## Guidelines for Review, Promotion, Tenure, Retention, and Merit Increases
Department of Sociology, Portland State University

**Table of Contents**

Policies and Procedures for Tenure Track and Tenured Faculty.................................................. 1  
  Article 1. Standards of Performance Applicable to All Tenured and Tenure Track Faculty .......... 1  
  Article 3. Guidelines for Award of Tenure and Tenure Track Promotion ................................. 3  
  Article 4. Guidelines for Third-Year Review of Tenure Track Faculty .................................... 5  
  Article 5. Retention Review Guidelines ...................................................................................... 5  
  Article 7. Post-Tenure Review Procedures .................................................................................... 8  

Policies and Procedures for Review and Promotion of Non-Tenure Track Faculty (NTTF) .... 13  
  Article 8. Ranks and Standards of Performance for Non-Tenure Track Faculty (NTTF) .... 13  
  Article 9. Procedures for the Development and Evaluation of Emerita/us Requests for NTTF Faculty ........................................................................................................................................ 15  
  Article 10. Annual Review and Evaluation Procedures .............................................................. 16  
  Article 11. Evaluation of Non-Tenure Track Faculty in Continuous Employment .................. 16  

Revisions to Sociology NTTF Guidelines ...................................................................................... 17  
  Article 12. Non-tenure Track Instructional Positions – Continuous Appointment-Related Evaluations ..................................................................................................................................... 17  

Policies and Procedures for Adjunct Faculty .................................................................................. 25  
  Article 13. Procedures for Adjunct Hiring Decisions ................................................................. 25  
  Article 14. Adjunct Faculty Ranks .............................................................................................. 25  
  Article 15. Appointment and Assignment Rights ....................................................................... 25  
  Article 16. Evaluations for Adjunct Faculty Teaching in More Than One Department ........... 25  
  Article 17. Adjunct Faculty Reviews .......................................................................................... 26  
  Article 18. Faculty Education Fund and Professional Development ......................................... 27
Policies and Procedures for Tenure Track and Tenured Faculty

Departmental P&T Guidelines as Interpretation of 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 shall not be effective unless and until approved by the CLAS Dean and by OAA.

Article 1. Standards of Performance Applicable to All Tenured and Tenure Track Faculty (TTF)

All members of the Sociology Department faculty are expected to meet two interrelated performance standards: standards for all areas of faculty responsibility (research, teaching, community outreach and service) and standards applicable to an individual faculty member’s chosen area of scholarly specialization.

Members of the Sociology Department will be expected to meet at least the following minimum standards of performance in research, teaching, community outreach and service.

1. Research: All TTF members of the Department are expected to be active members of the Sociology profession, as demonstrated by their research, publications, presentations, and all other contributions to their field.

2. Teaching: The normal teaching assignment of all faculty is eight (8) units per term with allocations reduced in proportion to the members FTE during the academic year. All members of the Department are expected to maintain high standards in the performance of their teaching duties. Course materials should be continually updated to incorporate current material. Office hours will be faithfully observed. Each faculty member is responsible for maintaining a classroom climate that is hospitable to all members of the Portland State student body. All faculty are expected to take a role as appropriate in the graduate program through teaching; advising; chairing, and in serving on thesis, comprehensive, and dissertation committees for the master’s and Ph.D.; and other activities. All faculty shall do student evaluations for every class. Finally, the Chair of the Department and the members of the Personnel Committee should be able to claim, with evidence, that each faculty member is a strong and effective teacher, and that each individual is contributing appropriately to the Department’s mission of offering an acceptable range and quality of curricular offerings.

3. Community Outreach: All faculty members are expected whenever possible to link their professional work with communities and organizations in the metropolitan area, the state, and the nation.

4. Service: All faculty members are expected to do their share of the work of the Department, which includes departmental committee work and advising. Tenured faculty will be expected to perform a greater share of the work of the Department than will the faculty
on tenure track. All tenure track faculty members are expected to take part in college and university governance.

Section A. Documenting Individual Performance for Annual Review of Tenure Track Faculty

1. All faculty members shall prepare a scholarly portfolio which shall include their CV, a self-appraisal narrative described below, and appendices containing supporting documentation such as syllabi, reprints of articles, grant submissions, and copies of student evaluations. CVs must follow the PSU-approved format.
2. The self-appraisal narrative should be a reflective document discussing the faculty member’s efforts in each of the areas of research, teaching, community outreach and service. This document should flesh out the faculty member’s CV in a way which highlights the coherence, quality and significance of a faculty member’s efforts in each area.
3. Third-year reviews are meant to assess faculty progress toward achieving tenure expectations, and these reviews provide an opportunity to address any deficiencies that need to be addressed prior to the promotion and tenure review. Third-year reviews follow the same process as the reviews for promotion and tenure, but third-year reviews do not solicit outside evaluators in the review process.


The Personnel Committee is responsible for considering nominations for promotion to emerita/us rank. Tenured (TTF) faculty members of the Sociology Department who retire after having served the University, and having made outstanding contributions to the Department during their career, are eligible for emerita/us rank.

Section A. Process

1. Candidate submits, to the Department Chair and P&T Committee, a CV and short personal narrative describing her/his contributions to the discipline, community, university and/or program. CVs must follow the PSU-approved format.
2. The P&T Committee writes a narrative evaluation of the candidate’s achievements and makes a recommendation to the Chair. As per the University’s P&T Guidelines, this narrative must evaluate the following areas: scholarly contributions to knowledge, effectiveness in teaching, research, and governance, and professional service.
3. The Chair reviews the candidate’s materials and the recommendation of the P&T Committee, writes a letter of evaluation, and makes a recommendation to the Dean of CLAS.
Section B. Schedule

Faculty who have recently retired or who plan to retire should consult the Department Chair, who will coordinate with CLAS to schedule the review process, following the OAA schedule. The candidate should submit their materials with a request for consideration for emerita/us rank to the Department Chair and P&T Committee at least 4 weeks before the Sociology Department Personnel Committee meets to evaluate this nomination.

Section C. Criteria

1. The candidate must have requested retirement from an academic position.
2. The candidate must have a commendable record in at least one of the areas of research, teaching, community engagement, service, as follows:
   a. A record of scholarly achievement commensurate with national standards in her/his discipline;
   b. A record of outstanding teaching and educational contributions;
   c. Clear evidence of effective community engagement;
   d. Clear evidence of service to the profession, the university, the college, and/or the department.

Article 3. Guidelines for Award of Tenure and Tenure Track Promotion

The Department of Sociology operates in full compliance with the University Policies and Procedures for the Evaluation of Faculty for Tenure, Promotion, and Merit Increases adopted by the PSU Faculty Senate June 12, 1996, amended July 2009 and October 2013, and revised and reapproved March 10, 2017. All faculty members should familiarize themselves with that document.

Section A. Tenure and Tenure Track Promotion Review Committee Composition

For purposes of tenure and promotion of tenure track faculty, two members will be added to the Personnel Committee to form the Promotion and Tenure (P&T) Committee. These additional members will be elected at-large at a faculty meeting in fall quarter. P&T Committee members must be TTF faculty, but are not required to be tenured. Tenure-track TTF faculty are encouraged to serve on the P&T Committee at least once before their tenure year to learn about the tenure review process. The Department Chair is encouraged to assign faculty with previous experience and knowledge about the candidates under review to serve on each year’s P&T committee. All members of the P&T committee shall have voting rights on tenure and promotion cases.
Section B. Tenure and Tenure Track Promotion Review Procedures

Each year, the P&T Committee will develop its own internal procedures. These procedures must be consistent with Federal law, State law, University policy, and the University P&T Guidelines, as well as the following stipulations:

A. The Committee must assure that no rules or considerations be undertaken which in any way discriminates on the basis of age, color, disability, marital status, national origin, race, religion or creed, sex or gender, gender identity or gender expression, sexual orientation, veteran status or any other basis in law. The Committee must, as in all other matters, be especially sensitive to issues of discrimination.

B. The P&T committee must follow University P&T policies for soliciting feedback and review of the candidate’s research, service, and teaching.

C. Discussions, deliberations, and decisions of the personnel committee shall be kept confidential, but the final recommendations, including letters and materials supporting these recommendations, will be considered publicly available to sociology faculty (TTF and NTTF), and shared with the candidate.

The procedure for promotion and tenure review will begin once faculty members being considered for tenure and/or promotion submit their materials to the Department Chair, who will forward them to the P&T Committee. In accordance with university guidelines, the supporting materials should include 1) a CV using the PSU-approved format, 2) a narrative self-evaluation, with no page limit, reflecting on the candidate’s goals, accomplishments, and plans in the areas of teaching, research, outreach, and service, 3) student evaluations, 4) letters solicited from external reviewers by the Chair, and 5) other supporting material that the candidate deems significant. The candidate’s annual and third-year review letters will also be included in the dossier. The Sociology Department does not have a page limit for the self-evaluation narrative. This is intentional, allowing candidates to make the strongest case possible. The Department follows University guidelines for the number of external review letters that are required, which includes a minimum of three, with at least one from the list of referees suggested by the candidate and at least one from the list of referees suggested by the Department or Dean. The Sociology Department will allow a maximum of eight external reviewer letters to be included in a faculty member’s dossier.

The P&T Committee shall evaluate all materials in the candidate’s dossier, and submit a written recommendation to the Department Chair. The Chair will make a separate recommendation, adding a written narrative to the committee’s before forwarding it to the Dean, who will then make their recommendation to the Provost, who makes their to the President of the university. The candidate will receive a letter from each of the following: the P&T Committee, the Chair, the Dean, the Provost, and the President. The candidate will have a chance to review the P&T Committee’s letter and the Chair’s letter before both letters are forwarded to the Dean.

The Department Chair and the P&T committee are expected to update the candidate on the status of the process, including the number of external letters received and benchmarks reached in the review process. The P&T Committee is encouraged to share this information at regularly
scheduled faculty meetings. At the end of its process, the P&T Committee will share its review with the sociology faculty.

**Article 4. Guidelines for Third-Year Review of Tenure Track Faculty**

Faculty eligible for third-year review will submit their CV, narrative self-evaluation, student evaluations, and other supporting material the candidate deems appropriate to the Chair, who will then share the dossier, including the candidate’s annual review letters with the Personnel Committee. The Committee will submit its review to the Chair, who will also review the candidate. The Chair then shares these letters and the candidate’s dossier with the Dean, who conducts their own review of the candidate. The candidate will receive a letter from each of the following: the Personnel Committee, the Chair, and the Dean.

**Article 5. Retention Review Guidelines**

For purposes of retention of tenure track faculty, two members will be added to the Personnel Committee to form the Retention Review Committee. These additional members will be elected at-large at a faculty meeting.


When merit monies are available for tenure track (TTF) faculty, all faculty members shall list their accomplishments in each of the four areas of research, teaching, community outreach, and service for submission to the Merit Committee described in Section 6.A., below. A suggestive list of activities is described in section 6.B of this document for the aid of faculty members compiling their records.

For the purpose of merit raise recommendations, the Sociology Department will weigh efforts in the following areas of faculty responsibility:

- Scholarship 40%
- Practice of Teaching 40%
- Community Outreach and Service 20%

The Department recognizes that individual faculty members’ work changes over the course of a career. The above weights should be adjusted when research grants and contracts, administrative, professional, and governance responsibilities, the development of new programs, and other activities alter individual faculty teaching assignments and other areas of effort. Faculty should document changes in the number and level of courses taught during the review period.
Section A. For Evaluation

Evaluation of faculty records for the purpose of promotion, tenure, and retention shall be first by a Promotion and Tenure (P&T) Committee composed according to the Department’s Bylaws, and second, by the Chair of the Department. The Chair of the P&T Committee shall meet with each faculty member under review to discuss the written evaluation of the faculty member before a final version of the written evaluation is forwarded to the Department Chair. The Chair of the Department shall meet with each faculty member under review to discuss her/his written evaluation of the faculty member before the final version of the written evaluation is forwarded to the Dean’s Office. Oral discussion of the review shall be a regular part of the review process in all cases, including those for which the written review is not forwarded to the Dean.

For the purpose of merit review, the personnel committee will constitute a Merit Committee. The recommendations of the Merit Committee will be submitted to the Chair, who will then submit their recommendations to the Dean.

Section B. Meritorious Activities

The following list is suggestive only. TTF faculty members can and should include other activities in their portfolios that they feel also deserve consideration. For activities that are innovative, it is incumbent upon the individual faculty member to explain how the quality of such efforts may be assessed.

1. Scholarship in All Areas

   A. Publication, whether Printed or Electronic
      1. Books (Authored/Edited)
      2. Articles in refereed journals
      3. Articles in proceedings and non-refereed journals
      4. Chapters in books
      5. Book reviews
      6. Institutional research

   B. Grant Writing
      1. Grants and contracts awarded (internal/external)
      2. Grants and contracts submitted but not awarded

   C. Papers Presented
      1. Invited talks
      2. Conference papers

   D. Scholarly Service to the Profession
      1. Book series editor
      2. Journal editor
      3. Editorial board member
      4. Conference planner/organizer
      5. Refereeing articles
6. Reviewing grant proposals
7. Evaluations prizes and scholarly competitions

2. Teaching

A. Classroom Teaching
   1. Student evaluations
   2. Peer assessment
   3. Teaching awards and recognitions
   4. Guest lectureships

B. Advising
   1. General advising
   2. Advising student organizations (Departmental, University)

C. Pedagogical Development
   1. Development of new courses
   2. Major revision of current courses
   3. Instructor-developed tools or techniques
   4. Development of inter-disciplinary programs
   5. Technological innovation in teaching
   6. Attendance at teaching workshops

D. Mentorship
   1. Chairing theses and dissertations
   2. Serving on committees for theses and dissertations
   3. Advising undergraduate research projects (McNair, Honors)
   4. Publishing with students
   5. Mentoring students and other faculty in research
   6. Leading Sociology research practica
   7. Enabling independent publication or presentations by students
   8. Advising students who receive regional or national honors or scholarships
   9. Reading and conference

E. Community-Based teaching
   1. Developing internship opportunities for students
   2. Involving students in community projects
   3. Engaging in capstone courses

3. Community Outreach (local, regional, national, international)

A. Disseminating Knowledge
   1. Presentations & reports to community organizations
   2. Interviews with the press
   3. Publication about community issues, outside area of scholarship
   4. Conference planner/organizer
5. Community engagement awards and recognition

**B. Assisting in Efforts to Solve Community Problems**
1. Evaluating community programs
2. Professionally-related contributions to community boards
3. Development of software or techniques for community use
4. Grant writing for community organizations
5. Testimony & legal support
6. Consulting

**4. Service**

**A. To the Profession**
1. Leadership/office-holding in professional organizations
2. Committee work for professional organizations
3. Organizing professional conference/workshop

**B. To the University**
1. Leadership in University and ad hoc committees
2. Administrative positions
3. Service to University and ad hoc committees
4. Faculty Senate
5. Fund-raising or friend-raising for the University
6. Developing and teaching University Studies classes

**C. To the College**
1. Leadership in College and ad hoc committees
2. Administrative positions
3. Service to University and ad hoc committees
4. Fund-raising or friend-raising for the College

**D. To the Department**
1. Department committee work
2. Fund-raising or friend-raising for the Department
3. Departmental special projects

**Article 7. Post-Tenure Review**

**Section A. Post-Tenure Review Goals**

The goals of post-tenure review are:

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;
2. to be a collegial, faculty-driven process that supports faculty development;
3. to recognize and motivate faculty engagement.

Section B. Guidelines and Eligibility
AAUP-represented tenured faculty members, tenured department chairs/unit heads and program directors in the department of Sociology must undergo PTR every five years after the award of tenure. Please consult page 7 of the Procedures for Post-Tenure Review (PTR) at Portland State University (PSU), dated June 1, 2015, hereafter referred to as University PTR Procedures, for additional details regarding eligibility as well as conditions for deferring or opting out of PTR.

Section C. Funding of Post-Tenure Review Salary Increases
Refer to University PTR Procedures, pages 7 and 8.

Section D. Post-Tenure Review Cycle and Timelines
Refer to PTR Review Cycle and Timelines, University PTR Procedures, pages 8 and 9.

Section E. Departmental Authority and Responsibility
In the event that a faculty member’s appointment is equally divided between two or more departments, there shall be a written agreement as to which department is to be responsible for the PTR and the Faculty member is to be so informed.

For more information regarding departmental responsibility in the PTR process, refer to University PTR Procedures, pages 9 and 10.

Section F. Procedures for Post-Tenure Review of Tenured Faculty Members
1. Notification
Notification of eligibility must occur by June 1st of each year beginning in 2016. Refer to the timeline (pages 8 and 9) and the narrative (page 10) of University PTR Procedures for notification dates.

2. Dossier
Refer to page 10 of the University PTR Procedures for information regarding materials to be included in the dossier.
The Post Tenure Committee shall be provided with a copy of the letter of hire and other supporting documents that show changes in job responsibilities.

3. Post-Tenure Review Committee
   a. Composition

The department/unit will create a PTR Committee for each faculty member under review. This committee will consist of three (3) people. One of those selected will be from a list of three faculty members submitted by the faculty member under review.

The department will create a post-tenure review committee for each faculty member under review. The committee will consist of three tenured faculty. One of those selected will be from a list of three faculty members submitted by the faculty member under review.

The Sociology P&T Committee, composed of the Personnel Committee + 2 faculty elected at large, will review this list and select one of these three faculty members to be on the post-tenure review committee.

The post-tenure review committee member selected from the list and the Sociology Department's Promotion and Tenure Committee Chair will then jointly select the remainder of the PTR committee (See IV. C. 1. ii of the PSU PTR Procedures). At least two of the three members of the PTR Committee must be from the Sociology Department.

The three person PTR committee will then collaboratively decide who will be the PTR Committee Chair and arrange a meeting with the faculty member under review.

If there is more than one faculty member eligible for PTR, the department may need to create a different subcommittee of three faculty members.

b. Committee Review Procedures and Criteria

Refer to details on page 11 of the University PTR Procedures.

In its review, the PTR Committee shall consider the List of Activities, Article 6, Section B of the Sociology Guidelines for Review, Promotion, Tenure, Retention, and Merit Increases.

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 on page 13, section D-4. Procedures for requesting reconsideration are outlined on pages 13-14 of the University PTR Procedures.

As tenured faculty members progress through their careers, it is expected that they will each have a different distribution of time dedicated to research, teaching, advising, outreach, academic leadership, and service (department, university, professional). The PTR process will consider faculty members’ unique trajectories and evaluate their contribution as a whole across teaching, research, outreach, and service as specified in the Sociology Department P&T Guidelines, rather than having predefined output requirements for each sub-category.
PTR Committee reports will include majority and minority views in cases where unanimous decision is not reached.

4. **Role of the Department Chair/Desigenee**

Refer to pages 12 and 13 of the University PTR Procedures.

**Section G. Procedures for PTR of Department Chairs/Unit Heads and Program Directors**

The department chair shall be reviewed by the Dean of the College of Liberal Art’s designee. The Dean’s evaluation will occur after the department’s PTR committee completes its review.

**Section H. Roles and Procedures for Administrative Review**

Refer to guidelines on pages 14 and 15 of the University PTR Procedures.

**Section I. The Professional Development Plan (PDP)**

1. **Summary of PDP**

Refer to the University PTR Procedures, pages 16 and 17 for complete description of PDP. PDP goals must be clear, objective, and measurable.

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/Desigenee and faculty member jointly agree on PDP no later than 30 business days after PTR. See page 16 IX, B2 in the event consensus cannot be reached.

2. **The Role of the Dean**

Refer to University PTR Procedures, pages 14-15.

3. **Progress and Resolution of PDP:**

Chair/designee and faculty meet for a check every six (6) months for the duration of the PDP. Chair specifies the basis for approving/denying an extension of PDP. Faculty member submits completed report to department chair. If chair/designee and faculty agree objectives are met, letter of completion and PDP report are forwarded to dean.

If chair/designee and faculty member do not agree, chair writes letter to dean indicating which objectives are not met. Faculty member may request in writing a conference with chair within 10 working days of receipt of chair’s letter. The PTR candidate may provide additional materials for review. Chair may reverse decision and submit revised letter to dean.
If faculty member refuses to comply with PDP they may be subject to sanctions pursuant to Article 27. Refer to guidelines on page 16 of the University PTR Procedures.

If chair and dean agree PDP is complete, PTR salary increase will be effective the beginning of the next AY. PDP and information on how it was fulfilled must be signed within 20 working days of completion.

4. Funding of PDP

Refer to the University PTR Procedures, page 18.

Section J. Assessment of PTR

A ‘Statement of Assessment of PTR’ will occur after second year of review by an ad hoc committee of faculty senate members.
Article 8. Ranks and Standards of Performance for Non-Tenure Track Faculty (NTTF)
For non-tenure track faculty hired after September 16, 2014, the Department has three ranks: Instructor, Senior Instructor I, and Senior Instructor II. Upon retirement, NTTF faculty are also eligible for promotion to emeritus status. NTTF positions do not carry expectations for scholarly research. The job descriptions and promotion criteria for each rank are described below. Non-tenure track faculty hired before September 16, 2014 who hold the reclassified rank of Senior Instructor I have the choice of retaining that rank, and shall retain the ability to be promoted to Assistant, Associate Professor or Professor, in accordance with the same procedures, guidelines and criteria applied to tenure track faculty for such promotions. Promotional path options for NTTF instructional faculty hired prior to September 16, 2014 are outlined in Appendix IV of the University Promotion and Tenure Guidelines revised and approved on April 7th, 2014.

Section A. Instructor
A non-tenure track faculty appointment for individuals whose responsibilities are primarily devoted to academic instruction at the undergraduate level. Such appointments include the expectation of teaching, advising, and mentoring congruent with creative and engaged instruction. A Master’s degree in Sociology or a related field is required.

Section B. Senior Instructor I
A non-tenure track faculty appointment for individuals whose responsibilities are primarily devoted to academic instruction at the undergraduate level. Such appointments include the expectation of teaching, advising, and mentoring congruent with creative and engaged instruction. Participation in departmental, college, or university governance is expected as appropriate to the assignment and contract. A Master’s degree in Sociology or a related field is required.

Normally, instructors are not eligible for promotion to Senior Instructor I until completion of the third year as an Instructor at PSU. Length of time in rank is not sufficient reason for promotion. Those who hold the rank of Senior Instructor I have demonstrated their excellence as teachers.

To be promoted to Senior Instructor I, a candidate’s materials must demonstrate teaching excellence beyond that which is expected for an Instructor. The criteria for evaluating a candidate’s record for promotion include:

1. quality of instruction;
2. assessment of student-learning outcomes;
3. expertise in the discipline, demonstrated by activities such as ongoing revision of course
materials, curricular innovations, participation in continuing education and conferences, and other professional activities;
4. evidence of ability to work effectively with individuals from and topics related to diverse populations;
5. and effective participation in departmental, college/school and university governance as appropriate to assignment and contract.

Quality of instruction will be evaluated using curricular materials, student evaluations, and/or classroom observation by one or more members of the sociology department faculty, as chosen by the candidate. In cases where instructors teach primarily online courses, then quality of instruction will be evaluated using curricular materials and student evaluations.

Section C. Senior Instructor II
A non-tenure track faculty appointment for individuals whose responsibilities are primarily devoted to academic instruction at the undergraduate level. Such appointments include the expectation of teaching, advising, and mentoring congruent with creative and engaged instruction. Participation in departmental, college, or university governance is expected as appropriate to the assignment and contract. A Master’s degree in Sociology or a related field is required.

Normally, instructors are not eligible for promotion to Senior Instructor II until completion of the third year in rank as a Senior Instructor I at PSU. Length of time in rank is not a sufficient reason for promotion. Those who hold the rank of Senior Instructor II have demonstrated their expertise as teachers.

To be promoted to Senior Instructor II, a candidate must demonstrate a contribution to departmental teaching excellence beyond that which is expected for a Senior Instructor I. The criteria for evaluating the quality of the candidate’s teaching includes:

1. quality of instruction as evidenced by classroom observation and/or review of curricular materials and teaching evaluations; in cases where instructors teach primarily online courses, then quality of instruction will be evaluated using curricular materials and student evaluations
2. demonstrated expertise in the development of instructional materials and delivery of new forms of instruction;
3. ongoing engagement with the pedagogy of the discipline;
4. ability to play a lead role in assessment and curriculum design;
5. ongoing engagement with the profession;
6. and effective participation in departmental, college/school and university governance as appropriate to assignment and contract.

It is incumbent upon the individual being evaluated to explain how they are maintaining expertise in pedagogy and subject matter.
Article 9. Procedures for the Development and Evaluation of Emerita/us Requests for NTTF Faculty

The Personnel Committee is responsible for considering nominations for promotion to emerita/us rank. NTTF faculty members of the Sociology Department who retire after having served the University, and having made outstanding contributions to the Department during their career, are eligible for emerita/us rank.

Section A. Process

1. Candidate submits, to the Department Chair and P&T Committee, a CV and short personal narrative describing her/his contributions to the discipline, community, university and/or program.
2. The P&T Committee writes a narrative evaluation of the candidate’s achievements and makes a recommendation to the Chair. As per the University’s P&T Guidelines, this narrative must evaluate the following areas: effectiveness in teaching, governance, and professional service. If desired by the candidate, the narrative evaluation may also include an assessment of the candidate’s scholarly contributions to knowledge and research.
3. The Chair reviews the candidate’s materials and the recommendation of the P&T Committee, writes a letter of evaluation, and makes a recommendation to the Dean of CLAS.

Section B. Schedule

Faculty who have recently retired or who plan to retire should consult the Department Chair, who will coordinate with CLAS to schedule the review process, following the OAA schedule. The candidate should submit their materials with a request for consideration for emerita/us rank to the Department Chair and P&T Committee at least 4 weeks before the Sociology Department Personnel Committee meets to evaluate this nomination.

Section C. Criteria

1. The candidate must have requested retirement from an academic position.
2. The candidate must have a commendable record in at least one of the areas of teaching, community engagement, research, or service, in keeping with the faculty member’s contract:
   a. A record of outstanding teaching and educational contributions;
   b. A record of scholarly achievement commensurate with national standards in her/his discipline;
   c. Clear evidence of effective community engagement;
   d. Clear evidence of service to the profession, the university, the college, and/or the department.
Article 10. Annual Review and Evaluation Procedures

Annual evaluations and promotions will follow procedures of the PSU Promotion and Tenure Guidelines voted April 7, 2014 [See “Non-tenure track instructional positions”]. The promotion process for non-tenure track faculty will follow the same timeline as the promotion of tenure track faculty, with promotion materials and a list of reviewers due in the Spring.

The University’s Promotion and Tenure Guidelines stipulate that non-tenure track faculty members are primarily instructional faculty. The Personnel Committee will evaluate the quality of teaching based on the materials presented in the faculty member’s portfolio. The portfolio should include an updated Curricula Vitae (which must follow the format provided in Appendix I of the University P&T Guidelines), a narrative self-evaluation, copies of all course syllabi taught, student evaluations for all courses (including quantitative summaries of student evaluations), and a copy of the faculty member’s contract. One or more members of the sociology department faculty, as chosen by the candidate, may do a classroom observation. Additional supporting materials such as instructional frameworks, exemplary student work, teaching awards may also be included.

All non-tenure track faculty members will be evaluated annually in accordance with the collective bargaining agreement. The materials due for this review include an updated CV, syllabi and student evaluations from the current year, and a cover letter that highlights any new items since the last review or other important accomplishments.

The annual review will take place in the Winter term. These materials are due five weeks before the Personnel Committee’s and Chair’s review letters are due to OAA. By the end of the Fall term, the Chair of the Personnel Committee should determine this date and communicate it to all non-tenure track faculty members.

Article 11. Evaluation of Non-Tenure Track Faculty in Continuous Employment

The following describes the process through which eligible non-tenure-track (NTTF), instructional faculty may be considered for continuous employment. It covers NTTF hired after September 16, 2016.

For NTTF 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. Updates to these NTTF Evaluation guidelines must be approved by the dean and submitted to the Office of Academic Affairs for review and final approval.
Article 12. Non-tenure Track Instructional Positions – Continuous Appointment-Related Evaluations

This section describes the process through which eligible non-tenure track (NTTF) instructional faculty may be considered for continuous appointment, and are evaluated. This document covers NTTF faculty hired after September 16, 2016. For NTTF instructional faculty hired prior to this date, see also the Implementation Plan. Refer to University P&T Guidelines, Non-Tenure Track Instructional Positions – Continuous Appointment-Related Evaluations.

Section A. Departmental Authority and Responsibility

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

The department process is subordinate to PSU’s Policies and Procedures for the Evaluation of Faculty for Tenure, Promotion, and Merit Increases. The department process is as follows:

1. Process
   a. The Personnel committee evaluating NTTF faculty must include at least one other NTTF and the evaluation process must follow the PSU MOU for evaluating NTTF.
   b. Candidate submits, to the Department Chair and Personnel Committee, a CV and short personal narrative describing her/his contributions to the discipline, community, university and/or program, plus all material listed as required in Section E, “Annual Review”. The candidate may also submit other relevant materials as they deem necessary.
   c. The Personnel Committee writes a narrative evaluation of the candidate’s achievements and makes a recommendation to the Chair. As per university guidelines, this narrative must evaluate the following areas, as appropriate to the assignment and contract: effectiveness in teaching, governance, and professional service. Although not required for most NTTF, the committee may also evaluate their research and scholarly contributions to knowledge.
   d. The Chair reviews the candidate’s materials and the recommendation of the Personnel Committee, writes a letter of evaluation, and makes a recommendation to the Dean of CLAS.
   e. The candidate is entitled to meet with the Personnel Committee to discuss the review. The candidate will be allowed to respond to the Personnel Committee’s review by submitting a statement or comments that will be attached to the review.
   f. NTTF faculty may request a review if one has not been provided within the time period provided for by the guidelines.
   g. NTTF faculty will have reasonable notice of their eligibility for an evaluation.
   h. As least one member of the review committee must be a NTTF instructional faculty member. In the event a second NTTF is not available, the department will add a NTTF instructional faculty member from another unit in the school or college, or another school or college if necessary.
Section B. Initial Appointment

Non-tenure track instructional faculty are, even in a first year of employment, an essential and integrated part of the department’s staff. Initial appointments are not the responsibility of a sole administrator. Where possible, a committee of at least three (3) shall seek qualified applicants and forward a recommendation to the Department Chair.

Section C. Type of Appointment

Circumstances occasionally warrant the hiring of non-tenure track instructional faculty on a fixed-term appointment for a specific and limited period of time. A fixed-term appointment is appropriate for visiting faculty, to fill a temporary vacancy (such as a vacancy caused by another employee being on leave or pending a search for a vacant position), when a program is newly established or expanded, when the specific funding for the position is time limited, or for a specific assignment or to fill a discrete need that is not expected to be ongoing. The letter of offer for a fixed-term instructional faculty appointment shall state the reason that warrants the fixed-term appointment. In the event that the Department intends to extend a fixed-term appointment beyond three years of continuous service, the Department will provide notice to the fixed-term faculty at least 60 days in advance of the extension. In the event that a fixed-term instructional faculty member is to be appointed to a position eligible for a continuous appointment, the Department will notify the fixed-term faculty, and both parties agree to discuss, as necessary, the appropriate probationary period and whether any time served as a fixed-term faculty member is to be credited to the probationary period.

Section D. Faculty Offer and Position Descriptions

The University will provide template letters of offer for non-tenure track instructional appointments. The template letter of offer will include a position description. Taken together, a letter of offer and position description for non-tenure track instructional appointments will include the following information: whether the appointment is eligible for continuous appointment or fixed-term, appointment start date, appointment end date (for fixed-term appointments only), the reason warranting the fixed-term appointment (for fixed-term appointments only), FTE, annual salary rate, actual salary, teaching assignment (including, where possible, the list of courses to be taught and the location of those courses if not on the downtown University campus), whether the appointment is renewable, and any expectations for research and scholarly work, university service, professional service, or other responsibilities. Faculty shall have an opportunity to review the letter of offer and position description and will affirm their acceptance of the offer of employment by signing and returning to the Department a copy of both the letter of offer and the position description.
The Sociology Department will complete letters of offer and position descriptions at least 30 days prior to the start of work for the initial term of employment of any non-tenure track instructional faculty member so that employment documents are forwarded to the Office of Human Resources according to the published payroll deadline schedule.

Note: 1.00 Full-Time Equivalency (FTE) will include no more than 36 course credits of assigned teaching per academic year. Assigned University/community/professional service and scholarly work shall not exceed ten percent (10%) of an instructional NTTF member’s workload without a reduction in instructional load.

Section E. Annual Review

NTTF 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.

For NTTF with split appointments, the continuing reviews will alternate each year between the two departments, and both departments will work collaboratively on milestone reviews. 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.

1. Minimum Annual Review Submission Materials. Materials submitted by the faculty member should, at a minimum, include the following:
   a. An annual self-appraisal that reflects the areas of work as described in the NTTF instructional faculty member’s job description and that highlights activities and achievements;
   b. Current curriculum vitae following applicable sections of the PSU Promotion and Tenure format approved by the Provost;
   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;
   d. Syllabi and/or other pedagogical materials from the review period.

2. Possible Annual Review Submission Materials. Materials submitted by the faculty member may include, but are not limited to:
   a. Peer evaluation of teaching and curricular innovation;
   b. Description of professional development activities intended to advance job performance;
c. A reflective analysis of student and/or peer evaluations of teaching;
d. Evidence of scholarly activities, beyond the classroom, as defined by the
discipline;
e. Evidence of ability to work effectively with individuals from and topics
related to diverse populations, and
f. Evidence of service activities related to unit mission.

Section F. Timing for Continuous Employment Consideration and Appointment

In year six (6) of the probationary period, NTTF 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 NTTF instructional faculty member
is to be awarded a continuous appointment or provided twelve (12) months’ notice of
termination of employment.

Section G. 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.

As part of its milestone review of NTTF faculty, the Personnel Committee/review
committee will consider all prior reviews and frame its decision in keeping with
university standards for milestone review.

The department process is subordinate to PSU’s Policies and Procedures for the
Evaluation of Faculty for Tenure, Promotion, and Merit Increases. The department
process is as follows:

1. Process
   a. Candidate submits, to the Department Chair and Personnel Committee, a CV and
      short personal narrative describing her/his contributions to the discipline,
      community, university and/or program, plus all material required below for a
      Milestone Review. The candidate may also submit other relevant materials as they
decide necessary.
   b. The Personnel Committee writes a narrative evaluation of the candidate’s
      achievements and makes a recommendation to the Chair. As per CLAS
      Guidelines, this narrative must evaluate the following areas, as appropriate to the
      assignment and contract: scholarly contributions to knowledge, effectiveness in
      teaching, research, and governance, and professional service.
   c. The Chair reviews the candidate’s materials and the recommendation of the
      Personnel Committee, writes a letter of evaluation, and makes a recommendation
to the Dean of CLAS.
d. The candidate is entitled to meet with the Personnel Committee to discuss the review. The candidate will be allowed to respond to the Personnel Committee’s review by submitting a statement or comments that will be attached to the review.

e. NTTF faculty may request a review if one has not been provided within the time period provided for by the guidelines.

f. NTTF faculty will have reasonable notice of their eligibility for an evaluation.

g. As least one member of the review committee must be a NTTF instructional faculty member. In the event a second NTTF is not available, the department will add an NTTF instructional faculty member from another unit in the school or college, or another school or college if necessary.

A significant factor in determining an NTTF 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 functions that directly serve 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 contribution 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.

2. **Minimum Milestone Review Materials.** Materials submitted by the faculty member should, at minimum, include the following:

a. A cumulative self-appraisal that reflects the areas of work as described in the NTTF instructional faculty member’s job description and highlights activities and achievement;

b. Current curriculum vitae following applicable sections of the PSU Promotion and Tenure format approved by the Provost;

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; and
d. Representative syllabi and/or other pedagogical materials from the six-year review period.

3. **Possible Milestone Review Materials.** Materials submitted by the faculty member may include, but are not limited to:
   a. Peer evaluation of teaching and curricular innovation;
   b. Description of professional development activities intended to advance job performance;
   c. A reflective analysis of student and/or peer evaluations of teaching;
   d. Evidence of ability to work effectively with individuals from and topics related to diverse populations;
   e. Evidence of service activities related to unit mission; and
   f. The annual self-appraisals prepared by the faculty member.

4. **Additional Review Materials.** 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:
   a. Contributions to courses or curriculum development;
   b. Materials developed for use in courses;
   c. Results of creative approaches to teaching methods and techniques, including the development of software and other technologies that advance student learning;
   d. Results of assessments of student learning
   e. Accessibility to students;
   f. Ability to relate to a wide variety of students for purposes of advising;
   g. Mentoring and guiding students toward the achievement of curricular goals;
   h. Results of supervision of student research or other creative activities including theses and field advising
   i. Results of supervision of service learning experiences in the community;
   j. Contributions to, and participation in, the achievement of departmental goals, such as achieving reasonable retention of students;
   k. Contributions to the development and delivery of collaborative, interdisciplinary University Studies, and inter-institutional educational programs;
   l. 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;
   m. Grant proposals and grants for the development of curriculum or teaching methods and techniques;
   n. Professional development as related to instruction, e.g., attendance at professional meetings related to a faculty member’s areas of instructional expertise; and
o. Honors and awards for teaching.
p. Any additional materials that the candidate or the review committee believes to be useful for the review.

Section H. Procedures for Milestone Review

The Sociology Department follows all procedures set forth in the University P&T Guidelines, Non-Tenure Track Instructional Positions–Continuous Appointment Related Evaluations, Section H.

Section I. Evaluation Following Continuous Appointment

Non-tenure track instructional faculty on a continuous appointment are to be evaluated after three years of continuous appointment and then after every three years following the last evaluation or promotion.

1. **Minimum Review Materials.** Materials submitted by a faculty member for evaluation following continuous appointment should, at minimum, include the following:
   a. A cumulative self-appraisal that reflects the areas of work as described in the NTTF instructional faculty member’s job description and highlights activities and achievement;
   b. Current curriculum vitae following applicable sections of the PSU P&T format approved by the Provost;
   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;
   d. Representative syllabi and/or other pedagogical materials from the review period.
   e. Any additional materials that the candidate or the review committee believes to be useful for the review.

2. **Possible Review Materials.** Materials submitted by a faculty member for evaluation following continuous appointment may include, but are not limited to:
   a. Peer evaluation of teaching and curricular innovation;
   b. Description of professional development activities intended to advance job performance;
   c. A reflective analysis of student and/or peer evaluations of teaching;
   d. Evidence of ability to work effectively with individuals from and topics related to diverse populations; and
   e. Evidence of service activities related to unit mission.
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 remediation 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 shall 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

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.

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

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 shall be provided to the member, Dean, Provost, and the Association and shall be effective no sooner than the end of the subsequent academic term.

Section J. Conditions Under Which Continuous Employment May be Terminated

A continuous appointment can be terminated only under the circumstances listed in the AAUP CBA, Article 18, Sect. 2(e) (pgs. 23-24).

1 2016-2019 CBA, Sec. 2 g (also including following three paragraphs)
Article 13. Procedures for Adjunct Hiring Decisions
One and two-year teaching appointments are at the academic judgement of the Chair, per the PSUFA-PSU CBA (Article 8, Section 3 of the 2015-2020 CBA). Final decision of renewal or non-renewal will be made by the Department Chair.

Article 14. Adjunct Faculty Ranks
Upon hiring: Adjunct faculty will be hired at the ranks specified in the PSUFA Collective Bargaining Agreement. We expect all Adjuncts to hold a master’s degree, or the equivalent degree from a recognized university outside of the U.S. We do not accept comparable experience in lieu of a master’s degree.

Advancement in rank: the Sociology Department follows the PSUFA Collective Bargaining Agreement, which describes advancement in ranks for Adjuncts according to time in service. Adjunct rank advancement does not offer a pay increase as per the current PSUFA Collective Bargaining Agreement.

Article 15. Appointment and Assignment Rights
Per the CBA (Article 8, section 1 of the 2015-2020 CBA), Adjunct faculty are not required, but may volunteer to participate in extra-instructional activities (e.g. “attending, serving on department or university committees, and/or developing courses”). If there is an instance when an adjunct faculty member is asked to participate, such work must be approved in writing in advance by the Department Chair, and properly compensated per the PSUFA-PSU CBA (see PSUFA 2015-20 CBA, Article 12, Section 6).

Adjunct faculty are not voting members of the Sociology Department, but may be extended voting rights within a committee when so appointed by the Department Chair, per the previous clause. In addition, per Departmental Bylaws, a grant of voting rights requires a two-thirds vote of those with voting rights and who are also in attendance at a Department meeting.

Article 16. Evaluations for Adjunct Faculty Teaching in More than One Department
Per Article 7 of the PSUFA 2015-2020 Collective Bargaining Agreement, 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.

**Article 17. Adjunct Faculty Reviews**

When adjunct faculty reach the threshold for a professional evaluation, the Department Chair will notify the adjunct faculty member of their eligibility. Evaluations will 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.

If an adjunct faculty member elects to not have an evaluation at that time, they will be offered another opportunity for an evaluation after they have been employed for an additional 2 years or 12 credits, whichever comes first.

**Section A. Purpose of Evaluations:** Professional evaluations are for providing feedback and developmental guidance to Adjunct faculty members and to determine if a 2-year appointment is appropriate. Adjunct faculty who have received a successful evaluation will be offered a 2-year appointment with a minimum assignment of the greater of two courses per academic year or the average annual course load taught during the period in which the faculty member completed the 20 credits or 3 years. A faculty member who receives a negative evaluation will be given the opportunity to teach one additional course and offered a 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 2-year contract.

**Section B. Evaluation Procedures:** As per Article 7 Section 7.6 of the PSUFA Collective Bargaining Agreement, the professional evaluation will be based on the following materials, submitted by the Adjunct faculty member who has elected to undergo evaluation:

1. Current CV or Resume
2. Summary of student evaluations with short written reflection
3. Short statement on teaching experience and/or why you teach
4. The most recent syllabus for each course taught during the academic year
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 selection with their Chair:
   - Classroom observation by a peer of the faculty member’s choice and a report on this observation;
   - Letter of support by a peer of the faculty member’s choice;
   - Examples of special assignments, projects, or research;
• Description of how the faculty member is staying current in their field.

The sociology department requires that the “peer of the faculty member’s choice” be either tenure track (TTF) faculty or non-tenure track faculty (NTTF) who have experience teaching in the same modality as the Adjunct (e.g., online or face-to-face courses). The sociology department’s personnel committee will evaluate the quality of teaching based on the materials presented in the faculty member’s portfolio. In addition to the above required material, additional supporting materials such as instructional frameworks, exemplary student work, and teaching awards may also be included in the portfolio under consideration.

The evaluation report should identify specific areas of strength and areas needing improvement, suggest possible steps to aid the faculty member in making improvement, and should indicate whether or not the faculty member should be eligible for a two-year contract.

The Personnel Committee’s evaluation results will be shared in writing and will be signed by the Personnel Committee and the Department Chair upon completion. Adjunct faculty members under review will be given an opportunity to acknowledge the evaluation results and/or create a written response.

**Article 18. Faculty Education Fund and Professional Development**

1. Adjuncts qualify for a Faculty Education Fund per the provisions of the CBA (Article 12, section 1 of the 2015-2020 CBA).

2. Adjuncts qualify for a Professional Development Fund per the CBA (Article 12, section 1 of the 2015-2020 CBA). Completed application materials are due to the department chair by 1 week prior to the Union’s deadline for receipt of the application.