

BYLAWS
and
POLICIES & PROCEDURES FOR THE
EVALUATION OF FACULTY FOR TENURE,
PROMOTION, & MERIT INCREASES

THE BLACK STUDIES DEPARTMENT

Revised May 2021
PORTLAND STATE UNIVERSITY

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BYLAWS OF THE BLACK STUDIES DEPARTMENT PORTLAND STATE UNIVERSITY

I. Article I – Name

The Black Studies Department is the official name of an instructional unit in the School of Gender, Race and Nations within the College of Liberal Arts and Sciences at Portland State University.

II. Article II – Purpose

The Black Studies Department (BST) is an academic multidisciplinary and interdisciplinary unit within the School of Gender, Race, and Nations in the College of Liberal Arts and Sciences. BST is devoted to the exploration and analysis of the history, politics and culture of people from Africa and the Diaspora of Africa in the United States, the Caribbean, and the Americas. BST seeks to explore the Black experience, to illuminate the contributions of people of African descent to world culture, and to provide an engaged pedagogy to include voices of people and communities of African descent, and critical approaches to understanding race, class, and gender in contemporary society.

The objectives of BST include providing comprehensive learning programs and an intellectual community aimed at understanding the Black experience—past, present, and future. The Black Studies Department seeks to expose all students to academic experiences beyond those generally found in standard college curricula by providing informed perspectives and opportunities for critical and reflective thinking on topics of social justice, equity, and sovereignty.

The goals of the Black Studies Department are to:

- provide students with intellectual and vocational tools, social consciousness, and sense of dedication to enhance their ability to work with people of different ethnic backgrounds.
- provide comprehensive learning programs aimed toward a greater understanding by all people of the Black experience—past, present, and future.
- through the Center for Black Studies and the Black Bag Speaker Series, link the University to the cultural, artistic, civic, and intellectual development of the Black community and to enable the community to play a leadership role in those vital areas.
- provide courses focusing on historical and contemporary contexts of Black people in Africa and the African Diaspora.
- serve as a forum for interaction between faculty and students who represent different disciplines but share an interest in Black Studies.
- work with all people genuinely interested in building a humane and equitable society for all people.
- collect and disseminate information that gives an accurate picture of the African experience and aids in improving the quality of that experience.
- harness available University resources and direct them toward the satisfaction of the multifaceted social, economic, and political needs of the African Diasporic community.

- promote continued improvement of higher education, particularly those areas related to the Black Studies curriculum through regular self-evaluation, the evaluation of course subject matter, methods of instruction, research, public service, University service, student advising, and other relevant parts of the educational process.

The Black Studies Department is committed to the development of students' analytical skills, cultural competence, historical consciousness and awareness. BST also works effectively in meaningful collaboration with diverse populations on issues including social justice and a critical interdisciplinary approach to multifaceted study of African and African Diasporic experience.

III. Article III - Members

1. Member Composition

1.1 The faculty of the Black Studies Department will be composed of tenure track faculty; non-tenure track faculty, adjunct faculty, joint-appointment faculty and affiliate faculty.

1.2 Regarding Facilities and Amenities of office space for instructional faculty members see Member Rights in American Association of University Professionals (AAUP) Collective Bargaining Agreement (CBA) Article 24 and Portland State University Faculty Association (PSUFA) Collective Bargaining Agreement (CBA) Article 7.2.

2. Member Rights and Responsibilities

2.1 Tenure Track Faculty (TTF)

2.1.1 All tenure or tenured faculty with at least .5 FTE in Black Studies have full voting rights.

2.1.2 The rights of the Black Studies Tenure Track Faculty will include, but will not be limited to, the making of recommendations to the Department Chair about such matters as: a) promotions and tenure; b) appointment of new faculty members; c) development of new and modification or removal of old courses; e) faculty teaching assignments, etc.

2.1.3 The responsibilities of Black Studies Tenure Track Faculty will include, but will not be limited to: a) facilitating communication and cooperation among all members of the academic community—faculty, students, administrators, and staff; and b) promoting continued improvement of higher education, particularly those areas related to the Black Studies curriculum through regular self-evaluation, the evaluation of course subject matter, methods of instruction, research, public service, University service, student advising, and other relevant parts of the educational process. Responsibilities for TT and NTT faculty are also outlined in PSU/AAUP CBA Article 4.

2.2 Non-Tenure Track Faculty (NTTF)

2.2.1 Individuals who are not in tenure track appointments but have at least a .50 FTE appointment in Black Studies and hold Continuous Appointments or are in the probationary period of their Continuous Appointment or are on Fixed-Term Instructional Appointments.

2.2.2 NTTF on Continuous Appointments and have at least .5 FTE in Black Studies have voting rights in all Department matters with the exception of promotion and tenure decisions of tenure-track faculty. NTTF on Fixed-Term appointments do not have voting rights.

2.2.3 NTTF may not hold the position of Department Chair.

2.2.4 NTTF are responsible for advisement, curriculum development, and participation in Department committees, except those involving the promotion, tenure, review of tenure track faculty and is limited to 10% of their 1.0 FTE, unless they are released from some of their instructional duties.

2.2.5 At the time of this writing the Black Studies Department does not have any NTTF Research faculty. In the event that they do, they will retain the same rights as NTTF Instructional.

2.3 Adjunct Faculty Members

2.3.1 Adjunct faculty do not have voting rights but may attend and participate in Department meetings.

2.3.2 Adjunct faculty are welcome to attend Department meetings as non-voting members, but their attendance is generally not required. In any case where a specific adjunct faculty member is requested or required to attend, they must be compensated as provided in Article 12, Section 6 of the PSUFA CBA. Any such request must be approved by the Dept. Chair in advance.

2.3.3 The University recognizes and encourages Adjunct instructional faculty's voluntary participation and input in extra-instructional activities both the Departmental and University-wide levels. These activities may include, but are not limited to, attending Departmental meetings, serving on Departmental or University committees, and/or developing courses. Such participation is not required. In the event that the University requests an Adjunct instructional faculty member to participate and the Chair approves, the faculty member will be compensated for such participation, as provided in PSUFA CBA Article 12, Section 23. Such participation by Adjunct instructional faculty in addition to their existing appointment must not exceed a total FTE of .49 per year. (See PSUFA CBA 12, Section 8.1.)

2.3.4 Appointment and Assignment Rights

(See PSUFA CBA Article 8.3)

2.3.4(a) Adjunct faculty members who hold advanced degrees or have comparable experience in the discipline in which they teach (but do not hold terminal degrees in their field) will be hired as Adjunct Instructor.

2.3.4(b) Adjunct faculty members who hold terminal degrees or have comparable experience in the discipline in which they teach will be hired as Adjunct Assistant Professor.

2.3.4(c) Comparable experience will be determined by the possession of a graduate degree in an appropriate area of instruction.

2.3.4(d) The decision to hire an adjunct will be made by the Department Chair based on the faculty member's professional accomplishments and the Department's curricular needs. These Department bylaws inform the Chair's determination and a Letter of Agreement will provide additional details for process and criteria in the evaluation of an Adjunct faculty member's experience. (See PSUFA CBA Article 8.2)

2.3.4(e) If a successful performance evaluation, as described in Article 7, Section 7 of the PSUFA CBA, was completed before the faculty member is eligible for promotion the Department Chair will consider those materials in their determination of rank consistent with these Department bylaws.

2.3.4(f) Evaluations for adjunct faculty teaching in more than one Department. Per Article 7, Section 7 of the PSUFA CBA, Departments are required to offer adjunct faculty members professional evaluations after three years or 20 credits, whichever comes first, of employment as an adjunct at PSU. For adjunct faculty teaching in more than one Department, one unit will be determined responsible for offering the evaluation. The decision as to which Department is responsible, or the primary evaluating Department, will be based on where the adjunct faculty has taught a majority of their courses over the evaluation period. The other Department(s) faculty should be invited to provide additional feedback and evaluation to the primary evaluating Department. The majority of courses for adjunct faculty can be determined by the Department's records of written contracts or by report (Cognos). Once an adjunct faculty member receives a successful evaluation, future appointments will be offered for a term of two academic years by all Departments the adjunct is contracted in.

2.3.5 Salary and Payroll Administration

(See PSUFA CBA Article 12.8.1.)

2.3.5(a) Compensation for Committee Service (See PSUFA CBA Article 12.6.)

2.3.5(b) Compensation for Independent Study Supervision (See PSUFA CBA Article 12.7.)

2.3.5(c) Course Cancellation/Late Notice Compensation (See PSUFA CBA Article 12.8.)

2.3.5(d) At the time of this writing the Black Studies Department does not have any research rank adjunct faculty. Should one be added, we will adhere to the guidelines found in the current PSUFA CBA.

2.4 Affiliate Faculty

2.4.1 Full-time faculty in departments other than the Black Studies Department at the University who are voted on by members of the Black Studies Department to serve as affiliate faculty.

2.4.2 Affiliate faculty may participate in discussions related to curriculum, serve on committees, may attend and participate in Department meetings, but have no official voting privileges in the Black Studies Department except when serving on P&T committees.

2.4.3 Affiliate faculty serve two-year terms and can be renewed upon faculty revote and as long as they attend at least one Black Studies Department meeting each term.

2.4.4 Procedure for Appointment

2.4.4(a) Faculty will nominate faculty to be considered for affiliate faculty at the second to the last Department meeting in the Spring.

2.4.4(b) Faculty will vote on the candidates for affiliate faculty at the last Department meeting in the Spring.

2.4.4(c) The Department Chair will send a letter to the nominated faculty asking if they accept the role of Affiliate Faculty.

2.4.4(d) Affiliate faculty begin their positions on the first day of the Fall term.

3. Governance

(See PSU-AAUP CBA Article 12.4)

3.1 Voting

3.1.1 Tenured/tenure track faculty in Black Studies will have voting rights in all Department matters. Non-tenure track faculty on continuous appointments have voting rights in all Department matters with the exception of promotion and tenure decisions of tenure-track faculty. NTTF on Fixed-Term Appointments, Affiliated, and adjunct faculty will not have voting rights related to Department business.

3.1.2 A vote will fail or pass based on majority rule of the eligible voting members.

3.1.3 Faculty may register their votes in-person, by proxy, or by electronic tally. Voting by proxy is permitted when the absence of a voting faculty member at a particular meeting is unavoidable. Proxy votes should be conveyed in writing (electronic or hard copy) to the Chair within 24 hours before the meeting (Department or Committee).

3.1.4 Confidential voting will be implemented for votes related to election of the Department Chair.

3.1.5 Confidential voting may be requested at the time of voting for all other matters.

4. Academic Professional Workload and Work life Balance

(See PSU-AAUP CBA Article 17.9(c))

4.1 At the time of this writing, the Department does not employ Academic Professionals. Should an Academic Professional be added to the Department, we will adhere to the University Guidelines.

5. Individual Professional Development Accounts (IPDA)

(See PSU-AAUP CBA Article 19.3)

5.1 Faculty members and academic professionals may utilize funds in their IPDA for activities that support the job-related professional development of the member. The use of IPDA funds is subject to the pre-approval of the Department Chair and to all applicable University policies and procedures regarding the appropriate use and documentation of University expenditures. Examples of such use from the PSU-AAUP CBA include, but are not limited to, travel for the presentation of scholarly work, conference fees and travel, professional organization fees, professional licensure or certification requirements, acquisition of specialized equipment (such as laboratory or art supplies), tuition and/or fees, subscriptions and books, submission fees, and relevant training and continuing education opportunities.

5.2 Full-time faculty members on sabbatical will have their IPDA accounts funded at 1.0 FTE.

6. Faculty Education Fund, Staff Fee Privilege, and Professional Development

(See PSUFA CBA 13.1 and 13.2)

The University will provide a fund for faculty education of \$45,000 per fiscal year for each year of this agreement for the payment of tuition for members of the bargaining unit. Bargaining unit members may apply each term for a grant from this fund to be used for enrollment in career-related PSU courses. Preference will be given to applicants taking courses applicable to the completion of an advanced degree. Requests will be completed by faculty, approved by the Union as to eligibility and amount, and forwarded to the Office of Academic Affairs for processing until funds are exhausted. Bargaining unit members will submit one application for all. Courses in that academic term in which a grant is sought. If at the end of a given fiscal year all funds in this account are not expended, they will revert to the general fund. For courses attended pursuant to this section, members shall pay \$24.00 per credit hour. All Union deadlines and electronic application forms can be found on the PSUFA website under the Resources tab.

6.1 All Adjuncts teaching 8 credits or more in a given quarter, are eligible to receive the Tuition Discount available to full-time faculty during that quarter. Find more information here <https://www.pdx.edu/hr/staff-fee-privileges>.

6.2 Members of the bargaining unit will be eligible for professional development funds, which will include costs for research, travel, and conferences. Requests will be completed by faculty; approved by the Department Chair or Designee, and by the Union; and forwarded to the office of Academic Affairs for review. Preference will be given to all applicants presenting, performing, or conducting primary research in their respective fields. Grants of professional development funds are limited to \$2000 per eligible member per year. All Union deadlines and electronic application forms can be found on the PSUFA website under the Resources tab.

7. Sabbatical Pay

8. (See PSU-AAUP CBA Article 30, Section 8) Salary and Retirement

(See PSU-AAUP CBA Article 30, Section 5)

9. Insurance

(See PSU-AAUP CBA Article 31, Section 2)

IV. Article IV – Departmental Officers

1. Officer(s)

1.1 The Departmental officer will be the Department Chair (Chair).

2. Responsibilities

2.1 The Chair will review the [PSU Department Chair Handbook](#).

2.2 The Chair is responsible for assuring high standards of teaching and research through judicious use of Departmental resources, and through appropriate representation of the Department in requests for support of its programs. The Chair's decision on policy matters is reached after consultation with the Department's faculty, but the Chair assumes responsibility for their decisions.

2.3 The Chair is responsible for oversight of the academic program of the Department, the coordination of the efforts of the faculty, all support activities provided for in the Departmental budget, and all other functions assigned to the Department by the Dean of the College of Liberal Arts and Sciences.

2.4 The Chair develops budget requests in consultation with the Dean and is responsible for all expenditures.

2.5 The Chair directs the recruiting of new faculty members and recommends appointment to the Dean.

2.6 The Chair recommends to the Dean all personnel changes (i.e., salary, tenure status, and changes in type of position).

2.7 The Chair is responsible for teaching assignments and arranging teaching schedules.

2.8 The Chair is responsible for providing an effective program of student advising in collaboration with pathway advisors in the Department.

2.9 The Chair recommends for approval by the Dean and other appropriate officers and committees, courses and curriculum proposals developed within the Department.

2.10 The Chair is responsible for inventory and control of Departmental equipment and supplies, necessary record-keeping, administrative assistance, and other miscellaneous support activities.

2.11 Unless designated to another full-time Black Studies faculty member, the Chair supervises the Black Studies Center (see section IV.G).

2.12 The Chair will represent the department at SGRN, college, and university meetings.

3. Eligibility for Office

3.1 Only Black Studies tenured faculty are eligible to serve as Department Chair.

3.2 The Chair will be elected by all tenure track and NTT faculty holding Continuous Appointments or are in the probationary period of their Continuous Appointment and serving at least .50 FTE time in Black Studies.

3.3 The term of office will be three years.

3.4 Any individual who has served as Chair is eligible to be elected again to the office.

4. Chair Selection and Timeline

(In keeping with the Faculty Governance Guide, Article III, section 4.)

4.1 Election for Chair will take place by April 15 of the current Chair's third year in office or at any time that the position will become vacant.

4.2 Faculty may nominate an eligible faculty member for the position of Chair.

4.3 Individual faculty members eligible for the position of Chair may self-nominate.

4.4 At the February department meeting the Chair will announce the upcoming election in April. Any eligible person who wishes to run for the office of Chair must declare to the Department their intention to do so in writing or by announcement during a scheduled faculty meeting in March. Said individuals should state their platform at the April meeting prior to the vote being taken.

4.5 Any eligible individual who does not declare their intention to run for election or re-election may not run.

4.6 The vote will be held by secret ballot. The Chair will distribute the voting ballot with the names of the nominated faculty during the faculty meeting in April. Ballots must be returned and counted at said meeting. The Department Chair will identify two non-voting personnel for counting ballots prior to voting. The results are then given to the Chair to announce during said meeting.

4.7 Faculty who are unable to attend a meeting may vote by proxy *in absentia*. Absentee ballots must be submitted by email or memo on or before the designated meeting. A 51% majority will determine election results.

4.8 The secret ballot will be provided and each member of the Department may vote for one of the eligible candidates as outlined in Article 1V. D of this document. The individual receiving the majority vote is considered elected for the position. In the event there is no majority vote or a tie, there will be a runoff election which will exclude any individual not receiving the top number of votes cast in the initial cast of ballots. The individual receiving the majority of votes cast in this second casting of ballots is elected.

4.9 The results of the election of the Black Studies faculty's nominee for Department Chair will be forwarded to the University President, through the Dean of the College of Liberal Arts and Sciences and the Provost for appointive action.

4.10 The Chair is appointed by the President on the recommendation of the Dean and the Provost in accordance with Departmental procedures and will serve as Chair for a three-year term.

4.11 The process for special elections for Department Chair will follow the same procedure as that of a regular election on an expedited timeline.

5. Chair's Term of Service

5.1 The Chair will serve a stated term of three years, but without prejudice for serving additional terms (consistent with the Faculty Governance Guide, Article III, section 4 as appropriate). The term begins on September 1 and ends on August 31.

6. Interim and Acting Appointment for Chair Absences and Vacancies

6.1 In the event an individual is unable to complete their term, an election for an interim Chair will be held and will follow the same process as Chair Elections.

6.2 The individual serving as interim will serve out the remainder of the existing term, and an election for a new Chair will be held by April 15.

6.3 The Department Chair may delegate their responsibilities in the event of a short-term absence by appointing an Acting Department Chair.

7. Procedures for Reappointment, Removal, and Performance Review/Evaluation of Chair

7.1 Reappointment is subject to the same procedures governing initial appointment.

7.2 The Chair provides a yearly self-evaluation to the Dean as part of the Chair's performance review.

7.3 A Chair may be removed from office due to extended absence, malfeasance, or inability to perform their duties.

7.3.1 The Chair may be removed at any time by at least a two-thirds majority of the votes cast by the voting faculty in BST and only with the approval of the Dean. The vote may be called by at least half the voting faculty members and the process managed through an Ad hoc committee formed by the faculty.

7.3.2 Any faculty with voting rights may call for the vote to remove the department chair.

7.3.3 If two-thirds majority vote to remove, the CLAS Dean will be notified.

7.3.4 A Chair who has been removed from office will return to faculty status unless the reason for removal leads to further sanctions.

8. Center for Black Studies

8.1 A sub-unit of the Black Studies Department is the Center for Black Studies (Center). The focus of the Center is service to the Black communities in the city of Portland and the state of Oregon, PSU's Black student population and all others interested in issues and activities related to the Black experience.

8.2 A primary objective of the Center is to generate funding both within and external to the University to support its various programs and activities.

8.3 The Center's primary mission is to link the University to the cultural, artistic, civic, and intellectual development of the Black community and to enable the community to play a leadership role in those vital areas.

8.4 The Center has four main components:

- academic and extracurricular community education programs;
- community research projects;
- community service; and
- publications.

8.5 The Director is an AAUP-represented faculty member on a nine-month contract appointed by the Department Chair, in consultation with the voting faculty, for renewable three-year terms. A three-year term is defined as completing three academic years, with the new terms commencing on the first day of the contract year. Tenure is preferred but not required for consideration for this appointment.

V. Article V – Committees

1. Standing Committees

1.1 Curriculum Committee

1.1.1 The purpose of the Curriculum Committee is to evaluate proposals to add, revise or remove courses, programs, and other curriculum related activities.

1.1.2 The committee will consist of three faculty members of which at least one will be Tenure-track.

1.1.2(a) Two faculty members from the Black Studies Department and one affiliate member of the Department will serve on the committee.

(i) If an affiliate member is unavailable, the committee will consist of three members from the Black Studies Department who may be tenure-track, non-tenure track continuous appointment, or CA probationary faculty. NTTF on fixed-term appointments are not eligible to serve.

1.1.2(b) Each member will serve a two-year term.

1.1.2(c) The Curriculum Committee will be appointed by the Chair with approval of the faculty at the end of the Spring quarter of each even numbered year or upon a vacancy in the 3-person committee.

1.2 Tenure Track Faculty Review Committee

(See PSU-AAUP CBA 12.4)

1.2.1 The Faculty Review Committee will be a 3-member committee whose members consist of full-time Black Studies tenured faculty, tenured joint faculty, and tenured members of the affiliate faculty.

1.2.2 The Department Chair will appoint members to the committee.

1.2.3 The Chair of the committee will be a tenure member of the Black Studies Faculty where possible and will be elected by the members of the committee.

1.2.4 The Tenure Track Faculty Review Committee is responsible for making recommendations to the Department Chair regarding Annual-Probationary Reviews, Third-year Reviews, Promotional Reviews, and Tenure Reviews.

1.2.4(a) The committee's review will be forwarded to the Chair of the Department.

1.2.4(b) The review of the committee and that of the Department Chair with the Department Chair's recommendation will be forwarded to the College of Liberal Arts and Sciences when appropriate based on the type of review.

1.3 Post-Tenure Review Committee

(See PSU-AAUP CBA 16.2 and Article VI, section 3.6.3 of this document.)

1.4 Non-Tenure Track Faculty Review Committee

1.4.1 The committee will be appointed by the Department Chair in consultation with the faculty member that is being reviewed.

1.4.2 The Chair of the committee will be a member of the Department's NTT faculty holding a Continuous Appointment or a Tenure Track Faculty member.

1.4.3 At least one of the committee members must be an NTT faculty member.

1.4.4 The remaining committee members will be selected from among the NTT Faculty and Tenure-Track Faculty or if the NTT Faculty member holds an appointment in another program, a member of the committee may be drawn from that program.

1.4.4(a) The committee's review will be forwarded to the Chair of the Department.

1.4.4(b) The review of the committee and that of the Department Chair with the Department Chair's recommendation will be forwarded to the College of Liberal Arts and Sciences.

2. Ad Hoc Committees

2.1 Search Committee

(See PSU-AAUP CBA 12.4)

2.1.1 Scope

2.1.1(a) The Search Committee is responsible for the review, evaluation, and disposition of candidates in order to make recommendations for hire to the CLAS Dean.

2.1.2 Members

2.1.2(a) The Search Committee will include 3-5 Tenure Track and NTT Faculty from Black Studies. The composition majority will be tenure track faculty and may include affiliate faculty in Black Studies or faculty in School of Gender, Race and Nations.

2.1.2(b) The Department Chair will appoint members of the Search Committee.

2.1.2(c) The chair of the Search Committee will be a tenured member of the Black Studies Faculty.

2.1.3 Responsibilities

2.1.3(a) All members of the Search Committee will attend any required or recommended workshop(s) on conducting searches offered by Human Resources or the Office of Global Diversity and Inclusion.

2.1.3(b) The committee's meetings require all members of the committee be present.

2.1.3(c) Discussions held within the search meeting are confidential.

2.1.3(d) Minutes of the committee will remain confidential.

2.1.4 Procedures (In accord with university requirements and protocol)

2.1.4(a) The Search Committee will determine which questions will be asked to each candidate. Search Committee members will use the same questions for each candidate while conducting each stage of the interview.

(i) Additional questions may be asked for clarification purposes or as they relate to specific candidates.

(ii) Each candidate should be provided time to ask questions of the committee.

2.1.4(b) The Search Committee will conduct telephone or remote synchronous interviews prior to extending offers for campus visits.

2.1.4(c) The Search Committee will meet with the Department as a whole to discuss invitations to campus for in-person interview of the top 3-4 candidates.

2.1.4(d) If in-person interviews are not possible, the candidate(s) will be invited to participate via remote synchronous means.

2.1.4(e) The Search Committee will meet following the in-person interviews to discuss and to vote on candidate selection.

2.1.4(f) Upon completion of the Search Committee's decision, the Committee will meet with the tenure-track and NTT Continuous Appointment faculty to hold a Department vote on the candidates.

2.1.4(g) A majority vote is required.

2.1.4(h) The Search Committee chair will forward the vote without rank order to the Department Chair, and Dean for final selection.

2.1.4(i) The Dean will forward all Tenure Track Selections to the Provost for final approval.

VI. Article VI – Evaluation of Members' Performance

1. Departmental Policies & Procedures for the Evaluation of Faculty for Tenure, Promotion, & Merit Increases (Departmental P&T Guidelines) as Interpretation of University Policies & Procedures for the Evaluation of Faculty for Tenure, Promotion, & Merit Increases (University P&T Guidelines)

The Department's P&T Guidelines are an interpretation of and subordinate to the University P&T Guidelines. These Department P&T Guidelines are not effective unless and until approved by the Dean and OAA. Changes to the Department's P&T guidelines will not be effective unless and until approved by OAA. (See PSU-AAUP CBA 14.2)

1.1 In accordance with the University's P&T Guidelines, the Promotion and Tenure Committee is responsible for recommendations for promotion and tenure. These recommendations will be submitted to the Department Chair for review and will be forwarded to the Dean, Provost, and President for approval.

1.2 All faculty are expected to meet the obligations of their appointments as outlined in their supplemental letter of offer, in the University and Department P&T Guidelines and as outlined in Collective Bargaining Agreements.

2. Rank Descriptions and Evaluation Criteria for Tenure-Track Faculty

2.1 Rank Descriptions for Tenure-Track Faculty

For tenure track faculty, the Department has three ranks: Assistant Professor, Associate Professor, and Professor. The rank descriptions for each academic rank are:

2.1.1 Assistant Professor: Appointees to the rank of Assistant Professor ordinarily hold the highest earned degree in their fields of specialization. Rare exception to this requirement may be made when there is evidence of outstanding achievements and professional recognition in the candidate's field of expertise. In most fields, the doctorate will be expected.

2.1.2 Associate Professor: A faculty member will not be eligible for consideration for promotion to Associate Professor until the third year in rank as an Assistant Professor. In the usual course of events, promotion to Associate Professor and granting of indefinite tenure should be considered concurrently, in the sixth year in rank as an Assistant Professor. Exceptions which result in the consideration for the promotion immediately upon eligibility should occur only on the basis of extraordinary achievement. Length of time in rank is not a sufficient reason for promotion. Promotion to the rank of Associate Professor requires the individual to have made contributions to knowledge as a result of the person's scholarship, whether demonstrated through the scholarship of research, teaching, or community outreach. When appropriate, creative activities related to the discipline will also be considered in promotion review as a research activity and in accordance with the PSU P&T Guidelines. High quality and significance are the essential criteria for evaluation. Effectiveness in teaching, research, or community outreach must meet an acceptable standard when it is part of a faculty member's responsibilities. Finally, promotion to the rank of Associate Professor requires the faculty member to have performed their fair share of governance and professionally related service activities of the University.

2.1.3 Professor: A faculty member will normally not be considered for promotion to Professor until the fourth year in rank as an Associate Professor. Exceptions will be made only in extraordinary cases. Consideration for the promotion immediately upon eligibility should occur only on the basis of extraordinary achievement. Length of time in rank is not a sufficient reason for promotion. Promotion to the rank of Professor requires the individual to have made significant contributions to knowledge as a result of the person's scholarship, whether demonstrated through the scholarship of research, teaching, or community outreach. When appropriate, creative activities related to the discipline will also be considered in promotion review as a research activity and in accordance with the PSU P&T Guidelines. The candidate's dossier should document a record of distinguished accomplishments using the criteria for quality and significance of scholarship. Effectiveness in teaching, research, or and community outreach must meet an acceptable standard when it is part of a faculty member's responsibilities. Finally, promotion to the rank of Professor requires the faculty member to have provided leadership or significant contributions to the governance and professionally related services or and activities of the university.

2.2 Eligibility and Criteria for Promotion and Tenure

2.2.1 Eligibility for Tenure

Normally, the Black Studies Department considers faculty for tenure in the sixth year of appointment in a tenure-track position. Recommendations to award tenure earlier can be made at the department's discretion, although this would be rare, and would require an exceptional record of scholarly achievement. For faculty members recommended for tenure, the P&T committee's evaluation report should survey all years being counted toward tenure, including scholarship produced during the years of prior service that have been extended to the faculty member in their original letter of hire. Teaching, Outreach, and Service accomplishments produced during years of prior credit may also be considered.

2.2.2 Criteria for Tenure

Criteria for tenure are evidence of professional growth and continued promise, demonstrated teaching effectiveness, a record of quality scholarship, and effective performance of a fair share of section/departmental self-governance activities. a long-term commitment of the Department to the individual, the P&T Committee will consider the candidate's potential value to the institution and the Department as evidenced by professional performance and growth. The recommendation categories are Positive Recommendation or Negative Recommendation, and each member of the P&T Committee makes an individual recommendation on the P&T Appraisal Signature Sheet and Recommendation Form. The Department Chair then takes into account the candidate's Dossier, the P&T Committee's recommendations and Narrative Report, and the external evaluations, to make a recommendation to the Dean of CLAS.

Unless a faculty member was originally hired as an Associate Professor or Professor, promotion to Associate Professor and granting of indefinite tenure should be considered concurrently.

2.3 Eligibility and Criteria for Promotion to Associate Professor

2.3.1 The University's Promotion and Tenure Guidelines stipulate that a significant factor in determining a faculty member's merit for promotion is their accomplishments and contributions in the following areas: (1) Research & Other Creative Activities; (2) Teaching, Mentoring, & Curricular Activities; (3) Community Outreach; and (4) Governance, & Other Professionally-Related Service. The faculty dossier submitted for promotion and tenure will include a self appraisal that discusses these achievements and how they support the faculty member's career trajectory and goals, as well as supporting documentation. Promotion and tenure shall be based on the evaluation of the appropriate level, mix, and quality of achievements in these areas in accordance with definitions of ranks found in the University P&T Guidelines.

2.3.2 Research and Other Creative Activities

In line with the University P&T Guidelines and principles set forth in this document, the P&T Committee evaluates the faculty member's contribution to the discovery, integration, interpretation, and application of knowledge in these areas:

2.3.2(a) Publications: books (authored or edited), refereed and invited articles, chapters, book review essays, completed exhibitions, multimedia productions, performances, productions, films, or other publicly distributed work. Creative works are to be valued as a legitimate form of inquiry and production. Collaborative work is also valued.

2.3.2(b) Presentations at professional meetings.

2.3.2(c) Honors, grants, and fellowships.

In line with the University P&T Guidelines, the P&T Committee will evaluate the quality and significance of activities in the area of research and other creative activities. The department has a typical minimum standard of 4 publications for promotion. The minimum expectations may vary by individual based on types of activities related to their field of specialization and will be detailed in their supplemental tenure letter.

Additional weight or outstanding achievement may be attributed to research and other creative activities for which extraordinary time and effort was needed and the contributions to the discipline and/or community are significant. The candidate and department committee must detail the activities, the impact/contributions, and why these are above the standard department and university expectations.

2.3.3 Teaching

In line with University P&T Guidelines Sections II.D.1-5. and II.E.3. and principles set forth in this document, faculty will be evaluated on the quality and significance of teaching based on the materials in the faculty member's dossier. The dossier should include syllabi for all classes taught and student evaluations. Additionally, a faculty member should articulate teaching goals, methods, and outcomes in the narrative statement. Additional supporting materials such as peer classroom observations, teaching awards, student work, mentoring of students etc. may also be included. Other items for inclusion are listed in II.E.3. of the University P&T Guidelines.

2.3.4 Service, Governance and Other Professionally Related Service

All .5 and greater faculty are expected to maintain an active presence in Department, University, and professional activities. This includes attendance at faculty meetings, committee work, and contributions to the life of the University, community, and profession that do not directly relate to scholarship.

To be promoted to associate professor a faculty member is expected to carry their fair share of Department and University governance and professionally related service.

Service may include but is not limited to the following activities:

- 2.3.4(a) meaningful participation in the planning and execution of Department special programs such as the various lecture series;
- 2.3.4(b) public service in the form of speeches, presentations, workshops, etc. for the purpose of advancing the interest, reputation and record in the Department;
- 2.3.4(c) service on University and/or community committees, governing bodies, etc. in the interest of the Department;
- 2.3.4(d) advising student organizations relevant to Black Studies;
- 2.3.4(e) participation in the process of brainstorming and discussion of significant problems confronting the Department; and

2.3.4(f) availability and willingness to participate in solutions and activities of an emergency or unexpected nature that arise within the Department on short notice.

2.3.5 Community Outreach

The evaluation of community outreach is based upon II.E.4 of the University P&T Guidelines. The faculty member's dossier can include:

2.3.5(a) Community-based or outreach learning that is designed as part of a course or curriculum (such as senior capstones).

2.3.5(b) Activities that engage with the local, national, or international Black community.

2.3.5(c) Planning speaking engagements, literary or artistic events relevant to the Black community.

2.3.5(d) For other relevant activities, see Section II.E.4. of the University P&T Guidelines. The quality and significance of community outreach will be evaluated by the following criteria in line with Sections II.D.1-5. and II.E.4.

2.4 Eligibility and Criteria for Promotion to Professor

Per the rank description for Professor (V.ii.A.3), "A faculty member will normally not be considered for promotion to Professor until the fourth year in rank as an Associate Professor. Exceptions will be made only in extraordinary cases. Consideration for the promotion immediately upon eligibility should occur only on the basis of extraordinary achievement as articulated in section 2.3 above. Length of time in rank is not a sufficient reason for promotion."

In addition to reiterating criteria listed for "Promotion to Associate Professor" (V.ii.B.3), per the rank description for Professor (V.ii.A.3), "promotion to the rank of professor requires the faculty member to have provided leadership or significant contributions to the governance and professionally-related services activities of the university." See Section II.F. and Section III of the University P&T Guidelines.

3. Post-Tenure Faculty Review

3.1 Post-Tenure Review Goals - The goals of post-tenure review (PTR) are:

3.1.1 to assure that individual faculty members work responsibly within their units to ensure that unit contributions are shouldered equitably. A key aspect of this process is collaboration in aligning each faculty member's career path with unit missions while upholding academic freedom and a faculty member's proper sphere of professional self-direction;

3.1.2 to be a collegial, faculty-driven process that supports faculty development;

3.1.3 to recognize and motivate faculty engagement; and

3.1.4 to assure that faculty member's professional focus is grounded in an engagement within the field of Black Studies. Ultimately the goal of the Black Studies PTR review is to create a collaborative and, transparent work environment that supports professional development and the collective efforts of the Department.

3.2 Guidelines and Eligibility

PSU-AAUP-represented tenured faculty members, tenured Department Chairs/unit heads and program directors in the Black Studies Department must undergo PTR every five years after the award of tenure. Please consult the current Procedures for Post-Tenure Review (PTR) at Portland State University (PSU), hereafter referred to as University PTR Procedures, for additional details regarding eligibility as well as conditions for deferring or opting out of PTR.

3.3 Funding of Post-Tenure Review Salary Increases

Refer to University PTR Procedure.

3.4 Post-Tenure Review Cycle and Timelines

Refer to PTR Review Cycle and Timelines, University PTR Procedures, and the Deadlines for Academic Personnel published by OAA each Academic Year.

3.5 Departmental Authority and Responsibility

In cases where a faculty member's appointment is equally divided between two or more departments or involves interdisciplinary research or teaching, the faculty member and the department chairs shall agree in writing as to which department is responsible for post-tenure review and how the other department(s) are to contribute to that review, and the faculty member is to be so informed. The Department Chair of the department responsible for the review shall write the agreement.

For more information regarding Departmental responsibility in the PTR process, refer to University PTR Procedures.

3.6 Procedures for Post-Tenure Review of Tenured Faculty Members

3.6.1 Notification

Notification of eligibility must occur by May 15th of each year. Refer to Article IV of University PTR Procedures for PTR notification dates and timelines.

3.6.2 Dossier

Refer to Article VI, Section B, of the University PTR Procedures for information regarding materials to be included in the dossier.

3.6.3 Post-Tenure Review Committee Composition

3.6.3(a) The Department will create a Post-Tenure Review (PTR) Committee for each faculty member under review. This committee will consist of three (3) people.

3.6.3(b) All PTR Committee members must be tenured PSU faculty members.

3.6.3(c) One member of the committee will be selected from a list of three faculty members submitted by the faculty member under review to the department chair.

3.6.3(d) The P&T committee will appoint the 2nd and 3rd members for the PTR Committee.

3.6.3(e) Whenever possible, one of those two members will be a tenured faculty member with at least .5 of their line in Black Studies. If this is not possible, the first choice will be to select a joint tenured or an affiliate tenured faculty. If this is not possible, a tenured faculty within the University with relevant expertise will be selected.

3.6.3(f) At the first meeting, the PTR committee will elect a chair of the committee from its members.

3.6.4 Committee Review Procedures and Criteria

3.6.4(a) Refer to details in Article VI, Section C, 2, of the University PTR Procedures.

3.6.4(b) The committee will consider the individual dossier of each candidate with priority given to their professional contributions to the goals of Black Studies Department and the field.

3.6.4(c) The faculty member must be given the opportunity to review their file, including the PTR committee reports and the Department Chair's letter and indicate they have done so by signing the form in Appendix PT-1, before the file is forwarded to the Dean. Information about the approval process and the form used to indicate approval is in Section D-4. Procedures for requesting reconsideration are outlined in Article VI, Section E of the University PTR Procedures.

3.6.4(d) Black Studies supports faculty pursuing their professional development and commitments and considers the rigors of the field and the opportunities and responsibilities that accompany the work in our field.

3.6.4(e) The PTR committee is charged to provide consensus-based evaluations. In the event of lack of consensus, the PTR committee will work with the individual being reviewed to assess majority and minority views striving toward the use of language that is satisfactory to all members of the PTR committee and the individual being reviewed.

3.6.5 Role of the Department Chair/Designee

Refer to Article VI, Section D of the University PTR Procedures.

3.7 Procedures for PTR of Department Chairs/Unit Heads and Program Directors

If the immediate supervisor of the individual under review is the Dean, the Dean must designate a person to fulfill the role of the immediate supervisor (e.g. an Associate Dean).

3.8 Roles and Procedures for Administrative Review

Refer to guidelines in Article VIII of the University PTR Procedures.

3.9 The Professional Development Plan (PDP)

3.9.1 Refer to the University PTR Procedures, Article IX for complete description of PDP. PDP goals must be clear, objective, and measurable.

3.9.2 The PDP is for faculty determined to not meet standards. The PDP can continue for up to three years with a fourth year available only under exceptional circumstances. Chair/Designee and faculty member jointly agree on PDP no later than 30 business days after PTR. See Article IX, B2 in the event the faculty member and the department chair cannot agree, or want modifications to the PDP.

3.9.3 The Role of the Dean

Refer to University PTR Procedures, Article IX, section C.

3.10 Progress and Resolution of PDP

3.10.1 The Department Chair/designee and the faculty member meet for a progress report every six (6) months for the duration of the PDP. If the PDP needs significant revisions they shall be approved by the Department Chair/designee and the Dean.

3.10.2 See Article IX, Section D.2 for faculty request to extend the PDP timeline and/or request additional resources.

3.10.3 When the PDP is completed, the faculty member will submit a report of completion to the Department Chair/designee. See Article IX, Section D4 for timelines. If the Department Chair agrees that the objectives of the PDP reached, the Chair shall send a letter of completion and the faculty member's report to the Dean.

3.10.4 If Chair/designee and faculty member do not agree objectives were met, the Chair writes letter to Dean describing which objectives have not been reached and provide evidence of that finding along with a description of what further work is needed to provide a revised timetable for completion of the PDP. A copy of the letter must be provided to the faculty member. Additional funding may be required.

3.10.5 When a Chair decides the objectives have not been reached, the faculty member may request in writing a conference for reconsideration by the Chair within 10 working days of receipt of Chair's letter to the Dean. The PTR candidate may provide additional materials in writing within 10 working days of the request for reconsideration.

3.10.6 If the department chair reverses their decision, they shall write a revised letter to the Dean. The Dean will wait to make a decision until receiving the reconsideration letter from the Chair.

3.10.7 If faculty member refuses to create and/or follow the PDP, the faculty member may be subject to sanctions pursuant to Article 27.

3.10.8 If Chair and Dean agree PDP is complete, PTR salary increase will be effective the beginning of the next AY. The PDP and information on how it was fulfilled must be signed within 20 working days of completion by the faculty member, the department Chair/designee, and Dean, and filed with the Provost's Office.

3.11 Funding of PDP

Refer to the University PTR Procedures, Article IX, Section E.

4. Guidelines for Evaluation of Non-Tenure Track Instructional Faculty in Continuous Employment (See also PSU-AAUP CBA Article 18.4 and Appendix IV of the University's P&T Guidelines)

The following describes the process through which eligible non-tenure-track (NTT), instructional faculty may be considered for continuous employment. It covers NTTF hired after September 16, 2016. For NTT instructional faculty hired prior to this date, see also the Implementation Plan, University NTTF Evaluation Procedures, AAUP CBA, Letter of Agreement (LOA) #12, pages 81-82. The University NTTF Evaluation Procedures take priority, and additions or modifications within your departmental guidelines may not contradict those approved by the Faculty Senate.

The responsibility for evaluating and documenting an individual faculty member's performance rests primarily with the Department.

Non-tenure track instructional faculty who are up for consideration for annual review, promotion or for continuous appointment will be reviewed by a committee whose members consist of Black Studies faculty.

The committee will consist of three individuals appointed by the department chair with at least one non-tenure track instructional faculty and at least one tenure-line faculty member. In the event the department has only one NTT instructional faculty, the one under review, the department will add an NTT instructional faculty member from another unit in the school or college, or another school or college if necessary.

4.1 Guidelines for Annual Review of NTT instructional faculty: NTT instructional faculty members are to be evaluated annually through a developmental review process during years one through five of the probationary period. The review should document and evaluate faculty contributions, and provide developmental feedback and guidance in preparation for the Milestone Review for Continuous Appointment. This review should be consistent with the faculty member's letter of appointment. Should a NTTF instructional faculty hold an annual contract with more than one unit, the chairs of all relevant units and the NTTF will mutually decide which unit is responsible for the NTTF's evaluations. If a mutual decision cannot be reached, the dean or designee, or the Provost or designee, in the case of multiple colleges, will make a determination.

4.1.1 NTT instructional faculty are entitled to reasonable notice of the evaluation and may request a review if one has not been provided within the time period provided for by the guidelines.

4.1.2 Annual review materials submitted by NTTF instructional faculty must include the following:

4.1.2(a) An annual self-appraisal that reflects the areas of work as described in the NTT instructional faculty member's job description and that highlights activities and achievements;

4.1.2(b) A current curriculum vitae in keeping with applicable sections of the PSU Promotion and Tenure format approved by the Provost. (PSU See PSU-AAUP CBA, Section 6a);

4.1.2(c) Appropriate and relevant quantitative and/or qualitative summaries of student evaluations as defined for this purpose by the Department (i.e., mean and standard deviation, or median and interquartile range), or appropriate assessments of teaching since the last review;

4.1.2(d) Syllabi and/or other pedagogical materials from the review period.

4.1.3 Annual Review Submission Materials submitted by the faculty member may include, but are not limited to:

4.1.3(a) Peer evaluation of teaching and curricular innovation;

4.1.3(b) Description of professional development activities intended to advance job performance;

4.1.3(c) A reflective analysis of student and/or peer evaluations of teaching;

4.1.3(d) Evidence of scholarly activities, beyond the classroom, as defined by the discipline;

4.1.3(e) Evidence of ability to work effectively with individuals from and topics related to diverse populations, and

4.1.3(f) Evidence of service activities related to unit mission.

4.1.4 The candidate submits their materials (as detailed above) to the department review committee. The evaluation will be conducted by the department review committee and will be made available to the member in writing. The member is entitled to meet with reviewers prior to the review and to respond to the review by submitting a statement or comments, that should be attached to the review.

4.2 Guidelines for Continuous Appointment of Non-Tenure track Instructional Faculty

(See also: PSU-AAUP CBA Articles 18.2 and 18.4)

The following describes the process through which eligible non-tenure-track (NTT), instructional faculty may be considered for continuous employment. It covers NTTF hired after September 16, 2016. For NTT instructional faculty hired prior to this date, see also the Implementation Plan, University NTTF Evaluation Procedures, see PSU-AAUP CBA, Letter of Agreement (LOA) #12, pages 81-82.

4.2.1 Timing for Continuous Employment Consideration and Appointment

In year six (6) of the probationary period, NTT instructional faculty members are to be evaluated for continuous appointment through a Milestone Review. Prior to the end of the final academic year of the probationary period, a NTT instructional faculty member is to be awarded a continuous appointment or provided twelve (12) months' notice of termination of employment.

4.2.2 Milestone Review for Continuous Employment

Milestone reviews provide a way to honor and reward a sustained record of commitment and achievement. A milestone review that looks both backward and forward is appropriate when considering the award of continuous appointment. When the review is clear and consistent, it supports academic freedom and contributes to academic quality

A significant factor in determining an NTT instructional faculty member's performance is the individual's accomplishments in teaching, mentoring, and curricular activities, consistent with the faculty member's contractual responsibilities. Teaching activities are scholarly function that directly service learners within or outside the university. Scholars who teach must be intellectually engaged and must demonstrate mastery of the knowledge in their field(s). The ability to lecture and lead discussions, to create a variety of learning opportunities, to draw out students and arouse curiosity in beginners, to stimulate advanced students to engage in creative work, to organize logically, to evaluate critically the materials related to one's field of specialization, to assess student performance, and to excite students to extend learning beyond a particular course and understand its contribution to a body of knowledge are all recognized as essential to excellence in teaching. Teaching scholars often study pedagogical methods that improve student learning.

The Milestone Review of teaching and curricular contributions should not be limited to classroom activities. It also should focus on a faculty member's contributions to larger curricular goals (for example, the role of a course in laying foundations for other courses and its contributions to majors, or contributions to broad aspects of general education or interdisciplinary components of the curriculum). In addition, the Milestone Review should take into account any documentation of student mentoring, academic advising, thesis advising, and dissertation advising. The Review Committee shall take into account any variations in the letters of appointment during the probationary period.

4.2.3 Milestone Review Materials

4.2.3(a) Items submitted by the faculty member **must**, at minimum, include the following:

- (i) A cumulative self-appraisal that reflects the areas of work as described in the NTT instructional faculty member's job description and highlights activities and achievement;
- (ii) A current curriculum vitae and in keeping with applicable sections of the PSU Promotion and Tenure format approved by the Provost. (PSU See PSU-AAUP CBA, Section 6a);
- (iii) Appropriate and relevant quantitative and/or qualitative summaries of student evaluations as defined for this purpose by the Department (i.e., mean and standard deviation or median and interquartile range), or appropriate assessments of teaching since the last review; and
- (iv) Representative syllabi and/or other pedagogical materials from the six-year review period.

4.2.3(b) Items submitted by the faculty member **may** include, but are not limited to:

- (i) Peer evaluation of teaching and curricular innovation;\
- (ii) Description of professional development activities intended to advance job performance;
- (iii) A reflective analysis of student and/or peer evaluations of teaching;
- (iv) Evidence of ability to work effectively with individuals from and topics related to diverse populations;
- (v) Evidence of service activities related to unit mission; and
- (vi) The annual self-appraisals prepared by the faculty member.

4.2.3(c) The following additional items may be included in the evaluation of teaching and curricular accomplishments, to the extent consistent with a faculty member's letter of appointment:

- (i) Contributions to courses or curriculum development;
- (ii) Materials developed for use in courses;
- (iii) Results of creative approaches to teaching methods and techniques, including the development of software and other technologies that advance student learning;
- (iv) Results of assessments of student learning
- (v) Accessibility to students;
- (vi) Ability to relate to a wide variety of students for purposes of advising;
- (vii) Mentoring and guiding students toward the achievement of curricular goals;
- (viii) Results of supervision of student research or other creative activities including theses and field advising
- (ix) Results of supervision of service learning experiences in the community;
- (x) Contributions to, and participation in, the achievement of Departmental goals, such as achieving reasonable retention of students;
- (xi) Contributions to the development and delivery of collaborative, interdisciplinary University Studies, and inter-institutional educational programs;
- (xii) Teaching and mentoring students and others in how to obtain access to information resources so as to further student, faculty, and community research and learning;
- (xiii) Grant proposals and grants for the development of curriculum or teaching methods and techniques;
- (xiv) Professional development as related to instruction, e.g., attendance at professional meetings related to a faculty member's areas of instructional expertise; and

(xv) Honors and awards for teaching.

4.2.4 Procedures for Milestone Review

4.2.4(a) The Black Studies department follows all procedures set forth in the University P&T Guidelines, Non-Tenure Track Instructional Positions-Continuous Appointment Related Evaluations, Section H.

4.2.4(b) The candidate submits their materials (as detailed above) to the department review committee. The department review committee will write an evaluation with their recommendation for continuous appointment and submit it to the Department Chair. The Department Chair reviews the materials and recommendation and writes a letter of evaluation with their recommendation for continuous appointment. The Department Chair shares the evaluations and the recommendations with the candidate in writing. The candidate is entitled to meet with reviewers prior to the review and to respond to the review by submitting a statement or comments, that should be attached to the review. The Department Chair will send all review materials and evaluations to the CLAS Dean's Office.

4.3 Evaluation Following Continuous Appointment

4.3.1 Non-tenure track instructional faculty on a continuous appointment are to be evaluated after five years of continuous appointment and then after every five years following the last post-continuous appointment review (PCAR).

4.3.2 Materials Submitted for Post-continuous Appointment Review (PCAR).

Materials submitted by a faculty member for PCAR should, **at minimum**, include the following:

4.3.2(a) A cumulative self-appraisal that reflects the areas of work as described in the NTT instructional faculty member's job description and highlights activities and achievement;

4.3.2(b) Current curriculum vitae following applicable sections of the PSU P&T format approved by the Provost;

4.3.2(c) Appropriate and relevant quantitative and/or qualitative summaries of student evaluations as defined for this purpose by the Department (i.e., mean and standard deviation, or median and interquartile range) or appropriate assessments of teaching since the last review;

4.3.2(d) Representative syllabi and/or other pedagogical materials from the review period.

4.3.3 Materials submitted by a faculty member for PCAR may include, but are not limited to:

4.3.3(a) Peer evaluation of teaching and curricular innovation;

4.3.3(b) Description of professional development activities intended to advance job performance;

4.3.3(c) A reflective analysis of student and/or peer evaluations of teaching;

4.3.3(d) Evidence of ability to work effectively with individuals from and topics related to diverse populations; and

4.3.3(e) Evidence of service activities related to unit mission.

4.3.4 The candidate submits their materials (as detailed above) to the department review committee. The evaluation will be conducted by the department review committee and will be made available to the candidate in writing. The candidate is entitled to meet with the reviewers prior to the review and to respond to the review by submitting a statement or comments, that should be attached to the review.

4.3.5 In the event of an unsatisfactory evaluation, the faculty member and Department Chair or Chair equivalent will meet to discuss the deficiencies identified in the review. Following the meeting, the Chair will develop a Faculty Improvement Plan to address the deficiencies. If the faculty member disagrees with the remediation plan, the faculty member may appeal to the Dean or the Dean's designee, who will review the plan and make the final decision regarding the contents of the plan. The remediation plan is to be developed before the end of the academic year in which the unsatisfactory evaluation occurred. If the Chair and faculty member identify resources that would assist with the remediation plan, a request for access to such resources will be made to and considered by the Dean. Resource unavailability could result in modification or extension of the remediation plan.¹

4.3.6 Progress on the remediation plan is to be assessed and communicated on a regular basis during the subsequent academic year. At a minimum, the Chair and the faculty member will meet near the beginning of the fall term to review the remediation plan and near the end of the fall term to review the faculty member's progress on the remediation plan. Prior to the end of fall term, the Chair is to provide the faculty member with a written assessment of progress on the remediation plan, including identification of any issues that have not yet been successfully remediated.

4.3.7 At any point in the process, the Chair can determine that the remediation plan has been successfully completed, at which time the Chair will notify the faculty member and conclude the remediation process.

4.3.8 Around the end of the winter term of the academic year following the unsatisfactory evaluation, the Chair is to notify the faculty member whether the remediation plan has been successfully completed. If the plan has not been successfully completed, the Chair may either extend the plan for an additional academic term or provide the faculty member with notice of termination. A remediation plan may be extended by the Chair for up to three academic terms. A notice of termination provided under this section will be provided to the member, Dean, Provost, and the Association and will be effective no sooner than the end of the subsequent academic term.

4.4 Conditions Under Which Continuous Employment May be Terminated

Refer to the AAUP CBA, Article 18, Sect. 2(e)

5. Rank Descriptions and Promotion Criteria for NTTF Instructional

5.1 Rank Descriptions for NTTF Instructional: For non-tenure track instructional faculty, the Department has three ranks: Instructor, Senior Instructor I, and Senior Instructor II. The rank descriptions for each academic rank are:

5.1.1 Instructor: A non-tenure track faculty appointment for individuals whose responsibilities are primarily devoted to academic instruction. Such appointments include teaching, advising, and mentoring expectations congruent with creative and engaged instruction.

5.1.2 Senior Instructor I: The rank of Senior Instructor I typically applies to an individual with some teaching experience and/or publication record.

5.1.3 Senior Instructor II: The rank of Senior Instructor II typically applies to an individual with substantial teaching experience, and may also include publication record and/or continued evidence of professional development in and contributions to their area of specialization.

5.2 Eligibility and Criteria for Promotion to Senior Instructor I

Normally, a faculty member will not be eligible for consideration for promotion to Senior Instructor I until the completion of the Third-year in rank as an Instructor at PSU. Recommendations for early promotion in cases of extraordinary achievement or special circumstances can be made at the department's discretion. Length of time in rank is not a sufficient reason for promotion.

Promotion to Senior Instructor I is based on criteria such as:

5.2.1 quality of instruction, as determined by review of student evaluations

5.2.2 quality of course materials

5.2.3 expertise in the discipline, as demonstrated by activities such as ongoing revision of course materials, curricular innovations, and participation in continuing education

5.2.4 evidence of ability to work effectively with individuals from and topics related to diverse populations within Black Studies.

5.2.5 participation in departmental, college/school, and University governance as appropriate to assignment and contract

5.3 Eligibility and Criteria for Promotion to Senior Instructor II

Normally, a faculty member will not be eligible for promotion to Senior Instructor II until the completion of the Third-year in rank as a Senior Instructor I at PSU. Recommendations for early promotion in cases of extraordinary achievement can be made at the department's discretion. Length of time in rank is not a sufficient reason for promotion.

Promotion to Senior Instructor II is based on such criteria as:

- 5.3.1 demonstrated expertise in the development and delivery of new instructional materials
- 5.3.2 ongoing engagement with the pedagogy of the discipline
- 5.3.3 ongoing engagement with the profession
- 5.3.4 evidence of the application of professional skills and knowledge outside the department as demonstrated by activities such as professionally-related University and community engagement and scholarly or creative activity that contributes to knowledge in one's field.
- 5.3.5 evidence of ability to work effectively with individuals from and topics related to diverse populations in Black Studies.
- 5.3.6 effective participation in departmental, college/school and University governance as appropriate to assignment and contract.

5.4 NTTF Promotion to Assistant Professor

- 5.4.1 The Professor ranks only apply to NTT instructional faculty who were hired before September 16, 2014, and have exceptional teaching experience and a publication record.
- 5.4.2 For NTT instructional faculty members hired prior to September 16, 2014, the timelines for promotion at any point along the promotional path from Instructor through Professor shall not apply.
- 5.4.3 See Appendix IV of the University P&T Guidelines for more information regarding the optional promotional paths for NTT instructional faculty hired prior to September 14, 2016.

6. Guidelines for the Review of Fixed Term Faculty

6.1 If fixed term instructional faculty are appointed for more than one consecutive year, they will receive an annual review after the first year. The review process will follow the guidelines detailed in Article VI.4.1 of this document.

7. Guidelines for Evaluation of Adjunct Faculty

7.1 (See PSUFA CBA Article 7) Adjunct faculty may be evaluated on a routine basis by the Department Chair in order to assess the faculty member's teaching performance. (See PSUFA CBA Article 7.7 for the process and procedures for implementing professional evaluations and Article 7.7.6 for evaluation materials.)

An Adjunct faculty member who has been employed as an Adjunct by PSU for 3 years or 20 credits, whichever occurs first, will be offered a professional evaluation by their Chair. In departments or schools where there is not a Chair, evaluations will be offered and completed by a Chair-equivalent, Chair designee, or Associate Dean. Evaluations should be offered and completed during the term immediately following the one in which the faculty member has completed the requirements. Once offered, the faculty member may choose whether or not to have an evaluation at that time.

7.2 Adjunct faculty are hired and eligible for the appropriate instructional faculty appointments as outlined in Article 8.2 of the PSUFA CBA.

7.3 Evaluation will be based on a dossier comprised of:

7.3.1 Current CV or Resume,

7.3.2 Summary of student evaluations with short written reflection (not applicable to research faculty),

7.3.3 Short statement on teaching or research experience and/or why they teach,

7.3.4 A current syllabus for each course taught during the corresponding academic year (not applicable for research faculty).

7.3.5 In addition to the material listed above, the Adjunct faculty member must provide two items from the following list. The faculty member may choose which of these to provide and is encouraged to discuss this section with their Chair:

7.3.5(a) Classroom observation by a peer of the faculty member's choice;

7.3.5(b) Letter of support by a peer of the faculty member's choice;

7.3.5(c) Examples of special assignments, projects, or research;

7.3.5(d) Description of how the faculty member is staying current in their field.

7.4 Evaluation results will be shared in writing and will be signed by the Chair upon completion.

7.5 In the event of a successful evaluation, future appointments will be offered for a term of two academic years, subject to the provisions of PSUFA CBA Article 8.2.

7.6 A faculty member who receives a negative evaluation will not be issued a two-year contract, but will be offered the opportunity to teach one additional course and offered re-evaluation upon completion of the course. All negative evaluations must include a written explanation of the reasons for the evaluation result and a statement that the faculty member is not eligible for a two-year contract. An Adjunct faculty member who is not eligible for a two-year contract as a result of a negative evaluation may appeal as detailed in the PSUFA CBA, Article 7, sections 7 and 8.

Advancement in Rank will follow the process as indicated in the PSUFA CBA Article 7, Section 7.

8. Guidelines for Eligibility and Recommendation for Emeritus Rank

(See PSU-AAUP LOA #6)

8.1 Emeritus rank may be awarded to tenured faculty and NTTF on continuous appointments upon retirement in recognition of outstanding performance.

8.1.1 With full recognition that any career manifests peaks and valleys of accomplishments that have unfolded in a specific social context, the individual's professional contributions to PSU will be the criteria when considering individuals for this promotion. Criteria for promotion to Emeritus/a/Emerita Professor are significant contributions to knowledge as a result of the person's research scholarship, teaching, and/or service. In addition, criteria include (a) quality undergraduate and/or graduate instruction and advising, when part of the faculty member's profile of activities; and (b) performance of a leadership or significant role in department or University self-governance or professional service activities.

8.2 Emeritus status is considered twice per academic year by the Department. Dossiers are reviewed during the regular promotion and tenure cycle and the November-December cycle designated specifically for emeritus applications.

8.3 The faculty member wishing to apply for Emeritus status informs the Chair in writing of the intent to apply.

8.4 The Promotion and Tenure Committee will review the faculty member's candidacy for promotion.

8.4.1 The faculty member will provide the committee with a narrative outlining the reasons for promotion to Emeritus, a C.V., and any other documents to support the application.

8.4.2 The Promotion and Tenure Committee submits its recommendation and the candidate's file to the Department Chair.

8.4.3 The Department Chair's recommendation and that of the Promotion and Tenure Committee are forwarded to the Dean.

8.4.4 Dean submits recommendations and file to the Provost for recommendation, and the President for decision.

9. Annual Performance Reviews for Academic Professionals

(In accordance with the PSU-AAUP CBA {See CBA Article 17.8})

9.1 All academic professionals will be reviewed annually for the preceding twelve (12) months.

9.2 The Department Chair will seek input from the academic professional to establish specific job relevant criteria upon which the annual review for the next review period will be based either at the time of the annual evaluation for the previous year, or at the beginning of the next review period.

VII. Article VII – Faculty Meetings

1. Timing

1.1 Meetings of the Black Studies Department are held at least one time per month during the fall, winter, and spring terms.

2. Attendance

2.1 All tenure track and NTTF on continuous appointment with at least .5 FTE in the Department are expected to attend all Department meetings scheduled during the fall, winter, and spring terms.

2.2 Faculty who are unable to attend meetings in person, may opt to attend meetings remote-synchronously (i.e., phone, Skype, Zoom).

2.3 Voting by proxy is permitted when the absence of a voting faculty member at a particular meeting is unavoidable. To do so, the faculty member must email their vote to the department chair and office coordinator in advance of the meeting. (See Article III of this document)

2.4 The Department Chair will preside at Department meetings.

3. Agenda

3.1 In consultation with the Department Chair, faculty may add items to the agenda up to two days before the meeting. Additional agenda items may be added during Department meetings. All agenda items that are not able to be addressed at the current Department meeting will be added to the Agenda at the next scheduled Department meeting.

3.2 The preliminary meeting agendas will be distributed by the Office Coordinator or Department Chair at least three days prior to each Department meeting.

4. Rules of Procedure – [Robert’s Rules of Order](#) (RulesOnline.com)

4.1 Voting Methodology – Show of hands will be the primary method of voting with the exception of votes related to the election of the Department Chair which will follow the process described in the Faculty Constitution, Article III, Section 4. At the request of any voting faculty member, the vote will be conducted by secret ballot.

4.2 Quorum – A quorum will be defined as a simple majority of the eligible voting faculty who are not on leave and are unable to attend or vote via proxy.

5. Minutes

5.1 Minutes will be recorded by the Office Manager (or a member of the faculty on a rotating basis if the Office Manager is unavailable).

5.2 Minutes will be typed and distributed to the members of the faculty for review via email before being distributed for final vote at the next scheduled Department meeting.

5.3 Approved Minutes are retained on the Department’s I-drive provided by the University for the purpose of record-keeping.

6. Special Meetings

6.1 Additional meetings of the Black Studies faculty may be requested in writing at any time.

6.2 Requests for additional meetings may be initiated by either the Department Chair or by two other Black Studies voting faculty members.

7. Open or Closed Meetings

7.1 Faculty meetings are open to non-voting members unless the meeting goes into closed session and only voting eligible faculty may attend.

VIII. Article VIII – Ratification, Distribution, Review, and Amendment of Bylaws

1. Procedure for Ratification and Approval of Bylaws

1.1 Voting Members are defined in Article III of this document.

1.2 Majority rule percentage – The ratification and approval of bylaws requires a two-thirds voting membership. Faculty may register their votes in-person, by proxy, or by electronic tally.

1.3 Amendments of the Bylaws of the Department must be submitted in writing to all voting faculty members at least five business days prior to a scheduled faculty vote.

1.4 Approval of the Bylaws of the Black Studies Department must be approved by the Dean and Portland State University's Office of Academic Affairs.

1.5 Bylaws are effective on the date following the Office of Academic Affairs approval date. The approval date is listed on the signature page.

1.6 Frequency of Review – Bylaws will be reviewed at the request of a voting faculty member or as required by OAA notice.

1.7 Modification of policies and procedures require notification to and approval by OAA. Notice of intent to modify a policy or procedure must be provided prior to adoption. Changes to bylaws and all other governance documents do not become affective until approved by OAA.

1.8 The Bylaws of the Black Studies Department must be approved by the Dean and Portland State University's Office of Academic Affairs.

1.9 Bylaws are effective on the date following the Office of Academic Affairs approval date.

2. Distribution of Bylaws

2.1 A current copy of the governance document, Black Studies Department Bylaws, will be maintained in the Department office at all times.

2.2 Access to Governance Documents - All governance documents for the Black Studies Department will be posted on the Department's website.

Revised Bylaws Approved by the Black Studies Department Faculty: May 21, 2021