

PROCEDURE AND GUIDELINES FOR NTTF REVIEW AND PROMOTION

UNIVERSITY OF OREGON - DEPARTMENT OF THEATRE ARTS

March 22, 2016

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.

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. If a career NTTF member has multiple contracts in a year, only review per fiscal academic year is required. The review will consider the faculty member's performance since the last review.
2. 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.
3. 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.
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.
5. 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/or a personal statement as in item 3 above. If a faculty member wishes to submit a CV and/or personal statement, it must be submitted by Monday of the third week of the term in which the review will occur.
6. The review will be conducted by the Department Head, or a designee, based on the materials submitted.

7. 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 promotion contract renewal materials with their own report and recommendation materials to the College of Arts and Sciences.

Reviews will be based on the following:

1. Excellence in performing job responsibilities as detailed in job descriptions.
2. Excellence in following University policy relevant to the job description, particularly in the area of budgeting and purchasing policy.
3. Excellence in supervisory skills, including work schedule organization and teaching students proper laboratory practices.
4. Excellence in creative cooperation with faculty directors and design teams, including any special skills augmenting a project's success or innovative solutions to particular creative challenges.
5. Ongoing training or new studies relevant to enhancement of the candidate's knowledge of the field.
6. Support and commitment to equity and inclusion.

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.

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 time frame for this review will be established through discussion with the NTTF member; at least one week of advance notice will be provided.
- 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 provided.

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.

The Department Head will solicit comments in memo from faculty of similar rank or higher who work directly with the candidate (Costume Design faculty, Technical Director). The Department Head may also solicit evaluation of budgetary/purchasing practices from the department's Office Manager, relevant to specific job responsibilities.

For the types of positions currently Career NTTF, the department will not be seeking external reviews, as the work is not practically something that can be evaluated outside of the work context or made evident in material which could be sent to reviewers.

CAREER NTTF PROMOTION REVIEWS

1. Criteria for promotion to Senior I rank and Senior II are based on a sustained record of excellent performance in the responsibilities detailed in the relevant job descriptions. These might include evidence of instructional, supervisory, and/or service leadership.

Criteria for promotion **to Senior I rank** will focus primarily on a record of achievement within the specified job responsibilities. For teaching NTTF, promotion will include consideration of new courses and/or curricular Leadership and the evaluative elements detailed in the previous section.

Criteria for promotion **to Senior II rank** will include criteria and activities listed above, and will additionally include contributions to conferences and symposia, publications, design, or performances (on stage or recorded), contributions to university programs or events outside of the department, sustained participation in community or co-curricular initiatives.

2. 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.
3. 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.
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 review will adjust appropriately.

5. Candidates wishing to be considered for promotion should notify the Department Head in the Spring term of the year prior to the year when promotion is sought, and must provide by December 1 of the year in which the promotion review will occur:
 - a. 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.
 - 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 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.***
 - c. A signed and dated 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 (if relevant to job description):** 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

6. The promotion review will be conducted by a committee appointed by the Department Head. The committee will whenever possible include both TTF and NTTF, who are at the same or higher rank than the rank the candidate is seeking. 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.
7. The committee will review the promotion case and prepare a recommendation with a voting summary by February 1. This review will be based on the criteria for promotion as formulated by the department, the promotion review file, and material that has been considered in contract renewal reviews. This report will be submitted to the department faculty 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. 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 their supervisor.
8. The file, including the committee report, the department's faculty 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.
9. 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. Appeal of Promotion Denial. Unsuccessful candidates 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.
11. 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.

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 two class meetings. 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.
 - c. The candidate's statement.
3. Where job responsibilities include service to the department, service will be evaluated on the following criteria:
- a. contributions to the department, college, or university, which may include advising, mentorship, administrative leadership,
 - b. contributions and commitment to institutional equity and inclusion.

Candidates and Promotion Review Committee members should make themselves familiar with the NTTF Policy and Practices statement on the Academic Affairs website.