Minutes

The Faculty Senate met on March 5th 2024, in the Sunset Meeting Room of the College Union (Klamath Falls campus) and via Zoom for Portland-Metro faculty and others attending remotely.

Attendance/Quorum

President Terri Torres called the meeting to order at 6:00pm. All Senators or alternates were in attendance except Vicki Crooks and Ryan Madden.

Approval of Minutes

The minutes for the February 2024 Faculty Senate meetings were approved without changes.
Ashton Greer made a motion to move the board member candidate interview to the next item on the agenda. Seconded and approved.

New Business

Board Member Candidate Interviews

Riley read some details from Senate Bill 273 regarding changes to law regarding the faculty board member. He outlined the ground rules for the candidates and questions from senators.
Deb thanked everyone for coming. Three candidates were in attendance: Bobbi Kowash, Mark Neupert, and Phong Nguyen. Each candidate introduced themselves and summarized their application in two minutes. Three standard questions were offered by Deb in alternating order to the group of candidates:

1. How will your insights as a faculty member allow you to represent the best interests of Oregon Tech and the citizens of Oregon?
2. What is your understanding of your role as a board member?
3. What are your particular strengths?

Videos were recorded and included with the election email.

Senate will send an email to all faculty at the university for voting that includes candidate personal statements and a link to the video.

Deb opened the floor for questions from the audience.
Sujin: What two things do you want to accomplish
- Phong: bring back trust and reconcile faculty and administration.
- Mark: get a plan for our fiscal health and impress upon the board the quality and seriousness of our faculty.
- Bobbi: Fiduciary duty; get this budget under control and cohesiveness, address the toxic culture to improve collaboration and transparency.

Matt: Among some faculty there is certain lack of trust in the board. What would you recommend to the board to improve their image among the faculty.
- Mark: I won't start by giving advice to the board. There are some things that they have started and not finished, like the climate survey. Trust and communication – there's work, but it's the slow work of relationship building.
- Bobbi: Have them come on down! I would love to show the board what we're doing in the classroom. Let's have faculty led tours of our campuses. This can help to repair that trust.

- Phong: Repetition. I tell the board repeatedly about my six search committees. Participation. Bobbi is right, when the board is at PM I show them to my office and share my junior projects with them. Faculty need to participate too and repeat what you need.

Chitra: What do you think is the most important faculty concern that you want to address?

- Bobbi: Faculty retention that leads to student retention. This will help with the budget issues. If you hire great faculty, they will come.
- Phong: Student trust. Students trust us to have good faculty, good equipment, and a good campus. There's nothing wrong with changes but they need to be at the right time.
- Mark: Bobbi's right. Retention is the key. Another aspect is…we need to be set free and empowered to drive change and to have our ideas adopted. We're being stifled. When you unleash peoples' potential, you catch fire and you go. The faculty are ready to go. We love this place and we love our students, but we are stuck in the mud. We need to get out if we're going to save this place. Harness the faculty and let them run.

Kamal: In your time here, can you think of a positive decision or accomplishment of the board that positively impacted campus or faculty?

- Phong: I think the new board members were a refreshing change. The change from the last board is refreshing. I see the possibility of answering all of the board concerns, faculty, and students.
- Mark: Two things – it was good for the board to not renew the previous president's contract. It showed they were tracking the university and paying attention and doing their duty. Second is the capital projects on campus. They're accessing capital project funding from the state and using it well.
- Bobbi: When we were established, when the board was established it demonstrated that we could do. We're not the hidden gem anymore; we could say we can stand on our own.

Reports of the Officers
Report of the President – Terri Torres

- I have the enrollment report: down 2.5% with good news that KF is up 0.3% (4 students). Credit hours are down 4.4%, all without ACP, based on Spring numbers.
- Still no stay survey results. It's been run, we just still don't have the results.
- President's Council is this Thursday.
- Board will be on the KF campus in April for its next board meeting. Terri will ask for a meet and greet.
- No meeting with Dr. Nagi this month.
- Many meetings with Dr. Mott to clarify questions.
- Student pictures will be on rosters in the fall.
- Thanks to Jordan for staying and helping with the technology.

End of report. Questions?

Riley: Any idea when the stay survey results will come out? Terri: No. Riley: Who's heading that up again? Terri: There was a committee, Beverly. The results are in HR.

Vanessa: There was also discussion of an exit survey. Has that been developed? Terri: I've spoken with Sandi multiple times about that. I will speak with her again. Vanessa: I think it's important that we have something in place so we understand why people leave.

Deb: It seems like that's a large number of people who haven't registered. Do you know what percentage that is? Terri: I haven't done the math, but it looks like a lot. Discussion…

David: It seems like students are slow to register. Is there anyone who is looking at scheduling conflicts? Cecily: I am the CSET scheduling coordinator and I do a lot of work to make sure that happens. Dr. Mott: At PM at the student forum, scheduling came up. The ETM departments have the biggest challenges and Dr. Alp has a group with the ASOIT members and others to look at the PM scheduling to improve it. Bobbi: Could it be the FAFSA deadline issue? Randall: To address David's question. There is a program called Course Dog that the registrar is bringing up to speed and should change how courses are scheduled. You can set rules into the program to set up valid times and

schedules. I've talked to Travis and Christy about things to look at, like 4-day/week courses and how to schedule those. Terri: I know Dr. Mott has been talking about this for years, even without Course Dog.

Report of the VP – Deb

- Election results
  - Elections for the Faculty Senate President and for the At-Large IFS representative were held during the second week of February. There was an email sent about the results of the election. Yuehai Yang was elected as the next Senate President and Cristina Negoita was elected as the At-Large IFS representative. Thank you all for voting in the elections.
- Academic Council met Feb 13
  - Old Business - There was an update on the Credit for Prior Learning (CPL) Process
    - It's a 3-year process. Admissions worked with 3 companies
    - Project is in early stages
    - EAB contract amended to include CPL recruitment
  - New business
    - Update on HR Process
      - Adjunct Hires
        1. If hiring a new adjunct or recently graduated student, new hire paperwork required per federal and state requirements
        2. If adjunct has worked for OT within last 12 months, no paperwork required
        3. If over 12 months, adjunct is terminated in the system and new paperwork required: W-4, I-9, etc.
        4. Email Sandi, Sarah, Savannah with questions
        5. Inform HR, college dean, Provost's Office of hire and other pertinent details (ex. courses);
        6. Complete Systems Access Form
      - Timely Notice of Hire - Bureau of Labor and Industries rule states new employees must be paid within 35 days of beginning work; if not, it becomes a compliance issue.
      - Adjunct hires on hold for next 2-3 weeks or so while budget is examined
      - Sandi also talked about the process of hiring adjuncts and the forms that needed to be filled and when adjuncts get system access.
    - Coursedog the new scheduler software is forthcoming. Rollout at end of summer; convocation training. Instructional workload module available in Coursedog. It will streamline workload process and provide better tracking and is good for 5 years.
    - There was an update given on Course Fee Requests
      - 1. New course fees or increases must be justified/explained on Smartsheet
      - 2. Course fee cannot be submitted without a dollar amount assigned
      - 3. Deadline is March 29; email will be forwarded to department chairs
    - A few announcements were made
      - 1. There was a request to create a full-year course schedule; email forthcoming from Wendy. Schedule must be ready by beginning of fall term
      - 2. Request to remove all courses not taught in the last three years from catalog. Courses can also be hidden from the Catalog.
      - 3. Schedules will be rolled again, once Coursedog goes into effect

End of report

Kamal: What is the timeline for the board member election? Deb: We don't have a set timeline for this year because it is new. I will send an email to the faculty

Ashton: Can you clarify the year-long schedule development timeline? Dr. Mott: The new schedule needs to be in place for fall registration, so students can look at fall, winter, and spring course offerings. Cecily: When is the service schedule due and when is the department schedule due? Ashton: April 8 for departments. Randall: I think it's March 15 for service departments.

Ken: Can you explain the removal of courses from the catalog? Deb: Ken: As an example, we haven't taught Algebra-based physics in a decade, but we accept it for transfer so it should be there. Are we going to be stuck? Randall: They can be hidden, but not deleted. Dr. Mott: The students look at the catalog and see that there's all this choice, when that's not actually true. Ken: So this process is being driven by the registrar's office? Dr. Mott: It's being driven by a student need for better information. More discussion of transfer equivalency and how this is handled and by whom. Many questions can be directed to the registrar.

Riley: I'm thinking of our staffing issues. If a student makes a plan based on this guidance and then staffing changes and courses are changed we will need to remake that plan.

Chitra: Does this need to go through CPC? Deb: Yes, courses need to be removed via CPC. The notes say that changes should be submitted to Curriculog, which goes to CPC. Dr. Mott: I don't think if it's being hidden it needs to go through Curriculog. That's only for removal.

Thomas (ASOIT): What is to be done for students that are put in a situation when a course they needed to graduate isn't offered? Dr. Mott: There's no difference than how we handle that now.

PM: Is this a rolling year-out plan? Dr. Mott: It is just for the academic year.

Report of the ASOIT President – KF – Thomas Long

- There was a student forum that got kind of spicy. Students were happy with some answers and not happy with others.
- ASOIT positions are now open for the next election. Please spread the word to your students.
- We're going to be surveying students about satisfaction.

End of report

Report of the ASOIT President – PM – Rylan White filling in for Aaron Hill

- Aaron Hill and I continue to meet regularly with Dr. Nagi as well as other PM leadership. The yearlong advising plan was one result. We have discussed other issues: faculty retention, taking classes from professors not from their campus (and associated scheduling issues),
- ASOIT and faculty went to Salem to advocate for funding on Diversity Day. Participated in financial allocation committee to decide on club budgets for next year.
- ASOIT came together on the vote for our incidental fee (5% increase) which helps us keep to our budget.
- Tuition recommendation committee is in full swing with more meetings to come.
- Student trustee process has started. We've only discussed it and will be meeting tomorrow about this.
- Beginning to seek out new ASOIT members for next year.

End of report

Report of the Administrative Council Delegate – Kelly Sullivan

- New admin/staff in the last month:
  - Stringer AVP for SEM
  - Admissions councilors: Gretchen Fincher, Carlos Garcia (alum)
  - New positions: Dr. Rober Evory now director of advising and retention. Claire Peterson (TOP) now in my office, retention for HAS.
  - Nesli Alp, new Dean of ETM
  - Kudos award for Feb: Charlotte Waite (TOP advisor).

- o Spotlight of the month: meeting with Dr. Nagi. Appts for administrative staff are not continuous and now require 90 days notice before termination. President's forum next week.
- o Question: in the strategic master plan it says there should be efforts to improve staff retention. Dr. Nagi described multiple solutions and that he is encouraging VPs to help staff find work-life balance at the department level.

End of report

Reports of the Standing Committees

Faculty Policy Committee – Ken Usher and Matt Schnackenberg

- Ken: Before I get into the other thing. Provided we pass a policy… There is a subcommittee in the library that is working on a parallel policy. They are working on a first draft and Matt and I have been working with them to review that.
- Within the senate packet, there is a re-revised version of the instructional faculty. CJ, if it was you, thank you for capturing the detailed discussion on that.
- We met with Beverly, Dan, Abdy and did some more work. The product of that work is on page 20 of the overall packet. Page 4/13 in the policy indicates "For select positions, a masters…" The underlined part is the only part that has been changed "due to a programmatic change, accreditation." That is the only reason now listed in this policy that would drive this change. Someone may still have a PhD requirement written into their letter of notice. But, this says that we won't change our mind about hired faculty except for this reason. Existing faculty aren't going to be required to go back and get a degree as a condition for promotion. That's the only change since last month and we are on a dwindling list of things that we can fix. You asked us to go back and change this and we got that agreement.
- Ken: I move to pass this policy. Randall: second. Terri: Discussion?
  - o Sean: Everyone knows my position on this. I have examples from my department now. In positions where we are hiring at market salaries. MMET, CSET, Imaging, have departments with faculty with more MS than PhDs. We have lost faculty in the last three years who have doctorates. If we adopt this policy, the majority of my department would not have a path to promotion. I understand that the provost can exempt those, but I worry that with this policy we are saying that these departments are no good. Our advantage as OIT is that we can attract candidates that other universities are not willing to look at and we can hire the cream of the crop and keep good faculty. I think we are shooting ourselves in the foot.
  - o Ken: I have two responses. I disagree with one of your main premises. We have been pursuing this for the past 8+ years to have the ability to have a meaningful promotion path for NTT faculty with the expectation that people with an MS will be hired into those positions with promotion. This isn't the promotion track that you desire, but we haven't had that track and we need it. Two, while this policy changes the language for tenure-track positions that the requirement is a doctoral degree. This does now also include, in policy, that a MS is an option for certain departments to promote tenure-line faculty.
  - o Andrea: Ken, I feel for you because you've done a lot of work. I agree with Sean that this really devalues our health programs by saying that you're not good enough if you don't have a doctorate. There may not be problems now, but if we have a new provost that is not as awesome as Dr. Mott we may see real issues.
  - o Ken: I appreciate you concern about that as well. I honestly think that for our current provost and into the future. For allied health, we haven't called them out explicitly, is a reason for the language that mentions "select fields." It's very likely that an ad in that department would say PhD preferred because who doesn't want a unicorn.
  - o Vanessa: I agree with what your saying, but from my understanding with this you cannot be hired into a tenure-track position without a masters degree. What we run into in our programs…If someone is hired with a BS, they must get a MS. With this policy we will become a department full of NTT faculty because we won't have a path to tenure for those coming in with a BS.

- o Ken: Your reading is right. For anyone with a BS, there is not a tenure path. But, lack of positions in your department hasn't been an issue.
- o Vanessa: We have always hired at the BS and had people get an MS. We have not applicants for years, so this policy would create yet another barrier for applications to come to Klamath Falls.
- o Bobbi: You would need a tenure-line position for that person to find this desirable. This will create a situation where our department has no tenured faculty in the future.
- o David: I have spoken out about this previously based primarily on the challenge for allied health fields, but now hearing that this is an issue for other departments. The positive NTT policy is stapled to this poison pill that not a lot of people want to swallow.
- o Ken: I appreciate that position. Anything approaching consensus is difficult. We sent the NTT portion of this last spring to president's council and it never made it there. If we decoupled these it wouldn't pass president's council. We need to work with our administration to have their cooperation too.
- o Matt: I would take this in a different direction. I don't see how unattractive the NTT path is. I'm feeling greater pressure for scholarship myself and I look at the NTT path and see appeal in not having those requirements and less service required with a focus on teaching. We discussed how any departments might end up without tenure and that that would be damaging. Do you expect any departments with only NTT to complete assessment tasks? Probably not. You can get on the tenure-track with an MS degree.
- o Andrea: I think part of the problem is how we teaching NTT faculty. For the board of trustees rep you need to be tenured. We can't be on certain committees. Maybe if we treat these positions better this wouldn't be such a big deal.
- o Matt: I agree with you Andi, they should be valued the same. We are predominantly a teaching institution and should continue valuing that.
- o Riley: In definitions, the last line: there is no way to change from a tenure-line position to a NTT position or vice versa. This says you cannot change tracks. Does this conflict with the tenure-relinquishment process? Matt: We might have to clarify that but I think it will still work. In committee composition, doesn't it say you can be on a promotion committee, you can serve even if you have relinquished tenure.
- o Ken: I'm not very good at on-the-fly amendments, but on verification of this there might be a way to address this. Beverly, are you on the same page with us here?
- o Beverly: It says that in the tenure track and tenure faculty definition that this includes folks who have relinquished tenure.
- o CJ: Why no NTT→TT and vice versa?
- o Ken: If someone was in the tenure track, but their department hasn't seen them succeeding in all areas, they might switch to NTT because they are good at teaching but don't want to
- o Beverly: There is an equal-employment opportunity
- o Christy: As someone who has tried very hard over the last many years to get on a tenure-track position and figure out how to get promoted around here. I would encourage you in your conversations that your NTT faculty in principle should do less service and committee work, but that's just not the practice.
- o Riley: I propose a friendly amendment to the Provisional Instructor that the people are informed in writing of their responsibilities.
- o Matt:
- o Riley: It's described as an initial letter of appointment in other places in the definitions of assistant, associate, and full professor.
- o Ken: So add "as specified in their initial letter of appointment." Got it.
- o Riley: I am happy to go through this with you to see where this might be missing in other places.
- o Ken: the only other place this comes up is in the corresponding appointment in the assistant, associate, full professor. I read "as a condition of their hire" as saying the same thing. Where do you put conditions of hire? In their letter of appointment.
- o Dr. Mott: We're trying to move this through. It's been reviewed and reviewed and reviewed. I don't think we need to wordsmith these.

- o Ken: No, I don't accept that as a friendly amendment. If you want to go through Robert's Rules to bring it and vote on it, you can. I think this is stated clearly as a condition of hire.
- o Riley: Thinking of the uses of provisional, could this be considered as conditions of appointment changing year to year? I'm trying to bring some comfort to the
- o Terri: What was proposed: As a condition of their hire, they will be required to work on earning a masters degree in the area of improvement or a closely related field. Add "as specified in their initial letter of appointment.
- o Terri reiterated the motion and called for a vote.
- o All in favor: 13
- o Opposed: 5
- o Abstain: 1
- o Motion passes. With that, the policy will go to president's council on Thursday.
- o Sean: Dr. Mott, would you consider any of those engineering fields with an MS hire. Yes, that would be for the department to justify.

Academic Standards – Vanessa Bennett

Not much to report. We met last week as well as our ad-hoc committee. We met to discuss and move forward with creating a survey for summer term. We have been working on what to propose to faculty and students regarding what summer term should look like. We have developed a draft and would like to get it solidified by the end of this term and out to students and faculty in April. Please encourage your constituents to participate. Even if you don't teach summer courses.
Emeritus Policy – currently working on revising language and putting into the new policy format.
Ad-Hoc committee – met twice over the last month. I reported in February about some of that language and we want to retract that. We had good discussion on this. I didn't think this would be such a big charge, but it is. We may be sending out a survey about this to see what faculty think about this. If anyone has any thoughts on AI and definitions and implementations. Please send those to David Johnston. We want this to be sustainable.

End of report

DEI Committee – Chitra Venugopal

- We don't have any report at this time.

End of report

Student Evaluation Committee – Vicki Crooks

- Terri has a report from Vicki.
- We are working to develop an evaluation pilot. If possible we would like to start in the spring term. We have peer review forms developed by CCT and there are resources available to us from Teval, an NSF-funded program to promote transparency in higher ed.

End of report

Unfinished Business

None.

New Business

Selection process for faculty member of the board of trustees. Everything will be similar to what we did tonight, but the timeline has changed. I wanted to be sure you saw this. Andi, I wanted to address your previous concern about tenured faculty in this position. We think the protection tenure affords is important. We are always appreciative of the

service that NTT faculty provide, but because NTT faculty are not provided significant service recognition it may not be possible for an NTT faculty person to serve. We considered this in the Charter and Bylaws.

Ken: We addressed this as well in considering the promotion policy and I think we need to keep looking at this as we move forward with NTT hiring and promotion. We want to see that there are places where NTT faculty are eligible for service opportunities. It might be less applicable in this case because there is release time associated with this.

Dr. Mott: NTT faculty can request reassignment of their instructional workload to serve on committees, they just need to do it through their department chair.

Matt: NTT are a growing part of their faculty, so we probably should try to get them represented on our board at some point.

Terri: What I'm hearing you say is that in eligibility you would like me to strike the tenure requirement.

Sean: I would worry about a non-tenured faculty person being strong-armed into service.

Ken: Did you consider ranked-choice voting.

Riley: We did, but went with a plurality rather than a majority to

Report of the Provost – Joanna Mott

- First and foremost in the administration's mind right now is the budget. We have a $7.2M budget hole forecast for next year. This is due to increases for SEIU and decreases in enrollment. We are being tasked with a 5% decrease in each division that we are looking for. Some of this will be not filling positions. We are looking for other places to get funding. Dr. Nagi is hunting in Salem for organizations that can help with funding. The sustainability funds may also help here; these are for the TRUs and PSU for one-time only initiatives. We are using this for SEM and retention of students. Looking at additional options for Course Dog. There's another piece of this that will help with Beverly doing workload. Some other pieces related to finance and administration. The faculty pause has been lifted and there are some positions that have been approved to move forward. The Deans have these positions. For academic affairs there is over $2M to cut and there are not a lot of
- Sabbaticals have been approved: Jesse and Slobodan
- Two student faculty innovation grants have been approved. Please reach out to the foundation with other interests so they know you are looking.
- Equipment requests have been approved but we needed to reduce this for this year. We deferred some staff line filling and reduced equipment funding. Equipment must be received by June 1.
- New programs:
  - Looking at construction management BS and MS, primarily based on interest by donors and industry.
  - Dean Black working on certifications 10-12 certificate offerings based
- Creativity grant requests going out soon.
- Met with MIT department

Riley: Because it's such a large number, has there been consideration of PREC. Mott: No, we are not considering reducing programs or faculty at this time.

David: What is the timeline for the construction programs? Can you tell us more? Mott: We have submitted early notice to the state, but this may not make it to fall based on the number of steps required. But hopefully before 2025.

Terri: Can you tell us how much money is coming from the donors for this?

Mott: Where I was at SacState, construction management was very popular. It could be very valuable for us.

Ken: It was good news to hear that faculty searches have been reopened. Is there a hold on adjunct hiring? Mott: There is not a hold on adjunct hiring, but a request to minimize.

I asked about the 10-student minimum. Mott: You need to justify courses with less than 10 you need to justify these to your Dean.

Sean: Is the 5% reduction of faculty for programs with 40:1 student faculty ratio?

Vanessa: Given the financial climate that we're heading into, has there been conversation about putting a hold on the res hall? Mott: That's a different budget that uses bonds coming in from the state that are paid off by others.

Terri: Do you know how many new DPT students we have? Mott: The last time I talked to them the number was 21. They're looking to get close to a full cohort (24).

End of report

No President's Council meeting.

IFS Representative – David Hammond
- TBA

Report of the FOAC Representative – Dibyajyoti Deb
- No meeting since the last time. No email about any future meetings.

Open Floor

- Matt: I teach public speaking noon-1 and found out that many of them are going to be in an A&P final. Kamal: There should be a big window and they should be able to schedule it. Christy: Many students try to push it back as far as possible to study more. Terri: Dr. Mott, are you aware of this? Mott: Not this issue, but the lab finals can be challenging. Terri: Can you talk to Dan and come up with a solution so that students aren't forced to skip other classes? Mott: Yes, I will do that. Christy: I would encourage you to get in touch with the professor about this. Matt: Can I talk to you more about this?
- CJ: Without administrator access in our labs we can't install software in a timely way and ITS approvals and process takes many weeks. Mott: Ask Roger to work with Bruce Tagart in ITS.
- Kamal: Please nominate students for the Student Awards by March 20.
- Kamal: Union elections are this year. If you know someone who should be more involved. Nominate people and convince people to run for positions.
- Ken: I share your difficulty, CJ, about software installation. I have been trying for weeks as well.
- Sean: Computer logout issue that can occur during class. Can we put together a request to IT for the 30-minute sleep timer for one hour. Classrooms don't have the sort of security issues that require this. Terri: I was told that classroom computers don't have this lockout anymore.

Adjournment

Meeting adjourned at 9:19.

Respectfully submitted,
C.J. Riley, Secretary

Rationale:

Selecting a faculty representative to serve on the University Board of Trustees is a crucial process that requires transparency, fairness, and inclusivity. Below is a procedure that the Faculty Senate, in conjunction with the Oregon Tech Association of American University Professors (OT-AAUP), will follow to ensure a robust selection process.

Eligibility:

All full-time faculty (0.5 FTE or greater) are eligible to serve.

Nomination Committee:

The Selection Committee shall consist of five members and will include one senator from each of the colleges: HAS and ETM. In addition, two representatives from OT-AAUP shall be included. The Vice-President of Faculty Senate will serve as a voting member as well as the chair of this committee.

Criteria:

The Nomination Committee will consider such factors as experience, leadership, academic achievements, academic rank, the university's mission, as well as commitment to diversity, equity, and inclusion.

Vacancy:

The announcement of the vacancy for the faculty position on the Board of Trustees will be given during the October Faculty Senate meeting before the end of the previous faculty trustee's term. This announcement shall include the selection criteria, application process, and deadline for submissions. It is the responsibility of the election chair (Vice-President of Faculty Senate) to post this announcement.

Nominations shall be sent to the Vice-President of Faculty Senate.

Application Process:

- Nominations shall be sent to the Vice-President of Faculty Senate via email. An interested candidate shall submit their interest by the November Faculty Senate meeting.

- The application shall be no more than three pages and should include: aspirations for the university, how time on the Board will advance those aspirations, relevant experience, and understanding of the role of a board member. This application is due no later than Monday at 5:00 p.m. of week two of winter term.

Review:

The Nomination Committee shall review all applications. At most three, shortlisted candidates, based on their alignment with the established criteria, shall be submitted to the President of Faculty Senate by the Monday before the regularly scheduled Faculty Senate meeting in February.

Election:

The short-listed candidates will be invited to the March Faculty Senate meeting to participate in a panel interview. Each will be given five minutes to make a statement about their desire and qualifications to serve.

A vote of the entire faculty with 0.5 FTE or greater will take place, organized by the Nomination Committee Chair, starting on the Monday after the senate meeting and ending on the next Monday at 5:00 p.m. The individual receiving the most votes shall be recommended to the governor. In case of a tie, there will be a runoff election.

The recommendation shall include a letter of support signed by President of the Senate and the President of the Union outlining why this individual was selected. While it would be preferable that the Senate and the Union collaborate on the submission of one faculty recommendation, each body may submit their own recommendation if they cannot reach a consensus. This approach ensures that the chosen representative effectively represents the recommendation of the faculty.

Special Election:

In the case of an unexpected vacancy, the Nomination Committee will hold a special election.

Basic Responsibilities of the Board of Trustees:

See ORS 352.025

Responsibilities of the faculty member on the Board of Trustees:

See Oregon Tech Board of Trustees Resolution 15-1

Nominees will also be required to complete the State of Oregon's additional application, which includes Oregon Ethics requirements and Conflict of Interest conditions.

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.

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.

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

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

Adoption Date
July 1, 2024

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

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May 20, 2015
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