Center on Teaching and Learning
Review and Promotion Policies

1.0 Collective Bargaining Agreement Processes

Review and promotion procedures are specified in Article 19 of the Collective Bargaining Agreement. This document elaborates only on those components of review and promotion that are not prescribed in the CBA. When conducting contract and promotion reviews, the Center on Teaching and Learning will rely on Article 19 as a primary resource. These procedures also apply to all unrepresented faculty, unless a university-wide policy exists that contradicts the terms of this policy.

2.0 Annual (contract) review

2.1 All research faculty members at the Center on Teaching and Learning are reviewed annually, typically on the anniversary of their hire date or a year after their previous evaluation. During their first contract, career NTTF will be also be reviewed halfway through the contract period. After the first year, the annual review date may be adjusted by the supervisor and supervisee, in consultation with the Director.

2.2 The HR manager, in consultation with the Director, is responsible for setting timelines for annual reviews, and communicating deadlines to faculty and their supervisors.

2.3 Supervisors perform the annual evaluation. Where there is more than one supervisor, each will be responsible for their area of assignment.

2.4 The annual evaluation will be based upon the professional responsibilities as described in a faculty member's position description along with annual goals and major assignments during the year under review. For faculty who are funded by sponsored projects or CTL-funded initiatives, evaluations should reflect the kind of activities that the faculty have been funded to do.

2.5 At the time of the annual evaluation, supervisors and supervisees will collaboratively establish the supervisee's individual goals for the upcoming year. Annual goals should be consistent with job descriptions (see section 2.4) and aligned to the expectations for promotion (see section 3.0). Progress towards these goals will be reviewed as part of the annual review for the subsequent year.

2.6 Review materials

    2.6.1 The Director, in consultation with the Executive Leadership Team, is responsible for developing and revising the evaluation forms. The HR manager is responsible for maintaining records of completed evaluations and current job descriptions.

    2.6.2 Two months before the evaluation is due, the HR manager will notify the supervisor and Director and distribute a blank evaluation form, the prior year's completed annual evaluation, and the current job description. The supervisor will notify the supervisee of the pending timeline and schedule the evaluation process.

    2.6.3 In preparation for an annual review, the faculty member will provide their supervisor with a current CV and a report on activities and

accomplishments that reflects progress towards goals set the prior year by completing a draft of the evaluation form.

2.6.4 For each review, the supervisor will provide the Director with: the current job description, any proposed substantive changes to the job description, all of the documents provided by the faculty member, and a draft of the evaluation.

2.6.5 Once the Director approves, the supervisor and the faculty member should discuss and sign the supervisor's evaluation and submit the full package to the HR Manager. The faculty member's signature acknowledges receipt of the evaluation; it does not indicate agreement with the evaluation. Faculty may also provide a response or addendum to the evaluation.

2.6.6 Documents provided by the faculty member and their supervisor will be placed in the faculty member's personnel file. The HR manager will distribute copies of the signed form to the supervisor and supervisee.

3.0 Promotion review

3.1 Timeline

3.1.1 As required by the CBA, a faculty member must notify the Director of their desire to seek promotion in the year prior to seeking promotion. This should typically be done as part of the annual review process, but may occur as late as June 30.

3.1.2 The CTL Director is responsible for developing and communicating unit deadlines to promotion candidates and their supervisors well in advance of deadlines. The exact timeline may vary from year to year depending on the number of candidates being considered for promotion.

3.1.3 Complete dossiers must be submitted to the Office of the Vice President of Research and Innovation (OVPRI) by March 1, unless notified by the OVPRI of a different deadline.

3.2 Review process

3.2.1 In years where there are research NTTF promotion reviews in CTL, the director appoints a promotion review committee as well as a review committee chair. In the event that the director is being promoted, the VPRI or designee will appoint the committee.

3.2.2 The committee will be made up of approximately 3 Career NTTF and TTF members who have a rank equivalent or higher to the aspirational rank of the candidate. Prior to appointing a funding contingent faculty NTTF, the director will confirm that their funding permits participation in this committee. To the degree possible NTTF committee choices will be comprised of NTTF, given that these are NTTF promotions.

3.2.3 The review committee will not include the candidate's immediate supervisor or the director.

3.2.4 In the event that there are not enough members of CTL at the appropriate rank to make up a committee, the CTL should appoint faculty members from other units. Following the procedures in 3.2.2.

3.2.5 The committee is responsible for reviewing the candidate's materials, voting, and making a written recommendation, including a formal vote, to

the director. The director will include a voting summary in their evaluation letter.

3.3 Review materials

    3.3.1 VPRI Evaluation

    3.3.2 Center Director Evaluation

    3.3.3 Evaluation letters, including a supervisor evaluation, if the CTL director is not the candidate's supervisor

    3.3.4 Curriculum Vita

    3.3.5 Candidate's Statement

    3.3.6 Letter of Waiver

    3.3.7 Statement of Duties

    3.3.8 Conditions of Appointment

    3.3.9 Teaching Evaluations (if applicable)

    3.3.10 Research Evaluations (if applicable)

3.4 External and internal reviews

    3.4.1 Review for promotion to Senior Research Assistant I and Senior Research Assistant II will generally include only internal reviews.

    3.4.2 Promotions to Senior Research Associate I and Senior Research Associate II may include internal and/or external reviews, but will be determined on a case-by-case basis.

    3.4.3 Promotions to Research Associate Professor and Research Full Professor will primarily include external reviews.

    3.4.4 The Director and/or designee manages the process of obtaining the supervisor's evaluation, internal and external reviews, the voting process, and assembly and delivery of the complete dossier to the office of the VPRI.

3.5 Criteria for promotion

    3.5.1 CTL relies on the following primary indicators to evaluate faculty performance: (a) quality of work; (b) effectiveness or impact of effort; and (c) contribution to the individual's unit or department, the college, university, and the local, state, and national community.

    3.5.2 Promotion is not an automatic process, awarded for having put in their time, but rather awarded for excellence.

    3.5.3 Promotion criteria may be customized for particular positions. Position-specific criteria will be based on the most important core professional responsibilities as described in a faculty member's position description and accommodate a wide range of research and evaluation methods, scholarly approaches, and technical contributions to diverse disciplinary outlets. Because research faculty are funded by sponsored projects, these evaluations will also reflect the kind of activities that they have been funded to do.

    3.5.4 All faculty are expected to contribute to the University's goals regarding equity and inclusion. These contributions may consist of research, teaching, and service activities as appropriate, (e.g. given the candidate's job duties. Candidate's statement should describe opportunities they have had to contribute to the University's goals of equity and inclusion.)

3.5.5 Criteria for promotion to <u>Senior Research Assistant I</u> and <u>Senior Research Assistant II</u>

    3.5.5.1   <u>Senior Research Assistant I</u> should meet the following criteria, in so far as these activities are relevant to their job duties.

        3.5.5.1.1   Developing excellence in areas required for program, grant, or contract success (e.g., assisting with reports for funders, technical reports, grant applications, and developing valued products for the field)

        3.5.5.1.2   Demonstrated ability to work independently, oversee and monitor completion of project specific activities

        3.5.5.1.3   Demonstrated leadership or service to CTL and/or research project (e.g., supervision, membership on committees)

    3.5.5.2   <u>Senior Research Assistant II</u> should meet the following criteria in so far as these activities are relevant to their job duties:

        3.5.5.2.1   Documented excellence in areas required for program, grant, or contract success (e.g., taking a lead role in writing reports for funders and technical reports, developing valued products to the field, assisting with writing grant applications)

        3.5.5.2.2   Demonstrated ability to mentor others to work independently, and to supervise and monitor completion of project specific activities

        3.5.5.2.3   Demonstrate expanded leadership within and across projects at CTL and other centers/units within the COE or RIGE

3.5.6 Criteria for promotion to <u>Senior Research Associate I</u> and <u>Senior Research Associate II</u>

    3.5.6.1   <u>Senior Research Associate I</u> should meet the following criteria in so far as these activities are relevant to their job duties:

        3.5.6.1.1   Evidence of technical expertise and leadership in areas required for program, grant, or contract success (e.g., grant management, supervision, coordination of research activities, working independently to oversee and monitor completion of specific project activities)

        3.5.6.1.2   Demonstrated contributions to the CTL research enterprise (i.e., contributing author on a minimum of one grant proposal per year, on average, and sustained record of external funding)

        3.5.6.1.3   Demonstrated service and/or leadership to CTL and the COE or OVPRI

        3.5.6.1.4   Documented scholarly contributions to the field through a minimum of one peer-reviewed publication per year, on average, and other dissemination products (e.g., professional presentations, technical reports, assessment measures, curricula)

3.5.6.2　Senior Research Associate II should meet the following criteria in so far as these activities are relevant to their job duties:

    3.5.6.2.1　Evidence of technical expertise and leadership in areas required for program, grant, or contract success (e.g., grant management, supervision, coordination of research activities, working independently to oversee and monitor completion of specific project activities)

    3.5.6.2.2　Demonstrated contributions to the CTL research enterprise (i.e., contributing author on a minimum of two grant proposals per year, on average, and sustained record of external funding)

    3.5.6.2.3　Demonstrated service and/or leadership to CTL and the COE or OVPRI

    3.5.6.2.4　Documented scholarly contributions to the field through a minimum of two peer-reviewed publications per year, on average, and other dissemination products (e.g., professional presentations, technical reports, assessment measures, curricula)

3.5.7　Criteria for promotion to Research Associate Professor and Research Full Professor, in so far as these activities are relevant to their job duties

    3.5.7.1　Generally, the criteria for promotion in this classification are comparable to criteria for tenure-track faculty, including national and international impact of their scholarship.

    3.5.7.2　Research Professor appointments are distinguished from those for Research Associate ranked positions by depth and independence of engagement, scholarly productivity, and grant activity that will be at a level commensurate with tenure-track/tenure-related faculty.

    3.5.7.3　Research Associate Professor should meet the following criteria in so far as these activities are relevant to their job duties:

        3.5.7.3.1　Evidence of technical expertise and leadership in areas required for program, grant, or contract success (e.g., grant management, supervision, working independently to oversee and monitor completion of specific project activities)

        3.5.7.3.2　Demonstrated contributions to the CTL research enterprise (i.e., lead author on a minimum of one grant proposal per year, on average, and sustained record of external funding)

        3.5.7.3.3　Steady, responsible service and leadership to CTL, the COE, OVPRI, the University, and the field (e.g., serving on editorial boards, grant review activities, work on state or federal initiatives)

        3.5.7.3.4　Sustained, high-quality, independent scholarship, demonstrated through a record of concrete,

accumulated research or creative accomplishment, including a minimum of two to three peer-reviewed publications per year, on average (with an average of at least one publication per year as first, second, or third author), and other dissemination products, such as professional presentations, technical reports, assessment measures, and curricula

3.5.7.4 <u>Research Full Professor</u> should meet the following criteria in so far as these activities are relevant to their job duties:

3.5.7.4.1 Evidence of technical expertise and leadership in areas required for program, grant, or contract success (e.g., grant management, supervision, working independently to oversee and monitor completion of specific project activities)

3.5.7.4.2 Demonstrated contributions to the CTL research enterprise (i.e., lead author on a minimum of two grant proposals per year, on average, and sustained record of external funding) and mentoring responsibilities for junior research faculty

3.5.7.4.3 Extensive, steady, responsible service and leadership to CTL, the COE, OVPRI, the University, and the field (e.g., serving on editorial boards, grant review activities, work on state or federal initiatives)

3.5.7.4.4 Sustained high-quality, independent scholarship, demonstrated through a record of concrete, accumulated research or creative accomplishment, including a minimum of two to three peer-reviewed publications per year, on average (with an average of at least one publication per year as lead author), and other dissemination products, such as professional presentations, technical reports, assessment measures, and curricula.