

To: Department Promotion Committees and Chairs

From: University-wide Promotions Committee

**PROMOTION GUIDELINES  
2011-2012**

The following information serves to remind Department Chairs and Department Promotion Committee Chairs of the responsibilities in the faculty promotions process at Clarion University. This material is intended to summarize the responsibilities iterated in the CBA (Article 12.B) as well as the CLARION UNIVERSITY PROMOTION POLICIES AND PROCEDURES. Those two documents take precedence over any other statements of policy (including this letter).

Department Chairs, Department Promotions Committee members, and University-wide Promotions Committee members are urged to make certain they fully understand their roles and responsibilities prior to beginning the process.

Some of the promotions of the PROMOTION POLICIES AND PROCEDURES:

Require Department Committees to allow candidates to meet with them two weeks prior to making a recommendation to the University-wide Committee. That meeting is to be held on or before January 18.

Department Chairs and Department Promotions Committees provide their recommendations to the President and the University-wide Promotion Committee (on or before February 1).

Both Department Chairs and Department Promotion Committees provide candidates with reasons for their recommendations.

Department Chairs and Department Promotions Committee Chairs critically evaluate each candidate's accomplishments in the recommendations they send forward (Note 2 in the PROMOTION POLICIES AND PROCEDURES).

Department Committees certify the percentage of each candidate's assignment (teaching vs. non-teaching). This weighting will be used for faculty with mixed workloads.

**Letters of evaluation**

When preparing their evaluations of each Candidate's promotions application, Department Committees and Chairs should speak to the evidence related to the candidate's minimum qualifications (Section III of the PROMOTION POLICIES AND PROCEDURES) as well as the candidate's fulfillment of the requirements specific to the rank to which the candidate is applying.

**I. General requirements and minimum qualifications for promotion.** All candidates for promotion must fulfill the following professional responsibilities:

- A. Prepares for and conducts assigned classes and/or prepares for and performs assigned duties as defined in current job description.
- B. Confers with and advises students as appropriate to job description (omit if not applicable)
- C. Holds office hours in accordance with CBA article 23.A.1.c and/or is available at assigned work station(s) during scheduled time periods.
- D. Evaluates students fairly and reports promptly on student achievement and/or prepares for/provides fair and honest performance appraisals and/or reports as designated in current job description.
- E. Participates in group deliberations which contribute to the growth and development of the students and the university.
- F. Accepts those reasonable duties assigned within the fields of competence.
- G. Attempts honestly and in good conscience to preserve and defend the goals of the university, without being restricted in the right to advocate change.

## **II. Rank-specific requirements for promotion.**

**A. For promotion from Instructor to Assistant Professor** the applicant shall meet the following criteria:

1. Minimum of a master's degree plus 10 semester hours of graduate credit or equivalent completed toward a doctorate as certified by the institution where work is being taken.
2. Minimum of three years of college teaching experience, the last one at Clarion University, as an Instructor. If one year of teaching has been completed at Clarion University prior to the date of application, the application may be processed during the third year of total experience.
3. Fulfillment of all professional responsibilities (see number I above.)

**B. For promotion from Assistant to Associate Professor** the applicant shall meet the following criteria:

1. Earned doctor's degree (or approved equivalent) or master's degree plus forty semester hours of graduate credit or a total of seventy semester hours of graduate credit including a master's degree or all course work completed toward a doctorate as certified by the institution where the work is being taken.
2. At least five years of college teaching experience, the last two at Clarion University as an Assistant Professor. If two years of teaching have been completed at Clarion University as an Assistant Professor prior to the date of application, the application may be processed during the fifth year of total experience.
3. Fulfillment of all professional responsibilities (see number I above).

**C. For promotion from Associate Professor to Professor** the applicant shall meet the following criteria:

1. Earned doctor's degree or approved equivalent except for the 3% provisions of Act 182 (1963).
2. At least seven years of college teaching experience, the last three as Associate Professor at Clarion University. If three years of teaching have been completed at Clarion University as an Associate Professor prior to the date of application, the application may be processed during the seventh year of total experience.
3. Fulfillment of all professional responsibilities (see number I above).

## **III. Candidate's competence, achievement, and/or performance.**

The Department Promotion Committee and the Department Chairperson must provide the University-wide Promotion Committee with critical evaluations of the candidate's evidence and level of competence achievement, and/or performance in each of the following categories. In each category the department promotion committee and department chair must authenticate submitted materials as well as evaluate their importance to a broader context.

The CBA (Article 12.B) requires all evaluations to "give greater weight to the quality of the performance reflected in the data, than to the quantity of the data." The University-Wide Promotions Committee relies heavily on those evaluations in evaluating candidates. Enumeration is not the same as evaluation. The University-Wide Promotions Committee, which is precluded from simply counting accomplishments, asks that you provide reasoned argument as to the importance of all items submitted as evidence of accomplishment covered under Note 2. In addition, department promotions committees are required to "prorate" mixed faculty work assignments (some teaching, some non-teaching—Note 1). A more complete explanation of the categories, the prorating system, and Notes 1 and 2 is available in the *Promotion Policies and Procedure*.

The categories of evaluation by department chairs and department promotions committees are listed on the following page. Letters must address each category.

## Categories of evaluation

### A. Students/Clients

1. Student evaluations and/or supervisor assessment of client evaluations. (Note 1)
2. Peer evaluations
3. Quality of teaching and/or work aids/innovations prepared by the candidate (Note 2)

### B. Mastery of Subject Matter and Continued Scholarly Growth

1. Publications, creative activities, and referred papers. (Note 2)
2. Consultantships. (Note 2)
3. Terminal degree in the candidates' discipline.
4. Graduate or post-doctoral work beyond the terminal degree. (Note 2)
5. Active service in professional organizations. (Note 2)
6. Development of new scholarly or practical insights. (Note 2)

### C. Contributions to the University and Community

1. Service on committees and student organizations.
2. Participation in University governance.
3. Additional assignments which benefit the university. (Note 2)
4. Contributions to the community which enhance the image of the university. (Note 2)

**Note 1** In case of a mixed workload, the Department must certify the percentages of teaching vs. Non-teaching.

**Note 2** The Department Promotion Committee and the Department Chairperson must provide the University-wide Promotion Committee with critical evaluations of the candidate's evidence and level of competence, achievement, and/or performance in this particular category.

The University-wide Committee may return folders to departments with instructions if the responsibilities of Note 1 and Note 2 are not fulfilled. Also, notice that Note 2 refers to both Department Chairs and Department Promotion Committees.