

## **AIM NTTF PERFORMANCE REVIEW AND PROMOTION POLICY (ARTICLE 19)**

**Approved by the Office of the Provost and Academic Affairs: April 27, 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.

Reviews for AIM Career NTTF faculty will include (1) regular reviews associated with contract renewal, and (2) promotion reviews. If a faculty member seeks promotion in a year when a contract review is due, only a single review will be completed. The decision on whether to promote or renew must be made independently.

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 Renewal Reviews (Sections 3, 4, and 5)**

**Purpose of Review.** Reviews for Career NTTF are for the purpose of determining if the NTTF member is meeting the standard of excellence appropriate to a major research university and the AIM Program. The review is designed to help the NTTF faculty member identify areas of strength and areas that need improvement.

**General Guidelines for Review.** Reviews will be conducted in each contract period, or every three years, whichever is sooner. If a career NTTF member has multiple contracts in a year, only one review per fiscal academic year is required. Consideration is given to performance since the last review.

Reviews for instructional Career NTTF include consideration of findings from course evaluations for each course taught with five or more students, as documented in the regular course debrief, as well as peer reviews. Reviews also consider scholarship, service, and professional development, as these areas are described in the Professional Responsibilities policy. Career NTTF will be evaluated on the quality of their teaching and other professional responsibilities in proportion to the FTE in their job descriptions. Career NTTF will be provided with one peer review of teaching per contract period. Career NTTF will be notified at least one-week before a peer review is conducted. Career NTTF faculty members will be evaluated in the peer review and overall review process only by the criteria approved and made available to the faculty member.

In addition, faculty will have the opportunity to (a) discuss efforts and performance with the AIM Director and AIM Academic Director once each contract period; and (b) submit a personal statement containing information relevant to performance of assigned duties and responsibilities.

AIM faculty personnel files, maintained and updated annually by the AIM Program Manager, will include the following information, based on materials generated and provided by the Program or the individual faculty member, as applicable. A variety of documentation methods appear below, as described in the UO CBA Agreement.

- (a) Evidence of sustained high-quality, innovative scholarship in the faculty member's discipline, demonstrated through a record of concrete, accumulated research, professional, or creative activity. This information will be documented through submission by the faculty member of a curriculum vitae, updated annually. Other materials may also be submitted by the faculty member, depending on documentation preference, including a professional portfolio, and/or a personal statement.
- (b) Evidence of effective, stimulating teaching in courses taught and in contributions to ensuring academic success for AIM graduate students. This information will be documented through inclusion of the AIM course feedback, AIM faculty peer feedback, and UO course evaluation materials. Other materials may also be submitted by the faculty member, depending on documentation preference, including a teaching portfolio and/or a personal statement.
- (c) Evidence of on-going, responsible service and leadership to the faculty member's students, program, community, and more broadly to the faculty member's professional discipline. Other materials may also be submitted by the faculty member, depending on documentation preference, including a service portfolio and/or a personal statement.

### **Promotion Reviews of Career NTTF (Sections 6 - 21)**

The term "Career Non-Tenure-Track Faculty" (Career NTTF) describes a bargaining unit member who has been hired into the following classifications: clinical professor or professor of practice; instructor; lecturer; librarian; research assistant; research associate; or research professor. Career NTTFs do not include pro tempore faculty. Adjunct faculty are evaluated by way of end-of-term student course evaluations. While not required, adjunct faculty may request peer evaluation of teaching. There are no promotion opportunities for those appointed as adjunct NTTF.

Career NTTF in the AIM Program are most typically hired either as lecturer, instructor, or professor of practice. Ranks in the instructor classification in ascending order are instructor, senior instructor I, senior instructor II. Ranks in the lecturer classification in ascending order are lecturer, senior lecturer I, senior lecturer II. Ranks in professor of practice classification in ascending order are

assistant professor of practice, associate professor of practice, and professor of practice.

**Eligibility.** The timeline for promotion adheres to Article 19, Section 6. Career NTTF will be eligible for promotion after accumulating six years of service at an average of .3 FTE or greater, accrued at no greater than three terms per academic year for faculty on 9-month contracts, and at four terms per year for faculty on 12-month contracts. See Section 5 for specific eligibility criteria.

**“Up or Out”.** As noted in Section 6, Career NTTF promotion is elective and does not involve an “up or out” decision.

**Accelerated Review.** May occur in particularly meritorious cases, see Section 7.

**Credit for Prior Service.** Terms of hire will state the number of years of credit granted (if applicable), and the earliest date of promotion eligibility. Prior teaching and other activities during the period of prior service will be fully considered, unless the faculty member chooses to delay review until completion of six years at the UO; if the faculty member completes six years at UO, then prior activity will be of secondary consideration. If the faculty member uses some but not all credit for prior service, the focus of the review will be adjusted.

**Multiple or Joint Appointments.** A memorandum completed at the time of hire or assignments will specify expectations for promotion and identify the process. The faculty member and Provost or designee must sign the memorandum for it to be valid.

**Promotion Review Committee.** In the years when there are Career NTTF promotion reviews, the Director will convene the members of the AIM Faculty Search Committee and will appoint a review committee chair. The committee will include the AIM Director, the AIM Academic Director, two AIM Career NTTF faculty members, the AIM Program Manager (ex-officio), the AIM Curriculum Coordinator, and the AE Human Resources Coordinator (ex-officio). In the event there are not enough members of AIM, the Director should appoint Career NTTF faculty from other units. The committee is responsible for reviewing the candidate’s materials, voting, and making a writing recommendation, including a formal vote, to the Director. External reviews will not be considered.

**Initiating Promotion Process.** As stated in Section 11, faculty wishing to be considered for promotion should notify the AIM Academic Director in the year prior to the year when promotion is sought and must provide materials to describe teaching, scholarship, and service, including:

*Curriculum vitae:* A comprehensive and current curriculum vitae that includes the faculty member’s current research, scholarly and creative activities and

accomplishments, including publications, appointments, presentations, and similar activities and accomplishments.

*Personal statement:* 3-6 pages evaluating own performance measured against applicable criteria for promotion. The personal statement should expressly address the subjects of teaching, scholarship, and service contributions within the AIM Program, university, profession, and the community. The statement should also include discussion of contributions to institutional equity and inclusion.

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

*Teaching portfolio:* 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.

*Service portfolio:* Evidence of service contributions to the AIM Program, university, profession, and the community. Such evidence could include white papers authored or co-authored by the faculty member, commendations, awards, op ed pieces, and/or letters of appreciation. The portfolio may also include a short narrative elaborating on the faculty member's unique service experiences or obligations.

**Waiver of Access to Material.** Faculty member may choose to waive in advance, and in writing, access to evaluative materials (Article 8). Waiver doesn't preclude use of redacted versions in a denial review process. If redactions will not protect the identity of reviewers, the University may prepare a suitable summary. A waiver will be included in the promotion file.

**Notice of Meetings.** Faculty member will receive three days' notice of any meeting or hearing with a dean or the Provost of designee regarding recommendations or decisions on promotion. Member may have a colleague or Union representative present at the meeting as an observer.

**Evaluation File.** The promotion review file should generally include the following: statement of duties and responsibilities; curriculum vitae; conditions of appointment; criteria for promotion; personal statement; supervisors' letters of evaluation; professional activities portfolio; teaching portfolio; service portfolio; AIM Academic Director's recommendation; unit head's recommendation; and waiver of access (if applicable).

**Review by Program.** Following review and evaluation by the program, the AIM Academic Director will prepare a report on the merits of the case. The report will include a committee report and recommendation and voting summary, and the AIM

Academic Director's independent recommendation. The file will then be sent to the Dean of the Graduate School for review.

**Review by the Dean of the Graduate School.** The Dean of the Graduate School will review the file, may consult with the appropriate persons and may ask for and document additional non-confidential information. Once the file is complete, the Dean prepares a separate report and recommendation and shares with the candidate. The Candidate has ten days from receipt of the report to provide responsive materials or information, which is included in the file. Then the file is submitted to the Provost or designee.

**Review by Provost or Designee.** The provost or designee reviews, with input from Academic Affairs and the Office of the VP for Research and Innovation, as appropriate, and decides whether to grant promotion. The candidate is notified in writing.

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

**Reapplication for Promotion.** Unsuccessful candidates for promotion may continue at current rank as long as eligible under the CBA and university policy. Unsuccessful candidates may reapply for promotion after having been employed by the university for an additional 3 years at average of .3 FTE or greater, accrued at no greater than 3 terms per academic year.

**Appeal of Promotion Denial.** Unsuccessful candidates for promotion may also appeal as provided by Article 21 (Tenure and Promotion Denial Appeal).

**Withdrawal of Application.** The candidate may withdraw the application for promotion in writing to the Provost and the AIM Academic Director at any time before the Provost's decision.

**Timeline.** The timing of the preparation, submission, and evaluation of the promotion dossier will follow the general timeline of the tenure-track faculty promotion and tenure process, with timelines offset so as to avoid inordinate workloads at the departmental, college, and university levels. Once reviewed, NTTF promotion files will be submitted by the AIM Academic Director to the Dean of the Graduate School, and must then be received from the Dean of the Graduate School by Academic Affairs no later than April 15, or the preceding Friday in the event April 15 falls on a weekend. The Provost will announce the results by June 15, with promotions taking effect on September 16 (or August 16, for Law School appointments).

Typical cases might be anticipated to follow these rough timelines:

<b>Spring/Early Fall - Preliminary Work</b>
Candidate provides current CV and statement
<b>Fall - Departmental Review</b>
Personnel Committee: write report and a vote
Vote by voting faculty (signed, secret ballot)
AIM Academic Director: review report and make recommendation
<b>Late Fall / Early Winter - School / College Review</b>
Personnel Committee (elected): report and vote (if used)
AIM Academic Director: reviews the reports and makes recommendations to Dean of the Graduate School; material then forwarded to Academic Affairs by April 15
<b>Spring - University Review</b>
Provost: review dossier and provide decision (Decision by June 15)