

ARTICLE [x]. Academic Appointment, Rank, and Promotion for Non-Tenure Track Faculty

Section 1. Purpose.

The purpose of this Article is to provide criteria and procedures for the evaluation and promotion of non-tenure track faculty at the Oregon Institute of Technology; to differentiate non-tenure track faculty appointments from the traditional tenure track faculty; to define responsibilities of non-tenure track faculty; and to provide guidance to such faculty and their departments in assessing the appropriateness of their activities. Oregon Tech recognizes several faculty categories. Each category is created to be unique to the responsibilities and expectations of faculty, but nothing in this article is to imply a hierarchy of importance between tenure track and other faculty.

The use of non-tenure track faculty should be at the discretion of a given academic unit or department, in consultation with their faculty. The use of non-tenure track faculty by department will be subject to annual review by all faculty in a given department or academic unit.

Non-tenure track faculty will have the same opportunities to participate in governance, in departmental deliberations and decisions as tenure track faculty.

Promotion between ranks is intended to:

- Reward excellence in teaching, librarianship, research, or similar, along with satisfactory or exemplary performance in other areas.
- Provide additional stability through the possibility of multi-year contracts or the possibility of being placed on a tenure-track appointment, with the potential of recognition of time towards tenure.

Section 2. Criteria

For the purpose of promotion, the fundamental criterion is meeting established departmental expectations and goals. Departments may develop criteria outside of those listed below if:

- Criteria pass by a majority vote of all department faculty;
- Criteria meet legal review as determined by Office of Human Resources or university legal counsel

In addition to departmental criteria, the following criteria will be used to determine the faculty member's level of performance:

- Maintaining high quality teaching, research, librarianship, or similar
- Continuing professional growth
- Performing service on behalf of the department
- Demonstrating professional integrity and a willingness to cooperate with colleagues

The concentration of a faculty member's professional activities may shift over time. As faculty progress through their careers, they may devote proportionately more time to different activities such as departmental service, program and curriculum development, teaching, advising, and/or

39 activities related to professional development. Consequently, the expectations for individual faculty
40 members may change.

41 For the purpose of promotion between Instructor ranks as defined below, the fundamental criterion
42 is meeting established expectations and goals within the four criteria listed above. Because a faculty
43 member's Annual Performance Evaluation (APE) is based on meeting objectives established in
44 collaboration with the department chair and agreed upon in the Faculty Objectives Plan, the APE
45 may guide reviewers in assessing the faculty member's performance as the focus of his/her career
46 evolves. The APE for non-tenure track faculty shall be implemented through the same APE form
47 used for tenure-track faculty, with due consideration given to the criteria outlined below.
48 Performance evaluations for NTTFs shall follow the same schedule and process as evaluations of
49 tenured or tenure-track faculty.

50 This Article contains criteria for evaluating faculty in instruction or similar, professional
51 development, and departmental service. The criteria in the following section are included here to
52 guide the evaluation process.

53 **A. Instruction or Similar**

54 Given that this is their primary focus at Oregon Institute of Technology, Instructors will excel in the
55 following ways:

- 56 ● Demonstrate knowledge of subject matter
- 57 ● Develop and revise curriculum to meet departmental and course objectives, if
58 appropriate
- 59 ● Organize and deliver course materials to stimulate interest and discussion, if appropriate
- 60 ● Demonstrate growth
- 61 ● For instructional faculty: employ a variety of assessment tools for evaluation of both
62 teaching effectiveness and student learning; for non-instructional faculty: use adequate tools
63 to accomplish assigned job duties
- 64 ● For instructional faculty: maintain student numerical evaluations at a departmentally
65 established level; for non-instructional faculty: appropriate external metrics shall be
66 developed and used in a similar manner

67 **B. Professional Development**

68 Faculty will advance knowledge in education and/or areas consistent with institutional,
69 departmental, and personal goals and objectives. Examples include, but are not limited to:

- 70 ● Participate in conferences, workshops or similar educational opportunities in their
71 discipline, including in teaching, research, librarianship or similar
- 72 ● Hold membership and participate in professional organizations within discipline

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74 **C. Departmental Service**

75 Faculty will contribute to the advancement of their department and programs consistent with
76 departmental and personal goals and objectives. Examples include, but are not limited to:

- 77 ● Serve on departmental committees
- 78 ● Participate in student advising and/or student activities
- 79 ● Contribute to student recruitment and/or retention
- 80 ● Participate in special projects (i.e., grants, on-campus presentations and conferences,
81 documentation development, etc.)

82 Additional criteria for promotion review include professional integrity and a willingness to cooperate
83 with colleagues. The following lists are not exhaustive but rather indicative of conduct that
84 promotion review committees should consider.

85 **D. Professional Integrity**

86 Candidates shall demonstrate professional integrity in the following ways:

- 87 ● Model high ethical standards as defined by the candidate's profession
- 88 ● Deal honestly, fairly and openly with colleagues and students
- 89 ● Respect others
- 90 ● Accept responsibility for actions and decisions, and their consequences
- 91 ● Follow through on commitments

92 **E. Willingness to Cooperate**

93 Candidates shall demonstrate a willingness to cooperate with colleagues in the following ways:

- 94 ● Take-on responsibility for departmental projects that are compatible with and further the
95 department's mission and long-term goals
- 96 ● Contribute to a stimulating intellectual environment in the candidate's department
- 97 ● Abide by departmental decisions
- 98 ● Follow policies and procedures of the institution

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101 **Section 3. Rank**

*OT-AAUP reserves the right to add to, modify, or amend proposals during the course of negotiations.

102 Instructor I to Instructor II

103 Eligibility Requirements:

104 Master's degree or higher, or industry standard certification as previously defined and
105 documented by the department and approved by the college dean.

106 Criteria for Promotion:

- 107 ● Demonstrate excellence in teaching, research, librarianship, or similar
- 108 ● Demonstrate service by contributing to departmental objectives.
- 109 ● Show promise of continuing professional development.

110 Instructor II to Senior Instructor I

111 Eligibility Requirements:

- 112 ● Four full years in current rank, master's degree or higher.

113 Criteria for Promotion:

- 114 ● Continue to demonstrate excellence in teaching, commensurate with rank.
- 115 ● Demonstrate service by contributing to departmental objectives.
- 116 ● Show promise of continuing professional development.

117 Senior Instructor I to Senior Instructor II

118 Eligibility Requirements:

- 119 ● At least four full years in current rank, master's degree or higher.

120 Criteria for Promotion:

- 121 ● Continue to demonstrate excellence in teaching, commensurate with rank.
- 122 ● Demonstrate service by contributing to departmental objectives.
- 123 ● Show evidence of continuing professional development.

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125 **Section 4. Procedure and Timeline**

126 By the end of week eight of winter term, the department chair shall organize a departmental
127 committee for promotion review of non-tenure track instructors. All full-time department members,
128 including the candidate, the chair, and tenured/non-tenured faculty, shall elect three committee
129 members: two from within the department, and one from outside the department. If available, one
130 member of the committee should be a non-tenure track faculty member. If there are fewer than two
131 department members eligible to serve, additional committee members shall be elected from outside
132 the department. Faculty ineligible to serve on the Promotion Review Committee include the
133 department chair, adjuncts, and faculty being considered for promotion. Faculty who have
134 relinquished tenure prior to retirement are eligible to serve. When selecting committee members
135 from outside the department, preference should be given to members of other departments in which

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136 the candidate holds a split appointment, and then to faculty most likely to be knowledgeable about
137 the candidate.

138 Within a week, the department chair shall convene the Promotion Review Committee, which shall
139 select a chair. Each committee member shall sign the statement of ethics document.

140 A. Promotion Review Committee's Responsibilities

141 At its initial meeting, the Promotion Review Committee shall also set a date and location for a
142 meeting to be held during the second or third week of spring term to accept written and verbal
143 comments from students and other interested individuals. A separate comments meeting shall be
144 held for each candidate. The chair of the Promotion Review Committee shall send the time and
145 location information for the comments meeting along with the candidate's name to the Provost's
146 Office by the end of winter term. The Provost's Office is responsible for advertising the comments
147 meeting.

148 The comments meeting shall be conducted according to the following guidelines:

- 149 ● The candidate may not attend the meeting, but will have access to comments in the
150 written report of the committee, as noted below
- 151 ● Only one person giving comments may be in the room with the committee at a given
152 time
- 153 ● One member of the committee must keep careful notes of the meeting, indicating the
154 name of each speaker and the content of the remarks. The notes must be sufficiently
155 detailed to capture the essence of the testimony

156 The committee may solicit other information to confirm documentation in the candidate's portfolio
157 or to verify comments gathered during its review. However, no anonymous input may be solicited or
158 accepted, nor can sources be kept confidential. Anyone offering verbal or written information must
159 be informed that the candidate will have access to that information and that source anonymity
160 cannot be preserved. In the case of verbal information, careful notes of the conversation must be
161 kept, including the participants' names.

162 If the candidate has a split appointment at the time of review, the committee shall solicit
163 information from the appropriate departments in which the candidate has served.

164 The committee will prepare a separate written report for each candidate. The report must indicate
165 the committee's recommendation, agreed to by a simple majority, and include the names and
166 signatures of committee members and their individual votes. In addition, the committee shall list
167 specific activities where the candidate has met or exceeded the promotion criteria and/or identify
168 specific areas where the candidate has not met the criteria. The committee shall submit the report to
169 the department chair by Friday of the sixth week of spring term, along with the candidate's
170 portfolio, notes taken during the comments meeting, and all documentation accepted and used by
171 the Review Committee in its deliberations. The content of the committee's deliberations are
172 confidential and shall not be divulged by its members.

173 B. Department Chair's Responsibilities

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174 The department chair shall notify each candidate, in writing, of the committee's recommendation by
175 the end of the seventh week of spring term.

176 The department chair shall attach a letter of support/non-support to the committee report and
177 forward the report, the letter, the candidate's portfolio and all documentation to the dean by Friday
178 of the eighth week of spring term.

179 C. Dean's Responsibilities

180 The college dean shall review the recommendation from the committee and the department chair's
181 letter and write a letter of evaluation deciding an outcome. The dean shall decide promotion status
182 in each case, and officially notify, by letter, each faculty member by the end of spring term. The dean
183 shall send all documentation other than the e-portfolio related to the review to the faculty member's
184 evaluative file in the Provost's Office in accordance with the Personnel Article [x] by the end of
185 spring term.

186 D. Candidate's Rights

187 A candidate may request from the chair of the Promotion Review Committee copies of the written
188 documentation collected by the Promotion Review Committee and all notes kept of oral testimony.
189 The candidate must make this request in writing by Monday of the fourth week of spring term. The
190 Promotion Review Committee Chair shall provide the documentation no later than Friday of the
191 fourth week of spring term.

192 After reviewing testimony given at the comments meeting and all documentation accepted by the
193 Promotion Review Committee, a candidate may request a meeting with the committee to challenge
194 questions of fact. By majority vote, the committee may decide to expunge information from the
195 documentation. This meeting must take place before the committee makes its recommendation and
196 before the fifth week of spring term. Only questions of fact are open to challenge.

197 The faculty member may respond in writing to the committee report. The response will be attached
198 to the report and sent to the dean through the department chair.

199 At the conclusion of the review, a candidate may request from the provost, in writing, the
200 Promotion Review Committee's report, the department chair's letter and the dean's decision.

201 Grievances may be filed in accordance with the Article [x] on Grievances. Appeals to promotion
202 decisions may be filed in accordance with the Article [x] on Appeals.

203 Section 5. Salary

204 Salary increases are outlined in Article [x] on Faculty Compensation.

205 Section 6. Appointments

206 To provide for a greater degree of job security than annual non-tenure track appointments, extended
207 non-tenure track appointments may be recommended. Extended non-tenure track appointments
208 for at least 3 years are the result of a successful promotion for faculty. Longer appointments may be
209 granted by the chair, at the request of the respective faculty.

210 Non-tenure track faculty shall have the option to be considered for a tenure-track position at the
211 request of a department, either by the department chair or by a majority vote of departmental
212 faculty, or at the request of the faculty.

213 For non-continuation of non-tenure track faculty with three (3) or more years of continuous service
214 at .5 FTE or above based on poor performance, the department chair shall provide a written record
215 of a faculty's performance (via a faculty's APE) before such decision can be made. The department
216 chair shall give the faculty at least one academic term (excluding summer for faculty with 9 months
217 appointments) to correct identified performance problems. If the record shows that the problems(s)
218 continue, a non-continuation decision is in order.

219 As noted in this section, the Annual Performance Evaluation of a non-tenure track faculty shall be
220 used in deciding continuing employment within the university.

221 The Employer shall not use salary rates to differentiate among non-tenure track faculty for purposes
222 of staffing.