

January, 2016

TO: Dr. Mark Staszkievicz Dr. Michael Driscoll
Chapter President President
Indiana APSCUF Indiana University

FROM: Dr. Clifford Johnston *CJ* Lisa A. Sanno *ls*
APSCUF PA State System of Higher Education

Date 1/29/2016 Date 1/29/16

RE: Statement of Promotion Policies and Procedures

This memorandum acknowledges that your attached Statement of Promotion Policies and Procedures has been approved by State Meet and Discuss.

Attachment

cc: Pennsylvania State System Meet and Discuss Team
APSCUF State Meet and Discuss Team

STATEMENT OF PROMOTION POLICIES AND PROCEDURES

Approved by Local Meet and Discuss: December 11, 2015

Approved by State Meet & Discuss: _____

Promotion at Indiana University of Pennsylvania (IUP) is dependent upon having satisfied the minimum statutory requirements (Act 182) and the Collective Bargaining Agreement (CBA), and is based on the comprehensive evaluation and recommendations of the Department Promotion Committee (DPC), the Department Chairperson, the College Dean, the Provost, and the University-wide Promotion Committee (UWPC). The final approval will be made by the President of the University. At its essence, the academic promotion process must go beyond considerations of either longevity or minimal statutory requirements; promotion to higher rank must demonstrate positive, relevant growth and continuing quality performance. Following is the specific detailing of the CBA criteria which the DPC and UWPC will use to evaluate growth and performance.

For this entire document the following will apply:

1. Immediate family shall be defined as spouse, child, stepchild, parent, step-parent, parent-in-law, brother, sister, brother-in-law or sister-in-law.
2. If a due date falls on a Saturday, Sunday, or any day when the university's administrative offices are closed, documentation will be due the next regular business day.
3. If the Provost is named as the President's designee, all references to the required documentation to be sent to, and the recommendation to be completed by the Provost are negated.
4. All materials submitted by the candidate for promotion are to include only information since the last successful application for promotion.
5. All promotion documents, those submitted by the candidate - application, supporting documentation, letters of rebuttal - and those submitted by the department chair, the department promotion committee, the dean, and the provost will be submitted in a manner prescribed by the UWPC (see Part II, section F.2).
6. For faculty whose primary duties are outside of the classroom, written performance reviews will be provided by the appropriate Vice President or his/her designee.
7. It is incumbent on the candidate to demonstrate/characterize how the requirements for promotion, in all evaluative areas, have been met.

PART I: CRITERIA

A. MINIMUM QUALIFICATIONS

To be eligible for promotion, one must meet the minimum qualifications (listed below), consistent with Act 182. The UWPC reviews the minimum qualifications of each candidate to determine the candidate's eligibility. Candidates who fail to meet the eligibility criteria on the basis of evidence presented will be notified immediately by the UWPC so that the candidates may correct their errors in information or know that their application will not be considered further. All graduate credits and degrees necessary to meet the minimum qualifications for

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promotion must be completed by the date of submission of the candidate's DPC's recommendation to the UWPC. Any years of teaching experience or the equivalent officially recorded and credited shall apply toward promotion.

The minimum qualifications must be certified by an official transcript or by a written statement from the department chairperson or chairperson of his/her committee of the academic institution granting the credits or degree.

Professor -an earned doctorate or other approved terminal degree; at least seven years of teaching experience.

Associate Professor-minimum of an earned doctorate or other approved terminal degree, or a master's degree plus 40 semester hours of graduate credit, or a total of 70 semester hours of graduate credit including a master's degree, or all course work completed toward a doctorate as certified by the university where the work is being taken; at least five years of teaching experience.

Assistant Professor-minimum of a master's degree plus 10 semester hours of graduate certification; at least four years of teaching experience.

Teaching experience acquired as a graduate teaching assistant must be counted on a two for one basis, that is, two years of experience as a graduate teaching assistant may be counted as one year. Two years is the maximum time thus derivable. Experience acquired as a graduate research assistant may not be counted as teaching experience.

Exceptions to these minimum qualifications, based upon either the three percent rule of Act 182 or equivalent-degree rules have been determined by special committees (see Part II, Section G for additional information), published and applied by the UWPC.

B. THE 3% RULE

An Associate Professor without an earned doctorate or degree equivalency as defined in Section C below, will be considered for promotion to Professor according to the provisions of Act 182 and all applicable arbitration decisions.

C. ELIGIBILITY TO APPLY FOR PROMOTION

A faculty member normally must be eligible for tenure before being permitted to apply for promotion. Ordinarily probationary faculty members may be promoted only after five full years of active teaching in rank at IUP. Applications are usually submitted and processed during the fifth year of teaching (or ninth Semester).

In certain exceptional cases, with the approval of the Provost, a faculty member without tenure may be eligible to apply for a promotion in the third or fourth year to be effective in either

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his/her fourth or fifth year of employment. Authorization to apply is not affirmation of promotability. In cases where exceptions are approved, the Provost will notify the faculty member's dean, department chairperson, the department promotion committee chairperson, and the UWPC, prior to the promotion application deadline.

Faculty members who are hired for the spring semester (January) may apply for promotion in their eighth semester of employment. Their applications will become a part of the pool of applications submitted by those who were hired for the fall semester (September). If faculty members hired for January are promoted, their promotion will occur at the beginning of the eleventh semester of employment.

Faculty members who are hired in January and are permitted to apply early for promotion according to the eligibility/procedures described above, the respective semester of application is either the fourth semester or the sixth semester of employment with their promotion effective the seventh or the ninth semester of employment. Once a faculty member has exercised the option to apply early, and if the faculty member is not promoted or if the faculty member has been awarded tenure, the faculty member will be considered on a regular September hiring cycle for subsequent consideration.

Once a faculty member has been promoted at IUP, that faculty member must be in rank for at least 3 years after they have been promoted to be eligible for subsequent advancement in rank.

D. CRITERIA FOR PROMOTION

Promotion decisions for all faculty will be based on the quality of performance in the areas of Effective Teaching and Fulfillment of Professional Responsibilities, Continuing Scholarly Growth, and Service since the individual last sought promotion as defined in the CBA. Indicators of these three criteria are also found in the CBA.

The quality of performance in the area of Effective Teaching and Fulfillment of Professional Responsibilities shall constitute the most important criterion. For faculty members whose basic responsibilities lie in the classroom, effective teaching and advising (if appropriate) is of primary importance.

1. Effective teaching and fulfillment of professional responsibilities.

This category encompasses a faculty member's primary assignment and shall constitute the main criterion on which promotion decisions are based (Article 12. B. 1). In most instances, evaluation in this area consists of effective teaching and advising, administrative assignments, and professional responsibilities. The weighing of the remaining criteria will vary proportionately, relative to the duties and responsibilities of the candidate.

For faculty whose primary responsibilities are outside the classroom or who teach primarily non-credit bearing courses, the university is required to provide a written

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job description (CBA Article 16.A.3). The candidate will include this job description in his/her promotion application (see Part II, H.2.). Responsibilities delineated in the official job description become the basis of evaluation for those faculty members in the place of teaching effectiveness.

Evaluation of teaching effectiveness and fulfillment of professional responsibilities will not be based on a single datum. A combination of all appropriate data will be used to give sufficient evidence for an overall judgment of teaching effectiveness and fulfillment of professional responsibilities. Failure to meet the requirements under teaching effectiveness and fulfillment of professional responsibilities shall preclude consideration for promotion.

Effective teaching includes, but is not limited to:

- *Delivery* – the skills and characteristics that both clearly communicate information, concepts, and techniques; and promote or facilitate learning through the creation of an appropriate learning environment. Candidates are expected to submit student evaluation summary sheets (only) for the three most recent semesters in which evaluations were administered and within five years of the date of the promotion application and/or since the candidate's last successful promotion application.
- *Design* – the skills and competencies required to both design effective instructional experiences along with the strategies to properly sequence and present those experiences to promote learning; and the design/development of assessment strategies to measure and confirm learning.
- *Expertise* – the quality of the skills, competencies and knowledge in the specific subject area in which the faculty member has received advanced training or education.
- *Management* – the quality and execution of logistics and record-keeping related to the teaching of students and the timely distribution of feedback to students.

Professional Responsibilities include, but are not limited to:

- Preparing for and meeting assigned classes/primary assignment
- Conferring with and advising students
- Holding office hours at least five hours per week on no fewer than three different days of the week.
- Evaluating students fairly and reporting promptly on their achievements
- Participating in group deliberations which contribute to the growth and development of students and the University.
- Accepting those reasonable duties assigned within their fields of competence.

When faculty hold positions for which they receive an Alternate Workload Equivalency (AWE), the duties of that position that are administrative in nature and that contribute to

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the operation of the university should be considered under the category of primary assignment. Other activities shall be considered under continuing scholarly growth or service as appropriate. It is incumbent upon the candidate to differentiate these responsibilities as part of the application for promotion.

Administrative assignments include elected department positions and temporary assignments in administrative offices that carry release time, and administrative positions that constitute a faculty member's primary assignment as defined in the appropriate job description. Professional responsibilities are those secondary tasks/duties that are part of the primary assignment and support and enhance department, division, or university operation and goals.

All statements must be based on verifiable evidence such as description of teaching activity, student and peer ratings, awards recognizing teaching skills, etc.

The weighting of the remaining criteria will vary proportionately, relative to the duties and responsibilities of the candidate.

2. Continuing scholarly growth.

Scholarly activity is valued in that it enhances the educational experience, enlivens the intellectual climate on campus, provides external funding to support the educational mission of the institution, advances the body of knowledge of the discipline/field, and provides opportunities for students to participate in scholarly research. Scholarship is the discovery, application, and/or advancement of knowledge through research, creative accomplishments, or professional endeavors and sharing the results of those activities.

All scholarly activity such as those listed in the CBA (Article 12. B. 2.) is valued at all ranks. All these forms must be considered within the context of the discipline. In general, the areas of focus include:

- Intended audience
- Level of review process
- Impact of (as distinct from the "Impact Factor" used in the evaluation of an academic journal)
- Scope of influence (audience reach)

3. Service: Contribution to the University and/or community.

Service is characterized as the intentional (paid and unpaid) activities that contribute to the university, the community or the profession.

All service activities such as those listed in the CBA (Article 12. B. 3.) are valued at all ranks. All these forms must be considered within the context of the discipline. In general, the areas of focus include:

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- Expanded impact
- Quality of Leadership/Specific Contribution
- Sphere/scope of influence (audience reach)
- Sustained activity

These include:

1. *University Service* – service on department, college, and/or university committees, participation in college or university governance, or on APSCUF committees.
2. *Professional Service* – service to professional organizations that contribute to the function, advancement, and/or maintenance of the organization, service to governmental agencies related to the area of expertise.
3. *Community Service* – off-campus service activities that are related to the faculty member's discipline.

F. ADDITIONAL CRITERIA

The University may adopt additional criteria to inform judgments about promotion. Any such additional criteria or changes in the "Statement of Promotion Policies and Procedures" (S3P) will be amended by agreement of local Meet-and-Discuss. Amendments will be reviewed and approved by State Meet-and-Discuss only to ensure their compliance with the CBA and the "Guidelines for the Preparation of a Statement on Promotion Policies and Procedures." After such approval is obtained, the additional criteria or amendment will be made public and implemented by the UWPC in the next promotion year.

G. CHARACTERISTICS ASSOCIATED WITH THE DESIGNATION OF ACADEMIC RANKS

For all ranks, "the universal responsibility of the teaching FACULTY MEMBER is effective teaching (CBA Article 4.A)"; the Fulfillment of Professional Responsibilities is considered by the UWPC to be of equal importance. The effective performance of these two responsibilities is considered a necessary though not sufficient requirement for promotion to all ranks. In every case, the UWPC will also evaluate a candidate's Scholarly Growth and Service.

For advancement to the rank of Assistant Professor the candidate must meet the minimum statutory requirements and demonstrate effectiveness in Teaching and Fulfillment of Professional Responsibilities. Scholarly Growth and Service will also be evaluated.

For advancement to the rank of Associate Professor, the candidate must meet the minimum statutory requirements and demonstrate effectiveness in Teaching and Fulfillment of Professional Responsibilities. In addition the candidate must demonstrate effectiveness in one other area, either Scholarly Growth or Service, and activity with clear potential for growth in the remaining area.

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For advancement to the rank of Professor, the candidate must meet the minimum statutory requirements and demonstrate effectiveness in Teaching and Fulfillment of Professional Responsibilities. In addition the candidate must demonstrate effectiveness in Scholarly Growth and Service. For promotion to Professor, the UWPC will seek balance among the three evaluative areas. If a candidate presents an unbalanced portfolio, the committee will look for effectiveness in Teaching and Fulfillment of Professional Responsibilities and extraordinary effectiveness in either Scholarly Growth or Service and clear evidence of dedicated activity in the remaining area.

Evidence for promotion will be based solely on the candidate's growth and activity since his/her appointment to the university or last successful promotion application, whichever applies.

H. RESPONSIBILITIES OF THE CANDIDATE FOR PROMOTION

1. Prior to submitting an application for promotion, the candidate must ensure that a complete and accurate set of academic credentials is present in his or her personnel file in the Office of Human Resources.
 - Special degree equivalencies or years of teaching approved should be available in this file. In addition, the candidate should check the file to find an official degree-conferred transcript and appointment letter and/or evidence of the last promotion date (if applicable).
2. Promotion applications are limited to no more than fifty (50) single-sided pages. The candidate will submit an application consisting of:
 - a. Required Material (is not included in 50 page limit)
 - i. Required forms
 - ii. Curriculum vitae
 - iii. Student evaluation summary sheets
 - iv. Job description (if applicable)
 - b. Application
 - i. Statement of promotability – limited to no more than 10 pages
 - ii. Supporting documentation – limited to no more than 40 pages
 - c. The statement of promotability and all candidate produced supporting documentation is to be in a font of no smaller than 12 point, have one (1) inch margins, and is limited to six (6) lines per vertical inch.
3. Candidates are expected to submit student evaluation summary sheets for the three (3) most recent semesters in which evaluations were administered. Any evaluation summary sheets submitted are to be no older than five (5) years.
4. The candidate may withdraw his or her promotion application by sending a formal letter of withdrawal to the chairperson of the UWPC. Additionally, copies of this letter should be delivered to the Department Chairperson, Department Promotion Committee (DPC) chairperson, the candidate's Dean, and Provost.

5. The submission deadline for an application for promotion is November 1 by 4:30 p.m. By that date and time, a candidate will provide copies of his or her application and supporting documentation to the Chair of the UWPC, the Chair of the department, the DPC chair, the Dean of his or her college and the Provost (see the preamble to this document, #5).

PART II: PROCEDURES AND RESPONSIBILITIES OF COMMITTEES

A Candidate's credentials are evaluated and recommendations are made for promotion by the Department Promotion Committee (DPC), the department Chair, the Dean, the Provost, and the University-Wide Promotion Committee (UWPC). All evaluations of a candidate shall be formatted in a font of no smaller than 12 point, have one (1) inch margins, and is limited to six (6) lines per vertical inch. All evaluations shall make recommendations regarding a candidate's promotability in teaching and fulfillment of professional responsibilities, scholarly activity, and service. Each evaluation will have an overall recommendation as to whether the candidate is "recommended for promotion" or whether the conclusion is that the candidate is "not ready for promotion at this time".

The DPC, the department Chair, and the Dean write independent recommendations based upon their unique lens and place within the university's structure. The DPC and Department Chair are members of the same department of the candidate and should, therefore, be able to assess the candidate within the framework of the discipline and within the context of the academic department. The Dean, on the other hand, is able to assess the candidate from the broader perspective of the entire college. While the DPC, Department Chair, and Dean do not have the opportunity to review each other's recommendations, the Provost is able to review the DPC, Department Chair, and Dean recommendations in making his/her recommendation. This lens allows the Provost to make his/her recommendation from the broader perspective of the total University. Finally, the UWPC has access to all recommendations and is able to evaluate each candidate in comparison to all other candidates in making its recommendation.

A. PROCEDURES FOR ESTABLISHING DEPARTMENT/ADMINISTRATIVE UNIT PROMOTION COMMITTEES

UWPC members will not serve on DPCs or participate in departmental promotion activities.

1. The DPC shall be elected by all the tenured and tenure-track department faculty members using the procedures outlined in the CBA Article 12, C, 1, a. The department chairperson shall not be a member of the DPC. No member of the DPC may also be a candidate for promotion. Upon applying for promotion, such individuals must also immediately resign from the departmental committee
2. A DPC shall be made up of not fewer than three faculty members.

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3. Terms of office for members should be staggered and specific, and a portion of the DPC should be elected annually, prior to October 1. Terms of office should not ordinarily exceed three years.
4. All tenured and tenure-track department members, except as noted in A1 above, are eligible for membership on their DPC.
5. The election for DPC membership will be conducted by the department chairperson.

B. RESPONSIBILITIES OF THE DEPARTMENT/ADMINISTRATIVE UNIT PROMOTION COMMITTEE AND DEPARTMENT/ADMINISTRATIVE UNIT CHAIRPERSON

1. The department chairperson shall convene an organizational meeting of the DPC annually, conduct the election of a chairperson, and notify the department faculty and chairperson of the UWPC of the results of this election by October 1.
2. DPCs will be responsible for ensuring that candidates for promotion follow all promotion application instructions.
3. The department chairperson (or designated substitute - see #9 below) will receive the application and supporting documentation from department faculty seeking promotion no later than 4:30 p.m. November 1 and immediately notify the DPC of the receipt of these materials.
4. The DPC will verify, review, and evaluate all the evidence submitted and forward its recommendation (of not more than three (3) pages) to the UWPC. The DPC is required to make an independent evaluation of a candidate's performance. While candidates can make suggestions, they may not write the DPC's document. Only work completed and documented by the November 1 deadline may be considered by the DPC when making its recommendation.
5. Scholarly work accepted for presentation/publication will be considered completed work but may not be counted a second time in a subsequent promotion application.
6. Before the DPC submits its recommendations to the UWPC by February 1, the candidate for promotion shall be advised by the DPC of his/her right to review that recommendation and appear before the DPC (to facilitate candidate review, the recommendation should be completed seven days prior to the February 1 deadline). If the candidate chooses, the candidate may write a rebuttal to the DPC's recommendation and forward that rebuttal directly to the DPC, Provost, and UWPC chair by February 15.
7. The department chairperson (or designated substitute) will review and evaluate a candidate's application and supporting documentation and will submit, by February 1, a separate and independent recommendation of not more than two (2) pages to the UWPC chair.

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8. In the event that the department chairperson, or a member of the chair's immediate family (see CBA 16, B, 5) or person residing in his/her household is a candidate for promotion, the following shall apply:
 - a. The department chairperson shall not participate in the review or evaluation of ANY candidates for promotion. In particular, the department chairperson shall not serve on a department promotion committee (DPC) or a university-wide promotion committee (UWPC), or write a department chairperson recommendation for ANY faculty member.
 - b. The department shall select another FACULTY MEMBER in the department, acceptable to the department and management, to substitute for the department chairperson. This substitute will be charged with writing the department chairperson recommendations for candidates for promotion within that department.
9. Before the chair (or designated substitute) submits the chair recommendation to the UWPC by February 1, the candidate for promotion shall be advised by the chair (or designated substitute) of the candidate's right to review that recommendation and meet with the chair (or designated substitute) to discuss the recommendation (to facilitate candidate review, the recommendation should be completed seven days prior to the February 1 deadline). If the candidate chooses, the candidate may write a rebuttal to the chair's (or designated substitute's) recommendation and forward that rebuttal to the department chairperson (or designated substitute), Provost, and the UWPC chairperson by February 15.
10. If either the Department Chairperson (or designated substitute) or the DPC, after receiving a candidate's promotion materials, fails to submit a recommendation to the UWPC by the appropriate date, the chair of the UWPC will inform the candidate, who may submit the application and supporting material directly to the UWPC.
11. It is the responsibility of the DPC and chair (or designated substitute) to give each candidate the reasons for the recommendations made and, when appropriate, to make suggestions that may lead to a favorable review in the future. An individual recommendation for promotion by a DPC and/or a chair (or designated substitute) does not guarantee a recommendation for promotion by the UWPC.

C. RESPONSIBILITIES OF THE ACADEMIC DEANS (OR APPROPRIATE MANAGEMENT SUPERVISOR)

Each academic Dean (or appropriate management supervisor) shall submit, by February 1 an independent recommendation, of not more than two (2) pages for each candidate for promotion from his/her college (or division) to the Provost with a copy to the UWPC after examining the candidate's promotion application and supporting documentation.

Before the Dean (or appropriate management supervisor) submits a candidate recommendation to the UWPC (on or before February 1), the candidate may request a meeting to discuss the recommendation (to facilitate candidate review, the recommendation should be completed seven

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days prior to the February 1 deadline) with the Dean (or appropriate management supervisor). If the candidate chooses, the candidate may write a rebuttal to the Dean's (or appropriate management supervisor's) recommendation by February 15, sending copies to his/her Dean (or appropriate management supervisor), Provost, and the chair of the UWPC. No Dean (or management supervisor) shall submit a recommendation regarding the applications of a member of his/her immediate family or a person residing in his/her household.

D. RESPONSIBILITIES OF THE PRESIDENT AND PROVOST

1. The President will inform the chairperson of the UWPC and all department chairpersons in writing by November 1 if he/she will be making decisions regarding promotion or if he/she will designate this authority to someone else, in which case he/she will also provide the name and title of the designee.
2. Unless the Provost has been named as the President's designee, he/she shall submit, by February 21, not more than one (1) page, recommendation for each candidate for promotion to the UWPC after examining the candidate's promotion application and supporting documentation, the recommendations of the DPC, department chairperson, and Dean (or appropriate management supervisor), and any rebuttals submitted by the candidate.
3. Before the Provost submits his/her recommendations to the UWPC, the candidate may request a meeting to discuss the recommendation with the Provost (to facilitate candidate review, the recommendation should be completed seven days prior to the February 21 deadline). If the candidate chooses, the candidate may write a rebuttal to the Provost's recommendation by March 1, sending copies to the Provost and the chair of the UWPC.
4. In the event 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, the Dean (or appropriate management supervisor) shall submit the only management recommendation.

E. PROCEDURES FOR ESTABLISHING A UWPC

1. The UWPC shall consist of fifteen (15) tenured members of the faculty. They shall be elected by the regular members of the bargaining unit. No more than one (1) member of a department may serve on the committee. No more than four (4) members of any individual college or unit may serve on the committee.
 - a. No member of the UWPC may also be a candidate for promotion. Upon applying for promotion that individual must also immediately resign from the UWPC. The same restriction applies to faculty members whose immediate family member (see CBA Article 16, B, 5) or someone who resides in the same household is applying for promotion.

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- b. The committee shall be structured as two (2) seven (7) member sub-committees with the UWPC chair serving as the non-voting chair of each sub-committee's deliberation process. One sub-committee shall have the responsibility of evaluating applications for Full Professor, and the other shall have the responsibility of evaluating applications for Associate and Assistant Professor ranks. No more than two faculty from any one college may serve on either sub-committee in any year. Upon their election, new UWPC members shall select any open position on either sub-committee. The person with the highest number of votes shall select first, next highest second, and so forth. This position will continue for the entire length of the elected term.
 - c. The chairperson for the following year shall be selected prior to May 1 by a majority vote of the current members of the UWPC, and shall serve for one year beginning August 1. The chairperson is eligible for re-election to a second term, during his/her three year term on the UWPC. The chairperson shall serve as the contact for all candidates, DPCs, Department Chairpersons and Deans, and shall provide all organization and support mechanisms for the work of the two subcommittees. In addition, each sub-committee will elect an assistant chairperson who will work directly with the UWPC chairperson and help to represent the collective viewpoints of each sub-committee when the viewpoints are requested by the president or his/her designee.
2. Five (5) members will be elected annually to three-year terms. Members of the committee, and alternates, may be re-elected. Terms of office shall begin on August 1, and end on July 31 of the year when the term expires. The first meeting of each year shall be announced by the chairperson, or his/her designees, before September 1, and held as close to this date as is feasible.
3. Elections shall be held every year between March 15 and April 15 under the supervision of the Nominations and Elections Committee of the local chapter of APSCUF:
 - a. Self-nominations may be made by individuals who desire to have their names appear on the ballot. The self-nominations should include the signatures of at least five members of the bargaining unit who support the candidate.
 - b. A final slate will be distributed to all faculty at least one week prior to the election.
 - c. The polling day will be announced when the final slate goes out. The polls will be operated under the supervision of the Nominations and Elections Committee, under the procedures established by the IUP-APSCUF By-Laws.
 - d. Absentee ballots may be obtained from the Chairperson of the APSCUF Nominations and Elections Committee or his/her designee. Votes must be received on or before the polling day by the chair in a sealed envelope with the signature across the seal.
 - e. The candidates receiving the highest number of votes shall be announced as the new members of the committee to serve three-year terms. The next highest vote-getters shall be designated as alternates and shall serve in this capacity for a term of one year. Only

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candidates, including write-in candidates, with a minimum of five votes can serve as members of the UWPC.

- f. In the event that any member of the Committee resigns or shall be on sabbatical leave or other leave of absence, his/her place on the Committee shall be assumed by the first alternate from the last election for the entire year during which such leave absence shall occur. Similarly shall the 2nd, 3rd, and so forth, alternates, in turn, serve.
- g. In the event that open positions cannot be filled by the regular election procedure, the APSCUF Nominations and Elections Committee can call a special election. No special elections will be held after December 15 and the committee will operate as fully constituted as of December 15.

F. RESPONSIBILITIES OF THE UWPC

1. The UWPC shall, in coordination with the Provost's office, ensure the publication and distribution to all members of the bargaining unit the approved "Statement of Promotion Policies and Procedures."
2. The UWPC shall create forms and instructions consistent with this document to assist candidates in preparing promotion materials. Prior to the promulgation of these forms and instructions, they shall be forwarded to local Meet and Discuss by February 15 of each academic year. Before April 1st, local Meet and Discuss will approve the forms and instructions for the coming academic year. Once approved, these documents will be made available on April 15. In the event that local Meet and Discuss fails to agree on the forms and instructions, the previous year's forms and instructions will be used.
3. A meeting for prospective promotion candidates will be held between April 15 and May 1 to answer questions about the year's application process.
4. The UWPC members shall individually review the promotion materials received and shall evaluate each application on the basis of the criteria appropriate to the rank for which promotion is sought. Recommendations for promotions which are submitted from the DPCs must be based on CBA criteria and specifically identified evidence. Members of the UWPC will review carefully and in detail only those materials placed before it relevant to the stated criteria. This will include examination of a candidate's personnel file for verification of eligibility only, when permission is granted by the candidate.
5. UWPC may seek clarification of submitted materials from the DPC, Department Chair, academic Dean (or appropriate management supervisor), and/or the Provost.
6. Before the UWPC makes its rankings, the candidate for promotion has the right to appear before the UWPC to provide clarification of his/her submitted promotion materials. Candidates for promotion will be notified by the UWPC chair of the opportunity to meet with the UWPC. Such meetings will occur between February 2 and March 15.

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7. Upon careful and comprehensive review of the materials submitted by each candidate to a particular rank, each subcommittee member of the UWPC shall determine their own independent ranking of the candidates.
8. Subsequent to the completion of individual, independent rankings, the members of the UWPC will meet in their respective subcommittees to determine how the subcommittee, as a whole, will rank each promotion candidate for promotion that falls within the purview of the subcommittee. The rank order process will occur by secret ballot (s). All votes taken by the subcommittee will be recorded, tabulated, and saved.
 - a. The subcommittee will first determine those candidates to be placed in the "Not Ready at This Time" category. These applicants shall be selected from the total pool of all applicants seeking promotion to the specified rank. A complete list of candidates deemed "Not Ready at This Time" by individual subcommittee member will be compiled. After a thorough review of each candidate, the members of the subcommittee will vote on the candidates who will appear in the "Not Ready at this Time" category. Those applicants receiving at least two-thirds of the votes will be given no further promotion consideration and will be placed in the "Not Ready at This Time" category. Those applicants receiving fewer than two-thirds of the votes will be returned to the pool of candidates considered for placement in either a "Highly Recommended" or "Recommended" category for promotion within the specified rank. Candidates in the "Not Ready at This Time" category are not rank ordered.
 - b. The subcommittee will next determine those candidates to be placed in the "Highly Recommended" category for promotion. A complete list of applicants deemed qualified to appear in the "Highly Recommended" category by individual subcommittee members will be compiled. After a thorough review of each candidate, the members of the subcommittee will vote to determine which candidates will appear in the "Highly Recommended" category. Those candidates receiving at least two-thirds of the votes will be placed in the "Highly Recommended" category. Those candidates receiving fewer than two-thirds of the votes will then be placed in the "Recommended" category for promotion.
 - c. Candidates in the "Highly Recommended" and "Recommended" categories for promotion will be individually rank ordered by the subcommittee.
 - d. Candidates determined to be "Not Ready at This Time" for promotion will receive a letter of notification which includes the rationale for this decision by the UWPC by April 1. If the candidate chooses, the candidate may write a rebuttal and forward it to the UWPC chair and President by April 15.
9. The UWPC will submit to the President (or his/her designee) three lists of candidates for each academic rank sought: "Highly Recommended", "Recommended", and "Not Ready at This Time". Those candidates appearing in the "Highly Recommended" and "Recommended" groups will be ranked in an order that reflects the UWPC's evaluation of the merits of the documents

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presented in support of the request for promotion. All candidates rated "Highly Recommended" shall be promoted before those candidates who are rated "Recommended".

10. At the President's (or his/her designee's) request, the recommendations given to the President by the UWPC will be supported in sufficient detail to enable the President to know the reasons for which the committee reached its conclusion in each case.
11. The UWPC is responsible for providing appropriate feedback to the candidates.

G. PROCEDURE FOR PRESIDENTIAL CONSULTATION

In the event the President or his/her designee rejects a recommendation of the UWPC, the UWPC shall be notified in writing and shall be given an opportunity to discuss the matter with the President or his/her designee prior to making his/her formal announcement of promotions. The President will evaluate candidates for promotion using the previously stated evaluation criteria to be used by the UWPC.

H. SPECIAL COMMITTEES

A special committee, appointed by local Meet-and-Discuss, made up of faculty and management (Five members; two designated by the UWPC, two by management, one by local APSCUF) formulates rules and criteria for application of the 3 percent rule under Act 182. Such rules require agreement of local Meet-and-Discuss and approval by State Meet-and-Discuss.

I. DATES FOR COMPLETING THE VARIOUS STAGES OF THE PROMOTION PROCESS

Date	Task
February 15	Revised forms submitted to local Meet & Discuss
April 15	Promotion documents posted on website
Between April 15 and May 1	UWPC informational meeting for the candidates planning to seek promotion in the next academic year
September 1-30	DPC formed by each department with election of the chair by 9/30
November 1	<ul style="list-style-type: none"> • President informs UWPC and department Chairs of designee • Candidate applications are due
January 25	<ul style="list-style-type: none"> • Draft of DPC's recommendation for candidate review • Draft of Chair's recommendation for candidate review • Draft of Dean's recommendation for candidate review
February 1	<ul style="list-style-type: none"> • Recommendation of DPC due to Provost and UWPC • Recommendation of Chair due to Provost and UWPC • Recommendation of Dean due to Provost and UWPC
February 2	Candidates can meet with UWPC (up until March 15)
February 15	<ul style="list-style-type: none"> • Candidate rebuttal to DPC recommendation due • Candidate rebuttal to Chair recommendation due

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	• Candidate rebuttal to Dean recommendation due
February 21	Recommendation of Provost to UWPC (if written)
March 1	Candidate rebuttal to Provost recommendation (if written)
March 15	Candidates can no longer meet with UWPC
April 1	UWPC notifies candidates who are deemed "Not Ready at This Time"
April 15	"Not Ready at This Time" Candidate rebuttal to UWPC and President
April 15	UWPC recommendation to the President or designee
July 15	President notifies candidates of the promotion decision
July 31	Term ends for UWPC members

J. MINIMUM PROCEDURAL GUARANTEES AS CONTAINED IN THE CBA ARTICLE 16.B.12.

ARTICLE 16.B.12 -- An individual FACULTY MEMBER shall have the right to grieve, in accordance with Article V, 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 DPCs and UWPC to explain the duties and responsibilities of such committees.

K. The Management of IUP recognizes that the expectations of promotion based on performance is a normal and important part of faculty life. It is, therefore, the intention of management to promote those faculty who, on the basis of the procedures and criteria mutually agreed to by faculty and management, are deserving of such promotion.

L. EQUAL EMPLOYMENT OPPORTUNITY THROUGH AFFIRMATIVE ACTION

In view of these obligations, the institution shall:

1. Institute procedures to ensure that these commitments are fulfilled to the maximum feasible extent at each level of the academic promotion process. Among the measures that this University will consider are:
 - a. The sharing of procedures employed, recommendations made, and supporting data used at each level of the process with the University affirmative action officer, so that he or she may provide rapid, informed feedback to the decision-making bodies and individuals concerning any perceived areas of difficulty.
 - b. Invitation to the campus affirmative action officer to attend some or all of the promotional meetings at each level, in order to gain an insight into the nature of the evaluation processes and the quality of attention given each person's candidacy.

M. The provisions in this document may be reviewed at the request of IUP-APSCUF or the IUP-Administration.

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Approved by IUP-APSCUF Representative Council: December 10, 2015

Approved by IUP Meet & Discuss: December 11, 2015



Indiana University of Pennsylvania

www.iup.edu

INDIANA UNIVERSITY OF PENNSYLVANIA
STATEMENT OF PROMOTION POLICIES AND
PROCEDURES

The attached Statement of Promotion Policies and Procedures is herewith approved:

Timothy Moerland
Provost, Indiana University of Pennsylvania

12/11/15

Date

Mark Staszewicz
President, IUP-APSCUF

12/11/15

Date

