

**NTTF REVIEW AND PROMOTION POLICIES
DEPARTMENT OF BIOLOGY**

Approved by the Department of Biology TTF and NTTF in December 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 bargaining unit 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 REVIEWS

1. Career NTTF will be reviewed in each contract period for consideration for renewal, or once every three academic years, whichever is sooner. The review will consider the faculty member's performance since the last review. If a career NTTF member has multiple contracts in a year, only review per fiscal academic year is required.
2. If a career NTTF member has a promotion review, they does 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 will be asked to submit a curriculum vitae and a personal statement containing information relevant to their performance of assigned duties and responsibilities.
4. Career NTTF in research appointments will be reviewed by established procedures to assess the quality of work performed and the outcomes of their contributions to the research program.
5. Career NTTF faculty members will be evaluated only by the criteria approved and made available to the faculty member.
6. Career NTTF will be evaluated on the quality of their teaching and on their service/professional development/scholarship in proportion to the FTE afforded to those aspects in their job description.
7. The following elements will be considered in evaluating teaching:
 - a. Student evaluations for all courses with five or more students.
 - b. At least one peer evaluation of teaching for each contract period. The appendix to this document, "Department of Biology Peer Review of NTTF Teaching Policy" explains the purpose, policy, procedures and focus of peer reviews.
 - c. The faculty member's personal statement.
8. The following elements will be considered in evaluating service for those NTTF for whom service comprises part of their FTE:
 - a. Evidence of formal and/or informal department service.

- b. Evidence of formal and/or informal college service.
 - c. Evidence of formal and/or informal university service.
 - d. Evidence of community or professional service.
9. If a faculty member has been assigned specific administrative and/or service duties in place of some teaching, their performance of those duties (as outlined in their job description) will also be evaluated.
 10. To the extent applicable, the evaluation of scholarship, research, and creative activity will include an assessment of work quality, impact on the field nationally and internationally, and overall contribution to the discipline or program.
 11. In evaluating the performance of required professional development activities, the review will consider the availability of professional development funds, opportunities for professional development, and the Career NTTF faculty member's efforts to secure funding.
 12. To comply with the May 1st contract renewal notification, career NTTF will be notified in the first week of the term in which their review will occur. At that point, they will be asked to submit a CV and a personal statement as in item 3 above. The CV and personal statement must be submitted by Monday of the third week of the term in which the review will occur.
 13. The review will be conducted by the Department or Program Head, or a designee, based on the materials submitted.
 14. The review should be completed by April 15. The faculty member will be given the opportunity to discuss their efforts, performance, and review with their Department Head or a designee. The Department Head will then forward the promotion contract renewal materials with their report and recommendation materials to the College of Arts and Sciences.

CAREER NTTF PROMOTION REVIEWS

1. Criteria for promotion to Senior Instructor I and Senior Lecturer I are based on a sustained record of excellent performance in the responsibilities of Instructor or Lecturer, as delineated in the relevant job descriptions. The weighting scheme will be adjusted based on the duties and responsibilities described in an individual's contract language and his/her current job description. Excellence in the following areas is expected:
 - a. Quality and versatility of teaching: Instructors and Lecturers must possess the ability to teach effectively at multiple levels in the undergraduate and/or graduate programs, or to teach effectively at a level for which the department has particular needs.
 - b. Service: Instructors and Lecturers should participate in the business of the department and the university (e.g., advising, GTF training, and committee work) unless their teaching load precludes these responsibilities.
 - c. Commitment to the profession: Instructors and Lecturers should demonstrate evidence of professional activities that help them stay current in both course content and instructional methodology. Other activities that promote professional growth are also relevant (e.g., conference and workshop attendance, scholarly activities such as materials development, development of assessment tools, etc.).
2. Criteria for promotion to Senior Instructor II and Senior Lecturer II are based on at least six years of a sustained record of excellent performance in the responsibilities of Senior Instructor or Senior Lecturer, as delineated in the relevant job descriptions. The weighting scheme will be adjusted based on the duties and responsibilities described in an individual's contract language and his/her current job description. Excellence in the following areas is expected:
 - a. Quality and versatility of teaching: Instructors and Lecturers must exhibit sustained excellence in teaching at multiple levels in the undergraduate and/or graduate programs, or at a level for which the department has particular needs. There should be a demonstrated commitment to employing and enhancing leadership skills in areas such as pedagogical, curricular, and organizational innovations and improvements.
 - b. Service: Instructors and Lecturers should exhibit sustained excellence in service responsibilities through participation in the business of the department and the university (e.g., advising, GTF training, and committee work) unless their teaching load precludes these responsibilities.
 - c. Commitment to the profession: Instructors and Lecturers should demonstrate evidence of professional activities that help them stay current in both course content and instructional methodology. Other activities that promote professional growth are also relevant (e.g., conference and workshop attendance, scholarly activities such as materials development, development of assessment tools, etc.).

3. Career NTTF will be eligible for promotion after accumulating six years of service in rank at an average of 0.3 FTE or greater, accrued at no greater than three terms per academic year for faculty on nine month contracts and at four terms per year for faculty on 12 month contracts. The review will consider the faculty member's performance since hiring, or since the previous promotion, whichever is sooner.
4. Career NTTF who will have completed five years of employment as a faculty member at or above 0.3 annualized FTE per year may initiate the promotion process in the Spring term of the fifth year if they have an expected appointment of 0.3 annualized FTE or greater for the sixth year.
5. For all career NTTF, promotion is elective and does not involve an "up or out" decision. Career NTTF may be reappointed at their current rank if they are not promoted or not considered for promotion.
6. An accelerated promotion review may occur in particularly meritorious cases as determined by the Provost or designee in consultation with the dean, department head and faculty member. When credit for prior service is agreed upon at the time of hire, it states the earliest date of promotion. Work done by the faculty member during the period of prior service will receive full consideration during the promotion process if the faculty member elects the earliest date for promotion review. Should the faculty member choose to use some, but not all of the credit for prior service, the focus of the review will adjust appropriately.
7. Candidates wishing to be considered for promotion should notify the department head and business manager in the Spring term prior to the year when promotion is sought and provide the following materials by November 1st in the academic year in which the promotion is sought:
 - a. A comprehensive and current **curriculum vitae** that includes:
 - degrees earned
 - courses taught (at UO and elsewhere)
 - description of service to the department or university (e.g., advising, committee work)
 - professional activities (e.g., conference attendance, research presentations, publications, instructional materials development)
 - professional service (e.g., conference organization, outreach and other service to the profession and community)
 - students they have mentored
 - b. A 2-6 page **personal statement** developed by the faculty member evaluating their performance measured against the applicable criteria for promotion. The personal statement should expressly address the teaching, other instruction-related activities, professional development, and service contributions to the academic department, college, university, profession and community. The statement should also include discussion of contributions to institutional equity and inclusion.
 - c. A signed and dated **waiver**. A faculty member may choose to waive in advance in writing their access to any or all of the evaluative materials. Such waivers shall not preclude the use of redacted versions of these documents in a denial review process. The redacted versions are intended

to protect the identity of the reviewer. If redactions are insufficient to do so, the university may prepare a suitable summary.

- d. **Teaching portfolio:** including representative examples of syllabi for courses taught, sample handouts and lecture slides, sample exams or other assessment tools. The portfolio should include interpretive text about the motivation for using the particular materials and approaches, such as information on instructional innovation, and curriculum development. These materials should be accompanied by reflections on goals and issues arising from the practice of teaching. When appropriate, the portfolio should include information on the goals and expectations for mentoring biology peer tutors and graduate teaching assistants.
 - e. **Scholarship portfolio:** Although scholarship is not required for NTTF, faculty may include copies of any research and teaching publications, and other professional works since the last promotion, and such work may be considered as a component of service performance.
 - f. **Service portfolio:** An account of the faculty member's service contributions to their academic department, college, university, profession and community. This may contain samples and/or narrative describing the service. It may be subsumed into the curriculum vitae if appropriate
 - g. In addition to the above, the Department will add the following to the candidate's file:
 - A list of all courses taught
 - Peer evaluations
 - Supervisor's letters of evaluation.
 - Student evaluations for courses taught, including a statistical summary of the qualitative scores of the evaluations
 - h. The committee decides whether or not internal and/or external reviews (over and above supervisors' evaluations) can provide useful information in a given promotion case. The use of such reviewers and the process for their selection will be discussed with the candidate in advance of solicitation of reviewers. External reviewers will be selected using standard University guidelines and recommendations and consistent with the general expectations enumerated in Article 20, Section 14 of the CBA.
8. The promotion file will be reviewed by the Personnel Committee, which will, if possible, include at least one senior career NTTF at or above the level to which promotion is desired. The recommendation will be given to the Department Head. A member of the Personnel Committee will then present the candidate's case at a departmental meeting and include a recommendation on behalf of the Personnel Committee. A vote of the faculty will be taken. Career NTTF can vote on NTTF promotion cases in which the rank to be promoted to is at or below their own rank. The department head will then prepare an independent report on the merits of the promotion case, with their own recommendation. The department head's report will go in the candidate's file.
 9. The file, including the committee report, the department's voting summary, and the head's independent report and recommendation will then be sent to the

- appropriate Associate Dean in the College of Arts and Sciences by the mid-March deadline (see CAS calendar for exact deadline each year).
10. Reapplication for Promotion. An unsuccessful candidate for promotion may continue employment at the current rank as long as eligible to do so under the CBA and university policy. NTTF who are denied promotion may reapply for promotion after having been employed by the university for an additional three years at an average of 0.3 FTE or greater, accrued at no greater than three terms per academic year.
 11. Appeal of Promotion Denial. Unsuccessful candidates may also appeal as provided by Article 21 of the CBA (Tenure and Promotion Denial Appeal) or other university appeals processes which apply to faculty not covered by the CBA.
 12. Withdrawal of Application. A candidate can withdraw their application for promotion in writing to the Provost and the dean at any time before the Provost's decision.

ADJUNCT NTTF REVIEWS

Adjunct faculty are evaluated by way of end-of-term student course evaluations. While not required, adjunct faculty may request peer evaluation of teaching (see the appendix to this document). There are no promotion opportunities for those appointed as adjunct NTTF.

Appendix

Department of Biology Peer Review of NTTF Teaching Policy

PURPOSE: Periodic peer review of teaching in Biology is meant to:

1. Provide an opportunity for each faculty member to engage in an open and useful dialog about teaching with their peers
2. Promote enhanced student learning in the classroom by introducing faculty to new skills and approaches that could improve their teaching.
3. Provide a system to ensure each faculty member has multiple documented peer reviews of their teaching to be archived and used for the purpose of tenure and/or promotion.

BIOLOGY POLICY:

1. At the beginning of each year, the Department of Biology will notify faculty in need of undergoing peer teaching review of Biology policy by sending each a copy of this document.
2. A peer reviewer will be assigned by the Department. Peer reviewers can be either TTF or NTTF senior instructors.
3. Documentation of the review will be given to the teaching faculty member and the Department Head, preferably within one week of the observation date, and will be archived by the Department of Biology.

PROCEDURE:

1. A peer-reviewer will be assigned by the Department. Effort will be made to have a review done by a different member of the faculty each time peer review occurs to ensure broad- based sharing of ideas and teaching methods.
2. The faculty member undergoing review provides the syllabus, and an example of an exam and homework assignment (if applicable) prior to the observation date.
3. The peer reviewer spends at least 50 minutes observing the teaching faculty's classroom on the agreed upon date.
4. Observation: the reviewer makes notes on their a) overall impressions (see "Focus of Review" below), and b) questions for the teaching faculty to be discussed during their follow- up meeting (see #5).
5. Follow- up meeting: within a few days of the observation, the faculty member undergoing review meets with the peer reviewer to discuss their overall impressions and ask follow- up questions. The focus of the conversation should be student learning, and philosophies or techniques to facilitate student learning, and not to complain about student deficiencies.

6. Within a few days of the follow-up meeting (and preferably not more than one week from the observation date), the peer reviewer documents their:

overall impressions,

questions or points of discussion, and

summary thoughts or comments related to the observation, discussion, or class materials.

The document is approximately one-page in length, and is sent to the observed faculty member and Office Manager. The document must be signed and dated and must indicate if the classroom visit was spontaneous or scheduled.

FOCUS OF REVIEW:

Specific criteria for peer reviews should reflect, but not be limited to, five important aspects of teaching:

1. The intellectual content of the material taught, including relevancy, breadth, depth.
2. The instructor's grasp of the material; ability to present course content clearly and logically, to place specific material within thematic contexts and to demonstrate the significance and relevancy of course content.
3. The instructor's ability to engage and challenge students and to teach critical thinking and questioning skills.
4. The instructor's ability to provide intellectual inspiration and leadership and to awaken new interests.
5. The instructor's use of appropriate instructional technology to enhance the learning process.
6. Basic mechanics-was their handwriting large enough to read, did they speak loudly enough, etc.