ARTICLE 16
PROMOTIONS

A. Qualifications and Categories for Evaluation

1. The minimum qualifications for ranks shall be as specified in the applicable laws.
2. In addition to the required minimum qualifications, categories for FACULTY promotions shall include, but not be limited to, the categories identified in Article 12, Section b., PERFORMANCE REVIEW AND EVALUATION OF FACULTY.
3. Effective July 1, 2000, each University shall provide written job descriptions for all FACULTY MEMBERS whose basic responsibilities lie outside the classroom and for the nonclassroom responsibilities of FACULTY MEMBERS with mixed workloads. This official job description shall be the basis of the evaluation of these FACULTY MEMBERS in lieu of effective teaching. A copy of the job description or any subsequent revision shall be placed in the FACULTY MEMBER'S official personnel file and a copy shall be sent to local APSCUF for informational purposes.

B. Promotion Policies and Procedures

The following promotion procedure shall be used at each University:

1. Promotions at each University shall be granted by the President only in accordance with the approved and published Statement of Promotion Policies and Procedures for each University.

2. The University-wide promotion committee shall be elected by and from the FACULTY and shall include no more than one (1) member from any department.

3. Any FACULTY MEMBER with the required minimum qualifications may submit an application for promotion, together with written substantiation of the above-mentioned criteria, not later than November 1.

4. Applications should be submitted to the appropriate department chairperson who shall immediately notify the departmental committee. In all cases an application must receive consideration first at the department level.

5. No FACULTY MEMBER shall serve on a departmental or University-wide committee when he/she or a member of his/her immediate family or a person residing in his/her household is an applicant for promotion. No department chairperson shall evaluate his/her own application for promotion or the application of a member of his/her household. Immediate family shall be defined as spouse, child, step-child, parent, step-parent, parent-in-law, brother, sister, brother-in-law or sister-in-law. A department chairperson shall not be permitted to participate in the review of any applicants, if he/she or a member of his/her immediate family or a person residing in his/her household is an applicant. The department shall select another FACULTY MEMBER in the department acceptable to the department and management to substitute for the department chairperson.

6. The appropriate department committee and department chairperson shall submit the full list of applicants, together with a detailed recommendation in accordance with the University Statement on Promotion Policies and Procedures with respect to each applicant, in writing, to the University-wide promotion committee no later than February 1, with a copy of the list of applicants being forwarded to the appropriate Dean or other appropriate management personnel. In addition, all data and materials upon which the recommendation of the department committee is based shall be forwarded to the President or his/her designee by February 1. If the committee or chairperson fails to submit a recommendation to the University-wide promotion committee by the appropriate date, the applicant may submit the application and the supporting material directly to the University-wide promotion committee.

7. a. The Dean/Library Director (Provost at Mansfield University) shall submit a detailed recommendation for promotion according to the agreed upon criteria to the University-wide promotion committee no later than February 1. The detailed recommendation for promotion shall be simultaneously provided to the FACULTY MEMBER, who may submit a written statement to the University-wide promotion committee addressing the dean's recommendation by February 15.

b. Following the dean's recommendation, the Provost shall submit a recommendation to the University-wide promotion committee no later than February 21, with a copy to the FACULTY MEMBER. The FACULTY MEMBER shall have opportunity to respond by March 1.

8. The University-wide promotion committee shall review all applications received from the departments. The University-wide promotion committee shall then forward the full list, together with its recommendations that are in accord with the University Statement on Promotion Policies and Procedures as to each applicant to the President or his/her designee not later than April 15.

9. The University-wide promotion committee shall have the right to consult with the appropriate department committee, department chairperson, deans, provost, or individuals submitting requests for promotion.

10. Each applicant for promotion shall have the right to request and make an appearance before the University-wide promotion committee to speak on his/her own behalf before the committee submits its recommendations to the President or his/her designee.

11. In the event the President or his/her designee rejects a recommendation of the University-wide promotion committee, that committee shall be notified in writing and shall be given an opportunity to discuss the matter with the President or his/her designee. Promotions shall be made by the President effective as of the beginning of the next academic semester and announced to the FACULTY not later than July 15 (January 15 for mid-year promotions, if applicable).

12. An individual FACULTY MEMBER shall have the right to grieve, in accordance with Article 5, GRIEVANCE PROCEDURE AND ARBITRATION, promotion decisions only as to himself/herself and then only with respect to failure by management to observe the procedures set forth above or insofar as other provisions of this Agreement may have been violated. Action or inaction by members of the bargaining units with regard to promotions shall not be grievable. Representatives of local APSCUF shall have the right to meet with the department and University-wide promotion committees to explain the duties and responsibilities of such committees.

C. Salary Increase Upon Promotion

Effective with the start of the fall semester, 2004, a FACULTY MEMBER who is promoted shall be placed on the negotiated salary step for the next higher rank, which is no less than ten percent (10%) above the FACULTY MEMBER'S current step. The ten percent (10%) includes any applicable service increment.

D. Amending Local Promotion Policies

University Statements on Promotion Policies and Procedures shall be amended by agreement at local meet and discuss and any amendments will be reviewed for approval by State Meet and Discuss for the sole purpose of insuring their compliance with this Agreement and the "Guidelines for the Preparation of a Statement of Promotion Policies and Procedures."

Taken from: Agreement between Association of Pennsylvania State College and University Faculties (APSCUF) and Pennsylvania State System of Higher Education (PASSHE) pp. 37-40.

Article 12

PERFORMANCE REVIEW AND EVALUATION OF FACULTY

A. The process of FACULTY evaluation is perceived broadly as a means for extending opportunities for continuous professional development. The processes are intended to be supportive of a FACULTY MEMBER'S desire for continuing professional growth and academic excellence. With this orientation, FACULTY evaluation will be a contributor to the ongoing improvements of the academic programs of the UNIVERSITIES.

B. Categories for Performance Review and Evaluation

The following categories shall serve as the uniform system-wide basis for the evaluation of FACULTY MEMBERS at each University. The categories listed below shall be applied in the performance review and evaluation of temporary faculty, regular part-time faculty, probationary non-tenured faculty, tenured faculty and all applicants for promotion. Under each category are listed some examples of data upon which judgments can be made of the FACULTY MEMBER'S performance relative to a given category., When evaluating the data the appropriate evaluator(s) shall give greater weight to the quality of performance reflected in the data, than to the quantity of the data.

1. Effective teaching and fulfillment of professional responsibilities.

a. This will be indicated, when applicable, by such items as:

student evaluations, peer evaluations, classroom visitations, quality of syllabi, quality of student advisement, willingness to accept departmental work assignments, timely execution of departmental work assignments, timely execution of work assignments, and any other data deemed appropriate and agreed to by the FACULTY and Administration at local meet and discuss.

b. Evaluation of teaching effectiveness and fulfillment of professional responsibilities will not be based on a single datum. A combination of all appropriate data will be used to give sufficient evidence for an overall judgment of teaching effectiveness and fulfillment of professional responsibilities.

c. For all FACULTY MEMBERS whose basic responsibilities lie outside the classroom, the duties and responsibilities of the position shall be the category instead of effective teaching.

d. For FACULTY MEMBERS with mixed work assignments, effective teaching and the duties and responsibilities of the position shall be evaluated under the terms of this Article.

2. Continuing scholarly growth.

This will be indicated, when applicable, by such items as:

development of experimental programs (including distance education), papers delivered at national and regional meetings of professional societies; regional and national awards; offices held in professional organizations; invitational lectures given; participation in panels at regional and national meetings of professional organizations; grant acquisitions; editorships of professional journals; participation in juried shows; program-related projects; quality of musical or theatrical performances; participation in one-person or invitational shows; consultantships; research projects and publication record; additional graduate work; contribution to the scholarly growth of one's peers; and any other data agreed to by the FACULTY and Administration at local meet and discuss.

3. Service: contribution to the University and/or community.

This will be indicated, when applicable, by such items as:

quality of participation in program, department, college, and University committees; APSCUF activity contributing to the governance of the University; development of new course(s) or program(s); training or assisting other FACULTY MEMBERS in the use of distance education technology; participation in University-wide colloquia; voluntary membership in professionally oriented, community based organizations reasonably related to the FACULTY MEMBER'S discipline; lectures and consultations; consulting with local and area agencies and organizations; and any other data agreed to by the FACULTY and Administration at local meet and discuss.

Taken from: Agreement between Association of Pennsylvania State College and University Faculties (APSCUF) and Pennsylvania State System of Higher Education (PASSHE) pp. 23-24.