

2/1/16 FAT DRAFT FOR SENATE UPDATE & INPUT

PROMOTION (References CBA Articles 10 and 14)

A. Eligibility

1. Faculty on fixed multi-year, continuing multi-year, and tenured appointments who request promotion in rank (from assistant to associate professor or from associate to full professor) or level (Instructor/Academic Advisor level I to level II or from level II to level III). The procedures and guidelines below are intended to apply to all faculty seeking promotion. It is desirable that in-unit faculty have a voice in the promotion in academic rank of out-of-unit faculty
2. Faculty who are applying for Promotion must meet the qualifications and criteria for promotion at that rank. Faculty members may apply for promotion after completing four (4) full years in rank or level. Promotion decisions are not solely based on an employee's annual performance evaluations. Rather, the University, through its faculty, professional employees, and administrators, assesses the employee's potential for growth, scholarship, and/or other professionally appropriate contributions as well as past meritorious performance. (See Article 14, CBA)
3. A faculty member will include a goal regarding progress toward promotion in the annual evaluation. This goal shall be evaluated annually in a separate part of the ADPR; the supervisor shall provide an appraisal toward promotion in a separate part of the annual evaluation. (CBA Articles 10.B and 14 C).
4. Effective 2017-2018, faculty members must complete the pre-promotion review one year prior to submission of the application for promotion.

Pre-promotion Review Process

Policy (CBA14.1B)

Effective 2017-2018 faculty members must complete the pre-promotion review process one year prior to submission of the application for promotion.

Purpose

The purpose of the pre-promotion review process is to provide a written appraisal of the pre-promotion materials based on the promotion criteria and standards established in the respective college/unit . The pre-promotion materials should be viewed as a first draft of the final promotion portfolio. The promotion portfolio may include revisions based on the feedback and additional work completed after the pre-promotion appraisal.

Procedure

The pre promotion process is a one-time process required before the initial promotion to a given rank.

The pre-promotion review process shall be conducted by the college/unit peer review committee, the supervisor, and the dean.

The responsibility of the faculty members is to provide enough evidence to demonstrate the readiness for promotion. For the pre-promotion process, the following materials are required/recommended (optional) for submission:

Required:

1. The applicable college/unit promotion criteria and standard
2. Executive Summary/Promotion narrative: The executive summary or promotion narrative should demonstrate:
 - a. evidence of quality and effective teaching including the candidate's teaching philosophy and experience.
 - b. evidence of quality research/scholarship/or creative activities and how they

contribute to teaching and the discipline.

- c. evidence of contributions to the department/college/university , community, and/or the profession through service
- d. projected activities/evidence to be added in the final promotion portfolio

3. Up to Date Curriculum Vitae

Recommended (Optional):

- 4. Employee's annual assignments
- 5. Annual Professional Development Plans (PDP)
- 6. Annual Performance Development Reports (ADPR) and Annual Evaluations that were provided by the supervisor
- 7. Materials/documents to support the employees performance relative to the criteria and standards established for promotion

Review Process

- 1. The faculty member submits the pre-promotion materials to the supervisor by October 1st.
- 2. The pre-promotion materials are maintained in a secure location that is accessible to authorized reviewers.
- 3. Timeline:

November 15th: The college/unit peer review committee, the supervisor, and dean provide written appraisals to the faculty member. The appraisals are intended to provide assistance and counseling to the faculty member regarding promotion.

By December 1st: The faculty member may request, in writing, a meeting with the college/unit peer-review committee, supervisor, and/or dean to discuss concerns regarding the pre-promotion appraisal.

The appraisals regarding progress toward promotion are not binding upon the University and shall not be subject to the grievance process. The appraisals may be included by the faculty member in the promotion portfolio.

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