

1 **Memorandum of Agreement (Corrected) between**
2 **Portland State University (University)**
3 **and the Portland State University Chapter**
4 **of the American Association of University Professors (Association)**
5 **March 22, 2022**
6 **Corrected MOA #2 (May 27, 2022)**

7 Subject: Adoption of new NTTF-I ranks: Teaching Assistant Professor, Teaching
8 Associate Professor, Teaching Professor

9 **Recitals**

10 On February 25, 2021, the PSU Faculty Senate adopted the NTTF-I Teaching Professor ranks
11 (Teaching Assistant Professor, Teaching Associate Professor, and Teaching Professor) as new
12 ranks that could be utilized, as appropriate, at Portland State University once an implementation
13 plan is in place. [On May 3, 2021](#), the Faculty Senate adopted modifications to the University
14 Promotion and Tenure guidelines that define the Teaching Professor ranks. The University has
15 adopted the [Academic Rank Policy](#) to replace PSU Standard 580-020-0005.

16 **Agreement**

17 **1. Definitions:**

18 *The minimum qualifications for the ranks as defined by the Faculty Senate.*

- 19 a. TEACHING PROFESSOR: A NTTF (instructional) appointment for individuals who
20 typically hold PhDs or terminal degrees and are primarily engaged in teaching at a
21 level normally appropriate for a professorial rank. Ranks in this category in
22 ascending order are teaching assistant professor, teaching associate professor, and
23 teaching professor.
- 24 b. INSTRUCTOR: A NTTF (instructional) appointment for individuals with unclassified
25 instructional appointments whose functions are devoted exclusively or primarily to
26 undergraduate instruction. Such appointments include advising and mentoring
27 expectations congruent with creative and engaged undergraduate instruction,
28 including the possibility of involvement in design and development of courses and
29 the curriculum. Ranks in this category in ascending order are instructor, senior
30 instructor I, senior instructor II.

31 **2. Primary Distinctions between the Teaching Professor and the Instructor Ranks:**

- 32 a. All personnel decisions will reflect the need to create and maintain clear distinctions
33 between these new Teaching Professor ranks and the current Instructional ranks that
34 will continue to be in place.
- 35 b. The primary distinguishing features between the Teaching Professor ranks and the
36 Instructor ranks will be: (1) the level of autonomy in curricular decisions, curricular
37 development, and course design; (2) the academic experience and degrees held;
38 and (3) the skill to apply expertise across courses and curricular levels as manifested
39 in the breadth and depth of assignments and that requires intellectual flexibility,

- 1 coordination and cooperation.
- 2 i. The level of autonomy in curricular decisions, curricular development, and
3 course design as evidenced in the preponderance of the assigned course
4 load:
- 5 1. For the **Teaching Professor ranks**, expectations include the
6 development, coordination, and evaluation of all aspects of assigned
7 courses in relationship to the broader curriculum.
- 8 2. For the **Instructor ranks**, there is less autonomy over the
9 development, coordination, and evaluation of all aspects of assigned
10 courses in relationship to the broader curriculum (e.g., an Instructor
11 may teach one of multiple sections that utilize the same syllabus and
12 reflect similar design).
- 13 ii. The academic experience and degrees held:
- 14 1. The number of years of academic experience and type of professional
15 experience required for the Teaching Professor and Instructor ranks
16 will vary by discipline and be determined by individual academic units.
- 17 2. For the **Teaching Professor ranks**, faculty will ordinarily hold the
18 highest degree in their fields of specialization. Exceptions to this
19 requirement may be made when there is evidence of outstanding
20 achievement and professional recognition in the candidate's field of
21 expertise. In most fields, the doctorate will be expected.
- 22 a. A terminal degree in the field of specialization is not sufficient
23 to qualify for a **Teaching Professor** rank.
- 24 3. For **Instructor ranks**, individuals with a terminal degree may apply for
25 and receive an instructional position, although this is not an
26 expectation.
- 27 iii. Skill in application of expertise and integration of knowledge:
- 28 1. For **Teaching Professor ranks**, faculty have skill and expertise
29 necessary to teach across upper and lower division and
30 undergraduate/graduate levels, where applicable, reflecting the
31 breadth and depth of assignments and requiring intellectual flexibility,
32 curricular coordination and cooperation. Faculty must demonstrate
33 evidence of the application of scholarly inquiry, pedagogical methods,
34 and curricular integration consistent with the criteria established by
35 their academic units and approved by the Department Chair (or
36 equivalent).
- 37 2. **For Instructor ranks**, faculty are responsible for a narrower scope of
38 courses and/or are more likely to teach lower-division undergraduate

1 courses. Upper-division undergraduate major courses may be taught
2 by instructors if the duties and responsibilities for the assigned
3 courses do not require the autonomy, coordination and control
4 associated with the Teaching Professor ranks and if these courses do
5 not represent the preponderance of their teaching assignments.
6 Teaching lower-division undergraduate courses shall not be the sole
7 determining factor in whether a faculty is assigned to the Instructor or
8 Teaching Professor ranks. Faculty in the Instructor ranks should be
9 assigned graduate-level courses only on rare occasions.

10 **3. Role of Department Chair/Equivalent in the Assignment of Work:**

- 11 a. It is the responsibility of the Department Chair (or equivalent) to assign work that is
12 appropriate to a member's rank. Departmental needs may, on occasion, warrant an
13 Instructor being assigned courses and related duties more commonly associated
14 with the Teaching Professor ranks. Regular assignments, however, must be in
15 accord with those outlined in Section 2 above, *Primary Distinctions between the*
16 *Teaching Professor and the Instructor ranks*.
- 17 b. If an Instructor requests a course with duties and responsibilities more appropriate
18 for the Teaching Professor ranks, the Department Chair (or equivalent) may grant
19 the request on a limited basis, but this should not be an ongoing or common practice.

20 **4. Re-titling into the Teaching Professor Ranks:**

21 a. **Process for Notifying Faculty eligible for re-titling to the Teaching Professor**
22 **ranks:**

- 23 i. Department Chairs (or equivalents) in consultation with the Dean's office will
24 develop a list of faculty members who hold NTTF Professorial ranks or are
25 Senior Instructor II (SRI-II).

26 a. Those who hold NTTF Professorial ranks will be notified by
27 their department chairs (or equivalents) that they are eligible to
28 automatically retitle into equivalent Teaching Professor ranks
29 (Ex: NTTF Associate Professor may retitle to Teaching
30 Associate Professor).

- 31 i. Those holding NTTF Professorial ranks will have 5
32 business days from receipt of notice of eligibility to
33 accept or decline in writing to re-title. See section 4 (b)
34 below for retitling process.

35 b. Those who hold the rank of SRI-II will be notified that they can
36 be considered for re-titling to Teaching Assistant Professor
37 using the criteria provided in section 4 (c) below.

- 38 i. SRI-IIs will have 5 business days from receipt of notice
39 of eligibility to provide a written request to retitle to their

1 department chair (or equivalent).

- 2 ii. Department chairs (or equivalents) may require that an SRI-II provide
3 documentation, including an updated CV, in order to determine eligibility for
4 re-titling into the Teaching Professor ranks.
- 5 iii. Within 5 business days of receipt of written notice of eligibility for retitling, the
6 faculty member must either elect to re-title or defer. If a faculty member elects
7 to defer, they will no longer be eligible to re-title, but will retain future access
8 to the Teaching Professor ranks as stated below in section 5, *Promotion into*
9 *Teaching Professor Ranks*.
- 10 iv. The Department Chair (or equivalent) will communicate to the Dean's office
11 all re-titling information. The Dean's office will provide re-titling information to
12 OAA and HR. In consultation with OAA, HR will update the eligible faculty
13 member's record to reflect each eligible faculty member's re-titling into the
14 appropriate Teaching Professor rank.

15 **b. Process for re-titling NTTF Professor and Instructor ranks to Teaching**
16 **Professor ranks during the transition period:**

- 17 i. The transition period for re-titling into the Teaching Professor ranks shall be
18 completed no later than September 15, 2022.
- 19 ii. Re-titling is aligned with current job duties and responsibilities.
- 20 iii. Re-titling from an Instructor rank to a Teaching Professor rank is not
21 considered a promotion. After the academic year 2022-2023, all departments
22 will be expected to utilize their own P&T Guidelines for promotional decisions
23 regarding the new Teaching Professor ranks.
- 24 iv. The re-titling of members will occur in two distinct ways using the current rank
25 of the member as described in section 4(c) below: (1) automatic conversion
26 based on meeting all criteria, and (2) eligible for conversion upon
27 administrative review of additional supporting evidence provided.
- 28 v. No faculty member will be compelled to re-title.

29 **c. Criteria for re-titling NTTF Professor and Instructor ranks to Teaching**
30 **Professor ranks during the transition period:**

- 31 i. **NTTF Assistant Professors, NTTF Associate Professors, and NTTF**
32 **Professors** shall, at their request, be retitled into the Teaching Professor
33 ranks at parallel levels.

- 34 1. Those NTTF Assistant Professors, NTTF Associate Professors, and
35 NTTF Professors who request to be re-titled will be automatically re-
36 titled into the following respective Teaching Professor ranks: NTTF
37 Assistant Professor retitled to Teaching Assistant Professor, NTTF

1 Associate Professor retitled to Teaching Associate Professor, and
2 NTTF Professor re-titled to Teaching Professor.

3 ii. **Senior Instructor II (SRI-II)** may be eligible to re-title to Teaching Assistant
4 Professor if ALL of the criteria outlined in section 2 above, *Primary*
5 *Distinctions between the Teaching Professor and the Instructor ranks*, are
6 met.

7 1. The Faculty Senate language specific to the doctorate degree
8 requirement allows that an exception to the requirement may be
9 considered when there is clear evidence of outstanding achievement
10 and professional recognition in the candidate's current field of
11 expertise.

12 2. In addition, the SRI-II must have undergone at least one successful
13 peer review. This review must have led to (a) a promotion in rank, (b)
14 award of Continuous Appointment, or (c) hiring by a faculty search
15 committee.

16 iii. **Senior Instructor I (SRI-I) or Instructor** are not eligible for re-titling into the
17 Teaching Professor ranks. See section 5 below for eligibility to promote into
18 the Teaching Professor ranks.

19 **d. Process for the reconsideration of an administrative decision on re-titling:**

20 i. Those individuals in NTTF Professor ranks who did not elect to automatically
21 retitle during the transition period are not eligible for a reconsideration to
22 retitle, as the decision not to re-title was their own. See sections 6, (c) i-ii
23 below.

24 ii. If an SRI-II questions the administrative decision for re-titling, they may
25 submit a written request for a reconsideration within 5 business days from
26 receipt of the written notice of the administrative decision not to retitle, and
27 may provide additional supporting evidence along with the request for
28 reconsideration.

29 1. The reconsideration will be requested based on the criteria stated in
30 section 2 above.

31 iii. **Composition of Reconsideration Committee**

32 1. Each School or College will create an administrative review committee
33 composed of department chairs (or equivalents) holding rank to
34 review and evaluate the original re-titling decision using the criteria in
35 section 2 above.

36 2. The size and composition of this group will be at the discretion of the
37 Dean.

- 1 3. In those Schools/Colleges that do not have ranked administrators, the
2 Dean will appoint a minimum of five department chairs from across
3 the campus to serve on the administrative review committee.
- 4 iv. The committee will endeavor to reach consensus before communicating their
5 decision to the Dean and the Dean will make the final determination. Re-
6 titling decisions are not grievable and are not subject to Article 28.

7 **5. Promotion into Teaching Professor Ranks:**

8 **a. Process for notifying faculty eligible for promotion into the Teaching Professor**
9 **ranks:**

- 10 i. Department Chairs (or equivalents), in consultation with their Dean’s office,
11 will develop a list of all faculty eligible to promote into the Teaching Professor
12 ranks using the criteria as provided by the Faculty Senate and in accordance
13 with the faculty member’s current rank as stated in sections 5(c) i-iv, below.
- 14 ii. Department Chairs (or equivalents) will notify all faculty eligible to promote
15 into the Teaching Professor ranks, referencing the faculty member’s eligibility
16 for promotion based on their current rank as stated in sections 5(c) i-iv,
17 below.
- 18 iii. Faculty members notified of eligibility will respond to the notice in accordance
19 with the deadlines stated in their unit guidelines.
- 20 1. If the faculty member elects to participate, the promotional review will
21 commence in 2022-2023 and proceed through the promotional review
22 deadlines as stated in unit guidelines and on the Academic Deadlines
23 Calendar posted on the OAA website.
- 24 2. If a faculty member elects to defer, the faculty member will remain
25 eligible for future promotion into the Teaching Professor ranks.
26 Starting in Spring 2023 the criteria and notice for eligibility will follow
27 the unit’s guidelines and will be in accordance with the University P&T
28 Guidelines and the Academic Deadlines Calendar posted on the OAA
29 website.

30 **b. Process for Promotion into the Teaching Professor ranks:**

- 31 i. Members shall be allowed to apply for promotion to the new Teaching
32 Professor ranks in Fall 2022. The parties recognize that for academic year
33 2022-2023 units may not have had the opportunity to fully develop criteria for
34 promotion into the new Teaching Professor ranks, thus departments may use
35 the rank descriptions developed by the Faculty Senate on May 3, 2021 for
36 these promotional recommendations. After the academic year 2022-2023, all
37 departments will be expected to utilize their own P&T Guidelines for
38 promotional decisions.

1 ii. For those who retitled into the parallel Teaching Professor ranks, time spent
2 in rank as NTTF Assistant or NTTF Associate Professor will count toward the
3 minimum number of years in rank required prior to being eligible for
4 application to the next Teaching Professor rank, as stated in the Faculty
5 Senate Resolution dated May 3, 2021.

6 1. **Teaching Professor** A non-tenure track faculty position. Typically,
7 being hired into or promoted to this position requires a minimum of
8 four years in rank as an NTTF Associate Professor.

9 2. **Teaching Associate Professor** A non-tenure track faculty position.
10 Typically, being hired into or promoted to this position requires six
11 years in rank as an NTTF Assistant Professor.

12 iii. For Senior Instructor IIs who retitled to Teaching Assistant Professor, time
13 spent in rank as SRI-II will count toward their eligibility to promote to
14 Teaching Associate Professor.

15 **c. Criteria for promotion to Teaching Professor ranks during the transition**
16 **period:**

17 i. **A NTTF Associate Professor** hired prior to September 16, 2021 who did not
18 elect to re-title to Teaching Associate Professor during the transition period
19 pursuant to section 4(c), i, above, is eligible to promote to Teaching
20 Professor.

21 1. Faculty are eligible to be considered for promotion in their fourth year
22 in rank. Time spent in the parallel rank of NTTF Associate Professor
23 will count toward the time-in-rank requirement for eligibility.

24 2. If unsuccessful in promoting to Teaching Professor (this is not
25 considered skipping a rank but a parallel promotion within the
26 Teaching Professor ranks), the NTTF Associate Professor will be
27 eligible for promotion after completing three additional years in rank
28 (eligible to apply for promotion in the 4th year).

29 3. The NTTF Associate Professor who is unsuccessful in promoting to
30 Teaching Professor two times will no longer be eligible for promotion
31 into the Teaching Professor ranks.

32 ii. **A NTTF Assistant Professor** hired prior to September 16, 2021 who did not
33 elect to re-title to Teaching Assistant Professor during the transition period
34 pursuant to section 4(c), i, above, is eligible to promote to the Teaching
35 Professor ranks.

36 1. Faculty are eligible to be considered for promotion in their sixth year in
37 rank. Time spent in the parallel rank of NTTF Assistant Professor will
38 count toward the time-in-rank requirement for eligibility.

- 1 2. If unsuccessful in promoting to Teaching Associate Professor (this is
2 not considered skipping a rank but a parallel promotion within the
3 Teaching Professor Ranks), the NTTF Assistant Professor will be
4 eligible for promotion after completing three additional years in rank
5 (eligible to apply for promotion in the 4th year).
- 6 3. The NTTF Assistant Professor who is unsuccessful in promoting to
7 Teaching Associate Professor two times will no longer be eligible for
8 promotion to the Teaching Professor ranks.
- 9 iii. **A Senior Instructor II (SRI-II)** hired prior to September 16, 2021 who is not
10 eligible to re-title as Teaching Assistant Professor pursuant to 4(c), ii, above,
11 or who elects not to retitle to Teaching Assistant Professor during the
12 transition period, is eligible to promote to the Teaching Professor ranks.
 - 13 1. If unsuccessful in promoting to Teaching Assistant Professor, the SRI-
14 II will be eligible for promotion after completing three additional years
15 in rank (eligible to apply for promotion in the 4th year).
 - 16 2. The SRI-II who is unsuccessful in promoting to Teaching Assistant
17 Professor two times will no longer be eligible for promotion to the
18 Teaching Professor ranks.
- 19 iv. **A Senior Instructor I (SRI-I)** hired prior to September 16, 2021 is eligible to
20 promote to the Teaching Professor ranks:
 - 21 1. To be eligible, the member must have been promoted, not hired, to
22 the rank of SRI-I.
 - 23 2. An SRI-I who is unsuccessful in promoting to Teaching Assistant
24 Professor retains the right to be considered for promotion to SRI-II (if
25 they so request). They should be considered for promotion to SRI-II in
26 the same cycle, with the same promotion packet, and by the same
27 P&T committee.
 - 28 3. An SRI-I who promotes to SRI-II is eligible to apply for promotion to
29 Teaching Assistant Professor after completing three years in rank
30 (eligible to apply for promotion in the 4th year). Following an
31 unsuccessful review to SRI-II, an SRI-I can re-apply for promotion to
32 SRI-II under the current University and Department-level guidelines.
 - 33 4. A member who is unsuccessful in promoting to Teaching Assistant
34 Professor two times is no longer eligible for promotion to the Teaching
35 Professor ranks.
- 36 v. **An Instructor** hired prior to September 16, 2021 may apply to promote to the
37 Teaching Professor ranks.
 - 38 1. An Instructor must promote to SRI-I before being eligible to promote

1 into the Teaching Professor ranks. To be eligible for consideration to
2 promote from SRI-I to Teaching Assistant Professor, they must first
3 complete 3 years in rank as an SRI-I (eligible to apply for promotion in
4 the 4th year).

- 5 2. Once an Instructor has been promoted to SRI-I, refer to section 5(c),
6 iv above.

7 **6. The Salary of Members Re-Titled or Promoted to New Ranks Will Not Be Less than**
8 **the Minimum in the New Rank.**

- 9 a. Members re-titled to the new Teaching Professor ranks will either retain their current
10 salary or receive the new higher minimum salary.
11
12 b. Members promoted to the new Teaching Professor ranks shall receive a salary
13 increase of 8% upon promotion in rank or the minimum for the new rank, whichever
14 is greater, as stipulated in Article 30, Section 6A of the 2021-2024 Collective
15 Bargaining Agreement (CBA).


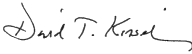
16 **7. For Purposes of Establishing Minimum Salaries, the New Teaching Professor**
17 **Ranks Shall be Grouped as Follows in Article 30, Section 5 of the CBA.**

- 18 a. Teaching Assistant Professor with Assistant Professor, Assistant Professor of
19 Practice, Assistant Clinical Professor, and Research Assistant.
20
21 b. Teaching Associate Professor with Associate Professor, Associate Professor of
Practice, Associate Clinical Professor, and Research Associate Professor.
22
23 c. Teaching Professor with Professor, Professor of Practice, Clinical Professor, and
Research Professor.

24 **8. New Teaching Professor Ranks are Applicable in all Academic Departments.**

25 The Office of Academic Affairs (OAA) shall notify departments, within sixty (60) days of
26 the ratification of this agreement, that they are to revise, and submit to OAA for approval,
27 their departmental P&T guidelines to include these ranks, and pathways into these
28 ranks, based on the Departmental P&T template distributed by OAA. Departments shall
29 be given until April 1, 2023 to submit revised guidelines. OAA will review and approve
30 revised departmental P&T guidelines, or provide guidance for further revisions, by
31 August 1, 2023. These requirements will be communicated in written form by OAA to
32 Department administration, and by PSU-AAUP to its members, between execution of
33 this agreement and April 1, 2022.

34 This agreement will be effective upon signature and ratification of the parties. This document will
35 be an addendum to the CBA and language that remains in effect will be inserted into Article 18
36 during successor negotiations.

<u>For the University</u>	<u>For the Association</u>
 <small>Shelly Chabon (May 30, 2022 16:40 PDT)</small> <hr/> Shelly Chabon, Vice Provost for Academic Personnel	 <hr/> David Kinsella, Vice President Collective Bargaining
<p style="text-align: center;">05/30/2022</p> <hr/> <p style="text-align: center;">Date</p>	<p style="text-align: center;">05/30/2022</p> <hr/> <p style="text-align: center;">Date</p>

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DM

Signature: 
Debra Mayock (May 30, 2022 16:34 PDT)

Email: mayok@pdx.edu