

3.04 ACADEMIC APPOINTMENTS

<https://www.emporia.edu/university-policy-manual/table-of-contents/human-resources/academic-appointments/>

PROCEDURES FOR PROMOTION OF FACULTY

Establishing Faculty Promotion Committee & Committee Responsibilities

The faculty recognition document for each School or College enumerates the procedures for establishing a committee to consider faculty promotion, as well as the responsibilities of the committee.

The School or College faculty recognition document provides guidance for evaluating the candidate's performance in the areas of teaching, scholarship/creativity, and service.

Forwarding Faculty Promotion Recommendations

The School- or College-level faculty recognition committee shall review and submit to the Dean of the School or College its recommendation for each candidate. Each candidate also receives a copy of the FRC's recommendation.

The Dean shall review all recommendations and shall notify each candidate of the FRC's recommendation and their recommendation. The candidate may, if dissatisfied, meet with the Dean. After reviewing the recommendations with the candidate, the Dean shall forward both the school-level faculty recognition committee's recommendation and their recommendation to the Provost & Vice President for Academic Affairs unless the candidate requests that their candidacy not proceed further.

For each candidate, the Provost & Vice President for Academic Affairs shall review the recommendations and forward them along with their recommendation to the office of the President. In addition, the Provost & Vice President for Academic Affairs shall inform the candidate of their recommendation.

The President shall make the final decision concerning promotion.

Final notification of a promotion is made to the Board of Regents.

The candidate shall have the right to be kept fully informed of all submissions and recommendations made with regard to their candidacy and to attach their comments to any or all of them.

Throughout the procedure, the right of due process is recognized for all candidates.

It will be the responsibility of the Dean to ensure that only those faculty members who have been evaluated according to these procedures and the criteria specified in the School or College faculty recognition document will be recommended for promotion.