

# Preparing a Promotion Dossier

## Academic Year 2020-2021

September 2020

## Workshop Goals



- Describe the Promotion Process and changes in the newly enacted policy
- Review the Promotion Policy, forms, and timeline
- Describe the contents of the binders for the promotion dossier
- Identify contact persons and resources

## Where can I find the Promotion Policy?

- Academic Affairs Office
- APSCUF Chapter Office
- Cal U Website – [www.calu.edu](http://www.calu.edu) > Information for Faculty & Staff >

[University Wide Promotion Committee](#)

[Promotion Guidelines](#)

## Other Promotion Documents?

3% Rule Determination	APSCUF CBA*
3% rule determination made yearly and notice sent from Provost's Office to all faculty via email.	Detailed information, agreed to by Meet & Discuss
Important Dates for Promotion	UWPC Workshop Dates – Current Year
Dept Chair & Department Promotion Committee Memo	UWPC Interview Schedule - Current Year <a href="#">APSCUF CBA 2019-2023, Article 16, pp. 48-51</a>



## UWPC members for 2020-21

Name	Department
Adnan A. Chawdhry (Chair)	Business, Economics, and Enterprise Sciences
Michelle Torregano (Vice Chair)	Education
Julia McGinnis (Secretary)	Library Services
Arcides Gonzalez	Humanities
Chad Hanna	Biology, Geology, and Environmental Sciences
Patricia Johnson	TRIO and Academic Services
Dana Keener	Criminal Justice and Psychology
Susan Morris-Rutledge	Education
Jamie Weary	Health Science

## Degree Equivalencies In Faculty Appointment And Promotion Criteria Policy

- Holders of professional doctorates,
  - including but not limited to the J.D. degree,
  - meet other criteria or expectations for appointment or promotion
- Candidacy in compliance with the Act 182 stipulation that  
“Graduate degrees and preparation ... shall be earned in fields related to the service rendered to the college.”

[PASSHE Board of Governor's Policy 1987-01:](#)

## **Degree Equivalencies In Faculty Appointment And Promotion Criteria Policy**

M.F.A. degree

- when related graduate preparation totals at least 60 semester credit hours, shall be deemed eligible for consideration for appointment or promotion
- provided that they meet other criteria or expectations for appointment or promotion and their preparation and primary assignment are in the studio or performing arts.

[PASSHE Board of Governor's Policy 1987-01:](#)

## APSCUF/PASSHE CBA Article 16 Promotions

- 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\*\* to the Department Chair and to the University wide Promotion Committee Chair**
- 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.

**\*\*When any due date falls on a weekend, the due date is extended to the next business day.**

[APSCUF Article 16 Promotions](#)



## APSCUF/PASSHE CBA Article 16 Promotions Con't

- 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 is an applicant for promotion.

[APSCUF Article 16 Promotions](#)

## APSCUF/PASSHE CBA Article 16 Promotions Con't

Question: What happens if the department chair is not permitted to evaluate applicants for promotion?

Answer: **The department shall select another FACULTY MEMBER** in the department acceptable to the department and management to **substitute for the department chairperson**.

Question: What happens if all department faculty and chair are applying for promotion?

Answer: **The department shall select another FACULTY MEMBER outside of the department** acceptable to the department and management to substitute for the department faculty members on the Department Promotion Committee.

[APSCUF Article 16 Promotions](#)

## Letters of Recommendation

The Department Promotion Committee and Department Chairperson shall submit a **detailed recommendation in writing**, to the University-Wide Promotion Committee no later than February 1.

NOTE: The Department Promotion Committee's and Department Chairperson's letters of recommendation are separate and distinct and are not reviewed by each other.

## **What happens if the *Department Promotion Committee* and/or *Department Chairperson* fail to submit Letters of Recommendation?**

If the Dept. Promotion Committee or Dept. Chairperson fails to submit a recommendation, the applicant may submit the application and the supporting material directly to the University-wide promotion committee by February 15<sup>th</sup> .

## Three Percent (3%) Rule

- The University can have no more than 30 % of the faculty at the full professor level (capable of being surpassed upon recommendation of the President).
  - If the number drops below 30%, faculty members without a terminal degree may be eligible for promotion to full professor up to 3 % of the total faculty.
- The 3 % rule allows the University to promote to full professor qualified, exemplary faculty members who do not have a terminal academic degree.
- Candidates eligible under the 3 % Rule will be evaluated for promotion to full professor **on the same basis** as all applicants by the UWPC.

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# Review of Promotion Policy & Procedures

[calu.edu](http://calu.edu)

## The Meaning Of Academic And Administrative Promotion

- Granting academic or administrative promotion indicates ...**recognition for exceptional performance** ... bestowed upon a faculty by his/her peers and the President of the University.
- The recommendation of candidates for promotion by the University-Wide Promotion Committee indicates that judgments considering performance were made under the appropriate categories.
- The integrity of judgment by each evaluating body must consistently prevail throughout the promotion process.

## Policy Revision – What Hasn't Changed?

- The UWPC policy revision remains aligned with the CBA.
- The timelines and general procedures for submission of documentation
- The minimum qualifications for each Academic Rank
- Teaching Effectiveness remains the most important category on which a promotion judgment will be made.
- The majority of yes/no votes, not the average score, determines the whether the applicant will be recommended by the UWPC.
- The average score is calculated only to determine the strength of a recommendation.
- Failure to meet **any** of the professional responsibilities included on Appendix B2 for teaching and nonteaching faculty shall preclude a candidate's promotion.
- Jurisdictional responsibilities of the candidate, department chairperson, department promotion committee, dean/library director, and provost
- Role of the UWPC in reviewing dossiers and interviewing candidates

\*\*Took effect in Fall 2018 [UWPC Policy Revision Workshop PPT](#)



## What has changed?

- ▶ Teaching experience
  - ▶ Doctorate Degree equivalency degrees specified
  - ▶ Minimum points to qualify:
    - Full: 50
    - Associate: 40
    - Assistant: 30
  - ▶ 10 UWPC members and up to 2 alternates
- ▶ College level teaching experience
  - ▶ Doctorate Degree equivalency more broadly stated
  - ▶ Minimum points to qualify:
    - Full: 60
    - Associate: 50
    - Assistant: 40
  - ▶ 9 UWPC members and up to 3 alternates

Old Policy

New Policy

## What has changed?

- ▶ Hard copy only
- ▶ Number of binders and pages not specified
- ▶ Split assignment wording (must)
- ▶ One Appendix B2 for teaching and nonteaching faculty
- ▶ Meets 0-9, Exceeds 10-19, Far Exceeds 20 or more

Old Policy

- ▶ Hard copy or **electronic version**\*\*
- ▶ Limited to 4 binders and 300 pages total
- ▶ Split assignment wording (may)
- ▶ Two versions of Appendix B2—one for teaching, one for nonteaching
- ▶ Meets 0-7, Exceeds 8-14, Far Exceeds 15 or more

\*\*Electronic Dossiers are HIGHLY recommended during the 2020-2021 Academic Year due to COVID

New Policy

## ACADEMIC RANKS

MINIMUM QUALIFICATIONS for each Academic Rank

- ASSISTANT PROFESSOR
- ASSOCIATE PROFESSOR
- PROFESSOR

\*\*Please refer to the Promotion guidelines for the minimum requirements for each position:

[Promotion Guidelines](#)

## EVALUATING PROCEDURES

1. Satisfy the minimum qualifications for each applicable rank
2. UWPC members vote for each candidate as “recommended” or “not recommended” according to whether or not the score meets the **minimum** for rank
  - **Applicants receive a yes/no vote and an averaged numerical score**
  - **The majority of yes/no votes, not the average score, determines whether the applicant will be recommended by the University-Wide Promotion Committee.**
  - The average score is calculated only to determine the strength of a recommendation.

Rank Sought	Minimum Points to Qualify	Average score above minimum	Strength of Recommendation
ASSISTANT PROFESSOR	40 points	0-7 points	“meets”
ASSOCIATE PROFESSOR	50 points	8-14 points	“exceeds;
PROFESSOR	60 points	15 or more points	“far exceeds.

# JURISDICTIONAL RESPONSIBILITIES

## The Candidate

- The candidate is responsible for being aware of the laws and procedures.
- The candidate is responsible for communicating the intended method of dossier submission (**hard copy or electronic copy**) to the department and UWPC.
- The candidate initiates the promotion procedure by submitting his/her application and supporting materials to his/her Department Chairperson **and to the Chair of the UWPC** by November 1.
- The candidate is responsible for accurately portraying all the information offered in support of his/her promotion.

## Appendix A – Application for Promotion

THE *FACULTY CANDIDATE* will:

Fill out *all* applicable spaces

Submit two copies **on or before** November 1<sup>st</sup>:

1. One copy to the Department Chairperson
2. One copy to University Wide Promotion Chairperson (Through Email)

[Appendix A Application PDF](#)

## Appendix B1 and B2

THE **FACULTY CANDIDATE** will obtain signatures:

### Appendix B1

Signatures by the Department Chair and Department Promotion Committee Chair, included with candidate's supporting material, acknowledges the candidate's application for the Promotion of along with supporting materials

[Appendix B1 Application PDF](#)

### Appendix B2

Chair's certification that faculty promotion candidate meets key requirements  
Different versions for Teaching and Nonteaching faculty

[Appendix B2 Application PDF](#)



## **The Department Chairperson & Department Promotion Committee**

The *Department Chairperson* and the *Department Promotion Committee* shall comply with and be bound by the Guarantees and Equal Employment obligations, as stated in “VI. PROCEDURAL GUARANTEES AND AFFIRMATIVE ACTION,” of this “STATEMENT ON PROMOTION POLICIES AND PROCEDURES.”

## The Department Promotion Committee

- The Department's regular, full-time faculty shall meet early in the fall semester and, by October 1 through democratic elections, *elect a **Department Promotion Committee*** consisting of no fewer than three regular faculty members.
  - **NOTE:** The *Department Chair* conducts the election of the Department Promotion Committee.
- **Ineligible for *Dept. Promo. Comm.*:**
  - Temporary faculty members
  - Department Chairperson
  - Family member or a person residing in his/her household.

## **Insufficient number of eligible faculty members -- to form “The Department Promotion Committee”**

[Article XII of CBA](#) 2019-2023 (p. 27):

“The manner of *selection shall be determined by the FACULTY MEMBERS* in each department. If necessary, or desirable, as determined by the department or President, individuals from the same or within related disciplines, mutually acceptable to the FACULTY MEMBER, department and University, who are from outside the department or the UNIVERSITIES may be used in any or all parts of the evaluation process.”

## The Department Promotion Committee

- Review all evidence and submit a detailed recommendation for each applicant in writing to the University-Wide Promotion Committee.
- This recommendation is to contain specific references to the evidence.
- Before the Department Promotion Committee makes its recommendations, the candidate for promotion shall be advised by the committee of his/her right to appear before the committee.
- The ***Department Promotion Committee must*** inform the candidate of its recommendation and the reasons for the recommendation.
- The ***Department Promotion Committee*** is responsible for **authentication of all documents** in the application.

## The Department Chairperson

- Conduct the election of the Department Promotion Committee.
- Convene the first meeting of the Department Promotion Committee and conduct the election of a Committee chairperson.
- Receive promotion applications and supporting documentation from department faculty members and notify
  - Department Promotion Committee
  - Dean
  - Chair of the University Wide Promotion Committee.
- Review all evidence available and make a recommendation
  - **include specific references to the evidence.**

## The Department Chairperson Con't

- Before making recommendations, the candidate for promotion shall be advised of his/her right to meet with the department chairperson.
- Chair will inform candidate of recommendation and the reasons for his/her recommendation.
- Sign Appendix B1 (and ensure that signature from the Chair of the departmental promotion committee is present)
- Complete and sign Appendix B2 to certify candidate meets key requirements (differs depending on Teaching or Non-Teaching faculty)
- Ensure the candidate's Appendix B1 and Appendix B2 are in the candidate's dossier and delivered to the designated area in Manderino Library by February
- If an electronic dossier is being submitted, the appendices must be delivered to the UWPC Chair by February 1.

## Submission of Letters of Recommendation

Chairperson and Department Promotion Committee recommendations **should be sent directly to the UWPC chair** who will place the recommendations in the candidates' dossiers on February 1.

# TIMETABLE



## Candidate

The candidate must submit a copy of the one-page application for promotion and all supporting material (Dossier) to the Department Chairperson no later than November 1\*\*.

- a. The application and supporting materials (Dossier) must be accessible to the Department Promotion Committee at that time.
- b. The UWPC Chair receives a copy of the one-page application from the candidate on or before **November 1\*\***.

## Department and Chair

- Letters from the department committee and chair must be submitted by **February 1st**.
- If the Department Promotion Committee or the Department Chairperson fails to submit a recommendation to the University-Wide Promotion Committee by February 1, the candidate may submit the application and supporting material to the UWPC by **February 15**.

## Dean

- Letters from the dean should also be submitted by **February 1<sup>st</sup>**.
- Before making recommendations, the candidate for promotion shall be advised of the right to meet with the dean.
- The dean will inform the candidate of the recommendation and the reasons for the recommendation by February 1st.
- The candidate has the right to rebut the letter of the dean.  
**Rebuttal letters** must be submitted to the UWPC by **February 15<sup>th</sup>**.

## UWPC

- The UWPC will review dossiers and conduct interviews with candidates between **February 15<sup>th</sup> and early April**.
- UWPC promotion decisions and rankings must be submitted to the Provost by **April 15<sup>th</sup>**.
- Candidates will also be notified by the UWPC in writing of the recommendations of the UWPC by **April 15<sup>th</sup>**.

## Provost

- The Provost will review dossiers between **April 15<sup>th</sup> and early July**.
- The Provost must make final decisions regarding promotions by **July 15<sup>th</sup>**.
- The UWPC will meet with the Provost prior to **July 15<sup>th</sup>** to be informed of the Provost's preliminary decisions.
- Candidates will be informed in writing of the Provost's decision on or before **July 15<sup>th</sup>**.

# Dossier

## Organization of Dossier

- Organize dossier in same order as the Tabulation Score Sheet.
- Provide material/information since your last promotion. Outdated material cannot be included and will not be considered.
- The candidate may provide artifacts/evidence from previous colleges/universities (if applicable) only within the number of years specified under Minimum Qualifications for Academic Ranks.
- No teaching evaluations from previous institutions can be included.
- All minimum requirements must be completed prior to November 2, 2020.
- Make sure your chairperson has completed Appendix B1 and the appropriate version of Appendix B2.

## Organization of Dossier Con't

- It is only necessary to provide three (3) years of the most recent summaries of student evaluations. Tenured faculty may obtain student evaluations beyond 5 years.
- If you have a split assignment, you may submit (2) Section I binders (teaching and non-teaching), one section two binder and one section three binder. Your score will be pro-rated accordingly.
- Electronic or printed version of dossier is permitted.
- Printed version: up to 3 binders, not to exceed 300 pages total, separate binder for student evaluations (not included in 300 pages).
- Electronic version: must use UWPC approved format, not to exceed 300 pages. No hyperlinks can be included (This is different than links to other pages within your dossier).





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## Electronic Dossier

- A D2L shell has been created for each college, Library Services, and Academic Services.
- Promotion candidates will be added by the UWPC as Community Members.
- Dossiers must be submitted to the **UWPC and Department** dropboxes on or before November 1<sup>st</sup>.
- Access will be provided only to UWPC members, the dean of your college, and the provost.
- The procedure for submitting electronic dossiers to the department chair and department promotion committee is not specified. Please contact your department for their process.
- Hard copies of letters of support must be submitted to the UWPC Chair by February 1st.

## **Nonteaching Faculty**

A job description must be provided in the dossier to assist the committee in evaluating performance.

## Split Assignments

- A second Section I binder may be submitted.
- Binders must align with Appendix E Part 1 Tabulation Score Sheet for Teaching Faculty and Appendix F Part 1 Tabulation Score Sheet for Nonteaching Faculty.
- Only 1 Section 2 and Section 3 binders may be submitted.
- The candidate should indicate the percentage of the workload dedicated to teaching and nonteaching responsibilities and the length of time since the last promotion.

## **Tabulation Scoring Sheet for Teaching Faculty (Appendix E) Non-Teaching Faculty (Appendix F)**

- Appendix E
  - Seven identical items from Appendix B2 were removed from Section I scoring sheet
  - Updated items and modified scoring of items
- Appendix F
  - Two identical items from Appendix B2 were removed from Section I scoring sheet
  - Updated items and modified scoring of items

# Frequently Asked Questions

## Should I schedule an interview with the University Wide Promotion Committee?

- All candidates for promotion have a right to appear before the University-Wide Promotion Committee before the UWPC makes its recommendations.
- There must be a purpose beyond restating that which is in the candidate's dossier
- The candidate cannot present new information, handouts, or other documents.
- The candidate has 5-10 minutes to state his/her case to the UWPC
- The UWPC members have five minutes to seek clarification.
- Some reasons to interview:
  - to refute or explain statements made in the Department Chair's, Department Promotion Committee's, and Dean's letters.
  - to clarify/highlight information in dossier

## What are my rights if I receive a negative or incomprehensive recommendation for promotion?

- Candidate should receive recommendation letters **before Feb 1<sup>st</sup>** from Department Chair & DEPARTMENT PROMOTION COMMITTEE and have ample opportunity to prepare a response and meet to discuss letters before letters sent to the UWPC on **Feb 1<sup>st</sup>**.
- If the Dean writes an unfavorable letter of recommendation, the candidate can write a rebuttal letter and submit it to the Chair of the UWPC by **Feb15<sup>th</sup>**. It will be included in dossier.

[Article 5, GRIEVANCE PROCEDURE AND ARBITRATION](#)

- An individual FACULTY MEMBER shall have the right to grieve promotion decisions ... 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.



## Other Questions?



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