Memorandum of Agreement (MOA) between
Portland State University (University)
and the Portland State University Chapter
of the American Association of University Professors (Association)
December 17, 2020

CORRECTED

Subject: Option for non-tenure track instructional faculty members to delay milestone review for
continuous appointment in AY 20/21 due to the COVID-19 pandemic

Recitals:

PSU and AAUP recognize that the COVID-19 has created a situation that may interrupt NTTF faculty
member progress toward Continuous Appointment. The parties wish to ensure that NTTF faculty
members whose progress toward continuous appointment was perceived by them to be adversely
impacted by the events of Spring 2020 are given the opportunity to recover.

The Parties agree as follows:

1. A one-year extension of the continuous appointment clock will be offered to all non-tenure track
   faculty members who are scheduled for their milestone review for continuous appointment in AY
   20/21. All other requests for an extension due to COVID-19 impact, will be on a case by case
   basis.

2. The University will communicate this offer to faculty members September 1, 2020. Faculty
   members in this group must let their Department Chair or Chair equivalent and Dean’s office
   know their decision in writing no later than September 30 of the year of their original review
   using the ACKNOWLEDGEMENT OF EXTENSION OF CONTINUOUS APPOINTMENT CLOCK
   form.

3. It will be at the discretion of the faculty member to include or not include any student
   evaluations collected from courses taught during the period of remote teaching beginning in
   Winter 2020 through Summer 2020 in their continuous appointment milestone review
   regardless of the year of the review.

This agreement will become effective upon signature and ratification of the parties and shall remain in
effect until the conclusion of the adjustment cycle (AY 2024-25-2025-26) as noted above.

continued
### PSU/AAUP MOA
COVID impact NTTF-CA milestone review extension CORRECTED
December 17, 2020
Page 2 of 2

---

**Milestone Review**

<table>
<thead>
<tr>
<th>HIRED</th>
<th>Contractual Reviews to be completed by June 15</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hired September 16, 2020</td>
<td>1st Annual Review</td>
<td>1</td>
</tr>
<tr>
<td>2020-21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2021-22</td>
<td>2nd Annual Review</td>
<td>2</td>
</tr>
<tr>
<td>2022-23</td>
<td>3rd Annual Review</td>
<td>3</td>
</tr>
<tr>
<td>2023-24</td>
<td>4th Annual Review</td>
<td>4</td>
</tr>
<tr>
<td>2024-25</td>
<td>5th Annual Review</td>
<td>5</td>
</tr>
<tr>
<td>2025-26</td>
<td>Milestone Review Occurs</td>
<td>6</td>
</tr>
</tbody>
</table>

**POSITIVE MILESTONE REVIEW**

<table>
<thead>
<tr>
<th>9/16/2026 New post CA contract starts</th>
<th>Positive Milestone Review CA Effective Date from 2026-27 Review</th>
<th>ALSO start of Academic year 1 for the PCAR 5-year review cycle (2026-27)</th>
</tr>
</thead>
</table>

---

### For the University

Shelly Chabon, Vice Provost for Academic Personnel & Leadership Development

December 18, 2020 | 8:05 AM PST

Date

### For the Association

Leanne Serbulo, Interim Vice President of Collective Bargaining

December 18, 2020 | 12:23 PM PST

Date
Appendix A to
MOA Option for NTTF Post-Continuous Appointment – Milestone Review due
to the COVID-19 pandemic

ACKNOWLEDGEMENT OF EXTENSION
OF CONTINUOUS APPOINTMENT CLOCK
FOR ACADEMIC YEAR 2020-21 through 2025-26

Name: ____________________________________________
Last First Middle
College or School/Department: ____________________________
PSUe ID: ______________

Date of First Appointment at PSU: ____________ Current Rank: ______________

INSTRUCTIONS: This form is due to your Department Chair, the chair of the milestone review committee and your Dean’s office no later than September 30th of the year of your original review and should be used for all NTTF faculty members on Continuous Appointment-probationary appointments staring in Academic Year 2020-21 and will remain in effect until the conclusion of the adjustment cycle 2025-26.

For those using this form for the automatic Continuous Appointment Extension in Academic Year 2020-21 the following section must be filled out by the Faculty Member:

<table>
<thead>
<tr>
<th>Check One</th>
<th>Date of ORIGINAL Milestone Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>I would like to keep my milestone review schedule.</td>
<td>FALL 2020</td>
</tr>
<tr>
<td>I would like the Automatic Milestone Review Extension for AY 2020-21</td>
<td></td>
</tr>
<tr>
<td>I would like the Milestone Review Extension.</td>
<td>FALL 2021</td>
</tr>
</tbody>
</table>

* * * * *

For those using this form AFTER the 2020-21 AY, the following section must be filled out by the DEPARTMENT CHAIR/DESIGNEE regarding case-by-case APPROVAL or DENIAL of request.

<table>
<thead>
<tr>
<th>DEPARTMENT CHAIR / DESIGNEE MUST Check One</th>
<th>Date of Milestone Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve Request to extend Milestone Review</td>
<td>NEW Milestone Review DATE: FALL 20___</td>
</tr>
<tr>
<td>Deny Request to Extend Milestone Review</td>
<td>CURRENT Milestone Review Date: FALL 20___</td>
</tr>
</tbody>
</table>

Acknowledgement of Receipt and approval or denial of request:

Print Names Clearly Below: | SIGNATURES | DATE |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYEE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPARTMENT CHAIR/Supervisor of Record:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEAN:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Deans office will provide a signed copy to The Office of Academic Affairs