UNITED ACADEMICS PROPOSAL

ARTICLE 19. NON-TENURE TRACK FACULTY (NTTF) CAREER and PROMOTION

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

Section 2. Policies and Procedures. The faculty in each department or unit that employs NTTF will develop written procedures and criteria for NTTF, 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, NTTF 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 NTTF review and promotion, by first considering any input provided by the department or unit head, dean, vice president, Provost, or designee. 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 his or her recommended policy to Academic Affairs 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 Academic Affairs 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 made available to bargaining unit faculty members upon request, and published on the Academic Affairs Office of the Provost or Vice President for Research and Innovation website and in the...
department or unit. If procedures or criteria change during the course of an NTTF
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.

Reviews Associated with Contract Renewal for Career NTTF Faculty

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

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

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

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

c. Career NTTF faculty in 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.

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

e. 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.

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

g. As part of each contract review, a Career NTTF bargaining unit faculty member will have an opportunity to submit a personal statement containing information relevant to his or her performance of assigned duties and responsibilities.

h. In evaluating the performance of required assigned professional development activities, the review will consider the availability of professional development funds or the lack thereof, and opportunities for professional development, and the Career NTTF bargaining unit faculty member’s efforts to secure funding.

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

Promotion Reviews for Career NTTF Faculty

Section 5. Eligibility for Promotion. Career NTTF faculty 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 NTTF faculty 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 NTTF faculty 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 NTTF faculty 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 NTTF bargaining unit faculty members other than librarians, promotion is elective and does not involve an “up or out” decision. Career NTTF faculty who do not wish to be considered for promotion may continue employment at their current rank as long as eligible to do so under Article 16, Contracts. 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 contract, and must come up for promotion again in the second year. If promotion is denied a
second time, the librarian will receive a one-year terminal 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 or academic institutions. 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 NTTF 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 NTTF Faculty except for those in the Research Assistant, Research Scientist, Research Engineer, Principal Research Scientist, 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 teaching, 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 **shall** include discussion of contributions to institutional equity and inclusion.

• **Teaching portfolio dossier (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, **descriptions of new courses developed**, examples of student work and exams, and similar material.

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

• **Service portfolio dossier (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, **evidence of community outreach**, commendations, awards, or letters of appreciation. The portfolio dossier may also include a short narrative elaborating on the faculty member’s unique service experiences or obligations.

• **Professional activities portfolio dossier (if applicable):** A comprehensive portfolio dossier 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 dossier (if applicable)
- Teaching portfolio dossier (if applicable)
- Scholarship portfolio dossier (if applicable)
- Service portfolio dossier (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.

If the vice president, dean, or director’s assessment differs from that of the department or unit committee or the department or unit head, the memorandum and recommendation will provide a full and detailed explanation of the reasons underlying...
The vice president, dean, or director will share his or her their memorandum and recommendation with the candidate and allow them 40 14 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.

If the Provost deems the review unsuccessful, the Provost’s letter will contain a full and detailed explanation of the reasons underlying their decision.

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 contract not begin with Fall term.

Promotion Process for Research Assistant, Research Scientist, Research Engineer, Principal Research Scientist, and Research Associate Series Categories

Section 19. Initiating the Promotion Process for Faculty in the Research Assistant Research Scientist, Research Engineer, Principal Research Scientist, 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 teaching, 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 their performance measured against the applicable criteria for promotion. The personal statement should expressly address his or her their impact and contribution to research excellence relative to their job duties. This statement should also shall include discussion of contributions to institutional equity and inclusion.

- Scholarship portfolio dossier (if applicable): A comprehensive portfolio dossier of scholarship, research and creative activity; and appropriate evidence of national or international recognition or impact.
• **Service portfolio dossier (if applicable):** Evidence of the bargaining unit faculty member’s service contributions to his or her their 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, evidence of community outreach, commendations, awards, or letters of appreciation. The portfolio dossier may also include a short narrative elaborating on the faculty member’s unique service experiences or obligations.

• **Professional activities portfolio dossier (if applicable):** A comprehensive portfolio dossier of professional or consulting activities related to his or her 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 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 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 meeting as an observer.

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

- Statement of duties and responsibilities
- Curriculum vitae
- Conditions of appointment (i.e. copy of a current contract)
- Criteria for promotion
- Personal statement
- Supervisors’ letters of evaluation
- Professional Activities Portfolio dossier (if applicable)
- Scholarship Portfolio dossier (if applicable)
- Service Portfolio dossier (if applicable)
- Internal and/or external reviews (if applicable)
- Department, unit, center or institute head’s recommendation

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• 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 his or her their memorandum and recommendation with the candidate and allow them 10 14 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, or director then will submit the complete evaluation file to the Provost or designee.

If the vice president, dean, or director’s assessment differs from that of the department or unit committee or the department or unit head, the memorandum and recommendation will provide a full and detailed explanation of the reasons underlying their judgment.

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.

If the Provost deems the review unsuccessful, the Provost’s letter will contain a full and detailed explanation of the reasons underlying their decision.

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 their current rank as long as eligible to do so under this Agreement. Non-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.

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0.3 annualized FTE per year, accrued at no greater than three terms per academic year for bargaining unit faculty on 9-month contracts, and at four terms per year for bargaining unit faculty on 12-month contracts.

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 vice president, dean, or director at any time before the Provost’s decision.

Post-Promotion Review

Section 30. Sixth-Year Post-Promotion Review. Career bargaining unit faculty members who have achieved promotion to the highest rank in their category will have a review in the sixth year following promotion or in the sixth year after a post-promotion review.

Section 31. Initiating the Sixth-Year Review. To initiate the review process, the department or unit head will contact the bargaining unit faculty member during the Fall term of the year in which the review will take place and request the following:

- **Election of Criteria:** The criteria the bargaining unit faculty member chooses to be reviewed under, if there has been a change in criteria during the preceding six years. If there has been no change in the preceding six years, then the criteria used will be those in effect at the time of the review.

- **Curriculum vitae:** A comprehensive and current curriculum vitae that includes the bargaining unit faculty member’s current teaching, 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 their 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 when applicable based on assignment. The statement shall include discussion of contributions to institutional equity and inclusion.

- **Teaching dossier (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, descriptions of new courses developed, examples of student work and exams, and similar material.
• **Scholarship dossier (if applicable):** A comprehensive dossier of scholarship, research and creative activity; and appropriate evidence of regional, national, or international recognition or impact.

• **Service dossier (if applicable):** Evidence of the bargaining unit faculty member’s service contributions to their 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, evidence of community outreach, commendations, awards, or letters of appreciation. The dossier may also include a short narrative elaborating on the faculty member’s unique service experiences or obligations.

**Section 32. Joint and multiple appointments.** Career faculty members who hold joint appointments will be reviewed by the primary unit. Input from appropriate reviewers (e.g., faculty, head, dean) of the secondary unit, including performance reviews, teaching evaluations, service and research evaluations, must be considered by the primary unit as part of the review process.

**Section 33. Department or Unit Head’s Role.** The department or unit head will obtain and place in the evaluation file copies of summary reports from the Student Experience Surveys. The file must also include all peer reviews of the bargaining unit faculty member’s teaching during the review period.

Once the department or unit head has obtained all of the appropriate documents, they will establish a committee to review the evaluation file. Whenever possible, the committee will be composed of a majority of Career faculty at the same rank as the candidate.

The department or unit head will then:

a. Obtain a report from the faculty committee including an assessment of the bargaining unit faculty member’s performance specifying whether they believe the bargaining unit faculty member has exceeded, met, or not met expectations based on the review criteria; and

b. Prepare their own evaluation of the bargaining unit faculty member’s performance specifying whether they believe the bargaining unit faculty member has exceeded, met, or not met expectations based on the review criteria; and

c. Provide the department or unit head’s report to the bargaining unit faculty member and allow them 14 days from the date of the receipt of the report to provide responsive material or information, which shall be included in the evaluation file; and
d. Submit the evaluation file to the appropriate dean.

If a department or unit has or develops a policy or practice of providing the report of the faculty committee to the bargaining unit faculty member, the department or unit head shall do so.

Section 34. Dean’s Role. The dean will review the file and may consult with appropriate persons and may obtain and document additional relevant information. Once the dean deems the file complete, they will prepare a separate report and assessment specifying whether they believe the bargaining unit faculty member has exceeded, met, or not met expectations based on the review criteria.

If the dean’s assessment differs from that of the department or unit committee or the department or unit head, the dean will provide a full and detailed explanation of the reasons underlying their decision.

The dean will share their report and assessment with the bargaining unit faculty member and allow them 14 days from the date of receipt of the report to provide responsive material and information, which shall be included in the evaluation file.

The dean will then submit the complete evaluation file to the Provost or designee.

Section 35. Provost’s Role. The Provost or designee will consider the cumulative evaluations received from the faculty committee, the department or unit head, and the dean.

If the Provost or designee concludes that the bargaining unit faculty member’s overall performance exceeded or met expectations, the bargaining unit faculty member will receive an increase in their base salary per Article 26.

If the Provost or designee concludes that the bargaining unit faculty member’s overall performance did not meet expectations, the dean and the department or unit head shall consult with the bargaining unit faculty member and recommend to the Provost a Performance Improvement Plan for demonstrable improvement. The Performance Improvement Plan should be developed in accordance with the provisions of Article XX.

Teaching Professor Review

Section 36. Eligibility and Initiation. Officers of Instruction who have achieved the rank of Senior II have the option of initiating a Teaching Professor Review. Career faculty wishing to be considered for appointment to the Teaching Professor category and rank should notify their department or unit head in the Spring term prior to the review year.

Section 37. Review Committee. The department or unit head will form a Teaching Professor Review Committee, consisting of at least two Teaching Professors and/or
tenured faculty if not enough Teaching Professors are available, an academic
representative from the dean’s office, and a representative designated by the Teaching
Engagement Program. The TEP-designated representative may be one of the unit
faculty or the representative from the dean’s office or may be an additional (fourth)
person.

Section 38. Fall Term Process. The Teaching Professor Review is an intensive
review process designed to ensure the faculty member has achieved and can be
expected to maintain an exceptional record.

In the Fall term of the Teaching Professor Review, the review committee will observe
the faculty member’s performance of all assigned duties. Each member of the
committee should observe classroom instruction for each of the candidate’s classes in
the Fall term. The committee should also make an assessment of the candidate’s
performance of service assignments, professional development, and advising
obligations when applicable.

No later than Week 9, the Teaching Professor Review committee will discuss and vote
on the candidate’s application for a Teaching Professor position. The committee will
make a written recommendation to the department head. The committee report should
evaluate the merits of the bargaining unit faculty member in each of their assigned
duties based on their observations of the bargaining unit faculty member’s teaching
(including but not limited to classroom management, student engagement, etc.) and
performance of service assignments.

The report will include the recommendation and a voting summary. If the evaluation is
positive, the recommendation will then be sent to the appropriate vice president, dean,
or director for the next step in the review process. The bargaining unit faculty member
will be informed of the recommendation.

If the report is negative, the department or unit head will meet with the bargaining unit
faculty member to discuss the report, areas of potential improvement, and the timeline
for a subsequent Teaching Professor Review.

Section 39. Winter Term Process. The process for reviewing a candidate for
promotion to Teaching Professor at the vice president, dean, or director level is based
on an interview with school and college administrators. This conversation should elicit
the candidate’s views on curriculum, teaching, classroom management, the state of the
field, student engagement, and departmental/college/university service.

The goal of this conversation is to confirm that the candidate’s engagement with the
instructional mission of the university is sufficient to ensure ongoing excellence in
instruction.

No later than Week 9, the vice president, dean, or director will prepare a memorandum
and recommendation. The vice president, dean, or director will send their
recommendation to the Office of the Provost and the candidate.

Section 40. Spring Term Process. During the Spring term, the candidate will meet with the Provost or designee to discuss the committee report and the memorandum and recommendation from the vice president, dean, or director.

The bargaining unit faculty member may have a colleague or Union representative present at the meeting as an observer.

No later than Week 9, the Provost will decide whether to grant or deny an assignment to Teaching Professor. The candidate will be notified of the decision in writing. If the Provost deems the review unsuccessful, the Provost’s letter will contain a full and detailed explanation of the reasons underlying their decision.

The candidate may request a conversation with the Provost to discuss the decision, areas of potential improvement, and the timeline for a subsequent Teaching Professor Review.

Section 41. Assumption of New Category and Rank. Successful candidates will assume their new category and rank beginning with the next academic or fiscal year or the nearest next term of employment should their contract not begin with Fall term.

Section 42. Subsequent Reviews. Bargaining unit members in the Teaching Professor rank will be reviewed on the schedule for bargaining unit faculty in the Tenure-Track and Tenured classification described in the Post-Tenure Review sections of Article 20, including the provisions for a Performance Improvement Plan.