

MANSFIELD UNIVERSITY
MANSFIELD, PENNSYLVANIA

STATEMENT OF PROMOTION POLICY,
PROCESS, AND PROCEDURES

Prepared by
Joint APSCUF/University Senate
Subcommittee on Promotion Policy

September/October 2005

Approved:

Andrew Gaskievicz, APSCUF President
October, 2005

Approved:

David Werner, MU Interim President
October, 2005

October, 2005

TO: Priscilla M. Travis
Chapter President
Mansfield University APSCUF

Rod. C. Kelchner
President
Mansfield University

FROM: Brian A. Johnson
APSCUF
Meet and Discuss
Date Signed: 10-30-96

Mary A. Carr
State System of Higher Education
Meet and Discuss
Date Signed: 10-31-96

RE: Statement of Promotion Policy, Process, and Procedures

This memorandum acknowledges that your attached Statement of Promotion Policy, Process, and Procedures has been approved by Statewide Meet and Discuss.

BAJ/MAC: jmc

Attachment

Cc: State System Meet and Discuss Team
APSCUF Meet and Discuss Team

APPLICATION for PROMOTION
CERTIFICATION of ELIGIBILITY for PROMOTION

(This form must be returned by the applicant to the Office of the Provost for eligibility certification before you begin working on your application. This signed form must be included as the cover page of your application)

Name:

Present Rank:

Department:

Date:

Certification:

The above faculty member has met all legal minimum requirements for promotion as cited in Article 16 of the Collective Bargaining Agreement (CBA) and Section I of the Mansfield University Promotion Policy.

_____ Yes _____ No

_____ Date
President or his/her designee

(Pursuant to Article 13, Section B.5 of the Collective Bargaining Agreement, the faculty member may grant the University-Wide Promotion Committee access to his/her personnel file.)

I hereby grant the University-Wide Promotion Committee access to my personnel file, should it deem it necessary.

_____ Date: _____
Applicant's Signature

Preface

This document was revised by a Joint APSCUF/University Senate Subcommittee on Promotion Policy in 1996. This document was developed in conformity with the procedures and policies of Mansfield University, with the guidelines issued by the statewide *Revised Guidelines for Preparation of a Statement of Promotion Policies and Procedures*, November 20, 1995, and the Collective Bargaining Agreements (CBAs) of July 1, 1994 and July 1, 1996. This document was revised further by the Mansfield University APSCUF Executive Committee in consultation with State Meet and Discuss, July 16, 2004, to bring the document into conformity with the changes to Article 16 in the CBA ratified Spring 2004. The latest revision occurred in Fall 2005 to bring the document into conformity with the *Guidelines for the Preparation of a Statement of Promotion Policies and Procedures* (approved August 11, 2005) and the CBA for July 1, 2003, through June 30, 2007.

In an attempt to systematize what has frequently been perceived as a confusing procedure, this document is divided into three chapters. The chapters are designed to separate and clarify promotion policies, promotion process, and the promotion procedure.

Chapter 1 (Promotion Policy) specifies legal, contractual, and local qualifications, requirements, performance criteria, and evaluative indicators applied to each application for promotion.

Chapter 2 (Promotion Process) details the structures, duties, and responsibilities of departmental promotion committees, the department chair, the Dean/Library Director, the Provost, and the University-Wide Promotion Committee.

Chapter 3 (Promotion Procedure) outlines the application procedure, time line, and contains promotion application documents.

Chapter 1: Promotion Policy

Introduction

Promotion to rank is a function of the judgment of designated peers, is a recognition of a faculty member's growth, and is based upon the faculty member's ability to undertake a growing range of responsibilities. Promotion to rank should be indicative of distinctive professional performance and should not merely be granted in accordance with longevity or with minimal statutory requirements.

The Requirements for Promotion in Rank listed below include the minimum qualifications as specified in the applicable laws and such additional qualifications the University has determined concerning time in rank, years of teaching experience, and length of service at the university.

The initial appointment to the faculty will be made at a rank appropriate to the appointee's experience. No departures from the normal promotion procedure will be offered as a condition of appointment. No promotions shall be granted prior to two years of teaching experience at the University.

I. Requirements for Promotion in Rank

All Categories of Performance Review and Evaluation (CBA Article 12, Section B) shall be considered as part of the evaluation for all ranks for promotion (MU Rev. 10/14/86). In addition, fulfillment of professional responsibilities (CBA Article 4) shall be a category on the basis of which a promotion judgment shall be made.

A failure to meet professional responsibilities shall preclude consideration for promotion (SSHE Guidelines Rev. 11/20/95).

A. Assistant Professor

1. The applicant must have a Master's degree plus ten (10) hours of graduate credit.
2. The applicant must have a minimum of four (4) years of teaching experience, at least three (3) of which will be at Mansfield.
3. Criteria 1 and 2 (above) must be met before promotion will be considered by the University-Wide Promotion Committee; however, meeting these requirements does not guarantee promotion.
4. Teaching effectiveness is the most important criterion on the basis of which a promotion judgment is made. An applicant must also demonstrate achievement in

Continuing Scholarly Growth and Service.

B. Associate Professor

1. The applicant must have an earned doctorate or equivalents approved by the Board of Governors, or a Master's degree plus forty (40) graduate credits, or a total of seventy (70) hours of graduate credit including a Master's degree, or all course work completed toward a doctorate. If the applicant is not enrolled in a doctoral program, the graduate work should consist of courses that would usually be considered a cohesive program.
2. The applicant without the doctorate must have a minimum of seven (7) years teaching experience. The applicant with the doctorate must have a minimum of five (5) years teaching experience.
3. The applicant must have been in the Assistant Professor rank for at least three (3) years.
4. Criteria 1 through 3 (above) must be met before promotion will be considered by the University-Wide Promotion Committee; however, meeting these requirements does not guarantee promotion.
5. Teaching effectiveness is the most important category on the basis of which a promotion judgment is made. In addition to effective teaching, the applicant must demonstrate significant achievement in Continuing Scholarly Growth and Service.

C. Full Professor

1. The applicant must have an earned doctorate or equivalent approved by the Board of Governors. Faculty not meeting this criteria, but meeting all others, may be considered under the 3% Rule.
2. The applicant must have a minimum of seven (7) years of full-time teaching experience, at least four (4) of which shall be at the Associate Professor rank.
3. The applicant must have been granted tenure at Mansfield. The applicant may apply for promotion during the year in which he/she is eligible for tenure and may be recommended for promotion contingent upon the granting of tenure.
4. Criteria 1 through 3 (above) must be met before promotion will be considered by the University-Wide Promotion Committee; however, meeting these requirements does not guarantee promotion.

5. Effective teaching is the most important criteria on the basis of which a promotion judgment is made. The applicant must demonstrate excellence in effective teaching and consistent significant achievement in Continuing Scholarly Growth and Service.

II. Criteria Applied by Mansfield University Promotion Committee:

Note: The University may adopt additional evaluation categories on the basis of which judgments about promotion will be made.

A. Academic Faculty

1. ***Professional Responsibilities.*** The responsibilities are as set forth in the CBA (Art. 4), namely:
 - a. Prepare and meet assigned classes.
 - b. Confer with and advise students.
 - c. Hold regular posted office hours at least five (5) hours per week on no fewer than three (3) different days of the week.
 - d. Evaluate students fairly and report promptly on student achievement.
 - e. Participate in group deliberations which contribute to the growth and development of the students and the college.
 - f. Accept those reasonable duties assigned within the fields of competence.
 - g. Attempt honestly and in good conscience to preserve and defend the goals of the university, without being restricted in the right to advocate change.
 - h. Any other duties agreed to by the faculty and administration at local meet and discuss.

2. ***Effective Teaching.*** A combination of all appropriate data will be used to give sufficient evidence for an overall judgment of teaching effectiveness. The categories most important in assessment of teaching effectiveness are first, instructional design, delivery, and pedagogical skill, i.e.:
 - a. A clear relationship between stated course objectives and course design.
 - b. Materials, examination methods, and course content that correspond to course objectives, are thorough and challenging.
 - c. Clear sequencing and order to course materials.
 - d. Course requirements that appropriately address critical skills development for the discipline.
 - e. Tests and assignments that challenge the student to apply, analyze, and evaluate course content.
 - f. Providing a variety of ways in which students can master course material. Course strategies employed to engage differing learning styles.
 - g. Preparing for and meeting with classes consistently.

- h. Stimulating student interest or curiosity in the subject matter taught.
- i. Providing meaningful feedback in a timely manner.
- j. Grading generally perceived as fair and accurate.
- k. Innovative classroom techniques implemented or attempted.
- l. Improvement in pedagogical skill over time.
- m. Students adequately informed of course goals, requirements, deadlines, and the basis of their grades.
- n. Undertaking independent studies, internships, theses supervision.

and second, mastery of content and the learning process, i.e.,

- a. Course content reflecting contemporary views and the weight of evidence in the discipline; teaching materials current, relevant.
- b. Seeking to increase her/his knowledge of the subject matter taught.
- c. Seeking to increase her/his knowledge of how students learn. Applying this knowledge in ways that may improve student learning.

The indicators for effective teaching are set forth in the CBA (Article 12, Section B.1), namely:

- a. Student evaluations.
- b. Peer evaluations.
- c. Classroom visitations.
- d. Quality of syllabi.
- e. Quality of student advisement.
- f. Willingness to accept departmental work assignments.
- g. Timely execution of work assignments.
- h. Any other data agreed to by the faculty and administration at local meet and discuss.

3. *Continuing Scholarly Growth.*

Where applicable, evidence of continuing scholarly growth will be indicated by, but not limited to, such items as:

- a. Development of experimental programs (including distance education).
- b. Papers delivered at national and regional meetings of professional societies.
- c. Regional and national awards.
- d. Offices held in professional organizations.
- e. Invitational lectures reasonably related to the applicant's discipline.
- f. Participation in panels at regional and national meetings of professional organizations.
- g. Grant acquisitions.
- h. Editorships of professional journals.

- i. Participating in juried shows.
- j. Program-related projects.
- k. Quality of musical or theatrical performances.
- l. Participation in one-person or invitational shows.
- m. Consultantships.
- n. Research projects.
- o. Publication record.
- p. Additional graduate work.
- q. Contribution to the scholarly growth of one's peers.
- r. Items on the student evaluation form which pertain to knowledge of the discipline.
- s. Any other evidence agreed to by the faculty and administration at local meet and discuss.

4. Service: Contribution to the University and/or Community

Evidence reviewed by the University-Wide Promotion Committee shall include, but need not be limited to the following:

- a. Quality of participation in program, department, and University committees, ad hoc or permanent. Evidence may be solicited from committee chairpersons, to establish that a significant contribution was made to the committee.
- b. APSCUF activity contributing to the governance of the University.
- c. Development of new course(s) or program(s).
- d. Training or assisting other faculty members in the use of distance education technology.
- e. Participating in university-wide colloquia.
- f. Voluntary membership in professionally oriented, community-based organizations reasonably related to the applicant's discipline.
- g. Lectures and consultations.
- h. Consulting with local and area agencies and organizations.
- i. Any other data as justified and approved at Meet and Discuss.

B. Faculty Whose Basic Areas of Responsibility Lie Outside the Classroom

All of the above criteria (*professional responsibilities, effective teaching, continuing scholarly growth, and service*) apply to faculty whose basic areas of responsibility lie outside the classroom, with the exception that performance of duties as described in the official position description are used in lieu of effective teaching.

C. Faculty with Mixed Workloads

All of the above criteria (*professional responsibilities, effective teaching, continuing scholarly growth, and service*) apply to faculty with mixed workloads, with the exception that faculty members who have mixed workloads of teaching and non-teaching

responsibilities are evaluated on both effective teaching and the duties and responsibilities of the non-teaching assignment(s).

D. Administrative Faculty

All of the above criteria (*professional responsibilities, effective teaching, continuing scholarly growth, and service*) apply to administrative faculty with the exception that effective teaching is replaced by duties and responsibilities of the positions as defined.

- E. The applicant for promotion must submit as part of his/her application any supportive materials. (Refer to the Promotion Application Procedure and Materials Checklist in Chapter 3 of this document).

Chapter 2: Promotion Process

THE DEPARTMENT PROMOTION COMMITTEE (DPC) and THE DEPARTMENT CHAIRPERSON

The Department Promotion Committee and the Department Chairperson function to evaluate department faculty members who are applying for promotion and to provide separate, substantiated recommendations to the University-Wide Promotion Committee. The rules for the establishment of the DPC, for the discharge of its responsibilities and for the Department Chairperson's role in the promotion process are listed below. The conscientious work of applicants, the committee and the chairperson is crucial to the integrity of the promotion process. In all cases, applications must receive consideration first at the department level.

APPLICANTS FOR PROMOTION should read and understand the following information about both the Department Promotion Committee and the Department Chairperson in order to prepare for the submission of their materials.

DEPARTMENT PROMOTION COMMITTEE

1. Each department shall establish a **Promotion Committee** according to the following rules:
 - a. The Department Promotion Committee (DPC) shall consist of at least three regular full-time faculty members elected by the regular department faculty members. The department chairperson conducts the election of this committee. All regular department faculty members shall be afforded the opportunity to vote in the election of the DPC members.
 - b. The faculty members eligible to serve on the DPC shall be regular full-time faculty members.
 - (1) Temporary faculty members are not eligible for election.
 - (2) The department chairperson shall not be a member of this committee.
 - c. If the department does not have enough eligible faculty members to elect the entire three-person committee, the procedure identified in Article 12, Section C of the Collective Bargaining Agreement shall be utilized to select faculty to make up the total of three. The faculty member(s) chosen under this procedure shall meet the guidelines in (b), above.
 - d. No faculty member shall serve on the DPC which considers his/her own application or the application of a member of his/her immediate family (spouse, child, step-child, parent, step-parent, parent-in-law, brother, sister, brother-in-law or sister-in-law) or a person residing in the same household as the faculty member.

- e. The election of the DPC shall be conducted in sufficient time to permit the DPC to begin its duties no later than November 1. Departments shall determine at the beginning of each academic year if there will be applicants for promotion in that year. The department must then determine if there will be at least three eligible department faculty members for the DPC, so that if the procedure outlined in (c), above becomes necessary, there will be sufficient time to complete it and have the Committee constituted before November 1.
 - f. The department chairperson convenes the first meeting of the DPC and conducts the election of the DPC chairperson.
 - g. Each department shall determine the rules and procedures under which the DPC will operate. Such rules and procedures shall be announced by the department prior to the commencement of the performance review and evaluation process and shall be included in department meeting minutes. Applicants have the right to review these rules and procedures before they begin their application process. It is highly desirable that these rules and procedures be consistent from year to year.
2. The **Department Promotion Committee** shall discharge the following responsibilities:
- a. As soon as the department chairperson receives a faculty member's application for promotion (but not later than November 1) he/she shall immediately notify the DPC.
 - b. The DPC shall schedule an organizational meeting as soon as it is constituted, but no later than November 1, to plan the review procedures for the promotion application(s). The DPC shall operate according the rules and procedures established and announced by the Department. The DPC shall make these rules and procedures available to all applicants at the beginning of the application process.
 - c. The DPC shall review the application(s) and the supporting documentation provided, along with other evidence, as it prepares its recommendations.
- (1) **The DPC is responsible for the authentication of all documents in the application(s).** The committee should verify first each applicant's signed "Statement of Professional Responsibility," the fulfillment of which is a prerequisite for consideration for promotion. The DPC should make an effort to reconcile errors or irregularities in any part of the candidate's application; serious or irreconcilable difficulties should be clarified with the candidate via a phone call, or a written response or the candidate's appearance before the committee.

If the DPC is unable to resolve an error or inconsistency after a good faith attempt, the DPC should notify the candidate in writing.

- (2) The committee shall work supportively to assist applicants in the preparation and compilation of their promotion materials. Applicants in non-traditional fields and non-teaching assignments may need committee assistance in explaining how their contributions fit into the CBA criteria of Effective Teaching, Scholarly Growth and Service.

For faculty members whose basic responsibilities lie outside the classroom, in addition to the required minimum qualifications, the categories for promotion of these faculty members include:

- the duties and responsibilities of the position
- the fulfillment of professional responsibilities
- continuing scholarly growth
- service contributions to the University/Community

Faculty members who have mixed workloads of teaching and non-teaching responsibilities are evaluated on both effective teaching and the duties and responsibilities of the non-teaching assignment(s), the fulfillment of professional responsibilities, continuing scholarly growth, and service contributions to the University/Community. These categories are in addition to the required minimum qualifications.

- (3) The DPC shall include any/all five-year post-tenure review(s), including the most recent review, for all applicants.
- (4) The DPC shall insure that the supporting materials of all applicants are available for use by the Department Chairperson during the review period.
- d. The DPC shall write a detailed recommendation for each applicant. Each recommendation shall contain specific references to the evidence upon which the committee bases its recommendation. The categories for evaluation used by the DPC shall include, but not be limited to, the categories identified in the CBA Article 12, Section B, "Performance Review and Evaluation of Faculty." The DPC recommendations must contain one of the following phrases for each applicant: "Not Recommended," "Recommended," or "Highly Recommended."

The form upon which each recommendation is made shall include a place for the applicant's signature which indicates only that he/she has read the DPC recommendations.

- e. The DPC shall inform all candidates of its recommendations and the reasons for the recommendations prior to submitting them to the University-Wide Promotion Committee. The DPC shall advise the candidate(s) for promotion of the right to appear before the DPC. Candidates should avail themselves of this right if they disagree or have concerns about the DPC recommendations. Candidates have the right to discuss their recommendations with the DPC before February 1.

The DPC shall complete its review and make its recommendations available to the applicant no later than the first day of the second semester (mid-January). This will allow sufficient time for an applicant to exercise his/her right to appear before the committee prior to February 1, when the DPC sends its recommendation to the University-Wide Promotion Committee.

The DPC should provide applicants whom the DPC does not recommend with information about shortcomings or deficiencies in their application so they may improve their chances of success in future applications.

- f. The DPC submits the full list of departmental applicants and the detailed written recommendations for each applicant to the University-Wide Promotion Committee no later than February 1. The DPC submits all Promotion Application Packets and supporting materials to the President or his/her designee by February 1. The President or his/her designee shall make all application packets and supporting materials available to the University-Wide Promotion Committee for use in its deliberations. (CBA Article 16, B.6.)

If the DPC or department chairperson fails to submit the recommendation(s) to the University-Wide Promotion Committee by February 1, the applicant(s) may submit the applications and supporting materials directly to the University-Wide Promotion Committee. However, all applications must be submitted first to the department.

Applicants should monitor the progress of the DPC and Department Chairperson in their review and submission of the promotion materials.

THE DEPARTMENT CHAIRPERSON

The Department Chairperson evaluates department faculty applying for promotion and provides an independent, substantiated recommendation to the University-Wide Promotion Committee. The responsibilities and duties of the chairperson are outlined below.

1. At or before the beginning of each academic year, the chairperson ascertains if there will be department faculty applying for promotion in that year, and determines if there are sufficient department faculty to constitute a Departmental Promotion Committee (DPC), according to the above guidelines for Department Promotion Committee. The department chairperson shall not be a member of this committee. In the event that the department chairperson or a member of his/her immediate family (as defined in the CBA Article 16, B.5) or a person residing in his/her household is applying for promotion, the department chairperson shall not

be permitted to participate in the review of any applicants. An election shall be held to select another regular, full-time faculty member in the department acceptable to the department and to the President or his/her designee. This elected alternate chairperson substitutes for the department chairperson. All regular department faculty members shall be afforded the opportunity to vote in the election of an alternate chairperson. A regular department faculty member conducts this election.

2. Conduct the elections of the DPC according to the above guidelines. The elections must be completed no later than November 1.
3. Convene the first meeting of the DPC and conduct the elections for the committee chairperson.
4. As soon as the chairperson receives a faculty member's application for promotion (not later than November 1) he/she shall immediately notify the DPC.
5. The department chairperson shall independently review and consider the application(s) for promotion. The CBA specifies a review independent of the DPC review. The recommendation(s) shall include specific references to the evidence upon which the chairperson based his/her recommendations. The categories for evaluation used by the chairperson shall include, but not be limited to, the categories identified in CBA Article 12, Section B: "Performance Review and Evaluation of Faculty."
 - a. For faculty members whose basic responsibilities lie outside the classroom, in addition to the required minimum qualifications, the categories for promotion of these faculty members include:
 - the duties and responsibilities of the position
 - the fulfillment of professional responsibilities
 - continuing scholarly growth
 - service contributions to the University/Community
 - b. Faculty members who have mixed workloads of teaching and non-teaching responsibilities should be evaluated on both effective teaching and the duties and responsibilities of the non-teaching assignment(s), the fulfillment of professional responsibilities, continuing scholarly growth, and service contributions to the University/Community.
 - c. The chairperson shall include any/all five-year post-tenure reviews written by the department chairperson(s). The chairperson's recommendation must contain one of the following phrases for each applicant: "Not Recommended," "Recommended," or "Highly Recommended."

The form upon which each recommendation is made shall contain a place for the applicant's signature, which indicates only that he/she has read the recommendation.

6. The chairperson shall inform all candidates of his/her recommendations and the reasons for the recommendations prior to submitting them to the University-Wide Promotion Committee. The chairperson shall advise the candidate(s) for promotion of the right to discuss the review with the chairperson. Candidates should avail themselves of this right if they disagree or have concerns about the recommendations. Candidates have the right to discuss their recommendations with the chairperson before February 1.

The chairperson shall complete his/her review and make the recommendations available to the applicant no later than the first day of the second semester (mid-January). This will allow sufficient time for an applicant to exercise his/her right to appear before the chairperson prior to February 1, when the chairperson sends the recommendations to the University-Wide Promotion Committee.

7. The chairperson shall submit the full list of departmental applicants and the detailed written recommendations for each to the University-Wide Promotion Committee no later than February 1. If the DPC or department chairperson fails to submit the recommendation(s) to the University-Wide Promotion Committee by February 1, the applicant(s) may submit the applications and supporting materials directly to the University-Wide Promotion Committee. However, all applications must be submitted first to the department. **Applicants should monitor the progress of the DPC and Department Chairperson as they review and submit the promotion materials.**

THE DEAN/LIBRARY DIRECTOR

The Dean/Library Director evaluates department faculty applying for promotion and provides an independent, substantiated recommendation to the University-Wide Promotion Committee. The responsibilities and duties of the Dean/Library Director are outlined below.

1. The Dean/Library Director 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 shall be simultaneously provided to the faculty member, who may submit a written statement to the University-Wide Promotion Committee addressing the Dean/Library Director's recommendation by February 15.
2. In making his/her independent recommendation, the Dean/Library Director is not permitted under the Collective Bargaining Agreement to review the recommendations of the department chairperson or the department committee prior to submitting his/her recommendation to the University-Wide Promotion Committee.
3. No Dean/Library Director shall submit a recommendation regarding the application of a member of his/her immediate family, as defined in the Collective Bargaining Agreement, or a person residing in his/her household.

THE PROVOST

The Provost evaluates department faculty applying for promotion and provides an independent, substantiated recommendation to the University-Wide Promotion Committee. The responsibilities and duties of the Provost are outlined below.

1. The Mansfield University Provost shall submit a detailed recommendation for promotion to the University-Wide Promotion Committee no later than **February 21**.
2. The Provost's recommendation shall be based on the agreed-upon criteria as stated in the current CBA (Articles 12 and 16) and in Mansfield University's local "Statement of Promotion Policy, Process, and Procedures." The recommendation shall include specific references to the evidence upon which the Provost based his/her recommendation.
3. In making his/her independent recommendation, the Provost is permitted, under the Collective Bargaining Agreement, to review the recommendation of the department chair, the department committee, and the Dean/Library Director prior to submitting his/her recommendation to the University-Wide Promotion Committee. The procedure shall provide sufficient time for the Provost to review the prior recommendations and prepare his/her recommendation by February 21.
4. The Provost's 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 Provost's recommendation by February 25.
5. No Provost shall submit a recommendation regarding the application of a member of his/her immediate family, as defined in the Collective Bargaining Agreement, or a person residing in his/her household.
6. In the event that the Provost is named as the President's designee for purposes of making decisions about promotions, then the Provost shall not make a recommendation. In such cases, only the Dean/Library Director shall submit a recommendation.

UNIVERSITY-WIDE PROMOTION COMMITTEE

The role of the University-Wide Promotion Committee is to review and evaluate all applications submitted for promotion and to make recommendations to the President or his/her designee (Article 16, Section B. 8). Although the committee formation is mandated by the CBA (Article 16, Section B. 2.), it functions independently from APSCUF, the Mansfield University Senate and the Mansfield University Administration.

The Committee's deliberations shall follow the Policy and Procedures established in Chapters 1 and 2 of this document and those set forth in Articles 12 and 16 the CBA.

The Committee shall institute procedures to ensure that University commitments to equal employment opportunity through affirmative action are fulfilled to the maximum feasible extent. These procedures must not violate the CBA, the State Promotion Guidelines, University policies, or applicable Commonwealth and Federal laws.

1. Membership

- a. The University-Wide Promotion Committee consists of seven tenured faculty members elected by and from the faculty. The election process will ensure the right of all regular members of the bargaining unit to vote for committee members. All tenured members of the faculty are eligible to be nominated for election to the committee. One member shall be a faculty member whose basic responsibilities lie outside of the classroom setting. No two members of the committee may be from the same department. Two alternates shall be elected, including one faculty member whose basic responsibilities lie outside the classroom setting. The alternates serve if vacancies occur on the committee. Alternates may not be from the same department. Elections are conducted by the Administrative Affairs and Elections Committee of the University Senate.
- b. Terms are three (3) year terms; the terms shall be staggered in such a way that three members are elected in one year, three in the following year, and one in the subsequent year. Alternates serve for the duration of the unexpired term of the committee member they are replacing.
- c. No faculty member shall serve on the University-Wide Promotion Committee to consider his/her own application or the application of a member of his/her immediate family or a person residing in the same household as the faculty member.

2. Responsibilities of the University-Wide Promotion Committee

- a. By October 31 the committee shall hold an organizational meeting for the purpose of reviewing its responsibilities and the policies and procedures relative to promotion.
- b. The committee oversees the distribution by the Office of the Provost of all material related to promotion applications, policies and procedures.
- c. The committee shall make recommendations and establish procedures for maintaining the confidentiality of curricula vitae and all other personnel information necessary to the charge of the committee.
- d. After February 1, the committee reviews and evaluates all applications for promotion received from the department chairperson and department promotion committee. Recommendations from the department chairperson, the department promotion committee, the Dean/Library Director, and the Provost should be based on known criteria and specifically identified evidence. If, in the University-Wide Promotion Committee's judgment, the recommendations of the department promotion committee, the department

chairperson, the Dean/Library Director, and/or the Provost require further justification than that presented to the University-Wide Promotion Committee, this committee may return the matter to the department chairperson, the department committee, the Dean/Library Director, and/or the Provost, with the nature of the requested clarification. The University-Wide Promotion Committee may then evaluate the department chairperson's, department committee's, Dean/Library Director's, or Provost's recommendations and response and make its own evaluation.

- e. Each application shall be judged on the basis of the degree to which the candidate has met the criteria appropriate to the rank for which promotion is sought. Information, testimony or other evidence, apart from that supplied by the applicant, the department chairperson, the department committee, Dean/Library Director, or Provost, may be considered by the committee but will not be entertained unless submitted at the request of the University-Wide committee. In the event information, testimony, or other evidence, apart from that supplied by the applicant, is considered, the candidate shall be provided with a copy of all such information, testimony or other evidence, and shall be provided with an opportunity to respond prior to the committee's recommendation. It is the obligation of the members of the University-Wide Promotion Committee to review carefully and in detail all materials placed before it including, when permission is given, the candidate's personnel file.
- f. The University-Wide Promotion Committee may request that applicants meet with the committee before it writes its recommendations. The University-Wide Promotion Committee shall have the right to consult with the appropriate department committee, department chairperson or individuals submitting requests for promotion.
- g. Prior to April 5, the University-Wide Promotion Committee shall notify the applicants of their right to meet with the committee before the committee submits its recommendations to the President.
- h. The University-Wide Promotion Committee forwards all Promotion Application Packets and associated supporting materials, together with its recommendations and justifications for its decisions, to the President no later than April 15.
- i. The recommendations to the President shall be submitted in rank order, according to the rank for which the applicant is applying for promotion.
- j. The ranking of the applications for promotion shall be accomplished by private rankings and by committee discussions and further rankings. The committee will submit to the President a preferential ranking or rank-in-group list that conveys to the President the committee's judgment of the merits of the applications for promotion.
- k. The applicant for promotion shall be entitled to have access to copies of all documents reviewed by the University-Wide Promotion Committee and a log of sources of information considered by the committee for his/her application.

- l. Prior to any contrary decision, the President shall consult with the committee. The President shall not employ criteria different from that specified by the Collective Bargaining Agreement and the local statement of policies and procedures (CBA Article 16, Section B.11).
- m. At the request of the President or his/her designee, the recommendations given to him/her will be supported in sufficient detail to enable him/her to know the grounds upon which the committee reached its conclusion in each case.
- n. A special committee, to be made up of faculty and management, will be established to formulate rules and criteria for the application of the 3% rule under Act 182. Once formulated, these rules and criteria shall be placed in the local statement and applied by the University-Wide Promotion Committee.

Chapter 3: Promotion Procedure

I. INTRODUCTION

This promotion application document was revised by a Joint APSCUF/ University Senate Subcommittee on Promotion Documents in Spring 1995. This document was developed in conformity with the procedures and policies of Mansfield University, with the "Guidelines for Preparation of a Statement of Promotion Policies and Procedures – Revised" (11/20/95, approved at State Meet and Discuss, 11/95) and the Collective Bargaining Agreements (CBAs) of July 1, 1994 and July 1, 1996. This document was revised further by the Mansfield University APSCUF Executive Committee in consultation with State Meet and Discuss, July 16, 2004, to bring the document into conformity with the changes to Article 16 in the CBA ratified Spring 2004.

Those involved in the promotion process are the faculty member, the department chairperson, departmental promotion committee, the Provost, the University-Wide Promotion Committee, and the President.

II. PROMOTION CRITERIA:

Refer to Chapter 1 of this document (Promotion Policy), and the CBA Article 12 (PERFORMANCE REVIEW AND EVALUATION OF FACULTY)

III. PROMOTION APPLICATION PROCEDURE:

Refer to Chapter 2 of this document (Promotion Process) regarding the roles of the Department Promotion Committee, the Department Chairperson, the Provost, and the University-Wide Promotion Committee. To apply for promotion, follow the TIME LINE, below.

- A. Faculty member obtains Promotion Application Packet in the office of the President or his/her designee (i.e., Dept. Secretary or Office of the Provost).
- B. Faculty member obtains signed Certification of Eligibility for Promotion form. This should be used as the cover page of the Promotion Application Packet.

PROMOTION APPLICATION TIME LINE
for APPLICANTS, DEPARTMENT PROMOTION COMMITTEE, DEPARTMENT
CHAIRPERSON, THE PROVOST, AND THE UNIVERSITY-WIDE PROMOTION
COMMITTEE

Applicants, the Department Promotion Committee, the Department Chairperson, the **Dean/Library Director**, the Provost, and the University-Wide Promotion Committee are responsible for following the details of the procedures presented in the CBA and Chapters 1 and 2, above. This time line is an outline of the process.

DATE(S) *

ACTION

August or September	Faculty member obtains a Promotion Application Packet in the Office of the President or/the office of his/her designee, (i.e., Dept. Secretary or Office of the Provost).
Beginning of each academic year	Department chairperson determines if there will be department faculty applying for promotion and if there is sufficient department faculty to constitute a Departmental Promotion Committee (DPC).
September or October	Faculty member obtains <u>signed certification of eligibility</u> for promotion (i.e., the cover page of the Application Packet) from the President or his/her designee. This certification serves as the first page of the Promotion Application Packet.
By October 31	University-Wide Promotion Committee shall hold its first organizational meeting
Before November 1	Elections of the DPC must be completed.
When applicant submits application, <u>but not later than November 1</u>	Department Chairperson notifies DPC that he/she has received one or more promotion applications.
On or before November 1	Applicant submits one copy of the Promotion Application Packet <u>with the supporting materials</u> to the <u>Department Promotion Committee</u> . The DPC receives the supporting materials first because the Committee is responsible for authenticating the documents in the application. The DPC insures that the supporting materials of all applicants are available for use by the Department Chairperson.
On or before November 1	Applicant submits a copy of the Promotion Application packet, <u>without supporting materials</u> , to the <u>Department Chairperson</u> . The Department Chairperson shall have access to the supporting

	materials that were given to the DPC.
During November, December, and early January	Department Promotion Committee prepares its recommendation; Department Chairperson prepares his/her recommendation. Applicants monitor the progress of the procedure.
Prior to submitting their recommendations to the University-Wide Promotion Committee, <u>but not later than the first day of the second semester (mid-January)</u>	Department Promotion Committee <u>and</u> Department Chairperson inform applicants of their respective recommendations, and of the applicants' right to speak with the DPC and Department Chairperson about their recommendation.
On or before February 1	Department Promotion Committee submits the full list of departmental applicants and the detailed recommendations for each to the University-Wide Promotion Committee. The DPC submits the Promotion Application Packets <u>and the supporting materials</u> to the University-Wide Promotion Committee.
On or before February 1	Department Chairperson submits the full list of departmental applicants and the detailed written recommendations for each to the University-Wide Promotion Committee. The Dean/Library Director submits his/her detailed recommendations to the University-Wide Promotion Committee with a copy to the faculty member.
February 1	Applicant confirms that the University-Wide Promotion Committee has received his/her Promotion Application Packet and the supporting materials.
After February 1	The University-Wide Promotion Committee begins to review and evaluate promotion applications.
By February 15	The applicant may submit a written statement to the University-Wide Promotion Committee addressing the Dean/Library Director's recommendation
On or before February 21	The Provost submits his/her recommendation to the University-Wide Promotion Committee with a copy to the faculty member.
By March 1	The applicant may submit a written statement to the University-Wide Promotion Committee addressing the Provost's recommendation.

Prior to submitting its recommendation, <u>but not later than April 5</u>	The University-Wide Promotion Committee notifies all applicants of their right to meet with the Committee before the Committee submits its recommendations to the President.
No later than April 15	The University-Wide Promotion Committee submits <u>all Promotion Application Packets and the supporting materials</u> , together with its recommendations and justifications for its decisions to the President.

*NOTE: if any of the above dates fall on a weekend or a day when the University is closed, the applicable date shall be the next University business day.

IV. RECOMMENDED FORMAT FOR PROMOTION APPLICATION:

The following checklist and document formats are provided to assist in assembling the Promotion Application Packet.

1. CERTIFICATION of ELIGIBILITY for PROMOTION FORM (p. 3 of this packet)
2. STATEMENT of FULFILLMENT of PROFESSIONAL RESPONSIBILITY FORM (p. 25 of this packet)
3. SUMMARY of PROFESSIONAL ACTIVITIES (CV) FORMAT (p. 26 of this packet)
4. DEPARTMENTAL COMMITTEE RECOMMENDATION FORM (p. 27 of this packet)
5. DEPARTMENTAL CHAIRPERSON RECOMMENDATION FORM (p. 28 of this packet)
6. DEAN/LIBRARY DIRECTOR RECOMMENDATION FORM (p. 29 of this packet)
7. PROVOST RECOMMENDATION FORM (p. 30 of this packet)
8. SUPPORTING MATERIALS
9. PROMOTION APPLICATION PACKET CHECKLIST (p. 32 of this packet)
The Checklist specifies the order in which materials should be presented in your application.

STATEMENT OF FULFILLMENT OF PROFESSIONAL RESPONSIBILITY

Article 4 of the Collective Bargaining Agreement defines the duties and responsibilities of faculty members. These duties and responsibilities include, but are not limited to, the performance categories listed below. A failure to meet the requirements shall preclude consideration for promotion.

All applicants for promotion are asked to attest to fulfilling these responsibilities by checking the boxes. The Department Promotion Committee will verify your statement in their review process and supply a statement in its submission to the University-Wide Promotion Committee.

I, _____ attest that I have:

(For all faculty)

- shown a willingness to accept departmental work assignments.
- accepted reasonable duties assigned within my field(s) of competence.
- executed work assignments in a timely fashion.
- participated in group deliberations which contribute to the growth and development of the students and the University.
- attempted honestly and in good conscience to preserve and defend the goals of the University, including the right to advocate change.
- fulfilled all contractual obligations with a professional standard of excellence.

(For teaching faculty and faculty with mixed teaching & non-teaching responsibilities)

- prepared for and met with classes as scheduled.
- provided timely notification to students of any changes in schedules, hours or rooms.
- made a reasonable effort to provide for coverage of classes in the event of my absence.
- held posted office hours a minimum total of five hours on three days per week.
- conferred with students and advised advisees.
- evaluated fairly and promptly reported student achievement.
- kept current in my academic discipline through continuing scholarly activity.
- participated in the student evaluation process and the peer evaluation process.

(For faculty whose basic responsibilities are outside the classroom)

- performed the duties and responsibilities of my assigned position, according to the job description or other stated assignments and responsibilities.
- fulfilled all contractual obligations with a professional standard of excellence.

Signed _____ Date _____

PROMOTION APPLICATION
Summary of Professional Activities

Name

Rank

Department

Date

I. Academic Background (C/V)

A. Education:

(Include institution, degree program, dates in attendance, and degree(s) awarded.)

B. Academic Ranks:

(Include ranks held, institution, effective date of rank, and years in rank, including this year.)

C. Teaching and/or Related Experience:

(Begin with most recent position and give name of organization, position title, major responsibilities, and dates.)

II. Categories for Performance Review and Evaluation of Faculty (CBA Article 12)

To be described fully in your promotion application and supplemented with all supporting materials and appropriate documentation. (Note that supporting materials are to be placed at the end of the promotion application; see the APromotion Application Packet Checklist.≡)

A. Professional responsibilities in current rank at Mansfield University.

B. Effective Teaching in current rank at Mansfield University.

C. Continuing Scholarly Growth in current rank at Mansfield University.

D. Service: Contribution to the University and/or community in current rank at Mansfield University.

Organize your materials according to the Promotion Application Packet Checklist.

To be completed by the
DEPARTMENTAL COMMITTEE

MANSFIELD UNIVERSITY

Evaluation of Faculty Member's Professional
Activities and Promotion Recommendation

Name of Faculty Member:

Department:

Committee Recommendation:

Comments (letter should be attached):

Departmental Committee _____ Date:
Signatures
_____ Date:
_____ Date:

Additional Committee Signatures: _____ Date(s):

I have seen the comments and recommendation of the Departmental Promotion Committee and have had the opportunity to respond.

Applicant's Signature: _____ Date:

To be completed by the
DEPARTMENT CHAIRPERSON

MANSFIELD UNIVERSITY

Evaluation of Faculty Member's Professional
Activities and Promotion Recommendation

Name of Faculty Member:

Department:

Chairperson Recommendation:

Comments (letter should be attached):

Department Chairperson's Signature: _____ Date:

I have seen the comments and recommendation of the Departmental Chairperson and have had the opportunity to respond.

Applicant's Signature _____ Date

To be completed by the
DEAN/LIBRARY DIRECTOR

MANSFIELD UNIVERSITY

Evaluation of Faculty Member's Professional
Activities and Promotion Recommendation

Name of Faculty Member:

Department:

Dean/Library Director Recommendation:

Comments (letter should be attached):

Dean/Library Director's Signature: _____ Date:

I have seen the comments and recommendation of the Dean/Library Director and have had the opportunity to respond.

Applicant's Signature _____ Date:

To be completed by the
PROVOST

MANSFIELD UNIVERSITY

Evaluation of Faculty Member's Professional
Activities and Promotion Recommendation

Name of Faculty Member:

Department:

Provost Recommendation:

Comments (letter should be attached):

Provost's Signature: _____

Date:

I have seen the comments and recommendation of the Provost and have had the opportunity to respond.

Applicant's Signature _____

Date:

V. GRIEVANCE PROCEDURE

An individual faculty member shall have the right to grieve, in accordance with CBA Article 5, GRIEVANCE PROCEDURE AND ARBITRATION. See also CBA Article 16, B.12.

Promotion Application Packet
CHECKLIST

Organize materials in this order in your binder/folder

- _____ 1. Certification of Eligibility for Promotion
- _____ 2. Statement of Fulfillment of Professional Responsibility (signed by the applicant)
- _____ 3. **Promotion Application:** includes I. Academic Background (C/V) and II. Categories of Performance Review and Evaluation of Faculty (Professional responsibilities and effective teaching, scholarly growth, service to the University and/or community.)
- _____ 4. Department Promotion Committee's Recommendation
- _____ 5. Department Chairperson's Recommendation
- _____ 6. Dean/Library Director's Recommendation
- _____ 7. Provost's Recommendation
- _____ 8. **Supporting Materials:** may be included in a clearly marked separate final section of the Promotion Application or in a clearly labeled separate binder. Supporting materials may include such items as those listed below: see also additional suggestions in the CBA. Applicants may include any supporting materials they believe to be appropriate. Please **note** that more than one copy of any supporting item in the application is unnecessary and may be confusing to the readers.

SUPPORTING MATERIALS:

A. Professional Responsibilities in Current Rank at Mansfield University:

- _____ position announcement/job description
- _____ other explanations or documents

B. Effective Teaching in Current Rank at Mansfield University: (the following supporting items or their equivalents are required)

- _____ original student evaluation summary sheets
- _____ visitation reports
- _____ department evaluation committee report
- _____ department chairperson evaluation
- _____ course syllabi
- _____ sample exams
- _____ sample assignments and projects
- _____ job description (non-teaching faculty)
- _____ user evaluations of services (non-teaching faculty)
- _____ other

C. Continuing Scholarly Growth in Current Rank at Mansfield University:

(Copies of materials substantiating any applicable item cited in the application)

- _____ published materials
- _____ papers
- _____ programs
- _____ proposals
- _____ letters
- _____ other

D. Service: Contribution to the University and/or Community in Current Rank at Mansfield University:

(Copies of materials substantiating any applicable item cited in the application)

- _____ committee memberships
- _____ papers
- _____ programs
- _____ proposals
- _____ letters
- _____ media coverage
- _____ other