

**Memorandum of Agreement between  
Portland State University (University) and  
The Portland State University Chapter of  
the American Association of University Professors (Association)  
May 7, 2019**

Continuous Appointment and Promotion Review Procedures Clarifications Agreement

**Background**

1. The Association and the University are parties to a Collective Bargaining Agreement for the term April 5, 2016, through November 30, 2019 (CBA).
2. During negotiations for the CBA, the parties agreed to changes in Article 18 that created a Continuous Appointment system for Non-Tenure Track Instructional Faculty members (NTTF-I).
3. This Continuous Appointment system requires five (5) annual reviews during the probationary period and also requires that NTTF-I members complete a Milestone Review during their sixth year. Upon successful completion of the Milestone Review, NTTF-I members are awarded a Continuous Appointment effective at the beginning of the following academic year.
4. In May, 2017, following the ratification of the CBA, the Faculty Senate approved revised University Promotion and Tenure Guidelines. The revised guidelines describe review procedures, timelines, and promotion review procedures for NTTF-I members on continuous appointments.

**Agreement**

The Association and the University agree to the following in the interest of clear and orderly implementation of the review procedures for NTTF-I members in the University Promotion and Tenure Guidelines (annual review procedures for faculty in their probationary period, review procedures for promotion to continuous appointments, and review procedures post award of continuous appointment):

1. Reviews of NTTF-I members following the award of continuous appointment:
  - a. The first third-year review shall occur in the fourth year after the completion of three years in a continuous appointment, according to the calendar published by the OAA.
  - b. The second and subsequent third-year reviews shall occur in the third year of every subsequent three-year period, according to the calendar published by the Office of Academic Affairs.
2. Reviews of Non Tenure Track Research Faculty members (NTTF-R)

- a. Promotional reviews of NTTF-R members may occur twice during the academic or calendar year.
  - b. NTTF-R members hired on a 12-month appointment will follow the review schedule established by Office of Academic Affairs (OAA) for NTTF hired on 9-month appointments. For example, a 12-month NTTF-R member who is hired April 1, 2018, will receive their first review during the 2019-20 review schedule beginning September 16, 2019.
  - c. Changes in rank and compensation related to the promotion will be effective at the beginning of the NTTF-R member's next appointment period, typically July 1 for 12-month appointments and September 16 for 9-month appointments.
3. Promotional and/or Continuous Appointment reviews of NTTF-I members with "mid-year" hire dates
- a. 9-month NTTF-I members with a hire date later than October will be reviewed according to the schedule established by the Office of Academic Affairs, starting with the fall of their second full academic year following hire. For example, a 9-month NTTF-I member who is hired on a probationary Continuous Appointment on January 1, 2018 will receive their first review in the review in the academic year 2019-20 review cycle beginning September 16, 2019.
  - b. NTTF-I members on 12-month appointments with a hire date later than October 1 will be reviewed according to the schedule established by Office of Academic Affairs, starting with the fall of their second full academic year following hire. For example, a 12-month NTTF-I members who is hired January 1, 2018, will receive their first review in the academic year review cycle beginning September 16, 2019.
4. This agreement shall become an addendum to the parties' CBA. The parties shall decide how to incorporate these provisions in the successor agreement at the time of its compilation.
5. This Agreement is effective upon signing by all parties.

**For the Association:**

*David Hansen*

*May 7, 2019*

David Hansen  
Vice-President for Collective Bargaining

Date

**For the University:**

*Shelly Chabon*

*5/7/19*

Shelly Chabon  
Vice Provost for Academic Personnel and Dean of Interdisciplinary General Education

Date