

1 UNIVERSITY OF OREGON COUNTERPROPOSAL (4/18/2024)
2 UNITED ACADEMICS COUNTERPROPOSAL (4/4/2024)
3 UNIVERSITY OF OREGON COUNTERPROPOSAL (2/29/2024)
4 UNITED ACADEMICS PROPOSAL (2/15/2024)
5

6 **Document Key**

7 UA new | ~~UA deletion~~ | UO new | ~~UO deletion~~ | Accepted | Deleted | Status Quo | Restored
8

9 **ARTICLE 19. CAREER FACULTY REVIEW AND PROMOTION**

10
11 **Preamble.** Career appointments are either Career instructional or Career research for the
12 purposes of this Article.
13

14 Career instructional faculty are those with appointments in the Career classification in the
15 following categories: Instructor, Lecturer, Librarian, Clinical Professor (when an instructional
16 appointment), Professor of Practice, and Teaching Professor.
17

18 Career research faculty are those with appointments in the Career classification in the following
19 categories: Research Professor, Clinical Professor (when a research appointment), Research
20 Assistant, Research Associate, Research Scientist, Research Engineer, and Principal Research
21 Scientist.
22

23 **Career Faculty Review and Promotion**

24
25 **Section 1.** Reviews for Career faculty will include reviews associated with performance,
26 promotion, and continuous employment. A performance review will not be required in the year a
27 bargaining unit faculty member has a promotion or continuous employment review.
28

29 **Section 2. Policies and Procedures.** Each department or unit that employs Career faculty will
30 maintain unit-level policies for Career faculty review and promotion in accordance with Article
31 4.
32

33
34 **Career Faculty Performance Reviews**

35
36 **Section 3. Performance Reviews.** Performance reviews for Career faculty are for the purpose of
37 determining if the faculty member is meeting the standard of excellence appropriate to a Career
38 instructional or Career research faculty member at an AAU institution based on their job duties.
39 Performance reviews should be designed to help Career faculty members grow as educators,
40 scholars, and researchers, as appropriate; identify areas of strength; and identify areas that need
41 improvement associated with their position. Career performance reviews should include a stage-
42 appropriate assessment of the likelihood of success in a subsequent promotion review.
43 Performance reviews also allow supervisors of Career faculty members with a position
44 description to collaborate on keeping the position description up to date as an accurate reflection
45 of the position. Performance reviews shall account for any lack of support and services necessary
46 to the performance of professional responsibilities. Bargaining unit faculty members who have
47 not received from the University the material support and services to perform their professional

48 ~~responsibilities shall be held harmless for those particular professional responsibilities in~~
49 ~~performance review and promotion processes.~~

50
51 **Section 4. Performance Review Timing.**

- 52
53 a. Career instructional faculty will have a performance review each year for the first three
54 years of their employment and at least once every three years thereafter (academic years
55 for 9-month appointments and fiscal years for 12-month appointments). The three-year
56 schedule is reset after a successful promotion or continuous employment review.
57
58 b. Career research faculty will have a performance review annually, which will also serve as
59 the basis for distributions if a merit pool is agreed to in Article 26.
60
61 c. Performance reviews may take place out of cycle when a department or unit head has
62 identified or become aware of performance problems. The department or unit head shall
63 meet with the Career faculty member to discuss areas of concern and evaluate whether a
64 formal out-of-cycle performance review or performance improvement plan (Section 6.e)
65 is warranted. Nothing in this Article changes the process for addressing poor performance
66 for funding-contingent faculty set forth in Article 16, Section 18.
67

68 **Section 5. Performance Review Period and Criteria.** Reviews will consider the Career
69 bargaining unit faculty member's performance since their last review. Career faculty members
70 will be evaluated only by the criteria approved and made available to them. If the criteria have
71 changed since their previous review, the faculty member must choose either the earlier or current
72 set of criteria.
73

74 **Section 6. Performance Review Process.**

- 75
76 a. As part of each performance review, a Career faculty member will have an opportunity to
77 submit a ~~brief~~ personal statement (no more than three pages) containing information
78 relevant to their performance of assigned duties and responsibilities.
79
80 b. The review process will include an opportunity for the Career faculty member to discuss
81 their efforts, performance, and goals or improvement opportunities with an appropriate
82 supervisor, department, or unit head at least once during each review period.
83
84 c. Performance reviews must include a determination as follows:
85
86 i. When the review is used in conjunction with a salary determination (i.e., merit),
87 the performance review must include a determination of if the Career faculty
88 member meets, exceeds, or does not meet expectations in each of their assigned
89 duties.
90
91 ii. When the review is not in conjunction with a salary determination, the
92 performance review must include a determination of if the Career faculty member
93 meets, ~~exceeds~~, or does not meet expectations in each of their assigned duties.

94
95 d. The supervisor, department, or unit head will summarize, in writing, any committee or
96 peer review along with their own assessment and will communicate the results of the
97 review and provide a copy of their summary in writing to the bargaining unit faculty
98 member. The faculty member will have 10 days from the date of the receipt of the report
99 to provide a response, which shall be appended to the completed performance review.

100
101 e. If the determination of the performance review is that the Career faculty member does not
102 meet expectations in one or more of their assigned duties, the supervisor, department, or
103 unit head will meet with the faculty member to discuss a performance improvement plan,
104 which will include written documentation of the areas for improvement, instructions to
105 meet expectations in those areas, a timeline to carry out those instructions, and an explicit
106 timeframe for assessing progress. The performance improvement plan will be signed by
107 the supervisor, faculty member, and vice president, vice provost, dean, or director.

108
109 If that follow-up progress assessment, which may be a performance review, determines
110 that the Career faculty member still does not meet expectations in one or more of the
111 assigned duties previously identified as areas of concern, that Career faculty member may
112 be subject to layoff (Article 16, Section 12.a.).
113

114 Career Promotion Reviews

115 General Career Promotion Review Considerations

116
117 **Section 7. Accelerated Review.** An accelerated promotion review may occur in particularly
118 meritorious cases as determined by the Office of the Provost in consultation with the appropriate
119 vice president, vice provost, dean, department or unit head, and the bargaining unit faculty
120 member.
121
122

123
124 **Section 8. Credit for Prior Service.** ~~Bargaining unit faculty members reclassified from Pro Tem~~
125 ~~to Career positions may shall receive credit towards promotion. for the number of years~~
126 ~~employed as Pro Tem faculty.~~ When ~~a bargaining unit faculty member receives~~ credit for prior
127 service is agreed upon, the terms of hire or reclassification will state the number of years of
128 credit granted for comparable work, specific review considerations, and the earliest date for
129 promotion eligibility. ~~Bargaining unit faculty members reclassified from Pro Tem to Career~~
130 ~~positions will receive credit towards promotion for the number of years employed as Pro Tem~~
131 ~~faculty.~~
132

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

140

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

143

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

146

147

148 **Career Instructional Promotion Reviews**

149

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

157

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

162

163 b. Career instructional faculty members who have completed more than five years of
164 employment as a Career faculty member at or above 0.5 annualized FTE per year may
165 initiate the promotion process in the Spring term of any year.

166

167 c. Cases involving positions or terms of service below 0.5 FTE may be considered for
168 promotion by the Office of the Provost in accordance with the principles set forth in this
169 Article.

170

171 d. Career instructional faculty members who have achieved promotion must wait at least
172 **five** ~~six~~ years before initiating the promotion process again (**for a promotion review in the**
173 **subsequent year**), regardless of the number of accumulated years of employment.

174

175 **Section 13. Review Period and Election of Criteria.** The promotion review period for a Career
176 instructional bargaining unit faculty member will be the time in their current classification and
177 rank, with emphasis on the six most recent years.

178

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

182

183 **Section 14. Initiating the Promotion Process.** Career instructional faculty wishing to be
184 considered for promotion should notify the appropriate department or unit head in the Spring
185 term prior to the year when promotion is sought, and must provide the following **materials by**

186 Fall of the review year:

187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231

- **Curriculum vitae:** A comprehensive and current curriculum vitae that includes the bargaining unit faculty member’s current **teaching, professional development**, research, scholarly, and creative activities ~~and accomplishments~~, including publications, appointments, presentations, and similar activities and accomplishments **as applicable**.
- **Personal statement:** A 2–6-page personal statement developed by the bargaining unit faculty member evaluating their performance measured against the applicable criteria for promotion. The personal statement should expressly address the subjects of teaching; scholarship, research and creative activity, as applicable; and service contributions to the academic department, center or institute, school or college, university, profession, and the community. The statement should also include discussion of contributions to diversity, equity, and inclusion.
- **Teaching portfolio (if applicable):** Representative examples of course syllabi or equivalent descriptions of course content and instructional expectations for courses taught by the bargaining unit faculty member, examples of student work and exams, and similar material; information from student experience surveys, which will be considered in light of the response rate; information on the development of new courses and curriculum development; information on contributions to university-wide teaching practices (if applicable).
- **Scholarship portfolio (if applicable):** A comprehensive portfolio of scholarship, research, and creative activity; and appropriate evidence of national or international recognition or impact.
- **Service portfolio (if applicable):** Evidence of the bargaining unit faculty member’s service contributions to their academic department, center or institute, school or college, university, profession, and the community, such as op ed pieces, white papers authored or co-authored by the faculty member, commendations, awards, or letters of appreciation. The service portfolio may also include a short narrative elaborating on the faculty member’s unique service experiences or obligations.
- **Professional development statement (if applicable):** A statement that provides a short narrative elaborating on the professional development activities of the bargaining unit faculty member related to their job duties.
- **Professional activities portfolio (if applicable):** A comprehensive portfolio of professional or consulting activities related to their discipline.
- **Internal and/or external reviewers (if applicable):** A list of qualified internal and/or external reviewers provided by the bargaining unit faculty member.

Section 15. Waiver of Access to Materials. Bargaining unit faculty members may choose to waive in advance in writing their access to see any or all ~~of~~ the evaluative materials. Such

232 waivers, however, shall not preclude the use of redacted versions of these documents in a denial
233 review process. The redacted versions are intended to protect the identity of the reviewer. If
234 redactions are insufficient to do so, the University may prepare a suitable summary. A waiver
235 will be included in the promotion file.

236
237 **Section 16. Notice of Meetings.** A bargaining unit faculty member will receive at least three
238 business days' notice of any meeting or hearing which the member is invited or required to
239 attend, with a dean, vice provost, or the Office of the Provost regarding recommendations or
240 decisions on promotion. The bargaining unit faculty member may have a colleague or Union
241 representative present at the meeting as an observer.

242
243 **Section 17. Evaluation file.** The promotion review file should generally include the following
244 information:

- 245
- 246 ● Statement of duties and responsibilities
 - 247 ● Curriculum vitae
 - 248 ● Conditions of appointment
 - 249 ● Criteria for promotion
 - 250 ● Personal statement
 - 251 ● Supervisors' letters of evaluation
 - 252 ● Professional activities portfolio (if applicable)
 - 253 ● Teaching portfolio (if applicable)
 - 254 ● Scholarship portfolio (if applicable)
 - 255 ● Service portfolio (if applicable)
 - 256 ● Professional development statement (if applicable)
 - 257 ● Internal and/or external reviews (if applicable)
 - 258 ● Department or unit committee recommendation
 - 259 ● Department, unit, center, or institute head's recommendation (if applicable)
 - 260 ● Vice president's, dean's, or director's recommendation
 - 261 ● Waiver of access to materials (if applicable)
- 262

263 **Section 18. Review by Department or Unit.** The department or unit head or designee should
264 solicit any internal and/or external reviews, as applicable. A department or unit committee will
265 review the file and make a recommendation to the department or unit head. The department or
266 unit head will then prepare an explanation of the merits of the promotion case and a
267 recommendation on the case. The report will include the department or unit-level promotion
268 committee report and recommendation and a voting summary, and the department or unit head's
269 own independent recommendation. The file will then be sent to the appropriate vice president,
270 vice provost, dean, or director for review.

271
272 **Section 19. Review by Vice President, Vice Provost, Dean, or Director.** The vice president,
273 vice provost, dean, or director, as appropriate, will review the file, and may consult with
274 appropriate persons and ~~may~~ ask for and document additional non-confidential information.
275 Once the vice president, vice provost, Provost, dean, or director deems the file complete, they
276 will prepare a separate memorandum and recommendation.

277

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

286
287 **Section 20. Review by the Office of the Provost.** By June 1, the Office of the Provost will
288 review the file and decide whether to grant or deny promotion. The candidate will be notified of
289 the decision in writing. If the Office of the Provost decides the review is unsuccessful, the
290 decision letter will contain an explanation of the reasons underlying their decision and any
291 determinations that differ from the previous review level. ~~In the case of a decision to deny~~
292 ~~promotion that is contrary to a recommendation of a vice president, vice provost, dean, or~~
293 ~~director, the decision letter of the Office of the Provost shall include a detailed explanation of~~
294 ~~reasons for rejecting the recommendation, which shall identify any assessments of merit and~~
295 ~~representations of fact contained in the recommendation with which the Office of the Provost~~
296 ~~disagrees.~~

297
298 **Section 21. Assumption of New Rank.** Successful candidates for promotion will assume their
299 new rank beginning with the next academic or fiscal year or the nearest next term of employment
300 should their appointment not begin with fall term.

301 302 **Career Research Promotion Reviews**

303
304
305 **Section 22. Eligibility for Promotion.** Career research faculty may elect to initiate the
306 promotion process when eligible to do so. Career faculty members will be eligible for promotion
307 after accumulating six years of employment as a Career faculty member less any credit for prior
308 service granted (Section 8) at or above an average of 0.5 annualized FTE over six years. The six
309 years of employment do not have to be consecutive.

310
311 Career research faculty members who have achieved promotion must wait at least ~~five~~ **six** years
312 before initiating the promotion process again (**for a promotion review in the subsequent year**),
313 regardless of the number of accumulated years of employment.

314
315 **Section 23. Review Period and Election of Criteria.** The promotion review period for a Career
316 research bargaining unit faculty member will be the time in their current classification and rank.

317
318 The bargaining unit faculty member will be reviewed for promotion relative to the criteria in
319 effect when the review period began. If the criteria have changed since their hire or previous
320 review, the faculty member must choose either the earlier or current set of criteria.

321
322 **Section 24. Initiating the Promotion Process for Career Research Faculty.** Candidates
323 wishing to be considered for promotion should notify the appropriate department or unit head in
324 the Spring term prior to the year when promotion is sought, and must provide the following

325 materials by Fall of the review year:

326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370

- **Curriculum vitae or resume:** A comprehensive and current curriculum vitae or resume that includes the bargaining unit faculty member’s current research, scholarly, and creative activities **and accomplishments**, including publications, appointments, presentations, and similar activities and accomplishments, **as applicable**.
- **Personal statement:** A 2-6-page personal statement developed by the bargaining unit faculty member evaluating their performance measured against the applicable criteria for promotion. The personal statement should expressly address their impact and contribution to research excellence relative to their job duties. This statement should also include discussion of contributions to diversity, equity, and inclusion.
- **Scholarship portfolio (if applicable):** A comprehensive portfolio of scholarship, research, and creative activity; and appropriate evidence of national or international recognition or impact.
- **Service portfolio (if applicable):** Evidence of the bargaining unit faculty member’s service contributions to their academic department, center or institute, school or college, university, profession, and the community, such as op ed pieces, white papers authored or co-authored by the faculty member, commendations, awards, or letters of appreciation. The portfolio may also include a short narrative elaborating on the faculty member’s unique service experiences or obligations.
- **Professional activities portfolio (if applicable):** A comprehensive portfolio of professional or consulting activities related to their discipline.
- **List of reviewers (if applicable):** A list of qualified internal and/or external reviewers provided by the bargaining unit faculty member. Normally, external reviews are not expected for those in the research assistant ranks.

Section 25. Waiver of Access to Materials. Bargaining unit faculty members may choose to waive in advance in writing their access to see any or all of the evaluative materials. Such waivers, however, 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. A waiver will be included in the promotion file.

Section 26. Notice of Meetings. A bargaining unit faculty member will receive at least three business days’ notice of any meeting or hearing which the member is invited or required to attend, with a dean, vice provost, or the Office of the Provost regarding recommendations or decisions on promotion. The bargaining unit faculty member may have a colleague or Union representative present at the meeting as an observer.

Section 27. Evaluation file. The promotion review file should generally include the following information:

- 371
- 372 ● Statement of duties and responsibilities
- 373 ● Curriculum vitae
- 374 ● Conditions of appointment
- 375 ● Criteria for promotion
- 376 ● Personal statement
- 377 ● Supervisors' letters of evaluation
- 378 ● Professional activities portfolio (if applicable)
- 379 ● Scholarship portfolio (if applicable)
- 380 ● Service portfolio (if applicable)
- 381 ● Internal and/or external reviews (if applicable)
- 382 ● Department, unit, center, or institute head's recommendation
- 383 ● Vice president's, dean's, or director's recommendation
- 384 ● Waiver of access to materials (if applicable)
- 385

386 **Section 28. Review by Department Head or Unit Director or Manager.** The department or
387 unit head or designee should solicit any internal and/or external reviews, as applicable. The
388 department or unit head will then review the file, including any internal or external reviews, and
389 prepare a recommendation and an explanation of the merits of the promotion case. The file will
390 then be sent to the appropriate vice president, vice provost, or dean for review. In the event that
391 the unit head is the faculty member's supervisor/director/manager, the supervisor letter of
392 evaluation and the unit head review may be combined into a single recommendation.

393
394 **Section 29. Review by Vice President, Vice Provost, Dean, or Director.** The vice president or
395 dean, as appropriate, will review the file, and may consult with appropriate persons and may ask
396 for and document additional non-confidential information. Once the vice president or dean
397 deems the file complete, they will prepare a separate memorandum with a recommendation.

398
399 If the vice president, vice provost, dean, or director's assessment differs from that of the
400 department or unit committee or the department or unit head, the memorandum and
401 recommendation will provide an explanation of the reasons underlying their judgment.

402
403 The vice president, vice provost, dean, or director will share their memorandum and
404 recommendation with the candidate and notify the candidate that they may provide responsive
405 material for the file within 10 days from the date of receipt of the memorandum. This response
406 shall be included in the evaluation file. The vice president, vice provost, dean, or director then
407 will submit the complete evaluation file to the Office of the Provost.

408
409 **Section 30. Review by the Office of the Provost.** By June 1, the Office of the Provost will
410 review the file, with appropriate input, and decide whether to grant or deny promotion. The
411 candidate will be notified of the decision in writing. If the Provost decides the review is
412 unsuccessful, the decision letter will contain an explanation of the reasons underlying their
413 decision and any determinations that differ from the previous review level. ~~In the case of a~~
414 ~~decision to deny promotion that is contrary to a recommendation of a vice president, vice~~
415 ~~provost, dean, or director, the decision letter of the Office of the Provost shall include a detailed~~
416 ~~explanation of reasons for rejecting the recommendation, which shall identify any assessments of~~

417 ~~merit and representations of fact contained in the recommendation with which the Office of the~~
418 ~~Provost disagrees.~~

419
420 **Section 31. Assumption of New Rank.** Successful candidates for promotion will assume their
421 new rank beginning with the fiscal year following notification of their promotion, or other date
422 as approved, by the Office of the Provost, whichever comes first.

423
424
425 **Career Continuous Employment Reviews**

426
427 **Section 32. Purpose.** The primary function of Career Continuous Employment Reviews is to
428 foster continued professional growth and reward excellence. Career Continuous Employment
429 Reviews are optional.

430
431 **Section 33. Eligibility.** To be eligible for a Career Continuous Employment Review, a
432 bargaining member must satisfy the following:

- 433 a. Must have a Career appointment in a single-rank category or at the highest rank in their
434 category; and,
435 b. Must have an annualized 0.5 FTE or greater; and,
436 c. Must have accumulated six years of service at 0.5 FTE or greater, as measured from their
437 appointment in the single-rank category, since achieving promotion to the highest rank in
438 their category, or since their most recent Career Continuous Employment Review.

439
440 **Section 34. Process.** To initiate the Career Continuous Employment Review, the eligible
441 bargaining unit faculty member must notify their department or unit head consistent with Section
442 14 or 24, as appropriate. Continuous employment reviews for Career faculty will generally
443 mirror the scope and process for Career instructional or Career research promotion reviews to the
444 highest rank. If the final ‘Review by the Office of the Provost’ (Section 20 or 30 equivalent) in a
445 Continuous Employment Review determines that the bargaining unit faculty member’s
446 performance in all categories meets or exceeds expectations, the bargaining unit faculty member
447 will receive an increase to their base salary per Article 26. [Senior Instructor IIs and Senior](#)
448 [Lecturer IIs that exceed expectations in all categories on a Career Continuous Employment](#)
449 [Review may be nominated by their dean to be considered by the Provost for the Distinguished](#)
450 [Teaching Professor award under Appendix 4.](#)