

Department of Linguistics
NTTF REVIEW AND PROMOTION POLICY
February 21, 2017

This policy applies to all represented faculty and is intended to comply with all provisions of Article 19 of the CBA. This policy also applies to all unrepresented faculty, unless a university-wide policy exists that contradicts the terms of this policy.

To the extent there are any discrepancies or inconsistencies, CBA Article 19 controls for represented faculty.

For career NTTF holding joint and/or multiple 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.

CAREER NTTF REVIEWS

1. 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.
2. If a career NTTF member has a promotion review, they do 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.
3. 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.
4. For contract renewal reviews, the faculty member may choose to submit a curriculum vitae and a personal statement containing information relevant to their performance of assigned duties and responsibilities. The review process will include an opportunity for the Career NTTF to discuss their efforts & performance with a supervisor at least once during each contract period.
5. Career NTTF faculty members will be evaluated only by the criteria approved and made available to the faculty member.
6. The following elements will be considered in evaluating teaching:
 - a. Student evaluations for all courses with five or more students.
 - b. 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 NTTF will be informed of the class visit no fewer than two days in advance.

- c. Evidence of contributions to enhanced teaching through curriculum development, innovative teaching techniques, and/or course supervision.
 - d. The faculty member's personal statement if one is submitted.
 - e. Advising for Undergraduate Theses, whether for the Clark Honors College or for Departmental Honors.
 - f. (Especially for Lecturers) Graduate student supervision, including 602, 605, 608, and 609 courses, plus advising for MA Theses/Terminal Projects and/or service on Dissertation Committees.
7. The following elements will be considered in evaluating service.
 - a. Evidence of formal and/or informal department service.
 - b. Evidence of formal and/or informal college service.
 - c. Evidence of formal and/or informal university service.
 - d. Evidence of community or professional service.
 8. If a faculty member has been assigned specific service duties in place of some teaching, their performance of those duties will also be evaluated. 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. 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.
 9. Career NTTF will be evaluated on the quality of their teaching and other professional responsibilities in proportion to the FTE in their job descriptions.
 10. To comply with the May 1st contract renewal notification, career NTTF will be notified by the first day of the term in which their review will occur. At that point, they will be invited to submit a CV and a personal statement as in item 3 above. If a faculty member wishes to submit a CV and personal statement, it must be submitted by Monday of the third week of the term in which the review will occur.
 11. The review will be conducted by the department or program head, or a designee, based on the materials submitted. 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.
 12. 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 head or a designee. The department head will then forward the promotion contract renewal materials with their report and recommendation materials to the College of Arts and Sciences.

CAREER NTTF PROMOTION REVIEWS

Linguistics' Criteria for Promotion of Career Instructors and Lecturers to Senior Instructor/Lecturer I and Senior Instructor/Lecturer II: Linguistics places a high value on quality performance from its faculty. It demonstrates this commitment in recognizing quality contributions in teaching, professional development, administration and service.

For promotion to Senior I, excellence in teaching, professional development, and service is required. The default weighting for these will be 90% teaching, 10% professional development and service; in the case of negotiated special assignments (e.g., Director of the LTS), the proportions will be specified in the statement of duties.

- Evaluation of teaching is based on quality of classroom teaching, teaching-related duties, and materials development.
 - Activities that count as professional development should be relevant to the instructor's/lecturer's other job responsibilities, primarily teaching, but potentially also administrative. Examples of professional development activity include: writing a resource book or having articles or reviews accepted in edited books, professional journals, professional online teaching-related sites, editing journals and books, writing language textbooks, presentations at conferences, grant activity.
 - Service includes contributions to the administrative needs of the program the individual teaches in, service to the University of Oregon, service to national and/or international professional organizations, and service to communities outside of academia.
1. Criteria for promotion to Senior Instructor I and II are based on a sustained record of excellent performance in the responsibilities of Instructor, as delineated in the relevant job descriptions. For promotion to Senior Instructor II, we expect excellent teaching across a broader range of courses plus higher-level service on, e.g., university committees and on review committees for lower-ranking
 2. Criteria for promotion to Senior Lecturer I and II are based on a sustained record of excellent performance in the responsibilities of Senior Lecturer, as delineated in the relevant job descriptions. For promotion to Senior Lecturer II, we expect higher-level service, both at the university level and, e.g., on review committees for lower-ranking NTTF.
 3. Career NTTF will be eligible for promotion after accumulating six years of service in rank at an average of .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 (see Article 19, Sec. 5 for eligibility standards). The review will consider the faculty member's performance since hiring, or since the previous promotion.

4. 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.
5. 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. 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 the faculty member choose to use some, but not all of the credit for prior service, the focus of the review will adjust appropriately.
6. Candidates wishing to be considered for promotion should notify the appropriate department head in the year prior to the year when promotion is sought, and must provide by February 1:
 - a. A comprehensive and current **curriculum vitae** that includes the faculty member’s current instructional work and other activities that relate to job performance.
 - b. A 2-6 page signed and dated **personal statement** developed by the faculty member evaluating their performance measured against the applicable criteria for promotion. The statement should also include discussion of contributions to institutional equity and inclusion.
 - c. A signed and dated statement of waiver/no waiver. A faculty member may choose to waive in advance in writing their 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. The redacted versions are intended to protect the identity of the reviewer. If redactions are insufficient to do so, the university may prepare a suitable summary.
 - d. **Supervisor’s letters of evaluation.**
 - e. **Teaching portfolio:** This may include representative course syllabi, examples of exams, handouts, assignments, and of student work.
 - f. **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
7. **Supplementary File** (to be compiled by the department)
 - a. A minimum of five summative peer classroom teaching observations (ideally one per year). A list of all courses taught, including term and enrollment, together with a summary of quantitative student classroom evaluations for required UO questions.
 - b. All signed student evaluations for courses taught.
8. The promotion review will be conducted by a committee appointed by the department head. The committee should include both TTF and NTTF, who are at the same or higher rank than the rank the candidate is

seeking. NTTF colleagues from other units of appropriate rank (equal to or higher than the promotion sought) 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 based on an ability to present a knowledgeable and objective evaluation of the candidate and their qualifications. The committee will review the promotion case and prepare a recommendation with a voting summary by March 5. This review will be based on the criteria for promotion as formulated in this document, the promotion review file, and material that has been considered in contract renewal reviews. This report will be submitted to the department or program for discussion and a vote. Voting members will include all TTF and all NTTF at the rank or above of the rank sought by the candidate for promotion.

9. The department or unit head will then prepare an independent report on the merits of the promotion case, with their own recommendation.
10. Note: Items 8 and 9 above, and letters from the Department Head and Divisional Dean, may be confidential depending on the letter of waiver signed by the candidate.
11. 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 Divisional Dean in the College of Arts and Sciences by March 20. Refer to Article 19 for more details on the promotion process.
12. Reapplication for Promotion. Unsuccessful candidates for promotion may continue at current rank as long as eligible under the Collective Bargaining Agreement. They may reapply for promotion after employment by the university for an additional 3 years at an average of .3 FTE or greater, accrued at no greater than 3 terms per academic year.
13. Appeal of Promotion Denial. Unsuccessful candidates may appeal as provided by Article 21 (Tenure and Promotion Denial Appeal).
14. 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.
15. Assumption of New Rank. Successful candidates for promotion will assume their new rank according to Article 19 Secs. 18 or 26 depending on the faculty member's category.

PRO TEM NTTF REVIEWS

1. The instructional contributions of pro tem NTTF will be reviewed in each contract period.
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 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.