

## Article 16

### PROMOTIONS

#### A. Qualifications and Categories for Evaluation

1. The minimum qualifications for ranks shall be as specified in the applicable laws.
2. In addition to the required minimum qualifications, categories for FACULTY promotions shall include, but not be limited to, the categories identified in Article 12, Section B., PERFORMANCE REVIEW AND EVALUATION OF FACULTY.
3. Effective July 1, 2000, each University shall provide written job descriptions for all FACULTY MEMBERS whose basic responsibilities lie outside the classroom and for the nonclassroom responsibilities of FACULTY MEMBERS with mixed workloads. This official job description shall be the basis of the evaluation of these FACULTY MEMBERS in lieu of effective teaching. A copy of the job description or any subsequent revision shall be placed in the FACULTY MEMBER'S official personnel file and a copy shall be sent to local APSCUF for informational purposes.

#### B. Promotion Policies and Procedures

The following promotion procedure shall be used at each University:

1. Promotions at each University shall be granted by the President [or his/her designee](#) only in accordance with the approved and published Statement of Promotion Policies and Procedures for each University.
2. The University-wide promotion committee shall be elected by and from the FACULTY and shall include no more than one (1) member from any department.
3. Any FACULTY MEMBER with the required minimum qualifications may submit an application for promotion, together with written substantiation of the above-mentioned criteria, not later than November 1.
4. Applications should be submitted to the appropriate department chairperson who shall immediately notify the departmental committee. In all cases an application must receive consideration first at the department level.
5. No FACULTY MEMBER shall serve on a departmental or University-wide committee when he/she or a member of his/her immediate family or a person residing in his/her household is an applicant for promotion. No department chairperson shall evaluate his/her own application for promotion or the application of a member of his/her immediate family or a person residing in his/her household. Immediate family shall be defined as spouse, child, step-child, parent, step-parent, parent-in-law, brother, sister, brother-in-law or sister-in-law. 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. The department shall select another FACULTY MEMBER in the department acceptable to the department and management to substitute for the department chairperson.

6. The appropriate department committee and department chairperson shall submit the full list of applicants, together with a detailed recommendation in accordance with the University Statement on Promotion Policies and Procedures with respect to each applicant, in writing, to the University-wide promotion committee no later than February 1, with a copy of the list of applicants being forwarded to the appropriate Dean or other appropriate management personnel. In addition, all data and materials upon which the recommendation of the department committee is based shall be forwarded to the President or his/her designee by February 1. If the committee or chairperson fails to submit a recommendation to the University-wide promotion committee by the appropriate date, the applicant may submit the application and the supporting material directly to the University-wide promotion committee.

7. a. The Dean (or other manager)/Library Director (Provost at Mansfield University) shall submit a detailed recommendation for promotion according to the agreed upon criteria to the University-wide promotion committee no later than February 1. The detailed recommendation 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 recommendation by February 15.

b. Following the Dean's (or other manager's) recommendation, the Provost shall submit a recommendation to the University-wide promotion committee no later than February 21, with a copy to the FACULTY MEMBER. The FACULTY MEMBER shall have opportunity to respond by March 1.

8. The University-wide promotion committee shall review all applications received from the departments and each applicant will be classified by the University-wide promotion committee as Highly Recommended, Recommended or Not Recommended but will not be ranked within those classifications. The University-wide promotion committee shall then forward the full list, together with its recommendations to include a detailed rationale for each recommendation, that are in accord with the University Statement on Promotion Policies and Procedures as to each applicant to the President or his/her designee not later than April 15.

9. The University-wide promotion committee shall have the right to consult with the appropriate department committee, department chairperson, deans, provost, or individuals submitting requests for promotion.

10. Each applicant for promotion shall have the right to request and make an appearance before the University-wide promotion committee to speak on his/her own behalf before the committee submits its recommendations to the President or his/her designee.

11. In the event the President or his/her designee rejects a recommendation of the University-wide promotion committee, that committee shall be notified in writing and shall be given an opportunity to discuss the matter with the President or his/her designee. Promotions shall be made by the President [or his/her designee](#) 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).

12. 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 promotion committees to explain the duties and responsibilities of such committees.

C. Salary Increase Upon Promotion

Effective with the start of the fall semester, 2004, a FACULTY MEMBER who is promoted shall be placed on the negotiated salary step for the next higher rank, which is no less than ten percent (10%) above the FACULTY MEMBER'S current step. The ten percent (10%) includes any applicable service increment.

D. Amending Local Promotion Policies

University Statements on Promotion Policies and Procedures shall be amended by agreement at local meet and discuss and any amendments will be reviewed for approval by State Meet and Discuss for the sole purpose of insuring their compliance with this Agreement and the "Guidelines for the Preparation of a Statement of Promotion Policies and Procedures."