Career NTTF Coming up for Promotion: Am I ready yet?

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January 24, 2017
Goal for today

Assist career research or instructional non-tenure-track faculty to identify eligibility for promotion, and to understand how to prepare for a successful promotion.
Specific objectives

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

b) Describe elements of a successful promotion.

c) Spotlight confusing points regarding promotion process using FAQs.

*Breakout session at the end.
Who are you?

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.
Career NTTF promotion outlined in CBA

COLLECTIVE BARGAINING AGREEMENT

between

THE UNIVERSITY OF OREGON

and

UNITED ACADEMICS, AAUP / AFT, AFL-CIO

JULY 1, 2015 THROUGH JUNE 30, 2018
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: ____________________________

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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: ________________________

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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
Elements of a successful promotion.
Preparing the following:

- CV or resume (as appropriate)
- Personal Statement (2-6 pages)
- Teaching portfolio (if applicable)
- Scholarship portfolio (if applicable)
Preparing an effective CV

Your CV should:

Specifically relate to your job description and your discipline.

Be comprehensive.

Clarify what you do professionally.
Your personal statement should:

Tell the story of your career and how you have achieved excellence.

Include major highlights.

Describe how are you meeting the criteria of your unit.

Include an equity and inclusion statement.
Teaching Portfolio

Example online Teaching Portfolio

Includes:
Experiences
Philosophy
Reviews
Work samples
Professional Development
Focus materials for Unit level review; but jargon-free

Ensure your materials align with your unit policy!

Be sure your unit understands what you do through your materials; do not assume they already know.

Written for an audience outside your discipline (jargon-free).
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.
Notification –
June 1

Notify all candidates in writing (on the same day), and no later than June 1.
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.
Frequently asked Questions:

If I have consistently been meeting minimum expectations, should I 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.*
Frequently asked Questions:

I believe I should be reclassified from Instructor to Lecturer based on the duties of my position. 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 believe I am extremely meritorious, can I ask to go up early?

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

General questions?

**Breakout** for research and instructional NTTFs for detailed questions.