Institute of Ecology and Evolution (IE^2)
Review and Promotion Policies

1.0 Collective Bargaining Agreement Processes

Review and promotion procedures are specified in Article 19 of the Collective Bargaining Agreement (CBA). 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 Institute of Ecology and Evolution (IE^2) 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 of IE^2 are reviewed annually, typically in the spring. During their first contract, career NTTF will have a progress review during the contract period.

2.2 The IE^2 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. Reviews for Postdoctoral Scholars will reflect upon individual mentoring plans. Because the research faculty are funded by sponsored projects, 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, with input from the faculty member, will set individual goals for the upcoming year. 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 IE^2 Director or designee is responsible for developing and maintaining evaluation forms.

    2.6.2 In preparation for an annual review, the faculty member will provide their supervisor with a complete and updated CV. A brief report on activities and accomplishments that reflects progress towards goals set a year prior may also be provided at the discretion of either the faculty member or the supervisor.

    2.6.3 For each faculty member being reviewed, the supervisor will provide the IE^2 Director with: a current job description, all of the documents provided by the faculty member, and a completed, signed evaluation, using the form provided.

    2.6.4 The supervisor and the faculty member should sign the supervisor's evaluation. 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.

       2.6.5   Documents provided by the faculty member and their supervisor will be placed in the faculty member's personnel file.

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 be done in consultation with the supervisor and is typically part of the annual review process, but may occur as late as June 30.
       3.1.2   The IE^2 Director is responsible for developing and communicating unit deadlines to promotion candidates and their supervisors well in advance of deadlines in the promotion year. The exact timeline may vary from year to year depending on the number of candidates and the process associated with the rank 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 committee
       3.2.1   In years where there are research NTTF promotion reviews in IE^2, the Director appoints a promotion review committee as well as a review committee chair for each promotion candidate.
       3.2.2   The committee will be made up of at least three TTF/career NTTF members who have a rank equivalent or higher to the aspirational rank of the candidate. One of the committee members will be the promotion candidate's supervisor, who may not be the chair of the committee.
       3.2.3   The committee will include at least one research NTTF member of the appropriate rank, if such a faculty member is available. Prior to appointing a funding continent faculty NTTF, the director will confirm that their funding permits participation in this committee
       3.2.4   The review committee will not include the IE^2 Director. In the event that the Director is the candidate's supervisor, a surrogate will be identified to fulfill the Director's role.
       3.2.5   In the event that there are not enough members of IE^2 at the appropriate rank to make up a committee, the Director should appoint faculty members from other units.
       3.2.6   The committee is responsible for reviewing the candidate's materials, voting, and making a written recommendation, including a formal vote, to the Director. A majority vote will be considered an endorsement for promotion.
       3.2.7   The IE^2 Director will include a voting summary and other pertinent information in their covering evaluation letter, which will be forwarded to OVPRI along with the decision letter from the promotion committee chair.
  3.3 Review materials
       3.3.1   As indicated in CBA article 19, all candidates for promotion are required to provide:

3.3.1.1 A curriculum vitae that comprises comprehensive and current research, scholarly and creative activities and accomplishments, publications, appointments, presentations, and similar activities and accomplishments.

3.3.1.2 A personal statement that is 2-6 pages and which evaluates the candidate's own performance measured against applicable criteria for promotion. This statement should address teaching, scholarship, research and creative activity, and service contributions as is applicable to the rank and position responsibilities. The statement should also include discussion of contributions to institutional equity and inclusion.

3.3.1.3 For all candidates in the research assistant and associate ranks, the remaining materials listed in article 19 are optional

3.3.2 For promotions in the ranks of research professor, candidates should include a scholarship and service portfolio (or electronic equivalent) and a list of suggested external reviewers to receive the documents for review.

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, unless the candidate has job duties that create an external impact and it is requested by the candidate or review committee.

3.4.2 Candidates for promotion to research associate I and research associate II will be determined on a case by case basis. Candidates may be asked to provide a seminar, but are not required to do so.

3.4.3 Promotions to research associate professor and research full professor will have external reviews, and may also include internal reviews. Candidates will be required to provide a seminar.

3.4.4 Prior to embarking on obtaining reviews, the committee chair will discuss with the OVPRI the candidate and their job duties, and propose a plan regarding the time and quantity of reviews, and obtain agreement from OVPRI about the type and quantity of reviews.

3.4.5 The review committee chair manages the process of obtaining supervisor's evaluation, and internal and external reviews.

3.5 Criteria for promotion

3.5.1 IE^2 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 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, given the candidate's job duties.

3.5.5　A non-exhaustive example of criteria is included below in tabular format. For funding contingent faculty, specific criteria will be modified based on the particular candidate job duties and activities allowable given their funding.

	Research Assistant	**Research Associate**	**Research Professor**
Assistant to Senior 1 **Associate to Senior 1** **Assistant to Associate Professor**	Quality and impact of research • increasing lab responsibilities • increasing independence • contributions to lab meetings • intellectual contributions to manuscripts Appropriate service • service primarily to lab • help with ordering • supervision of undergraduates	Quality and impact of research • leadership on some research activities • input on lab research direction • significant contributions to lab meetings • leadership contributions to manuscripts • some writing input to grant proposals • Input on graduate student research Appropriate service • service primarily to lab • supervision of research assistants • organizing lab meetings • management of lab spaces • increasing supervision of undergraduate workers • An IE2 contribution (i.e. attending and contributing to a journal club)	Quality and impact of research • prime mover of independent research group • evidence of independent funding • recognized scientific impact on the field through papers and presentations • visibility within field (reviewing manuscripts and proposals, organizing meeting symposia) • impact on graduate and postdoctoral intellectual environment at UO Appropriate service • supervision and training of research group staff • contributions to intellectual atmosphere of IE2 • service to IE2 and UO dependent on paid FTE for such activities
Assistant Senior 1 to Senior 2 **Associate Senior 1 to Senior 2** **Associate to Full Professor**	Quality and impact of research • leadership on lab responsibilities • increasing research independence • significant contributions to lab meetings • intellectual and writing contributions to manuscripts • intellectual input to grant proposals Appropriate service • service primarily to lab • organize lab ordering • management of lab spaces • increasing supervision of undergraduate workers	Quality and impact of research • leadership on additional research activities • significant input on lab research direction • Input on graduate student research • intellectual contributions (e.g. organizing working groups) • significant writing input to grant proposals (e.g. co-PI status) • input to graduate student and postdoctoral research • contributions to field (reviewing manuscripts) Appropriate service • service primarily to lab • supervision of research assistants • organize lab meetings • management of lab spaces • further supervision of undergrad workers	Quality and impact of research • prime mover of independent research group • significant and sustained independent funding • independent contributions to manuscripts (e.g. corresponding author) • significant scientific impact of primary data and review papers • evidence of impact on the field through invited talks • increased visibility within field (grant panels, editorial boards, and scientific and governmental committees) • recognition of scholarship through awards • contribute to direction of graduate and postdoctoral intellectual environment at UO Appropriate service • service to IE2 and UO dependent on paid FTE for such activities • supervision of larger research group staff