

EAST STROUDSBURG UNIVERSITY

PROMOTION POLICIES AND PROCEDURES

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III. PREAMBLE

The Promotion Policies and Procedures of the University should contribute to academic excellence. Promotion at East Stroudsburg University occurs as a function of the judgment of designated peers about the quality of the performance of a candidate for promotion. The academic promotion process must go beyond considerations of either longevity or minimal statutory requirements. Promotion should indicate that a Faculty Member is performing his or her work in a professional manner that is considered outstanding and worthy of commendation. Promotion is recognition of excellence, not a contractual right. An equitable and widely understood promotion policy helps ensure that considerations of academic quality will be the basis for all academic personnel decisions, and bolsters faculty morale.

III. DATES FOR PROMOTION PROCEDURES

<u>DEADLINE</u>	<u>ACTIVITY</u>
September 30	Departments shall have their promotion committees organized and the department chair shall notify the dean/appropriate manager ¹ .
October 1	University-wide Promotion Committee (UWPC) is convened by past chairperson, elects a chair, and reviews procedures. Following the meeting the UWPC announces, via e-mail, the availability of the Promotions Policies and Procedures and the Promotion Application form, and reminds the faculty that applications and dossiers are due to department chairs no later than November 1.
November 1	Any faculty member with the required minimum qualifications may submit an application for promotion, together with written substantiation and supporting materials (“dossier”), to the department chairperson, not later than November 1. The department chairperson immediately informs the department committee.
November 15	The department chairperson, before November 15, submits the departmental list of applicants to the appropriate dean/appropriate manager, and the provost, and the UWPC chairperson. No additions to the list may be made after this time. This list should be submitted on paper not via e-mail.
November 20	The UWPC chairperson meets with the provost by November 20 to determine the complete list of applicants for promotion who meet the statutory requirements for promotion.
November 21	The UWPC chairperson, by November 21, informs the committee members of the complete list of applicants for promotion.
December 15	All promotion materials (except for promotion recommendation letters from the department committee and/or department chair) are delivered to a central location, announced by the Chair of the UWPC. These materials will be available for review by members of the department evaluation committee, the department chair, the deans/appropriate managers, the provost, and the UWPC members until February 1.
February 1	By February 1, the departmental promotion committee reviews all applications and supporting documents, makes its evaluation and its evaluations and recommendations to the UWPC, with a copy of the written recommendation provided to the candidate.
February 1	By February 1, the department chairperson forwards his/her evaluations and recommendations to the UWPC, with a copy of the written recommendation provided to the candidate.

¹ At ESU the following departments do not report to academic deans: Counseling & Psychological Services (CPS); Intercollegiate Athletics (IA); Library. The first level of management reported to by CPS & IA is the VP for Student Affairs; by the Library, the Library Director

February 1	By February 1, the appropriate dean, if the applicant's department reports to a dean, submits a detailed written recommendation for each applicant to the UWPC, with a copy simultaneously provided to the applicant. If the applicant's department does not report to a dean, then the appropriate manager will write the recommendation.
February 1	The UWPC attaches the recommendations received from the department promotions committee, the department chair, and the dean/appropriate manager to the applicant's dossier and then forwards all of the promotion applications and materials to the Provost, who will guarantee access to these materials for the President (or his/her designee) and for the UWPC.
February 15	The applicant may submit a written statement addressing the recommendation of the department chair, departmental committee, or dean/appropriate manager to the UWPC, which will then forward the statement for inclusion in the applicant's dossier.
February 21	The Provost submits a written recommendation for each applicant to the UWPC with a copy simultaneously to the applicant. This recommendation shall also be attached to the applicant's dossier.
March 1	By March 1 the applicant may submit a written statement addressing the Provost's recommendation to the UWPC, which will then forward the statement for inclusion in the applicant's dossier.
February 21 – April 15	The UWPC reviews all applications and supporting documents, including all recommendations and supporting documents, including all recommendations and any statements from applicants responding to the recommendations. The UWPC may, during this time, consult with any department committee, department chair, dean/appropriate manager, provost, or applicant regarding the promotion application and supporting materials. If an applicant wants to appear before the UWPC to speak on his/her own behalf, he/she should make this request as early as possible in this period.
April 15	The UWPC submits to the president or his/her designee by April 15 rank ordered lists for each promotion level of those candidates it recommends for promotion and a list of those candidates who are not recommended for promotion. The UWPC informs candidates of its decision to recommend or not recommend and provides the name of and contact information for the UWPC designee who may be contacted for further detail once the president has announced promotions.
Between April 15 and July 1	The UWPC and the president or his/her designee meets to discuss the committee's recommendations.
July 15	By July 15, the president informs the deans/appropriate managers, the provost, the UWPC, and the entire FACULTY of his/her decisions and announces promotions.

III. BASIS FOR PROMOTION

A. University-wide Minimum Requirements for Promotion

Initial appointment to the faculty will be made at the 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 at East Stroudsburg University.

Certain minimum qualifications for ranks as specified by applicable laws, PASSHE Board of Governor's policies, the C.B.A., and the university must be met, yet the satisfaction thereof does not imply automatic promotion. East Stroudsburg University requires the following for promotion:

1. For promotion to assistant professor:
 - a. *Four years of teaching experience
 - b. *Master's Degree plus 10 semester hours of graduate credit
2. For promotion to associate professor:
 - a. *Five years of teaching experience
 - b. *Seventy credits of graduate work including a master's degree; or master's degree plus 40 graduate credits or earned doctorate; or all course work completed toward a doctorate or equivalent degrees as defined by the PASSHE Board of Governors.
 - c. Three years at the assistant professor rank at the university and the earned doctorate; or six years at the assistant professor rank at the university.
 - d. Tenured or eligible to apply for tenure during current academic year. In exceptional cases, a candidate not eligible for tenure may be considered for promotion; in these cases the standards listed in III.A.4.a.-e. will apply.
3. For promotion to professor:
 - a. *Seven years of teaching experience;
 - b. *Earned doctorate or equivalent degrees as defined by the PASSHE Board of Governors.
 - c. Five years at associate professor rank at the university and an earned doctorate; or eight years at the associate professor rank if applying under the 3% rule.
 - d. Tenured or eligible to apply for tenure during current academic year. In exceptional cases, a candidate not eligible for tenure may be considered for promotion; in these cases the standards listed in III.A.4.a.-e. will apply.

(*These requirements are specified in Act 182 of the Pennsylvania State Code, and are therefore legally binding.)

4. Promotion to rank of professor under the 3% rule.

To be promoted under the 3% rule, a candidate must demonstrate the level of proficiency in the areas of teaching effectiveness, continuing scholarly growth, and contributions to the university/community required of successful candidates with the earned doctorate.

In addition, candidates under the 3% rule must demonstrate exceptional strength in at least two of the following ways:

- a. Performance of original works, such as plays or musical compositions, by a regionally or nationally recognized group;

- b. Publication of a substantial quantity of original research or literary work in journals or magazines of regional or national stature in the candidate's discipline;
 - c. Recognition of professional excellence via regional or national awards, prizes, or other honors;
 - d. Exhibition or performance of original works of art at exhibits or shows of regional or national stature;
 - e. Excellence in teaching or assigned duties.
5. Exceptions: In exceptional cases involving a candidate of unusually high qualifications, the UWPC and administration may see fit to reduce the length of service requirement under items 2.c. and 3.c. above. In such cases, criteria a. – e. under 4. above are applied.

B. Evidence Used to Evaluate the Degree to Which Worthiness for Promotion Exists

According to the CBA, Articles 4 and 12, Section B, the following categories have been established for performance review and evaluation: 1.) Effective Teaching and Fulfillment of Professional Responsibilities, 2.) Continuing Scholarly Growth, and 3.) Service: Contribution to the University and/or Community. Evidence enumerated below and found in the CBA will be used to evaluate performance in these categories. In considering applications for promotion, the ranks should be distinguished and the criteria applied more rigorously for each successive rank. The degree to which criteria have been met in the past and the degree to which the evidence points to achievement of excellence in the future should be considered. Failure to meet these responsibilities shall preclude consideration for promotion. In judging a candidate for promotion, these broad criteria shall be considered by the departmental promotion committee, the departmental chairperson, the dean/appropriate manager, the provost, and the University-Wide Promotion Committee (UWPC). While a candidate's entire resume will be reviewed as part of the promotions process, accomplishments that have occurred since the applicant's most recent promotion will be given preference.

1. Effective Teaching and Fulfillment of Professional Responsibility.

Fulfillment of Professional Responsibility

- a. Prepare for and meet assigned classes.
- b. Confer with and advise students.
- c. Hold regular posted office hours at least five (5) hours per week or 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 that contribute to the growth and development of the students and the university.
- f. Accept those reasonable duties assigned within the faculty member's 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.

If the applicant does not meet these responsibilities, then he/she cannot be considered for promotion.

Teaching Effectiveness. Teaching effectiveness for classroom faculty is the most important category on the basis of which a promotion judgment will be made. The candidate shall be awarded up to 60 points for teaching effectiveness by the UWPC. (Non-Classroom Faculty see C instead.)

- a. Evidence reviewed by the departmental committee, department chair, dean/appropriate manager, and provost shall include all materials presented, including when applicable:
 - (1) Student evaluations (from at least 5 of the most recent classes, to include at least 75 students)
 - (2) Course syllabi;
 - (3) Course examinations and paper assignments;
 - (4) Materials prepared by candidate for teaching purposes;
 - (5) Student performances in studio courses, performing arts;
 - (6) Reports of classroom visitation by colleagues;
 - (7) For faculty in teaching departments who have reassigned time for non-classroom responsibilities, full-or part-time, evidence that they have fulfilled the duties and responsibilities of the reassigned-time position is required.

- b. Evidence reviewed by UWPC concerning teaching effectiveness shall include all material presented including:
 - (1) Written Summary of Strengths prepared by candidate concerning teaching effectiveness;
 - (2) Written evaluations prepared by the departmental committee of candidate's teaching effectiveness;
 - (3) Written evaluations prepared by the department chair of candidate's teaching effectiveness;
 - (4) Written evaluations prepared by the dean/appropriate manager and provost of the candidate's teaching effectiveness;
 - (5) Any written responses from the candidate to the evaluations from the department committee, chair, dean/appropriate manager, or provost.

2. Continuing Scholarly Growth.

The candidate shall be awarded up to 20 points for continuing scholarly growth by the UWPC. Candidates should includes dates, when applicable, for each item of evidence.

- a. Evidence reviewed by the departmental committee, department chair, dean/appropriate manager, and provost shall include, when applicable, the following:
 - (1) Publications: Quantity and quality as measured by reviews, citations, adoptions, outside referees' evaluation, stature of publisher(s), etc.;
 - (2) Papers delivered: Quantity and quality measured by same applicable criteria as in (1) preceding;
 - (3) Development of new scholarly or practical insights as a result of systematic investigation;
 - (4) Development of a course based upon original concepts that demonstrate new possibilities of the discipline;
 - (5) Initiation of new pedagogical methods;
 - (6) Creative works in art, literature, dance, or music, which have been exhibited, published, or performed;
 - (7) Grants and fellowships received;
 - (8) Attendance at workshops, institutes, summer study programs, graduate courses or short courses related to the discipline and professionally recognized;
 - (9) Active memberships on state, regional, and/or national curriculum committee in candidate's academic field;

- (10) Membership and particularly offices held in learned or professional organizations.
- (11) Consultantships conducive to growth of expertise in academic discipline;
- (12) Pursuing graduate study toward a terminal degree or beyond a terminal degree;
- (13) Other: Testimony of colleagues and other professionals in the discipline.

b. Evidence reviewed by the UWPC concerning Continuing Scholarly Growth shall include all material provided by the candidate, as in 2.a. above, as well as the evaluations and recommendations of the department chair, departmental committee, dean/appropriate manager, and provost, and any written responses by the candidate to the evaluations from any of these parties.

3. Contributions to the University and/or Community.

The candidate shall be awarded up to 20 points for contributions to the University and/or community by the UWPC. Candidates should include dates for each activity.

a. Evidence reviewed by the departmental committee, department chair, dean/appropriate manager, and provost shall include, when applicable, the following:

- (1) Significant contributions to university committees, *ad hoc* or permanent;
- (2) Special individual assignment;
- (3) Significant contribution to departmental committees;
- (4) APSCUF activity contributing to the governance of the University;
- (5) Significant contribution to student organizations or activities;
- (6) Participation in community work in a professional capacity that brings recognition to the university;
- (7) Participation in area schools in a professional capacity that brings recognition to the university;
- (8) Public performance in the performing arts, on and off campus related to the discipline;
- (9) Public exhibits in the creative (visual) arts, on and off campus;
- (10) Service on state and/or regional evaluation and accreditation teams;
- (11) Development of proposals which benefit the university.

b. Evidence reviewed by the UWPC concerning Contributions to the University and/or Community shall include all material provided by the candidate, as in 3.a. above, as well as the evaluations and recommendations of the department chair, departmental committee, dean/appropriate manager, and provost, and any written responses by the candidate to the evaluations from any of these parties

4. Additional Categories

Additional categories may be adopted by East Stroudsburg University on which to base its judgments about promotion. In such instances, East Stroudsburg University will state specifically what types of evidence will be used for evaluations in those categories. Such amendments must be approved at both local and state Meet and Discuss. Currently, East Stroudsburg University utilizes no additional categories in evaluating worthiness for promotion.

C. Procedure to Implement the Promotion of Non-Classroom Faculty

In addition to meeting the required minimum qualifications, non-classroom faculty must submit materials supporting these categories:

1. All candidates will be evaluated on their fulfillment of their professional duties and responsibilities, which shall count as 60% of the total evaluation.
 - a. Evidence reviewed by departmental committee, the department chair, the dean/appropriate manager, and the provost shall include, when applicable, the following:
 - (1) A current job description of the faculty member whose basic responsibilities are outside the classroom. Specific duties and responsibilities of the position should be included;
 - (2) Documentation supporting the faculty member's fulfillment of professional responsibilities based on individual job descriptions;
 - (3) Materials prepared for advising, counseling, training, and/or instructional purposes;
 - (4) Documentation as appropriate supporting the faculty member's effectiveness in non-classroom instructional activities such as workshops, small group sessions, etc.;
 - (5) Departmental evaluation checklists/observations.
 - b. Evidence reviewed by UWPC concerning fulfillment of professional responsibilities shall include all material presented including:
 - (1) Written Summary of Strengths prepared by candidate concerning effectiveness in fulfilling professional responsibilities;
 - (2) Written evaluations prepared by the departmental committee of candidate's effectiveness in fulfilling professional responsibilities;
 - (3) Written evaluations prepared by the department chair of candidate's effectiveness in fulfilling professional responsibilities;
 - (4) Written evaluations prepared by the dean/appropriate manager and provost of the candidate's effectiveness in fulfilling professional responsibilities;
 - (5) Any written responses from the candidate to the evaluations from the department committee, chair, dean/appropriate manager, or provost.
2. All candidates will be evaluated on their continuing scholarly growth, which shall count as 20% of the total evaluation. Candidates should include dates, when applicable, for each item of evidence.
 - a. Evidence reviewed by the departmental committee, the department chair, the dean/appropriate manager, and the provost shall include the following:
 - (1) Publications: Quantity and quality as measured by reviews, citations, adoptions, outside referees' evaluation, stature of publisher(s), etc.;
 - (2) Papers delivered: Quantity and quality measured by same, applicable criteria as in (1) preceding;
 - (3) Development of new scholarly or practical insights as a result of systematic investigation;
 - (4) Development of a course based upon original concepts that demonstrate new possibilities of the discipline;
 - (5) Initiation of new pedagogical methods;

- (6) Creative works in art, literature, dance or music, which have been exhibited, published, or performed;
 - (7) Grants and fellowships received;
 - (8) Attendance at workshops, institutes, summer study programs, graduate courses or short courses related to the discipline and professionally recognized;
 - (9) Active memberships on state, regional, and/or national curriculum committee in candidate's academic field;
 - (10) Membership and particularly offices held in learned or professional organizations;
 - (11) Consultantships conducive to growth of expertise in an academic discipline;
 - (12) Pursuit of a planned program of graduate study toward a terminal degree or beyond a terminal degree, which supports the candidate's instructional assignment;
 - (13) Testimony of colleagues and other professionals in the discipline.
 - b. Evidence reviewed by the UWPC concerning Continuing Scholarly Growth shall include all material provided by the candidate as in 2.a.above, as well as the evaluations and recommendations of the department chair, departmental committee, the dean/appropriate manager and the provost, and any written responses by the candidate to the evaluations from any of these parties.
3. Contributions to East Stroudsburg University and/or Community shall be a basis on which a promotion judgment shall be made which shall count as 20% of the total evaluation. Candidates should include dates for each activity.
- a. Evidence reviewed by the department committee, department chair, dean/appropriate manager, and provost shall include the following:
 - (1) Significant contributions to university committees, ad hoc or permanent;
 - (2) Special individual assignment;
 - (3) Significant contribution to departmental committees;
 - (4) APSCUF activity contributing to the governance of the University;
 - (5) Significant contribution to student organizations or activities;
 - (6) Participation in community outreach activities and projects in a professional capacity that brings recognition to the university;
 - (7) Participation in area schools in a professional capacity that brings recognition to the university;
 - (8) Public performance in the performing arts, on and off campus related to the discipline;
 - (9) Public exhibits in the creative (visual) arts, on and off campus;
 - (10) Service on state and/or regional evaluation and accreditation teams;
 - (11) Development of proposals that benefit the university.
 - b. Evidence reviewed by the UWPC concerning Contributions to East Stroudsburg University and/or Community shall include all material provided by the candidate as in 3.a above, as well as the evaluations and recommendations of the department chair, departmental committee, dean/appropriate manager and the provost, and any written responses by the candidate to the evaluations from any of these parties.
4. 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).

IV. RESPONSIBILITY OF THE DEPARTMENTAL CHAIRS AND DEPARTMENTAL COMMITTEES

A. Establishing Departmental Promotion Committee

1. Each department shall select a promotion committee to assist in the evaluation function. The department promotion committee shall consist of at least three (3) members, and shall exclude the department chairperson. The manner of selection shall be determined by the faculty members in each department. If necessary, or desirable, as determined by the department or President, individuals from the same or within related disciplines, mutually acceptable to the faculty member, department, and University, who are from outside the department or the University may be used in any or all parts of the evaluation process. Where a mutually acceptable individual cannot be agreed upon, the President shall provide the faculty member and the department with a list containing the names of at least three (3) individuals who have the qualifications for the position held by the faculty member being evaluated. The faculty member shall have three (3) working days in which to select one individual from this list. If the faculty member fails to make a selection within the three (3) day period, the President, in consultation with the department chairperson and the department, shall designate one individual from this list to serve on the department evaluation committee. No faculty member shall serve on his/her own department promotion committee nor as a member of the department promotion committee for 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. Each department shall determine the rules and procedures under which the department promotion committee will operate. Such rules and procedures shall be announced by the department prior to the commencement of the performance review and evaluation process.
2. Temporary faculty members shall not be eligible to serve on the department promotion committee.
3. The organization of a departmental committee shall be completed by September 30 of the academic year.

B. Applications for promotion and supporting materials (“dossier”) shall be received by the department chair no later than November 1.

C. Responsibilities of the Department Chairperson

1. The department chairperson shall oversee the process by which the department selects the department promotion committee.
2. By September 30, the department chairperson shall convene the first meeting of the department promotion committee and conduct the selection of a committee chairperson. The department chairperson will then forward written notification of the committee chairperson and membership to the dean/appropriate manager.
3. By November 1, the department chairperson shall receive the promotion applications and supporting documentation from department faculty members and immediately notify the department committee.
4. By November 15, the department chairperson shall submit the departmental list of applicants to the appropriate dean/appropriate manager, the provost and the UWPC chairperson. In the event that no person in a department is applying for promotion, the chairperson of the department will so indicate. These notifications should be submitted on paper not via e-mail.

5. By December 15, the department chairperson shall forward each candidate's application materials to the UWPC-announced location.
6. The department chairperson shall review all of the evidence available and make a recommendation to the UWPC. This recommendation shall contain specific references to the evidence considered by the department chairperson on the basis of which the recommendation is made.
7. Before the department chairperson makes his/her recommendation, the candidate for promotion shall be advised of his/her right to meet with the department chairperson.
8. The department chairperson shall inform all candidates of his/her recommendation and shall provide each candidate a copy of the chair's written recommendation to the UWPC. It shall further be the responsibility of the department chairperson to provide the candidate with the reasons for his/her recommendation. Candidates may respond in writing to the UWPC regarding the chair's recommendation.
9. He/She shall submit the full list of applicants and a detailed recommendation for each applicant in writing to the UWPC no later than February 1.
10. No department chairperson shall evaluate his/her own application for promotion 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 his/her household. 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 for promotion. The department shall select another faculty member in the department acceptable to the department and management to substitute for the department chairperson.

D. Responsibilities of the Department Committees

1. The department committee shall hold an organizational meeting within the specified time period.
2. Each candidate for promotion shall have the right to appear before the departmental committee before it makes its recommendations to the UWPC.
3. The department committee will review all of the evidence available and shall submit a full list of applicants and a detailed recommendation for each applicant in writing to the UWPC no later than February 1. This recommendation, a copy of which will be maintained by the department committee, is to contain specific references to the evidence considered by the committee on the basis of which the recommendation was made.
4. The department committee shall be responsible for the authentication of all documents in the application.
5. The departmental committee shall inform all candidates of the recommendation and provide each candidate a copy of its written recommendation to the UWPC. It shall be the further responsibility of the committee to give the candidate reasons for the recommendation made and, when appropriate, to give recommendations for improving the candidate's performance and his/her dossier, which may lead to a favorable review in the future. Candidates may respond in writing to the UWPC regarding the department committee's recommendation.
6. No faculty member shall serve on his/her own department promotion committee nor as a member of the department promotion committee or as a member of the department promotion

committee for a member of his/her immediate family (spouse, child, stepchild, parent, stepparent, 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 initial responsibility for evaluation lies with the departmental promotion committee and department chair. They shall separately provide professional, detailed, and critical evaluation of the evidence presented in each of the areas of assessment

Summary or sweeping statements of support, or non-support, or perfunctory itemizations of candidate accomplishments will not be deemed to be a fulfillment of the responsibilities of the department chair or departmental committee, and will result in the materials being returned with instructions to the department promotion committee and/or chairperson by the UWPC. An applicant should not be penalized for the failure of the department chair or departmental committee to meet their responsibilities, and may submit his/her application and supporting documentation directly to the UWPC should the department committee or department chairperson fail to submit a recommendation by February 1.

- F. By December 15, all promotion materials (except for promotion recommendations letters from the department committee and/or department chair) will be delivered to a central location, announced by the chair of the UWPC. The materials will be available for review by members of the department committee, department chair, dean/appropriate manager, and provost, until February 1.

V. UNIVERSITY-WIDE PROMOTION COMMITTEE
(UWPC) COMPOSITION AND RESPONSIBILITIES

A. Responsibility of the UWPC

The UWPC shall review all applications received and forward the full list, together with its recommendations as to each applicant to the President or his/her designee not later than April 15, in accordance with the procedures detailed below.

B. Rights of the UWPC

The UWPC shall have the right to consult with any candidate for promotion, the chairperson of his/her department and the chairperson of his/her departmental promotion committee.

C. Rights of the Applicant

1. Each applicant for promotion shall have the right to request and make appearance before the UWPC to speak on his/her own behalf before the committee makes its recommendation to the President.
2. Prior to the committee forwarding recommendations to the President, the applicant is entitled access to copies of all documents reviewed by the UWPC which relate to that specific applicant and a log of all sources of information considered by the UWPC for his/her application only.

D. Membership, Election, and Term of Office

The UWPC shall consist of eight tenured members of the Faculty. Elections shall be held in the spring semester. They shall be elected by the regular_faculty members from the following election categories: one each from the 7 major teaching faculties and one from the non-classroom faculty. No member who has been elected to a three-year term may be elected to a second consecutive three-year term. One-third of the committee shall be elected each year to a three-year term.

The following persons are ineligible for membership on the UWPC:

1. Any person applying for promotion.
2. The spouse or member of applicant's immediate family and/or household.
3. Any non-tenured Faculty Members.
4. Any part-time Faculty Members.

No faculty member shall serve on the University-wide Promotion Committee when he/she or a member of his/her immediate family (spouse, child, step-child, parent, step-parent, aprent-in-law, brother, sister, brother-in-law, or sister-in-law) or a person residing in his-her household is an applicant for promotion.

In the event of a vacancy on the committee, the ESU APSCUF President shall conduct as soon as possible a special election to fill the unexpired term.

E. Procedure

1. Not later than October 1, the UWPC shall convene at the call of the previous year's chairperson (in his/her absence, the President of ESU APSCUF will send out a notice of a meeting, but doesn't attend the meeting unless he/she wants to brief the UWPC of its responsibility). At this meeting the committee shall elect its chairperson for the current year and review the procedures set forth in this document.

2. The UWPC shall, by October 1, make available to each member of the FACULTY a copy of this document and arrange to make available to all department chairpersons a supply of application forms for candidates for promotion.
3. After the chair of the UWPC has received from the department chairpersons the list of candidates for promotion (and in no case later than November 20), he/she will meet with the provost to determine the complete list of applicants for promotion who meet the statutory requirements for promotion.
4. As soon as the chairperson of the UWPC has received from the department chairpersons the list of candidates for promotion (and in no case later than November 21st), he/she will convey to the members of the committee the list of candidates.
5. By February 1, the UWPC shall receive the applications of candidates for promotion together with the recommendations of the candidates' department chair, departmental promotion committee, and dean/appropriate manager. The UWPC shall attach these recommendations to the dossier. The UWPC shall then determine an appropriate timetable, in order to complete its work by April 15.
6. By February 1, the UWPC shall forward all of the promotion applications and materials to the Provost, who will guarantee access to these materials for the President (or his/her designee) and for the UWPC.
7. The UWPC shall review all applications received from the departments and shall judge each application on the basis of the degree to which each candidate has met the criteria appropriate to the rank to which promotion is sought. Specific obligation is placed on the members of the UWPC to review carefully and in detail all materials placed before it including, when permission is given, the candidate's personnel file, and any written responses by the candidates to recommendations and evaluations.
8. Recommendations for promotion that come to the UWPC from the departmental chairpersons, departmental committees, dean/appropriate manager, and the provost are based on known criteria and specifically identified evidence. If the UWPC is not satisfied with the justification provided by the department chair, department committee, dean/appropriate manager, or provost for its recommendations, the UWPC will return the matter to the department chair, department committee, dean/appropriate manager, or provost with the nature of the requested clarification. The UWPC may then evaluate these clarifications and make its own evaluation.
9. Information, testimony, or other evidence apart from that supplied by the applicant, the department chairperson, or the department promotion committee, dean/appropriate manager, or the provost may be considered by the UWPC, but will not be entertained unless submitted at the written request of the UWPC. 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. The candidate is entitled to have access to copies of all documents reviewed by the UWPC and a log of sources of any additional information considered by the UWPC.
10. Under no circumstances may a member of the UWPC serve as a special advocate for the candidacy of any individual candidate.
11. After reviewing the applications and recommendations from the department chair, and the departmental committee, the dean/appropriate manager, and the provost and any written

responses by the candidates to any of these evaluations, the UWPC shall determine by majority vote of the full committee, which candidates, if any, shall be not recommended for promotion. All eligible candidates shall be numerically ranked within each promotion level and will be placed in one of the categories:

- a. Recommended: Candidates ranked in this category are deemed fully eligible for and deserving of promotion.
- b. Not recommended.

F. Information Forwarded to the University Administration

The ranked list of recommended applicants together with committee's comments for each applicant along with the list of applicants not being recommended shall be forwarded to the President of the University or his/her designee no later than April 15.

G. Information Provided to Candidates Concerning Recommendations and Rankings

Upon the completion of the committee's work, notice shall be sent to applicants stating the committee's action (recommended or not recommended for promotion). No other information shall be divulged at this time.

The UWPC shall determine at this point who (the chair or the chair's designee, who must be a member of the UWPC) will be available in the summer, after the President announces promotions, to share additional information with candidates who request it. At the announcement by the University President of the names of those candidates he/she chooses to promote, candidates for promotion may request of the chair of the UWPC (or the chair's designee if the chair is not available) information concerning their own rank, and the rank of those promoted by the President.

H. Confidentiality of Promotion Information

All members of the UWPC shall observe a code of strict confidentiality regarding all promotion information. They do not discuss the information forwarded to them by individual applicants and departments outside of committee meetings.

VI. MANAGEMENT REVIEW AND RECOMMENDATIONS

- A. Deans/appropriate managers shall review all applications under their purview; and the Provost shall review all applications.
- B. No dean/appropriate manager or provost shall submit a recommendation regarding the application of a member of his/her immediate family or a person residing in his/her household.
- C. In making his/her independent recommendation the dean/appropriate manager is not permitted to review the recommendations of the department chairperson or the department committee prior to submitting his/her recommendation to the UWPC.
- D. The provost is permitted to review the recommendation of the department chair, the department committee, and the dean/appropriate manager prior to submitting his/her recommendation to the UWPC.
- E. 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/appropriate manager shall submit a recommendation.

- F. No later than February 1, the deans/appropriate managers shall forward to applicants a written copy of their recommendations at the same time the recommendation goes to the UWPC.

If, in formulating their recommendations, managers consider any information not forwarded directly from the applicant, department chairperson, or departmental committee, they shall inform applicant of such information and offer to share it with them.

- G. No later than February 21, the Provost shall forward to applicants a written copy of his or her recommendation at the same time the recommendation goes to the UWPC.

- H. Applicants can respond in writing to the UWPC about the recommendations from the deans/appropriate manager by February 15 and about the recommendation from the provost by March 1.

- I. Following the President's announcement of promotions, appropriate managers shall make themselves available to discuss any concerns that applicants who were not promoted may have regarding managers' recommendations. ESU APSCUF and the ESU Administration agree that either party can request to re-open this section following the appointment of a successor to President Dillman.

VII. PRESIDENTIAL REVIEW

- A. The President reviews the recommendations of the UWPC.
- B. In reaching a final determination, the President shall use only the criteria specified in the C.B.A. and the local promotions policies and procedures.
- C. After the UWPC has made its recommendations, the President or his/her designee meets with the committee to discuss its recommendations.
- D. The President will not recommend promotions contrary to the recommendations submitted to him by the UWPC without first consulting with the committee.

VIII. GRIEVANCE PROCEDURE

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 promotions committees to explain the duties and responsibilities of such committees.

IX. EQUAL OPPORTUNITY

East Stroudsburg University has a statutory, contractual, and moral obligation to advance equal employment opportunity. No candidate for promotion shall be given preference or be disadvantaged because of considerations of race, religion, color, national origin, sex, sexual orientation, disability, family status, age, APSCUF membership or activity or lack thereof, or political belief and/or affiliation.

Procedures employed, recommendations made, and supporting data used at each level of the process may be shared with campus Social Equity officer so that he or she may provide rapid, informed feedback to the decision-making bodies and individuals regarding any perceived areas of difficulty.

EAST STROUDSBURG UNIVERSITY
PROMOTION POLICIES AND PROCEDURES

Approved:

Date _____

Kenneth Mash
APSCUF Article IX Committee

Date _____

Robert J. Dillman, President
East Stroudsburg University

APPLICATION FOR PROMOTION TO _____
 (RANK)

Name: _____

Department: _____

Current Rank: _____

Date Obtained: _____

Date of original appointment and rank at East Stroudsburg University

_____ Date _____ Rank

If previously promoted at East Stroudsburg University, give rank and year attained

_____ Date _____ Rank

Education:

Institution	Major or Program	Dates in Attendance	Degree and Date	Number of Graduate Credits

Professional Experience:

Institution	Rank	Assignment	From	To	Number Years*

*Subtracting LWOP ½ year or more

The following declaration is optional.

I hereby authorize the University-wide Promotion Committee to consult my personal file if needed, solely for the purpose of obtaining or verifying data to support my application for promotion.

Signature

Date

DATES FOR PROMOTION PROCEDURES

September 30

Departments shall have their promotion committees organized and the department chair shall notify the dean/appropriate manager .

October 1

University-wide Promotion Committee (UWPC) is convened by past chairperson, elects a chair, and reviews procedures. Following the meeting the UWPC announces, via e-mail, the availability of the Promotions Policies and Procedures and the Promotion Application form, and reminds the faculty that applications and dossiers are due to department chairs no later than November 1.

November 1

Any faculty member with the required minimum qualifications may submit an application for promotion, together with written substantiation and supporting materials (“dossier”), to the department chairperson, not later than November 1. The department chairperson immediately informs the department committee.

November 15

The department chairperson, before November 15, submits the departmental list of applicants to the appropriate dean/appropriate manager, and the provost, and the UWPC chairperson. No additions to the list may be made after this time. This list should be submitted on paper not via e-mail.

November 20

The UWPC chairperson meets with the provost by November 20 to determine the complete list of applicants for promotion who meet the statutory requirements for promotion.

November 21

The UWPC chairperson, by November 21, informs the committee members of the complete list of applicants for promotion.

December 15

All promotion materials (except for promotion recommendation letters from the department committee and/or department chair) are delivered to a central location, announced by the Chair of the UWPC. These materials will be available for review by members of the department evaluation committee, the department chair, the deans/appropriate managers, the provost and UWPC members until February 1.

February 1

By February 1, the departmental promotion committee reviews all applications and supporting documents, makes its evaluation and its evaluations and recommendations to the UWPC, with a copy of the written recommendation provided to the candidate.

February 1

By February 1, the department chairperson forwards his/her evaluations and recommendations to the UWPC, with a copy of the written recommendation provided to the candidate.

February 1

By February 1, the appropriate dean, if the applicant’s department reports to a dean, submits a detailed written recommendation for each applicant to the UWPC, with a copy simultaneously provided to the applicant. If the applicant’s department does not report to a dean, then the appropriate manager will write the recommendation.

February 1

The UWPC attaches the recommendations received from the department promotions committee, the department chair, and the dean/appropriate manager to the applicant's dossier and then forwards all of the promotion applications and materials to the Provost, who will guarantee access to these materials for the President (or his/her designee) and for the UWPC.

February 15

The applicant may submit a written statement addressing the recommendation of the department chair, departmental committee, or dean/appropriate manager to the UWPC, which will then forward the statement for inclusion in the applicant's dossier.

February 21

The Provost submits a written recommendation for each applicant to the UWPC with a copy simultaneously to the applicant. This recommendation shall also be attached to the applicant's dossier.

March 1

By March 1 the applicant may submit a written statement addressing the Provost's recommendation to the UWPC, which will then forward the statement for inclusion in the applicant's dossier.

February 21 – April 15

The UWPC reviews all applications and supporting documents, including all recommendations and supporting documents, including all recommendations and any statements from applicants responding to the recommendations. The UWPC may, during this time, consult with any department committee, department chair, dean/appropriate manager, provost, or applicant regarding the promotion application and supporting materials. If an applicant wants to appear before the UWPC to speak on his/her own behalf, he/she should make this request as early as possible in this period.

April 15

The UWPC submits to the president or his/her designee by April 15 rank ordered lists for each promotion level of those candidates it recommends for promotion and a list of those candidates who are not recommended for promotion. The UWPC informs candidates of its decision to recommend or not recommend and provides the name of and contact information for the UWPC designee who may be contacted for further detail once the president has announced promotions.

Between April 15 and July 1

The UWPC and the president or his/her designee meets to discuss the committee's recommendations.

July 15

By July 15, the president informs the deans/appropriate managers, the provost, the UWPC, and the entire FACULTY of his/her decisions and announces promotions.