

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

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4   **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  
5 when a performance review is due, only a single review is required.  
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8   **Section 2. Policies and Procedures.** The faculty in each department or unit that employs Career  
9 faculty will develop written procedures and criteria for Career faculty, which must comport with  
10 the general guidelines in Section 4 of this Article. Each department or unit’s promotion process  
11 will include a promotion review committee which should include Tenure-Track and Tenured  
12 faculty and, where possible, Career faculty at or above the rank sought by the candidate. Each  
13 policy will include a process for reviewing the performance of any Pro Tem faculty employed  
14 by the department or unit. Each policy will also address whether internal and/or external  
15 reviewers will be included in the review and promotion process and how internal and/or external  
16 reviews will be conducted. If reviewers external to the unit or university are included, they  
17 should be reviewers who can present a knowledgeable and objective evaluation of the candidate  
18 and his or her qualifications. Internal and/or external reviewers must be asked to base their  
19 evaluation and judgment on the criteria in use by the academic department or program.  
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21 The faculty in each department or unit will begin the process of developing a written policy  
22 setting forth the procedures and criteria for Career faculty review and promotion, by first  
23 considering any input provided by the department or unit head, dean, vice president, or the  
24 Office of the Provost. The faculty will submit their recommended policy to the appropriate  
25 dean, unit head, or designee for review. The dean, unit head, or designee will document and  
26 discuss any revisions they make to the policy with the faculty before submitting their  
27 recommended policy to the Office of the Provost or the Vice President for Research and  
28 Innovation, as appropriate, who will have final authority to establish the policy for each  
29 department or unit. If the dean, unit head or Office of the Provost, or the Vice President for  
30 Research and Innovation materially alters the faculty-recommended policy they will provide a  
31 written explanation for the change(s) to the faculty in the department or unit. The department  
32 or unit head, dean, vice president, Provost, or designee may initiate changes to established  
33 policies by informing the appropriate faculty of the change being considered, thereby initiating  
34 the process described in this Section.  
35

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

37  
38 The procedures and criteria for review and promotion must be published on the Office of the  
39 Provost or Research and Innovation website and in the department or unit. If procedures or  
40 criteria change during the course of an Career faculty bargaining unit member’s employment,  
41 the bargaining unit faculty member may elect between current criteria and those in effect during  
42 the six years prior to the initiation of a given review or promotion process.  
43

44   **Performance Reviews for Career Faculty**

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46   **Section 3.** Performance reviews for Career faculty are for the purpose of determining if the

1 Career faculty member is meeting the standard of excellence appropriate to a major research  
2 university based on their job duties. Performance reviews should be designed to help Career  
3 faculty members grow as educators, scholars, and researchers, identify areas of strength, and  
4 identify areas that need improvement associated with their position.  
5

6 **Section 4.** The details and structure of performance reviews are described in department and  
7 unit policies, and must follow University standards, templates, and the following guidelines:  
8

- 9 a. Career faculty must be reviewed each year for the first three years of employment and at  
10 least once every three years (academic years for 9 month and fiscal years for 12 month)  
11 of employment thereafter. The review will consider the Career NTTF bargaining unit  
12 faculty member's performance since the last review.  
13
- 14 b. Performance reviews may take place out of cycle when a department or unit head has  
15 identified or become aware of performance problems. The department or unit head shall  
16 meet with the Career faculty member to discuss areas of concern and evaluate whether a  
17 formal performance review is warranted. Nothing in this section changes the process for  
18 addressing poor performance for funding-contingent faculty set forth in Article 16,  
19 Section 11.  
20
- 21 c. Career instructional faculty reviews must consider at minimum information from Student  
22 Experience Surveys, peer review(s), and the faculty member's Instructor Reflection  
23 surveys and/or teaching statements for the review window. For instructional Career  
24 faculty, student experience surveys will be offered for all courses with five or more  
25 students. Instructional Career faculty are expected to undergo at least one peer review of  
26 teaching per review window. The department or unit will establish a time frame for  
27 notification to the Career faculty member before a peer review is conducted.  
28
- 29 d. Career faculty with research appointments will be reviewed by established  
30 procedures to assess the quality of work performed and the outcomes of their  
31 contributions to the research program.  
32
- 33 e. Librarians will be reviewed for demonstrated achievement in their professional roles  
34 in the Library.  
35
- 36 f. Career faculty will be reviewed based on their service. Service is defined in unit level  
37 rules and may include activities performed for the unit, University, field, and  
38 community.  
39
- 40 g. To the extent applicable, the evaluation of scholarship, research, and creative activity  
41 will include an assessment of work quality, impact on the field nationally and  
42 internationally, and overall contribution to the discipline or program.  
43
- 44 h. The review process will include an opportunity for the Career faculty member to  
45 discuss their efforts and performance with an appropriate supervisor at least once  
46 during each review period.

- 1
- 2 i. As part of each performance review, a Career faculty member will have an
- 3 opportunity to submit a personal statement containing information relevant to
- 4 their performance of assigned duties and responsibilities.
- 5
- 6 j. In evaluating the performance of required professional development activities, the
- 7 review will consider the availability of professional development funds, opportunities for
- 8 professional development, and the Career faculty member's efforts to secure funding.
- 9
- 10 k. Career faculty members will be evaluated only by the criteria approved and made
- 11 available to the faculty member.
- 12
- 13 l. Performance reviews must include a determination if the faculty member meets,
- 14 exceeds, or does not meet expectations in their assigned duties.
- 15

### 16 **Promotion Reviews for Career Faculty**

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

23  
24 The six years of employment do not have to be consecutive.

25  
26 Career faculty members who will have completed five years of employment as a faculty member  
27 at or above 0.3 annualized FTE per year may initiate the promotion process in the Spring term  
28 of the fifth year if they have an expected appointment of 0.3 annualized FTE or greater for the  
29 sixth year.

30  
31 Career faculty members who have completed more than five years of employment as a faculty  
32 member at or above 0.3 annualized FTE per year may initiate the promotion process in the  
33 Spring term of any year.

34  
35 Career faculty members who have achieved promotion must wait at least three years before  
36 initiating the promotion process again, regardless of the number of accumulated years of  
37 employment.

38  
39 **Section 6. "Up or Out."** For all Career faculty members other than librarians, promotion is  
40 elective and does not involve an "up or out" decision. Librarians must undergo review for  
41 promotion to associate librarian at the first time they become eligible. If promotion is denied, the  
42 librarian will receive a two-year fixed-term appointment, and must come up for promotion again  
43 in the second year. If promotion is denied a second time, the librarian will finish their  
44 appointment at the end of the fixed-term appointment. Promotion from associate librarian to  
45 senior librarian is elective.

1 **Section 7. Accelerated Review.** An accelerated promotion review may occur in particularly  
2 meritorious cases as determined by the Provost or designee in consultation with the  
3 appropriate vice president, dean, department or unit head, and affected bargaining unit  
4 faculty member.

5  
6 **Section 8. Credit for Prior Service.** When credit for prior service is agreed upon, the terms  
7 of hire will state the number of years of credit granted and the earliest date for promotion  
8 eligibility. Teaching, scholarship, research, and creative activity completed by the bargaining  
9 unit faculty member during the period of prior service will receive full consideration during  
10 the promotion process if the bargaining unit member elects the earliest date for promotion  
11 review. Should a bargaining unit member who received credit for prior service at the time of  
12 hire choose to delay the review until completing the required six years at the University of  
13 Oregon, teaching, scholarship, research, and creative activity completed prior to arrival at the  
14 university will be of secondary consideration during the promotion process. Should the  
15 bargaining unit faculty member choose to use some, but not all of the credit for prior service,  
16 the focus of the review of teaching, scholarship, research, and creative activity will adjust  
17 appropriately so that, for example, four years at the University of Oregon would mean that at  
18 most two years of prior service will receive full consideration.

19  
20 **Section 9. Joint Appointments.** A joint appointment is one appointment that spans two or  
21 more units. For NTTF bargaining unit members holding joint appointments, a memorandum  
22 will be completed at the time of hire or assignment specifying expectations for promotion  
23 review and identifying how the promotion process will be handled among the units. Such  
24 memorandum is not valid unless approved in writing by the bargaining unit faculty member and  
25 the Provost or designee.

26  
27 **Section 10. Multiple Appointments.** A multiple appointment describes when a bargaining  
28 unit faculty member has separate appointments in two or more units. For Career faculty  
29 bargaining unit members holding multiple Career appointments, a memorandum will be  
30 completed at the time of a second or subsequent hire or assignment specifying expectations for  
31 promotion review and identifying how the promotion process will be handled among the units.  
32 Such memorandum is not valid unless approved in writing by the bargaining unit faculty  
33 member and the Provost or designee.

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

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

- 41  
42 • **Curriculum vitae:** A comprehensive and current curriculum vitae that includes the  
43 bargaining unit faculty member's current research, scholarly, and creative activities and  
44 accomplishments, including publications, appointments, presentations, and similar  
45 activities and accomplishments.

- 1 • **Personal statement:** A 2-6 page personal statement developed by the bargaining unit  
2 faculty member evaluating his or her performance measured against the applicable  
3 criteria for promotion. The personal statement should expressly address the subjects of  
4 teaching; scholarship, research and creative activity; and service contributions to the  
5 academic department, center or institute, school or college, university, profession, and  
6 the community. The statement should also include discussion of contributions to  
7 institutional equity and inclusion.  
8
- 9 • **Teaching portfolio (if applicable):** Representative examples of course syllabi or  
10 equivalent descriptions of course content and instructional expectations for courses  
11 taught by the bargaining unit faculty member, examples of student work and exams, and  
12 similar material.  
13
- 14 • **Scholarship portfolio (if applicable):** A comprehensive portfolio of scholarship,  
15 research and creative activity; and appropriate evidence of national or international  
16 recognition or impact.  
17
- 18 • **Service portfolio (if applicable):** Evidence of the bargaining unit faculty member's  
19 service contributions to his or her academic department, center or institute, school or  
20 college, university, profession, and the community, such as op ed pieces, white papers  
21 authored or co-authored by the faculty member, commendations, awards, or letters of  
22 appreciation. The portfolio may also include a short narrative elaborating on the faculty  
23 member's unique service experiences or obligations.  
24
- 25 • **Professional activities portfolio (if applicable):** A comprehensive portfolio of  
26 professional or consulting activities related to his or her discipline.  
27
- 28 • **Internal and/or external reviewers (if applicable):** A list of qualified internal  
29 and/or external reviewers provided by the bargaining unit faculty member.  
30

31 **Section 12. Waiver of Access to Materials.** Bargaining unit faculty members may choose to  
32 waive in advance in writing their access to see any or all of the evaluative materials (see Article  
33 8, Personnel Files). Such waivers, however, shall not preclude the use of redacted versions of  
34 these documents in a denial review process. The redacted versions are intended to protect the  
35 identity of the reviewer. If redactions are insufficient to do so, the University may prepare a  
36 suitable summary. A waiver will be included in the promotion file.  
37

38 **Section 13. Notice of Meetings.** A bargaining unit faculty member will receive at least three  
39 days' notice of any meeting or hearing which the member is invited or required to attend, with a  
40 dean or the Provost or designee regarding recommendations or decisions on promotion. The  
41 bargaining unit faculty member may have a colleague or Union representative present at the  
42 meeting as an observer.  
43

44 **Section 14. Evaluation file.** The promotion review file should generally include the  
45 following information:  
46

- 1 • Statement of duties and responsibilities
- 2 • Curriculum vitae
- 3 • Conditions of appointment
- 4 • Criteria for promotion
- 5 • Personal statement
- 6 • Supervisors' letters of evaluation
- 7 • Professional activities portfolio (if applicable)
- 8 • Teaching portfolio (if applicable)
- 9 • Scholarship portfolio (if applicable)
- 10 • Service portfolio (if applicable)
- 11 • Internal and/or external reviews (if applicable)
- 12 • Department or unit committee recommendation
- 13 • Department, unit, center or institute head's recommendation (if applicable)
- 14 • Vice president's, dean's or director's recommendation
- 15 • Waiver of access to materials (if applicable)

16  
17 **Section 15. Review by Department or Unit.** The department or unit head or designee should  
18 solicit any internal and/or external reviews, as applicable. A department or unit committee will  
19 review the file and make a recommendation to the department or unit head. The department or  
20 unit head will then prepare an explanation of the merits of the promotion case and a  
21 recommendation on the case. The report will include the department or unit-level promotion  
22 committee report and recommendation and a voting summary, and the department or unit  
23 head's own independent recommendation. The file will then be sent to the appropriate vice  
24 president, dean or director for review.

25  
26 **Section 16. Review by Vice President, Dean or Director.** The vice president, dean, or  
27 director, as appropriate, will review the file, and may consult with appropriate persons and may  
28 ask for and document additional non-confidential information. Once the vice president, dean, or  
29 director deems the file complete, they will prepare a separate memorandum and  
30 recommendation. The vice president, dean, or director will share their memorandum and  
31 recommendation with the candidate and allow them 10 days from the date of receipt of the  
32 memorandum to provide responsive material or information, which shall be included in the  
33 evaluation file. The vice president, dean, or director then will submit the complete evaluation  
34 file to the Provost or designee.

35  
36 **Section 17. Review by the Provost or Designee.** The Provost or designee will review the file,  
37 with input from Academic Affairs and the Office of the Vice President for Research and  
38 Innovation, as appropriate, and decide whether to grant or deny promotion. The candidate will  
39 be notified of the decision in writing.

40  
41 **Section 18. Assumption of New Rank.** Successful candidates for promotion will assume their  
42 new rank beginning with the next academic or fiscal year or the nearest next term of  
43 employment should their appointment not begin with fall term.

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45 **Promotion Process for Research Assistant and Research Associate Series**

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2 **Section 19. Initiating the Promotion Process for Faculty in the Research Assistant and**  
3 **Research Associates Categories.** Candidates wishing to be considered for promotion should  
4 notify the appropriate department or unit head in the Spring term prior to the year when  
5 promotion is sought, and must provide the following:  
6

- 7 • **Curriculum vitae or resume:** A comprehensive and current curriculum vitae or  
8 resume that includes the bargaining unit faculty member’s current research, scholarly  
9 and creative activities and accomplishments, including publications, appointments,  
10 presentations, and similar activities and accomplishments.  
11
- 12 • **Personal statement:** A 2-6 page personal statement developed by the bargaining unit  
13 faculty member evaluating his or her performance measured against the applicable  
14 criteria for promotion. The personal statement should expressly address their impact and  
15 contribution to research excellence relative to their job duties. This statement should  
16 also include discussion of contributions to institutional equity and inclusion.  
17
- 18 • **Scholarship portfolio (if applicable):** A comprehensive portfolio of scholarship,  
19 research and creative activity; and appropriate evidence of national or international  
20 recognition or impact.  
21
- 22 • **Service portfolio (if applicable):** Evidence of the bargaining unit faculty member’s  
23 service contributions to his or her academic department, center or institute, school or  
24 college, university, profession, and the community, such as op ed pieces, white papers  
25 authored or co-authored by the faculty member, commendations, awards, or letters of  
26 appreciation. The portfolio may also include a short narrative elaborating on the faculty  
27 member’s unique service experiences or obligations.  
28
- 29 • **Professional activities portfolio (if applicable):** A comprehensive portfolio of  
30 professional or consulting activities related to their discipline.  
31
- 32 • **List of reviewers (if applicable):** A list of qualified internal and/or external  
33 reviewers provided by the bargaining unit faculty member. Normally, external  
34 reviews are not expected for those in the research assistant ranks.  
35

36 **Section 20. Waiver of Access to Materials.** Bargaining unit faculty members may choose to  
37 waive in advance in writing their access to see any or all of the evaluative materials (see Article  
38 8, Personnel Files). Such waivers, however, shall not preclude the use of redacted versions of  
39 these documents in a denial review process. The redacted versions are intended to protect the  
40 identity of the reviewer. If redactions are insufficient to do so, the University may prepare a  
41 suitable summary. A waiver will be included in the promotion file.  
42

43 **Section 21. Notice of Meetings.** A bargaining unit faculty member will receive at least three  
44 days’ notice of any meeting or hearing which the member is invited or required to attend, with a  
45 dean or the Provost or designee regarding recommendations or decisions on promotion. The  
46 bargaining unit faculty member may have a colleague or Union representative present at the

1 meeting as an observer.

2

3 **Section 22. Evaluation file.** The promotion review file should generally include the  
4 following information:

5

- 6 • Statement of duties and responsibilities
- 7 • Curriculum vitae
- 8 • Conditions of appointment
- 9 • Criteria for promotion
- 10 • Personal statement
- 11 • Supervisors' letters of evaluation
- 12 • Professional Activities Portfolio (if applicable)
- 13 • Scholarship Portfolio (if applicable)
- 14 • Service Portfolio (if applicable)
- 15 • Internal and/or external reviews (if applicable)
- 16 • Department, unit, center or institute head's recommendation
- 17 • Vice president's, dean's or director's recommendation
- 18 • Waiver of access to materials (if applicable)

19

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

27

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

36

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

41

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

45



1 **Reapplication, Appeals, and Withdrawal**

2

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

8

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

11

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