

Revised plan of governance approved by college council March 16, 2010 and by faculty April 30 2010

PART III - PROMOTION PROCEDURES

- A.
- 1) At the beginning of each academic year, the director of instructional staff relations issues a personnel calendar which includes deadline dates for the promotion process. The office of instructional staff relations will also send to each department chair a listing of those faculty eligible to apply for promotion and will notify each eligible candidate. Any individual who does not receive notification and questions the eligibility listing should contact the director of instructional staff relations.
 - 2) During the fall semester, the president appoints two ad hoc promotion committees each consisting of five or six members of the faculty to examine in depth the candidacies of the applicants for promotion to the rank of associate professor and professor.
 - a) The ad hoc committee on promotion to associate professor will be composed of either five or six members of the faculty holding the rank of associate professor or professor. At least two of its members must be from the College P&B Committee with the ad hoc committee chaired by a member of the College P&B Committee.
 - b) The ad hoc committee on promotion to professor will be composed of either five or six members of the faculty holding the rank of professor. At least two of its members must be from the College P&B Committee with the ad hoc committee chaired by a member of the College P&B Committee.
 - 3) Applications of candidates as well as the required evaluations must be filed with the director of instructional staff relations by the announced deadline dates.
- B. The promotion process to the senior ranks originates with an evaluation by the departmental peers committee. For promotion to the rank of professor, the peers committee is composed of all full professors in the department; for promotion to the rank of associate professor, the committee consists of all associate and full professors in the department. The following procedures are to be followed at the departmental level:
- 1) Department Chairs:
 - a) have all eligible candidates observed during the fall semester, review the observations with the candidates within a three week period, and prepare the appropriate memoranda;
 - b) determine from the candidates whether they wish to appear before the peer committee;
 - c) convene the peer committee to discuss each candidate and to elect a representative to be interviewed by the ad hoc committee. It is the peer committee's responsibility to evaluate each candidate using the college's performance criteria for promotion. These evaluations should result in a written report prepared by and voted on by the peer committee. The report should be signed by each of the members of the peer committee. These signatures indicate that the peers have read the report and are aware that they may append comments. Minority reports may be filed.
 - d) hold a conference with each applicant to discuss the peer committee evaluation report and minority report (if any). This discussion should be reflected in a memorandum signed by the chair and the applicant, a copy of which should be given to the applicant. The candidate should also receive an unsigned copy of the report including any appended comments.

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- e) submit the reports, observations and memoranda together with the name(s) of the elected peer(s) to the director of instructional staff relations via the academic dean by the deadline date.
- 2) In those instances where a candidate makes application for promotion and does not fit the above model, the following procedures will apply:
 - a) Where the department chair is the only peer in the department, the academic dean shall act as a second peer with the department chair writing the report;
 - b) Where the department chair makes application and there are no other peers, the evaluation is performed by the academic dean;
 - c) Where the department chair makes application and there is only one peer, the academic dean and the peer constitute the evaluating body with the peer writing the report;
 - d) Where the department chair makes application and there are two or more peers, the academic dean convenes the peers, an election is held for a peers' chair, the academic dean leaves, and committee of peers evaluates all candidates with the chair of the committee writing the report;
 - e) Where the department chair does not make application and is not a peer, the department chair convenes the peers, participates in the evaluation discussions, but does not vote.
- C. During the spring semester, the ad hoc committees review all applications, personnel files and relevant materials and interview candidates, elected peers, academic deans, the provost and department chairs. The affirmative action officer may also request to be interviewed. The committees will forward their reports to the president prior to their being presented to the College P&B Committee late in the spring semester.
 - 1) A candidate will be considered recommended with a vote of 5-1 or 4-1.
 - 2) In cases where a committee member is a member of the same department as the candidate, the committee member will recuse him/herself from the interviewing and voting processes. A candidate will then be considered recommended with a vote of 4-1 or 3-1.
- D. After action is taken by the College P&B Committee, the president, in consultation with the provost and academic deans, will review the applications of all candidates and will make his/her final recommendations known to the College P&B Committee at its first meeting in September.
 - 1) Appeals may be made to the Personnel Appeals Committee.
 - 2) Candidates not recommended for promotion will meet with their department chair and academic dean early in the fall semester and prior to the beginning of the next promotion process so that the substance of the ad hoc committee's report relative to their candidacy may be shared with them. A record of this meeting will be summarized in a memorandum and placed in the candidate's personnel file.

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PART IV - PERSONNEL APPEALS COMMITTEE

- A. There shall be a personnel appeals committee whose function shall be to review appeals transmitted to it by those who wish to appeal matters relating to instructional staff appointments, reappointments, certificates of continuous employment, tenure, leaves, promotions and the policies, recommendations and procedures thereto pertaining, and to advise the president on their disposition. Such appeals may be made either before or after the president's decision.
- B. Appeals may be based on academic criteria, on a question of procedure, or on any other grounds put forward and fully substantiated by the appellant. New evidence may be introduced as part of an appeal if it was made available to the appellant after the decision in question was made but pertains to the time period originally under consideration.
- C. Notice of five working days shall be offered to anyone asked to appear at a hearing of the personnel appeals committee.
- D. A completed report of the recommendations of the personnel appeals committee shall be submitted to the president of the college no more than thirty working days after such appeal is presented to the committee.
- E. This committee shall be composed of two tenured associate or full professors from each school and one from the combined unit composed of the department of continuing education, the library, and the department of enrollment management and student affairs. One member from each school shall be elected each fall, by members of the instructional staff in the faculty titles of lecturer, instructor, assistant professor, associate professor and full professor who are eligible to participate in elections for the college council. No two members of the committee shall be from the same department or unit.
- F. In addition, one member from the HEO series and one member from the CLT series shall be elected every other fall, who will serve, with vote, only when an appeal has been presented to the personnel appeals committee by a person in the HEO series or in the CLT series respectively. All persons in the HEO series who are eligible to vote in the elections for college council shall be eligible to vote for the HEO representative. All persons in the CLT series who are eligible to vote in the elections for college council shall be eligible to vote for the CLT representative. These representatives from the HEO and CLT series shall only participate in those actions which involve members of their respective series.
- G. The chairperson of this committee shall be elected from among the membership of the committee by the committee members each fall, following the election held to fill the vacant seats. Each school/area shall conduct a separate election for its representatives. Each elected member shall serve for a two-year term.
- H. No member of the personnel appeals committee may serve more than two consecutive terms.