

**Memorandum of Agreement (MOA) between
Portland State University (University)
and the Portland State University Chapter
of the American Association of University Professors (Association)
March 21, 2018**

Subject: Supplemental Letters issued to newly hired Tenure Track Faculty members with reference to incorrect P&T Guidelines

Recitals

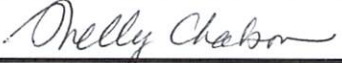
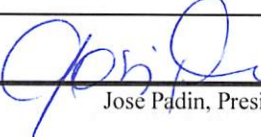
The parties have a well-established past practice that provides for Tenure Track faculty to choose to be evaluated under the University P&T Guidelines and Department P&T guidelines in place on their hiring date, or under the new guidelines at the time of any review in the tenure process. That process is correctly described on the Office of Academic Affairs (OAA) website. A recent revision to the “Tenure Supplemental Offer Letter Template,” hosted on HR’s website, incorrectly stated that their “eventual application for tenure will be based upon the requirements established by the University P&T guidelines in place at the time of hire, and as those requirements have been interpreted by the department at the time of hire.” The parties wish to correct the error in all Supplemental Offer Letters executed with the inconsistent language contained in the recent revision hosted on HR’s website.

Agreement

1. This agreement applies to the Supplemental Offer Letters issued to Tenure Track faculty members with the above inconsistent language.
2. All Tenure Track faculty members issued Supplemental Offer Letters with the inconsistent language will receive this MOA, and this MOA shall become an addendum to their Supplemental Offer Letter.
3. The inconsistent language above in any Supplemental Offer Letter issued to a Tenure Track Faculty member is void.
4. All Promotion and Tenure guidelines approved by the Office of Academic Affairs (OAA) will show the date of OAA approval.
5. Starting in Fall 2018 and applicable to those Tenure Track faculty members that have an upcoming 3rd year review, at the time a Tenure Track faculty member submits their materials for their 3rd year review, the member shall indicate at the beginning of their narrative that they choose to be evaluated under the University P&T Guidelines and Department P&T guidelines in place on their hiring date, or under the University P&T guidelines and Department P&T Guidelines that are in place at the time of the review. That choice will carry forward to the member’s subsequent reviews through to the tenure decision. The member shall indicate the approval date of the Promotion and Tenure Guidelines chosen in their narrative.
6. For Tenure Track faculty who have passed their 3rd year milestone as of September 2018, at the time a Tenure Track faculty member submits their materials for their 5th year

review, the member shall indicate at the beginning of their narrative that they choose to be evaluated under the University P&T Guidelines and Department P&T guidelines in place on their hiring date, or under the University P&T guidelines and Department P&T Guidelines that are in place at the time of the review. That choice will carry forward to the member's subsequent reviews through to the tenure decision. The member shall indicate the approval date of the Promotion and Tenure Guidelines chosen in their narrative.

7. The Promotion and Tenure "Appraisal Signature Sheet and Recommendation Form" shall have a fill-in item added to the top of the form that indicates the Approval date of the Promotion and Tenure Guidelines indicated in paragraph 4.
8. The Portland State University Faculty Senate will be notified of this MOA and will be asked to incorporate this procedure in the University P&T Guidelines.
9. This MOU shall be an addendum to the parties CBA.
10. The parties will determine how to capture relevant elements of this MOA in the successor agreement to the 2015-19 CBA at the time of its negotiation.

<u>For the University</u>	<u>For the Association</u>
 <hr/> Shelly Chabon, Vice Provost for Academic Personnel & Leadership Development	 <hr/> José Padin, President
<hr/> 3/21/18 Date	<hr/> 3/21/18 Date