

## PRELIMINARY REPORT: RANK AND PROMOTION

## GENERAL CRITERIA FOR PROMOTION IN RANK

The Faculty Senate shall establish minimum guidelines for promotion, which shall be reviewed by the Office of the Vice President for Academic Affairs and by the Office of the President and passed on for approval to the Board of Regents. When such a document has been established and approved by the Board of Regents, it shall become an addendum to the university redbook which includes Governing Statutes, Rules, Policies and Administrative Regulations.

Each college shall have a comprehensive promotion document, prepared with the full participation of the faculty of that college. The document shall meet the standards of the university's minimum guidelines which shall have been established by the procedure described above. The college document shall be submitted to the Senate-Academic Affairs Committee for confirmation that it is in accordance with the university's minimum guidelines, and then transmitted to the Office of the Vice President for Academic Affairs and to the Office of the President for review and approval before being passed on to the Board of Regents for approval. A copy of the confirmed college document shall be filed in the Office of the President and shall be given to each member of that college's faculty.

Criteria for evaluation for promotion shall be established in, but not limited to, the following areas:

- Research, publication, or creative achievement
- Seniority (Seniority alone shall not be basis for promotion)
- Teaching effectiveness
- University/community service

The details of these criteria and of any additional criteria to be considered in making a recommendation concerning promotion shall be

also specify the types of evidence to be considered in determining whether the criteria have been met.

When such college documents have been established and approved, they shall become addenda to the redbook containing the university's Governing Statutes, Rules, Policies, and Administrative Regulations. These documents and the redbook shall establish procedures and the only criteria for promotion actions.

#### MINIMUM UNIVERSITY GUIDELINES FOR PROMOTION

Instructor. Instructors must hold the master's degree or its equivalent.

Assistant Professor. Persons holding the master's degree, the earned doctorate, or the typical terminal degree in the professions in which the doctorate is an uncommon or non-existent degree shall be eligible for the rank of Assistant Professor.

Candidates shall demonstrate achievement appropriate for this rank in the following areas: teaching effectiveness, research/creative activity, University/community service.

Associate Professor. Persons holding the earned doctorate or the typical terminal degree in the professions in which the doctorate is an uncommon or non-existent degree shall be eligible for the rank of Associate Professor.

Candidates shall demonstrate achievement appropriate for this rank in following categories: teaching effectiveness, research/creative activity, University/community service.

Candidates shall have served at the rank of Assistant Professor for a minimum of five years.

Professor. Persons holding the earned doctorate or the typical terminal degree in the professions in which the doctorate is an

uncommon or non-existent degree shall be eligible for the rank of Professor.

Candidates shall demonstrate achievement appropriate for this rank in the following areas: teaching effectiveness, research/creative activity, University/community service.

Candidates shall have served at the rank of Associate Professor for a minimum of five years.

While the guidelines stated above will serve a majority of cases, the university recognizes that there will be faculty whose professional achievement and contribution to the university call for advancement apart from consideration of degrees earned. Such cases, indeed, are considered exceptional rather than normative. Nevertheless, faculty who may have exceptional credentials but no traditional terminal degree are eligible to make application to their College Dean for special consideration.

With regard to length of services in the ranks, no person applying for promotion under this exceptional procedure should spend less time in each rank than is provided in the guidelines for faculty holding traditional terminal degrees (page two).

## PROCEDURES FOR PROMOTION

Each faculty member shall be reviewed annually according to the guidelines when minimum time has been served in a rank.

1. A file of all information and documents pertinent to the promotion evaluation shall be compiled by the department head with the cooperation of the eligible faculty member. Recommendations and any other additional material considered during any stage of the deliberations shall become part of the file. The eligible faculty member may examine any substantive material in the promotion file.

2. The initial evaluation for promotion shall be made by the department or division/area head in which the eligible faculty member has primary appointment. The department head shall give appropriate faculty of the department or division/area and other head(s) (in case of joint appointments) an opportunity to submit written advisory opinions to accompany the promotion recommendation. The department head shall submit his/her recommendation for promotion with all accompanying faculty advisory opinions to the appropriate college committee by (date) for its recommendations and by (date) shall notify the eligible faculty member of his/her recommendation. In the case of a negative recommendation, the department head shall submit to the eligible faculty member a written statement in support of such a recommendation.

3. The College Promotion Committee which has adequate and appropriate faculty representation from all departments and divisions within the college shall review all faculty members within the college (a) who have been recommended for promotion by the department heads or (b) who have initiated promotion review by petitioning the College Promotion Committee and forward its recommendations to

the dean of the college. The college committee shall submit to the department head and each faculty member under review a written statement of its actions and in the case of a negative recommendation, a written statement in support of such a recommendation.

4. After receiving recommendations for promotions in rank from the College Promotion Committee, the dean of the college shall review each case and submit a recommendation with the full promotion file to the Vice President for Academic Affairs. The dean shall submit to the College Promotion Committee and the faculty member under review a written statement of his/her action and in the case of a negative recommendation, a written statement in support of such a recommendation. The recommendation of the dean shall be the college recommendation. The faculty member may submit newly available material evidence to the previous reviewers for their reconsideration of their recommendation before the file is forwarded to the Vice President for Academic Affairs.

5. The Vice President shall submit a written statement of his/her action and in the case of a negative recommendation, a written statement in support of such a recommendation, to the dean of the college and the faculty member under review, each of whom shall have the opportunity to comment in writing prior to forwarding the recommendation to the President and the Board of Regents.

6. The President shall make the final recommendations to the Board of Regents and shall make available to the Board a file containing all comments and recommendations. The Vice President and the faculty member under review shall be notified in writing of the President's action by (date) and in the case of a negative recommenda-

the President and/or Vice President differ with the recommendation of the dean of the college, the President shall, if requested by a majority of the Board of Regents, provide the Board with a written summary of the recommendations of all evaluators.

7. If a faculty member receives a negative recommendation from the President, he/she may file a complaint to the University Promotion Committee asking for a review.

University Promotion Committee. The President shall establish a University Promotion Committee within the University.

A list of eligible faculty members, holding rank of assistant professor and above, assigned to full-time teaching, research, and/or academic service duties, other than the faculty regent, shall be selected as follows:

- a. Every two years each academic department shall elect one eligible faculty member;
- b. Nominees shall be elected by secret ballot by all members of the faculty unit holding academic rank as defined in the Faculty and Staff Handbook;
- c. The election of nominees shall be conducted under rules and procedures developed by the Rules Committee of the Academic Council; and
- d. Persons elected as nominees eligible for appointment shall remain on the eligible list for a period of two academic years, and nominees may be re-elected.

The University Promotion Committee shall be a standing committee consisting of five (5) elected faculty members. Membership on the committee shall be selected from the list of nominees by lot.

A faculty member shall not participate in a case involving a faculty member from the same department; and a member chosen shall remove himself/herself either at the request of the party or on his/her own initiative if he/she shall have a maximum of two (2) challenges without stated cause. Supplementary selections and lists shall proceed in the same manner until an accepted committee is constituted. The committee shall designate one (1) member as chairperson.

Ad Hoc College Promotion Document Committee

Functions

1. The Committee shall formulate a comprehensive college promotion document that meets the university's minimum promotion guidelines.
2. The Committee shall present its proposed college promotion document to the faculty for approval.
3. The Committee shall submit the faculty approved college promotion document to the Senate-Academic Affairs Committee for confirmation that it is in accordance with the university's minimum guidelines.

Structure

1. The faculty of each department shall elect one member to serve on the Committee. Anyone who has completed four semesters as a full-time faculty member will be eligible to serve on the Committee. Elected faculty members will then meet with the College Dean to decide the number of additional faculty and the number of department heads to serve on the Committee.

Guidelines for College Promotion Document

The Committee may want to consider the following issues. This list is not intended to be complete or mandatory.

1. Degree evaluation. For example, what is a terminal degree in a specific academic area?
2. A detailed description of promotion criteria. For example, what will be considered for promotion purposes? What should go in a faculty member's file?
3. Ranking and weighting criteria. For example, is teaching of primary importance? What portion should research count? How much weight should be assigned to service?
4. Evaluation of criteria. For example, should a distinction be made between refereed and non-refereed publications? What sorts of evidence will be considered in judging teaching effectiveness? Will service be judged on qualitative or quantitative basis?

The University Promotion Committee shall seek to resolve the complaint by inquiry, consultation, discussion, and confidential mediation. The committee may review the faculty member's complete confidential file; interview the faculty member, administrator(s), and witnesses; and conduct any other type of inquiry it deems necessary. The faculty member and the administrator(s) involved shall have the opportunity to present witnesses and documentary or other evidence.

If the matter is unresolved within three weeks from the receipt of the complaint, the committee shall report its findings, conclusions, and recommendations in writing to the President. The committee shall also send a copy of this report to the faculty member, the Dean of the College, and the academic vice president.



## College Promotion Committee

Functions

1. Using the college promotion document, the Committee shall review all faculty members within the college (a) who have been recommended for promotion by the department heads or (b) who have initiated promotion review by petitioning this committee.
2. The Committee shall forward its recommendations to the dean of the college.
3. The Committee shall submit to the department head and each faculty member under review a written statement of its actions and in the case of a negative recommendation, a written statement in support of such a recommendation.

Structure

1. The faculty of each department shall elect one member to serve on the Committee. A chairperson shall be elected from the Committee membership. The chairperson shall have the same voting privilege as all other members of the Committee. Members must hold professorial rank and shall have completed four semesters as full-time faculty.
2. Committee members shall serve two-year terms. Departments shall stagger their elections so that there will be continuity on the Committee.