1B.0706 Policies and Procedures for Promotion

1B.0706.01 Distribution of Promotion Policies and Procedures to Faculty

All new faculty members employed at Emporia State University shall receive a copy of promotion policies and procedures within 2 weeks of assuming their duties. Criteria are also established by each department/unit.

1B.0706.02 University Criteria for Promotion (FSB 82004 approved by President 5/23/85)

Promotion in rank is not a matter of routine, seniority, or time in rank. Rather, it is the recognition of the cumulative professional record of a faculty member as well as his/her potential for continued growth and contribution. Promotion to the next rank shall be by merit as determined in accordance with the criteria which are presented below.

Assistant Professor

1. Time in Rank: Five years in rank will be regarded as the normal time necessary before an Instructor becomes eligible for promotion to Assistant Professor. At the end of 5 years of professional experience in higher education, promotion will be recommended only on the basis of documented meritorious performance.

2. Degree Requirement: The terminal degree/certification deemed appropriate by the discipline is the minimum expectation for this rank.

3. Exceptions to Above: Early promotions, or promotion in the absence of an appropriate terminal degree, will be considered only when there is acceptable evidence of truly exceptional contributions in teaching, scholarly and/or creative achievements, University service or professional service.

4. Other Criteria: Evaluation for promotion to an assistant professor shall emphasize dedication to and ability for teaching. In addition, the faculty member shall have a scholarly knowledge of disciplines relative to his/her academic responsibilities and a developing mastery of relevant skills. The candidate shall also show a clear potential for continued professional growth, for making scholarly as well as creative contributions, and/or involvement in University and professional services. These criteria shall be applied and weighted according to the nature of the discipline and the official department standards.

Associate Professor

1. Time in Rank: Five years in rank will be regarded as the normal time necessary before an assistant professor becomes eligible for promotion to associate professor. At the end of 5 years promotion will be recommended only on the basis of documented meritorious performance.
2. Degree Requirement: The terminal degree/certification deemed appropriate by the discipline is the minimum expectation for this rank.

3. Exception to Above: Early promotion or promotion in the absence of an appropriate terminal degree, will be considered only when there is acceptable evidence of truly exceptional contributions in teaching, scholarly and/or creative achievements, University or professional service.

4. Other Criteria: Evaluation for promotion to rank of associate professor shall emphasis a sustained commitment to excellence in teaching. In addition, the candidate shall clearly have achieved a level of scholarship indicated by mastery of relevant disciplines and skills as well as having made significant scholarly and/or creative contributions which have been recognized by professional peers. The candidate shall have become a visible member of the academic community through involvement in University and professional service, shall demonstrate a commitment to continued professional growth and shall make additional academic and service contributions. These criteria shall be applied and weighted according to the nature of the discipline and the official department standards.

Professor

1. Time in Rank: Five years in rank will be regarded as the normal time necessary before an associate professor becomes eligible for promotion to the rank of professor. At the end of 5 years promotion will be recommended only on the basis of documented meritorious performance.

2. Degree Requirement: The terminal degree/certification deemed appropriate by the discipline is the minimum expectation for this rank.

3. Exceptions to Above: Early promotions, or promotion in the absence of an appropriate terminal degree, will be considered only when there is acceptable evidence of truly exceptional contributions in teaching, scholarly and/or creative achievements, University service, or professional service.

4. Other Criteria: In addition to maintaining excellence in his/her teaching, the candidate shall also have provided leadership in creating an intellectual environment. The candidate shall be an accomplished scholar in his/her discipline and shall have achieved mastery of relevant skills. Also, the cumulative record of scholarly and/or creative productivity shall be substantially greater than that expected of other ranks. Accomplishments shall be recognized by professional peers both from within and without the University. Furthermore, there shall also be an established record of significant contributions in the form of University and/or professional service. These criteria shall be applied and weighted according to the nature of the discipline and the official department standards.

1B.0706.03 Procedures for Faculty Promotion
The department faculty at the start of each fall semester shall meet and vote on whether to provide peer review for any colleague who is being considered for promotion. The guidelines for faculty promotion shall be consistent throughout the University, and providing peer review is strongly recommended. In the event that the department does not decide to provide peer review, the chair shall follow the guidelines as outlined in this document.

Establishment of Promotion Committee

The department shall establish a Faculty Promotion Committee (FPC) by democratic procedures prior to October 15. The committee shall be composed of 3 or more full-time departmental faculty members. The role of the FPC is to make advisory recommendations, concerning promotion, to the department chair.

Faculty Promotion Committee (FPC) Responsibilities

The FPC shall carry out its functions in keeping with the following guidelines:

1. The FPC shall meet prior to November 15th to begin its consideration of promotion recommendations.

2. Nominations for promotion may be initiated by the department chair, by colleagues, or by the candidate. Upon written notification, the nominee has the right to accept or reject this nomination.

3. FPC shall meet with the department chair to review those faculty members to be considered for promotion and to establish a time schedule for forwarding to the chair its recommendations for promotion.

4. The FPC shall invite the candidate to submit any documentary materials.

5. The FPC will include as a minimum the following steps in evaluating a candidate:

   A. The FPC shall determine the merits of the candidate's teaching by:

      a. Reviewing student evaluations from at least 1 semester per year for the 3 years immediately prior to the year in which the request for promotion is made.

      b. Reviewing peer evaluations.

      c. Reviewing course material (e.g., syllabi, tests) from at least 2 consecutive semesters.

   B. The FPC shall determine the merits of the candidate's service, particularly as it relates to classroom teaching and/or the mission of the University, by:

      a. Reviewing the candidate's statement of his/her activities in the area of
University and public service.

b. Reviewing statements from such pertinent sources as coworkers, committee chairperson, officers of student organizations, and members of audiences before whom the candidate has performed. The candidate must be notified of the FPCs receiving any statements that he/she does not personally submit and must be permitted access to such statements.

C. The FPC shall determine the merits of the candidate's scholarly and creative activities utilizing the written criteria established by the department, department, college, school, and the University particularly as they relate to classroom teaching and/or the mission of the University, by:

a. Reviewing all written material pertinent to this evaluation, including publication, manuscripts, reports, and accounts of scholarly and creative activities.

b. Reviewing a statement from the candidate regarding his/her scholarly/creative activities.

Forwarding Faculty Promotion Recommendations

1. The FPC shall review all candidates and submit its recommendations to the department. The department chair shall review all recommendations and shall notify the candidate of the FPC recommendations and his/her recommendation. The candidate may, if dissatisfied, meet with the department chair. After reviewing the recommendations with the candidate, the chair shall forward both the FPC and his/her recommendations to the office of the dean of the college unless the candidate requests that his/her candidacy not proceed further.

2. The dean of each school/college shall review the recommendations and, unless the candidate requests that his/her candidacy not proceed further, forward them along with his/her recommendation to the office of the vice president. In addition, the dean shall inform the candidate of his/her recommendation.

3. The academic vice president shall review the recommendations and forward them along with his/her recommendation to the office of the President. In addition, the academic vice president shall inform the candidate of his/her recommendation.

4. The President shall make the final decision concerning promotion.

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

6. The candidate shall have the right to be kept fully informed of all submissions and recommendations made with regard to his/her candidacy and to attach his/her comments to any or all of them.
7. Throughout the procedure, the right of due process is recognized for all candidates.

8. It will be the responsibility of the respective chairpersons/directors and deans/administrative heads to ensure that only those faculty members who have been evaluated according to the criteria and procedures specified herein will be recommended for promotion.