

New Unit Heads Series: Career Instructional Faculty and Career Research Faculty Promotion



Gabe Paquette, Vice Provost for Academic Affairs
Office of the Provost

Nadia Singh, Associate Vice President for Research
Office of the Vice President for Research and Innovation

November 4, 2020, 9:00-10:30am



Goal



Provide an overview of the promotion process for instructional and research career faculty.



Objectives



You will be able to...

- a) Define career faculty promotion, and the policies that dictate the process.
- b) Describe the timeline for the promotion process, and what happens at each step.
- c) Avoid confusion regarding often misunderstood components of the promotion process.



Quick introductions



Name:

Unit:

Role:

Years in role:

O

What is promotion?



Eligibility includes 6 years of service at minimum of .3 FTE average (maximum of 3 terms per AY for 9-month contract, 4 terms per AY for 12-month contract).

Promotion is **elective** (except for Librarians). Employment can continue at current rank.

Promotion requires **excellence**, not purely years of service.



Career faculty promotion outlined in CBA

Article 19



COLLECTIVE BARGAINING AGREEMENT

between

THE UNIVERSITY OF OREGON

and

**UNITED ACADEMICS,
AAUP / AFT, AFL-CIO**

JULY 1, 2015 THROUGH JUNE 30, 2018



What are the different types of promotion?



Instructional vs Research vs Librarian

Step 1 to Step 2 Examples:

Instructor to Senior Instructor I

Research Assistant to Senior Research Assistant I

Assistant Librarian to Associate Librarian

Step 2 to Step 3 Examples:

Senior Instructor I to Senior Instructor II

Senior Research Assistant I to Senior Research Assistant II

Associate Librarian to Senior Librarian



What is the overall timeline for promotion?



Election & eligibility form – **June pre-decision year** (**extended due to COVID to October 30 this year only*)

Preparation of file – **Fall term**

Unit level review – **Fall/Winter term**

Dean/Director level review – **Winter term**

Provost review and decision – **Spring term**

Notification – **June 1 at the latest**

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What is the overall timeline for promotion?



Office of the Provost

search this site

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Promotion - Career Faculty

Career faculty review and promotion is covered by Article 19 of the United Academics Collective Bargaining Agreement (UA CBA). Departmental/unit-level criteria documents are available under Department and Unit Policies.

Promotion cases for instructional career faculty are overseen by the Office of the Provost. Promotion cases for research career faculty are overseen by the Office of Research and Innovation. The promotion decisions for all career faculty are made by the provost.

Timeline

ONE TIME EXTENSION - FALL 2020

October 30

Candidate [completes eligibility form](#) and notifies unit head of intent to be considered for promotion.



Election and eligibility form – June



Candidate notifies unit head in the spring prior to the year when promotion is sought.

June 15 for 9-month

June 30 for 12-month

Complete eligibility form.



Career non-tenure-track faculty will be eligible for promotion after accumulating six years of employment as a faculty member at or above .3 average FTE per year. Career non-tenure track instructors may accrue FTE during fall, winter, and spring terms; however, not during summer term. The six years of employment do not have to be consecutive.

Career non-tenure track faculty who will have completed five years of employment as a faculty member at or above .3 average FTE per year, and who have an expected appointment of .3 average FTE or greater for the sixth year, should initiate the promotion process by June 15 of the fifth year if a promotion review in the sixth year is desired.

Career non-tenure track faculty who have already completed more than five years of employment as a faculty member at or above .3 average FTE per year may initiate the promotion process by June 15 of any year.

Directions:

1. The candidate works with the unit manager to complete this form.
2. The unit manager completes the table below to show contracted FTE for each term. Nothing over 1.0 FTE per term will count towards the average FTE (e.g., for an FTE of 1.1, enter only 1.0). The FTE average for each year must be at least .3 in order for it to count towards eligibility. Summer is not included in this calculation.
3. The unit manager submits the form to the unit head with a notice of intent to be considered for promotion review.
4. The unit head provides the e-signature and returns it to the unit manager.
5. The unit manager emails the completed form to HIROps@uoregon.edu for verification of FTE.
6. HR Ops returns the verified form (with HR personnel initials and date) to the unit manager for inclusion in the promotion dossier.

Name (Last, First):

Instructional: **Research:**

College/School or Center/Institute:

Department:

UO ID:

Email Address:

Current Rank:

Rank (Title) Following Promotion:

Intended Year of Promotion (e.g. AY18):

Approvals Here

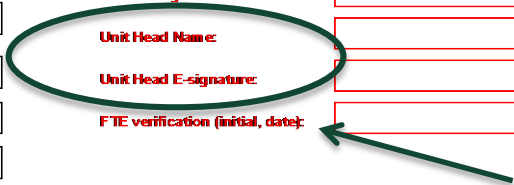
Unit Manager Name:

Unit Manager Email:

Unit Head Name:

Unit Head E-signature:

FTE verification (initial, date):



HR verification

| 9-month contract | | | | | |
|------------------|------|------------|--------------|--------------|---------|
| | Year | Fall (FTE) | Winter (FTE) | Spring (FTE) | Average |
| Example | 2013 | 0.66 | 0 | 0.33 | 0.33 |
| Year 1 | | | | | 0.00 |
| Year 2 | | | | | 0.00 |
| Year 3 | | | | | 0.00 |
| Year 4 | | | | | 0.00 |
| Year 5 | | | | | 0.00 |
| Year 6 | | | | | 0.00 |

Please email completed and signed form to HIROps@uoregon.edu for verification of FTE.



Career non-tenure-track faculty will be eligible for promotion after accumulating six years of employment as a faculty member at or above .3 average FTE per year. 12-month career instructors may accrue FTE during fall, winter, spring and summer terms. The six years of employment do not have to be consecutive.

Career non-tenure track faculty who will have completed five years of employment as a faculty member at or above .3 average FTE per year, and who have an expected appointment of .3 average FTE or greater for the sixth year, should initiate the promotion process by June 30 of the fifth year if a promotion review in the sixth year is desired.

Career non-tenure track faculty who have already completed more than five years of employment as a faculty member at or above .3 average FTE per year may initiate the promotion process by June 30 of any year.

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College/School or Center/Institute:

Department:

UO ID:

Email Address:

Current Rank:

Rank (Title) Following Promotion:

Intended Year of Promotion (e.g. AY18):

Approvals Here

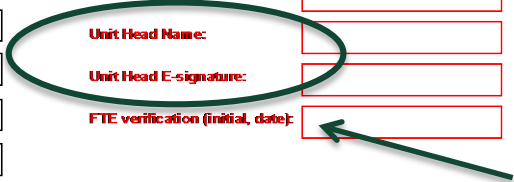
Unit Manager Name:

Unit Manager Email:

Unit Head Name:

Unit Head E-signature:

FTE verification (initial, date):



HR verification

| 12 month contract | | | | | | | | | | | | | |
|-------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------|
| Monthly FTE | | | | | | | | | | | | | |
| Acad Year | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Average |
| Ex: 2012-13 | .66 | .66 | .66 | .50 | .50 | .33 | .33 | .50 | .50 | .20 | .20 | .00 | .42 |
| | | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | | 0.00 |
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| | | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | | 0.00 |



Preparation of file by candidate – fall term



Varies by position.

CV or resume (as appropriate)

Personal Statement (2-6 pages)

Teaching portfolio (if applicable)

Scholarship portfolio (if applicable)

Service portfolio (if applicable)

Professional activities portfolio (if applicable)

Internal and/or external reviewers (if applicable)

Waiver of access to materials (full, partial, non-waiver)



Unit level review – fall and/or winter term


Review your approved unit policy:

<https://provost.uoregon.edu/departments-unit-policies>

(Provided in binder at the June New Unit
Head Onboarding)



Office of the Provost

search this site 

Academic Personnel

Academic Policies

Operational Matters

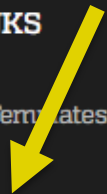
Curricular Matters

Faculty Handbook

About Us

QUICK LINKS

- Awards
- Forms and Templates
- Workshops
- Unit Policies
- Academic Leadership Contact List
- UA Collective Bargaining Agreement



RESOURCES

- Faculty
- Administrators
- Students
- OtP Websites Archive

Office of the Provost

1258 University of Oregon

Eugene , OR 97403

Office: Johnson Hall, Room 207

P: 541-346-3081 F: 541-346-2023

Contact Us

OtP@uoregon.edu

Unit level review – fall and/or winter term



Unit adds to the file:

Position description (or statement of responsibilities)

Conditions of appointment (i.e. contract)

Unit's criteria for promotion

External reviews (if applicable)

Personnel committee's letter of evaluation

Head/supervisor's letter of evaluation



Unit level review – fall and/or winter term



Unit solicits internal or external reviews
(as applicable).

Unit **committee** reviews file and makes descriptive written recommendation to head, which should include a formal vote (as applicable).

Unit **head** reviews file including committee recommendation. Provides their own written evaluation and recommendation.

Unit **head** communicates with candidate.



Dean/Director level review – winter term



Reviews file.

Prepares their own recommendation.

Shares recommendation with candidate and provides 10 days to provide responsive material as desired.

Submits complete file via OneDrive:

- to Provost for instructional faculty or
- to VPRI for research faculty

by April 1.



Provost level review – spring term



Review complete file.

Process check and input from Vice Provost
for Academic Affairs or Senior Associate
Vice President for Research and Innovation.

O

Notification – June 1 (at the latest)



Provost notifies all candidates in writing via email (on the same day), and no later than June 1.

Faculty Promotion Celebration for all tenure related & career faculty

June 2021 (Pandemic permitting)



Take a moment at your table to generate 2 questions that your table has at this point



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The digital dossier – what's included?

Office of the Provost

search this site



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Career Faculty Promotion

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Preparing Career Faculty Promotion Files

The Office of the Provost (OtP) reviews all career instructional, clinical, and librarian faculty promotions. For instructional and clinical faculty promotion submissions, follow the process outlined below.

The Office of the Vice President for Research and Innovation reviews all faculty in research classifications. For career research faculty promotion submissions, contact vpri@uoregon.edu.

For planning purposes, it is important for OtP to have accurate information about cases that will be submitted. On or before **November 1**, units should send an email to with the following information for each candidate:

- Full name
- UO ID number
- UO email address
- Department name
- School/college
- Candidate's current and proposed rank (e.g. promotion from instructor to senior instructor)

Keep scrolling
down the page



Primary File

The dossier is to be submitted digitally as a single PDF with all elements included. Files not submitted as a single PDF will be returned for reformatting. Units are encouraged to use the Primary File Template for compiling the dossier. The eligibility form must be confirmed by HR and placed in the dossier before materials are submitted via OneDrive. Please see instructions on the eligibility form.

Primary File Template



Supplementary Materials

Supplemental materials are to be submitted digitally as possible. It is recommended that units use the supplementary file template for submitting materials. If files are not readily available in digital format, contact OtP@uoregon.edu for alternative arrangements.

Supplementary File Template

Submitting the file

Promotion files are to be submitted by the dean's office to the Office of the Provost using Microsoft OneDrive. All UO employees have access to OneDrive. If you are unfamiliar with OneDrive or have questions about its use, please contact your IT staff.

Upload the candidate's primary and supplementary files using following steps:

1. Create a folder in your OneDrive account, using the naming convention "[Last name], [First name] – [School/College]".
2. Upload the primary file to the candidate's folder. Please use the naming convention "Career promotion file [Last name] AY[19]".
3. Upload supplemental materials as applicable. Please use the naming convention "Career promotion

CAREER FACULTY PROMOTION CHECK LIST

CANDIDATE: _____ UO ID: 95 _____

CURRENT RANK: _____ PROMOTION TO: _____

SCHOOL/COLLEGE: _____ DEAN/VICE PRESIDENT: _____

DEPARTMENT/UNIT: _____ DEPARTMENT HEAD/DIRECTOR: _____

UA CBA applies to this position: YES NO

Promotion File Items

(check only those that apply and included in file)

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Promotion Eligibility Worksheet <input type="checkbox"/> Voting summary <input type="checkbox"/> Evaluation & Promotion Criteria <input type="checkbox"/> Dean / Vice President Evaluation <input type="checkbox"/> Department Head / Unit Director Eval & Recommendation <input type="checkbox"/> Department or Unit Committee Recommendation <input type="checkbox"/> Supervisor (if not Dept/Unit Head) Eval & Recommendation <input type="checkbox"/> External / Internal Letters of Evaluation (if required) | <ul style="list-style-type: none"> <input type="checkbox"/> Vita (signed and dated) <input type="checkbox"/> Candidate's Statement (signed and date) <input type="checkbox"/> Checklist for Teaching Materials <input type="checkbox"/> Checklist for Professional Activities & Service <input type="checkbox"/> Checklist for Scholarship/ Research/ Creative Activity <input type="checkbox"/> Statement of Waiver or Non-waiver <input type="checkbox"/> Duties & Responsibilities (position description) <input type="checkbox"/> Conditions of Appointment (current contract) |
|---|--|

Internal Evaluations

| Name of Reviewer | Date Requested | Date Received | Proposed by Candidate |
|--|----------------|---------------|-----------------------|
| REQUESTED BY DEPARTMENT/UNIT: (INCLUDE DECLINATIONS) | | | |
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| REQUESTED BY DEAN/VICE PRESIDENT: | | | |
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| LETTERS NOT SOLICITED BY DEPARTMENT/UNIT OR DEAN/VICE PRES: | | | |
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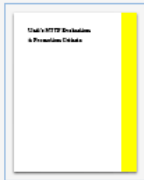
External Evaluations

| Name of Reviewer | Date Requested | Date Received | Proposed by Candidate |
|--|----------------|---------------|-----------------------|
| REQUESTED BY DEPARTMENT/UNIT: (INCLUDE DECLINATIONS) | | | |
| | | | |
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| REQUESTED BY DEAN/VICE PRESIDENT: | | | |
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| | | | |
| LETTERS NOT SOLICITED BY DEPARTMENT/UNIT OR DEAN/VICE PRES: | | | |
| | | | |
| | | | |
| | | | |

Voting Summary

| | <u>Yes</u> | <u>No</u> | <u>Abstain</u> |
|----------------------------|----------------------|----------------------|----------------------|
| School/College/Center FPC: | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Department/Unit Committee: | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Number of eligible voters: | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Comments:



1



2



3



4



5



Approved by the Office of the Provost and Academic Affairs: July 26, 2016

HUMAN PHYSIOLOGY NTTF REVIEW AND PROMOTION POLICIES

HPHY: December 15, 2014

HS: 2-25-15

HPHY: May 5, 2015

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 CONTRACT 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. If a career NTTF member has a promotion review, they does 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. 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.
4. The following elements will be considered in evaluating teaching:

Primary File

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Primary File Template

Supplementary Materials

Supplemental materials are to be submitted digitally as possible. It is recommended that units use the supplementary file template for submitting materials. If files are not readily available in digital format, contact OtP@uoregon.edu for alternative arrangements.

Supplementary File Template

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3. Upload supplemental materials as applicable. Please use the naming convention "Career promotion

Career Faculty Promotion Supplementary File

Candidate:

Department:

School or College:

(Please check boxes to indicate which materials are being provided.)

Materials Provided by the Academic Unit:

- Pre-2019 Comment Reports from CollegeNET, which includes all signed student comments drawn from student Course Evaluations, which were in use from 2008-2019
- Teaching Detail Report (IR and E-SES) from Cognos. This report includes Instructor Reflections and end-of-course Student Experience Survey results from all courses, drawn from the system in effect as of Fall 2019.
- Curriculum Vitae for External Reviewers
- Other (list below)

Materials Provided by the Candidate:

- Scholarship Portfolio
- Teaching Portfolio
- Service Portfolio, as available
- Equity and Inclusion Portfolio, as available
- Other Materials Provided by Candidate

Common errors:



- Not completing eligibility form and sending to HR for verification.
- Completing file in year 5 instead of 6
- Not using the correct criteria for senior I to senior II
- Not documenting years of credit toward promotion timeline negotiated at hire
- Missing equity and inclusion statement

Frequently asked Questions:



If the promotion is unsuccessful, can the faculty member reapply the following year?

No. See CBA Article 19, Section 27: “NTTF 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 .3 FTE or greater....”

Is the promotion an “up or out” process for career faculty?

Only for Librarians; not for Instructional or Research career faculty.



Frequently asked Questions:



If a career faculty in my Department has been meeting minimum expectations, should they expect a successful promotion?

Promotion is for demonstrated excellence as outlined in unit policy.

When is the last moment that an application for promotion can be withdrawn?

Any time prior to the Provost's decision.



Frequently asked Questions:



I would like to reclassify a career faculty in my unit who is up for promotion from Instructor to Lecturer. Can I do that as part of the promotion process?

No. Reclassification and promotion are separate processes and have different criteria.

Is my unit required to have a unit wide vote?

Only if it is part of your unit policy. Each unit should have a committee vote, except in the case of Research Assistant or Research Associate classifications.



Frequently asked Questions:



A faculty member in their fourth year would like to apply a year of previous service at another institution towards promotion eligibility, but this was not negotiated at the time of hire. Is this appropriate?

No. This is decided at the time of hire (CBA Article 19 section 8).

If I have an extremely meritorious career faculty in my department, can I encourage them to go up early?

Yes – but must be extremely meritorious in ALL areas of their job description. Accelerated review can occur with Provost approval (CBA article 19 section 7).



Additional problems to avoid



For example, files have been sent back if:

If there was no committee vote recorded.

If there was no substantive evaluation written up by committee.

If the heads letter had not independently evaluated the candidate, while also summarizing the committee recommendation & the outcome of committee vote.



Questions?



General questions?

Rachel Tischer - Office of the Provost

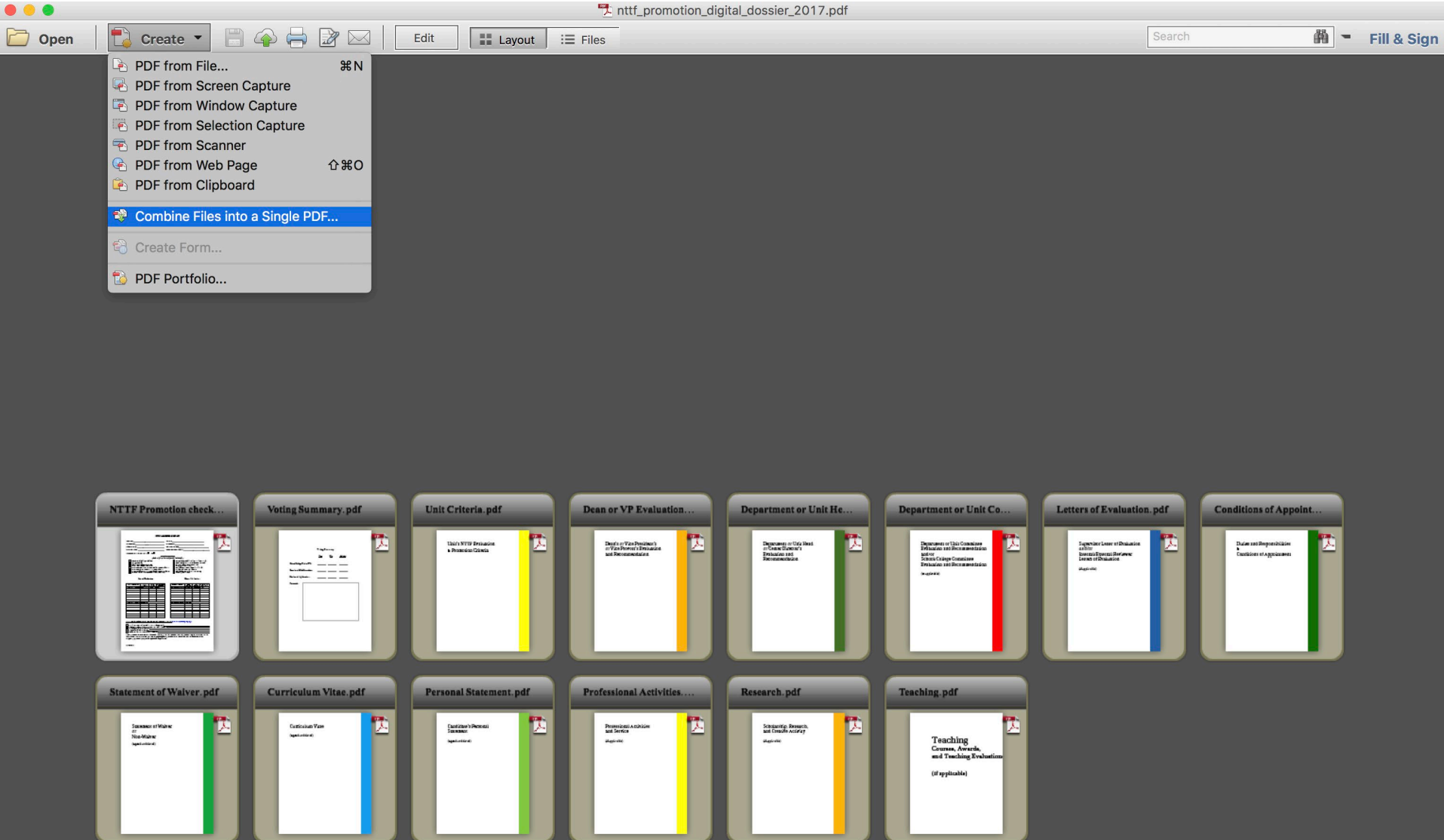
Danielle Parmenter– Office of the Vice
President of Research and Innovation



If you are preparing the digital dossier...you may be interested in the following slides



Must save as one continuous PDF (one for dossier; one for supplemental file)

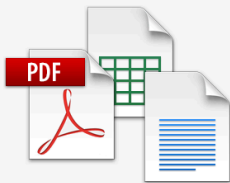


- Add Files...
- Add Files...
- Add Folders...
- Add PDF from Scanner...
- Add Webpage...
- Add from Clipboard...
- Reuse Files...
- Add Open Files...

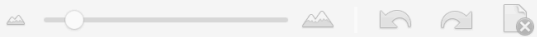


Options

Help



Add files using the dropdown or drag and drop them here.
You can then arrange them in the order you want.



Combine Files

Cancel

You must re-order these by dragging them into the correct order (the default is alphabetical)

The screenshot shows the 'Combine Files' application window. The main area contains a table of files with the following columns: Name, Page Range, Size, Modified, Bookmark for File, and Warnings/Errors. The file 'Department or...ittee Eval.pdf' is selected and highlighted in blue.

| Name | Page Range | Size | Modified | Bookmark for File | Warnings/Errors |
|--------------------------------|------------|----------|--------------|---------------------------|-----------------|
| Curriculum Vitae.pdf | All Pages | 12.11 KB | 11/2...26 PM | Curriculum Vitae | |
| Letters of Evaluation.pdf | All Pages | 14.72 KB | 11/2...26 PM | Letters of Evaluation | |
| Department or...ittee Eval.pdf | All Pages | 13.63 KB | 11/2...26 PM | Department...ittee Eval | |
| Conditions of Appointment.pdf | All Pages | 12.86 KB | 11/2...26 PM | Conditions of Appointment | |
| Dean or VP Evaluation.pdf | All Pages | 13.82 KB | 11/2...26 PM | Dean or VP Evaluation | |
| Department o...Head Eval.pdf | All Pages | 14.05 KB | 11/2...26 PM | Department...it Head Eval | |
| NTTF Promoti...t 2017fnl.pdf | All Pages | 84.28 KB | 11/2...26 PM | NTTF Prom...klist 2017fnl | |
| Personal Statement.pdf | All Pages | 12.62 KB | 11/2...26 PM | Personal Statement | |
| Professional Activities.pdf | All Pages | 54.30 KB | 11/2...26 PM | Professional Activities | |
| Research.pdf | All Pages | 80.26 KB | 11/2...26 PM | Research | |
| Statement of Waiver.pdf | All Pages | 13.83 KB | 11/2...26 PM | Statement of Waiver | |
| Teaching.pdf | All Pages | 56.53 KB | 11/2...26 PM | Teaching | |
| Unit Criteria.pdf | All Pages | 12.51 KB | 11/2...26 PM | Unit Criteria | |
| Voting Summary.pdf | All Pages | 29.11 KB | 11/2...26 PM | Voting Summary | |

File Naming Convention



CAREER Dossier LASTNAME AY21

CAREER Supplemental LASTNAME AY21

O