

Summary of Changes to WCU Promotion Policy

III. Procedures

A. Application procedure

- Reduce student rating data to two semesters from three semesters
- Stipulate a minimum of 5 student rating instruments
- Addition of written explanation by Tep Chair to candidates not recommended when 3 or more other recommendations are positive
- Rewording to spell out the process, including due dates, as we have been conducting it over the past several years

B. Promotion Application format

- Decision not to review applications assigned to President or designee and APSCUF President
- Reorganization to Table of Contents
- Items that may be added after application is submitted are specified.

C. Rules and Regulations

- Added language on conflict of interest

Start of Negotiated Text:

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III. PROCEDURES

A. *Application procedure for promotion*

1. Application for promotion is a two year process. A faculty member announces his/her intention to apply for promotion three semesters in advance of the Spring semester in which TeP will review the application. To announce his/her intention, the faculty member, henceforth referred to as the applicant, will submit a statement of intent to apply for promotion to the chair of the department/unit by the end of the second week of the Fall semester of the first year of the promotion review period. Applicants also applying for tenure are exempt from the promotion declaration requirement and may apply for promotion in the same year as they apply for tenure with a joint tenure and promotion application.
2. Year 1 Evaluation (not required for joint tenure and promotion applicants): In accordance with CBA Article 12 Performance Review and Evaluation, the department evaluation committee and department chair shall conduct independent evaluations. As part of these reviews, a minimum of two peer observations (one in each semester) and one chair observation are performed. If the applicant is a department chair or has other administrative assignments, the dean/appropriate manager provides a written assessment of the applicant's performance of administrative duties during the first year of the promotion review period.

3. Student rating data will be collected in all classes during the Fall and Spring semester of the first year.
4. At the beginning of the second year (or the last probationary year for joint tenure and promotion applications), the applicant assembles an application in the standard format (see Section III. B. 6. of this document). Four copies (Labeled A, B, C and D) of the application dossier are made with one supplemental binder if desired. The applicant provides three copies of the dossier--binders A, B, and C--and the supplemental binder to the chair of the applicant's department evaluation committee and one copy--binder D--to the faculty member's Dean/Library Director/appropriate manager by November 1. The chair of the applicant's department evaluation committee will forward binder C to the department chair. Applicants may elect to continue the evaluation process (as noted above in A.1, 2, &3) in the second year in the event her/his promotion application is unsuccessful.
5. The department evaluation committee, department chair and Dean/Library Director/appropriate manager review the application and write independent recommendations. In the event the applicant is a department chairperson, the department shall select the assistant chair, another faculty member in the department, or a faculty member from another department acceptable to the department and the President or his/her designee to substitute for the department chairperson's role to the process.
6. The chair will submit a full list of applicants to the appropriate Dean or manager at the time application materials are submitted (by November 1). The Dean or other appropriate manager will notify the Provost's office of the names submitted.
7. The department evaluation committee chair submits the Departmental Committee Promotion Recommendation and two copies (A and B) of the dossier to TeP by December 15. The supplemental binder will be given to the Department Chair by December 15, and will be shared as needed between the Department Chair and the Dean/Library Director/appropriate manager. The Department Committee Promotion Recommendation shall be provided simultaneously to the applicant who may submit a written statement to TeP addressing the committee's recommendation by January 15. Unless the applicant specifies differently, the written response will be provided to the Provost for his/her review.
8. The Department Chair and the Dean/Library Director/appropriate manager shall submit independent, detailed recommendations for promotion of the applicant. In making his/her independent recommendation, the Dean/library Director/appropriate manager is not permitted to review the Department Committee Promotion Recommendation or the Department Chairperson Promotion Recommendation prior to submitting his/her recommendation to TeP.
9. The Department Chair submits the Department Chairperson Promotion Recommendation and the dossier (labeled C) to TeP by December 22. The Department Chairperson Promotion Recommendation shall be simultaneously provided to the applicant, who may submit a written statement to TeP addressing the chair's recommendation by January 15. Unless the applicant specifies otherwise, the written response will be provided to the Provost for her/his review.
10. The Dean/Library Director/appropriate manager submits his/her recommendation, the dossier (labeled D), and the supplemental binder to TeP by December 22. The detailed recommendation for promotion by the Dean/Library Director/appropriate manager shall be simultaneously provided to the applicant, who may submit a written statement to TeP addressing the recommendation by January 15. Unless the applicant specifies otherwise, the written response will be provided to the Provost for her/his review.
11. The applicant may request a meeting with the Department Chair and/or Dean/Library Director/appropriate manager prior to their making their final recommendation. The faculty member shall initiate the request and any meeting is voluntary for all participants. All applicants will be provided with the same opportunity. The Chair/Manager shall maintain a consistent policy for all applicants in their unit.
12. All materials submitted to TeP by December 22 will be made available to the Provost for review. The Provost reviews the application, the Department Evaluation Committee Recommendation, the Department Chair Recommendation, and the recommendation of the Dean/Library Director/appropriate manager prior to submitting his/her recommendation to TeP by February 1. The Provost's recommendation should only address promotion. In the event that the Provost is named as the President's designee for purposes of making decisions about promotions, then the Provost shall not make a recommendation.
13. The Provost's detailed recommendation for promotion shall be simultaneously provided to the applicant, who may submit a written statement to TeP addressing the Provost's recommendation by February 7.

14. If the TeP committee is not satisfied with the justification in the Department Chairperson Promotion Recommendation, the Department Committee Promotion Recommendation, the recommendation of the Dean/Library Director/appropriate manager, or the Provost's recommendations, the TeP committee will request additional information or seek clarification from the Department Chairperson, department committee, Dean/Library Director/appropriate manager, or Provost with the nature of the requested clarification in writing. The clarification will be provided in writing. TeP may then evaluate the Department Chairperson Promotion Recommendation, Department Committee Promotion Recommendation, recommendation of the Dean/Library Director/appropriate manager, or Provost's recommendations and faculty member responses and make its own evaluation.
15. The TeP Committee reviews all application materials; the Department Committee Promotion Recommendation, the Department Chairperson Promotion Recommendation, the recommendation of the Dean/Library Director/appropriate manager, the Provost's recommendation; and any responses from the applicant addressing these recommendations, and judges each application on the basis of the degree to which each candidate has met the criteria appropriate to the rank to which promotion is sought. Prior to making their recommendation, TeP may request additional information/clarification from any party (e.g. evaluation committee, Chair, Dean, Provost) which has made a recommendation. The TeP committee makes a recommendation to the President or his/her designee no later than April 15.
16. Applicants applying for promotion may sign up for an optional short interview with the TeP committee.
17. If the TeP committee recommends against promotion when 3 or more of the recommendations included in the application have been for promotion, the TeP chair will provide a written synopsis of the reasons for their recommendation to the applicant by May 1. The synopsis should provide a detailed explanation which reflects the basis of TeP's recommendation. The applicant may submit a response to the President by May 8.
18. The President or designee notifies the applicant in writing of her/his decision no later than July 15.

B. Promotion Application format

1. It is the responsibility of the applicant to submit the application for promotion in the standard application format. **Applications for promotion not following the standard format may be disqualified.** Files will not be disqualified and candidates will not be penalized if his/her peers did not conduct the required classroom observations or student evaluations if those missing items were beyond his/her control. In the event that any party in the evaluation processes believes that the applicant has not followed the standard format or is missing required information, they will inform the applicant, the President or his/her designee and the local APSCUF President. The President or his/her designee will consult with the applicant and the APSCUF President to consider the appropriate course of action. When feasible, the applicant will be provided with the opportunity to correct the application. If the application is incomplete and it is not correctable, the President or his/her designee in consultation with the APSCUF President will determine whether the application will continue to be reviewed or whether it will be disqualified. This process should be completed within 14 days of notification of the President or his/her designee.
2. The application will consist of four copies of the application dossier (labeled A, B, C, and D) and one copy of the supplemental binder containing supporting materials. Only material relevant to the promotion process as defined in Section III. B. 6. may be included in the application dossier. Additional materials that the candidate deems relevant may only be included in the supplemental binder. Every effort should be made to reduce to the volume of material submitted (e.g. Xerox journal articles and include in the supporting materials binder rather than submitting the entire journal).
3. In preparing the application, the candidate will develop a clear narrative summary of accomplishments in each of the three categories of evaluation. Concise narratives are especially valuable. Accomplishments achieved during the probationary period or since the last promotion will be weighted more heavily. When referencing scholarly activities, distinction should be made between original work, citations of your work, editorials, and reviews. When referring to committee service, provide a

- list of committee assignments, period of service, and a clear description of the specific contributions to the committee.
4. Supporting material should be referenced in the appropriate section of the application dossier.
 5. The application dossier will be submitted in a binder with index tabs separating the sections.
 6. **Table of Contents for standard application format:**
The application dossier for promotion contains the items below in the order listed. The candidate should submit all versions or examples of the items from the period covered (i.e. probationary period for tenure applications and since the last promotion for promotion applications)
 - I. Introduction
 - 1) Promotion Application Form
 - 2) Curriculum vita; not to exceed ten pages in 10 point type.
 - 3) Relevant Statement(s) of Expectations
 - 4) Department Teacher-Scholar Model
 - 5) Job description for alternative workload assignment (if any)
 - 6) Annual Performance Review(s) and Evaluation(s):
 - a) If the application is for joint tenure and promotion then include: All probationary evaluations including department committee's, chair's and dean's evaluations, years 1—5.
 - b) If the application is for promotion only then include: Year 1 evaluations including those of the department committee, chair, and manager.
 - II. Effective Teaching and Fulfillment of Professional Responsibilities
 - 1) Candidate's narrative summary of accomplishments, not to exceed six pages
 - 2) Official Student Evaluation Reports from all of the above Annual Performance Review(s) (III.B.6 part I.6) and all those from III.A.3 above (if applicable). There must be a minimum of 5 Reports—see Appendix B: FAQ for details.
 - 3) All Peer Observations and/or Director's Evaluations from Annual Performance Review(s) and Evaluation(s) required above (III.B.6 part I.6)
 - 4) Evidence of performance not to exceed ten pages total including such things as:
 - a) Syllabi
 - b) Teaching materials
 - c) Annual reports or excerpts of reports generated through AWA
 - d) Statement(s) from immediate supervisor(s) not involved in the evaluation or recommendation of the applicant
 - III. Continuing Scholarly Growth
 - Candidate's narrative summary of accomplishments, not to exceed five pages
 - IV. Service
 - Candidate's narrative summary of accomplishments, not to exceed five pages
 - V. Index of Supplemental Binder
 - A detailed listing of the supporting materials in the supplemental binder divided into the three areas of teaching, scholarship, and service.
 - A copy of this listing must be included at the front of the supplemental binder to serve as a table of contents for the supporting materials. In addition, the supporting materials must be referenced in the Application Dossier.
 7. Unofficial student rating data evaluations of teaching should not be included in the application.
 8. Changes in the Application after the Evaluation has begun.
 - a. The following items—Department Committee Promotion Recommendation, Department Chair Promotion Recommendation, Dean/Library Director/Other Manager Promotion Recommendation and Provost's Promotion Recommendation will be added to the application by the TeP chair as they are received. Similarly, any statements by the applicant in response to one of these recommendations as allowed by this policy or the CBA will be added to the application dossier by the TeP chair as they are received.
 - b. Applications for tenure and promotion may not be changed after the application is submitted on November 1 except as indicated by this policy (sections III.A.14, III.B.1, III.B.9, etc.).
 - c. In the event of any change in the application, notice shall be given to the applicant with an opportunity to respond.

9. The burden of proof to disqualify an applicant on the grounds of spurious evidence lies with any challenge to the validity or authenticity of evidence submitted. The applicant must be informed of any challenges to his/her materials and be given an opportunity to refute the challenge subject to the faculty member's right to grieve pursuant to Article 5 of the CBA.
 - a. Any investigation, authentication, or verification of material and the final decision on the challenge will be made by the President or his/her designee.
 - b. In the event of a disclosure of misinformation at any stage of the evaluation process, the TeP Committee chair will insert the new information at the appropriate location in the application dossier, identify the insertion as new material, and notify all previous reviewers of the change. All reviewers who have completed their review of a candidate shall have the opportunity to reconsider their recommendation.

C. Rules and Regulations Applying to Applications for Promotion

1. Completion requirements
All requirements for promotion, with the exception of the completion of time in rank, must be fulfilled by the deadline date of submission of materials to the department evaluation committee.
2. Deadline dates
All dates for the submission and processing of promotion materials will conform to the dates stipulated in the CBA. Exceptions to those dates for individual cases will be resolved at Meet and Discuss. The university management will notify all faculty of said resolutions in the most expeditious manner available.
3. Conflict of Interest
No person shall participate in the evaluation or recommendation of an applicant that is a member of his/her immediate family as defined by the CBA, or a person residing in his/her household.