Memorandum of Agreement between
Portland State University (University)
and the Portland State University Chapter
of the American Association of University Professors (Association)
March 22, 2022 (original MOA date)
Corrected MOA – 5.9.2022

Subject: Adoption of new NTTF-I ranks: Teaching Assistant Professor, Teaching Associate Professor, Teaching Professor

Recitals
On February 25, 2021, the PSU Faculty Senate adopted the NTTF-I Teaching Professor ranks (Teaching Assistant Professor, Teaching Associate Professor, and Teaching Professor) as new ranks that could be utilized, as appropriate, at Portland State University once an implementation plan is in place. On May 3, 2021, the Faculty Senate adopted modifications to the University Promotion and Tenure guidelines that define the Teaching Professor ranks. The University has adopted the Academic Rank Policy to replace PSU Standard 580-020-0005.

Agreement

1. Definitions:
The minimum qualifications for the ranks as defined by the Faculty Senate.

   a. TEACHING PROFESSOR: A NTTF (instructional) appointment for individuals who typically hold PhDs or terminal degrees and are primarily engaged in teaching at a level normally appropriate for a professorial rank. Ranks in this category in ascending order are teaching assistant professor, teaching associate professor, and teaching professor.

   b. INSTRUCTOR: A NTTF (instructional) appointment for individuals with unclassified instructional appointments whose functions are devoted exclusively or primarily to undergraduate instruction. Such appointments include advising and mentoring expectations congruent with creative and engaged undergraduate instruction, including the possibility of involvement in design and development of courses and the curriculum. Ranks in this category in ascending order are instructor, senior instructor I, senior instructor II.

2. Primary Distinctions between the Teaching Professor and the Instructor Ranks:

   a. All personnel decisions will reflect the need to create and maintain clear distinctions between these new Teaching Professor ranks and the current Instructional ranks that will continue to be in place.

   b. The primary distinguishing features between the Teaching Professor ranks and the Instructor ranks will be: (1) the level of autonomy in curricular decisions, curricular development, and course design; (2) the academic experience and degrees held; and (3) the skill to apply expertise across courses and curricular levels as manifested
in the breadth and depth of assignments and that requires intellectual flexibility, coordination and cooperation.

i. The level of autonomy in curricular decisions, curricular development, and course design as evidenced in the preponderance of the assigned course load:

1. For the Teaching Professor ranks, expectations include the development, coordination, and evaluation of all aspects of assigned courses in relationship to the broader curriculum.

2. For the Instructor ranks, there is less autonomy over the development, coordination, and evaluation of all aspects of assigned courses in relationship to the broader curriculum (e.g., an Instructor may teach one of multiple sections that utilize the same syllabus and reflect similar design).

ii. The academic experience and degrees held:

1. The number of years of academic experience and type of professional experience required for the Teaching Professor and Instructor ranks will vary by discipline and be determined by individual academic units.

2. For the Teaching Professor ranks, faculty will ordinarily hold the highest degree in their fields of specialization. Exceptions to this requirement may be made when there is evidence of outstanding achievement and professional recognition in the candidate’s field of expertise. In most fields, the doctorate will be expected.

   a. A terminal degree in the field of specialization is not sufficient to qualify for a Teaching Professor rank.

3. For Instructor ranks, individuals with a terminal degree may apply for and receive an instructional position, although this is not an expectation.

iii. Skill in application of expertise and integration of knowledge:

1. For Teaching Professor ranks, faculty have skill and expertise necessary to teach across upper and lower division and undergraduate/graduate levels, where applicable, reflecting the breadth and depth of assignments and requiring intellectual flexibility, curricular coordination and cooperation. Faculty must demonstrate evidence of the application of scholarly inquiry, pedagogical methods, and curricular integration consistent with the criteria established by their academic units and approved by the Department Chair (or equivalent).

2. For Instructor ranks, faculty are responsible for a narrower scope of
courses and/or are more likely to teach lower-division undergraduate
courses. Upper-division undergraduate major courses may be taught
by instructors if the duties and responsibilities for the assigned
courses do not require the autonomy, coordination and control
associated with the Teaching Professor ranks and if these courses do
not represent the preponderance of their teaching assignments.
Teaching lower-division undergraduate courses shall not be the sole
determining factor in whether a faculty is assigned to the Instructor or
Teaching Professor ranks. Faculty in the Instructor ranks should be
assigned graduate-level courses only on rare occasions.

3. **Role of Department Chair/Equivalent in the Assignment of Work:**
   a. It is the responsibly of the Department Chair (or equivalent) to assign work that is
      appropriate to a member’s rank. Departmental needs may, on occasion, warrant an
      Instructor being assigned courses and related duties more commonly associated
      with the Teaching Professor ranks. Regular assignments, however, must be in
      accord with those outlined in Section 2 above, *Primary Distinctions between the
      Teaching Professor and the Instructor ranks.*

   b. If an Instructor requests a course with duties and responsibilities more appropriate
      for the Teaching Professor ranks, the Department Chair (or equivalent) may grant
      the request on a limited basis, but this should not be an ongoing or common practice.

4. **Re-titling into the Teaching Professor Ranks:**
   a. **Process for Notifying Faculty eligible for re-titling to the Teaching Professor
      ranks:**
      i. Department Chairs (or equivalents) in consultation with the Dean’s office will
develop a list of faculty members who hold NTTF Professorial ranks or are
Senior Instructor II (SRI-II).

      a. Those who hold NTTF Professorial ranks will be notified by
their department chairs (or equivalents) that they are eligible to
automatically retitle into equivalent Teaching Professor ranks
(Ex: NTTF Associate Professor may retitle to Teaching
Associate Professor).

      i. Those holding NTTF Professorial ranks will have 5
business days from receipt of notice of eligibility to
accept or decline in writing to re-title. See section 4 (b)
below for retitling process.

      b. Those who hold the rank of SRI-II will be notified that they can
be considered for re-titling to Teaching Assistant Professor
using the criteria provided in section 4 (c) below.

      i. SRI-IIs will have 5 business days from receipt of notice
of eligibility to provide a written request to retitle to their department chair (or equivalent).

ii. Department chairs (or equivalents) may require that an SRI-II provide documentation, including an updated CV, in order to determine eligibility for re-titling into the Teaching Professor ranks.

iii. Within 5 business days of receipt of written notice of eligibility for retitling, the faculty member must either elect to re-title or defer. If a faculty member elects to defer, they will no longer be eligible to re-title, but will retain future access to the Teaching Professor ranks as stated below in section 5, Promotion into Teaching Professor Ranks.

iv. The Department Chair (or equivalent) will communicate to the Dean’s office all re-titling information. The Dean’s office will provide re-titling information to OAA and HR. In consultation with OAA, HR will update the eligible faculty member’s record to reflect each eligible faculty member’s re-titling into the appropriate Teaching Professor rank.

b. Process for re-titling NTTF Professor and Instructor ranks to Teaching Professor ranks during the transition period:

i. The transition period for re-titling into the Teaching Professor ranks shall be completed no later than September 15, 2022.

ii. Re-titling is aligned with current job duties and responsibilities.

iii. Re-titling from an Instructor rank to a Teaching Professor rank is not considered a promotion. After the academic year 2022-2023, all departments will be expected to utilize their own P&T Guidelines for promotional decisions regarding the new Teaching Professor ranks.

iv. The re-titling of members will occur in two distinct ways using the current rank of the member as described in section 4(c) below: (1) automatic conversion based on meeting all criteria, and (2) eligible for conversion upon administrative review of additional supporting evidence provided.

v. No faculty member will be compelled to re-title.

c. Criteria for re-titling NTTF Professor and Instructor ranks to Teaching Professor ranks during the transition period:

i. NTTF Assistant Professors, NTTF Associate Professors, and NTTF Professors shall, at their request, be retitled into the Teaching Professor ranks at parallel levels.

1. Those NTTF Assistant Professors, NTTF Associate Professors, and NTTF Professors who request to be re-titled will be automatically re-titled into the following respective Teaching Professor ranks: NTTF
Assistant Professor retitled to Teaching Assistant Professor, NTTF
Associate Professor retitled to Teaching Associate Professor, and
NTTF Professor re-titled to Teaching Professor.

ii. **Senior Instructor II (SRI-II)** may be eligible to re-title to Teaching Assistant Professor if **ALL** of the criteria outlined in section 2 above, *Primary Distinctions between the Teaching Professor and the Instructor ranks*, are met.

1. The Faculty Senate language specific to the doctorate degree requirement allows that an exception to the requirement may be considered when there is clear evidence of outstanding achievement and professional recognition in the candidate’s current field of expertise.

2. In addition, the SRI-II must have undergone at least one successful peer review. This review must have led to (a) a promotion in rank, (b) award of Continuous Appointment, or (c) hiring by a faculty search committee.

iii. **Senior Instructor I (SRI-I) or Instructor** are not eligible for re-titling into the Teaching Professor ranks. See section 5 below for eligibility to promote into the Teaching Professor ranks.

d. Process for the reconsideration of an administrative decision on re-titling:

i. Those individuals in NTTF Professor ranks who did not elect to automatically retitle during the transition period are not eligible for a reconsideration to retitle, as the decision not to re-title was their own. See sections 6, (c) i-ii below.

ii. If an SRI-II questions the administrative decision for re-titling, they may submit a written request for a reconsideration within 5 business days from receipt of the written notice of the administrative decision not to retitle, and may provide additional supporting evidence along with the request for reconsideration.

1. The reconsideration will be requested based on the criteria stated in section 2 above.

iii. Composition of Reconsideration Committee

1. Each School or College will create an administrative review committee composed of department chairs (or equivalents) holding rank to review and evaluate the original re-titling decision using the criteria in section 2 above.

2. The size and composition of this group will be at the discretion of the Dean.
3. In those Schools/Colleges that do not have ranked administrators, the Dean will appoint a minimum of five department chairs from across the campus to serve on the administrative review committee.

iv. The committee will endeavor to reach consensus before communicating their decision to the Dean and the Dean will make the final determination. Retitling decisions are not grievable and are not subject to Article 28.

5. **Promotion into Teaching Professor Ranks:**

a. **Process for notifying faculty eligible for promotion into the Teaching Professor ranks:**

   i. Department Chairs (or equivalents), in consultation with their Dean’s office, will develop a list of all faculty eligible to promote into the Teaching Professor ranks using the criteria as provided by the Faculty Senate and in accordance with the faculty member’s current rank as stated in sections 5(c) i-iv, below.

   ii. Department Chairs (or equivalents) will notify all faculty eligible to promote into the Teaching Professor ranks, referencing the faculty member’s eligibility for promotion based on their current rank as stated in sections 5(c) i-iv, below.

   iii. Faculty members notified of eligibility will respond to the notice in accordance with the deadlines stated in their unit guidelines.

   1. If the faculty member elects to participate, the promotional review will commence in 2022-2023 and proceed through the promotional review deadlines as stated in unit guidelines and on the Academic Deadlines Calendar posted on the OAA website.

   2. If a faculty member elects to defer, the faculty member will remain eligible for future promotion into the Teaching Professor ranks. Starting in Spring 2023 the criteria and notice for eligibility will follow the unit’s guidelines and will be in accordance with the University P&T Guidelines and the Academic Deadlines Calendar posted on the OAA website.

b. **Process for Promotion into the Teaching Professor ranks:**

   i. Members shall be allowed to apply for promotion to the new Teaching Professor ranks in Fall 2022. The parties recognize that for academic year 2022-2023 units may not have had the opportunity to fully develop criteria for promotion into the new Teaching Professor ranks, thus departments may use the rank descriptions developed by the Faculty Senate on May 3, 2021 for these promotional recommendations. After the academic year 2022-2023, all departments will be expected to utilize their own P&T Guidelines for promotional decisions.
ii. For those who retitled into the parallel Teaching Professor ranks, time spent in rank as NTTF Assistant or NTTF Associate Professor will count toward the minimum number of years in rank required prior to being eligible for application to the next Teaching Professor rank, as stated in the Faculty Senate Resolution dated May 3, 2021.

1. Teaching Professor A non-tenure track faculty position. Typically, being hired into or promoted to this position requires a minimum of four years in rank as an NTTF Associate Professor.

2. Teaching Associate Professor A non-tenure track faculty position. Typically, being hired into or promoted to this position requires six years in rank as an NTTF Assistant Professor.

iii. For Senior Instructor IIs who retitled to Teaching Assistant Professor, time spent in rank as SRI-II will count toward the minimum of six years in rank as Teaching Assistant Professor before becoming eligible to promote to Teaching Associate Professor.

c. Criteria for promotion to Teaching Professor ranks during the transition period:

i. A NTTF Associate Professor hired prior to September 16, 2021 who did not elect to re-title to Teaching Associate Professor during the transition period pursuant to section 4(c), i, above, is eligible to promote to Teaching Professor.

1. Time spent in the parallel rank of NTTF Associate Professor will count toward the minimum of four years in rank prior to being eligible for a Teaching Professor promotional review the 5th year.

2. If unsuccessful in promoting to Teaching Professor (this is not considered skipping a rank but a parallel promotion within the Teaching Professor ranks), the NTTF Associate Professor will be eligible for promotion after completing three additional years in rank (eligible to apply for promotion in the 4th year).

3. The NTTF Associate Professor who is unsuccessful in promoting to Teaching Professor two times will no longer be eligible for promotion into the Teaching Professor ranks.

ii. A NTTF Assistant Professor hired prior to September 16, 2021 who did not elect to re-title to Teaching Assistant Professor during the transition period pursuant to section 4(c), i, above, is eligible to promote to the Teaching Professor ranks.

1. Time spent in the parallel rank of NTTF Assistant Professor will count toward the typically required minimum of 6 years in rank prior to being eligible for a Teaching Associate Professor promotional review the 7th
2. If unsuccessful in promoting to Teaching Associate Professor (this is not considered skipping a rank but a parallel promotion within the Teaching Professor Ranks), the NTTF Assistant Professor will be eligible for promotion after completing three additional years in rank (eligible to apply for promotion in the 4th year).

3. The NTTF Assistant Professor who is unsuccessful in promoting to Teaching Associate Professor two times will no longer be eligible for promotion to the Teaching Professor ranks.

iii. **A Senior Instructor II (SRI-II)** hired prior to September 16, 2021 who is not eligible to re-title as Teaching Assistant Professor pursuant to 4(c), ii, above, or who elects not to retitle to Teaching Assistant Professor during the transition period, is eligible to promote to the Teaching Professor ranks:

1. If unsuccessful in promoting to Teaching Assistant Professor, the SRI-II will be eligible for promotion after completing three additional years in rank (eligible to apply for promotion in the 4th year).

2. The SRI-II who is unsuccessful in promoting to Teaching Assistant Professor two times will no longer be eligible for promotion to the Teaching Professor ranks.

iv. **A Senior Instructor I (SRI-I)** hired prior to September 16, 2021 is eligible to promote to the Teaching Professor ranks:

1. To be eligible, the member must have been promoted, not hired, to the rank of SRI-I.

2. An SRI-I who is unsuccessful in promoting to Teaching Assistant Professor retains the right to be considered for promotion to SRI-II (if they so request). They should be considered for promotion to SRI-II in the same cycle, with the same promotion packet, and by the same P&T committee.

3. An SRI-I who promotes to SRI-II is eligible to apply for promotion to Teaching Assistant Professor after completing three years in rank (eligible to apply for promotion in the 4th year). Following an unsuccessful review to SRI-II, an SRI-I can re-apply for promotion to SRI-II under the current University and Department-level guidelines.

4. A member who is unsuccessful in promoting to Teaching Assistant Professor two times is no longer eligible for promotion to the Teaching Professor ranks.

v. **An Instructor** hired prior to September 16, 2021 may apply to promote to the Teaching Professor ranks.
1. An Instructor must promote to SRI-I before being eligible to promote into the Teaching Professor ranks. To be eligible for consideration to promote from SRI-I to Teaching Assistant Professor, they must first complete 3 years in rank as an SRI-I (eligible to apply for promotion in the 4th year).

2. Once an Instructor has been promoted to SRI-I, refer to section 5(c), iv above.

6. The Salary of Members Re-Titled or Promoted to New Ranks Will Not Be Less than the Minimum in the New Rank.
   a. Members re-titled to the new Teaching Professor ranks will either retain their current salary or receive the new higher minimum salary.
   b. Members promoted to the new Teaching Professor ranks shall receive a salary increase of 8% upon promotion in rank or the minimum for the new rank, whichever is greater, as stipulated in Article 30, Section 6A of the 2021-2024 Collective Bargaining Agreement (CBA).

7. For Purposes of Establishing Minimum Salaries, the New Teaching Professor Ranks Shall be Grouped as Follows in Article 30, Section 5 of the CBA.
   a. Teaching Assistant Professor with Assistant Professor, Assistant Professor of Practice, Assistant Clinical Professor, and Research Assistant.
   b. Teaching Associate Professor with Associate Professor, Associate Professor of Practice, Associate Clinical Professor, and Research Associate Professor.
   c. Teaching Professor with Professor, Professor of Practice, Clinical Professor, and Research Professor.

8. New Teaching Professor Ranks are Applicable in all Academic Departments.

The Office of Academic Affairs (OAA) shall notify departments, within sixty (60) days of the ratification of this agreement, that they are to revise, and submit to OAA for approval, their departmental P&T guidelines to include these ranks, and pathways into these ranks, based on the Departmental P&T template distributed by OAA. Departments shall be given until April 1, 2023 to submit revised guidelines. OAA will review and approve revised departmental P&T guidelines, or provide guidance for further revisions, by August 1, 2023. These requirements will be communicated in written form by OAA to Department administration, and by PSU-AAUP to its members, between execution of this agreement and April 1, 2022.

This agreement will be effective upon signature and ratification of the parties. This document will be an addendum to the CBA and language that remains in effect will be inserted into Article 18 during successor negotiations.
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5.9.2022 Corrected MOA Effects New Teaching Professor Ranks

Final Audit Report

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