

Hello **gdrew** (/user) Log out (/user/logout)

(/)

Dashboard (/admin/dashboard)

Content (/admin/content)

Structure (/admin/structure)

Configuration (/admin/config)

Help (/admin/help)

Main Menu (/admin/structure/menu/manage/main-menu)

Add content (/node/add)

Find content (/admin/content)

Manage files (/admin/content/file)

Academic Affairs

Office of the Provost and Academic Affairs

Preparing NTTF Promotion Files

The Office of the Provost (OtP) reviews all instructional and clinical NTTF promotions. For instructional and clinical NTTF promotion submissions, follow the process outlined below.

The Office of the Vice President for Research and Innovation reviews all faculty in research classifications. For research NTTF promotion submissions, contact Bryan Evans in the Office of the Vice President for Research and Innovation.

For planning purposes, it is important for OtP to have accurate information about cases that will be submitted. On or before **November 1**, units should send an email to Sonja Runberg (srunberg@uoregon.edu (<mailto:srunberg@uoregon.edu>)) with the following information for each candidate:

- Full name
- UO ID number
- UO email address
- Department name
- School/college
- Candidate's current and proposed rank (e.g., promotion from instructor to senior instructor)

OtP requests digital submission of all files. The candidate's file should be prepared digitally at the unit level. Once the unit review is complete, the file is to be forwarded to the dean's office. Following the dean's review and recommendation, the dean's office will submit the primary file and supplementary materials to OtP via Microsoft OneDrive. See below for process details.

Dossier

The dossier is to be submitted digitally as a single PDF with all elements included. Dossiers not submitted as a single PDF will be returned for reformatting. Units are encouraged to use the digital dossier template for compiling the dossier.

Hello **gdrew** (/user) Log out (/user/logout)

(/)

Dashboard (/admin/dashboard) Content (/admin/content) Structure (/admin/structure)

Configuration (/admin/config) Help (/admin/help)

Main Menu (/admin/structure/menu/manage/main-menu) Add content (/node/add) Find content (/admin/content)

Manage files (/admin/content/file)

Supplemental materials are to be submitted digitally as possible. It is recommended that units use the supplementary file template for submitting materials. If files are not readily available in digital format, contact Sonja Runberg (srunberg@uoregon.edu (<mailto:srunberg@uoregon.edu>)) for alternative arrangements.

Supplementary File Template (/sites
/academicaffairs2.uoregon.edu/files
/supplementary_file_2017.pdf)

Submitting the file

Promotion files are to be submitted by the dean's office to OtP using Microsoft OneDrive. All UO employees have access to OneDrive. If you are unfamiliar with OneDrive or have questions about its use, please contact your IT staff.

Upload the candidate's dossier and supplementary file using following steps:

1. Create a folder in your OneDrive account, using the naming convention Last, First - School/College Dept (e.g., Doe, Jane - CAS History)
2. Upload the dossier to the candidate's folder
3. Upload supplemental materials as applicable
4. Invite Sonja Runberg (srunberg@uoregon.edu (<mailto:srunberg@uoregon.edu>)) to view the folder, being sure to allow her permission to edit
5. Email Sonja once the files are uploaded and the folder is complete. This completed folder will constitute the version to be reviewed through the remainder of the process. Any changes made after this point will not be reflected in the final version.

Questions about the preparation of the promotion file may be addressed to Sonja Runberg (srunberg@uoregon.edu (<mailto:srunberg@uoregon.edu>)).

Sample elements

Evaluation letters

- [Sample Inquiry Regarding Availability to Serve as External Reviewer \(/sites /academicaffairs2.uoregon.edu/files /sample_inquiry_regarding_availability_to_serve_as_external_reviewer_nttf.doc](#)
[Word]
- [Sample Letter upon Agreement to Provide the Requested Evaluation \(/sites](#)

Hello **gdrew** (/user) Log out (/user/logout)

(/)

Dashboard (/admin/dashboard) Content (/admin/content) Structure (/admin/structure)

Configuration (/admin/config) Help (/admin/help)

Main Menu (/admin/structure/menu/manage/main-menu) Add content (/node/add) Find content (/admin/content)

Manage files (/admin/content/file)

~~[/sample_paragraph_if_candidate_waives_access_to_the_external_letters_nttf.](#)~~

[Word]

- [Sample Paragraph for Retaining access to the External Letters \(/sites/academicaffairs2.uoregon.edu/files/sample_paragraph_if_candidate_retains_access_to_the_external_letters_nttf.](#)
[Word]
- [Sample Paragraph for Candidates Who Have Taken Leave\(s\) of Absence \(/sites/academicaffairs2.uoregon.edu/files/sample_paragraph_for_candidates_who_have_taken_leave_nttf.docx\)](#)
[Word]
- [Sample Paragraph for Candidates who are using Credit for Prior Service \(/sites/academicaffairs2.uoregon.edu/files/sample_paragraph_for_candidates_who_are_using_credit_for_prior_service_.](#)
[Word]
- [Sample Thank You Letter upon Receipt of Letter of Evaluation \(/sites/academicaffairs2.uoregon.edu/files/sample_thank_you_letter_upon_receipt_of_letter_of_evaluation_nttf.docx\)](#)
[Word]

Candidate's letter of waiver or non-waiver

- [Sample Full Waiver Letter \(/sites/academicaffairs2.uoregon.edu/files/sample_full_waiver_letter_-_nttf.docx\)](#) [Word]
- [Sample Non-waiver Letter \(/sites/academicaffairs2.uoregon.edu/files/sample_non_nttf.docx\)](#) [Word]
- [Sample Partial Waiver Letter \(/sites/academicaffairs2.uoregon.edu/files/sample_partial_waiver_letter_nttf.docx\)](#) [Word]

The Office of the Provost has developed the below forms to assist in the calculation of eligibility:

[9-month NTTF Eligibility Form \[PDF\] \(http://academicaffairs.uoregon.edu/sites/academicaffairs2.uoregon.edu/files/9-month_nttf_eligibility_form_12.09.2015.pdf\)](http://academicaffairs.uoregon.edu/sites/academicaffairs2.uoregon.edu/files/9-month_nttf_eligibility_form_12.09.2015.pdf)

[12-month NTTF Eligibility Form \[PDF\] \(http://academicaffairs.uoregon.edu/sites/academicaffairs2.uoregon.edu/files/12-month_nttf_eligibility_form_12.09.2015.pdf\)](http://academicaffairs.uoregon.edu/sites/academicaffairs2.uoregon.edu/files/12-month_nttf_eligibility_form_12.09.2015.pdf)

QUICK LINKS[Current UA CBA \(/sites](#)**RESOURCES**[Tenure-Track Faculty \(/ttf\)](#)

Office of Academic Affairs
1258 University of Oregon
Eugene , OR 97403

Hello **gdrew** (/user) Log out (/user/logout)

(/)

Dashboard (/admin/dashboard) Content (/admin/content) Structure (/admin/structure)

Configuration (/admin/config) Help (/admin/help)

Main Menu (/admin/structure/menu/manage/main-menu) Add content (/node/add) Find content (/admin/content)

Manage files (/admin/content/file)

Faculty Handbook (/faculty

handbook)

Forms and Templates (/content

/academic-affairs-forms)

Workshops (/workshops)

(https://studentlife.uoregon.edu/nondiscrimination).

Departmental & Unit Policies

(/content/departmental-policies)

Academic Leadership Contact List

(/content/academic-leadership-

contact-list)

UO (University of Oregon) prohibits discrimination on the basis of race, color, sex, national or ethnic origin,

age, religion, marital status, disability, veteran status, sexual orientation, gender identity, and gender expression in all programs, activities and employment practices as required by Title IX, other applicable laws, and policies. Retaliation is prohibited by UO (University of Oregon) policy. Questions may be referred to the Title IX Coordinator, Office of Affirmative Action and Equal Opportunity, or to the Office for Civil Rights. Contact information, related policies, and complaint procedures are listed on the statement of non-discrimination

© UNIVERSITY OF OREGON (HTTPS://UOREGON.EDU). ALL RIGHTS RESERVED

Contact Us (/content/about-us)

academicaffairs@uoregon.edu

(mailto:academicaffairs@uoregon.edu)