ARTICLE 19. NON-TENURE TRACK FACULTY (NTTF) REVIEW AND PROMOTION

Section 1. Reviews for Career faculty will include regular reviews associated with performance and promotion. If a bargaining unit faculty member seeks promotion in a year when a performance review is due, only a single review is required.

Section 2. Policies and Procedures. The faculty in each department or unit that employs Career faculty will develop written procedures and criteria for Career faculty, which must comport with the general guidelines in Section 4 of this Article. Each department or unit’s promotion process will include a promotion review committee which should include Tenure-Track and Tenured faculty and, where possible, Career faculty at or above the rank sought by the candidate. Each policy will include a process for reviewing the performance of any Pro Tem faculty employed by the department or unit. Each policy will also address whether internal and/or external reviewers will be included in the review and promotion process and how internal and/or external reviews will be conducted. If reviewers external to the unit or university are included, they should be reviewers who can present a knowledgeable and objective evaluation of the candidate and his or her qualifications. Internal and/or external reviewers must be asked to base their evaluation and judgment on the criteria in use by the academic department or program.

The faculty in each department or unit will begin the process of developing a written policy setting forth the procedures and criteria for Career faculty review and promotion, by first considering any input provided by the department or unit head, dean, vice president, or the Office of the Provost. The faculty will submit their recommended policy to the appropriate dean, unit head, or designee for review. The dean, unit head, or designee will document and discuss any revisions they make to the policy with the faculty before submitting their recommended policy to the Office of the Provost or the Vice President for Research and Innovation, as appropriate, who will have final authority to establish the policy for each department or unit. If the dean, unit head or Office of the Provost, or the Vice President for Research and Innovation materially alters the faculty-recommended policy they will provide a written explanation for the change(s) to the faculty in the department or unit. The department or unit head, dean, vice president, Provost, or designee may initiate changes to established policies by informing the appropriate faculty of the change being considered, thereby initiating the process described in this Section.

Faculty initiated revisions will follow the process set forth in Article 4, Section 4.

The procedures and criteria for review and promotion must be published on the Office of the Provost or Research and Innovation website and in the department or unit. If procedures or criteria change during the course of an Career faculty bargaining unit member’s employment, the bargaining unit faculty member may elect between current criteria and those in effect during the six years prior to the initiation of a given review or promotion process.

Performance Reviews for Career Faculty

Section 3. Performance reviews for Career faculty are for the purpose of determining if the
Career faculty member is meeting the standard of excellence appropriate to a major research university based on their job duties. Performance reviews should be designed to help Career faculty members grow as educators, scholars, and researchers, identify areas of strength, and identify areas that need improvement associated with their position.

Section 4. The details and structure of performance reviews are described in department and unit policies, and must follow University standards, templates, and the following guidelines:

a. Career faculty must be reviewed each year for the first three years of employment and at least once every three years (academic years for 9 month and fiscal years for 12 month) of employment thereafter. The review will consider the Career NTTF bargaining unit faculty member’s performance since the last review.

b. Performance reviews may take place out of cycle when a department or unit head has identified or become aware of performance problems. The department or unit head shall meet with the Career faculty member to discuss areas of concern and evaluate whether a formal performance review is warranted. Nothing in this section changes the process for addressing poor performance for funding-contingent faculty set forth in Article 16, Section 11.

c. Career instructional faculty reviews must consider at minimum information from Student Experience Surveys, peer review(s), and the faculty member's Instructor Reflection surveys and/or teaching statements for the review window. For instructional Career faculty, student experience surveys will be offered for all courses with five or more students. Instructional Career faculty are expected to undergo at least one peer review of teaching per review window. The department or unit will establish a time frame for notification to the Career faculty member before a peer review is conducted.

d. Career faculty with 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.

e. Librarians will be reviewed for demonstrated achievement in their professional roles in the Library.

f. Career faculty will be reviewed based on their service. Service is defined in unit level rules and may include activities performed for the unit, University, field, and community.

g. 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.

h. The review process will include an opportunity for the Career faculty member to discuss their efforts and performance with an appropriate supervisor at least once during each review period.
i. As part of each performance review, a Career faculty member will have an opportunity to submit a personal statement containing information relevant to their performance of assigned duties and responsibilities.

j. 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 faculty member’s efforts to secure funding.

k. Career faculty members will be evaluated only by the criteria approved and made available to the faculty member.

l. Performance reviews must include a determination if the faculty member meets, exceeds, or does not meet expectations in their assigned duties.

Promotion Reviews for Career Faculty

Section 5. Eligibility for Promotion. Career faculty members will be eligible for promotion after accumulating six years of employment as a faculty member at or above 0.3 annualized FTE per year, accrued at no greater than three terms per academic year for bargaining unit faculty on nine month contracts, and at four terms per year for bargaining unit faculty on 12-month contracts.

The six years of employment do not have to be consecutive.

Career faculty members 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.

Career faculty members who have completed more than 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 any year.

Career faculty members who have achieved promotion must wait at least three years before initiating the promotion process again, regardless of the number of accumulated years of employment.

Section 6. “Up or Out.” For all Career faculty members other than librarians, promotion is elective and does not involve an “up or out” decision. Librarians must undergo review for promotion to associate librarian at the first time they become eligible. If promotion is denied, the librarian will receive a two-year fixed-term appointment, and must come up for promotion again in the second year. If promotion is denied a second time, the librarian will finish their appointment at the end of the fixed-term appointment. Promotion from associate librarian to senior librarian is elective.
Section 7. Accelerated Review. An accelerated promotion review may occur in particularly meritorious cases as determined by the Provost or designee in consultation with the appropriate vice president, dean, department or unit head, and affected bargaining unit faculty member.

Section 8. Credit for Prior Service. When credit for prior service is agreed upon, the terms of hire will state the number of years of credit granted and the earliest date for promotion eligibility. Teaching, scholarship, research, and creative activity completed by the bargaining unit faculty member during the period of prior service will receive full consideration during the promotion process if the bargaining unit member elects the earliest date for promotion review. Should a bargaining unit member who received credit for prior service at the time of hire choose to delay the review until completing the required six years at the University of Oregon, teaching, scholarship, research, and creative activity completed prior to arrival at the university will be of secondary consideration during the promotion process. Should the bargaining unit faculty member choose to use some, but not all of the credit for prior service, the focus of the review of teaching, scholarship, research, and creative activity will adjust appropriately so that, for example, four years at the University of Oregon would mean that at most two years of prior service will receive full consideration.

Section 9. Joint Appointments. A joint appointment is one appointment that spans two or more units. For NTTF bargaining unit members holding joint 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. Such memorandum is not valid unless approved in writing by the bargaining unit faculty member and the Provost or designee.

Section 10. Multiple Appointments. A multiple appointment describes when a bargaining unit faculty member has separate appointments in two or more units. For Career faculty bargaining unit members holding multiple Career appointments, a memorandum will be completed at the time of a second or subsequent hire or assignment specifying expectations for promotion review and identifying how the promotion process will be handled among the units. Such memorandum is not valid unless approved in writing by the bargaining unit faculty member and the Provost or designee.

Promotion Process for All Career Faculty except for those in the Research Assistant and Research Associate Categories

Section 11. Initiating the Promotion Process. Candidates wishing to be considered for promotion should notify the appropriate department or unit head in the Spring term prior to the year when promotion is sought, and must provide the following:

- Curriculum vitae: A comprehensive and current curriculum vitae that includes the bargaining unit faculty member’s current research, scholarly, and creative activities and accomplishments, including publications, appointments, presentations, and similar activities and accomplishments.
• **Personal statement:** A 2-6 page personal statement developed by the bargaining unit faculty member evaluating his or her performance measured against the applicable criteria for promotion. The personal statement should expressly address the subjects of teaching; scholarship, research and creative activity; and service contributions to the academic department, center or institute, school or college, university, profession, and the community. The statement should also include discussion of contributions to institutional equity and inclusion.

• **Teaching portfolio (if applicable):** Representative examples of course syllabi or equivalent descriptions of course content and instructional expectations for courses taught by the bargaining unit faculty member, examples of student work and exams, and similar material.

• **Scholarship portfolio (if applicable):** A comprehensive portfolio of scholarship, research and creative activity; and appropriate evidence of national or international recognition or impact.

• **Service portfolio (if applicable):** Evidence of the bargaining unit faculty member’s service contributions to his or her academic department, center or institute, school or college, university, profession, and the community, such as op ed pieces, white papers authored or co-authored by the faculty member, commendations, awards, or letters of appreciation. The portfolio may also include a short narrative elaborating on the faculty member’s unique service experiences or obligations.

• **Professional activities portfolio (if applicable):** A comprehensive portfolio of professional or consulting activities related to his or her discipline.

• **Internal and/or external reviewers (if applicable):** A list of qualified internal and/or external reviewers provided by the bargaining unit faculty member.

**Section 12. Waiver of Access to Materials.** Bargaining unit faculty members may choose to waive in advance in writing their access to see any or all of the evaluative materials (see Article 8, Personnel Files). Such waivers, however, 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. A waiver will be included in the promotion file.

**Section 13. Notice of Meetings.** A bargaining unit faculty member will receive at least three days’ notice of any meeting or hearing which the member is invited or required to attend, with a dean or the Provost or designee regarding recommendations or decisions on promotion. The bargaining unit faculty member may have a colleague or Union representative present at the meeting as an observer.

**Section 14. Evaluation file.** The promotion review file should generally include the following information:
• Statement of duties and responsibilities
• Curriculum vitae
• Conditions of appointment
• Criteria for promotion
• Personal statement
• Supervisors’ letters of evaluation
• Professional activities portfolio (if applicable)
• Teaching portfolio (if applicable)
• Scholarship portfolio (if applicable)
• Service portfolio (if applicable)
• Internal and/or external reviews (if applicable)
• Department or unit committee recommendation
• Department, unit, center or institute head’s recommendation (if applicable)
• Vice president’s, dean’s or director’s recommendation
• Waiver of access to materials (if applicable)

Section 15. Review by Department or Unit. The department or unit head or designee should solicit any internal and/or external reviews, as applicable. A department or unit committee will review the file and make a recommendation to the department or unit head. The department or unit head will then prepare an explanation of the merits of the promotion case and a recommendation on the case. The report will include the department or unit-level promotion committee report and recommendation and a voting summary, and the department or unit head’s own independent recommendation. The file will then be sent to the appropriate vice president, dean or director for review.

Section 16. Review by Vice President, Dean or Director. The vice president, dean, or director, as appropriate, will review the file, and may consult with appropriate persons and may ask for and document additional non-confidential information. Once the vice president, dean, or director deems the file complete, they will prepare a separate memorandum and recommendation. The vice president, dean, or director will share their memorandum and recommendation with the candidate and allow them 10 days from the date of receipt of the memorandum to provide responsive material or information, which shall be included in the evaluation file. The vice president, dean, or director then will submit the complete evaluation file to the Provost or designee.

Section 17. Review by the Provost or Designee. The Provost or designee will review the file, with input from Academic Affairs and the Office of the Vice President for Research and Innovation, as appropriate, and decide whether to grant or deny promotion. The candidate will be notified of the decision in writing.

Section 18. Assumption of New Rank. Successful candidates for promotion will assume their new rank beginning with the next academic or fiscal year or the nearest next term of employment should their appointment not begin with fall term.

Promotion Process for Research Assistant and Research Associate Series
Section 19. Initiating the Promotion Process for Faculty in the Research Assistant and Research Associates Categories. Candidates wishing to be considered for promotion should notify the appropriate department or unit head in the Spring term prior to the year when promotion is sought, and must provide the following:

- **Curriculum vitae or resume:** A comprehensive and current curriculum vitae or resume that includes the bargaining unit faculty member’s current research, scholarly and creative activities and accomplishments, including publications, appointments, presentations, and similar activities and accomplishments.

- **Personal statement:** A 2-6 page personal statement developed by the bargaining unit faculty member evaluating his or her performance measured against the applicable criteria for promotion. The personal statement should expressly address their impact and contribution to research excellence relative to their job duties. This statement should also include discussion of contributions to institutional equity and inclusion.

- **Scholarship portfolio (if applicable):** A comprehensive portfolio of scholarship, research and creative activity; and appropriate evidence of national or international recognition or impact.

- **Service portfolio (if applicable):** Evidence of the bargaining unit faculty member’s service contributions to his or her academic department, center or institute, school or college, university, profession, and the community, such as op ed pieces, white papers authored or co-authored by the faculty member, commendations, awards, or letters of appreciation. The portfolio may also include a short narrative elaborating on the faculty member’s unique service experiences or obligations.

- **Professional activities portfolio (if applicable):** A comprehensive portfolio of professional or consulting activities related to their discipline.

- **List of reviewers (if applicable):** A list of qualified internal and/or external reviewers provided by the bargaining unit faculty member. Normally, external reviews are not expected for those in the research assistant ranks.

Section 20. Waiver of Access to Materials. Bargaining unit faculty members may choose to waive in advance writing their access to see any or all of the evaluative materials (see Article 8, Personnel Files). Such waivers, however, 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. A waiver will be included in the promotion file.

Section 21. Notice of Meetings. A bargaining unit faculty member will receive at least three days’ notice of any meeting or hearing which the member is invited or required to attend, with a dean or the Provost or designee regarding recommendations or decisions on promotion. The bargaining unit faculty member may have a colleague or Union representative present at the
Section 22. Evaluation file. The promotion review file should generally include the following information:

- Statement of duties and responsibilities
- Curriculum vitae
- Conditions of appointment
- Criteria for promotion
- Personal statement
- Supervisors’ letters of evaluation
- Professional Activities Portfolio (if applicable)
- Scholarship Portfolio (if applicable)
- Service Portfolio (if applicable)
- Internal and/or external reviews (if applicable)
- Department, unit, center or institute head’s recommendation
- Vice president’s, dean’s or director’s recommendation
- Waiver of access to materials (if applicable)

Section 23. Review by Department Head or Unit Director or Manager. The department or unit head or designee should solicit any internal and/or external reviews, as applicable. The department or unit head will then review the file, including any internal or external reviews, and prepare a recommendation and an explanation of the merits of the promotion case. The file will then be sent to the appropriate vice president or dean for review. In the event that the unit head is the faculty member’s supervisor/director/manager, the supervisor letter of evaluation and the unit head review may be combined into a single recommendation.

Section 24. Review by Vice President, Dean or Director. The vice president or dean, as appropriate, will review the file, and may consult with appropriate persons and may ask for and document additional non-confidential information. Once the vice president or dean deems the file complete, they will prepare a separate memorandum with a recommendation. The vice president or dean will share their memorandum and recommendation with the candidate and allow them 10 days from the date of receipt of the report to provide responsive material or information, which shall be included in the evaluation file. The vice president or dean director then will submit the complete evaluation file to the Provost or designee.

Section 25. Review by the Provost or Designee. The Provost or designee will review the file, with input from Academic Affairs and the Office of the Vice President for Research and Innovation, as appropriate, and decide whether to grant or deny promotion. The candidate will be notified of the decision in writing.

Section 26. Assumption of New Rank. Successful candidates for promotion will assume their new rank beginning with the fiscal year or with the next contract renewal after notification by the Provost of their promotion, whichever comes first.
Reapplication, Appeals, and Withdrawal

Section 27. Reapplication for Promotion. An unsuccessful candidate for promotion may continue employment at his or her current rank as long as eligible to do so under this Agreement. Career faculty bargaining unit members who are denied promotion may reapply for promotion after having been employed by the university for an additional three years at an average of 0.3 FTE or greater, accrued at no greater than three terms per academic year.

Section 28. Appeal of Promotion Denial. Faculty who are denied promotion may appeal the decision through the procedures in Article 21, Tenure and Promotion Denial Appeal.

Section 29. Withdrawal of Application. A candidate may withdraw an application for promotion in writing to the Provost and the dean at any time before the Provost’s decision.