

# **CLARION UNIVERSITY OF PENNSYLVANIA PROMOTION POLICIES AND PROCEDURES**

## **I. INTRODUCTION**

This statement regarding Promotion Policies and Procedures conforms with the provisions of the Collective Bargaining Agreement (CBA) between the Association of Pennsylvania State College and University Faculties (APSCUF) and the PA State System of Higher Education (PASSHE) and is intended to describe a clear and equitable method of recommending faculty for promotion.

Recommendation for promotion shall be the result of the judgment of peers regarding the performance of the candidate. Since promotion is to be indicative of definitive professional performance, that judgment goes beyond consideration of longevity or other minimal statutory requirements to include three standards of performance described in detail elsewhere in this statement: (A) Teaching effectiveness, (B) Mastery of subject matter and continued scholarly growth, and (C) Contribution to the university and the community. Teaching effectiveness is the most important category on the basis of which a promotion judgment will be made. Evidence for the three categories shall include those items specified in Article 12. B. 1,2,3. of the Collective Bargaining Agreement. Clarion University may adopt additional categories on the basis of which judgments about promotion will be made. Any additional categories and the types of evidence used in those categories would need to be approved at Meet and Discuss.

To support an application for promotion, the candidate must submit evidence of achievement related to promotion criteria to the Department Chairperson not later than November 1 or in accord with the provisions of the Collective Bargaining Agreement. The evidence must be sufficient to determine past performance and to suggest the probability of future excellence. Evidence must be presented in a manner which will enable the committee to clearly determine what has occurred since the last promotion. While each candidate shall be evaluated on all criteria, emphasis shall be placed on a rising level of performance.

Since faculty members should know and understand their rights with regard to the promotion process, they are encouraged to study the Promotion Article of the Collective Bargaining Agreement and these Promotion Policies and Procedures.

Each candidate for promotion is assured not only of these procedural guarantees but that his/her application shall be reviewed and receive a ranking for transmittal to the President, unless the application does not meet the minimum requirements for promotion, in which case the application will be forwarded to the President without ranking. Initial appointment to the faculty shall be made at a rank appropriate to the appointee's education and experience, and no departure from the normal promotion procedure shall be offered as a condition of appointment.

Immediate family as used throughout this document is defined as the faculty member's spouse, child, step-child, parent, step-parent, parent-in-law, brother, sister, brother-in-law or sister-in law.

## II. MINIMUM QUALIFICATIONS AND RANK DIFFERENTIATION

In keeping with the provision that a rising level of performance shall be attained, in addition to the longevity and degree requirements of Act 182 (1963), rank differentiation requirements for promotion are set forth below. In all instances where graduate degrees and graduate credit hours are included in the criteria, the degrees and credit hours to meet the qualifications enumerated shall be obtained from an institution that holds recognized regional or national accreditation and shall be earned in the academic discipline in which the faculty member renders service. Those faculty members whose degrees are in an academic discipline outside the area in which they render service, but who have rendered meritorious service within the discipline may be eligible for promotion. Teaching experience shall be defined as full-time employment in an accredited institution as defined above and equivalent experience as determined by the President at the time of employment.

- A. For promotion from Instructor to Assistant Professor the applicant shall have met the following criteria.
  - 1. Minimum of a master's degree plus 10 semester hours of graduate credit or equivalent completed toward a doctorate as certified by the institution where work is being taken.
  - 2. Minimum of three years of college teaching experience as defined above, the last one at Clarion University as an Instructor. If one year of teaching has been completed at Clarion University prior to the date of application, the application may be processed during the third year of total experience.
  - 3. Fulfillment of all professional responsibilities.
- B. For promotion from Assistant to Associate Professor the applicant shall have met the following criteria.
  - 1. Earned doctor's degree or approved equivalent, or master's degree plus forty semester hours of graduate credit, or a total of seventy semester hours of graduate credit including a master's degree, or all course work completed toward a doctorate as certified by the institution where the work is being taken.
  - 2. At least five years of college teaching experience as defined above, the last two at Clarion University as an Assistant Professor. If two years of teaching have been completed at Clarion University as an Assistant Professor prior to the date of application, the application may be processed during the fifth year of total experience.
  - 3. Fulfillment of all professional responsibilities.

- C. For promotion from Associate Professor to Professor, the applicant shall have met the following criteria.
1. Earned doctor's degree or approved equivalent except for the 3% provisions of Act 182 (1963).
  2. At least seven years of college teaching experience as defined above, the last three as Associate Professor at Clarion University. If three years of teaching have been completed at Clarion University as an Associate Professor prior to the date of application, the application may be processed during the seventh year of total experience.
  3. Fulfillment of all professional responsibilities.
- D. The University-Wide Promotion Committee and appropriate management officials shall ascertain whether or not a candidate possesses the minimum legal qualifications set forth above for the promotion to a particular rank and shall then rank the candidate by applying the Criteria for Promotion and Ranking as outlined in Section III of this document.

To qualify for promotion a candidate is expected to have fulfilled the following professional responsibilities on a regular and continuing basis in accord with the candidate's primary responsibilities. There are three categories of candidates identified by their primary responsibilities: (1) those whose primary responsibilities are teaching; (2) those whose primary responsibilities lie outside the classroom, e.g., librarians; and (3) those with mixed workloads, e.g., counselors who also teach.

### **III. CRITERIA FOR PROMOTION AND RANKING**

To qualify for promotion a candidate is expected to have fulfilled the following professional responsibilities on a regular and continuing basis.

	yes	no
A. Prepares for and conducts assigned classes and/or prepares for and performs assigned duties as defined in current job description.	_____	_____
B. Confers with and advises students as appropriate to job description (omit if not applicable)	_____	_____
C. Holds office hours and/or is available at assigned work station(s) during scheduled time periods.	_____	_____
D. Evaluates students fairly and reports promptly on student achievement and/or prepares for/provides fair and honest performance		

- appraisals and/or reports as designated in current job description. \_\_\_\_\_
- E. Participates in group deliberations which contribute to the growth and development of the students and the university \_\_\_\_\_
- F. Accepts those reasonable duties assigned within the fields of competence \_\_\_\_\_
- G. Attempts honestly and in good conscience to preserve and defend the goals of the university, without being restricted in the right to advocate change \_\_\_\_\_

The outline provided below shall be used by the University-Wide Promotion Committee in ranking candidates who have demonstrated fulfillment of their professional responsibilities and eligibility for promotion to the desired rank.

Note: A copy of the current job description for a non-teaching candidate or a candidate with a mixed workload shall accompany the candidate’s application for promotion.

**Scoring Method for Ranking Candidates for Promotion**

- I. The candidate is to be evaluated in each of the following categories on a scale of 1 to 10 with 10 representing superior achievement or qualification and 5 representing a mean level of achievement or qualification. A score of zero should be used only when no evidence and/or no candidate’s statement is presented in a given category. Faculty whose primary responsibilities lie outside the classroom are judged on the basis of their fulfillment of their work duties (e.g., delivery of client services, client satisfaction, innovations, and development of techniques to enhance job objectives, etc.). Those faculty who routinely hold mixed workload assignments are judged on a prorated basis consistent with their workload (e.g., 25% teaching, 75% counseling).

	Points (0-10)	Multiplier		Score
A. Teaching /Job Effectiveness		Prorated by Assignments		
		Teaching (0-100%)	Non-teaching (0-100%)	
		(Combination must = 100%)		
1. Students/Clients				
a) Student evaluations	_____	.40x_____	=	_____
b) Chairperson and/or immediate supervisor assessment of client evaluations (Note 1)	_____	.40x_____	=	_____
2. Peer evaluations	_____	1.00		_____
3. Quality of syllabi and				

	other teaching and/or work aids/innovations prepared by the candidate (Note 2)	_____	.60	_____
			<b>Total A</b>	_____
B.	<b>Mastery of Subject Matter and Continued Scholarly Growth</b>			
	1. Publications, creative activities, and refereed papers presented in the candidate's discipline or related field, at state, regional or national meetings (Note 2)	_____	.20	_____
	2. Consultantships (Note 1)	_____	.10	_____
	3. The terminal degree in the candidate's discipline	_____	.20	_____
	4. Graduate or post-doctoral work beyond the terminal degree in the candidate's discipline or in a field related to the candidate's current assignment regardless of his/her terminal degree. Attendance at workshops, short courses, conferences, etc., related to the candidate's assignment (Note 2)	_____	.30	_____
	5. Active service in professional organizations related to the candidate's discipline or current assignment (Note 2)	_____	.10	_____
	6. Development of new scholarly or practical insights which result from systematic investigation and/or development of a course or courses based upon original concepts that demonstrate(s) new possibilities in the discipline (Note 2)	_____	.10	_____
			<b>Total B</b>	_____

C.	Contributions to the University and Community			
	1. Service on university and department committees and service to student organizations.	_____	.30	_____
	2. Participation in University governance	_____	.30	_____
	3. Additional assignments beyond the normal workload and development of proposals which benefit the university (Note 2)	_____	.30	_____
	4. Contributions to the community which are related to the candidate's discipline or his/her general academic profession, or nonprofessional service which enhances the image of the university (Note 2)	_____	.10	_____
			<b>Total C</b>	_____

**II. Total Score**

$$TS=A+B+C$$

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

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

#### IV. ESTABLISHMENT AND GOVERNANCE OF DEPARTMENT PROMOTION COMMITTEES

Department Promotion Committees shall be established and governed by the following general rules:

- A. Each department shall elect a Department Promotion Committee to assist in the promotion process. The Department Promotion Committee shall consist of at least three tenured members of the department, provided that departments with fewer than three tenured members who are eligible for committee membership shall elect sufficient tenured faculty members from the same or related disciplines to bring the committee membership to three, as specified in Article 12. C. 1.a.
- B. The department chairperson shall not be eligible to be a member of the committee, nor shall a faculty member who is an applicant for promotion or who is a member of the applicant's immediate family which shall be defined as the faculty members' spouse, child, step-child, parent, step-parent, parent-in-law, brother, sister, brother-in-law or sister-in-law or anyone who resides in the same household with the applicant.
- C. Department elections shall be held by October 1st of each year.
- D. The Department Promotion Committee shall
  1. Hold an organization meeting no later than October 15 of each year.
  2. Provide the candidate, through its chairperson, with standard application forms which are to be completed by him or her and submitted to the department chairperson with appropriate accompanying evidence. All applications shall be organized and labeled according to the CRITERIA FOR PROMOTION AND RANKING included in this document. Candidates shall be advised by the Department Promotion Committee that all materials submitted to it shall become a part of the candidate's file held by the University-wide Promotion Committee/President. Documents and other materials supporting the application for promotion shall be retained by the administration until official notification of promotions, and then returned to the applicants.
  3. Grant the candidate for promotion his/her right to appear before the Department Promotion Committee prior to a recommendation being made to the University-Wide Promotion Committee.
  4. Review all of the evidence presented and make a recommendation to the University-wide Promotion Committee. This recommendation shall contain specific references to the evidence considered by the Department Promotion Committee. Further, the Department Promotion committee shall authenticate all documents contained in the application that it forwards to the University-Wide Committee.

5. At least two weeks prior to submitting its recommendations to the University-Wide Committee, inform all candidates of the recommendation to be made by the Department Promotion Committee. It shall be the further responsibility of the Department Promotion Committee to give the candidate the reasons for the recommendation to be made and, when appropriate, to offer suggestions to the candidate that may lead to a more favorable review in the future.
  6. Submit in writing the list of applicants together with detailed recommendations, in accordance with the UNIVERSITY PROMOTION POLICIES AND PROCEDURES and the Collective Bargaining Agreement to the University-Wide Promotion Committee not later than February 1st or in accord with the provisions of the Collective Bargaining Agreement, with a copy of the list of applicants to the appropriate dean or other appropriate management personnel. All data and materials upon which the recommendation of the Department Promotion Committee are based shall be forwarded to the President or his or her designee not later than January 7<sup>th</sup>. However, to prevent undue duplication of effort, materials sent to the President shall be used by the University-wide Committee, the Deans/Vice President, Provost and the President or his or her designee.
- E. Where the mission of a particular department requires some special adaptation or supplementation of the university-wide promotion criteria, such adaptation may be made and published, subject to the prior approval of local Meet and Discuss.

#### **V. THE ROLE OF THE DEPARTMENT CHAIRPERSON IN THE PROMOTION PROCESS**

- A. The department chairperson's responsibilities shall include the following: Conduct the election of the department promotion committee; convene the first meeting of the department promotion committee and conduct the election of a committee chairperson; receive the promotion applications and supporting documentation from department faculty members and immediately notify the department committee; and review all of the evidence available and make a recommendation to the university-wide committee. This recommendation shall contain specific references to the evidence considered by the department chairperson on the basis of which the recommendation is made. 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. The department chairperson shall inform all candidates of his/her recommendation at least two weeks before the recommendation is submitted to the university-wide promotion committee. It shall further be the responsibility of the department chairperson to provide the candidate with the reasons for his/her recommendation. The department chair shall submit the full list of



applicants and a detailed recommendation for each applicant in writing to the university-wide promotion committee not later than February 1. All data and materials upon which the department chairperson's recommendation is based shall be forwarded to the President or his or her designee not later than January 7. The files will be available to Deans/Vice President, Department Chairs and Department Committee members at a central location until February 1<sup>st</sup>. To prevent undue duplication of materials, the University-wide Promotion Committee, Deans/Vice President, Provost and the President or his or her designee shall be served by the same copies.

- B. No department chairperson may evaluate his or her own application, nor the application of an immediate family member (as defined in the Collective Bargaining Agreement) nor the application of a faculty member who resides in the same household with the department chair. In the event that the Department Chairperson or his/her immediate family, which shall be defined as the faculty member's spouse, child, step-child, parent, step-parent, parent-in-law, brother, sister, brother-in-law or sister-in-law or any one residing in his/her household, is an applicant for promotion, the responsibilities of the Department Chairperson with respect to promotion shall be delegated to another faculty member within the department who shall be selected by the members of the department and be acceptable to management.

#### **VI. THE ROLES OF THE DEAN/VICE PRESIDENT AND PROVOST IN THE PROMOTION PROCESS**

- A. The Dean/Vice President shall submit a detailed recommendation for promotion according to the agreed upon criteria to the University-wide Promotion Committee not later than February 1. In making his/her independent recommendation, the Dean/Vice President 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. The detailed recommendation for promotion shall be simultaneously provided to the FACULTY MEMBER, who may submit a written statement to the University-wide Promotion Committee addressing the Dean's /Vice President's recommendation by February 15. No Dean/Vice President shall submit a recommendation regarding the application of a member or his/her immediate family, as defined in the Introduction to this document or anyone residing in his/her household.
- B. Following the Dean's /Vice President's recommendation, the Provost shall submit a recommendation to the University-wide Promotion Committee not later than February 21, with a copy to the FACULTY MEMBER. 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 prior to submitting his/her recommendation to the University-wide Promotion Committee. The FACULTY MEMBER shall have opportunity to respond to the Provost's recommendation

by March 1. No Provost shall submit a recommendation regarding the application of a member of his/her immediate family as defined in the Introduction to this document or anyone residing in his/her household. 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/Vice President shall submit a recommendation.

## **VII. ESTABLISHMENT AND GOVERNANCE OF THE UNIVERSITY-WIDE PROMOTION COMMITTEE**

- A. Election of the University-Wide Promotion Committee
1. The University-Wide Promotion Committee shall be elected by regular faculty of the Bargaining Unit and shall consist of seven members. Each term shall be for three years and terms shall be staggered so that for two successive years two people are elected each year, and the third year, three people are elected. Only tenured members of the Bargaining Unit shall be eligible to serve except that no more than one member of a department may serve on the Committee at any time. 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, as defined in the Introduction to this document, or the application of a person residing in his/her household.
  2. The Nominations and Elections Committee for the bargaining unit shall nominate a slate of eligible tenured faculty candidates sufficient to fill existing vacancies and in doing so shall give consideration to all tenured members of the Bargaining Unit. In addition, the Nominations and Elections Committee shall accept written nominations of eligible tenured candidates from members of the Bargaining Unit if such nominations include the signed endorsement of at least ten regular members of the Bargaining Unit. The Nominations and Elections Committee shall supply forms and materials necessary for the making of such nominations.
  3. All nominations shall be presented by the chairperson of the Nominations and Elections Committee to the Bargaining Unit at a meeting held after February 1 and before April 1 of each year. The Committee shall circulate a list of the candidates to the entire Bargaining Unit at least two weeks before elections in the spring semester.
  4. The election for Promotion Committee shall be held at the same time as election for all Contractual committee positions, in the spring of the year. The election shall be by secret ballot and a polling place shall be established at the Clarion Campus and the Venango Campus, convenient

to the membership on those campuses. Absentee ballots shall be permitted.

5. The two or three people with the highest number of votes shall be declared winners. In the event of a tie, the winner shall be determined by drawing lots. In the event that two persons from the same department are elected to the Promotion Committee, the person with the largest number of votes shall be elected to the committee and the person with fewer votes shall be dropped. If necessary, the person on the ballot with the next highest number of votes who is not from a department already represented on the committee shall be declared elected to complete the membership.
  6. In the instance where a vacancy occurs during the year, the President of APSCUF shall immediately be notified and shall call a meeting of the Bargaining Unit to hold an election to fill the vacancy until the next regular election. After committee deliberations of submitted materials have begun, any vacancy which occurs shall be filled by Alternates to the Promotion Committee. The remaining members of the Promotion Committee shall elect, by secret ballot, the replacement from the alternates to serve for the balance of one year.
- B. Responsibilities of the University-Wide Promotion Committee. The University-wide Promotion Committee shall:
1. Organize itself and conduct its first meeting not later than September 20 of each year.
  2. Oversee the publication and distribution of the approved statement of promotion policies and procedures and any subsequently adopted implementation procedures to all members of the bargaining unit.
  3. Ensure that recommendations for promotion which come to it from the Department Promotion Committees are based upon written criteria specified in this document and specifically identified evidence as set forth in published and disseminated promotion statements.
  4. Review carefully and in detail all materials placed before it including, when permission is given, the candidate's personnel file.
  5. Review all applications received from the Department Promotion Committee and 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.
  6. Assemble in preferential order for promotion at each rank and forward the full list together with its recommendation to the President or his or her designee not later than April 15, or in accord with the provisions of the Collective Bargaining Agreement.

7. Allow candidates access to copies of all documents pertaining to themselves which were reviewed by the University-Wide Promotion Committee.
- C. Before the University-Wide Promotion Committee makes its recommendations, the candidate for promotion has a right to request and make an appearance before the Committee to speak on his or her behalf. The University-wide Promotion Committee shall have the right to consult with the appropriate Department Committee, Department Chairperson, Deans/Vice President, Provost, or individuals submitting requests for promotion.
  - D. The evidence upon which the recommendations are based shall be forwarded to the President or his or her designee with the University-Wide Committee's recommendations.
  - E. If the university-wide committee is not satisfied with the justification the department chairperson, department committee, dean or provost makes for its recommendations, the university-wide committee will return the matter to the department chairperson, department committee, dean and/or provost with the nature of the requested clarification. The university-wide committee may then evaluate the department chairperson's, department committee's dean's, or provost's recommendations and response and make its own evaluation.
  - F. Information, testimony or other evidence, apart from that supplied by the applicant, the department chairperson, the department committee, dean or provost may be considered by the committee, but will not be entertained unless submitted at the request of the university-wide committee. When such evidence is considered, a log of the sources of information shall be kept. Candidates will have access to the log and to the information. 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.

**VIII. PROCEDURES FOR PROMOTION OF FACULTY MEMBERS WHOSE MAJOR WORK ASSIGNMENT IS OTHER THAN CLASSROOM TEACHING**

- A. Bargaining unit groups to whom this provision applies shall include:
  1. Librarians
  2. Administrative faculty as defined by the Collective Bargaining Agreement
  3. Faculty who are not primarily teaching faculty
- B. Except as noted in these specific provisions, all guidelines of this statement of PROMOTION POLICIES AND PROCEDURES shall apply equally to all faculty members.

## **IX. ROLE OF THE PRESIDENT IN THE PROMOTION PROCESS**

- A. In no event is the President or his/her designee to promote contrary to the recommendations submitted to him/her by the University-Wide Committee without first consulting with the Committee. And in no event is the President or his/her designee to employ criteria different from that specified by the Collective Bargaining Agreement and this statement of Promotion Policies and Procedures.
- B. Promotions shall be made by the President effective as of the beginning of the next academic semester and announced to the faculty not later than July 15 (January 15 for mid-year promotions if applicable), or in accord with provisions of the Collective Bargaining Agreement.

## **X. PROMOTION SCHEDULE**

The promotion schedule shall be published by the University-wide Promotion Committee in the fall of each academic year at least two weeks prior to the date for establishment of the Department Promotion Committees and in accord with the deadlines specified by the Collective Bargaining Agreement.

## **XI. EQUAL OPPORTUNITY AND GRIEVANCE RIGHTS**

The University has a statutory, contractual, and moral obligation to advance equal employment opportunity through affirmative action. In view of these obligations, the University-Wide Committee shall institute procedures to ensure that these commitments are fulfilled to the maximum feasible extent at each level of the academic promotion process.

Promotions shall be made in conformance with the Collective Bargaining Agreement and all procedural guarantees contained in the grievance procedure of the Collective Bargaining Agreement, Article 16. B. 12, shall apply.

## **XII. THE THREE PERCENT PROVISION FOR THE PROMOTION TO THE RANK OF PROFESSOR**

- A. The 3% provision of Act 182 (1963) for promotion to the rank of Professor shall apply to all members of the Bargaining Unit.
- B. All applicants for the rank of Professor applying under these guidelines must hold the rank of Associate Professor and meet the minimum qualifications for the rank of Professor except for the earned doctoral degree. Applicants must demonstrate mastery of subject matter by evidence of relevant professional experience and activities.
- C. All provisions of the Statement of Promotion Policies and Procedures shall apply to applicants for the rank of Professor under the 3% provision, except that the requirement for the earned doctorate in a field related to the applicant's assignment at the university.
- D. Applicants under the 3% provision shall be ranked in the same list with all other applicants for the rank of Professor.

- E. The number of positions for the rank of Professor under the 3% provision shall be determined as 3% of the number of faculty members expressed as full-time equivalents.\* Should this number be other than a whole number, the number shall be rounded to the next highest whole number.

\*Includes all faculty members except those replacing a faculty member on approved leave.

### **XIII. APPROVED EQUIVALENCIES FOR THE DOCTORATE**

Degree equivalencies will be approved in accordance with the State System of Higher Education Board of Governors Policy 1987-01 (Copy attached).

Promotion Policies and Procedures revised and approved at University/APSCUF Meet and Discuss September 13, 2005

**BOARD OF GOVERNORS****POLICY 1987-01****DEGREE EQUIVALENCIES IN FACULTY APPOINTMENT AND PROMOTION  
CRITERIA****A. Purpose and Scope**

To determine the boundaries under which professional degrees such as the J.D. and M.F.A. may be considered equivalent to statutory academic degree qualifications for appointment and promotion of faculty.

**B. Policy**

Holders of professional doctorates, including but not limited to the J.D. degree, shall be deemed eligible for consideration for appointment or promotion, provided that they meet other criteria or expectations for appointment or promotion and that their candidacy is in compliance with the Act 182 stipulation that “graduate degrees and preparation...shall be earned in fields related to the service rendered to the college.” Similarly, holders of the M.F.A. degree, when related graduate preparation totals at least 60 semester credit hours, shall be deemed eligible for consideration for appointment or promotion, provided that they meet other criteria or expectations for appointment or promotion and their preparation and primary assignment are in the studio or performing arts.

**C. Effective Date**

April 22, 1987