

ARTICLE 19. CAREER FACULTY REVIEW AND PROMOTION

Preamble. Career appointments are either Career instructional or Career research for the purposes of this Article.

Career instructional faculty are those with appointments in the Career classification in the following categories: Instructor, Lecturer, Librarian, Clinical Professor (when an instructional appointment), Professor of Practice, and Teaching Professor.

Career research faculty are those with appointments in the Career classification in the following categories: Research Professor, Clinical Professor (when a research appointment), Research Assistant, Research Associate, Research Scientist, Research Engineer, and Principal Research Scientist.

Career Faculty Review and Promotion

Section 1. Reviews for Career faculty will include reviews associated with performance, promotion, and continuous employment. A performance review will not be required in the year a bargaining unit faculty member has a promotion or continuous employment review.

Section 2. Policies and Procedures. Each department or unit that employs Career faculty will maintain unit-level policies for Career faculty review and promotion in accordance with Article 4.

Career Faculty Performance Reviews

Section 3. Performance Reviews. Performance reviews for Career faculty are for the purpose of determining if the faculty member is meeting the standard of excellence appropriate to a Career instructional or Career research faculty member at an AAU institution based on their job duties. Performance reviews should be designed to help Career faculty members grow as educators, scholars, and researchers, as appropriate; identify areas of strength; and identify areas that need improvement associated with their position. Career performance reviews should include a stage-appropriate assessment of the likelihood of success in a subsequent promotion review.

Bargaining unit faculty members who have not received from the University the material support and services to perform their professional responsibilities shall be held harmless in performance review and promotion processes.

Section 4. Performance Review Timing.

- a. Career instructional faculty will have a performance review each year for the first three years of their employment and at least once every three years thereafter (academic years for 9-month appointments and fiscal years for 12-month appointments). The three-year schedule is reset after a successful promotion or continuous employment review.
- b. Career research faculty will have a performance review annually, which will also serve as the basis for distributions if a merit pool is agreed to in Article 26.

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2 c. Performance reviews may take place out of cycle when a department or unit head has
3 identified or become aware of performance problems. The department or unit head shall
4 meet with the Career faculty member to discuss areas of concern and evaluate whether a
5 formal out-of-cycle performance review or performance improvement plan (Section 6.e)
6 is warranted. Nothing in this Article changes the process for addressing poor performance
7 for funding-contingent faculty set forth in Article 16, Section 18.
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9 **Section 5. Performance Review Period and Criteria.** Reviews will consider the Career
10 bargaining unit faculty member's performance since their last review. Career faculty members
11 will be evaluated only by the criteria approved and made available to them. If the criteria have
12 changed since their previous review, the faculty member must choose either the earlier or current
13 set of criteria.
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15 **Section 6. Performance Review Process.**
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- 17 a. As part of each performance review, a Career faculty member will have an opportunity to
18 submit a personal statement containing information relevant to their performance of
19 assigned duties and responsibilities.
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21 b. The review process will include an opportunity for the Career faculty member to discuss
22 their efforts, performance, and goals or improvement opportunities with an appropriate
23 supervisor, department, or unit head at least once during each review period.
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25 c. Performance reviews must include a determination if the Career faculty member meets,
26 exceeds, or does not meet expectations in each of their assigned duties.
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28 d. The supervisor, department, or unit head will summarize, in writing, any committee or
29 peer review along with their own assessment and will communicate the results of the
30 review and provide a copy of their summary in writing to the bargaining unit faculty
31 member. The faculty member will have 10 days from the date of the receipt of the report
32 to provide a response, which shall be appended to the completed performance review.
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34 e. If the determination of the performance review is that the Career faculty member does not
35 meet expectations in one or more of their assigned duties, the supervisor, department, or
36 unit head will meet with the faculty member to discuss a performance improvement plan,
37 which will include written documentation of the areas for improvement, instructions to
38 meet expectations in those areas, a timeline to carry out those instructions, and an explicit
39 timeframe for assessing progress. The performance improvement plan will be signed by
40 the supervisor, faculty member, and vice president, vice provost, dean, or director.
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42 If that follow-up progress assessment, which may be a performance review, determines
43 that the Career faculty member still does not meet expectations in one or more of the
44 assigned duties previously identified as areas of concern, that Career faculty member may
45 be subject to layoff (Article 16, Section 12.a.).
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Career Promotion Reviews

General Career Promotion Review Considerations

Section 7. Accelerated Review. An accelerated promotion review may occur in particularly meritorious cases as determined by the Office of the Provost in consultation with the appropriate vice president, vice provost, dean, department or unit head, and the bargaining unit faculty member.

Section 8. Credit for Prior Service. When credit for prior service is agreed upon, the terms of hire or reclassification will state the number of years of credit granted for comparable work, specific review considerations, and the earliest date for promotion eligibility. **Bargaining unit faculty members reclassified from Pro Tem to Career positions will receive credit towards promotion for the number of years employed as Pro Tem faculty.**

Section 9. Reapplication for Promotion. An unsuccessful candidate for promotion may continue employment at their current rank as long as eligible to do so under this Agreement. Career faculty bargaining unit members who are denied promotion may reapply for promotion after having been employed by the university for an additional **three years or longer** at an average of 0.5 annualized FTE per year, accrued at no greater than three terms per academic year for bargaining unit faculty on 9-month appointments, and at four terms per year for bargaining unit faculty on 12-month appointments.

Section 10. Appeal of Promotion Denial. Faculty who are denied promotion may appeal the decision through the procedures in Article 21, Tenure and Promotion Denial Appeal.

Section 11. Withdrawal of Application. A candidate may withdraw an application for promotion in writing to the Provost and the dean at any time before the Provost's decision.

Career Instructional Promotion Reviews

Section 12. Eligibility for Promotion. Career instructional faculty may elect to initiate the promotion process when eligible to do so. Career faculty members will be eligible for promotion after accumulating six years of employment less any credit for prior service granted (Section 8) as a faculty member at or above an average of 0.5 annualized FTE over six years, accrued at no greater than three terms per academic year for bargaining unit faculty with 9-month appointments, and at four terms per year for bargaining unit faculty with 12-month appointments. The six years of employment do not have to be consecutive.

- a. Career instructional faculty members who will have completed five years of employment as a Career faculty member at or above 0.5 annualized FTE per year may initiate the promotion process in the Spring term of the fifth year if they have an expected appointment of 0.5 annualized FTE or greater for the sixth year.

- 1 b. Career instructional faculty members who have completed more than five years of
2 employment as a Career faculty member at or above 0.5 annualized FTE per year may
3 initiate the promotion process in the Spring term of any year.
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- 5 c. Cases involving positions or terms of service below 0.5 FTE may be considered for
6 promotion by the Office of the Provost in accordance with the principles set forth in this
7 Article.
8
- 9 d. Career instructional faculty members who have achieved promotion must wait at least six
10 years before initiating the promotion process again, regardless of the number of
11 accumulated years of employment.
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13 **Section 13. Review Period and Election of Criteria.** The promotion review period for a Career
14 instructional bargaining unit faculty member will be the time in their current classification and
15 rank, with emphasis on the six most recent years.
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17 The bargaining unit faculty member will be reviewed for promotion relative to the criteria in
18 effect when the review period began. If the criteria have changed since their hire or previous
19 review, the faculty member must choose either the earlier or current set of criteria.
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21 **Section 14. Initiating the Promotion Process.** Career instructional faculty wishing to be
22 considered for promotion should notify the appropriate department or unit head in the Spring
23 term prior to the year when promotion is sought, and must provide the following:
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- 25 ● **Curriculum vitae:** A comprehensive and current curriculum vitae that includes the
26 bargaining unit faculty member's current **teaching, professional development**, research,
27 scholarly, and creative activities and accomplishments, including publications,
28 appointments, presentations, and similar activities and accomplishments **as applicable**.
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- 30 ● **Personal statement:** A 2-6 page personal statement developed by the bargaining unit
31 faculty member evaluating their performance measured against the applicable criteria for
32 promotion. The personal statement should expressly address the subjects of teaching;
33 scholarship, research and creative activity, as applicable; and service contributions to the
34 academic department, center or institute, school or college, university, profession, and the
35 community. The statement should also include discussion of contributions to diversity,
36 equity, and inclusion.
37
- 38 ● **Teaching portfolio (if applicable):** Representative examples of course syllabi or
39 equivalent descriptions of course content and instructional expectations for courses taught
40 by the bargaining unit faculty member, examples of student work and exams, and similar
41 material; information from student experience surveys, which will be considered in light
42 of the response rate; information on the development of new courses and curriculum
43 development; information on contributions to university wide teaching practices (if
44 applicable).
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- 46 ● **Scholarship portfolio (if applicable):** A comprehensive portfolio of scholarship,

1 research and creative activity; and appropriate evidence of national or international
2 recognition or impact.

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- 4 ● **Service portfolio (if applicable):** Evidence of the bargaining unit faculty member's
5 service contributions to their academic department, center or institute, school or college,
6 university, profession, and the community, such as op ed pieces, white papers authored or
7 co-authored by the faculty member, commendations, awards, or letters of appreciation.
8 The service portfolio may also include a short narrative elaborating on the faculty
9 member's unique service experiences or obligations.
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 - 11 ● **Professional development statement (if applicable):** A statement that provides a short
12 narrative elaborating on the professional development activities of the bargaining unit
13 faculty member related to their job duties.
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 - 15 ● **Professional activities portfolio (if applicable):** A comprehensive portfolio of
16 professional or consulting activities related to their discipline.
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 - 18 ● **Internal and/or external reviewers (if applicable):** A list of qualified internal and/or
19 external reviewers provided by the bargaining unit faculty member.
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21 **Section 15. Waiver of Access to Materials.** Bargaining unit faculty members may choose to
22 waive in advance in writing their access to see any or all of the evaluative materials. Such
23 waivers, however, shall not preclude the use of redacted versions of these documents in a denial
24 review process. The redacted versions are intended to protect the identity of the reviewer. If
25 redactions are insufficient to do so, the University may prepare a suitable summary. A waiver
26 will be included in the promotion file.

27

28 **Section 16. Notice of Meetings.** A bargaining unit faculty member will receive at least three
29 business days' notice of any meeting or hearing which the member is invited or required to
30 attend, with a dean, vice provost, or the Office of the Provost regarding recommendations or
31 decisions on promotion. The bargaining unit faculty member may have a colleague or Union
32 representative present at the meeting as an observer.

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34 **Section 17. Evaluation file.** The promotion review file should generally include the following
35 information:

- 36
- 37 ● Statement of duties and responsibilities
 - 38 ● Curriculum vitae
 - 39 ● Conditions of appointment
 - 40 ● Criteria for promotion
 - 41 ● Personal statement
 - 42 ● Supervisors' letters of evaluation
 - 43 ● Professional activities portfolio (if applicable)
 - 44 ● Teaching portfolio (if applicable)
 - 45 ● Scholarship portfolio (if applicable)
 - 46 ● Service portfolio (if applicable)

- 1 ● Professional development statement (if applicable)
- 2 ● Internal and/or external reviews (if applicable)
- 3 ● Department or unit committee recommendation
- 4 ● Department, unit, center, or institute head's recommendation (if applicable)
- 5 ● Vice president's, dean's, or director's recommendation
- 6 ● Waiver of access to materials (if applicable)

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8 **Section 18. Review by Department or Unit.** The department or unit head or designee should
 9 solicit any internal and/or external reviews, as applicable. A department or unit committee will
 10 review the file and make a recommendation to the department or unit head. The department or
 11 unit head will then prepare an explanation of the merits of the promotion case and a
 12 recommendation on the case. The report will include the department or unit-level promotion
 13 committee report and recommendation and a voting summary, and the department or unit head's
 14 own independent recommendation. The file will then be sent to the appropriate vice president,
 15 vice provost, dean or director for review.

16

17 **Section 19. Review by Vice President, Vice Provost, Dean or Director.** The vice president,
 18 vice provost, dean, or director, as appropriate, will review the file, and may consult with
 19 appropriate persons and may ask for and document additional non-confidential information.
 20 Once the vice president, vice provost, Provost, dean, or director deems the file complete, they
 21 will prepare a separate memorandum and recommendation.

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23 The vice president, vice provost, Provost, dean, or director will share their memorandum and
 24 recommendation with the candidate and notify the candidate that they may provide responsive
 25 material for the file within 10 days from the date of receipt of the memorandum; this response
 26 shall be included in the evaluation file. If the assessment of the dean or vice provost above
 27 differs from that of the department or unit head or the school- or college-level personnel
 28 committee, they will provide an explanation of the reasons underlying their judgment. The vice
 29 president, vice provost, dean, or director then will submit the complete evaluation file to the
 30 Office of the Provost.

31

32 **Section 20. Review by the Office of the Provost.** By June 1, the Office of the Provost will
 33 review the file and decide whether to grant or deny promotion. The candidate will be notified of
 34 the decision in writing. If the Office of the Provost decides the review is unsuccessful, the
 35 decision letter will contain an explanation of the reasons underlying their decision. **In the case of**
 36 **a decision to deny promotion that is contrary to a recommendation of a vice president, vice**
 37 **provost, dean, or director, the decision letter of the Office of the Provost shall include a detailed**
 38 **explanation of reasons for rejecting the recommendation, which shall identify any assessments of**
 39 **merit and representations of fact contained in the recommendation with which the Office of the**
 40 **Provost disagrees.**

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42 **Section 21. Assumption of New Rank.** Successful candidates for promotion will assume their
 43 new rank beginning with the next academic or fiscal year or the nearest next term of employment
 44 should their appointment not begin with fall term.

1 Career Research Promotion Reviews

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3 **Section 22. Eligibility for Promotion.** Career research faculty may elect to initiate the
4 promotion process when eligible to do so. Career faculty members will be eligible for promotion
5 after accumulating six years of employment as a Career faculty member less any credit for prior
6 service granted (Section 8) at or above an average of 0.5 annualized FTE over six years. The six
7 years of employment do not have to be consecutive.

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9 Career research faculty members who have achieved promotion must wait at least six years
10 before initiating the promotion process again, regardless of the number of accumulated years of
11 employment.

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13 **Section 23. Review Period and Election of Criteria.** The promotion review period for a Career
14 research bargaining unit faculty member will be the time in their current classification and rank.

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16 The bargaining unit faculty member will be reviewed for promotion relative to the criteria in
17 effect when the review period began. If the criteria have changed since their hire or previous
18 review, the faculty member must choose either the earlier or current set of criteria.

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20 **Section 24. Initiating the Promotion Process for Career Research Faculty.** Candidates
21 wishing to be considered for promotion should notify the appropriate department or unit head in
22 the Spring term prior to the year when promotion is sought, and must provide the following:

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- 24 ● **Curriculum vitae or resume:** A comprehensive and current curriculum vitae or resume
25 that includes the bargaining unit faculty member's current research, scholarly, and
26 creative activities and accomplishments, including publications, appointments,
27 presentations, and similar activities and accomplishments as applicable.
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 - 29 ● **Personal statement:** A 2-6 page personal statement developed by the bargaining unit
30 faculty member evaluating their performance measured against the applicable criteria for
31 promotion. The personal statement should expressly address their impact and
32 contribution to research excellence relative to their job duties. This statement should also
33 include discussion of contributions to diversity, equity, and inclusion.
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 - 35 ● **Scholarship portfolio (if applicable):** A comprehensive portfolio of scholarship,
36 research, and creative activity; and appropriate evidence of national or international
37 recognition or impact.
 - 38
 - 39 ● **Service portfolio (if applicable):** Evidence of the bargaining unit faculty member's
40 service contributions to their academic department, center or institute, school or college,
41 university, profession, and the community, such as op ed pieces, white papers authored or
42 co-authored by the faculty member, commendations, awards, or letters of appreciation.
43 The portfolio may also include a short narrative elaborating on the faculty member's
44 unique service experiences or obligations.
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 - 46 ● **Professional activities portfolio (if applicable):** A comprehensive portfolio of

1 professional or consulting activities related to their discipline.
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- 3 ● **List of reviewers (if applicable):** A list of qualified internal and/or external reviewers
4 provided by the bargaining unit faculty member. Normally, external reviews are not
5 expected for those in the research assistant ranks.
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7 **Section 25. Waiver of Access to Materials.** Bargaining unit faculty members may choose to
8 waive in advance in writing their access to see any or all of the evaluative materials. Such
9 waivers, however, shall not preclude the use of redacted versions of these documents in a denial
10 review process. The redacted versions are intended to protect the identity of the reviewer. If
11 redactions are insufficient to do so, the University may prepare a suitable summary. A waiver
12 will be included in the promotion file.
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14 **Section 26. Notice of Meetings.** A bargaining unit faculty member will receive at least three
15 business days' notice of any meeting or hearing which the member is invited or required to
16 attend, with a dean, vice provost, or the Office of the Provost regarding recommendations or
17 decisions on promotion. The bargaining unit faculty member may have a colleague or Union
18 representative present at the meeting as an observer.
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20 **Section 27. Evaluation file.** The promotion review file should generally include the following
21 information:
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- 23 ● Statement of duties and responsibilities
- 24 ● Curriculum vitae
- 25 ● Conditions of appointment
- 26 ● Criteria for promotion
- 27 ● Personal statement
- 28 ● Supervisors' letters of evaluation
- 29 ● Professional activities portfolio (if applicable)
- 30 ● Scholarship portfolio (if applicable)
- 31 ● Service portfolio (if applicable)
- 32 ● Internal and/or external reviews (if applicable)
- 33 ● Department, unit, center, or institute head's recommendation
- 34 ● Vice president's, dean's, or director's recommendation
- 35 ● Waiver of access to materials (if applicable)
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37 **Section 28. Review by Department Head or Unit Director or Manager.** The department or
38 unit head or designee should solicit any internal and/or external reviews, as applicable. The
39 department or unit head will then review the file, including any internal or external reviews, and
40 prepare a recommendation and an explanation of the merits of the promotion case. The file will
41 then be sent to the appropriate vice president, vice provost, or dean for review. In the event that
42 the unit head is the faculty member's supervisor/director/manager, the supervisor letter of
43 evaluation and the unit head review may be combined into a single recommendation.
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45 **Section 29. Review by Vice President, Vice Provost, Dean, or Director.** The vice president or
46 dean, as appropriate, will review the file, and may consult with appropriate persons and may ask

1 for and document additional non-confidential information. Once the vice president or dean
2 deems the file complete, they will prepare a separate memorandum with a recommendation.

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4 If the vice president, vice provost, dean, or director's assessment differs from that of the
5 department or unit committee or the department or unit head, the memorandum and
6 recommendation will provide an explanation of the reasons underlying their judgment.

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8 The vice president, vice provost, dean, or director will share their memorandum and
9 recommendation with the candidate and notify the candidate that they may provide responsive
10 material for the file within 10 days from the date of receipt of the memorandum. This response
11 shall be included in the evaluation file. The vice president, vice provost, dean, or director then
12 will submit the complete evaluation file to the Office of the Provost.

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14 **Section 30. Review by the Office of the Provost.** By June 1, the Office of the Provost will
15 review the file, with appropriate input, and decide whether to grant or deny promotion. The
16 candidate will be notified of the decision in writing. If the Provost decides the review is
17 unsuccessful, the decision letter will contain an explanation of the reasons underlying their
18 decision. **In the case of a decision to deny promotion that is contrary to a recommendation of a**
19 **vice president, vice provost, dean, or director, the decision letter of the Office of the Provost**
20 **shall include a detailed explanation of reasons for rejecting the recommendation, which shall**
21 **identify any assessments of merit and representations of fact contained in the recommendation**
22 **with which the Office of the Provost disagrees.**

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24 **Section 31. Assumption of New Rank.** Successful candidates for promotion will assume their
25 new rank beginning with the fiscal year following notification of their promotion, or other date
26 as approved, by the Office of the Provost, whichever comes first.

27 28 29 **Career Continuous Employment Reviews**

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31 **Section 32. Purpose.** The primary function of Career Continuous Employment Reviews is to
32 foster continued professional growth and reward excellence. Career Continuous Employment
33 Reviews are optional.

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35 **Section 33. Eligibility.** To be eligible for a Career Continuous Employment Review, a
36 bargaining member must satisfy the following:
37 a. Must have a Career appointment in a single-rank category or at the highest rank in their
38 category; and,
39 b. Must have an annualized 0.5 FTE or greater; and,
40 c. Must have accumulated six years of service at 0.5 FTE or greater, as measured from their
41 appointment in the single-rank category, since achieving promotion to the highest rank in
42 their category, or since their most recent Career Continuous Employment Review.

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44 **Section 34. Process.** To initiate the Career Continuous Employment Review, the eligible
45 bargaining unit faculty member must notify their department or unit head consistent with Section
46 14 or 24, as appropriate. Continuous employment reviews for Career faculty will generally

1 mirror the scope and process for Career instructional or Career research promotion reviews to the
2 highest rank. If the final 'Review by the Office of the Provost' (Section 20 or 30 equivalent) in a
3 Continuous Employment Review determines that the bargaining unit faculty member's
4 performance in all categories meets or exceeds expectations, the bargaining unit faculty member
5 will receive an increase to their base salary per Article 26.

