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1 effect during the six years prior to the initiation of a given review or promotion process.

2

3 **Reviews Associated with Contract Renewal for Career NTTF**

4

5 **Section 3.** Sections 3 through 5 apply to contract reviews for Career NTTF. Reviews
6 for Career NTTF are for the purpose of determining if the NTTF member is meeting
7 the standard of excellence appropriate to a major research university. They should be
8 designed to help the NTTF bargaining unit members grow as scholars, researchers and
9 educators, identify areas of strength, and identify areas that need improvement.

10

11 **Section 4.** While the details and structure of reviews are the responsibility of the
12 University, reviews must follow these general guidelines:

13

14 (a) Career NTTF must be reviewed in each contract period prior to consideration for
15 renewal or once every three academic or fiscal years of employment, whichever
16 is sooner. In the event a bargaining unit member has multiple contracts in a
17 year, only one review per fiscal or academic year will be required. The review
18 will consider the Career NTTF bargaining unit faculty member's performance
19 since the last review.

20

21 (b) For instructional Career NTTF, student course evaluations will be offered for all
22 courses with five or more students. The evaluation of teaching will include a
23 review of evaluations for each course taught. Career NTTF bargaining unit
24 members are expected to undergo at least one peer review of teaching per
25 contract period. The department or unit will identify the standards to be applied
26 to these reviews and will establish a time frame for notification to the Career
27 NTTF bargaining unit faculty member before a peer review is conducted.

28

29 (c) Career NTTF in research appointments will be reviewed by established
30 procedures to assess the quality of work performed and the outcomes of
31 their contributions to the research program.

32

33 (d) Librarians will be reviewed for demonstrated achievement in their
34 professional roles in the Library.

35

36 (e) To the extent applicable, the evaluation of scholarship, research, and creative
37 activity will include an assessment of work quality, impact on the field
38 nationally and internationally, and overall contribution to the discipline or
39 program.

40

41 (f) The review process will include an opportunity for the Career NTTF
42 bargaining unit faculty member to discuss his or her efforts and performance
43 with an appropriate supervisor at least once during each contract period.

44

45 (g) As part of each contract review, a Career NTTF will have an opportunity

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1 to submit a personal statement containing information relevant to his or
2 her performance of assigned duties and responsibilities.

3

4 (h) In evaluating the performance of required professional development activities,
5 the review will consider the availability of professional development funds,
6 opportunities for professional development, and the Career NTTF bargaining
7 unit faculty member's efforts to secure funding.

8

9 (i) Career NTTF bargaining unit faculty members will be evaluated only by
10 the criteria approved and made available to the faculty member.

11

12 **Promotion Reviews for Career NTTF**

13

14 **Section 5. Eligibility for Promotion.** Career NTTF will be eligible for promotion after
15 accumulating six years of ~~service~~ **employment as a faculty member** at or above **.4** **3**
16 **annualized** FTE per year, accrued at no greater than three terms per academic year for
17 bargaining unit faculty on nine month contracts, and at four terms per year for
18 bargaining unit faculty on 12-month contracts.

19

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

21

22 **Career NTTF who have completed five years of employment as a faculty member at or**
23 **above .3 annualized FTE per year may initiate the promotion process in the sixth year if**
24 **they have an annual appointment of .3 annualized FTE or greater for that year.**

25

26 **Section 6. "Up or Out."** For all Career NTTF bargaining unit members **other than**
27 **librarians**, promotion is elective and does not involve an "up or out" decision. Career
28 NTTF who do not wish to be considered for promotion may continue employment at
29 their current rank as long as eligible to do so under Article 16, Contracts. **Librarians**
30 **must undergo review for promotion to associate librarian at the first time they become**
31 **eligible. If promotion is denied, the librarian will receive a two-year contract, and must**
32 **come up for promotion again in the second year. If promotion is denied a second time,**
33 **the librarian will receive a one-year terminal appointment. Promotion from associate**
34 **librarian to senior librarian is elective.**

35

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

40

41 **Section 8. Credit for Prior Service.** When credit for prior service is agreed upon,
42 the terms of hire will state the number of years of credit granted and the earliest date
43 for promotion eligibility. Teaching, scholarship, research, and creative activity
44 completed by the bargaining unit faculty member during the period of prior service
45 will receive full consideration during the promotion process if the bargaining unit

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1 member elects the earliest date for promotion review. Should a bargaining unit
2 member who received credit for prior service at the time of hire choose to delay the
3 review until completing the required six years at the University of Oregon, teaching,
4 scholarship, research, and creative activity completed prior to arrival at the
5 university will be of secondary consideration during the promotion process. Should
6 the bargaining unit faculty member choose to use some, but not all of the credit for
7 prior service, the focus of the review of teaching, scholarship, research, and creative
8 activity will adjust appropriately so that, for example, four years at the University of
9 Oregon would mean that at most two years of prior service will receive full
10 consideration.

11
12 **Section 9. Joint Appointments.** A joint appointment is one appointment that spans
13 two or more units. For NTTF bargaining unit members holding joint appointments, a
14 memorandum will be completed at the time of hire or assignment specifying
15 expectations for promotion review and identifying how the promotion process will be
16 handled among the units. Such memorandum is not valid unless approved in writing
17 by the bargaining unit faculty member and the Provost or designee.

18
19 **Section 10. Multiple Appointments.** A multiple appointment describes when a
20 bargaining unit faculty member has separate appointments in two or more units. For
21 NTTF bargaining unit members holding multiple Career appointments, a memorandum
22 will be completed at the time of a second or subsequent hire or assignment specifying
23 expectations for promotion review and identifying how the promotion process will be
24 handled among the units. Such memorandum is not valid unless approved in writing
25 by the bargaining unit faculty member and the Provost or designee.

26 27 **Promotion Process for All Career NTTF except for those in the Research 28 Assistant and Research Associate Categories**

29
30 **Section 11. Initiating the Promotion Process.** Candidates wishing to be considered
31 for promotion should notify the appropriate department or unit head in the year prior
32 to the year when promotion is sought, and must provide the following:

- 33
- 34 • **Curriculum vitae:** A comprehensive and current curriculum vitae that
35 includes the bargaining unit faculty member's current research, scholarly and
36 creative activities and accomplishments, including publications, appointments,
37 presentations, and similar activities and accomplishments.
 - 38
39 • **Personal statement:** A 2-6 page personal statement developed by the
40 bargaining unit faculty member evaluating his or her performance measured
41 against the applicable criteria for promotion. The personal statement should
42 expressly address the subjects of teaching; scholarship, research and creative
43 activity; and service contributions to the academic department, center or
44 institute, school or college, university, profession, and the community. The
45 statement should also include discussion of contributions to institutional equity

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1 and inclusion.

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

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

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

41 **Section 14. Evaluation file.** The promotion review file should generally include
42 the following information:
43

- 44 • Statement of duties and responsibilities
- 45 • Curriculum vitae

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

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

25 **Section 16. Review by Vice President, Dean or Director.** The vice president, dean,
26 or director, as appropriate, will review the file, and may consult with appropriate
27 persons and may ask for and document additional non-confidential information. Once
28 the vice president, dean, or director deems the file complete, he or she will prepare a
29 separate memorandum and recommendation. The vice president, dean, or director will
30 share his or her memorandum and recommendation with the candidate and allow him
31 or her 10 days from the date of receipt of the memorandum to provide responsive
32 material or information, which shall be included in the evaluation file. The vice
33 president, dean, or director then will submit the complete evaluation file to the Provost
34 or designee.
35

36 **Section 17. Review by the Provost or Designee.** The Provost or designee will review
37 the file, with input from Academic Affairs and the Office of the Vice President for
38 Research and Innovation, as appropriate, and decide whether to grant or deny
39 promotion. The candidate will be notified of the decision in writing.
40

41 **Section 18. Assumption of New Rank.** Successful candidates for promotion will
42 assume their new rank beginning with the next academic or fiscal year or the nearest
43 next term of employment should their contract not begin with fall term.
44

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1 **Promotion Process for Research Assistant and Research Associates Series**

2
3 **Section 19. Initiating the Promotion Process for Faculty in the Research Assistant**
4 **and Research Associates Categories.** Candidates wishing to be considered for
5 promotion should notify the appropriate department or unit head by in the year prior to
6 the year when promotion is sought, and must provide the following:
7

- 8 • **Curriculum vitae or resume:** A comprehensive and current curriculum vitae
9 or resume that includes the bargaining unit faculty member's current research,
10 scholarly and creative activities and accomplishments, including publications,
11 appointments, presentations, and similar activities and accomplishments.
12
- 13 • **Personal statement:** A 2-6 page personal statement developed by the
14 bargaining unit faculty member evaluating his or her performance measured
15 against the applicable criteria for promotion. The personal statement should
16 expressly address his or her impact and contribution to research excellence
17 relative to their job duties. This statement should also include discussion of
18 contributions to institutional equity and inclusion.
19
- 20 • **Scholarship portfolio (if applicable):** A comprehensive portfolio of
21 scholarship, research and creative activity; and appropriate evidence of national
22 or international recognition or impact.
23
- 24 • **Service portfolio (if applicable):** Evidence of the bargaining unit faculty
25 member's service contributions to his or her academic department, center or
26 institute, school or college, university, profession, and the community, such as
27 op ed pieces, white papers authored or co-authored by the faculty member,
28 commendations, awards, or letters of appreciation. The portfolio may also
29 include a short narrative elaborating on the faculty member's unique service
30 experiences or obligations.
31
- 32 • **Professional activities portfolio (if applicable):** A comprehensive portfolio
33 of professional or consulting activities related to his or her discipline.
34
- 35 • **List of reviewers (if applicable):** A list of qualified internal and/or
36 external reviewers provided by the bargaining unit faculty member.
37 Normally, external reviews are not expected for those in the research
38 assistant ranks.
39

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

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1 included in the promotion file.
2

3 **Section 21. Notice of Meetings.** A bargaining unit faculty member will receive at least
4 three days' notice of any meeting or hearing which the member is invited or required to
5 attend, with a dean or the Provost or designee regarding recommendations or decisions
6 on promotion. The bargaining unit faculty member may have a colleague or Union
7 representative present at the meeting as an observer.
8

9 **Section 22. Evaluation file.** The promotion review file should generally include
10 the following information:
11

- 12 • Statement of duties and responsibilities
- 13 • Curriculum vitae
- 14 • Conditions of appointment (i.e. copy of a current contract)
- 15 • Criteria for promotion
- 16 • Personal statement
- 17 • Supervisors' letters of evaluation
- 18 • Professional Activities Portfolio (if applicable)
- 19 • Scholarship Portfolio (if applicable)
- 20 • Service Portfolio (if applicable)
- 21 • Internal and/or external reviews (if applicable)
- 22 • Department, unit, center or institute head's recommendation
- 23 • Vice president's, dean's or director's recommendation
- 24 • Waiver of access to materials (if applicable)
25

26 **Section 23. Review by Department Head or Unit Director or Manager.** The
27 department or unit head or designee should solicit any internal and/or external
28 reviews, as applicable. The department or unit head will then review the file,
29 including any internal or external reviews, and prepare a recommendation and an
30 explanation of the merits of the promotion case. The file will then be sent to the
31 appropriate vice president or dean for review. In the event that the unit head is the
32 faculty member's supervisor/director/manager, the supervisor letter of evaluation and
33 the unit head review may be combined into a single recommendation.
34

35 **Section 24. Review by Vice President, Dean or Director.** The vice president or dean,
36 as appropriate, will review the file, and may consult with appropriate persons and may
37 ask for and document additional non-confidential information. Once the vice president
38 or dean deems the file complete, he or she will prepare a separate memorandum with a
39 recommendation. The vice president or dean will share his or her memorandum and
40 recommendation with the candidate and allow him or her 10 days from the date of
41 receipt of the report to provide responsive material or information, which shall be
42 included in the evaluation file. The vice president or dean director then will submit the
43 complete evaluation file to the Provost or designee.
44

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1 **Section 25. Review by the Provost or Designee.** The Provost or designee will review
2 the file, with input from Academic Affairs and the Office of the Vice President for
3 Research and Innovation, as appropriate, and decide whether to grant or deny
4 promotion. The candidate will be notified of the decision in writing.
5

6 **Section 26. Assumption of New Rank.** Successful candidates for promotion will
7 assume their new rank beginning with the fiscal year or with the next contract renewal
8 after notification by the Provost of their promotion, whichever comes first.
9

10 **Reapplication, Appeals, and Withdrawal**

11
12 **Section 27. Reapplication for Promotion.** An unsuccessful candidate for promotion
13 may continue employment at his or her current rank as long as eligible to do so under
14 this Agreement NTTF bargaining unit members who are denied promotion may reapply
15 for promotion after having been employed by the university for an additional three
16 years at an average of .4 FTE or greater, accrued at no greater than three terms per
17 academic year.
18

19 **Section 28. Appeal of Promotion Denial.** Faculty who are denied promotion may
20 appeal the decision through the procedures in Article 21, Tenure and Promotion Denial
21 Appeal.
22

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