Career Non-Tenure-Track Faculty Review and Promotion

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October 25, 2016
Goal for today

Assist faculty, department heads and office managers in their understanding of the promotion process for instructional and research career NTTF faculty.
Specific objectives

a) Define NTTF promotion and the policies that dictate the process.

b) Clarify the timeline for the promotion process, and what happens at each step.

c) Spotlight confusing points regarding promotion process using FAQs.

*Breakout session at the end.
Who are you?

Unit heads?
Business managers?
Career Research NTTF?
Career Teaching NTTF?
Other?
What is promotion?

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

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

**Candidate initiates** the process by June prior to the year in which promotion is sought.

Promotion requires **excellence**, not purely years of service.
What are the different types of promotion?

**Instructional vs Research vs Librarian**

**Step 1 to Step 2 Examples:**
- Instructor to Senior Instructor I
- Research Assistant to Senior Research Assistant I
- Assistant Librarian to Associate Librarian

**Step 2 to Step 3 Examples:**
- Senior Instructor I to Senior Instructor II
- Senior Research Assistant I to Senior Research Assistant II
- Associate Librarian to Senior Librarian
What is the overall timeline for promotion?

Initiation of the process – June

Preparation of file – Fall term

Unit level review – Fall/Winter term

Dean/Director/VP level review – Winter term

Provost review and decision – Spring term

Notification – June 1
What is the overall timeline for promotion?

NTTF Promotion Timeline

The timing of the preparation, submission, and evaluation of the promotion dossier follows a timeline similar to the tenure-track-faculty promotion and tenure process. NTTF promotion files will be accepted on a rolling basis. Files that are received in the Office of the Provost and Academic Affairs (OPAA) (for instructional NTTF) and in the office of the Vice President for Research and Innovation (VPRI) (for research NTTF) between February 1 and April 1 will be decided on by the provost by June 1. The provost will notify the candidate in writing, with promotion taking effect at the beginning of the next fiscal year or with the next contract renewal, whichever comes first.

All promotion reviews have three levels of review: unit level, college or vice president level, and provost level. Typical cases may follow this rough timeline:
Initiation of the process – June

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

No later than **June 15** for 9-mo
No later than **June 30** for 12-mo

Complete eligibility form.
Worksheet for NTTF Eligibility for Promotion (9-Month Contracts)

Career non-tenure-track faculty (NTTF) will be eligible for promotion after accumulating six years of employment as a faculty member at or above .3 annualized FTE per year. Annualized FTE per year means the average of the FTE (including 0 FTE, if applicable) for each term in the contract year. Faculty on nine-month contracts may accrue FTE at no more than three terms per academic year. The six years of employment do not have to be consecutive.

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

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

**Directions:**

1. The candidate works with the office/business manager to fill out the form.
2. Fill in the calculator below with contracted FTE for each term. Nothing over 1.0 FTE per term can count towards the average FTE; e.g., for an FTE of 1.1, enter only 1.0. The FTE average for each year must be at least .3 for it to count towards eligibility.
3. The form is submitted to the department/unit head with a notice of intent to be considered for promotion review, according to the deadline given above.
4. The complete form must be included in the promotion dossier.

**Date:**

**Employee Name:**

**Department/Unit:**

**Unit Head approval:**

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall (FTE)</th>
<th>Winter (FTE)</th>
<th>Spring (FTE)</th>
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Career non-tenure-track faculty (NTTF) will be eligible for promotion after accumulating six years of employment as a faculty member at or above .3 annualized FTE per year. Annualized FTE per year means the average of the FTE (including 0 FTE, if applicable) for each month in the contract year. Faculty on 12-month contracts accrue FTE at 12 months per year. The contract year begins with the date of hire. The six years of employment do not have to be consecutive.

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

Career NTTF who have already completed more than five years of employment as a faculty member at or above .3 annualized FTE per year may initiate the promotion process by June 30 of any year for promotion review in the subsequent year.

Directions:
1) The candidate works with the office/business manager to fill out the form.
2) Fill in the calculator below with contracted FTE for each month. Nothing over 1.0 FTE per month can count towards the average FTE; e.g., for an FTE of 1.1, enter only 1.0. The FTE average for each year must be at least .3 for it to count towards eligibility.
3) The form is submitted to the department/unit head with a notice of intent to be considered for promotion review, according to the deadline given above.
4) The complete form must be included in the promotion dossier.

Date: ____________________________
Employee Name: ____________________________
Department/Unit: ____________________________
Unit Head approval: ____________________________

### Worksheet for NTTF Eligibility for Promotion (12-Month Contracts)

12-month contract

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Preparation of file by candidate – fall term

Varies by position.

CV or resume (as appropriate)

Personal Statement (2-6 pages)

Teaching portfolio (if applicable)

Scholarship portfolio (if applicable)

Service portfolio (if applicable)

Professional activities portfolio (if applicable)

Internal and/or external reviewers (if applicable)

Waiver of access to materials (full, partial, non-waiver)
Unit level review – fall and/or winter term

Review your approved unit policy:

https://academicaffairs.uoregon.edu/content/departmental-policies
Unit level review – fall and/or winter term

Unit adds to the file:

Statement of duties/responsibilities

Conditions of appointment (i.e. contract)

Criteria for promotion

Supervisor’s letter of evaluation
Unit level review –
fall and/or winter term

Unit solicits internal or external reviews (as applicable).

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

Unit **head** reviews file & committee recommendation. Provides their own written evaluation and recommendation, plus committee report, plus unit voting summary **submitted to Dean, Director, or Vice President** (as applicable).
Dean/Director/VP level review – winter term

Reviews file.

Consults with appropriate person as needed.

Prepares their own memorandum and recommendation.

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

Submits complete file to Provost for instructional NTTF and to VPRI for research NTTF via USB drive delivered in person.
Provost level review – spring term

Review complete file.

Input from Senior Vice Provost or Vice President for Research and Innovation.
Notify all candidates in writing (on the same day), and no later than June 1.
How do you put together an e-portfolio?

Preparing NTTF Promotion Files

Following successful pilot studies, we have moved to full digital submission for all promotion cases. To support preparation of digital dossiers, we have created PDF portfolios for the primary dossier, containing several “fillable” forms and the various dossier sections to which the appropriate files may easily be added. We have also created a PDF portfolio for the supplementary file. Given the range of supplementary materials typically provided, this portfolio in essence provides a table of contents behind which documents may be uploaded. Recognizing that some materials may not be conveniently available in digital form, provision of some or all supplementary materials in print form is still permissible.

For planning purposes, it is important for Academic Affairs to have solid information about the number and type of promotion cases it may anticipate. When beginning the assembly process, please send an email to Pam Palanuk (palanuk@uoregon.edu) containing the following:

- candidate(s) full name(s) and UO ID number(s)
- promotion (e.g., Instructor to Senior Instructor I)
- department name
SAMPLE ELEMENTS

Sample NTTF digital dossier file [PDF]

Sample supplementary file [PDF]

Evaluation letters

- Sample Inquiry Regarding Availability to Serve as External Reviewer [Word]
- Sample Letter upon Agreement to Provide the Requested Evaluation [Word]
- Sample Paragraph Waiving Access to the External Letters [Word]
- Sample Paragraph for Retaining access to the External Letters [Word]
- Sample Paragraph for Candidates Who Have Taken Leave(s) of Absence [Word]
- Sample Paragraph for Candidates who are using Credit for Prior Service [Word]
- Sample Thank You Letter upon Receipt of Letter of Evaluation [Word]

Candidate's letter of waiver or non-waiver

- Sample Full Waiver Letter [Word]
- Sample Non-waiver Letter [Word]
- Sample Partial Waiver Letter [Word]

The Office of the Provost and Academic Affairs has developed the below forms to assist in the calculation of eligibility:

9-month NTTF Eligibility Form [PDF]
12-month NTTF Eligibility Form [PDF]
PDF digital dossier builder tool
**NTTF PROMOTION CHECK LIST**

**Candidate:**

**UO ID:**

**Current Rank:**

**Promotion To:**

**School/College:**

**Dean/Vice President:**

**Department/Unit:**

**Department Head/Director:**

**UA CBA applies to this position: YES ☐ NO ☐**

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**Promotion File Items**  
*(check only those that apply and included in file)*

- [ ] Promotion Eligibility Worksheet
- [ ] Voting Summary
- [ ] Evaluation & Promotion Criteria
- [ ] Dean/Vice President Evaluation
- [ ] Department Head/Unit Director Eval & Recommendation
- [ ] Department or Unit Committee Recommendation
- [ ] Supervisor (if not Dept/Unit Head) Eval & Recommendation
- [ ] External/Internal Letters of Evaluation (if required)
- [ ] Duties & Responsibilities (position description)
- [ ] Conditions of Appointment (current contract)
- [ ] Statement of Waiver or Non-waiver
- [ ] Vita (signed and dated)
- [ ] Candidate’s Statement (signed and dated)
- [ ] Professional Activities & Service
- [ ] Scholarship/Research/Creative Activity
- [ ] Teaching Evaluations

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**Internal Evaluations**

<table>
<thead>
<tr>
<th>Name of Reviewer</th>
<th>Date Requested</th>
<th>Date Received</th>
<th>Proposed by Candidate</th>
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</thead>
<tbody>
<tr>
<td><strong>REQUESTED BY DEPARTMENT/UNIT: (INCLUDE DECLINATIONS)</strong></td>
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<tr>
<td><strong>REQUESTED BY DEAN/VICE PRESIDENT:</strong></td>
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<tr>
<td><strong>LETTERS NOT SOLICITED BY DEPARTMENT/UNIT OR DEAN/VICE PRES:</strong></td>
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**External Evaluations**

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<th>Date Received</th>
<th>Proposed by Candidate</th>
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<tbody>
<tr>
<td><strong>REQUESTED BY DEPARTMENT/UNIT: (INCLUDE DECLINATIONS)</strong></td>
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<tr>
<td><strong>LETTERS NOT SOLICITED BY DEPARTMENT/UNIT OR DEAN/VICE PRES:</strong></td>
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**Supplemental Materials (as appropriate; indicate which are provided)** *(Include in separate digital file(s)).*

- [ ] Supplementary Teaching Evaluation Data (comments)
- [ ] Scholarship/Research/Creative Activities Portfolio (comments)
- [ ] Teaching Portfolio (comments)
- [ ] Service Portfolio (comments)
- [ ] Professional Activities Portfolio (comments)

Please provide a table of contents at the front of each supplemental file or use check list provided in digital file. Please refer to the Academic Affairs website for guidance on preparing NTTF promotion files. Refer also to Article 10 of the Collective Bargaining Agreement (CBA) for descriptions of the portfolios.
PDF digital dossier builder tool
### Voting Summary

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<th>Yes</th>
<th>No</th>
<th>Abstain</th>
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<tbody>
<tr>
<td>School/College/Center FPC:</td>
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<tr>
<td>Department/Unit Committee:</td>
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<td>Number of eligible voters:</td>
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</table>

**Comments:**

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PDF digital dossier builder tool
Unit’s NTTF Evaluation & Promotion Criteria
Unit’s NTTF Evaluation & Promotion Criteria
Approved by the Office of the Provost and Academic Affairs: July 26, 2016

HUMAN PHYSIOLOGY NTTF REVIEW AND PROMOTION POLICIES

HPHY: December 15, 2014
HS: 2-25-15
HPHY: May 5, 2015

This policy applies to all represented faculty and is intended to comply with all provisions of Article 19 of the CBA. To the extent there are any discrepancies or inconsistencies, CBA Article 19 controls for represented faculty. This policy also applies to all unrepresented faculty, unless a university-wide policy exists that contradicts the terms of this policy.

If review or promotion procedures change during the course of a faculty member’s employment, they may elect between current criteria and those in effect during the six years prior to the initiation of a given review or promotion process.

CAREER NTTF CONTRACT REVIEWS

1. Career NTTF will be reviewed in each contract period for consideration for renewal, or once every three academic years, whichever is sooner. If a career NTTF member has multiple contracts in a year, only one review per fiscal academic year is required. The review will consider the faculty member’s performance since the last review.

2. If a career NTTF member has a promotion review, they do not need to also have a contract renewal review during the same period. However, the contract renewal decision must be made independently of the promotion decision.

3. For contract renewal reviews, the faculty member may choose to submit a curriculum vitae and a personal statement containing information relevant to their performance of assigned duties and responsibilities.

4. The following elements will be considered in evaluating teaching:
SAMPLE ELEMENTS

Sample NTTF digital dossier file [PDF]
Sample supplementary file [PDF]

Evaluation letters

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12-month NTTF Eligibility Form [PDF]
Supplementary File

Candidate: 

Department: 

(please indicate which materials are being provided)

Materials Provided by the Academic Unit:
- [ ] Teaching Evaluations – Written/Signed Student Comments
- [ ] Curricula Vitae for External Reviewers
- [ ] Other (list below)

Materials Provided by the Candidate:
- [ ] Scholarship Portfolio
- [ ] Teaching Portfolio
- [ ] Service Portfolio
- [ ] Equity and Inclusion Portfolio
- [ ] Other (list below)
Frequently asked Questions:

If the promotion is unsuccessful, can I reapply the following year?

*No. See CBA Article 19, Section 27: “NTTF bargaining unit members who are denied promotion may reapply for promotion after having been employed by the university for an additional three years at an average of .3 FTE or greater….”*

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

*Only for Librarians; not for Instructional or Research NTTF.*
If an NTTF in my Department has been meeting minimum expectations, should they expect a successful promotion?

_Promotion is for demonstrated excellence as outlined in unit policy._

When is the latest that I can withdraw my application for promotion?

_**Any time prior to the Provost’s decision.**_
I would like to reclassify an NTTF in my unit who is up for promotion from Instructor to Lecturer. Can I do that as part of the promotion process?

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

Is my unit required to have a unit wide vote?

Only if it is part of your unit policy. Each unit should have a committee vote, except in the case of Research Assistant or Research Associate classifications.
I am in my fourth year, and I would like to apply a year of previous service at another institution towards promotion eligibility, but I did not negotiate prior credit when I was hired. Can I go up early?

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

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

Yes. Accelerated review can occur with Provost approval (CBA article 19 section 7).
Questions?

General questions?

Breakout groups for detailed questions.