Oregon Tech Policy
OIT-20-040
Academic Rank and Promotion for Instructional Faculty

1.   Policy Statement

This policy outlines eligibility requirements, evaluation criteria, and processes for promotion for all instructional faculty at the Oregon Institute of Technology (Oregon Tech). It includes criteria separately for promotion of tenure track faculty, who have a higher expectation for scholarship and/or research as well as internal and external service, as well as for non-tenure track instructors who have generally higher teaching loads and correspondingly less expectations for service and professional engagement (including but not limited to scholarship and research). Within both tracks, expectations of performance and leadership are higher for each succeeding academic rank. The promotion process takes place during spring term and incorporates meaningful review by fellow faculty at the departmental, college, and university levels as well as by academic administrators.

Non-tenure track instructional faculty should have the same opportunities to participate in governance and in curricular deliberations as tenure track faculty. Since their primary focus is on pedagogy, they will not be expected to participate at the same proportion of time as tenure track faculty in professional engagement or service and any metrics that may be used to monitor their performance should reflect that.

2.   Reason for Policy/Purpose

Promotion between ranks for represented faculty is intended to reward excellence in teaching, along with satisfactory or exemplary performance in scholarship or other professional engagement, and service at the departmental, institutional, and/or external levels. Depending upon the classification, the proportions between these tasks may vary. In addition, opportunity for promotion is expected to provide employment stability for both the faculty and the university.

As a public university offering innovative and rigorous applied programs in fast-evolving fields, the university, departments, and programs strive to maintain academic quality while supporting an environment that enables the emergence of new programming and the personnel to teach in those areas. This requires faculty hiring and retention policies that preserve a strong academic environment while providing flexibility to allow development in new areas. The availability of advancement within both tenure and non-tenure track classification ensures faculty can pursue successful careers while providing for institutional nimbleness and capacity to thrive.

3.   Applicability/Scope[1]

This policy applies to all instructional faculty with annual appointments of 0.5 Full-Time Equivalent (FTE) or more, in both tenure track and non-tenure track classifications.

To the extent that there are any discrepancies or inconsistencies, the Collective Bargaining Agreement (CBA) between Oregon Tech and the Oregon Tech Chapter of the American Association of University Professors (OT-AAUP) takes precedence over this policy.

4.   Definitions

Tenure Track and Tenured Faculty: these appointments are distinct, and, instructional faculty who either were hired into an annual tenure appointment, or who have been awarded tenure at Oregon Tech. Faculty who have voluntarily relinquished tenure within the previous three years are also included in this category. Promotion is only within the tenure track. The underlying appointment for these positions is in either annual tenure or indefinite tenure appointment. While faculty are welcome to apply for any open position for which they are qualified, these appointments are distinct and other than through an open recruitment, there is no way to change to a fixed term appointment or non-tenure track position.

Non-Tenure Track Faculty: these appointments are distinct, instructional faculty who teach half-time or more at Oregon Tech but are in fixed term appointments or non-tenure track lines. Promotion is only within the non-tenure track. The underlying appointment for these positions is a fixed term appointment. While faculty are welcome to apply for any open position for which they are qualified, these appointments are distinct and other than through an open recruitment, there is no way to change to a tenure track position.

Assistant Professor, Associate Professor, Professor: ranks to which tenure track faculty may be appointed or promoted. An earned doctoral degree in the field of recruitment or a closely related field is required for appointment to the rank of Assistant Professor, Associate Professor, or Professor. For select positions, a master's in the field of recruitment or a closely related field along with appropriate professional experience and/or graduate work beyond the master's may be deemed appropriate by the Provost. Faculty who were hired prior to December 1, 2023, and are in tenured or tenure track positions, whose highest degree is a master's degree, will not be expected to go on to a doctoral degree unless that was specified in their initial letter of appointment.

Instructor, Senior Instructor 1, Senior Instructor 2: ranks to which non-tenure track faculty may be appointed or promoted. A master's degree or higher in the field of recruitment or a closely

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[1] This policy, when approved, will replace the current policy dated 6/22/2015. There are currently fixed term faculty (non-tenure track) who hold the title of Instructor, Assistant Professor, and Associate Professor. Any faculty member with an underlying appointment as a fixed term faculty member will be laterally moved into the appropriate new rank in the non-tenure track ranks, based upon qualifications – degree, years of service and years in current rank. All current faculty who are fixed term and in the "Instructor" rank, will remain in that rank. As of the date of the adoption of this policy, those fixed term faculty who have the working titles of Assistant Professor or Associate Professor will be allowed to continue to use those honorific titles in the classroom for the remainder of their employment at Oregon Tech. However, their official rank for the fixed term appointment will be converted as previously mentioned for their official Human Resources file.

related field is required for appointment to the rank of Instructor, Senior Instructor 1, or Senior Instructor 2.

Provisional Instructor: a provisional, entry-level rank reserved for non-tenure track faculty who hold a baccalaureate degree and other suitable qualifications in the field of recruitment or a closely related field, but who lack a master's degree. As a condition of their hire, they will be required to work on earning a master's degree or higher in the field of recruitment or a closely related field within a specified number of years. The degree being pursued will be specified in writing by the department chair and dean, with the approval of the Provost. Upon successful completion of the master's degree, the faculty will be moved from the provisional rank to the fixed term rank of Instructor. Failure to complete the master's degree within the specified years shall result in discontinuation of employment unless the Provost deems it appropriate to extend the period to complete the degree. The decision of the Provost shall be final. Provisional rank appointments allow the possibility of developing our own fully qualified faculty in critical areas and will generally only be made if that position cannot be filled directly by someone who already has a higher degree in the field of recruitment.

E-Portfolio: A secure electronic file where candidates submit their application for promotion where they articulate how they meet the criteria for promotion. The candidate is the only person who can make any changes to the application until the submission deadline. The e-portfolio process is managed by the Provost's Office. Subsequent to the submission deadline, the application is secured so that no further changes or alternations can occur to its contents. The e-portfolio contains the candidate's application and the assessments and recommendations at all levels of review which will be added to the e-portfolio as they become available during the review process. The Provost's Office will provide access to appropriate persons relevant to the review process and to the candidate to view the application. Each level of review will submit their final assessment and recommendation to the Provost's office by the designated date. The Provost's Office will add these documents to the e-portfolio and notify both candidate and the next level of review. The e-portfolio represents the official source of documents for the promotion process to ensure security and consistency. At the end of the process, the e-portfolio remains as part of their evaluative file in the Provost's Office.

5.   **Policy**

    5.1   **Eligibility**

Following four full years (FTE[2] years) of service in their current rank at Oregon Tech, faculty will be eligible to apply for promotion in spring of the fifth year. The promotion, if awarded, shall be effective for the fall of their sixth year. For faculty hired in the middle of the academic year (such as in winter or spring terms), the following academic year will usually serve as their first year of service at Oregon Tech for promotion purposes, unless deemed differently by the Provost. Promotion recognizes attainment of specific criteria and movement within the faculty member's career; under no circumstances should promotion be considered automatic after four FTE years in current rank. At the time of hire, credit granted toward time in rank may be awarded only with the recommendations of the department chair and dean, and approval of the Provost.

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[2] For example, a candidate with a 0.5 FTE appointment will be required to complete eight years of service.

Sabbatical leave enhances the faculty member's expertise and value to the college; therefore, time spent on sabbatical leave will be credited toward time in rank to satisfy eligibility requirements for promotion.

Promotion decisions will be based on the faculty member's e-portfolio, outlining, and providing context for the achievements within the five most recent years. Candidates must satisfy all promotion criteria. However, an equal emphasis across criteria is not required. In preparing their e-portfolios, candidates shall refer to the E-Portfolio Guidelines for Promotion, Tenure, and Post-Tenure Review (located on TECHweb).

5.2 Tenure Track or Tenured Promotion Criteria

The workload for tenure track and tenured faculty represents a combination of Instructional and Non-Instructional activities; the proportion of these activities is outlined in the current CBA. It is acknowledged that the distribution of these activities may change over the course of a faculty member's career as long as they remain consistent with the underlying classification.

5.2.1 Tenure Track & Tenured: Assistant Professor to Associate Professor

Eligibility Requirements

A minimum of four, completed, full years as a full-time 1.0 FTE Assistant Professor[3], and an earned doctoral degree in the field of recruitment or a closely related field is required for promotion to the rank of Associate Professor. For select positions, a master's in the field of recruitment or a closely related field along with appropriate professional experience and/or graduate work beyond the master's deemed appropriate and approved by the Provost at the time of hire, unless formally notified due to an external change in programmatic or institutional accreditation, is sufficient for promotion to the rank of Associate Professor. Indefinite tenure is required for promotion to Associate Professor.

Criteria for Promotion

Demonstrate excellence in Instructional activities in all of the following ways:
- Foster student learning in an environment that promotes student mastery of course objectives.
- Assume initiative in carrying out departmental objectives.
- Remain current with best practices within the recognized field of study.
- Contribute to the design and improvement of departmental courses and curricula.
- Participate in professional engagement related to teaching and learning.

Demonstrate excellence in Non-Instructional activities in both areas below:
- Show evidence of continuing professional engagement, scholarship, and creativity. Evidence may include but is not limited to: applied and/or theoretical research, contributing to state, regional, or national/international professional organizations, pursuit of internally and/or externally sponsored grants, refereed publications, professional certification, consulting

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[3] For example, a candidate for promotion to Associate Professor with a 0.5 FTE appointment will be required to complete eight years of service as a tenure track Assistant Professor.

work, Open Educational Resource (OER) development, continuing coursework, or conference participation.

- Demonstrate service internal to the department, college, and/or Oregon Tech; and/or external service to the profession and community. Internal service may include but is not limited to: contributing to departmental objectives, participating in campus activities outside the department, active committee work, and/or mentoring less experienced faculty. External service may include but is not limited to a role in a professional society, editorship, manuscript reviewer, or community leadership related to the academic field of the candidate.

In itself, a long period of employment in the rank of Assistant Professor does not justify promotion to the rank of Associate Professor.

5.2.2 Tenure Track & Tenured: Associate Professor to Professor

Eligibility Requirements

A minimum of four, completed, full years as a full-time 1.0 FTE Associate Professor[4], and an earned doctoral degree in the field of recruitment or a closely related field is required for promotion to the rank of Professor. For select positions, a master's in the field of recruitment or a closely related field along with appropriate professional experience and/or graduate work beyond the master's deemed appropriate and approved by the Provost at the time of hire, unless formally notified due to an external change in programmatic or institutional accreditation, is sufficient for promotion to the rank of Professor. Indefinite tenure is required for promotion to Professor.

Criteria for Promotion

The rank of Professor is the highest rank attainable in the tenure track. Appointment or promotion to this rank therefore requires evidence of exceptional distinction by a combination of leadership, accomplishment, and service in the scholarly, educational, and intellectual life of the university or wider academic community. In itself a long period of service does not justify promotion to the rank of full Professor.

Promotion to Professor recognizes that the candidate has demonstrated a history of distinction in scholarship or leadership, which goes substantially beyond what was expected for promotion to Associate Professor and has a positive impact on the academic community beyond the faculty member's own department.

Distinction in scholarship furthers the mission of Oregon Tech by bringing opportunities to our students, partnerships with external industries and agencies, and recognition of Oregon Tech in the broader academic community. Scholarship may take many forms in different disciplines, with many measures of success, but distinction in scholarship should include several forms over a sustained period. These forms may include involvement of Oregon Tech students in projects or research, external conference presentations, peer-reviewed publications, external funding, patents, or research partnerships with industries and agencies. This is not intended to be an exhaustive listing; candidates should document all activities they deem relevant. Candidates are responsible for establishing the significance and scholarly nature of all activities.

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[4] For example, a candidate for promotion to Professor with a 0.5 FTE appointment will be required to complete eight years of service as a tenure track Associate Professor.

Academic Rank and Promotion for Instructional Faculty

Oregon Tech is an institution that practices shared governance, which requires that leadership qualities are fostered and rewarded among the faculty. Faculty ensure institutional success by participating in and leading decision-making processes that have far-reaching effects. Leadership requires commitment, integrity, accountability, and initiative, as well as an ability to collaborate, build consensus, apply sound judgment, and take responsibility for decisions. Leadership qualities may be evidenced in a broad variety of activities, including in the governance of the department, campus, or university, in program development, in other university-wide activities, or in the candidate's discipline. Candidates are responsible for establishing the significance and impact of all leadership activities.

In addition, all candidates for promotion to Professor are expected to satisfy the following criteria.

Demonstrate continued excellence in Instructional activities in all of the following ways:
- Foster student learning in an environment that promotes student mastery of course objectives.
- Assume initiative in instructional improvement and curricular development in the department.
- Demonstrate expertise in subject matter; remain current with best practices within the recognized field of study.
- Contribute to the design and improvement of departmental courses and curricula.
- Participate in professional engagement related to teaching and learning.

Demonstrate continued excellence in Non-Instructional activities in both areas below:
- Show evidence of continuing professional engagement, scholarship, and creativity. Evidence may include but is not limited to: applied and/or theoretical research, contributing to state, regional, or national/international professional organizations, pursuit of internally and/or externally sponsored grants, refereed publications, professional certification, consulting work, Open Educational Resource (OER) development, continuing coursework, or conference participation.
- Actively contribute in service to the department, campus, or university, participate actively in university committee activities and/or demonstrate service to the profession or community. This can include but is not limited to: leading departmental objectives, providing leadership in campus and university activities, leadership in committee work, engaging in professionally-related public service, and/or mentoring less experienced faculty. Service to the profession or community should be related to the candidate's academic field and may include a role in a professional society or the community.

In itself, a long period of employment in the rank of Associate Professor does not justify promotion to the rank of Professor.

5.3 Non-Tenure Track Promotion Criteria

The workload for non-tenure track faculty represents a combination of Instructional and Non-Instructional activities; the proportion of these activities is outlined in the current CBA. It is acknowledged that the distribution of these activities may change over the course of a faculty member's career as long as they remain consistent with the underlying classification.

5.3.1 Non-Tenure Track: Instructor to Senior Instructor 1

Eligibility Requirements

A minimum of four, completed, full years as a full-time 1.0 FTE Instructor[5] and a master's degree or higher in the field of recruitment or a closely related field.

Criteria for Promotion

Demonstrate excellence in Instructional activities in all of the following ways:
- Foster student learning in an environment that promotes student mastery of course objectives.
- Select and organize course content which reflects current knowledge, skill, and methodology.
- Assess and evaluate student achievement effectively.
- Participate in professional engagement related to teaching and learning.

Demonstrate excellence in Non-Instructional activities in the following ways:
- Participate in departmental meetings and university training activities.
- Proportionate to classification, contribute to departmental objectives, such as advising, student recruitment, assessment, and/or mentoring less experienced faculty.
- Active scholarship and/or creative works are not required, but if present are also recognized as valuable in fulfillment of Non-Instructional activities. Professional engagement may be evidenced in a broad variety of activities. This may include but is not limited to: applied and/or theoretical research, contributing to state, regional, or national/international professional organizations, pursuit of internally and externally sponsored grants, refereed publications, professional certification, consulting work, Open Educational Resource (OER) development, continuing coursework, or conference participation.

In itself a long period of employment as an Instructor does not justify promotion to the rank of Senior Instructor 1.

5.3.2 Non-Tenure Track: Senior Instructor 1 to Senior Instructor 2

Eligibility Requirements

A minimum of four, completed, full years as a full-time 1.0 FTE Senior Instructor 1[6] and a master's degree or higher in the field of recruitment or a closely related field.

Criteria for Promotion

Promotion to the rank of Senior Instructor 2 is the highest rank attainable for non-tenure track faculty and includes expectations of a history of leadership in some area. This leadership should be in the area of instruction as this is the majority of the work in this classification. The evidence

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[5] For example, a candidate for promotion to Senior Instructor 1 with a 0.5 FTE appointment will be required to complete eight years of service as an Instructor.
[6] For example, a candidate for promotion to Senior Instructor 2 with a 0.5 FTE appointment will be required to complete eight years of service as an Senior Instructor 1.

should include demonstration of distinction in instructional and pedagogical advancements (for example curricular development). Professional engagement or service may also contribute.

Leadership requires commitment, integrity, accountability, and initiative, as well as an ability to collaborate, build consensus, apply sound judgment, and take responsibility for decisions.

In addition, all candidates for promotion to Senior Instructor 2 are expected to satisfy the following criteria.

Demonstrate continued excellence in teaching in all of the following ways:
- Foster student learning in an environment that promotes student mastery of course objectives.
- Assume initiative in instructional improvement and curricular development in the department.
- Contribute to the design and improvement of departmental courses and curricula.
- Participate in professional engagement related to teaching and learning.

Demonstrate excellence in Non-Instructional activities in the following ways:
- Participate in departmental meetings and university training activities.
- Proportionate to classification, contribute to departmental objectives such as advising, student recruitment, assessment, and/or mentoring less experienced faculty.
- Active scholarship and/or creative works are not required, but if present are also recognized as valuable in fulfillment of this requirement. Professional engagement may be evidenced in a broad variety of activities. This may include but is not limited to: applied and/or theoretical research, contributing to state, regional, or national/international professional organizations, pursuit of internally and externally sponsored grants, refereed publications, professional certification, consulting work, Open Educational Resource (OER) development, continuing coursework, or conference participation.

In itself a long period of employment as a Senior Instructor 1 does not justify promotion to the rank of Senior Instructor 2.

5.4   Promotion Committees: Responsibilities and Membership

5.4.1   Department Promotion Advisory Committee (DPAC)

Each department shall form a Department Promotion Advisory Committee (DPAC) to consider faculty promotions.

a. By the end of the eighth week of winter term, the department chair shall appoint a five-member DPAC. For the sake of consistency in tenure and promotion decisions, members of the departmental Tenure Review Committee will also serve on the DPAC, if eligible. Faculty ineligible to serve on the DPAC include the department chair, members of the University Promotion Advisory Committee (UPAC), non-tenured faculty who have been faculty for less than five years at Oregon Tech, and faculty being considered for promotion. However, full-time non-tenure track faculty who have been at Oregon Tech for five or more years or faculty who have relinquished tenure prior to retirement are both eligible.

b. If one or more members of the Tenure Review Committee are not eligible to serve on the DPAC, all full-time department members, including the department chair, tenured/non-tenured faculty, and candidates for tenure/promotion, will elect alternate DPAC members from eligible faculty inside or outside the department. Preference first should be given to members of other departments in which the candidate holds a split appointment and then to faculty most likely to be knowledgeable about the candidate. Whenever possible, at least one member of the DPAC should be from the same campus/location as the candidate, even if that committee member is not from the candidate's own department.

c. Exceptions to the committee membership rules may be requested of the college dean by submission of letters from both the candidate and department chair.

d. The department chair shall designate a member of the DPAC to convene its first meeting. The DPAC will select a chair from within its membership. Each committee member shall complete the statement of ethics document via DocuSign, as provided by the Provost's Office before access is granted to the committee to the e-portfolio(s) for their department.

e. If the department chair has applied for promotion and met the eligibility requirements and criteria, the college dean will serve in place of the department chair and the Provost in place of the college dean in the review process.

5.4.2 College Promotion Advisory Committee (CPAC)

Each college shall have a committee to recommend faculty promotions.

a. The college dean shall schedule a meeting of the College Promotion Advisory Committee (CPAC) by the end of the fifth week of spring term to consider departmental recommendations for promotion. CPAC membership should be sent to the Provost's Office by 5:00 pm Friday of the 9th week of winter term. The committee will consist of a non-voting moderator, all the college department chairs, and DPAC chairs. The moderator will be a faculty member who has been faculty at Oregon Tech for at least six years and is appointed by the college dean. Each department shall have at least two representatives on the CPAC.

b. The moderator will convene the committee, providing all documentation on recommendations. Each committee member shall complete the statement of ethics via DocuSign as provided by the Provost's Office before access is granted to the e-portfolio.

c. A department chair being considered for promotion will be replaced by a full professor or ranking faculty member to be selected by the college dean from the appropriate CPAC.

d. By the beginning of the ninth week of the winter term, the college dean's office will notify the Provost's Office of the membership of DPAC and CPAC. The Provost's Office will send each committee member the ethics statement, which must be completed, via DocuSign.

5.4.3   University Promotion Advisory Committee (UPAC)

The university shall have a committee to recommend faculty promotions.

a. The University Promotion Advisory Committee (UPAC) is a peer group of instructional faculty whose purpose is to provide university-wide perspective in the promotion process for instructional faculty. In selecting members, the diverse interests of faculty, including

geographical location, should be considered for committee constitution. This committee shall be a standing committee consisting of three full professors from the instructional faculty appointed by the Provost, four full professors from the instructional faculty appointed by the president of the Faculty Senate, and the Executive Director of Diversity, Inclusion and Cultural Engagement (DICE) as-ex-officio. The Provost shall appoint a chair from the seven members. The chair shall have served on the committee for at least two prior years and will serve a one-year term, which may be renewed.

a. Appointments to the UPAC will normally be for a term of three years. However, shorter terms of appointment may be made as there shall be no more than three new members of this committee in any given year. Any member or prior member may be re-appointed.

b. If a member of the UPAC is unable to serve a portion of the term, the chair of the UPAC will request that an alternate be appointed; the original appointing officer (Faculty Senate President or Provost) will appoint the alternate.

c. Each committee member shall complete the ethics statement via DocuSign, provided by the Provost's Office. A copy of the signed ethics statement should be sent to the Provost's Office before access is granted to the committee to the e-portfolios.

5.5   Timeline and Procedure for Academic Rank and Promotion for Instructional Faculty

a. All parties shall abide by the following timeline. However, the Provost may modify the timeline if a reasonable need to do so is determined.

b. By 5:00 pm Friday of the 1st week of fall term, the Provost shall inform department chairs of faculty eligible for promotion based on time in rank. By 5:00 pm Friday of the 2nd week of fall term, each department chair shall inform faculty and the Office of the Provost in writing when they have met minimum eligibility requirements for promotion.

c. By 5:00 pm Friday of the 9th week of fall term faculty eligible for promotion will notify the Provost's Office of either their intent to apply for promotion or that they will not be applying for promotion. Once submitted the application will be provided securely to all reviewing bodies articulated in the process per the timeline below.

d. All faculty applicants will submit their application electronically to the Provost's Office no later than 5:00 pm Friday of the 1st week of spring term. The document will be secured after this deadline so that there can be no changes. It will then be released to all reviewing bodies simultaneously as long as the ethic statements have been received by the Provost's Office. This will allow each level to begin to review the documentation submitted by the candidate.

e. Each level of review is charged with completing an independent assessment of the e-portfolio, considering any prior levels of assessment, and developing a recommendation. This written recommendation must contain supporting rationale; this should include rationale for any difference in recommendation from a prior level of review. Any split votes should have documentation of the underlying rationale. All deliberations of the review committees are confidential and may not be discussed outside of the committee.

f. All assessments and recommendations must be provided to the Office of the Provost no later than 5:00 pm Friday of the week that they are due. The Office of the Provost will insert the assessment and recommendation into the e-portfolio for review by the next level. The Office of the Provost will also provide it to the candidate.

g. **Department Promotion Advisory Committee (DPAC)**: will receive the e-portfolio including the application submitted by the candidate, no later than 5:00 pm Friday of the 1st week of spring term. DPAC will conduct an assessment of the candidate in accordance with the criteria outlined above and submit an independent recommendation to the Office of the Provost no later than 5:00 pm Friday of the 3rd week of spring term. This assessment will provide documentation of the recommendation and a description of any split votes.

h. **Department Chair**: will have access to the e-portfolio no later than 5:00 pm Friday of the 1st week of spring term. They may begin to review the e-portfolio; however, their independent assessment and recommendation must include a review of the recommendation provided by DPAC. Should their assessment and recommendation differ from DPAC, the documentation should reflect the rationale. The department chair will submit their assessment and recommendation no later than 5:00 pm Friday of the 4th week of spring term.

i. **College Promotion Advisory Committee (CPAC)**: will receive access to the e-portfolio submitted by the candidate no later than 5:00 pm Friday of the 1st week of spring term. They may begin to review the e-portfolio; however, their independent assessment and recommendation must include a review of the recommendations of DPAC and the department chair. CPAC will turn in their assessment and recommendation no later than 5:00 pm Friday of the 5th week of spring term to the Office of the Provost. This assessment will provide documentation of the recommendation and a description of any split votes. Should their assessment and recommendation differ from the prior levels of review, the documentation should reflect the rationale.

j. **College Dean**: will receive access to the e-portfolio submitted by the candidate no later than 5:00 pm Friday of the 1st week of spring term. They may begin to review the e-portfolio; however, their independent assessment and recommendation must include a review of the recommendations provided by DPAC, the department chair, and CPAC. Should their assessment and recommendation differ from the prior levels of review, the documentation should reflect the rationale. The college dean will submit their assessment and recommendation no later than 5:00 pm Friday of the 6th week of spring term.

k. **The University Promotion Advisory Committee (UPAC):** will receive access to the e-portfolio submitted no later than 5:00 pm Friday of the 1st week of spring term. They may begin to review the e-portfolio; however, their independent assessment and recommendation must include a review of the recommendation provided by DPAC, the department chair, CPAC, and the college dean. UPAC will submit their assessment and recommendation to the Office of the Provost no later than 5:00 pm Friday of the 9th week of spring term. This assessment will provide documentation of the recommendation and a description of any split votes. Should their assessment and recommendation differ from the prior levels of review, the documentation should reflect the rationale.

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1. Candidates may appeal a negative assessment by any level of review, prior to UPAC. If the candidate wishes to appeal, the candidate shall initiate this by submitting a letter indicating their intent to appeal to the Chair of UPAC no later than 5:00 pm Friday of the 7th week of spring term. The candidate must provide their appeal, in writing to the Chair of UPAC by 5:00 pm Monday of the 8th week of spring term.

l. **The Provost:** will meet with the college deans, and the chair of the UPAC to discuss the committee's and the deans' recommendations. The Provost, in consultation with the president, will make the final promotion decisions and communicate those decisions to the UPAC. Should the Provost's decision differ from the prior levels of review, the documentation should reflect the rationale. A copy of the Provost's decision, along with the advisory letters and other materials from the e-portfolio, shall be placed in the candidate's evaluative file no later than 5:00 pm Friday of the 11th week of spring term.

5.6 Faculty/Candidate Rights

a. Appeal procedures mandated by OARs 580-021-0050 and 580-021-0055 are located in the Policy and Procedures portion of the Human Resources section of the Oregon Tech website.

b. Faculty may access and respond to the documentation of the promotion decision archived in their evaluative file, which is held in the Provost's Office as delineated by the Faculty Records Policy, OIT-22-010.

6. Links to Related Procedures, Forms, or Information

[E-Portfolio Guidelines for Promotion, Tenure, and Post-Tenure Review](#)

7. Policy Review/Consultation/Responsible Officer

This policy was reviewed and open to consultation by the following Oregon Tech committees and/or advisory groups:

- Faculty Senate

This policy was revised pursuant to Oregon Tech's policy review and making process.

8. Policy Approval

Approved by the President on March 7, 2024

Nagi G. Naganathan
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Nagi G. Naganathan, Ph.D., ASME Fellow
President

Adoption Date
July 1, 2024

Supersedes, Renames, and Renumbers
OIT-20-040 dated June 22, 2015

Revision Dates
April 14, 2010
April 5, 2011
June 10, 2014
May 20, 2015
June 9, 2015