Minutes

The Faculty Senate met on April 4th 2023, 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 6:02pm. All Senators or alternates were in attendance.

Approval of Minutes

The minutes for the March 7th 2023 Faculty Senate meeting and the March 14th 2023 Faculty Senate Special Meeting were both approved with no changes.

Reports of the Officers
Report of the President – Terri Torres

- Terri began by providing an abbreviated version of her report, explaining that she had typed up a formal version of the report but accidentally left it in her office. After the meeting, she provided me with the text of the full report, so rather than transcribing her truncated, "live" report, I have included her full report as part of this packet, on **page 11**. I will record below any questions or discussion that occurred during the live meeting after the report was given.
- Terri did mention two items in more detail than they are described in the report:
  - FOAC will be meeting next week to discuss the budget.
  - She reminded Senators of the upcoming Board meeting, explained that she is faculty's representative at those meetings, but also encouraged anyone who is willing to sign up and speak during the public comments section of the meeting. If you have particular things you want brought to the Board's attention, you can let Terri know and she will represent your concerns.
- Questions?
  - There were no questions.
- End of report.

Report of the Vice President – Yuehai Yang

- Yuehai began by reporting on some of the feedback he'd received over the previous few weeks on the Resolution passed by the Senate last month. He received three emails. The majority of the responses expressed appreciation for the effort the Senate put in in writing and passing the resolution. Particular thanks were given for the work done by Riley, Randall, Krista, and SenEx.
  - Faculty generally feel that the resolution communicated their concerns; however, Yuehai did share that faculty librarians are also suffering from the same attrition issue and were not directly named or addressed in the resolution or the discussions around it. He hopes that they can be included in the discussions more equally in the future.
  - Some faculty also stated that our hiring processes (or lack thereof) contribute to our staffing problems, in particular by often starting late in the year, after the normal academic "hiring season."
  - Some faculty thought that some of the comments made by former Oregon Tech faculty who were surveyed were concerning and worth pursuing further.
  - Some faculty expressed concern that the resolution might close down dialogue between various groups on campus and argued that we should be looking to open dialogue instead.
  - Yuehai stated that the response to the resolution from the Board during the most recent Board meeting was mixed. While the Board Chair saw this as an opportunity to move forward and work together in a more informed way, other Board members were less receptive.

- Questions?
  - Vanessa Bennett asked if there has been any other response from our administration to the resolution thus far.
    - Terri said that Dr. Naganathan sent her a thank-you letter regarding the resolution and that they plan to meet about it in the near future. Dr. Mott read the resolution as well.
    - Bobbi Kowash asked about SenEx's conversation with John Davis, and Terri responded by encouraging everyone to watch the recording of the most recent Board meeting to get the best sense of this.
    - Terri also once again encouraged other faculty to sign up for the public comment section of the next Board meeting to help magnify faculty's voice and representation by communicating either concerns or positive things that are happening on campus (or both!).
- End of report.

Report of the ASOIT Delegates – Thomas Long and Billy Kimmel

- Thomas's (KF Representative) Report:
  - Thomas reported that ASOIT met with the Provost during break to discuss potential revisions to the Dead Week policy.
    - Accordingly, ASOIT will be seeking input from the student body soon to get information on how to best revise the policy to meet students' needs.
  - Thomas also met with Dean Peterson to discuss student retention. They discussed the potential of a bridge course to prepare students for their majors, and this conversation is ongoing.
  - ASOIT will be having a General Assembly meeting 5:30pm on April 10th, Thomas directly invited Terri to attend, but also invited anyone else who was interested in attending. Faculty attendance will give students a chance to discuss issues that they have with their university experience directly with their instructors.
  - Questions?
    - There were no questions.
  - End of report.
- Billy's (PM President) Report:
  - Billy reported that ASOIT-PM has been meeting with department chairs to better clarify instructors' expectations of how their advisees should prepare for their advising meetings. In particular, they are looking to clarify how and when faculty can help students with their career concerns, and when those students should be directed instead of Career Services.
    - The result of these conversations will be a short leaflet that can be distributed to students to more directly communicate these expectations.
  - Billy asked that the PM faculty continue to be mindful of ways to "make it easy for their students to take their classes here." Some suggestions Billy had included:
    - Recording lectures and making them available online
    - Being understanding with attendance issues
    - Providing a remote course option
    - Consistent scheduling from term-to-term and within departments to better accommodate students' schedules off-campus
  - Questions?
    - Terri asked if Billy had received any feedback about his course modality survey, and Billy said he hasn't received much feedback. He did bring it up with the PM Growth Task Force in the context of discussing more consistent scheduling as an item to work on.
  - End of report.

Report of the Administrative Council Delegate – Kelly Sullivan

- Kelly reported that Thomas Arce and Carrie Dickson were the Kudos Award winners for March.
- There has been some movement on the compensation study: we've contracted with a company. Kelly reported that it is designed to be a very comprehensive study, so the timeline is a bit longer than was originally expected.
- The Welcome and Welfare subcommittee is finalizing 1) the guidelines and procedures for their affinity group initiative and 2) the training and procedures for the new mentorship program this term. Both should be organized fully by the end of spring term, and will have "soft launches" in summer of 2023.
- Portland-Metro IT reports via Kelly that there are going to be some changes to the ITS store to make it more user-friendly, and if you have an issue to please use the ticketing system to pass that on to ITS.
- End of report.

Reports of Academic Committees

Note: Since the Academic Committees' reports are intended to occur quarterly and all four committees reported last month, there were no reports from any of the committees this month.

Reports of the Standing Committees

Faculty Rank Promotion & Tenure – Matt Schnackenberg

- Matt began by presenting the newest version of the draft NTT promotion policy. This version of the draft policy, as well as the list of pertinent changes that RPT provided to the Senators before this meeting have been included in this meeting packet, for your convenience, on **pages 12-24**.
  - One of the changes that Matt mentioned was that the draft policy is now fit into the template provided by the administration for all newly proposed policies.
  - Matt also pointed out to Senators the document that sums up the changes that the committee has recently made and is proposing (this is the same document I've included in this packet, as mentioned above).
  - Matt then asked if any faculty had input or questions generally on the newest version of the policy.
    - There were no responses.
  - Hearing no responses, Matt moved on to the specific discussion questions that RPT had prepared.
    - First, Matt pointed out that this version of the policy has removed the previously-existing NTT Instructor rank, and stated that RPT is instead working with administration to provide a way for us to hire faculty with only a Bachelor's degree at a "provisional rank," and they could only move out of that rank (and get a raise) by getting their Master's. That would then move them "into their track."
      - Matt pointed out that this would streamline the process in the sense that there would be no portfolio necessary to successfully make the transition out of the provisional rank, making the process easier for the faculty member. The downside is that the provisional rank doesn't currently exist and would need to be created within this policy.
      - He also reiterated that this change, even if intended as a compromise, would still make it so that faculty being hired with "only" (sarcastic air quotes, not Matt's words) a Bachelor's degree would not have access to the tenure track.
      - Matt said what he would like would be to give the administration what they want (being able to hire Bachelor's-holding faculty provisionally with the expectation that they will get their Master's) in exchange for having the option to move those faculty to the tenure track in some cases once they've secured their Master's degree. His question for the group was how they felt about the necessity of this compromise.

- o Bobbi said that we definitely should fight for a way to hire Bachelor's-holding faculty into the tenure track; the less "roadblocks" the better candidates we're going to get for positions, and the easier it's going to be to hire them.
  - ▪ Matt reiterated as well the concern that without such a mechanism in place, certain departments (Bobbi's included) will defintiely become comprised entirely of NTT faculty over time, which will compromise those departments' ability to participate in shared governance as well as "rais[ing] questions of equity."
- o Maureen asked how this policy would apply across all departments (not only the ones who necessarily hire Bachelor's-holding faculty). In particular, she stated that her department has been told they can't hire tenure-track candidates unless they have a Ph.D., which is a similar-but-different problem.
  - ▪ Matt said that this is definitely a concern as well, but that it may be separate from this particular policy.
    - • Maureen expressed hope that it might be possible to use this or another policy to relax the doctoral hiring requirement that has "been imposed" on her department from the administration.
      - o Matt agreed, and stated that one thing we need is a way to determine the terminal degree in various fields, and make the determination on a field-by-field basis that way. He stated that this determination likely doesn't happen at the policy level, but at the search-and-hiring level, but he did ask anyone who has suggestions for how to address this to send them.
      - o Jintai Wang spoke to clarify that the problem Maureen is experiencing (being told that she cannot hire Master's-holding candidates for tenure track positions) is not defined by policy, but is instead just a stricture handed down by the current administration. Maureen said yes, to her knowledge this is true. She stated that this isn't a policy issue, but a practice issue.
  - ▪ Dibyajyoti Deb asked why the administration isn't able to better clarify their expectations for what constitutes a "terminal degree" at the disciplinary level so that these decisions didn't seem to be getting made so frequently on an ad hoc basis.
    - • Ken Usher spoke to point out that we currently don't have a specific policy that defines hiring practices and faculty ranks across the university. Creating such a thing isn't currently part of RPT's charge, but Ken said it *could* be, were that charge to be expanded...or, a different charge could be given at a later date.
      - o Matt agreed, and stated that, in the future, we need a dedicated hiring policy. He also suggested

> that we include a statement – maybe in the NTT policy – on terminal degrees and how they are defined per department, as per Deb's earlier suggestion.

- o Terri asked about the wording in the current draft of the policy that states "they will be expected to work on earning a Master's degree or higher in their field": if some of our instructors work in fields that don't award Master's degrees, how can this be adjusted to acknowledge that?
  - ▪ Ken stated that this potentially applies to five programs, not just two. He also pointed out that we currently offer a Master's in Allied Health, which would potentially meet this requirement, depending on how the wording is interpreted.
- o Vanessa asked for a clarification: are Bachelor's-holding faculty who are brought on in the provisional rank sorted into the NTT or TT track when they are hired, or when they obtain their Master's? She expressed concern that we could create a situation where faculty are hired hoping for the tenure track, work for three years to get their Master's, and only then find out they are being sorted into the non-tenure track.
  - ▪ Matt said that this track decision would need to be made upon their hire, not afterward.
  - ▪ Bobbi agreed.
- o Randall Paul asked how new hires would be titled: would they be hired as "Provisional Faculty" or as, for example, "Assistant Professor"?
  - ▪ Ken responded that they would be hired, presumably, with a title like "Provisional Assistant Professor," but stressed that the committee will likely be unable to make the final decision on this titling itself.
    - • Randall agreed that this should be made clear to new hires at the moment of hire, not later.
      - o Matt clarified that this is intended to function much like hiring someone who is ABD: they are hired at the appropriate rank, but fully assuming that rank is contingent on them fulfilling the initial terms of their hire.
        - ▪ Maureen stated this has already been done here historically, albeit without the "Provisional" formally in the title.
  - ▪ Matt explained as well that part of writing the policy this way was also to ensure that future faculty transitioning from provisional status to a permanent rank don't have to complete a promotion portfolio to do so.
- o Terri asked if the determination of how long a hire has to complete their Master's would be made at the department level, or elsewhere.
  - ▪ Ken replied that he doesn't have the answer to that question, but personally believes that the determination should be made individually for each hire.

- Matt pointed out that previously the decision of how to handle this in the case of ABD hires *has been* made individually.
    - Riley Richards pointed out that the expected date of degree completion for ABD hires is included in their contract. Thus he believes that the same would be true for a "Provisional" hire under this draft policy.
    - Kamal Gandhi asked if the years a faculty member would spend in the "Provisional" rank would count toward future tenure and promotion. Matt said no. He believes that this point is non-negotiable based on the administration's stance.
    - Vanessa asked to clarify if the process that the draft policy lays out is essentially what we've already been doing, just under a different set of labels. Matt agreed. Ken agreed as well.
- Terri asked when Matt expects to hold a Senate vote on the policy, and he said it would hopefully happen at the May meeting.
    - Ken stated that voting before our administrators are fully on board with what's being proposed would just result in the policy being rejected yet again. Terri agreed.
- Questions?
    - There were no (other) questions.
- End of report.

Academic Standards – Vanessa Bennett

- Vanessa directed the Senators to turn to the page in the April packet containing Academic Standards' recommendations regarding how to handle school closures during Finals Week. These recommendations have also been included in this packet for your reference, on **page 25**.
- Vanessa stated that the committee did not receive any further input from Senators on the recommendations since last month's meeting, so the recommendations remain unchanged.
- Vanessa motioned for a vote to approve the recommendations. Bobbi seconded.
    - Discussion
        - Terri stated that she will work with Vanessa and Carrie Dickson to make sure these recommendations are included in the Campus-Wide Syllabus found in Canvas starting next term. She suggested that individual instructors include their own verbiage in their syllabi if they already know how they intend to proceed in the event of a school closure during the class's final time.
        - Vanessa explained that Academic Standards will work with the Registrar's Office to come up with a new, provisional grade in keeping with the recommendations. Though this grade is listed as an "H" in the document, the actual letter may change.
        - Wendy Ivie also suggested that these recommendations be listed on the webpage under the current finals schedule going forward.
    - The motion passed.
- End of report.

Faculty Senate DEI – Chitra Venugopal

- Chitra reported that the committee hasn't made much progress since the last Senate meeting because they haven't received data from Sandi Hanan and Beverly McCreary yet.

- To address the Provost's question to the committee from last month, Chitra explained that the committee is no longer continuing work on the House Bill they were previously involved with because they already completed a report on that Bill and submitted it to the Provost.
- Questions?
    ◦ There were no questions.
- End of report.

Reports of Special or Ad Hoc Committee

Student Evaluations Ad Hoc Committee – Vicki Crooks

- Vicki had no report for tonight, but expressed hope that the committee will have the second report finished and ready to present at the next meeting.
- Questions?
    o Randall asked what the timeline is for the committee's charge, and Vicki answered that the hope is to finish the second report and provide recommendations by the end of the year.
    o Randall also asked if any recommended changes would be intended to go into effect for the fall, and Terri responded yes.
- End of report.

Academic Calendar Ad Hoc Committee – Kamal Gandhi

- This committee's charge has already been completed, the recommendations have been approved by the Senate, and those recommendations will now be forwarded to Dr. Naganathan for his consideration.
- End of report.

Unfinished Business

- There was no unfinished business.

New Business

- There was no new business.

Report of the Provost – Dr. Joanna Mott

- Dr. Mott was unable to attend this meeting, but provided her report to Terri to read. Rather than transcribing Terri's reading of this report directly, I have included the report in this packet for your reference, on **page 26**.
- End of report.

Report of the President's Council Delegate – Terri Torres

- President's Council met, and approved some policies related to HR.
- End of report.

Report of the Inter-institutional Faculty Senate (IFS) Representative – Maureen Sevigny

- Maureen reported that IFS has not met, and will meet next in June. She will be able to provide an update on relevant legislative bills then. She stated that there's "nothing good" in the legislature currently.
- End of report.

Report of the Fiscal Operations Advisory Council (FOAC) Representative – Yuehai Yang

- FOAC has not met since last month, and will be meeting tomorrow. Yuehai will report on that meeting during our May Senate meeting.
- End of report.

Open Floor

Sean Sloan

- Sean proposed a motion to "get Faculty Senate's blessing" for having student photos be included on a mandatory basis in Canvas. He stated that this would be useful to help him better and more quickly learn student names and put those names to faces.
  - Terri said that she would rather look into the logistics of how this could be done and then report back to Sean instead of having a motion right now for something that we might or might not be able to do.
  - Kamal pointed out that students can currently choose to upload a photo to Canvas, but Sean pointed out that this isn't helpful because not everyone does it.
    - Deb expressed concern about requiring students to upload photos of themselves to Canvas.
  - Terri explained that we used to be able to view student photos in FAST, but now that FAST is gone, that isn't an option. If there is something new and similar that we can do, she will find out about it, and if it's possible, Sean will head up the committee to look into it further.

Dibyajyoti Deb

- Deb spoke to bring attention to a concern that's been stated during recent, previous meetings: that in some cases, search committees' decisions seem to be getting disregarded by the upper administration with little to no explanation. He is concerned because this behavior "diminishes the work of the faculty," and asked if any of the administrators present could speak to why this has begun happening more frequently lately.
  - Dan Peterson spoke to say that he hasn't experienced this phenomenon this year while hiring for HAS. He also pointed out that there are levels to the hiring process and in fact the Deans (and above) do have the power to override (or not accept) search committees' final recommendations.
    - Deb asked if maybe the problem has been occurring primarily in ETM and not HAS.
  - Maureen reported that this has happened in multiple ETM departments, not just hers and Robert Melendy's.
  - Chitra spoke on behalf of Robert. She said that her department has lost 50% of their faculty since 2017 and none of those positions have been replaced yet. This has affected the department's ability to offer their advertised specializations and has thus also affected student retention.
    - Chitra then passed an issue with a recent search that Robert experienced. This search ended when the candidate chosen by the search committee was rejected by the Dean. They were told the candidate has "some red flags," but they were not told what those were. They are now continuing the search, but this has hurt the chances that the search will be successful.
      - Robert also mentioned that there have been issues with the search for a new EE Chair.

- o Maureen shared that her department recently had a search where the committee was "forced" to bring a candidate to campus that they did not want to interview.
- o Terri said that another recent problem has been long delays where committees are prepared to begin searches but have to wait for paperwork to be taken care of, throwing off the search timelines.
- o Dan reiterated that the Dean does have a place in the process hiring, and is able (and *should* be able) to have concerns about certain candidates.
  - Terri agreed with Dan, but also stated that the case of a candidate a search committee rejected being brought to campus against the committee's will is "above and beyond" what Dan is talking about.
  - Dan ultimately said that the issue seems to be about a lack of communication between groups.
    - Chitra agreed, but also added that it's also about the results: namely, that faculty who put in the significant time it takes to serve on a search committee and do their due diligence feel like that time is wasted when their decisions are dismissed out of hand.
- o Andria Fultz suggested that in the future Deans might be able to review the "final few" candidates *before* they are brought to campus to mitigate the amount of time invested by faculty in candidates that might ultimately be rejected further up the chain. She also argued that we should do a better job of communicating to our students what we can't offer them due to our staffing shortages.
- o Yuehai read a comment on the screen from Robert: that it is concerning that a candidate would be rejected unilaterally by an outgoing Dean without any clear communication about why that decision was made.

Riley Richards

- Riley spoke on a matter brought to him by his constituents. During a recent "late start" snow day, an instructor spoke with a student who had an exam rescheduled due to the late start and was stuck in a predicament of either missing that exam to attend their regularly scheduled class taking place a the same time, or skipping their usual class to take the exam. Riley couldn't find an existing policy that spoke to this kind of thing, but has a sense that this isn't something instructors can do.
  - o Terri reported that she and Provost Mott already discussed this issue, and they agreed that it was "just bad form" on the part of the instructor who moved their class time unilaterally.
  - o Terri asked Dan to communicate that this isn't something that should be done, and he did so. He also said he would bring this up with his department chairs. Terri suggested that he bring it up at Academic Council as well.

Adjournment

Terri adjourned the meeting at 7:28pm.

Respectfully submitted,
Ben Bunting, Secretary

<u>April Faculty Senate President Report</u>

1. Dr. Abdy Afjeh is spearheading the work on credit for prior learning with is Maureen Sevigny. "It's vital for faculty to not only have input into the emerging CPL possibilities but to become the driving force." With this sentiment in mind, the grant has space for two faculty members from Oregon Tech to take part in training. Maureen will be retiring this year or we would certainly ask her to continue her work in this area. If you, or a faculty member you know, would be interested in this opportunity, please get in contact with me.

2. Final Exam schedule for inclement weather. This should be addressed in your syllabus. There will be an additional paragraph added to the campuswide syllabus in Canvas.

3. APE DocuSign concerns have been addressed.

4. Stay-survey Beverly, Sandi in HR, Carrie Dixon. Blessing from Provost Mott. Volunteer.

5. From spring 2021 to spring 2023 our headcount, without ACP, is down approximately 18%.

Credit hour count for the same time period is down approximately 14%.

6. Budget John Harman

7. SenEx had the pleasure of meeting with Board Chair John Davis. It was a good meeting. We were able to give about 90 minutes of our time.

- Board nominees.
- Plans for moving forward with the university.
- Frustrations, concerns and common goals.

  Top tier ask----Demonstrate a respect for faculty and what we do.
  Bottom tier----At least work with us.

8. Board meeting

9. Resolution-----Thank you for the letters of support.

OREGON INSTITUTE OF TECHNOLOGY

Academic Rank and Promotion for Instructional Faculty
OIT-20-040

1. Policy Statement

This policy outlines eligibility requirements, evaluation criteria and processes for promotion for all instructional faculty at the Oregon Institute of Technology. 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 development. 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 development 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 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 the flexibility to allow development in new areas. The availability of advancement within both tenure and non-tenure tracks classification ensures faculty can pursue successful careers while providing for institutional capacity to thrive.

3. Applicability/Scope

This policy applies to all instructional faculty with annual appointments of 0.5FTE 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) takes precedence over this policy.

Definitions

Tenure Track Faculty: 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.

Non-Tenure Track Faculty: faculty who teach half-time or more at Oregon Tech but are in fixed term appointments, non-tenure-track lines. These faculty may also be referred to as career-track faculty.

Assistant Professor, Associate Professor, Professor: ranks to which tenure track faculty may be appointed or promoted.

Instructor, Senior Instructor 1, Senior Instructor 2: ranks to which non-tenure track faculty may typically be appointed or promoted. Instructor II is the normally expected entry-level rank for initial appointments of non-tenure track faculty who hold a master's degree or higher in their field.

Provisional Rank: an entry-level rank reserved for non-tenure track faculty who hold a baccalaureate degree and other suitable qualifications in their field, but who lack a master's degree. They will be expected to work on earning a master's degree or higher in their field, 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.

4. Policy

a. Eligibility, and Use of Portfolios

Following four full years in their current rank, faculty will be eligible to apply for promotion in spring of the fifth year. Promotion recognizes attainment of specific criteria and movement within the faculty member's career; under no circumstances should promotion be considered automatic after four years in current rank.

The provost shall inform all new faculty, at the time of initial appointment, that they may negotiate credit toward time in rank. Credit granted toward time in rank may be awarded only with mutual endorsement of the provost, dean, and department chair.

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 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 portfolios, candidates shall refer to the Portfolio Guidelines for Promotion, Tenure, and Post-Tenure Review.

b. Tenure Track 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.

Tenure Track: Assistant Professor to Associate Professor

Eligibility Requirements:

Four full years in current rank including credit awarded at the time of hire, master's degree, eight years appropriate professional experience, and/or postgraduate work beyond the master's degree. 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 development related to teaching and learning

Demonstrate excellence in Non-Instructional activities in a majority of the following ways:

- Demonstrate service both internal to the Department, College and/or Oregon Tech as well as External service to the profession and community. This can include but is not limited to: contributing to departmental objectives, participating in campus activities outside the department, or active committee work.

- Engage in professionally-related public service and/or mentor less experienced faculty whenever possible**.**

- Show evidence of continuing professional development, scholarship, and creativity. Professional development may be evidenced in a broad variety of activities. This may include, but is not limited to: continuing coursework, conference participation, professional certification, consulting work, refereed publications, pursuit of internal and

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external grants, Open Education Resource (OER) development, applied and/or theoretical research, and/or by contributing to state, regional, or national/international professional organizations.

<u>Tenure Track: Associate Professor to Professor</u>

Eligibility Requirements:

Four full years in current rank including credit awarded at the time of hire, master's degree, twelve years experience, which will include a minimum of six years full-time, college-level teaching in addition to appropriate professional experience, teaching and/or postgraduate work beyond the master's degree. Indefinite tenure is required for promotion to professor.

Criteria for Promotion:

The rank of Professor is the highest rank attainable in the academic profession. 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 Institute 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 leadership or scholarship, 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. This may occur through leadership in shared governance or other university-wide activities, through other forms of leadership, or through distinction in scholarship.

OIT 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.

Distinction in scholarship furthers the mission of OIT by bringing opportunities to our students, partnerships with external industries and agencies, and recognition of OIT 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 OIT 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. Applicants are responsible for establishing the significance and scholarly nature of all activities.

In addition, all candidates for promotion to full 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 <mark>development</mark> related to teaching and learning

Demonstrate continued excellence in Non-Instructional activities in the following ways:

- Actively contribute in service to the department, campus, or university and participate actively in university committee activities, this can include but is not limited to: leading departmental objectives, providing leadership in campus and university activities, leadership in committee work
- Engage in professionally-related public service and mentor less experienced faculty whenever possible
- Show evidence of continuing professional <mark>development</mark>, scholarship and creativity. Professional <mark>development</mark> may be evidenced in a broad variety of activities. This may include, but is not limited to, continuing coursework, conference participation, professional certification, consulting work, refereed publications, pursuit of internal and external grants, Open Education Resource (OER) development, applied and/or theoretical research, and/or by contributing to state, regional, or national/international professional organizations.

c. **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 members career as long as they remain consistent with the underlying classification.

<u>Non-Tenure Track: Instructor to Senior Instructor 1</u>

Eligibility Requirements:

Four full years in current rank including credit awarded at the time of hire, master's degree, eight years appropriate professional experience, and/or postgraduate work beyond the master's degree.

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

- <u>Provide mentorship and guidance to junior faculty on pedagogical best practices, integration of applied knowledge and classroom methodology</u>
- Participate in professional development 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, or assessment

- Mentor less experienced faculty whenever possible

Active scholarship and/or creative works are not required, but if present are also recognized as valuable in fulfillment of this requirement. Professional development may be evidenced in a broad variety of activities. This may include, but is not limited to, continuing coursework, conference participation, professional certification, consulting work, refereed publications, pursuit of internal and external grants, Open Education Resource (OER) development, applied and/or theoretical research, and/or by contributing to state, regional, or national/international professional organizations.

<u>Non-Tenure Track: Senior Instructor 1 to Senior Instructor 2</u>

Eligibility Requirements:

Four full years in current rank including credit awarded at the time of hire, master's degree, twelve years experience, which will include a minimum of six years full-time, college-level teaching in addition to appropriate professional experience, teaching and/or postgraduate work beyond the master's degree.

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 should include demonstration of exceptional distinction in instructional and pedagogical advancements (for example curricular development). <u>Professional development or service may also contribute</u>. In itself a long period of service does not justify promotion to the rank Senior Instructor 2.

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

- Provide mentorship and guidance to junior faculty on pedagogical best practices, integration of applied knowledge and classroom methodology

- Contribute to the design and improvement of departmental courses and curricula

- Participate in professional development 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 or assessment
- Mentor junior faculty

Active scholarship and/or creative works are not required, but if present are also recognized as valuable in fulfillment of this requirement. Professional development may be evidenced in a broad variety of activities. This may include, but is not limited to, continuing coursework, conference participation, professional certification, consulting work, refereed publications, pursuit of internal and external grants, Open Education Resource (OER) development, applied and/or theoretical research, and/or by contributing to state, regional, or national/international professional organizations.

d. Promotion Committees: Responsibilities and Membership

1. Promotion Review Committee

   Each department shall form a Promotion Review Committee to consider faculty promotions.

   a. By the end of the eighth week of winter term, the department chair shall appoint a five-member Promotion Review Committee. For the sake of consistency in tenure and promotion decisions, members of the departmental Tenure Review Committee will also serve on the Promotion Review Committee, if eligible. Faculty ineligible to serve on the Promotion Review Committee include the department chair, members of the Promotion Advisory Committee, non-tenured faculty who have been faculty for less than 5 years at Oregon Tech, and faculty being considered for promotion. However, full-time NTT faculty who have been at Oregon Tech more than five years or senior 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 Promotion Review Committee, all full-time department members, including department chair, tenured/non-tenured faculty, and candidates for tenure/promotion will elect alternate Promotion Review Committee 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 Promotion Review Committee 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 Promotion Review Committee to convene its first meeting. The Promotion Review Committee will select a chair from

within its membership. Each committee member shall sign the statement of ethics document.

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.

2. College Promotion Committee

Each college shall have a committee to recommend faculty promotions.

a. The college dean shall schedule a meeting of the College Promotion Committee by the end of the fifth week of spring term to consider departmental recommendations for promotion and all appeals. The committee will consist of a non-voting moderator, department chairs, and Promotion Review Committee 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 College Promotion Committee.

b. The moderator will convene the committee, providing all documentation on recommendations and appeals. Each committee member shall sign the statement of ethics document.

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 Promotion Review Committee.

3. Promotion Advisory Committee

The university shall have a committee to recommend faculty promotions.

a. The Promotion Advisory Committee 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 OIT president, four full professors from the instructional faculty appointed by the president of the Faculty Senate, and the affirmative action officer, ex-officio. The OIT president 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.

b. Appointments to the Promotion Advisory Committee 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.

c. If a member of the Promotion Advisory Committee is unable to serve for a portion of his/her term, the chair of the Promotion Advisory Committee will request that an alternate be appointed; the original appointing officer (Faculty Senate president or OIT president) will appoint the alternate.

e. Timeline and Procedure for Academic Rank Promotion for Instructional Faculty

All parties shall abide by the following timeline. However, the provost may modify the timeline if he/she determines a reasonable need to do so.

1. By the end of the first week of fall term, the provost shall inform department chairs of faculty eligible for promotion based on time in rank. By the end of the second week of fall term, each department chair shall inform faculty in writing when they have met minimum eligibility requirements for promotion. The faculty member shall apply for promotion by submitting a portfolio to the Promotion Review Committee.

2. Each applicant will submit a portfolio to the Promotion Review Committee by the end of the first week of spring term. The committee will verify eligibility as well as evaluate performance in terms of the criteria outlined above. The committee will submit a written decision to the department chair by the end of the third week of spring term, listing specific activities where the applicant has met or exceeded the promotion criteria and/or identifying specific areas where the applicant has not met the criteria. The content of the Promotion Review Committee's deliberations are confidential and shall not be divulged by its members. The committee may solicit other information to confirm documentation in the applicant's portfolio; however, no anonymous input may be solicited or accepted, nor can sources be kept confidential.

3. The department chair will attach a letter of support/non-support to the committee decision and forward both to the college dean by the end of the fourth week of spring term. The chair will notify applicants, in writing, of the committee's decision by Wednesday of the fourth week.

   a. Applicants may appeal a negative decision by the Promotion Review Committee to the College Promotion Committee only after the applicant first meets with the department chair and chair of the Promotion Review Committee. In the case of disagreement, the applicant shall initiate the appeal process by submitting a letter of rebuttal to the college dean by the end of the fourth week of spring term. Upon request, the moderator of the college committee shall provide each applicant an opportunity to address the College Promotion Committee to present a case for promotion.

b. The College Promotion Committee will consider all evidence and determine whether there is just cause to further consider the applicant's request for promotion. The College Promotion Committee's decision is final. If the College Promotion Committee decides not to review the application further or the applicant chooses not to appeal the Promotion Review Committee's negative decision, the promotion process is ended and the college dean shall place copies of the documentation forwarded by the Promotion Review Committee and department chair in the applicant's provost file.

4. Each department chair will summarize the key points of the recommendation to the College Promotion Committee for each applicant advanced by the Promotion Review Committee. The College Promotion Committee will make promotion decisions based on the criteria outlined above. No secret ballots will be allowed. The content of the College Promotion Committee's deliberations are confidential and shall not be divulged by its members.

   a. The moderator of the College Promotion Review Committee will submit a separate report to the Promotion Advisory Committee and the college dean, summarizing the College Promotion Committee's decision for each applicant, including all documentation from Promotion Review Committees and department chairs, by the end of the sixth week of spring term. The secretary for the Promotion Advisory Committee shall place a copy of these documents in the applicant's provost file and organize applications for promotion for the Promotion Advisory Committee's consideration. Applicants who receive a negative decision from the College Promotion Committee are not forwarded to the Promotion Advisory Committee, thus ending the promotion process.

   b. The college dean will notify all applicants of the College Promotion Committee's recommendation by Wednesday of the seventh week.

5. The Promotion Advisory Committee will review all applications for promotion advanced from the College Promotion Committee and submit a list of its recommendations to the provost along with all documentation and the selection criteria used by the end of the tenth week of spring term. No secret ballots will be allowed. The content of the Promotion Advisory Committee's deliberations are confidential and shall not be divulged by its members. The committee may solicit other information to confirm documentation in the applicant's portfolio; however, no anonymous input may be solicited or accepted, nor can sources be kept confidential.

   The college deans will review all applications for promotion advanced from the College Promotion Committee and submit a report of recommendations to the provost along with all documentation and the selection criteria used by the end of the tenth week of spring term. The deans' report may, at their option, be submitted jointly by both deans or individually by each dean. The deans may solicit other information to confirm documentation in the applicant's portfolio; however, no anonymous input may be solicited or accepted, nor can sources be kept confidential.

6. The provost, the college deans, and the chair of the Promotion Advisory Committee shall meet 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 Promotion Advisory Committee. A copy of the provost's decision letter, the college dean's recommendation, and the Promotion Advisory Committee's recommendation shall be placed in the applicant's provost file.

   Applicants considered for promotion will receive written notification of the provost's decision by the end of spring term. In the case of a negative decision, the provost will provide a brief letter of explanation outlining the reasons for the decision. The applicant shall have the opportunity to meet with the provost to discuss the reasons for the negative promotion decision in more detail.

f. Faculty/Applicant Rights

1. Grievance 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 OIT website.

2. Faculty may access and respond to the documentation of the promotion decision archived in their provost file as delineated by the Faculty Records Policy: OIT-22-010.

Recommended by:

   Faculty Senate – April 7, 2009; Revised April 6, 2010; Revised Dec. 7, 2010; Revised Feb. 7, 2012; Revised June 3, 2014; Revised May 5, 2015.
   President's Council – May 19, 2009; Amended April 14, 2010; Amended April 5, 2011; Amended June 10, 2014; Amended May 20, 2015; Amended June 9, 2015

Approved: _____
            --   , President

Date: _____

List of Changes to Promotion Policy (OIT-20-040)

Substantive:

- Added NTT criteria by rank:
  - Higher performance expectations at each rank
  - Less expectations in PD, service than for TT faculty, corresponding to higher instructional load
- Promotion to senior instructor 2 contains criteria and language that parallels the leadership etc language what we have now for promotion to full professor, but the expectations and examples have been scaled back and tailored more to what is reasonable for NTT.
- Removed Instructor to Assistant Professor section (superseded by promotion within the NTT instructor ranks)
- Implemented policy template with sections: Policy Statement, Reason for Policy/Purpose, Applicability/Scope, Definitions, Policy
- Added eligibility of NTT faculty (after 5 years) to participate on dept & college committees. Kept the same review process/committees for all instructional faculty (NTT and TT)

Minor:

- Removed grandfather clause for faculty hired prior to 1982
- Edited reporting to include letters from deans in candidates' permanent files
- Removed language about pay increases—those are in the CBA
- In definitions section, listed "career track" as an alternative term to NTT
- Added OER development as an example of professional development (for TT and NTT)
- Added description of workload, first paragraph of TT and NTT Promotion Criteria.
- Switched from teaching/professional development/service to instructional/non-instructional to coincide with the CBA.

Academic Standards Committee

April 2023 Faculty Senate recommendation

Charge 2:

Create a plan in the event of a campus closure during final examination week.

The committee would like to recommend the following:

In the event campus closes during final examination week, faculty have the following options:

1. Move in-person final exams to an online format

2. Enter an incomplete grade for the student. The student then has up to two weeks during the following term to take the final exam
   - The registrars office will create a letter (H) place holder in the system until the faculty member provides the final grade

3. Enter the current letter grade earned for each student. This option should only be pursued as a last resort and used if the following conditions are met:
   - The students have already completed substantial and/or significant amounts of the overall course-graded work
   - The student's final grades are based on a percentage of total points earned in the class thus far, excluding available points from the final exam

These options will be posted below the final schedule on the OT website. Each faculty member will have the freedom to select which option work BEST for their course.

FACULTY SENATE
PROVOST REPORT
April 4, 2023

I hope everyone was able to relax a little over spring break!

- This month we have several important events:
  The Board of Trustees meeting is April 12th and 13th, with the committees meeting virtually on the 12th and the full board meeting being held at Klamath Falls on the 13th.
- The oral hearing for DPT accreditation is scheduled for April 17th.
- The NWCCU site visit is April 24-26th.

Searches are continuing and I would again like to thank all the faculty who have been involved on committees, for this important work. Offers have been made and accepted for faculty in many departments. We are at offer stage for the Dean of Online Education and Global Engagement and are still working on the AVPAE search. The Dean of ETM search will be conducted using Parker search firm who have been successful finding candidates for Oregon Tech in the past. The Director for Academic Advising and Retention search is at finalist stage.

Enrollment for spring has mirrored the winter, being down around 8% (excluding dual credit) with a drop in incoming transfer students. For fall the number of applications and admits has increased but deposits are down. Admissions is using several tools to encourage deposits but at this point we are not sure why this year they are not tracking with admits.

President's Council has reviewed and recommended to Dr. Nagi five HR policies related to unclassified staff.

The PM Growth Task Force has been meeting regularly and providing reports on their progress. They will be presenting at the Board of Trustees meeting next week.

The budget template for Academic Affairs is almost complete with a re-size to meet our target. The reductions are primarily being made at the Provost and Dean levels.

Academic master plan implementation is underway with chairs identifying three initial 2022/23 goals to focus on.

Sabbaticals have been reviewed by the committee which included two faculty nominated by senate, and faculty have been notified of the outcomes.

One student faculty innovation grant has been approved, one is under discussion. We want to keep some funds for next year.

Summer creativity grant proposal requests will go out this month.

OREGON INSTITUTE OF TECHNOLOGY

Academic Rank and Promotion for Instructional Faculty
OIT-20-040

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1. Policy Statement

This policy outlines eligibility requirements, evaluation criteria and processes for promotion for all instructional faculty at the Oregon Institute of Technology. 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. 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 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 the flexibility to allow development in new areas. The availability of advancement within both tenure and non-tenure tracks classification ensures faculty can pursue successful careers while providing for institutional capacity to thrive.

3. Applicability/Scope

This policy applies to all instructional faculty with annual appointments of 0.5FTE 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) takes precedence over this policy.

Definitions

Tenure Track Faculty: 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.

Non-Tenure Track Faculty: faculty who teach half-time or more at Oregon Tech but are in fixed term appointments, non-tenure-track lines. These faculty may also be referred to as career-track faculty.

Assistant Professor, Associate Professor, Professor: ranks to which tenure track faculty may be appointed or promoted.

Instructor, Senior Instructor 1, Senior Instructor 2: ranks to which non-tenure track faculty may typically be appointed or promoted. Instructor is the normally expected entry-level rank for initial appointments of non-tenure track faculty who hold a master's degree or higher in their field.

Provisional Instructor: a provisional, entry-level rank reserved for non-tenure track faculty who hold a baccalaureate degree and other suitable qualifications in their field or a closely related field, but who lack a master's degree. As a condition of their hire, they will be expected to work on earning a master's degree or higher in their field or a closely related field within a specified number of years. The degree being pursued will be approved in writing by the department chair and dean. 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 within the specified years can result in discontinuation of employment. 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.

4. Policy

a. Eligibility, and Use of Portfolios

Following four full years in their current rank, faculty will be eligible to apply for promotion in spring of the fifth year. Promotion recognizes attainment of specific criteria and movement within the faculty member's career; under no circumstances should promotion be considered automatic after four years in current rank. At time of hire, credit granted toward time in rank may be awarded only with mutual endorsement of the provost, dean, and department chair.

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 portfolio, outlining and providing context for the achievements within the five most recent years. Candidates must satisfy all

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promotion criteria. However, an equal emphasis across criteria is not required. In preparing their portfolios, candidates shall refer to the Portfolio Guidelines for Promotion, Tenure, and Post-Tenure Review.

b.   Tenure Track 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.

Tenure Track: Assistant Professor to Associate Professor

Eligibility Requirements:

Four full years in the current rank, a Ph.D. or terminal degree in the field. In some fields a master's in the field with appropriate professional experience and/or graduate work beyond the master's as appropriate. Indefinite tenure is required for promotion to Associate Professor or Professor.

Four full years in current rank including credit awarded at the time of hire, master's degree, eight years appropriate professional experience, and/or postgraduate work beyond the master's degree. 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 a majority of the following ways:

- 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 internal and external grants, refereed publications, professional certification, consulting work, Open Educational Resource (OER) development, continuing coursework, or conference participation.

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- Demonstrate service internal to the Department, College and/or Oregon Tech; and/or external service to the profession and community. This can include but is not limited to: contributing to departmental objectives, participating in campus activities outside the department, or active committee work.

- Engage in professionally-related public service and/or mentor less experienced faculty whenever possible**.**

Tenure Track: Associate Professor to Professor

Eligibility Requirements:

Four full years in the current rank, a Ph.D. or terminal degree in the field. In some fields a master's in the field with appropriate professional experience and/or graduate work beyond the master's as appropriate. Indefinite tenure is required for promotion to Professor.

Four full years in current rank including credit awarded at the time of hire, master's degree, twelve years experience, which will include a minimum of six years full-time, college-level teaching in addition to appropriate professional experience, teaching and/or postgraduate work beyond the master's degree. Indefinite tenure is required for promotion to professor.

Criteria for Promotion:

The rank of Professor is the highest rank attainable in the academic profession. 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 Institute 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 leadership or scholarship, 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. This may occur through leadership in shared governance or other university-wide activities, through other forms of leadership, or through distinction in scholarship.

OIT 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.

Distinction in scholarship furthers the mission of OIT by bringing opportunities to our students, partnerships with external industries and agencies, and recognition of OIT 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 OIT 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. Applicants are responsible for establishing the significance and scholarly nature of all activities.

In addition, all candidates for promotion to full 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 the following ways:

- 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 internal and external 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 and participate actively in university committee activities, this can include but is not limited to: leading departmental objectives, providing leadership in campus and university activities, leadership in committee work
- Engage in professionally-related public service and/or mentor less experienced faculty whenever possible

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c. **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 members career as long as they remain consistent with the underlying classification.

Non-Tenure Track: Instructor to Senior Instructor 1

Eligibility Requirements:

Four years in current rank and master's degree or higher in field or related field.

Four full years in current rank including credit awarded at the time of hire, master's degree, eight years appropriate professional experience, and/or postgraduate work beyond the master's degree.

> **Commented [MS7]:** Previously proposed wording, and new proposed wording above.

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

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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, or assessment

- Mentor less experienced faculty whenever possible
- 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 internal and external grants, refereed publications, professional certification, consulting work, Open Educational Resource (OER) development, continuing coursework, or conference participation.

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

Eligibility Requirements:

Four years in current rank and master's degree or higher in field or related field.

Four full years in current rank including credit awarded at the time of hire, master's degree, twelve years experience, which will include a minimum of six years full-time, college-level teaching in addition to appropriate professional experience, teaching and/or postgraduate work beyond the master's degree.

> **Commented [MS8]:** Previously proposed wording, and new proposed wording above.

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 should include demonstration of exceptional distinction in instructional and pedagogical advancements (for example curricular development). Professional engagement or service may also contribute. In itself a long period of service does not justify promotion to the rank Senior Instructor 2.

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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 development 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 or assessment
- Mentor less experienced faculty whenever possible

- 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 internal and external grants, refereed publications, professional certification, consulting work, Open Educational Resource (OER) development, continuing coursework, or conference participation.

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d. Promotion Committees: Responsibilities and Membership

1. Promotion Review Committee

   Each department shall form a Promotion Review Committee to consider faculty promotions.

   a. By the end of the eighth week of winter term, the department chair shall appoint a five-member Promotion Review Committee. For the sake of consistency in tenure and promotion decisions, members of the departmental Tenure Review Committee will also serve on the Promotion Review Committee, if eligible. Faculty ineligible to serve on the Promotion Review Committee include the department chair, members of the Promotion Advisory Committee, non-tenured faculty who have been faculty for less than 5 years at Oregon Tech, and faculty being considered for promotion. However, full-time NTT faculty who have been at Oregon Tech more than five years or senior 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 Promotion Review Committee, all full-time department members, including department chair, tenured/non-tenured faculty, and candidates for tenure/promotion will elect alternate Promotion Review Committee 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 Promotion Review Committee 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 Promotion Review Committee to convene its first meeting. The Promotion Review Committee will select a chair from

within its membership. Each committee member shall sign the statement of ethics document.

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.

2. College Promotion Committee

Each college shall have a committee to recommend faculty promotions.

a. The college dean shall schedule a meeting of the College Promotion Committee by the end of the fifth week of spring term to consider departmental recommendations for promotion and all appeals. The committee will consist of a non-voting moderator, department chairs, and Promotion Review Committee 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 College Promotion Committee.

b. The moderator will convene the committee, providing all documentation on recommendations and appeals. Each committee member shall sign the statement of ethics document.

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 Promotion Review Committee.

3. Promotion Advisory Committee

The university shall have a committee to recommend faculty promotions.

a. The Promotion Advisory Committee 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 OIT president, four full professors from the instructional faculty appointed by the president of the Faculty Senate, and the affirmative action officer, ex-officio. The OIT president 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.

b. Appointments to the Promotion Advisory Committee 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.

c. If a member of the Promotion Advisory Committee is unable to serve for a portion of his/her term, the chair of the Promotion Advisory Committee will request that an alternate be appointed; the original appointing officer (Faculty Senate president or OIT president) will appoint the alternate.

e.   Timeline and Procedure for Academic Rank Promotion for Instructional Faculty

All parties shall abide by the following timeline. However, the provost may modify the timeline if he/she determines a reasonable need to do so.

1. By the end of the first week of fall term, the provost shall inform department chairs of faculty eligible for promotion based on time in rank. By the end of the second week of fall term, each department chair shall inform faculty in writing when they have met minimum eligibility requirements for promotion. The faculty member shall apply for promotion by submitting a portfolio to the Promotion Review Committee.

2. Each applicant will submit a portfolio to the Promotion Review Committee by the end of the first week of spring term. The committee will verify eligibility as well as evaluate performance in terms of the criteria outlined above. The committee will submit a written decision to the department chair by the end of the third week of spring term, listing specific activities where the applicant has met or exceeded the promotion criteria and/or identifying specific areas where the applicant has not met the criteria. The content of the Promotion Review Committee's deliberations are confidential and shall not be divulged by its members. The committee may solicit other information to confirm documentation in the applicant's portfolio; however, no anonymous input may be solicited or accepted, nor can sources be kept confidential.

3. The department chair will attach a letter of support/non-support to the committee decision and forward both to the college dean by the end of the fourth week of spring term. The chair will notify applicants, in writing, of the committee's decision by Wednesday of the fourth week.

    a. Applicants may appeal a negative decision by the Promotion Review Committee to the College Promotion Committee only after the applicant first meets with the department chair and chair of the Promotion Review Committee. In the case of disagreement, the applicant shall initiate the appeal process by submitting a letter of rebuttal to the college dean by the end of the fourth week of spring term. Upon request, the moderator of the college committee shall provide each applicant an opportunity to address the College Promotion Committee to present a case for promotion.

b. The College Promotion Committee will consider all evidence and determine whether there is just cause to further consider the applicant's request for promotion. The College Promotion Committee's decision is final. If the College Promotion Committee decides not to review the application further or the applicant chooses not to appeal the Promotion Review Committee's negative decision, the promotion process is ended and the college dean shall place copies of the documentation forwarded by the Promotion Review Committee and department chair in the applicant's provost file.

4. Each department chair will summarize the key points of the recommendation to the College Promotion Committee for each applicant advanced by the Promotion Review Committee. The College Promotion Committee will make promotion decisions based on the criteria outlined above. No secret ballots will be allowed. The content of the College Promotion Committee's deliberations are confidential and shall not be divulged by its members.

a. The moderator of the College Promotion Review Committee will submit a separate report to the Promotion Advisory Committee and the college dean, summarizing the College Promotion Committee's decision for each applicant, including all documentation from Promotion Review Committees and department chairs, by the end of the sixth week of spring term. The secretary for the Promotion Advisory Committee shall place a copy of these documents in the applicant's provost file and organize applications for promotion for the Promotion Advisory Committee's consideration. Applicants who receive a negative decision from the College Promotion Committee are not forwarded to the Promotion Advisory Committee, thus ending the promotion process.

b. The college dean will notify all applicants of the College Promotion Committee's recommendation by Wednesday of the seventh week.

5. The Promotion Advisory Committee will review all applications for promotion advanced from the College Promotion Committee and submit a list of its recommendations to the provost along with all documentation and the selection criteria used by the end of the tenth week of spring term. No secret ballots will be allowed. The content of the Promotion Advisory Committee's deliberations are confidential and shall not be divulged by its members. The committee may solicit other information to confirm documentation in the applicant's portfolio; however, no anonymous input may be solicited or accepted, nor can sources be kept confidential.

The college deans will review all applications for promotion advanced from the College Promotion Committee and submit a report of recommendations to the provost along with all documentation and the selection criteria used by the end of the tenth week of spring term. The deans' report may, at their option, be submitted jointly by both deans or individually by each dean. The deans may solicit other information to confirm documentation in the applicant's portfolio; however, no anonymous input may be solicited or accepted, nor can sources be kept confidential.

6. The provost, the college deans, and the chair of the Promotion Advisory Committee shall meet 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 Promotion Advisory Committee. A copy of the provost's decision letter, the college dean's recommendation, and the Promotion Advisory Committee's recommendation shall be placed in the applicant's provost file.

   Applicants considered for promotion will receive written notification of the provost's decision by the end of spring term. In the case of a negative decision, the provost will provide a brief letter of explanation outlining the reasons for the decision. The applicant shall have the opportunity to meet with the provost to discuss the reasons for the negative promotion decision in more detail.

f.   Faculty/Applicant Rights

1. Grievance 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 OIT website.

2. Faculty may access and respond to the documentation of the promotion decision archived in their provost file as delineated by the Faculty Records Policy: OIT-22-010.

Recommended by:

   Faculty Senate – April 7, 2009; Revised April 6, 2010; Revised Dec. 7, 2010; Revised Feb. 7, 2012; Revised June 3, 2014; Revised May 5, 2015.
   President's Council – May 19, 2009; Amended April 14, 2010; Amended April 5, 2011;
   Amended June 10, 2014; Amended May 20, 2015; Amended June 9, 2015

Approved: _____
                 --   , President

Date: _____

List of Changes to Promotion Policy (OIT-20-040)

Substantive:
- Added NTT criteria by rank:
  - Higher performance expectations at each rank
  - Less expectations in PD, service than for TT faculty, corresponding to higher instructional load
- Promotion to senior instructor 2 contains criteria and language that parallels the leadership etc language what we have now for promotion to full professor, but the expectations and examples have been scaled back and tailored more to what is reasonable for NTT.
- Removed Instructor to Assistant Professor section (superseded by promotion within the NTT instructor ranks)
- Implemented policy template with sections: Policy Statement, Reason for Policy/Purpose, Applicability/Scope, Definitions, Policy
- Added eligibility of NTT faculty (after 5 years) to participate on dept & college committees. Kept the same review process/committees for all instructional faculty (NTT and TT)
- Further clarified "Provisional Instructor" (p. 2)
- Reworded eligibility requirements for Tenure Track: Assistant to Associate (p. 3) and Associate to Full (p. 4)
- Reworded (from previous draft) eligibility requirements for Non-Tenure Track: Instructor to Senior Instructor 1 (p. 6) and Senior 1 to Senior 2 (p. 7)

Minor:
- Removed grandfather clause for faculty hired prior to 1982
- Edited reporting to include letters from deans in candidates' permanent files
- Removed language about pay increases—those are in the CBA
- In definitions section, listed "career track" as an alternative term to NTT
- Added OER development as an example of professional development (for TT and NTT)
- Added description of workload, first paragraph of TT and NTT Promotion Criteria.
- Switched from teaching/professional development/service to instructional/non-instructional to coincide with the CBA.
- Switch from "professional development" to "professional engagement" (throughout) to avoid confusion with language used differently in the CBA
- Moved "professional engagement, scholarship, and creativity" bullet from bottom of Non-Instructional activities to the top of that same list (throughout)
  - Re-ordered example items within the "professional engagement…" bullet points

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CHARTER OF THE FACULTY SENATE
OF OREGON INSTITUTE OF TECHNOLOGY

PREAMBLE

The Faculty exercises its power to initiate action to promote faculty welfare, including but not limited to recommending policy and providing advice, through its representative body, the Faculty Senate in cooperation with the Faculty Bargaining Unit, Oregon Tech AAUP. It has the responsibility, on behalf of the Faculty, of considering proposed changes in the policies of the institute and may suggest such changes on its own initiative. It has the sole responsibility, on behalf of the Faculty, of recommending policy changes to the president of the institute for consideration. "Policy," under this Charter, means a general rule for the conduct of the institute that affects:

      (a)   The purposes or goals of the institute;
      (b)   The nature and scope of its program; or
      (c)   Its standards of teaching, research, and scholarship.

It has the responsibility of considering all proposed policy changes which affect the general welfare of the Faculty. The Senate, furthermore, may consider and recommend specific means of insuring the continuance of academic freedom at this institute.

Article I: COMPOSITION OF THE SENATE

Section 1 :   Qualifications and Eligibility:

      A.   The electorate will be those full-time faculty members of Oregon Institute of Technology as defined in Article III of The Constitution of the Oregon Institute of Technology Faculty.

      B.

      Only those full-time faculty members who are not members of the Academic Council are eligible for election to the Senate except that the Academic Council may elect one of its members to the Senate. This senator will have full voting rights but will not hold any office. The admission to the Senate of this one senators is contingent upon the reciprocal admission of the Senate president to the President's Council and the Senate vice-president to the Academic Council.

Section 2:   Membership:

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A. The Senate shall be composed of the senate president elected at large, five senators elected at large and senators elected from each of the faculty groups listed in the Senate Bylaws, Article I, Section 2; each faculty group listed in that section is authorized to elect one senator for every fifteen fulltime faculty members or major fraction thereof.

B. The term of office of the senate president shall be two years; the terms of office of the five senators elected at large shall be three years; the terms of office of senators elected by faculty groups shall be for two years.

Section 3: Election Procedure: Election of the senate president shall be conducted by the Elections Committee not later than the first two weeks of February. Other senate elections shall be conducted by the Elections Committee not later than the first two weeks of May. Elections for all senators shall be by secret ballot. Elections shall be conducted in two stages: a nomination and an election, in accordance with the procedures set forth in the Senate Bylaws, Article Il, Section 1.

Section 4: Alternates: Each senator other than the senate president will designate an alternate from his or her elective group who will be expected to attend those meetings which the elected senator is unable to attend. If a senator is unable to complete the term of office, the alternate will automatically be designated as senator and will serve until the next regular election. If the senate president is unable to complete the term of office, a special election shall be held in a timely fashion in accordance with the procedures set forth in the Senate Bylaws.

Section 5: Responsibilities: Members of the Faculty Senate are the uninstructed representatives of their constituents. It shall be the responsibility of the members to seek the opinions of their constituents, but having done so, the members of the Faculty Senate shall feel free to make decisions and vote on matters according to their own reasoned judgment.

ORGANIZATION OF THE SENATE

Article II:

Section 1: Officers: The officers of the Senate other than the president shall be elected by the Senate membership at a special meeting at the end of the academic year and shall include, but not be restricted to: a vice-president and a secretary. The officers shall perform those duties set forth in the Bylaws.

Section 2: Term of Office: The terms of office of Senate officers other than the president shall be for one year. In the event of a vacancy in the office of the president of the Senate, the vice-president shall assume that office until a special election is held. In the event of a vacancy in any other office, a replacement will be elected at the next Senate meeting.

Section 3 Recall: A senator may be recalled at any time. To initiate the recall of a senator, a petition signed by twenty-five percent of the Faculty that they represent must be delivered to the chair of the Senate Elections Committee.

Upon validation of said petition, the chair of the Elections Committee will immediately conduct a recall vote among the petitioning faculty group. A simple majority is required for recall.

Section 4: Standing Committees: The Senate shall have, but not be limited to, the following committees:

A. Executive Committee: The Executive Committee shall consist of the officers of the Senate and two members elected from the Senate. The term of office shall be for one year.

B. Elections Committee: The role of the Elections Committee will be fulfilled by the Executive Committee. The committee will call all elections required under the Charter, notify the individuals elected as senators, notify the president of the Senate of election results and inform the Faculty of election results.

C. Faculty Appeals Committee: The Faculty Appeals Committee shall be composed of three tenured faculty members who shall designate an alternate. The term of office shall be for two years. No officers of the Senate shall be eligible. When the committee considers a case, any member of the committee involved in any way in the case shall disqualify himself and shall be replaced by an alternate who has had no previous connection with the matter to be considered. The committee shall elect its own chair. The committee shall conduct all hearings on matters of conflict between members of the Faculty. It shall also be the responsibility of the committee to reduce friction and forestall conflict among faculty members by investigating sources or potential sources of such friction and conflict which are referred to the attention of the committee and by recommending appropriate action to concerned individuals or groups. Voting members shall include faculty from at least two OIT program locations.

D. Faculty Policy Committee:

    This committee shall have at least five tenured faculty members and three non-tenured faculty members appointed by the Senate president. One of the committee members shall be selected from the Promotion Advisory Committee (PAC). The term of office shall be for two years. This committee shall formulate policy on matters of concern to the Faculty, for approval by the Faculty. The duties of the committee include, but are not limited to: considering those matters which affect the welfare of the Faculty; considering issues involving relationships between administration and faculty; developing policies related to rank, promotion and tenure; and monitoring and providing resources to the various tenure and promotion committees. Voting members shall include faculty from at least two OIT program locations.

E. Academic Standards Committee: This committee shall have at least five faculty members: three tenured, two non-tenured or non-tenure track members who have been at Oregon Tech for at least five years,

Charter, Page 4
Revised 10/05/15

Deleted: The Elections Committee shall have at least five members of the Faculty appointed annually by the president of the senate.

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Deleted: Faculty Welfare Committee: The Senate president shall annually appoint members of the Faculty, and designate one senator as chair, to consider those matters which affect the welfare of the Faculty. Voting members shall include faculty from at least two OIT program locations.

Deleted: <#>Faculty Rank Promotion and Tenure Committee: This committee shall have at least five tenured faculty members: three tenured, two non-tenured or non-tenure track and three non-tenured faculty members who have been at Oregon Tech for at least five years, appointed by the Senate president. One of the committee members shall be selected from the Promotion Advisory Committee (PAC). This committee will serve as a monitor of and resource to the various tenure and promotion committees. The Faculty Rank Promotion and Tenure Committee will also propose and review policies and policy revisions related to faculty promotion and tenure. Voting members shall include faculty from at least two OIT program locations.¶

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appointed by the Senate president. One committee member shall be a member of the Curriculum Planning Commission (CPC). One committee member shall be a member of Graduate Council. Any department may have no more than one member on the committee. The term of office shall be for two years. The committee shall initiate discussion, disseminate information, and review and recommend policies relating to academic quality and standards. The committee shall regularly communicate with the General Education Advisory Council (GEAC) and Assessment Committee to ensure coordination of effort. Voting members shall include faculty from at least two OIT program locations.

F. Diversity, Equity, and Inclusion (DEI): This committee shall be comprised of three members of the Faculty. The term of office shall be for two years. One of the committee members shall serve as representative in the DICE Steering Committee. The committee shall initiate discussion, disseminate information, and review and recommend policies relating to diversity, equity, and inclusion. Voting members shall include faculty from at least two OIT program locations.

G. Committees, ad hoc: The Senate president, with the approval of the Senate shall appoint members of ad hoc committees. Such committees, which may include faculty members which are not senators, shall report in the same manner as the standing committees.

1. Subcommittees: Standing and ad hoc committees may designate necessary subcommittees, subject to Senate approval.

Section 5:   Meetings: During the academic year, the Senate shall meet on the first Tuesday of each month. The secretary of the Senate shall make such provisions as are necessary to ensure that voting shall be by members of the Senate only. At the discretion of the president of the Senate, a special meeting may be called. A meeting may be canceled by the president when it is determined by the Executive Committee that there is not sufficient business to warrant holding a meeting.

Deleted: <#>This committee shall consist of at least five tenured faculty members who represent a cross section of the faculty

Deleted: <#>Faculty Compensation Committee (FCC): The membership is Appointed by the faculty senate president and is comprised of three faculty members of the college of Health Arts and Science (HAS), three faculty members from the college of Engineering Technology and Management (ETM) and the Provost as ex-officio. Voting members shall include faculty from at least two OIT program locations. The committee will meet to review and address faculty compensation issues. In the second year of each biennium (non-legislative year) the committee will review and make recommendations regarding institutional floors and market equity adjustments. The committee will also assist the President and Provost in determining the allocation of available compensation funds.¶
The Faculty Compensation Committee shall:¶
Analyze CUPA and CPI data to recommend changes to institutional floors, comparator average salaries, and comparator floors. ● Recommend the distribution of available funds to COLA, market, and merit.¶
Recommend the minimum balance required in the merit fund to trigger a release.¶
Assist disciplines in obtaining comparator data if none is available from the OUS peer group.¶

Deleted: , except that the last meeting of the academic year shall be held on the Tuesday of the week preceding spring term final examinations

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Section 6:   Campus Facilities: In carrying out its function as a recognized institute organization, the Senate will have the use of the campus facilities for its meetings, and such secretarial help and supplies as are necessary for proper and efficient dispatch of its duties.

Section 7:   Quorum: Two-thirds of the Senate membership shall constitute a quorum for the transaction of business. All policy recommendations of the Senate shall be by a two-thirds majority of members present and voting.

Section 8:   Authority and Responsibility: The Senate recognizes that it is subject to the limitations and restrictions stated in the Oregon Institute of Technology Board of Trustee Policy.

Section 9:   Bylaws and Rules: The Senate may adopt such bylaws and rules as it deems necessary for its actions.

Article 111:   COMMUNICATIONS

Section 1:   Agenda:

A.   The president of the Faculty Senate shall be responsible for publishing the agenda for each Faculty Senate meeting at least one week prior to the regular meeting. Deviations from the published agenda will be permitted only by a majority vote of the senators present.

B.   Any member of the Faculty may petition and secure consideration by the Faculty Senate of any appropriate matter by submitting a written request to the Senate president before the publication of the agenda.

C.   Another method of obtaining a hearing is the submission of an initiative petition, signed by at least ten percent of the Faculty, to the president of the Senate. This petition will insure that the item submitted will be placed on the agenda of the next regular Faculty Senate meeting.

Section 2:   Minutes: Minutes of meetings shall be taken in sufficient detail to permit adequate understanding of Faculty Senate actions by interested faculty members who are not present. The minutes shall be published as soon as practicable following each meeting and be made available to all faculty members.

Section 3:   Recommendations to the President: A recommendation or other formal communication of the Faculty Senate shall, upon its adoption by the Senate, forthwith be put into writing with a record of the vote, signed by the president or vice-president of the Senate, and transmitted to the president of Oregon Institute of Technology.

Article IV: REVIEW OF SENATE ACTION BY THE FACULTY

Section 1:   Procedures for Petition: To rescind any action of the Faculty Senate, a petition signed by 25 percent of full-time faculty members must be presented to the Senate president.

Section 2:   Procedure for Referendum: Upon validation of said petition by the Executive Committee, the Senate president shall conduct a referendum vote of eligible faculty. A two thirds majority is required to rescind.

Article V: REFERRAL OF ISSUES TO THE FACULTY

Those issues which the Senate decides are of special concern to the Faculty shall be referred to the Faculty for referendum vote. A simple majority of eligible faculty members responding is required for approval.

Article VI: AMENDMENTS

Section 1:   Proposal: An amendment to this Charter may be proposed by either (a) two thirds of the members of the Faculty Senate; or (b) an initiative petition signed by 20 percent of the entire Faculty and presented to the president of the Faculty Senate.

Section 2:   Appraisal of Amendments: Consideration of the proposed amendment shall be given at the next regular meeting of the Senate which follows the first reading of that proposal. Approval by two-thirds of the senators voting on the issue is necessary before the amendment is sent to the Faculty for vote by mail ballots. The proposed amendment may, on second reading, be amended on the floor of the Senate, but the proposal, as amended, must be referred to a committee for clearance on clarity of language or possible conflict with other sections of the Charter. A majority of valid votes cast on the mail ballot shall constitute an effective vote.

Section 3:   Approval: All amendments so approved shall become part of this Charter when approved by the president of Oregon Institute of Technology.

This is to certify my concurrence with the Charter of the Faculty Senate of Oregon Institute of Technology as amended.

Oregon Institute of Technology

Faculty Senate President
Oregon Institute of Technology

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Date:____/0- 1 1 -14

BYLAWS OF THE FACULTY SEN ATE
OF OREGON INSTITUTE OF TECHNOLOGY

Article I: **MEMBERSHIP OF THE FACULTY SENATE**

Section I: **Membership** — The membership shall be as follows:

A.   **Six senators at large.** One At-Large Position is designated as senate president. The senate president must be tenured at the time of election, and must have served for at least two years on faculty senate at the time of election. One At Large Position will be designated as the senate representative to the Interinstitutional Faculty Senate and will be elected to a three-year term to run concurrently with the IFS term of office. Election of this At-Large Position will be held one month before the beginning of the next IFS term of service and will otherwise be conducted following normal election procedures.

B.   **Senators elected by the faculty groups.** Each faculty group as listed in Article I, Section 2 of the Bylaws, is entitled to elect one senator for every fifteen full-time faculty members (or major fraction thereof) within that faculty group. Any faculty group with less than fifteen full-time faculty members is entitled to elect one senator. If the teaching assignment of a full-time faculty member requires that they be a part of more than one faculty group, then they will be considered a member of that faculty group in which they devote the majority of their teaching time.

C.   **One senator from the Academic Council.** One senator will be elected from and by the Academic Council under the provisions stated in the Charter of the Faculty Senate, Article I, Section 1 B.

D.   **One senator, *ex officio* from the Administrative Council.** The representative from the Administrative Council will be designated by members of that group. Any member of the Administrative Council may fill this position at a given meeting. Because of the *ex officio* nature of this position, the Administrative Council representative will not be counted for quorum call and will not vote.

E.   **One senator *ex officio* from the President's Council.** Any member of the President's Council may fill this position at a given meeting. Because of the *ex officio* nature of this position, the President's Council representative will not be counted for quorum call and will not vote.

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Deleted: The president of ASOIT or a representative from the ASOIT Senate shall be an *ex officio* member of the OIT Faculty Senate. Because of the *ex officio* nature of this position, the representative will not be counted for quorum call and will not vote.

F.   **Two senators *ex officio* from ASOIT:** The presidents of Klamath Falls ASOIT and Portland-Metro ASOIT or other representatives shall be *ex officio* members of the OIT Faculty Senate. Because of the *ex officio* nature of these positions, the representatives will not be counted for quorum call and will not vote.

Section 2:   **Faculty Groups Authorized to Elect Senators:**
- College of Engineering, Technology and Management
- College of Health, Arts and Sciences
- Library Faculty

Any OIT program location with six or more faculty in one of the above groups shall be entitled to at least one senator from that group for each ten faculty or major fraction thereof selected from that location. In the event there are no faculty willing or able to fill positions from a particular location, those positions will be filled by faculty elected from another location. All senators, although elected under a specific faculty group, are chosen to afford a special means of communication of ideas throughout the OIT community. All senators will act as prescribed in the Charter of the Faculty Senate, Article I, Section 5.

Commented [AG1]: We are keeping this at 6/10 in order to maintain representation from these smaller groups.

Article II: **NOMINATION AND ELECTION PROCEDURES**

Section 1:   **Selection and Election of Senators:**

A.   During the week of the first Monday in February, the Elections Committee shall conduct an election for senate president, by secret ballot. Two weeks or more prior to the first Monday in May, the Elections Committee shall conduct an election of senators, by secret ballot, for those positions for which there is a pending vacancy. Prior to calling for elections, the chair of the Elections Committee shall secure a certified list of faculty who, as of February 1 for the presidential election or April 1 for election of senators, are qualified voters according to Article I, Section 1, of the Charter.

B.   Prior to the first Monday in February, the Elections Committee will notify faculty if there is a pending vacancy in the Faculty Senate President position, and shall call for nominations. Prior to the Monday of the week prior to the first Monday in May, the Elections Committee will notify faculty of any pending vacancies in other Senate positions, and shall call for nominations.

C.   Any qualified voter may file a nomination with the Elections Committee, which shall then determine the eligibility of the nominees as defined by the Charter and the Bylaws. Nominees are candidates for all of those positions for which there is a pending vacancy in their own group or, if nominated for senator at large, are candidates for all open senator at large positions. Persons who are nominated for both faculty group positions and senator at-large positions shall choose which position to stand for. Such nominees must notify the Elections Committee of their choice by noon on Friday prior to elections week. Otherwise the determination of positions shall be made by

the Elections Committee. Nominees will provide a statement of 200-500 words describing their qualifications for office and their policy goals by noon on Friday prior to elections week.

D.   Elections shall be by secure electronic ballot. Nominee statements by each candidate will be distributed with the ballot. The position of the names of nominees on the ballots shall be determined by lot. Each voter may vote for as many nominees as there are pending open positions.

E.   At least three members of the Election Committee shall validate the election results and deliver them to the president of the Senate. Members of the Elections Committee who are candidates for election are not eligible to participate in election validation. Ballots with more names chosen than there are open positions shall be declared void.

F.   The nominee(s) receiving the most votes by group and location, as noted above, are elected. In case of a tie vote for the last available position(s), the winner(s) shall be determined by a runoff election between the tied candidates. In the case of a senate president election, if no candidate receives

a majority, the winner shall be determined by a runoff election between the two candidates who received the most votes. Any runoff shall be conducted during the week following the general election and shall be conducted in accordance with the procedures outlined for the general election.

G.   The president of the Faculty Senate shall notify the faculty of the results of all elections.

H.   The president of the Faculty Senate shall call for an organizational meeting of the new Senate immediately following the last scheduled meeting of spring term. The first order of business after the call to order shall be the seating of the newly elected senators.

Section 2:   **Attendance and Participation:**

A.   All meetings of the Senate shall be open to all members of the electorate. Visitors shall participate in discussion only upon invitation by the president of the Senate.

B.   The Senate may resolve itself into executive session (senators or their alternates only) upon a two-thirds vote. All votes on such matters as discussed in executive session shall be taken in open meetings.

C.   Regular attendance at meetings of the Senate is expected of all members or their alternates. If a Senate position is unattended at three regular Senate meetings during the academic year, that position shall be declared vacant and open.

D.   Alternates will be selected and will attend senate meetings according to the following procedure:

1.   Each senator other than the senate president will designate an alternate from his or her elective group, subject to confirmation by the senate president. If a senator is unable to complete the term of office, then the alternate will automatically be designated as senator, who will in turn appoint an alternate, subject to confirmation by the senate president. Alternates will serve as senators until the next regular election. If the senate president is unable to complete their term of office, the vice-president will serve until a special election is held to elect a replacement. A special election must be held within one month of the vice-president assuming the duties of president.

2.   The alternate shall have full voting privileges in the absence of the duly elected senator.

3.   At no time shall an alternate serve as an alternate for more than one senator.

Section 3:   **Selection and Election of Senate Officers:**

A.   The election of Senate Officers other than senate president will be held at the organizational meeting of the new Senate immediately after the seating of the newly elected senators.

B.   The Executive Committee shall serve in the capacity of a nominating committee for offices of the Senate. In selecting candidates for office, the Executive Committee will consider the diverse interests of faculty, including geographical location, and strive to reflect that diversity in their nominations. Opportunity shall be given for nominations from the floor during the last two meetings of the year.

C.   Voting shall be by secret ballot by all members of the Senate. In selecting candidates for office, Senators will consider the diverse interests of faculty, including geographical location, and strive to reflect that diversity in their voting. The vice president shall prepare the ballots and shall count and tally all the ballots. Election shall be by majority vote.

D.   The elected officers shall begin their terms immediately upon being apprised of the results of the elections.

E.   Senators may not be officers unless they have served one academic year on the Senate. Service as an alternate senator is not included.

Section 4:   **Terms of Office:**

A.   The terms of officers and all senators shall begin at the organizational meeting.

B.   Senate officers may serve any number of consecutive terms provided they are nominated annually and are elected to that office by the senate.

Article III: **OFFICERS AND THEIR DUTIES**

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Section 1:   **Duties of the President of the Senate** — The president of the Senate shall:

    A.   Preside at all meetings of the Faculty Senate.

    B.   Be responsible for publishing the agenda of the meetings of the Senate.

    C.   Call regular or special meetings of the Senate.

    D.   Appoint, with the approval of the Senate, all standing committees of the Senate.

    E.   Perform such other duties as are specified in the Charter and Bylaws, or as may evolve through actions of the Senate.

Section 2:   **Duties of the Vice President** — The vice president shall:

    A.   Serve as assistant to the president in all duties of the president; in the absence of the president, preside at the meetings and at that time assume all responsibilities of the office.

    B.   Serve as chairman of the elections Committee.

Section 3:   **Duties of the Secretary** — The secretary shall:

    A.   Cause to be recorded, collected, preserved, and duplicated the minutes of all meetings of the Faculty, the Faculty Senate and the Executive Committee.

    B.   Cause distribution of the minutes of Faculty and Faculty Senate meetings to the electorate.

    C.   Maintain the valid list of membership of the Faculty Senate, and duly authorized alternates, at each meeting.

    D.   Maintain an accurate listing of the electorate.

    E.   Perform such other duties as may be assigned by the president.

Article IV: **EXECUTIVE COMMITTEE**

Section 1:   **Membership:**

    A.   The membership of the Executive Committee of the Faculty Senate shall consist of the officers of the Senate and two members elected from the Senate.

    B.   Election shall be in the same manner and at the same time as the election of officers of the Senate. In selecting candidates for office, Senators will consider the diverse interests of faculty, including geographical location, and strive to reflect that diversity in their voting.

    C.   The terms of office will be one year, other than senate president, which will be two years.

    D.   A simple majority shall constitute a quorum.

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Section 2: **Duties** — The duties of the Executive Committee shall consist of:

    A.   Supervising the affairs of the Faculty Senate between regular meeting dates.

    B.   Serving as an advisory body to the president at such times as the president requests, when the nature of a situation calls for urgent consideration of faculty viewpoint, and during the absence of the Faculty at vacation periods.

    C.   Determining the agenda of regular meetings of the Faculty Senate by meeting with the president, or in some manner acceptable to the majority of the group, at least one week in advance of a Senate meeting.

    D.   Reviewing a petition in accordance with Article IV, Section 1, of the Charter, advising the Senate of its actions by report, and placing it on the agenda.

    E.   Performing such other duties as are specified in these Bylaws, or as may be assigned to it by the Senate.

    F.   The Faculty Senate shall have the right to review and approve or rescind any action of the Faculty Senate Executive Committee.

Article V: **MEETINGS OF THE FACULTY SENATE**

Section 1: **Regular meetings, as authorized in the Senate Charter, shall be:**

    A.   Held on the first Tuesday of each month during the academic year subject to the provisions in Article II, Section 5, of the Charter.

    B.   Supplemented by special meetings, as hereinafter provided.

    C.   Conducted in accordance with the published agenda. Deviations from the published agenda shall be made according to the Charter, Article III, Section 1.

Section 2: **Special meetings of the Faculty Senate shall be:**

    A.   Additional meetings and called special meetings.

    B.   Additional meetings as may be agreed upon and the date, time, and purpose established by assent of a regular constituted quorum of the Faculty Senate.

    C.   Called meetings which shall be convened by the president of the Senate when:

        1.   A request stating the purpose of the meeting is submitted in writing signed by one-third of the Senate members or 20 percent of the entire faculty.

        2.   Deemed necessary by the president.

    D.   Conducted with respect to the business for which the meeting was called. New or additional business not germane to the stated purpose of the meeting may not be introduced.

Article VI: **ORDER OF BUSINESS AND RULES OF PROCEDURE**

Section 1: **At regular meetings of the Senate, business shall be conducted as follows:**

    1.   Call to order.
    2.   Call of the roll.

3.   Determination of a quorum

4.   Approval of the minutes.

5.   Reports of officers.

6.   Report of the ASOIT Delegate

7.   Report of the Administrative Council Delegates

8.   Reports of academic committees (quarterly)

9.   Reports of standing committees

10.   Reports of special or ad hoc committees

11.   Unfinished business

12.   New business

13.   Report of the Provost

14.   Report of the President's Council Delegate

15.   Report of the IFS representative

16.   Report of the Fiscal Operations Advisory Council

17.   Open Floor

18.   Adjournment

Section 2:   **At any special meeting of the Senate, business shall be conducted as follows:**

A.   Call to order

B.   Call of the roll

C.   Consideration of the stated business for which the meeting was called

D.   Adjournment

Section 3:   The rules contained in Robert's Rules of Order, Revised, shall govern the Senate in all cases for which they may be invoked by the president.

Section 4:   Participation in discussion at Senate meetings shall be of an informal forum nature except at those times when a specific motion is presented for action by the Senate, wherein rules of procedure as herein described relative to motions and voting shall prevail.

Section 5:   The president shall determine the method of vote in accordance with the Charter, Article II, Section 7, and the results will be recorded in the minutes in accordance with the Charter, Article III, Section 2. However, a roll call vote must be taken at the request of any senator.

Section 6:   **Committee Charges and/or Actions:**

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A. To charge a standing committee of the Faculty Senate (Charter of Faculty Senate, Article II, Section 4) requires a majority vote of either the:

1. Faculty Senate, or the

2. Faculty Senate Executive Committee.

B. In addition to the above (Article VI, Section 6A), matters may be brought to the standing committee's attention, but not necessarily for action, by:

1. The president of the Faculty Senate.

2. Any two (2) members of the standing committee.

C. Standing committee meetings are called by:

1. The chair of the committee. If the chair is absent, declines, or neglects to call a meeting, the committee can meet at the call of:

a. Any two (2) members of the committee providing notification is sent to all members of the committee.

b. Action in committee meetings can occur only when a quorum (majority) is present.

Article VII: **INTERINSTITUTIONAL FACULTY SENATE REPRESENTATION**

Section 1: **Representatives** — Two full-time faculty will be elected to represent the Oregon Institute of Technology at the Interinstitutional Faculty Senate. One representative will be an Oregon Institute of Technology senator-at-large. The second representative is not required to be a member of the Oregon Institute of Technology Faculty Senate.

Section 2: **Election**

A. The two IFS representatives are to serve staggered terms of three years.

B. The OIT senator-at-large will be elected as outlined in Article 1, Section 1, of these Bylaws. The Faculty Senate will conduct the election for the second representative. The election is to be held at least one month prior to the expiration of the current IFS term.

C. Eligible faculty shall be tenured and otherwise as defined in Article 1, Section 1B, of the Charter of the Faculty Senate of Oregon Institute of Technology.

D. Selection of alternates for the IFS senator or representative shall be in accordance with the eligibility noted above.

Article VIII: **REVIEW OF SENATE ACTION BY THE FACULTY**

Section 1: **Procedure for Petition** — To rescind any action of the Faculty Senate, a petition signed by 25 percent of full time faculty members must be presented to the Senate president.

Section 2: **Procedure for Referendum** — Upon validation of said petition by the Executive Committee, the Senate president shall conduct a referendum vote of eligible faculty. A two-thirds majority is required to rescind.

Article IX: **AMENDMENT**

Section 1:   These Bylaws may be amended by the Senate at any regular meeting. Passage of the amendment shall require a two-thirds vote of the total Senate membership.

Section 2:   A proposed amendment may be presented to the Senate by any one of its members. It shall be presented in written form.

Article X: **REGULAR REVIEW OF FACULTY CONSTITUTION, AND FACULTY SENATE CHARTER AND BYLAWS**

Section 1:   Faculty Senate will conduct regular reviews of the Faculty Constitution, Faculty Senate Charter, and Faculty Senate Bylaws. The senate president will appoint an ad hoc committee, which will review the documents and recommend if changes are needed.

Section 2:   A review of the Faculty Constitution, Faculty Senate Charter, and Faculty Senate Bylaws will take place no later than the 2025-26 academic year.

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_4 April 2017_____

Faculty Senate President   Date

Previous revisions: 11/06/2007; 02/05/2013; 05/05/2015; 04/04/2017

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