

Dear Department Heads,

In addition to developing policies on TTF professional responsibilities at the department level this fall term, policies on TTF promotion and tenure criteria also need to be developed. Although Academic Affairs announced this last spring, we realize we have not followed up with reminders during the fall. We hope this will be a fairly simple task for you and your faculty. The reason is that all departments developed “Promotion and Tenure Criteria” policies systematically in 2011, following a template developed by Academic Affairs and CAS. These are posted at: <https://academicaffairs.uoregon.edu/content/departmental-policies>.

So, here are the steps we propose for completing the TTF promotion and tenure criteria policies:

- 1) Use your 2011 Promotion and Tenure Criteria document as an initial draft, and review it to ensure that the language is consistent with Article 20 of the new CBA agreement with United Academics (attached). Our sense is that there should be few, if any, inconsistencies. It is likely that your department policy will have more detail on the processes and criteria your department follows at the local level than Article 20 of the CBA.
- 2) Add a sentence near the beginning of your document that says, “This policy is intended to be fully consistent with the current Collective Bargaining Agreement with United Academics.”
- 3) Review your department’s criteria for promotion at various levels and update if needed.
- 4) The CBA states that personal statements by candidates for their review “should also include discussion of contributions to institutional equity and inclusion” (Section 12, Article 20). Please make sure that your revisions include this reference to equity and inclusion.

We would like these policies back to CAS by the end of fall term – Friday, December 11. Please realize that this is a process that **must be done with your faculty** just as with the other CBA-related policies we have been developing.

Thanks for your help, and let us know if you have questions.