

ARTICLE XIII PROMOTION

Section 1. Definition.

Advancement in rank at Shawnee State University is viewed as recognition for:

- (1) excellence in teaching and outstanding achievements in scholarship; or
- (2) excellence in teaching and outstanding achievements in service; or
- (3) excellence in teaching and substantial contributions in both scholarship and service. (See Article XI for specific examples.)

Documentation submitted for promotion consideration (Section 3, *infra*) may only include teaching, scholarship, and/or service by the candidate since his or her last promotion at SSU or since the date of hire if this is the first promotion. (See Article XI, Section 5, for specific examples.)

The candidate must demonstrate that service and scholarship are related to the mission of the University, College, or Department. (See Appendix E for the University mission.)

Section 2. Eligibility.

No more than 10% of all full-service faculty members within each college (CAS and CPS) rounded up to the nearest whole number (including no more than 2 full professorships in each college) be advanced in academic rank in any year.

A bargaining unit member may apply for promotion to a specific rank if he/she meets the following criteria:

Rank of Professor:

Doctorate in area of teaching specialization and five (5) years of full-service teaching experience as an associate professor, or

Master's degree in area of teaching specialization and seven (7) years of full-service teaching experience as an associate professor

Rank of Associate Professor:

Doctorate in area of teaching specialization and three (3) years of full-service teaching experience as an assistant professor, or

Master's degree in area of teaching specialization and five (5) years of full-service teaching experience as an assistant professor.

Bachelor's degree in area of teaching specialization and ten (10) years of full-service teaching experience as an assistant professor.*

*This criterion applies only to full-service faculty whose full-service employment began in the 1989-90 academic year or earlier.

Rank of Assistant Professor:

Doctorate in area of teaching specialization, or

Master's degree in area of teaching specialization and three (3) years of full-service teaching experience as a senior instructor.

Bachelor's degree in area of teaching specialization and five (5) years of full-service teaching experience as a senior instructor.

Rank of Senior Instructor:

Master's degree in related area of instruction,

Bachelor's degree in area of teaching specialization and three (3) years of full-service teaching experience as an instructor.

Rank of Instructor:

Bachelor's degree in area of teaching specialization.

Associate, Bachelors, Masters, and Doctorate degrees are those degrees awarded by institutions of higher education which were regionally accredited for the degree awarded at the time it was awarded by agencies recognized by the Secretary of the U.S. Department of Education. The Provost and President of SEA, or their designees, must mutually agree that degrees from foreign institutions are the equivalent of regionally accredited degrees.

A faculty member may be promoted to the rank of senior instructor without submitting application documents if that faculty member meets the criteria for promotion and receives a written recommendation from the Provost and the appropriate Dean. However, the candidate must submit a letter requesting this promotion to the Provost and Dean before the application for promotion deadline in Section 8.

If a faculty member is employed as a senior instructor and subsequently earns a doctorate in his/her area of teaching specialization, the President shall immediately grant that person a promotion to assistant professor, assign the appropriate steps and prorate the increase in salary (promotion and degree completion) as provided in Article XVII for the remainder of the academic year.

Determination of which degrees are acceptable as "in the area of teaching specialization" is the joint responsibility of the departmental faculty, Dean, and the Provost. All full-service faculty employed by Shawnee State University prior to April 1, 1994 shall be considered to have their current, highest degrees in area of teaching specialization. Full-service faculty pursuing degrees with University approval as shown by release time or tuition reimbursement under the faculty development policy or by a letter of acceptance from the Dean shall also be considered to be obtaining degrees in their area of teaching specialization.

Section 3. Application Procedure.

In the event that an eligible faculty member desires to apply for a promotion, he/she shall make application with the Provost not before December 1 and not later than December 20 of the year prior to the academic year in which such contract would commence, if granted. The entire application (excluding item F) shall not exceed 50 pages and shall include:

- A. A standard promotion form which shall be available in the Provost's office. (See Appendix C, Promotion Form.)
- B. A statement of eligibility and a short summary of information that may be pertinent to the candidate's evaluation.
- C. A vita.
- D. A faculty-developed summary of all student evaluations for the past three academic years.
- E. A Dean or Chair's in-class evaluation within the 12 months preceding the application, if the candidate does not hold continuing contract.
- F. An appendix (not included in the 50 page limit) which only contains copies of the original summaries of all student course evaluations, including student comments for the past three academic years or since the last promotion whichever is less.

Only the first 50 pages, excluding item F, (printed on one side only of the page and with no reduction in type size) of mandatory items (A-E) and supporting documentation will be considered by all reviewers (promotion screening and promotion committees, Provost, President) in evaluating the application.

Section 4. Departmental Screening Committees.

Three representatives shall be elected from each of the following areas: Department of Business, Department of Industrial and Engineering Technologies, Health Sciences, and from each of the five Departments of the College of Arts & Sciences. The election shall be conducted by the office of the Dean or the Chair by the date indicated in Section 8. Each of the representatives shall have the rank of associate professor or professor unless there are less than three faculty who hold those ranks available and willing to serve, then faculty holding at least the rank of assistant professor may serve on the committee. The purpose of the Screening Committee shall be to consult with departmental faculty, assess and prioritize candidates for promotion within their respective areas. Rankings and a summary of the assessment from the Screening Committee will be forwarded to the appropriate Dean by the date indicated in Section 8. Departmental Screening Committees shall select Promotion Committee representatives from among their respective membership.

Section 5. Promotion Committees.

The application materials of the candidate will be evaluated by the Promotion Committee from their respective college, which shall be assembled by the date indicated in Section 8 and will be comprised of faculty members who hold a continuing contract and must have served on the Departmental Screening Committee (see section 4 this article).

The membership of the College of Arts and Science Promotion Committee shall include the Dean and one elected representative from each of the following departments:

- Mathematical Sciences
- Social Sciences
- Arts & Humanities
- Teacher Education
- Natural Sciences

The membership of the College of Professional Studies Promotion Committee shall include the Dean and two elected representatives from each of the following areas:

- the Department of Industrial and Engineering Technologies
- the Department of Business
- Health Sciences

A Chairperson will be elected by the members of each committee.

The Promotion Committees and subsequent reviewers will review all documents stated in Section 3 above and the report of the Screening Committee. During the review process the committees may be allowed to interview a candidate. If one candidate is interviewed, all other candidates must be provided an opportunity to be interviewed.

The Promotion Committees shall vote by secret ballot. Applicants denied promotion by majority vote may appeal no later than the date indicated in Section 8. A majority vote is required to recommend or deny a candidate for promotion. The Promotion Committee shall submit a rank order of the applicants for each academic rank. The most qualified candidate for Professor is ranked one, the second most qualified is ranked two, etc. Two or more candidates may not tie in ranking. Candidates may not appeal the rank order recommendation of the committee. The committees may recommend a candidate not be promoted in which case the candidate would be excluded from the ranking. Should an applicant be denied promotion, the committee must provide rationale for that recommendation.

The committee chairperson shall forward the recommendation, rank order, each committee member's anonymous vote on each candidate, and the report of the departmental screening committee to the Provost with copies to the candidate. The Promotion Committee shall also forward their rationale for any denials to the Provost with copies to the candidates by the date indicated in Section 8.

Section 6. Administrative Review.

For each candidate, the Provost will review the promotion folder and all documents enumerated in the last paragraph of Section 5, and will submit his/her recommendation in support or opposition to the candidate's request for a promotion. The Provost may consult with the Dean and may call a special meeting of the Promotion Committee prior to making his or her recommendations. Should a candidate not be recommended for promotion by the Provost, after receiving a recommendation for such by the committee, he/she shall be provided with the rationale, in writing, for the denial.

The promotion folder, all documents enumerated in the last paragraph of Section 5, and the Provost's recommendations will be forwarded to the President no later than the date indicated in Section 8. The President may consult with the Provost, Dean and may call a special meeting of the Promotion Committee prior to making his or her decision. The President will present written notification of his/her approval or denial of a promotion to the candidate by the date indicated in Section 8. Should a candidate not be granted a promotion by the President, he/she shall be provided with the rationale, in writing, for the denial. The President's approval of a candidate's promotion will be forwarded to the Board of Trustees as required by Board policies.

Section 7. Appeal Procedure.

If a candidate has been denied a promotion recommendation by the Promotion Committee, he/she shall have the right to appeal the rationale for the decision by written request to the committee by the date indicated in Section 8. The committee will meet with the candidate to re-assess the candidate's application for a promotion. This committee will make its final ruling and notify the candidate and the Provost of its decision by the date indicated in Section 8.

Section 8. Timetable Summary.

Academic Year 2006-2007

October 30 - November 10	Election of Departmental Screening Committee
November 27-December 15	Application for Promotion.
December 29	Promotion folders available for review
January 8	Departmental Screening Committee assembled.
January 19	Promotion Committee assembled and the Screening Committee report forwarded to the Dean.
February 12	Candidates denied promotion notified by the Promotion Committee.
February 19	Last day to appeal a promotion denied by the Promotion Committee.
March 5	Promotion Committee documents forwarded to Provost and Candidate.
March 30	Promotion Committee documents and Provost recommendation forwarded to the President.
April 30	President's decision.

In cases of conflicts between these timetables and other dates in the Article, these timetables take precedence.

Academic Year 2007-2008

October 29-November9	Election of Departmental Screening Committee
November 26-December14	Application for Promotion.
December 28	Promotion folders available for review
January 14	Departmental Screening Committee assembled.
January25	Promotion Committee assembled and the Screening Committee report forwarded to the Dean.
February 15	Candidates denied promotion notified by the Promotion Committee.
February 22	Last day to appeal a promotion denied by the Promotion Committee.
March 7	Promotion Committee documents forwarded to Provost and Candidate.
March31	Promotion Committee documents and Provost recommendation forwarded to the President.
April 30	President's decision.

In cases of conflicts between these timetables and other dates in the Article, these timetables take precedence.

Academic Year 2008-2009

October 27 - November 7	Election of Departmental Screening Committee
December 1-19	Application for Promotion.
December 29	Promotion folders available for review
January 9	Departmental Screening Committee assembled.
January 19	Promotion Committee assembled and the Screening Committee report forwarded to the Dean.
February 13	Candidates denied promotion notified by the Promotion Committee.
February 20	Last day to appeal a promotion denied by the Promotion Committee.
March 6	Promotion Committee documents forwarded to Provost and Candidate.
March 30	Promotion Committee documents and Provost recommendation forwarded to the President.
April 30	President's decision.

In cases of conflicts between these timetables and other dates in the Article, these timetables take precedence.