

## Department of World Languages and Literatures

### Guidelines for Review, Ranks, Promotion, Continuous Appointment and Tenure for Adjunct, Non-Tenure-Track and Tenure-Track Faculty

2018

*"Policies and procedures for the evaluation of faculty are established to provide the means whereby the performance of individual faculty members and their contributions to collective university goals may be equitably assessed and documented. In the development of these policies and procedures, the university recognizes the uniqueness of individual faculty members, of the departments of which they are a part, and of their specific disciplines; and, because of that uniqueness, the main responsibility for implementation of formative and evaluative procedures has been placed in the departments."<sup>1</sup>*

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<sup>1</sup> PSU "Policies and Procedures for the Evaluation of Faculty for Tenure, Promotion and Merit Increases," adopted by the Faculty Senate June 12, 1996, p.3 and amended July 2009 to incorporate new guidelines for promotion within select research ranks, adopted by PSU Faculty Senate June 8, 2009.

## I. WLL Guidelines for Promotion and Tenure for Tenure-Track 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 Departmental 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 OAA.

### **DEPARTMENTAL ORGANIZATION**

The faculty of each language program constitutes a section. Faculty who teach in more than one section will be members of each section in which they teach.

### **FACULTY RESPONSIBILITIES**

**Scholarly agenda** – In the Department of World Languages and Literatures (WLL), the scholarly agenda is expressed in the narratives that an individual writes for regular reviews, and it is shaped by an individual's academic interests and the expectations of the Department. All Tenure-Track faculty members will articulate their scholarly agenda in their personal narrative in consultation with the P&T Committee. Through the regular review process, the Chair will help ascertain that the agenda articulated in the narrative balances the individual's academic freedom with the Department's mission, Departmental/section programmatic needs, and with the expectations established in the letter of hire. The agenda should address as explicitly as possible such issues as the number and kinds of courses to be taught, the number and kinds of desired publications,<sup>2</sup> and acceptable venues for publication. If desired, the scholarly agenda might also contain a statement regarding nontraditional types of scholarship that are of value both to the individual and to the Department. The scholarly agenda should not be regarded as a contract, but as a vehicle for clarifying goals and expectations both on the part of the Department and on the part of the faculty member. The Department expects the scholarly agenda to be reviewed and revised whenever appropriate and certainly at major intersections in the faculty member's career (third-year review, tenure, promotion to associate professor, promotion to full professor, post-tenure review).

**Expectations** - The Department expects all Tenure-Track faculty to be active to some extent in each of four areas: 1) teaching; 2) research; 3) community outreach; 4) service. In addition, candidates for tenure, promotion, and merit increases are expected to demonstrate considerable strengths in one or more of the scholarship areas of teaching, research, and/or

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<sup>2</sup> The word "publication" in this document refers to both printed and electronic texts.

outreach.

**1) Teaching** - Most WLL faculty teach both language courses and courses related to their own research interests, usually literature, linguistics, or second-language acquisition. The Department recognizes that the teaching assignments of individual faculty members will reflect a combination of their own personal interests (e.g., 12th-Century Albanian Love Lyrics), sectional needs (e.g., Albanian 101), Departmental needs (e.g., WLL Research Methods for Majors), and University needs (e.g., UNST Love Amid the Ruins of Central Europe). As a rule, section needs take precedence over others. At the same time, however, the Department values innovative teaching that supports the faculty member's personal research interests and participation in collaborative ventures that meet Departmental and University needs on a broader scale.

The Department regards advising as a crucial part of good teaching. All WLL faculty are responsible for an equitable number of advisees within their own language program. Faculty are expected to be knowledgeable about University procedures and requirements for graduation, to make themselves available to their advisees on a regular basis, and to keep adequate records in accord with Departmental policies. In the larger language sections, faculty advising might focus on graduate student advisees, with a professional adviser advising the undergraduates. In addition, some WLL faculty members perform advising functions in other Schools (e.g., Education) and other Programs (e.g., International Studies).

The Department particularly values its members' contributions to graduate studies. Faculty members who teach graduate-level courses, supervise graduate theses, supervise teaching assistants, and serve as Graduate School Representatives for other departments should document these activities annually when requested by the Chair and on their curricula vitae.

The Department expects all candidates for tenure and promotion to demonstrate good teaching. Demonstration of good teaching for the period under review normally consists of 1) a curriculum vitae containing a list of courses taught, advising duties, and graduate theses supervised; 2) student evaluations; and 3) a reflective statement by the faculty member. In evidence of good teaching, faculty members might also submit course syllabi, original teaching materials, a reflective teaching journal, external evaluations, evidence of participation in teaching-improvement activities/ workshops, and teaching awards.

**The Scholarship of Teaching** - Some WLL faculty members, especially those who specialize in second language acquisition, may choose to emphasize the scholarship of teaching as one of their major areas of strength. It is expected that scholars with this area of expertise will engage in original research and will disseminate the results of their research in appropriate vehicles, such as refereed journals, conferences, and workshops. The publication of original instructional materials is highly appropriate for faculty members with this profile. Strength in the professional area of teaching is also to be documented through external evaluations. The Department regards grant applications

as evidence of seriousness of purpose, although it does realize that there are relatively few grants available for this kind of scholarly activity. Other indicators of a scholar's stature in the field might include evaluating external programs, advising external testing and research groups, participating in regional and national educational policy-making bodies, and honors awarded.

**2) Research<sup>3</sup>** - The Department expects all faculty members to maintain an ongoing and active relationship with their professional field. Documentation of a viable relationship with one's professional field normally takes the form of 1) a curriculum vitae and 2) a reflective statement by the faculty member. Evidence of engagement with professional activities might include active membership in professional organizations, attendance at professional conferences, submissions to professional newsletters, and book reviews.

**The Scholarship of Research** - Most WLL faculty, especially those who specialize in literature and linguistics, regard research as one of their main areas of strength. Strength in research is traditionally documented with refereed publications and external evaluations. The Department recognizes that the amount of publication will vary with each sub-discipline and in consequence appraises the quality and significance of each candidate's publications rather than quantity alone. The Department regards grant applications as evidence of seriousness of purpose, although it does realize that there are relatively few grants available for this kind of scholarly activity. Other evidence of a scholar's stature in the field might include presentations at conferences, invited lectures, citations of and reviews by other members of the profession, and honors awarded.

**3) Community Outreach** - The Department understands community outreach to mean any public service activity in which a faculty member engages in a professional capacity. Because of their linguistic expertise and unique cultural perspectives, almost all WLL faculty routinely provide such service to the community. There is no minimum level of outreach required, but faculty members are encouraged to keep a record of such activities as volunteer translating and interpreting, volunteer review of public documents, public service appearances, participation in sister-city and other service organizations, and so forth. Many WLL members engage in community outreach on an international level, and their efforts are particularly valued by the Department. Documentation of community outreach will normally take the form of 1) a curriculum vitae, 2) a reflective statement by the faculty member, and 3) letters from the community.

**The Scholarship of Community Outreach** - Some WLL faculty members may choose to

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<sup>3</sup> For purpose of tenure, promotion and merit increase, "research" also includes creative activities such as scholarly translation, creative writing, or performances of verse, drama, or music from the target culture. Faculty members whose scholarly agendas include creative endeavors are held to the same standards of rigor and peer review as applied to other scholarly activity.

emphasize the scholarship of community outreach as one of the major areas of strength. As always, the Department expects that scholars with this area of expertise will engage in original research and will disseminate the results of their research in appropriate vehicles, such as refereed journals, conferences, and workshops. The scholarship of community outreach may be intertwined with the faculty member's teaching activities. In that case, documentation of scholarly involvement should include curricula, syllabi, instructional materials, and reflective statements. Documentation of scholarship for this type of activity should also include external reviews, with statements from relevant members of the community. The Department regards grant applications as evidence of seriousness of purpose, although it does realize that there are relatively few grants available for this kind of scholarly activity. Other indicators of scholar's stature in the field might include service on external boards, participation in regional and national policy-making bodies, and honors awarded.

**4) Service** - The Department of World Languages and Literatures expects its faculty members to be good citizens of their sections, the Department, the University, and their profession. In a Department composed of many smaller units, collegiality is an especially important attribute. In evaluating the performance of a faculty member, the Department will look for evidence of a willingness to cooperate with colleagues and to share responsibility for mutually agreed upon goals and objectives. Faculty members should document such activities as serving as section head, library representative, faculty advisor for language clubs and honor societies, service on Departmental committees, participation in Departmental outreach activities, arranging for guest speakers, and so on.

The WLL faculty routinely take part in the governance of the College and the University. Faculty members should document service on College and University Committees, Faculty Senate, special task forces, advisory boards, and the like.

Service to the profession is particularly valued by the Department. Faculty members who provide this kind of service should document offices held in professional organizations, editorships, conference organization, refereeing manuscripts, and other activities that the faculty members themselves deem significant contributions to their own sub-disciplines.

Documentation of service should be provided in 1) the curriculum vitae and 2) a reflective statement.

## **PROCEDURES**

This section will address the procedures for review, promotion, and tenure of Tenure-Track faculty only. For procedures for promotion of NTTF and Adjunct faculty, please refer to the appropriate sections of these Guidelines for Review, Ranks, Promotion, Continuous Appointment and Tenure for Adjunct, Non-Tenure-Track and Tenure-Track Faculty.

Reviews and recommendations for promotion and tenure will be made by WLL's P&T Committee constituted in accordance with the Departmental Bylaws.

**Annual Review:** TT Faculty undergoing annual review will submit a narrative and a c.v. to the P&T Committee. They will then meet with the committee for a discussion relative to their scholarly agenda, teaching and service. The resulting annual review report will become part of the candidate's personnel file and will be included in the candidate's third-year-review and tenure-review dossiers.

**Third-Year Review:** TT Faculty eligible for third-year review will submit their c.v., narrative self-evaluation, student evaluations, and other supporting materials the candidate deems appropriate to the Chair, who will then share the dossier including the candidate's annual review letters with the P&T 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 also reviews the candidate. The candidate will receive a letter from each of the following: the P&T Committee, the Chair, and the Dean.

#### **Promotion and Tenure:**

Each spring, the Chair will notify those faculty members eligible for tenure, promotion and merit increases and will, at the same time, inform the P&T Committee of those eligible. The faculty members who indicate that they wish to be considered for tenure or promotion will initially submit their materials for external review to the Chair.

Those materials must include:

1. a c.v.
2. a narrative self-evaluation reflecting on the candidate's goals, accomplishments, and plans in the areas of teaching, research, outreach, and service
3. at least four names of potential external reviewers

and may include:

4. other supporting materials that the candidate deems significant and relevant for external review.

The Chair will solicit letters from external reviewers.

In the fall, candidates will submit their materials for internal review to the Chair who, in turn, will forward them to P&T.

In accordance with the University Guidelines, the supporting materials should include:

1. a c.v.
2. a narrative self-evaluation reflecting on the candidate's goals, accomplishments, and plans in the areas of teaching, research, outreach, and service (this can be but is not necessarily the same narrative submitted to external reviewers)
3. student evaluations

4. other supporting materials that the candidate deems significant.

In those instances in which a candidate is a member of a language section with tenured faculty, the tenured section members, excluding the candidate, may choose to write a letter that will become part of the candidate's dossier. In addition, the candidate's annual review and third-year review letters are included in the dossier.

The P&T committee will review the supporting materials of all candidates and submit a written recommendation to the Department Chair for each case. The Chair will make a separate recommendation, adding a written narrative to the committee's recommendation before forwarding it to the Dean, who will then make a recommendation to the Provost, who makes a recommendation 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.

### **Eligibility and Criteria for Promotion and Tenure:**

#### **Eligibility for Tenure**

Normally, the World Languages and Literatures 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 his or her original letter of hire. Teaching, Outreach, and Service accomplishments under consideration will be limited to those achieved while a member of the department.

#### **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. Since the granting of tenure reflects 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 cover sheet. The Department Chair then takes into account the candidate's record, the P&T Committee's recommendations and letter, and the external evaluations, to make a recommendation to the Dean of CLAS.

#### **Criteria for Promotion to Associate Professor**

In the Department of World Languages and Literatures, unless a faculty member was originally hired as an Associate Professor or Professor, decisions about promotion to Associate Professor are considered together with decisions about tenure. Criteria for promotion to Associate Professor are thus the same as those stated above for tenure.

### **Eligibility for Promotion to Professor**

Tenured faculty with at least three (3) years as Associate Professor are eligible for consideration for promotion to Professor, but faculty who seek promotion to Professor in the first year of eligibility must demonstrate exceptional records of scholarly achievement, and must meet all other criteria. Individuals who have completed three or more years as Associate Professor are notified each spring by the Department Chair that they are eligible to be considered for promotion, and they should respond to the Chair by the date requested so that the Chair will have time to contact possible external reviewers.

### **Criteria for Promotion to Professor.**

Criteria for promotion to Full Professor are significant contributions to knowledge as a result of the person's scholarship of research, teaching, and/or outreach. In addition, criteria include quality instruction, and performance of a leadership or significant role in department or university self-governance or professional service activities.



## **II. WLL Post-Tenure Review Guidelines**

### **I. Post-Tenure Review Goals**

The goals of post-tenure review are:

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

### **II. Guidelines and Eligibility**

AAUP-represented tenured faculty members, tenured Department Chairs/unit heads and program directors in the Department of World Languages and Literatures 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.

### **III. Funding of Post-Tenure Review Salary Increases**

Refer to University PTR Procedures, pages 7 and 8.

### **IV. Post-Tenure Review Cycle and Timelines**

Refer to PTR Review Cycle and Timelines, University PTR Procedures, pages 8 and 9.

### **V. 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 department with .51 FTE will conduct the review. Written agreement shall be obtained by the Chair which will clearly

state 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.

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

## **VI. Procedures for Post-Tenure Review of Tenured Faculty Members**

### **A. 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.

### **B. Dossier**

Refer to page 10 of the University PTR Procedures for information regarding materials to be included in the dossier.

The narrative should be no longer than 2,500 words. Additional materials must include teaching evaluations and may include any materials that the faculty member believes are relevant to the review and support the narrative.

### **C. Post-Tenure Review Committee**

#### **1. 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 Chair will select one faculty member from the list of three people that the faculty member under review provides to the P&T Committee.

The WLL P&T Committee will select the other two faculty members of each PTR committee from among tenured WLL faculty members, or when necessary, from tenured PSU faculty in other units whose discipline, research or other work align with the trajectory of the faculty member under review.

Once constituted, the Committee will choose its own Chair. The Committee Chair will advise the P&T Committee of the election results and of the schedule for completions of the

review.

It is expected that each WLL faculty member under review will have a unique PTR committee. However, if deemed appropriate by the P&T Committee, the same committee can review more than one faculty member.

## 2. Committee Review Procedures and Criteria

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

The PTR Committee will use the faculty member's narrative and c.v. as guides for its evaluation of evidence of on-going activity consistent with the individual's appointment, section responsibilities and Departmental expectations and needs.

Following its evaluation of the faculty member, the PTR Committee will write a letter of approximately 250 words to the Department Chair, with a copy to the WLL P&T Committee, evaluating the faculty member's dossier and communicating its determination whether the candidate has met standards.

The PTR Committee will closely consider the faculty member's narrative explanation when it takes into consideration changes in distribution of research, teaching, service and community outreach. It will determine whether these changes have appropriately served the needs of the faculty member, the section and the Department as a whole.

In cases where the Committee is not in unanimous agreement, the letter to the Chair will explain majority and minority views.

The faculty member must be given the opportunity to review the file, including the PTR Committee reports and the Department Chair's letter, and then sign 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.

## D. Role of the Department Chair/Designee

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

## VII. Procedures for PTR of Department Chairs/Unit Heads and Program Directors

When the Department Chair is the faculty member undergoing review, a CLAS Associate Dean will fill the role of the Department Chair in the review process.

### **VIII. Roles and Procedures for Administrative Review**

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

### **IX. The Professional Development Plan (PDP)**

#### **A. 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 as not meeting standards. The PDP can continue for up to three years with a fourth year available only under exceptional circumstances. The Chair/Designee 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.

#### **B. The Role of the Dean**

Refer to University PTR Procedures, pages 14-15.

#### **C. Progress and Resolution of PDP:**

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

If the Chair/Designee and faculty member do not agree, the Chair/Designee writes a letter to the faculty member and to the Dean indicating which objectives are not met. The faculty member may request in writing a conference with the Chair/Designee within 10 working days of receipt of the letter. The PTR candidate may provide additional materials for review. The Chair/Designee may reverse the decision and submit a revised letter to the Dean.

If a faculty member refuses to comply with the PDP, the faculty member may be subject to sanctions pursuant to Article 27 of the PSU-AAUP 2015-2019 CBA. Refer to guidelines on page 16 of the University PTR Procedures.

If the Chair/Designee and the Dean agree the PDP is complete, PTR salary increase will be effective at the beginning of the next AY. The PDP and information on how it was fulfilled

must be signed within 20 working days of completion.

D. Funding of PDP

Refer to the University PTR Procedures, page 18.

**X. Assessment of PTR**

A 'Statement of Assessment of PTR' will occur after the second year of review by an ad hoc committee of faculty senate members.

WLL will maintain an electronic file of comments and feedback from faculty assessed and those who have served on PTR committees for consideration by this committee.

### III. WLL Guidelines for NTTF Annual Review, Milestone Review for Continuous Appointment, and Post-CA Review

#### Non-tenure Track Instructional Positions – Continuous Appointment-Related Evaluations

This section describes the process through which eligible Non-Tenure-Track (NTT) instructional faculty may be considered for continuous appointment, and are evaluated. This document 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.<sup>4</sup>

These guidelines will be posted on the WLL website, will be distributed to each NTT faculty member in WLL upon initial employment, and redistributed after each revision or update.

These guidelines, drafted by the departmental P&T Committee and NTTF Review Committee, will be ratified by the WLL faculty, reviewed and approved by the WLL Chair, and approved by the CLAS Dean and the Office of Academic Affairs. They shall conform to the University-wide guidelines approved by the Faculty Senate. Future updates to these NTTF Evaluation guidelines may not contradict those approved by the Faculty Senate, and must be approved by the Dean and submitted to the Office of Academic Affairs for review and final approval.

Nothing in this provision affects or alters the ability of the Association (PSU AAUP office) to file a grievance, as provided in CBA Article 28, that alleges a violation of such guidelines.<sup>5</sup>

#### A. Departmental Authority and Responsibility<sup>6</sup>

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

Two Departmental committees will be responsible for evaluating NTT instructional faculty. The

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<sup>4</sup> Refer to "University P&T Guidelines, Non-Tenure Track Instructional Positions—Continuous Appointment-Related Evaluations." Also "Policies and Procedures for the Evaluation of Faculty for Tenure, Promotion, and Merit Increases: Proposed Changes Ratified by AAUP, 27 March 2017."

<sup>5</sup> 2016-2020 CBA, Section 2e.

<sup>6</sup> Refer to "University P&T Guidelines, Non-Tenure Track Instructional Positions—Continuous Appointment Related Evaluations, Section A," and "AAUP CBA, Article 18, Sect. 6" (pgs. 26-27), for a description of the approval process following the development of departmental procedures.

NTTF Review Committee will conduct annual reviews for probationary faculty, and three-year evaluations for faculty on Continuous Appointment (CA). The WLL Promotion and Tenure Committee (P&T) will conduct the Milestone Review for Continuous Appointment, and evaluations for promotion. In these cases, P&T will be joined by the Chair of the NTTF Review Committee, who by WLL Bylaws is an NTTF with CA status. (For details, see Section H.)

The NTTF Review Committee will forward their evaluations to the WLL Chair, who will communicate the results to the reviewees. The P&T committee will forward their recommendations for promotion and continuous-appointment to the WLL Chair, who will make a recommendation and forward it, along with the committee's recommendation, to the reviewee or applicant and to the Dean of CLAS. (Further details below, sections E, H, I.)

## **B. Initial Appointment<sup>7</sup>**

Initial appointments of NTT instructional faculty are the responsibility of a search committee, not a sole administrator. Each search committee in WLL, appointed by the WLL Chair, will consist of at least three full-time faculty members. These must include at least one NTTF, and at least one member of the relevant language section. In particular cases, one or more search committee members may be chosen from units within the University other than WLL. Each search committee will seek qualified applicants and forward a recommendation to the WLL Chair.<sup>8</sup>

## **C. Type of Appointment<sup>9</sup>**

In appointing an NTT instructional faculty member, WLL must specify whether the appointment is fixed-term or probationary.

—*Fixed-term appointments:*

Circumstances occasionally warrant the hiring of NTT instructional faculty on a fixed-term appointment for a specific and limited period of time. For example, a fixed-term appointment is appropriate for visiting faculty, to fill a temporary vacancy (such as a vacancy caused by another

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<sup>7</sup> Refer to "University P&T Guidelines, Non-Tenure Track Instructional Positions—Continuous Appointment Related Evaluations, Section B," and "AAUP CBA, Article 18, Sect. 2(a)" (pgs. 22-23).

<sup>8</sup> "2016—2019 Collective Bargaining Agreement," Article 18 (henceforth referred to as "2016-2019 CBA"), except Article 18, Section 5 and LOA: Non-Tenure Track Instructional Faculty Transition (henceforth referred to as "2016—2020 CBA").

<sup>9</sup> Refer to "University P&T Guidelines, Non-Tenure Track Instructional Positions—Continuous Appointment Related Evaluations, Section C," and "AAUP CBA, Article 18" (pg. 22).

employee being on leave or pending a search for a vacant position), when a program is newly established or expanded, when the 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 reasons that warrant the fixed-term appointment.<sup>10</sup>

Fixed-term appointments are made for a specified period of time and are not eligible for tenure. Although fixed-term appointments do not require timely notice under the provisions of OAR 580-21-305, notices of intent to reappoint or not to reappoint should be sent by April 1 of the first year of the appointment, and by January 1 of subsequent years. Such notices of intent may be based on availability of funds. WLL is required to provide an annual performance evaluation of fixed-term faculty after the first year, consistent with the practices specified in the applicable WLL promotion and tenure guidelines. These performance evaluations will be conducted by the P&T Committee or by the NTTF Review Committee, depending on the characteristics of each appointment as determined by the Department Chair.

In the event that WLL and the University intend to extend a fixed-term appointment beyond three years of continuous service, the University shall provide notice to the Association (PSU AAUP office) at least 60 days in advance of the extension.<sup>11</sup> This notice shall provide a rationale for the position remaining a fixed-term appointment.

In the event that a fixed-term instructional faculty member is to be appointed to a position eligible for a continuous appointment, the University will notify the Association and the 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.<sup>12</sup>

—*Probationary Appointments:*

NTT instructional faculty members with a probationary appointment will be employed on annual contracts during the first six (6) years of employment as NTT faculty members. Annual contracts during the probationary period will automatically renew, unless timely notice is provided. Notice of non-renewal of an annual contract during the probationary period must be provided by April 1 of the first year of the probationary period, and by January 1 of the second through fifth years of the probationary period, effective at the end of that academic year.<sup>13</sup> Such notices may be

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<sup>10</sup> 2016-2019 CBA, Section 3.

<sup>11</sup> 2016-2020 CBA, Section 3.

<sup>12</sup> 2016-2020 CBA, Section 3.

<sup>13</sup> 2016-2020 CBA, Section 2b.



based on the availability of funds. It should be understood that no reason for a decision not to reappoint need be given.

—*Continuous appointments:*

A continuous appointment is provided to a NTT faculty member who has completed the necessary probationary period in a continuous appointment-eligible position. A continuous appointment is an indefinite appointment that can be terminated only under the following circumstances:<sup>14</sup>

1. Pursuant to Article 22 of the PSU-AAUP 2015-2019 CBA (Retrenchment).
2. When a sanction of termination is warranted and imposed pursuant to Article 27 of the PSU-AAUP 2015-2019 CBA (Imposition of Progressive Sanctions).
3. Due to a change in curricular needs or programmatic requirements made in accordance with applicable shared governance procedures. In such a case:
  - i. As soon as practicable, but no later than 60 days prior to issuing a notice of termination, the WLL Chair must provide written justification for the decision, and explanation of the shared governance procedure, to the faculty members, the Dean, the Provost, and the Association.
  - ii. If the employment of multiple faculty members in equivalent positions, and with equivalent position-related qualifications, skills and expertise, are to be terminated due to the same change in curricular needs or programmatic requirements, then lay-off shall be in order of seniority. Faculty will be laid off in inverse order to length of continuous service at the University.
  - iii. The faculty member is to be given at least six months' notice of termination for any employment, with such termination effective at the end of the academic year.
  - iv. CLAS will make a good faith effort to find a comparable position within the University for the faculty member.
  - v. If the reason for the decision that led to the layoff is reversed within three years from the date that notice of termination was provided to the affected faculty members, they will be recalled in inverse order of layoff. To exercise recall rights, a faculty member must:
    - (1) Notify Human Resources in writing, within 30 days of the termination notice, of intent to be placed on the recall list. If/when there is a need for

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<sup>14</sup> 2016-2020 CBA, Section 2e.

a recall list, the University and the Association will meet promptly for the purpose of negotiating a process for administering the recall list.

(2) Inform Human Resources of any change in telephone, email or address.

(3) In the event of a recall, Human Resources will contact the faculty member by phone and email, and notify the Association, of the recall.

(4) The recalled faculty member will have ten (10) working days to accept or reject the position. Failure to contact Human Resources within ten (10) working days will be considered a rejection of the position.

(5) A recalled faculty member who rejects a position will be removed from the recall list.

4. If the faculty member receives an unsatisfactory evaluation and fails to remediate the deficiencies during the subsequent academic year.

*—Rehiring into tenure-related positions:*

A non-tenure track appointment does not foreclose the possibility that a department may wish to consider that faculty member for a tenure-related appointment. In such cases, the years spent under a non-tenure track appointment may be considered as a part of the probationary period for tenure at the time the individual is placed on the annual-tenure track. A mutually acceptable written agreement shall be arrived at between the faculty member and institutional representative as to the extent to which any prior experience of the faculty member shall be credited as part of the probationary period, up to a maximum of three years.

#### **D. Faculty Offer and Position Descriptions<sup>15</sup>**

The University will provide template letters of offer for non-tenure track instructional appointments. 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.

The template letter of offer will include a position description. Taken together, a letter of offer and position description for NTT instructional appointments will include the following information: whether the appointment is eligible for continuous appointment or fixed-term,

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<sup>15</sup> Refer to "University P&T Guidelines, Non-Tenure Track Instructional Positions—Continuous Appointment Related Evaluations," Section D, and "AAUP CBA," Article 18, sect. 4 (pg. 25). Also "Policies and Procedures for the Evaluation of Faculty for Tenure, Promotion, and Merit Increases: Proposed Changes Ratified by AAUP, 27 March 2017."

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, if 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. Bargaining unit members 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 University a copy of both the letter of offer and the position description.

The University will direct departments to 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 NTT instructional faculty member so that employment documents are forwarded to the Office of Human Resources according to the published payroll deadline schedule.

#### **E. Annual (Probationary) Review<sup>16</sup>**

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.

##### *—Review Committee Selection:*

These annual probationary reviews will be conducted by the WLL NTTF Review Committee. This committee, as per WLL Bylaws, consists of three faculty members (two NTTF, one TTF), appointed by the WLL Chair subject to approval by the Advisory Committee. The committee chair, as per WLL Bylaws, is NTT faculty with CA status. The Department Chair may not serve as a member of the committee.

In the event that a member of the NTTF Review Committee is to be reviewed, the Department Chair will appoint an additional committee member solely for the purposes of reviewing the other member's dossier so that no one serves as both reviewer and reviewee of the same case. The additional committee member will also be NTT faculty, from within WLL unless there is no one available, in which case the member will be chosen from outside WLL.

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<sup>16</sup> 2016-2020 CBA, Section 6b.

In the unlikely event that WLL has only one NTT instructional faculty member, and that member is being reviewed, WLL will add an NTT instructional faculty member from another unit in CLAS, or another school or college if necessary.

In the event that an NTT instructional faculty member has had annual contracts with more than one unit during the probationary period, the Department Chairs or equivalents and the employee will mutually decide which unit will be responsible for the evaluation. 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.

*—Evaluation Criteria:*

Evaluation criteria will be tied to the reviewee's job description in the letter of offer. Normally the review will assess performance and progress in those areas of teaching, mentoring, and curricular activities that will be considered in the Milestone Review (see Section G below). It will also assess other areas covered under the Milestone Review, including (when applicable, up to 10% of workload—see Section D above) assigned service to the Department, community, or profession, and/or assigned scholarly work. The Committee will endeavor to evaluate work effectiveness through multiple factors, including, but not limited to, course contents, cumulative experience, flexibility, and mastery of methods, and not solely by student evaluations, enrollment statistics, or the word of direct supervisors.

*—Annual Review Submission Materials submitted by the faculty member should, at a minimum, include the following:*

- (1) 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;
- (2) Current curriculum vitae following applicable sections of the PSU Promotion and Tenure format approved by the Provost;
- (3) 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. In WLL, candidates must include all student teaching evaluations since the previous review (scanned copies from the department, if available, or originals).
- (4) Syllabi and/or other pedagogical materials from the review period.

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

- (1) Peer evaluation of teaching and curricular innovation;
- (2) Description of professional development activities intended to advance job performance;
- (3) A reflective analysis of student and/or peer evaluations of teaching;
- (4) Evidence of scholarly activities, beyond the classroom, as defined by the discipline;
- (5) Evidence of ability to work effectively with individuals from and topics related to diverse populations, and
- (6) Evidence of service activities related to unit mission.
- (7) Narrative reviews of teaching and course materials made by supervising faculty members (e.g. the head of the reviewee's language section);
- (8) Statements from community members, former students or advisees, or others who can provide perspective on the reviewee's performance;
- (9) Other relevant information provided by the reviewee, or requested by the Committee in order to complete the report.

—*Procedure and Schedule:*

Normally, each reviewee will be reviewed in the fall term of the 2nd, 3rd, 4th, and 5th year of the probationary period.

By the 1st Monday in October, each reviewee should provide the NTTF Review Committee with a dossier as described above. During October and November, the Committee will meet to conduct the review. Reviewees are entitled to meet with the Committee in person, and to be given notice of the meeting a reasonable length of time beforehand.

If a review has not been scheduled within October and November, the reviewee may request a review.

By the beginning of December, the NTTF Review Committee will give the WLL Chair a written report and recommendation. By December 29th, the WLL Chair will share the review results, in writing, with the reviewee.

Each reviewee is welcome to respond to the review by submitting a statement or comments that will be attached to it.

## **F. 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.

## **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.

### *—Evaluation Criteria:*

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 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.

—*The Milestone Review Materials submitted by the faculty member should, at minimum, include the following:*

- (1) 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;
- (2) Current curriculum vitae following applicable sections of the PSU Promotion and Tenure format approved by the Provost;
- (3) 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. In WLL, candidates must include all student teaching evaluations since the previous review (scanned copies from the department, if available, or originals).
- (4) Representative syllabi and/or other pedagogical materials from the six-year review period.

—*The Milestone Review Materials submitted by the faculty member may include, but are not limited to:*

- (1) Peer evaluation of teaching and curricular innovation;
- (2) Description of professional development activities intended to advance job performance;
- (3) A reflective analysis of student and/or peer evaluations of teaching;
- (4) Evidence of ability to work effectively with individuals from and topics related to diverse populations;
- (5) Evidence of service activities related to unit mission; and
- (6) The annual self-appraisals prepared by the faculty member.
- (7) Narrative reviews of teaching and course materials made by supervising faculty members (e.g. the head of the reviewee's language section);
- (8) Statements from community members, former students, or others who can provide perspective on the reviewee's performance;
- (9) Other relevant information provided by the reviewee, or requested by the Committee in order to complete the report.

—*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:*

- (1) Contributions to courses or curriculum development;
- (2) Materials developed for use in courses;

- (3) Results of creative approaches to teaching methods and techniques, including the development of software and other technologies that advance student learning;
- (4) Results of assessments of student learning;
- (5) Accessibility to students;
- (6) Ability to relate to a wide variety of students for purposes of advising;
- (7) Mentoring and guiding students toward the achievement of curricular goals;
- (8) Results of supervision of student research or other creative activities including theses and field advising;
- (9) Results of supervision of service learning experiences in the community;
- (10) Contributions to, and participation in, the achievement of Departmental goals, such as achieving reasonable retention of students;
- (11) Contributions to the development and delivery of collaborative, interdisciplinary University Studies, and inter-institutional educational programs;
- (12) 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;
- (13) Grant proposals and grants for the development of curriculum or teaching methods and techniques;
- (14) Professional development as related to instruction, e.g., attendance at professional meetings related to a faculty member's areas of instructional expertise; and
- (15) Honors and awards for teaching.

## **H. Procedures for Milestone Review<sup>17</sup>**

### *—Review Committee Selection:*

“Milestone” reviews for continuous appointment will be conducted by the WLL Promotion and Tenure Committee (P&T). This committee, elected annually by the WLL faculty, consists of four tenured WLL faculty members. For the Milestone Review they will be joined by a fifth person, the current chair of the NTTF Review Committee. As per WLL Bylaws, that committee chair is an NTTF with Continuous Appointment status.

The Department Chair cannot be a Milestone committee member.

In the unlikely event that WLL has only one NTT instructional faculty member, and that member is being reviewed, WLL will add to the Committee a WLL faculty member of the reviewee's

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<sup>17</sup> Refer to “University P&T Guidelines, Non-Tenure Track Instructional Positions—Continuous Appointment Related Evaluations,” Section H.



choosing, or an NTT instructional faculty member from another unit in CLAS, or another school or college if necessary.

When the reviewee has been involved in interdisciplinary teaching and/or research, the review committee will include a faculty representative from a mutually agreed upon second department or program. 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.

*—Notification:*

Before the end of September, the WLL Department Chair will notify the WLL P&T chair of those Non-Tenure-Track faculty who are eligible for review, and reviewees will submit their dossiers, as described above, to the P&T committee.

Between the first and fourth Mondays in October, the P&T Committee and extra member(s) will meet to conduct the review. Reviewees are entitled to meet with the Committee in person, and to be given notice of the meeting a reasonable length of time beforehand. If a review has not been scheduled within October, the reviewee may request a review.

For each reviewee, the P&T Committee will produce three documents:

- (1) An “Appraisal Signature and Recommendation Form,” using the standard PSU template, that records each Committee member’s vote to deny or approve the reviewee’s application for CA status. “Deny” and “approve” are the only options.
- (2) A written narrative explaining the Committee’s reasons for denial or approval. It must address all areas of the dossier submitted by the reviewee.
- (3) A written summary and assessment of the reviewee’s student teaching evaluations, taking into account the numerical and comment portions.

By the 4th Monday in October, the P&T Committee will forward all three documents to the WLL Chair.

*—Responsibilities of the WLL Department Chair:*

The Department Chair must confirm that all eligible faculty have been considered, that the P&T Committee has followed the Departmental guidelines, and that the appraisals are complete and in proper form. The Chair will then make a separate recommendation for each faculty member under review, adding that recommendation and narrative to the Committee’s. The Chair’s

narrative must address and review all areas of the dossier submitted by the reviewee. If the Chair's recommendation differs significantly from the Committee's recommendation, the Chair shall state in writing the reason for the differences.

In a timely manner (past practice has been the 4th week of November), the WLL Chair will give each Milestone reviewee a written notice of the P&T Committee's and the Chair's decisions. Reviewees will be given the opportunity to review their files before they are forwarded to the Dean, and should indicate that they have done so by signing the appraisal sheet. A copy of the complete appraisal and any additional material added by the Department Chair should be in the file for review by the affected faculty member. At the reviewee's request, the WLL Chair must discuss with the reviewee the reasons for the P&T committee's and the Chair's decisions. If the reviewee questions either recommendation, the reviewee may request a reconsideration.

*—Procedures for Reconsideration of Department Decision:<sup>18</sup>*

Within two weeks of receiving written notice of Department action, the faculty member must give written notice of intent to request a reconsideration of the recommendation. If the request is for reconsideration of the P&T Committee's recommendation, both the P&T Chair and the Department Chair must be notified, and the Department Chair must return all appraisal materials promptly to the P&T Chair. Otherwise, only the Department Chair need be notified in writing.

The reconsideration review may be requested on the basis of procedural or substantive issues. The reviewee should prepare whatever supportive material is pertinent. The supportive materials must be submitted to the P&T Chair or Department Chair (as appropriate), within two weeks of written notification of intention to request reconsideration.

All materials submitted by the Milestone reviewee shall become part of the appraisal document. The P&T Committee and/or Department Chair, as appropriate, shall consider the materials presented by the faculty member. They may attach to the appraisal additional documentation or statements with their recommendation(s). The Department Chair shall forward the new appraisal, which shall then proceed through the normal administrative review process in a timely manner.

*—WLL Chair's Report to the Dean:*

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<sup>18</sup> At present, a specific appeals process for Milestone reviewees denied CA status is being negotiated between OAA and AAUP. Results will become part of these guidelines.

The Department Chair must submit the following to the Dean:

- (1) A statement of assurance that all eligible Non-Tenure-Track faculty have been reviewed for CA status;
- (2) An appraisal form for each reviewee (the original form, not a copy or electronic version);
- (3) The written narratives by the P&T Committee and the WLL Chair for each faculty member who has received a positive or negative recommendation for continuous appointment.
- (4) If there has been a request for reconsideration, all materials submitted with the request as well as the P&T Committee's and/or Department Chair's response.

After receiving the Dean's decision, the WLL Chair must inform the reviewee of that recommendation in a timely manner.

*—Responsibilities of the Dean or Equivalent Administrator:*

The Dean shall use an advisory group for review and evaluation of the recommendations from the Department Chairs and Department committees. The size and composition of this group will be at the Dean's discretion. The Dean is responsible for making the decision to approve or deny continuous appointment.

All actions taken by the Dean must be reported in a timely manner to the Department Chair and P&T Chair. If the Department Chair or P&T Chair requests a conference with the Dean within five days after being notified by the Dean, a conference shall be held before the Dean makes a decision. If the Dean's decision differs from the recommendation either of the P&T committee or the Department Chair, the Dean must notify the affected faculty member in writing of the decision, and state the reasons for the difference. The affected faculty member may seek a meeting with the Dean prior to the finalization of any decision that differs from the recommendation of the Departmental P&T Committee. The Dean shall provide the affected faculty member with a copy of any material added to the file. The affected faculty member may attach a statement in response to the action of the Dean.

*—Appeals to the Provost:*

A faculty member may appeal an adverse decision by the Dean to the Provost, by submitting an appeal within ten working days of notice of the Dean's decision. The appeal must state the basis for appealing. The faculty member may request a meeting with the Provost as part of the appeal

process. If a conference is requested, the Provost is to meet with the faculty member before deciding the appeal.

The Provost will provide a final decision on the appeal in writing to the faculty member and the Dean.

## **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.<sup>19</sup>

### *—Review Committee Selection:*

These three-year post-CA evaluations will be conducted by the WLL NTTF Review Committee. This committee, as per WLL Bylaws, consists of three departmental faculty members (two NTTF, one TTF) appointed by the WLL Chair subject to approval by the Advisory Committee. The committee chair, as per WLL Bylaws, is NTT faculty with CA status. The Department Chair may not serve as a member of the committee.

In the event that a member of the NTTF Review Committee is to be reviewed, the Department Chair will appoint an additional committee member solely for the purposes of reviewing the other member's dossier so that no one serves as both reviewer and reviewee for the same case. The additional committee member will also be NTT faculty, from within WLL unless there is no one available, in which case the member will be chosen from outside WLL.

In the unlikely event that WLL has only one NTT instructional faculty member, and that member is being reviewed, WLL will add an NTT instructional faculty member from another unit in CLAS, or another school or college if necessary.

In the event that an NTT instructional faculty member has a dual or multiple appointment with more than one unit, the Department Chairs or equivalents and the employee will mutually decide which unit will be responsible for the evaluation. 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.

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<sup>19</sup> See 2016—2020 CBA, Section 2f.

*—Materials submitted by a faculty member for evaluation following continuous appointment should, at minimum, include the following:*

- (1) 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;
- (2) Current curriculum vitae following applicable sections of the PSU P&T format approved by the Provost;
- (3) 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; in WLL, candidates must include all student teaching evaluations since the previous review (scanned copies from the department, if available, or originals);
- (4) Representative syllabi and/or other pedagogical materials from the review period. (In past WLL practice, the three-year review dossier has been described as consisting of a c.v., a self-appraisal, plus all student evaluations and course syllabi since the last review or promotion.)

*—Materials submitted by a faculty member for evaluation following continuous appointment may include, but are not limited to:*

- (1) Peer evaluation of teaching and curricular innovation;
- (2) Description of professional development activities intended to advance job performance;
- (3) A reflective analysis of student and/or peer evaluations of teaching;
- (4) Evidence of ability to work effectively with individuals from and topics related to diverse populations; and
- (5) 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.<sup>20</sup>

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.

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

- (1) Peer evaluation of teaching and curricular innovation;
- (2) Description of professional development activities intended to advance job performance;
- (3) A reflective analysis of student and/or peer evaluations of teaching;
- (4) Evidence of scholarly activities, beyond the classroom, as defined by the discipline;
- (5) Evidence of ability to work effectively with individuals from and topics related to diverse populations, and
- (6) Evidence of service activities related to unit mission.
- (7) Narrative reviews of teaching and course materials made by supervising faculty members (e.g. the head of the reviewee's language section);
- (8) Statements from community members, former students or advisees, or others who

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<sup>20</sup> 2016-2019 CBA, Sec. 2g (also including following three paragraphs)

can provide perspective on the reviewee's performance;  
(9) Other relevant information provided by the reviewee, or requested by the Committee in order to complete the report.

—*Procedure and Schedule:*

Normally, each reviewee will be reviewed in the winter term of the third year since the most recent evaluation or promotion.

By the 2nd Monday of winter term, each reviewee should provide the NTTF Review Committee with a dossier as described above. The Committee will meet to conduct the review during January or early February. Reviewees are entitled to meet with the Committee in person, and to be given notice of the meeting a reasonable length of time beforehand.

If a review has not been scheduled by mid-February, the reviewee may request a review.

By the end of February, the NTTF Review Committee will give the WLL Chair a written evaluation, summarizing the dossier including student evaluations. By the end of winter term, the Chair will share the review's results, in writing, with the reviewee.

Each reviewee is welcome to respond to the review by submitting a statement or comments that will be attached to it.

#### **J. Conditions Under Which Continuous Employment May be Terminated**

Refer to the AAUP CBA, Article 18, Sect. 2(e) (pgs. 23-24).

## IV. WLL Guidelines for NTTF Promotion in Rank

For non-tenure track faculty members whose initial date of hire was prior to September 16, 2014, see Appendix IV of the University's 2018 P&T Guidelines.

### A. Promotion of Non-Tenure Track Faculty from Instructor to Senior Instructor I

To be eligible for promotion to the rank of Senior Instructor I, the individual must possess at least a Master's degree and have the equivalent of at least three full years (1.00 FTE) of college-level language teaching experience, including the equivalent of at least three years full-time service (continuous or discontinuous) at PSU. Length of time in rank is not a sufficient reason for promotion. Candidates for promotion must have demonstrated high quality in teaching and in working with students as evidenced by regular Departmental reviews.

In addition to providing evidence of skill in teaching, candidates for promotion should demonstrate a record of contribution which furthers the mission of either the specific language program, the Department as a whole, or the larger institutional community in one of the following areas: 1) research, 2) community outreach, or 3) institutional service. Evidence of this contribution should show a high standard of professional commitment through sustained and significant activity and may consist of the following:

#### RESEARCH:

- presentations at professional or scholarly conferences
- publications (including peer-reviewed publications)
- internal or external grant-writing activities

#### COMMUNITY OUTREACH:

- statements and letters from community partners
- documentation of projects undertaken/completed
- a record of sustained efforts in the creation & maintenance of community partnerships

#### DEPARTMENTAL OR INSTITUTIONAL SERVICE:

- statements and letters from colleagues
- documentation of projects undertaken/completed
- internal or external grant-writing activities
- a record of participation on departmental committees



Candidates for promotion to Senior Instructor I will present relevant documentation in a portfolio that includes:

1. course materials
2. all student evaluations
3. curriculum vitae or annual faculty activity reports
4. a comprehensive self-review or personal statement (narrative)
5. statements of support from departmental/institutional colleagues or community partners
6. other materials relating to the candidate's responsibilities as described in the letter of offer
7. other relevant materials submitted by the candidate

The review will be conducted by the Departmental P&T Committee. The instructor under review for promotion may nominate a member of the Department of World Languages and Literatures to participate in the P&T Committee's review for this purpose.

For faculty members hired prior to September 16, 2014, the timelines for promotion to Senior Instructor I shall not apply.

#### **B. Promotion of Non-Tenure Track Faculty from Senior Instructor I to Senior Instructor II**

To be eligible for promotion to the rank of Senior Instructor II, the individual must possess at least a Master's degree and have the equivalent of at least three full years as Senior Instructor I or equivalent (1.00 FTE) of college-level language teaching experience, including the equivalent of at least three years full-time service (continuous or discontinuous) at PSU. Length of time in rank is not a sufficient reason for promotion. Candidates for promotion must have demonstrated leadership in addition to high quality in teaching and in working with students as evidenced by regular Departmental reviews.

In addition to providing evidence of skill in teaching, candidates for promotion should demonstrate a record of contribution which furthers the mission of either the specific language program, the Department as a whole, or the larger institutional community in one of the following areas: 1) research, 2) community outreach, or 3) institutional service. Evidence of this

contribution should show a high standard of professional commitment, as well as demonstrated leadership, through sustained and significant activity and may consist of the following:

**RESEARCH:**

- the chairing or organization of panels or workshops at professional or scholarly conferences
- presentations as invited speaker or guest lecturer
- presentations at professional or scholarly conferences
- publications (including peer-reviewed publications)
- internal or external grant-writing activities

**COMMUNITY OUTREACH:**

- statements and letters from community partners
- documentation of projects led/undertaken/completed
- a record of sustained efforts in the creation & maintenance of community partnerships

**DEPARTMENTAL OR INSTITUTIONAL SERVICE:**

- statements and letters from colleagues
- documentation of projects led/undertaken/completed
- internal or external grant-writing activities
- a record of initiative and leadership on major Departmental or University committees

Candidates for promotion to Senior Instructor II will present relevant documentation in a portfolio that includes:

1. course materials
2. all student evaluations since the last promotion
3. curriculum vitae or annual faculty activity reports
4. a comprehensive self-review or personal statement (narrative)
5. statements of support from Departmental/institutional colleagues or community partners
6. other materials relating to the candidate's responsibilities as described in the letter of offer
7. other relevant materials submitted by the candidate

The review will be conducted by the departmental P&T Committee. The instructor under review for promotion may nominate a member of the Department of World Languages and Literatures to participate in the P&T Committee's review for this purpose.

For faculty members hired prior to September 16, 2014, the timelines for promotion to Senior Instructor II shall not apply.

### C. Promotion of Non-Tenure Track Faculty from Senior Instructor I or II to Assistant Professor<sup>21</sup>

To be eligible for promotion to the rank of Assistant Professor, the individual must possess a terminal degree (usually a PhD) and have the equivalent of at least six full years (1.00 FTE) of college-level language teaching experience, including the equivalent of at least three years full-time service (continuous or discontinuous) as Senior Instructor and/or Senior Instructor I at PSU. Length of time in rank is not a sufficient reason for promotion. Candidates for promotion must have demonstrated high quality in teaching and in working with students as evidenced by regular Departmental reviews.

In addition to providing evidence of skill in teaching, candidates for promotion should demonstrate a record of ongoing professional engagement and promise of future contributions to the profession. Candidates must be active in their disciplinary field, and they must be able to demonstrate that they contribute to that field, normally through peer-reviewed activities related to traditional areas of scholarship, scholarship of teaching, or scholarship of community engagement. Such activities may include:

- presentations at professional or scholarly conferences
- publications (including peer-reviewed publications)
- external grant-writing activities
- workshop presentations for professionals in the field

Candidates for promotion to Assistant Professor may also choose to document contributions in community outreach or in institutional service. Evidence of these contributions should show a high standard of professional commitment through sustained and significant activity and may consist of the following:

- statements and letters from colleagues
- statements and letters from community partners
- internal or external grant-writing activities
- documentation of projects undertaken/completed

Candidates for promotion to Assistant Professor will present relevant documentation in a

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<sup>21</sup> This promotion path applies only to faculty members hired prior to September 16, 2014.

portfolio that includes:

1. all student evaluations since the last promotion
2. curriculum vitae
3. a comprehensive self-review or personal statement (narrative)
4. statements of support from colleagues or community partners
5. other materials relating to the candidate's responsibilities as described in the letter of offer
6. documentation of scholarly activities
7. other relevant materials submitted by the candidate

The review will be conducted by the departmental P&T Committee. The instructor under review for promotion may nominate a member of the Department of World Languages and Literatures to participate in the P&T Committee's review for this purpose.

An individual who has opted to be considered for promotion to Assistant Professor retains the right to be considered for promotion to Senior Instructor II if an application for promotion to Assistant Professor is unsuccessful.

## V. WLL Merit Increase Policy for Tenure-Track Faculty

### NOTE:

This policy was developed in 2012 in response to AAUP CBA 2011-2013. That CBA included merit increases only for TTF; NTTF were given percentage increases that did not require a merit review. Subsequent CBAs have not included merit increases for any groups of faculty. In the event that a future AAUP CBA includes merit increases for NTTF faculty, the Departmental P&T Committee and NTTF Review Committee will work together to draft guidelines for NTTF merit review. The Guidelines will then be voted on by all voting members of the Department, and once ratified will then need to be approved by the Department Chair, Dean, and OAA.

### Summary Description:

Individual TT faculty will be assessed according to our Department's standards of meritorious achievement for TT faculty. A scoring rubric will be used, and faculty will receive a rating score of 0-3 points: The rubric weights scholarship most heavily (2 points total), but will also reward faculty for other significant achievement that supports the University's mission (1 possible point). Merit increases will be distributed relative to the number of points assigned.

### The scale:

#### Scholarship: 2 possible points

- **1 point:** maintains a productive agenda of scholarly dissemination in the types of refereed activities described in the above sections.
- **2 points:** scholar of national/international renown.

#### Other: 1 possible point, regardless of number of areas of faculty member's activity

- **Significant teaching achievement.** Examples include, but are not limited to: creative course development that allows faculty to produce large SCH classes; regular, sustained direction of MA theses and/or regular history of heavy number of MA papers; external funding obtained to support curriculum development.
- **Significant community outreach.** Activities above and beyond expectation that significantly raise PSU's standing in our community, or result in fundraising.
- **Significant leadership in administrative activities.** University, Departmental, section leadership roles above and beyond our normal obligation that represent a significant contribution to the University's mission.

**Procedure:**

- Faculty will be invited to submit an updated c.v. with cover sheet that highlights achievements according to the criteria and levels described in the rubric. (Deadline for submission to be determined by CLAS P&T schedule.)
- Material will be assessed by the elected P&T Committee and assigned a score according to our rubric.
- The Department's merit allotment will be divided by the total number of points earned by eligible faculty to determine a single increment of merit. Each faculty's merit increase will then be calculated by multiplying the merit increment by the individual's score (0-3).
- Recommendation for merit increases will be submitted by the P&T Committee to the Department Chair, who will then proceed as specified in the "Portland State University Policies and Procedures for the Evaluation of Faculty for Tenure, Promotion, and Merit Increases" dated May 17, 1996 and adopted by the PSU Faculty Senate June 12, 1996 and as amended July 2009.

## VI. WLL Guidelines for Emerita/us Rank

Faculty members of the Department of World Languages and Literatures who retire after having served the University under outstanding performance for a significant period of time (as defined below) are eligible to apply for emerita/us rank during their final year of service.

### Procedure:

- Candidate submits, to the Department Chair and P&T Committee, a c.v. and short personal narrative describing the candidate's contributions to the discipline, community, University and/or program. The narrative covers the faculty member's career, but highlights what is most relevant to the review.
- The P&T Committee writes a narrative evaluation of the candidate's achievements and makes a recommendation to the Chair. As per University P&T Guidelines, this narrative must evaluate the following areas: scholarly contributions to knowledge, effectiveness in teaching, research, and governance, and professional service.
- 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.

### Calendar:

WLL follows the calendars set each year by CLAS, which are often in advance of the calendars set by OAA. Faculty who have recently retired or who plan to retire should consult the CLAS calendar, usually posted online in September, and 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 Chair's letter is due to the Dean of CLAS.

### Criteria:

- The individual must be within one year of retirement or have requested retirement from an academic position. The deadlines set by CLAS and OAA will have precedence.
- The individual should possess at least ten (10) years of full-time employment (or equivalent) at Portland State University prior to retirement. Exceptions can be made to this criterion for faculty who have a shorter career at PSU, but whose achievements in that time are commensurate with those of someone who has been an active faculty member for ten years or more.
- At the time of retirement, the individual must have either tenure or a continuous appointment.

- The individual must have demonstrated outstanding performance in at least one of the areas of research, teaching, community engagement, service, as follows:
  - A substantive record of scholarly achievement commensurate with national standards in the discipline;
  - A recognized record of outstanding teaching and educational contributions;
  - Clear evidence of effective community engagement beyond normal expectations;
  - Clear evidence of leadership in service to Portland State University beyond normal expectations.



## **VII. WLL Guidelines for the Ranks and Review of Adjunct Instructional Faculty**

### **I. Introduction:**

The work of Adjunct instructional faculty improves the quality of our Department's efforts and is a key factor in our ongoing success. The review process detailed here is meant to recognize the good work of our Adjunct colleagues, help them develop and improve their abilities, and determine eligibility for two-year contracts.

### **II. Selection of the Review Committee:**

The Committee will consist of two regular faculty members (NTTF or TTF with 0.5 FTE or more) appointed by the Department Chair, who may also serve as one of the members. If the Adjunct faculty member teaches a multi-section course, the supervisor of the course will serve on the Committee. If the Adjunct faculty member teaches in a language section with a Section Head, the Section Head will serve on the Committee.

### **III. Eligibility for Review:**

An Adjunct faculty member's eligibility for review is determined by Article 7, Section 7 of the PSUFA 2015-20 Collective Bargaining Agreement. Participation in Review is optional. There will be no repercussions for an Adjunct faculty member who elects not to have an evaluation.

### **IV. Materials to be used in the Review:**

An Adjunct faculty member being reviewed will submit the following material:

1. Current c.v. or resume
2. All student evaluations for the period under review. NOTE: In the Department of World Languages and Literatures, faculty, regardless of rank or type of appointment, submit all student evaluations for all classes taught since the prior review as part of their review materials.
3. Short reflective statement on teaching or research experience and achievements, or reflection on why they teach. NOTE: In the Department of World Languages and Literatures, faculty, regardless of rank or type of appointment, are encouraged to be

reflective in their statement, in order to provide the Review Committee with more meaningful information.

4. A current syllabus for each course taught during the corresponding academic year, IF the faculty member is responsible for syllabus preparation. Faculty who teach a section of a multi-section course that uses a common syllabus need not submit syllabi.
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 supervisor or Chair.
  - Classroom observation by a peer of the faculty member's choice (NOTE: In WLL, the same observation report in item #6 below can serve also, if the Adjunct faculty so chooses, as one of the two items required from this list);
  - 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.
6. For faculty who teach a multi-section course for which the course supervisor observes all instructors teaching that course, reports for the observations conducted during the period under review will be submitted as part of the review materials. If the faculty member does not have all observation reports, the course supervisor will provide the reports to both the faculty member under review and the committee. Only those observations shown to the faculty member in a timely manner following the observation will be used.

#### **V. Review Schedule and Procedure:**

1. All Adjunct faculty members eligible to be reviewed will be so notified in writing (by email) by the Department Chair by the end of Week 9 of the term that they will reach eligibility.
2. A faculty member being reviewed under these guidelines will submit all applicable materials (see section IV, above) to the Review Committee no later than the end of Week 4 of the following term, as specified in the written notice from the Chair.
3. The review committee will review the material submitted by the faculty member being reviewed and provide a written Evaluation Report to the Department Chair, with a copy to the faculty member, by the end of the week of final exams.

#### **V. Evaluation Criteria and Report:**

Evaluation will be tied to the duties specified in the faculty member's position description. For all Adjunct Instructional faculty members under review, the committee will consider quality of instruction and instructional materials, classroom learning environment, effectiveness of pedagogical methods, maintenance of regular office hours, and student success. When applicable, evaluation will also consider effective teamwork within the course and/or section, contributions at course-prep meetings, and coordination of

pedagogy with section-chosen methods.

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.

## VI. Ranks

1. Upon hiring: Adjunct faculty will be hired at the ranks of **Adjunct Instructor** or **Adjunct Assistant Professor** as specified in Article 8, Section 2 of the PSUFA 2015-20 Collective Bargaining Agreement. We expect all Adjuncts to hold a master's degree, or the equivalent degree from a recognized University outside of the US. We do not accept comparable experience in lieu of a master's degree, or equivalent.
2. Advancement in rank: The WLL Department follows Article 8, Section 2 of the PSUFA 2015-20 Collective Bargaining Agreement, which describes advancement in rank to **Adjunct Senior Instructor** according to time in service. Adjunct ranks advancement does not offer a pay increase as per the current AFT Collective Bargaining Agreement.

### I. 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.

Guidelines for Review, Ranks, Promotion, Continuous  
Appointment, and Tenure  
for Adjunct, Non-Tenure-Track and Tenure-Track Faculty  
Department of World Languages and Literatures  
Approved by Vote November 7, 2018

November 15, 2018

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Department/Division Chair

Date

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Dean

Date

**Academic Affairs Approval:**

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Vice Provost for Academic Personnel  
and Leadership Development

Date