

1 **Memorandum of Agreement (Corrected) between**
2 **Portland State University (University)**
3 **and the Portland State University Chapter**
4 **of the American Association of University Professors (Association)**
5 **March 22, 2022**
6 **Corrected MOA #3 (August 8, 2022)**

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

9 **Recitals**

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

16 **Agreement**

17 **1. Definitions:**

18 *The minimum qualifications for the ranks as defined by the Faculty Senate.*

- 19 a. TEACHING PROFESSOR: A NTTF (instructional) appointment for individuals who
20 typically hold PhDs or terminal degrees and are primarily engaged in teaching at a
21 level normally appropriate for a professorial rank. Ranks in this category in
22 ascending order are teaching assistant professor, teaching associate professor, and
23 teaching professor.
- 24 b. INSTRUCTOR: A NTTF (instructional) appointment for individuals with unclassified
25 instructional appointments whose functions are devoted exclusively or primarily to
26 undergraduate instruction. Such appointments include advising and mentoring
27 expectations congruent with creative and engaged undergraduate instruction,
28 including the possibility of involvement in design and development of courses and
29 the curriculum. Ranks in this category in ascending order are instructor, senior
30 instructor I, senior instructor II.

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

- 32 a. All personnel decisions will reflect the need to create and maintain clear distinctions
33 between these new Teaching Professor ranks and the current Instructional ranks that
34 will continue to be in place.
- 35 b. The primary distinguishing features between the Teaching Professor ranks and the
36 Instructor ranks will be: (1) the level of autonomy in curricular decisions, curricular

1 development, and course design; (2) the academic experience and degrees held;
2 and (3) the skill to apply expertise across courses and curricular levels as manifested
3 in the breadth and depth of assignments and that requires intellectual flexibility,
4 coordination and cooperation.

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

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

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

16 ii. The academic experience and degrees held:

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

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

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

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

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

31 1. For **Teaching Professor ranks**, faculty have skill and expertise
32 necessary to teach across upper and lower division and
33 undergraduate/graduate levels, where applicable, reflecting the
34 breadth and depth of assignments and requiring intellectual flexibility,
35 curricular coordination and cooperation. Faculty must demonstrate
36 evidence of the application of scholarly inquiry, pedagogical methods,

1 and curricular integration consistent with the criteria established by
2 their academic units and approved by the Department Chair (or
3 equivalent).

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

15 **3. Role of Department Chair/Equivalent in the Assignment of Work:**

- 16 a. It is the responsibility of the Department Chair (or equivalent) to assign work that is
17 appropriate to a member's rank. Departmental needs may, on occasion, warrant an
18 Instructor being assigned courses and related duties more commonly associated
19 with the Teaching Professor ranks. Regular assignments, however, must be in
20 accord with those outlined in Section 2 above, *Primary Distinctions between the*
21 *Teaching Professor and the Instructor ranks*.
- 22 b. If an Instructor requests a course with duties and responsibilities more appropriate
23 for the Teaching Professor ranks, the Department Chair (or equivalent) may grant
24 the request on a limited basis, but this should not be an ongoing or common practice.

25 **4. Re-titling into the Teaching Professor Ranks:**

26 a. **Process for Notifying Faculty eligible for re-titling to the Teaching Professor**
27 **ranks:**

- 28 i. Department Chairs (or equivalents) in consultation with the Dean's office will
29 develop a list of faculty members who hold NTTF Professorial ranks or are
30 Senior Instructor II (SRI-II).

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

- 36 i. Those holding NTTF Professorial ranks will have 5
37 business days from receipt of notice of eligibility to

1 accept or decline in writing to re-title. See section 4 (b)
2 below for retitling process.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1 the unit's guidelines and will be in accordance with the University P&T
2 Guidelines and the Academic Deadlines Calendar posted on the OAA
3 website.

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

5 i. Members shall be allowed to apply for promotion to the new Teaching
6 Professor ranks in Fall 2022. The parties recognize that for academic year
7 2022-2023 units may not have had the opportunity to fully develop criteria for
8 promotion into the new Teaching Professor ranks, thus departments may use
9 the rank descriptions developed by the Faculty Senate on May 3, 2021 for
10 these promotional recommendations. After the academic year 2022-2023, all
11 departments will be expected to utilize their own P&T Guidelines for
12 promotional decisions.

13 ii. For those who retitled into the parallel Teaching Professor ranks, time spent
14 in rank as NTTF Assistant or NTTF Associate Professor will count toward the
15 minimum number of years in rank required prior to being eligible for
16 application to the next Teaching Professor rank, as stated in the Faculty
17 Senate Resolution dated May 3, 2021.

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

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

24 iii. For Senior Instructor IIs who retitled to Teaching Assistant Professor, time
25 spent in rank as SRI-II will count toward their eligibility to promote to
26 Teaching Associate Professor.

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

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

33 1. Faculty are eligible to be considered for promotion in their fourth year
34 in rank. Time spent in the parallel rank of NTTF Associate Professor
35 will count toward the time-in-rank requirement for eligibility.

36 2. If unsuccessful in promoting to Teaching Professor (this is not

1 considered skipping a rank but a parallel promotion within the
2 Teaching Professor ranks), the NTTF Associate Professor will be
3 eligible for promotion after completing three additional years in rank
4 (eligible to apply for promotion in the 4th year).

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

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

12 1. Faculty are eligible to be considered for promotion in their sixth year in
13 rank. Time spent in the parallel rank of NTTF Assistant Professor will
14 count toward the time-in-rank requirement for eligibility.

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

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

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

27 1. All current faculty members who are in the rank of SRI-II on or before
28 September 16, 2022, are eligible to be considered for promotion to the
29 rank of Teaching Assistant Professor based upon criteria for
30 promotion as outlined in this MOU and in relevant P&T Guidelines.

31 2. An SRI-I who promotes to SRI-II is eligible to apply for promotion to
32 Teaching Assistant Professor after completing three years in rank as
33 an SRI-II (eligible to apply for promotion in the 4th year).

34 a. For an SRI-II in rank on or before September 16, 2022, the
35 timelines for promotion from SRI-II to Teaching Assistant
36 Professor will not apply during Academic Years 2022-23 and
37 2023-24, after which the timelines for promotion to Teaching

1 Assistant Professor stated in #2 above will apply.

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

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

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

10 1. All current faculty members promoted to SRI-I on or before
11 September 16, 2022 are eligible to be considered for promotion to the
12 rank of Teaching Assistant Professor based upon criteria for
13 promotion as outlined in this MOU and in relevant P&T Guidelines.

14 2. An Instructor who promotes to SRI-I is eligible to apply for promotion
15 to Teaching Assistant Professor after completing three years in rank
16 as an SRI-I (eligible to apply for promotion in the 4th year).

17 a. For an SRI-I promoted on or before September 16, 2022, the
18 timelines for promotion from SRI-I to Teaching Assistant
19 Professor will not apply during Academic Years 2022-23 and
20 2023-24, after which the timelines for promotion to SRI-II will
21 apply.

22 3. An SRI-I who is unsuccessful in promoting to Teaching Assistant
23 Professor retains the right to be considered for promotion to SRI-II (if
24 they so request). If the SRI-I meets the eligibility criteria for promotion
25 to SR-II-- which includes the completion of three years in rank--they
26 should be considered for promotion to SRI-II in the same cycle, with
27 the same promotion packet, and by the same P&T committee.

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

33 5. An SRI-I who is unsuccessful in promoting to Teaching Assistant
34 Professor two times is no longer eligible for promotion to the Teaching
35 Professor ranks.

36 v. **An Instructor** hired prior to September 16, 2021 may apply to promote to the

1 Teaching Professor ranks.

- 2 1. An Instructor must promote to SRI-I before being eligible to promote
3 into the Teaching Professor ranks. To be eligible for consideration to
4 promote from SRI-I to Teaching Assistant Professor, they must first
5 complete 3 years in rank as an SRI-I (eligible to apply for promotion in
6 the 4th year).
- 7 2. Once an Instructor has been promoted to SRI-I, refer to section 5(c),
8 iv above.

9 **6. The Salary of Members Re-Titled or Promoted to New Ranks Will Not Be Less than**
10 **the Minimum in the New Rank.**

- 11 a. Members re-titled to the new Teaching Professor ranks will either retain their current
12 salary or receive the new higher minimum salary.
- 13
- 14 b. Members promoted to the new Teaching Professor ranks shall receive a salary
15 increase of 8% upon promotion in rank or the minimum for the new rank, whichever
16 is greater, as stipulated in Article 30, Section 6A of the 2021-2024 Collective
17 Bargaining Agreement (CBA).

18 **7. For Purposes of Establishing Minimum Salaries, the New Teaching Professor**
19 **Ranks Shall be Grouped as Follows in Article 30, Section 5 of the CBA.**

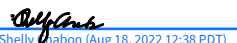
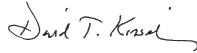
- 20 a. Teaching Assistant Professor with Assistant Professor, Assistant Professor of
21 Practice, Assistant Clinical Professor, and Research Assistant.
- 22 b. Teaching Associate Professor with Associate Professor, Associate Professor of
23 Practice, Associate Clinical Professor, and Research Associate Professor.
- 24 c. Teaching Professor with Professor, Professor of Practice, Clinical Professor, and
25 Research Professor.

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


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

36 This agreement will be effective upon signature and ratification of the parties. This document will

- 1 be an addendum to the CBA and language that remains in effect will be inserted into Article 18
- 2 during successor negotiations.

<u>For the University</u>	<u>For the Association</u>
 <small>Shelly Chabon (Aug 18, 2022 12:38 PDT)</small> <hr/> Shelly Chabon, Vice Provost for Academic Personnel	 <hr/> David Kinsella, Vice President Collective Bargaining
Option 1 <hr/> Date	<hr/> Date

3 
DM

Signature: 
Debra Mayo-Carey (Aug 18, 2022 15:24 PDT)
Email: mayok@pdx.edu











NTTF Teaching Ranks Correction No. 3 08.16.2022 (3)

Final Audit Report

2022-08-18

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