

1 standard of excellence appropriate to a major research university. They should be
2 designed to help the NTTF bargaining unit members grow as scholars, researchers and
3 educators, identify areas of strength, and identify areas that need improvement.
4

5 **Section 4.** While the details and structure of reviews are the responsibility of the
6 University, reviews must follow these general guidelines:
7

- 8 (a) Career NTTF must be reviewed in each contract period prior to consideration for
9 renewal or once every three academic or fiscal years of employment, whichever is
10 sooner. In the event a bargaining unit member has multiple contracts in a year,
11 only one review per fiscal or academic year will be required. The review will
12 consider the Career NTTF bargaining unit faculty member's performance since the
13 last review.
14
- 15 (b) For instructional Career NTTF, student course evaluations will be offered for all
16 courses with five or more students. The evaluation of teaching will include a
17 review of evaluations for each course taught. Career NTTF bargaining unit
18 members are expected to undergo at least one peer review of teaching per contract
19 period. The department or unit will identify the standards to be applied to these
20 reviews and will establish a time frame for notification to the Career NTTF
21 bargaining unit faculty member before a peer review is conducted.
22
- 23 (c) Career NTTF in research appointments will be reviewed by established
24 procedures to assess the quality of work performed and the outcomes of their
25 contributions to the research program.
26
- 27 (d) Librarians will be reviewed for demonstrated achievement in their professional
28 roles in the Library.
29
- 30 (e) To the extent applicable, the evaluation of scholarship, research, and creative
31 activity will include an assessment of work quality, impact on the field nationally
32 and internationally, and overall contribution to the discipline or program.
33
- 34 (f) The review process will include an opportunity for the Career NTTF bargaining
35 unit faculty member to discuss his or her efforts and performance with an
36 appropriate supervisor at least once during each contract period.
37
- 38 (g) As part of each contract review, a Career NTTF will have an opportunity to
39 submit a personal statement containing information relevant to his or her
40 performance of assigned duties and responsibilities.
41
- 42 (h) In evaluating the performance of required professional development activities, the
43 review will consider the availability of professional development funds,
44 opportunities for professional development, and the Career NTTF bargaining unit
45 faculty member's efforts to secure funding.
46
- 47 (i) Career NTTF bargaining unit faculty members will be evaluated only by the
48 criteria approved and made available to the faculty member.
49

1 **Promotion Reviews for Career NTTF**

2
3 **Section 5. Eligibility for Promotion.** Career NTTF will be eligible for promotion after
4 accumulating six years of employment as a faculty member at or above .3 annualized FTE
5 per year, accrued at no greater than three terms per academic year for bargaining unit
6 faculty on nine month contracts, and at four terms per year for bargaining unit faculty on
7 12-month contracts.

8
9 The six years of employment do not have to be consecutive.

10
11 Career NTTF who will have completed five years of employment as a faculty member at
12 or above .3 annualized FTE per year may initiate the promotion process in the Spring term
13 of the fifth year if they have an expected appointment of .3 annualized FTE or greater for
14 the sixth year.

15
16 Career NTTF who have completed more than five years of employment as a faculty
17 member at or above 0.3 annualized FTE per year may initiate the promotion process in the
18 Spring term of any year.

19
20 **Section 6. “Up or Out.”** For all Career NTTF bargaining unit members other than
21 librarians, promotion is elective and does not involve an “up or out” decision. Career
22 NTTF who do not wish to be considered for promotion may continue employment at their
23 current rank as long as eligible to do so under Article 16, Contracts. Librarians must
24 undergo review for promotion to associate librarian at the first time they become eligible.
25 If promotion is denied, the librarian will receive a two-year contract, and must come up for
26 promotion again in the second year. If promotion is denied a second time, the librarian
27 will receive a one-year terminal appointment. Promotion from associate librarian to senior
28 librarian is elective.

29
30 **Section 7. Accelerated Review.** An accelerated promotion review may occur in
31 particularly meritorious cases as determined by the Provost or designee in consultation
32 with the appropriate vice president, dean, department or unit head, and affected
33 bargaining unit faculty member.

34
35 **Section 8. Credit for Prior Service.** When credit for prior service is agreed upon, the
36 terms of hire will state the number of years of credit granted and the earliest date for
37 promotion eligibility. Teaching, scholarship, research, and creative activity completed
38 by the bargaining unit faculty member during the period of prior service will receive
39 full consideration during the promotion process if the bargaining unit member elects
40 the earliest date for promotion review. Should a bargaining unit member who received
41 credit for prior service at the time of hire choose to delay the review until completing
42 the required six years at the University of Oregon, teaching, scholarship, research, and
43 creative activity completed prior to arrival at the university will be of secondary
44 consideration during the promotion process. Should the bargaining unit faculty
45 member choose to use some, but not all of the credit for prior service, the focus of the
46 review of teaching, scholarship, research, and creative activity will adjust appropriately
47 so that, for example, four years at the University of Oregon would mean that at most
48 two years of prior service will receive full consideration.

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

7
8 **Section 10. Multiple Appointments.** A multiple appointment describes when a
9 bargaining unit faculty member has separate appointments in two or more units. For
10 NTTF bargaining unit members holding multiple Career appointments, a memorandum
11 will be completed at the time of a second or subsequent hire or assignment specifying
12 expectations for promotion review and identifying how the promotion process will be
13 handled among the units. Such memorandum is not valid unless approved in writing by
14 the bargaining unit faculty member and the Provost or designee.

15
16 **Promotion Process for All Career NTTF except for those in the Research Assistant
17 and Research Associate Categories**

18
19 **Section 11. Initiating the Promotion Process.** Candidates wishing to be considered for
20 promotion should notify the appropriate department or unit head in the Spring term prior
21 to the year when promotion is sought, and must provide the following:

- 22
23 • **Curriculum vitae:** A comprehensive and current curriculum vitae that includes
24 the bargaining unit faculty member's current research, scholarly and creative
25 activities and accomplishments, including publications, appointments,
26 presentations, and similar activities and accomplishments.
- 27
28 • **Personal statement:** A 2-6 page personal statement developed by the bargaining
29 unit faculty member evaluating his or her performance measured against the
30 applicable criteria for promotion. The personal statement should expressly
31 address the subjects of teaching; scholarship, research and creative activity; and
32 service contributions to the academic department, center or institute, school or
33 college, university, profession, and the community. The statement should also
34 include discussion of contributions to institutional equity and inclusion.
- 35
36 • **Teaching portfolio (if applicable):** Representative examples of course syllabi or
37 equivalent descriptions of course content and instructional expectations for
38 courses taught by the bargaining unit faculty member, examples of student work
39 and exams, and similar material.
- 40
41 • **Scholarship portfolio (if applicable):** A comprehensive portfolio of scholarship,
42 research and creative activity; and appropriate evidence of national or
43 international recognition or impact.
- 44
45 • **Service portfolio (if applicable):** Evidence of the bargaining unit faculty
46 member's service contributions to his or her academic department, center or
47 institute, school or college, university, profession, and the community, such as op
48 ed pieces, white papers authored or co-authored by the faculty member,

1 commendations, awards, or letters of appreciation. The portfolio may also
2 include a short narrative elaborating on the faculty member's unique service
3 experiences or obligations.
4

- 5 • **Professional activities portfolio (if applicable):** A comprehensive portfolio of
6 professional or consulting activities related to his or her discipline.
7
- 8 • **Internal and/or external reviewers (if applicable):** A list of qualified
9 internal and/or external reviewers provided by the bargaining unit faculty
10 member.
11

12 **Section 12. Waiver of Access to Materials.** Bargaining unit faculty members may choose
13 to waive in advance in writing their access to see any or all of the evaluative materials (see
14 Article 8, Personnel Files). Such waivers, however, shall not preclude the use of redacted
15 versions of these documents in a denial review process. The redacted versions are intended
16 to protect the identity of the reviewer. If redactions are insufficient to do so, the University
17 may prepare a suitable summary. A waiver will be included in the promotion file.
18

19 **Section 13. Notice of Meetings.** A bargaining unit faculty member will receive at least
20 three days' notice of any meeting or hearing which the member is invited or required to
21 attend, with a dean or the Provost or designee regarding recommendations or decisions on
22 promotion. The bargaining unit faculty member may have a colleague or Union
23 representative present at the meeting as an observer.
24

25 **Section 14. Evaluation file.** The promotion review file should generally include the
26 following information:
27

- 28 • Statement of duties and responsibilities
- 29 • Curriculum vitae
- 30 • Conditions of appointment
- 31 • Criteria for promotion
- 32 • Personal statement
- 33 • Supervisors' letters of evaluation
- 34 • Professional activities portfolio (if applicable)
- 35 • Teaching portfolio (if applicable)
- 36 • Scholarship portfolio (if applicable)
- 37 • Service portfolio (if applicable)
- 38 • Internal and/or external reviews (if applicable)
- 39 • Department or unit committee recommendation
- 40 • Department, unit, center or institute head's recommendation (if applicable)
- 41 • Vice president's, dean's or director's recommendation
- 42 • Waiver of access to materials (if applicable)
43

44 **Section 15. Review by Department or Unit.** The department or unit head or designee
45 should solicit any internal and/or external reviews, as applicable. A department or unit
46 committee will review the file and make a recommendation to the department or unit
47 head. The department or unit head will then prepare an explanation of the merits of the
48 promotion case and a recommendation on the case. The report will include the

1 department or unit-level promotion committee report and recommendation and a voting
2 summary, and the department or unit head's own independent recommendation. The file
3 will then be sent to the appropriate vice president, dean or director for review.
4

5 **Section 16. Review by Vice President, Dean or Director.** The vice president, dean, or
6 director, as appropriate, will review the file, and may consult with appropriate persons and
7 may ask for and document additional non-confidential information. Once the vice
8 president, dean, or director deems the file complete, he or she will prepare a separate
9 memorandum and recommendation. The vice president, dean, or director will share his or
10 her memorandum and recommendation with the candidate and allow him or her 10 days
11 from the date of receipt of the memorandum to provide responsive material or
12 information, which shall be included in the evaluation file. The vice president, dean, or
13 director then will submit the complete evaluation file to the Provost or designee.
14

15 **Section 17. Review by the Provost or Designee.** The Provost or designee will review the
16 file, with input from Academic Affairs and the Office of the Vice President for Research
17 and Innovation, as appropriate, and decide whether to grant or deny promotion. The
18 candidate will be notified of the decision in writing.
19

20 **Section 18. Assumption of New Rank.** Successful candidates for promotion will assume
21 their new rank beginning with the next academic or fiscal year or the nearest next term of
22 employment should their contract not begin with fall term.
23

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

25
26 **Section 19. Initiating the Promotion Process for Faculty in the Research Assistant
27 and Research Associates Categories.** Candidates wishing to be considered for
28 promotion should notify the appropriate department or unit head in the Spring term prior
29 to the year when promotion is sought, and must provide the following:
30

- 31 • **Curriculum vitae or resume:** A comprehensive and current curriculum vitae
32 or resume that includes the bargaining unit faculty member's current research,
33 scholarly and creative activities and accomplishments, including publications,
34 appointments, presentations, and similar activities and accomplishments.
35
- 36 • **Personal statement:** A 2-6 page personal statement developed by the bargaining
37 unit faculty member evaluating his or her performance measured against the
38 applicable criteria for promotion. The personal statement should expressly
39 address his or her impact and contribution to research excellence relative to their
40 job duties. This statement should also include discussion of contributions to
41 institutional equity and inclusion.
42
- 43 • **Scholarship portfolio (if applicable):** A comprehensive portfolio of scholarship,
44 research and creative activity; and appropriate evidence of national or
45 international recognition or impact.
46
- 47 • **Service portfolio (if applicable):** Evidence of the bargaining unit faculty
48 member's service contributions to his or her academic department, center or

1 institute, school or college, university, profession, and the community, such as op
2 ed pieces, white papers authored or co-authored by the faculty member,
3 commendations, awards, or letters of appreciation. The portfolio may also
4 include a short narrative elaborating on the faculty member's unique service
5 experiences or obligations.

- 6
- 7 • **Professional activities portfolio (if applicable):** A comprehensive portfolio of
8 professional or consulting activities related to his or her discipline.
- 9
- 10 • **List of reviewers (if applicable):** A list of qualified internal and/or
11 external reviewers provided by the bargaining unit faculty member.
12 Normally, external reviews are not expected for those in the research
13 assistant ranks.
- 14

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

21

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

27

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

- 30
- 31 • Statement of duties and responsibilities
- 32 • Curriculum vitae
- 33 • Conditions of appointment (i.e. copy of a current contract)
- 34 • Criteria for promotion
- 35 • Personal statement
- 36 • Supervisors' letters of evaluation
- 37 • Professional Activities Portfolio (if applicable)
- 38 • Scholarship Portfolio (if applicable)
- 39 • Service Portfolio (if applicable)
- 40 • Internal and/or external reviews (if applicable)
- 41 • Department, unit, center or institute head's recommendation
- 42 • Vice president's, dean's or director's recommendation
- 43 • Waiver of access to materials (if applicable)
- 44

45 **Section 23. Review by Department Head or Unit Director or Manager.** The
46 department or unit head or designee should solicit any internal and/or external reviews,
47 as applicable. The department or unit head will then review the file, including any
48 internal or external reviews, and prepare a recommendation and an explanation of the

1 merits of the promotion case. The file will then be sent to the appropriate vice president
2 or dean for review. In the event that the unit head is the faculty member's
3 supervisor/director/manager, the supervisor letter of evaluation and the unit head review
4 may be combined into a single recommendation.
5

6 **Section 24. Review by Vice President, Dean or Director.** The vice president or dean, as
7 appropriate, will review the file, and may consult with appropriate persons and may ask
8 for and document additional non-confidential information. Once the vice president or
9 dean deems the file complete, he or she will prepare a separate memorandum with a
10 recommendation. The vice president or dean will share his or her memorandum and
11 recommendation with the candidate and allow him or her 10 days from the date of receipt
12 of the report to provide responsive material or information, which shall be included in the
13 evaluation file. The vice president or dean director then will submit the complete
14 evaluation file to the Provost or designee.
15

16 **Section 25. Review by the Provost or Designee.** The Provost or designee will review the
17 file, with input from Academic Affairs and the Office of the Vice President for Research
18 and Innovation, as appropriate, and decide whether to grant or deny promotion. The
19 candidate will be notified of the decision in writing.
20

21 **Section 26. Assumption of New Rank.** Successful candidates for promotion will assume
22 their new rank beginning with the fiscal year or with the next contract renewal after
23 notification by the Provost of their promotion, whichever comes first.
24

25 **Reapplication, Appeals, and Withdrawal**

26

27 **Section 27. Reapplication for Promotion.** An unsuccessful candidate for promotion
28 may continue employment at his or her current rank as long as eligible to do so under this
29 Agreement NTTF bargaining unit members who are denied promotion may reapply for
30 promotion after having been employed by the university for an additional three years at an
31 average of .3 FTE or greater, accrued at no greater than three terms per academic year.
32

33 **Section 28. Appeal of Promotion Denial.** Faculty who are denied promotion may appeal
34 the decision through the procedures in Article 21, Tenure and Promotion Denial Appeal.
35

36 **Section 29. Withdrawal of Application.** A candidate may withdraw an application for
37 promotion in writing to the Provost and the dean at any time before the Provost's
38 decision.
39
40