaluating LRW faculty with the rank of lecturer

1. Excellence in teaching, as demonstrated by all of the following:
  - a. Leading well organized classes that effectively present course material in ways that challenge students to excel in a supportive learning environment.
  - b. Holding effective writing conferences with individual students.
  - c. Designing challenging but appropriate course material, drawing from school and national sources.
  - d. Keeping the course updated, based on awareness of trends in the field.
  - e. Evaluating papers consistently with course goals, while providing meaningful feedback to further student progress.
  - f. Being accessible to and relating well with students.
  - g. Administering the course (e.g., meeting deadlines; coordinating with librarians, faculty, and the administration).
2. Service, as demonstrated by all of the following:
  - a. Proving good programmatic citizenship (e.g., team work, compliance with policies of the school and the program, and an appropriate balance between individual initiative and acceptance of direction).
  - b. Contributing to the effective administration of the LRW program (e.g., coordinating course-wide events like oral arguments and the Supreme Court visit, assuming more program-wide responsibility for tutor training).
  - c. Contributing to the law school (e.g., participating in faculty governance, serving actively on committees, attending colloquia, presenting TEFFS sessions) and the broader community (e.g., leading CLE sessions, serving on University committees, being active with Inns of Court or bar associations).
3. Professional development activities that keep the lecturer current and engaged in the field of LRW and in teaching. The following activities are expected to enhance professional development, though the list is not exhaustive and other activities may be equally valuable. A lecturer is not required to perform every activity listed.
  - a. Contributing to the legal writing field through regional or national organizations.
  - b. Making presentations or leading workshops at conferences; teaching abroad.
  - c. Attending professional conferences, workshops, symposia, or meetings.

- d. Designing and teaching additional courses.
- e. Publishing on matters relating to LRW, especially in journals and bulletins targeted to other LRW faculty. Publishing in other academic areas may also be considered positively.

### III. Procedures for Evaluation of Lecturers and Senior Lecturers

#### A. Evaluation of lecturers

1. During each year of appointment, the LRW director will evaluate each lecturer through the following:
  - a. Reading the lecturer's CV and statement of goals and accomplishments in the Faculty Activity Report.
  - b. Reviewing student evaluations and the portions of LRW program evaluations that relate to that lecturer.
  - c. Observing one or more classes.
  - d. Reviewing a portfolio containing representative assignments, marked papers, class exercises, syllabi, etc.
  - e. Meeting with the lecturer.
  - f. In the third and fifth years of a lecturer's appointment, reviewing a brief report by a member of the personnel committee (or a tenured or senior lecturer member of the faculty designated by the committee) that will be prepared and given to the LRW director and lecturer after observing the lecturer lead a class.
2. The director will write to the personnel committee (1) summarizing the director's evaluation and (2) recommending whether the lecturer should be offered another contract based on the criteria in Section IIB. A copy of each report will be provided to the lecturer, who may provide a written response based on the criteria in Section IIB.
3. The timing of the reports and evaluation will be as follows:
  - a. Annual reports: LRW lecturers will complete the Faculty Activity Report according to the timeline set by the dean for all faculty. At the same time, lecturers will give the LRW director a copy of the FAR (including the narrative portions), CV, teaching evaluations, and the portfolio described in IIA1d. The LRW director will provide a written report to the personnel committee by June 15.
  - b. Contract renewal: By January 15, the LRW director will send a letter report to the personnel committee, recommending whether the lecturer should be offered another contract. By January 30, the personnel committee will forward to the dean the LRW director's recommendation. If the personnel committee rejects the LRW director's recommendation, it will write a report explaining its reasons. This report will be given to the director and the lecturer, who will have an opportunity to write responses

before the dean makes a final decision. By February 15, the dean will decide whether to offer the lecturer another contract.

B. Promotion to senior lecturer

1. Lecturers must undergo review for promotion to senior lecturer 1 at the first time they become eligible. To begin the promotion process, a lecturer in the eleventh semester of teaching LRW must present to the director by the third week of the semester a dossier including a CV, a statement of the lecturer's goals and accomplishments that demonstrates that the standards in Section IIB have been met, and other information the lecturer deems relevant.
2. The LRW director will review the dossier and write a recommendation to the personnel committee. Within the law school, consideration of promotion cases will rely heavily on the recommendation of the LRW director.
3. After receiving the lecturer's dossier and the LRW director's recommendation, the personnel committee will prepare a recommendation to the faculty. In preparing its recommendation, the personnel committee will:
  - a. Read the director's recommendation regarding the promotion.
  - b. Read the lecturer's CV and promotion statement.
  - c. Review representative samples of the lecturer's student evaluations.
  - d. Appoint a committee member to observe the lecturer teaching.
  - e. Write a recommendation regarding the committee's assessment of whether the lecturer has satisfied the standards outlined in Section IIB and therefore should be promoted to senior lecturer status. Copies will be provided to the director and the lecturer before the recommendation is given to the faculty, and they will have an opportunity to write responses based on the standards of Section IIB that will be circulated to the faculty with the report.
4. The faculty will vote on whether a candidate should be promoted to senior lecturer, applying the standards outlined in Section IIB. Voting will take place by secret ballot. For purposes of this vote, the "faculty" includes senior lecturers as well as tenured and tenure-track faculty members.
5. Following the faculty vote, the dean will provide his or her assessment of the case and forward a recommendation to the provost. If promotion is denied, the lecturer will receive a one-year terminal appointment.

C. Promotion to senior lecturer 2

Promotion from senior lecturer 1 to senior lecturer 2 is elective. A lecturer may initiate the process during the sixth year after being named a senior lecturer 1 or later. The criteria of Section IIB shall apply, but the faculty member will be expected to have made significant contributions to law school service and to have

developed a national reputation. Examples of significant law school service include chairing faculty committees, developing initiatives, and assuming leadership positions. Examples of national reputation include active participation in national legal writing organizations, publication of articles and textbooks, planning events for national organizations, and hosting conferences at UO that attract national participants.

An unsuccessful candidate for promotion to senior lecturer 2 may continue employment at his or her current rank, without disruption to his or her current contract terms or duration. A senior lecturer 1 who has been denied promotion to senior lecturer 2 may reapply for promotion after having been employed by the university for an additional three years (six semesters, consecutive or not, excluding summer terms, of service at greater than 0.5 FTE).

#### D. Evaluation of senior lecturers

1. Periodic reviews: The LRW director will conduct three-year reviews of senior lecturers under the standards in IIB. Senior lecturers will complete the Faculty Activity Report according to the timeline set by the dean for all faculty. At the same time, senior lecturers will give the LRW director a copy of the FAR (including the narrative portion), CV, and teaching evaluations. The LRW director will provide a written report to the personnel committee by June 15.
2. Contract renewal: In the final year of a senior lecturer's contract, the director will send to the personnel committee by January 15 a letter report recommending whether another contract renewal should be offered. The personnel committee will vote to accept or reject the LRW director's recommendation, and notify the dean of that decision by January 30. If the personnel committee rejects the LRW director's decision, it will write a report outlining its reasons. This report will be given to the director and the lecturer, who will have an opportunity to comment before the dean makes a final decision. The dean will decide whether to renew a senior lecturer by February 15.
3. Every six years, the personnel committee will conduct reviews to ensure that the senior lecturer continues to meet the criteria in Section IIB regarding teaching, service, and professional development.

#### IV. Senior Lecturer Status

- A. Contracts. Senior lecturers receive three-year contracts (or longer contracts if allowed by the University in the future).
- B. Salary. Upon elevation to senior lecturer 1 or 2 status, an LRW faculty member is expected to receive a pay increase reasonably sufficient to retain qualified LRW faculty, as required by ABA standards.

1. LRW faculty promotions will be treated like tenure-related law faculty promotions for purposes of standardized raises.
  2. An LRW faculty member who has attained senior lecturer 2 status and whose subsequent six-year review is successful will receive benefits commensurate with those awarded to full professors in the law school when they undergo six-year reviews.
- C. Sabbaticals. Senior lecturers are eligible for sabbatical immediately upon promotion and subsequently after six or more full-time years of service.
- a. During sabbaticals, senior lecturers should pursue professional development activities to reinvigorate and restore their academic energies, particularly relating to their teaching of LRW. Potential sabbatical activities include teaching abroad, visiting LRW programs (either at one school or a series of schools), observing and contributing to the work of the bench and bar as a teacher in residence, attending conferences, and researching and publishing in related areas. This list is not exhaustive.
  - b. It is expected that no more than one LRW senior lecturer will be on sabbatical at one time.
  - c. If an LRW senior lecturer would otherwise begin a sabbatical in the final year of a multi-year contract, the school may ask the lecturer to sign a new contract to ensure that the lecturer will bring back to the school the benefits of the sabbatical.
  - d. Other terms of sabbatical are to be consistent with relevant University of Oregon Rules.

#### V. Effective Date and Transition Rules

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