CALIFORNIA UNIVERSITY OF PENNSYLVANIA
California, Pennsylvania

STATEMENT

ON

PROMOTION POLICIES AND PROCEDURES

Agreed to at Local Meet and Discuss meeting on November 6, 1996.
Agreed to at State Meet and Discuss on November 13, 1996.
Agreed to at local Meet and Discuss on February 10, 2005
   Revised Guidelines agreed to at Meet and Discuss on September 6, 2005
   Revised Guidelines agreed to on October 18, 2005
   Agreed to at State Meet and Discuss on October 24, 2005

Revised Guidelines agreed to at local Meet and Discuss on May 11, 2006
   Agreed to at State Meet and Discuss _________________________

President, Local APSCUF (date)                        Provost                  (date)

THIS POLICY CANNOT BE MODIFIED OR CHANGED IN ANY WAY WITHOUT
APPROVAL OF THOSE MODIFICATIONS OR CHANGES AT LOCAL AND STATE
MEET AND DISCUSS

2012-13 Update (September 5, 2012)
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I. THE MEANING OF ACADEMIC AND ADMINISTRATIVE PROMOTION

The granting of an academic or administrative promotion indicates that recognition for exceptional performance to an individual discipline or area of administration has been 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 entire process, thereby, insuring that proper consideration has been given to all the candidates who have applied for promotion.

All requirements for promotion as indicated below must be completed by November 1. The Department Promotion Committee, by the Collective Bargaining Agreement, has until February 1 to submit its recommendations to the University-Wide Promotion Committee.

Initial appointment to the faculty shall be made at a rank appropriate to the appointee's experience. No departures from the normal promotion procedure will be offered as a condition of appointment.

II. ACADEMIC RANKS

A. MINIMUM QUALIFICATIONS

The minimum qualifications for each Academic Rank shall be:

1. ASSISTANT PROFESSOR
   a. Master’s Degree plus an additional ten (10) semester hours of Graduate credits as certified by an accredited university or college where the work was completed and related to the candidate’s discipline.
   b. Four (4) years of full-time teaching experience, with at least two (2) of them at California University of Pennsylvania. Experience as a graduate assistant or a student teacher cannot be considered when determining whether a candidate has met this requirement.

2. ASSOCIATE PROFESSOR
   a. Earned Doctorate Degree or approved equivalency (presently,
the only approved equivalency is a Master of Fine Arts, where related graduate preparation totals at least 60 semester credit hours, or a Juris Doctorate) or any of the following:

1. All course work completed toward a doctorate as certified by an accredited university or college where the work was completed.
2. Master’s Degree plus an additional forty (40) semester hours of Graduate credits as certified by an accredited university or college and related to the candidate’s discipline.
3. A total of seventy (70) semester hours of Graduate credits including a Master’s Degree as certified by an accredited university or college and related to the candidate’s discipline.

b. Five (5) years of full-time teaching experience, with at least two (2) of them at the Assistant Professor level at California University of Pennsylvania. Experience as a graduate assistant or a student teacher cannot be considered when determining whether a candidate has met this requirement.

3. PROFESSOR

a. Earned doctorate Degree or approved equivalency (presently, the only approved equivalency is a Master of Fine Arts, where related graduate preparation totals at least 60 semester credit hours, or a Juris Doctorate) or any of the following pursuant to the 3% rule:

1. All course work completed toward a Doctorate as certified by an accredited university or college where the work was completed.
2. Master’s Degree plus an additional forty (40) semester hours of Graduate credits as certified by an accredited university or college and related to the candidate’s discipline.
3. A total of seventy (70) semester hours of Graduate credits including a Master’s Degree as certified by an accredited university or college and related to the candidate’s discipline.

b. Seven (7) years of full-time teaching experience, with at least three (3) of them at the Associate Professor level at California University of Pennsylvania. Experience as a graduate assistant
or a student teacher cannot be considered when determining whether a candidate has met this requirement.

B. EVALUATING PROCEDURES

In addition to satisfying the minimum qualifications for each applicable rank as stated in “A. MINIMUM QUALIFICATIONS” above, further differentiating characteristics for achieving a recommendation for promotion to each Academic Rank shall be based upon a total score on the appropriate evaluation form to be commensurate with the rank sought. Each member of the University-Wide Promotion Committee will mark each candidate’s ballot as “recommended” or “not recommended” according to whether or not the score meets the minimum required score for the rank sought. The minimum scores for each rank shall be:

- ASSISTANT PROFESSOR = 30 points
- ASSOCIATE PROFESSOR = 40 points
- PROFESSOR = 50 points

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. An average score of 0-9 points above the minimum means “meets;” an average score of 10-19 points above the minimum means “exceeds;” and an average score of 20 or more points above minimum means “far exceeds.”

III. JURISDICTIONAL RESPONSIBILITIES:

A. THE CANDIDATE

1. Any academic and/or administrative faculty member having fulfilled the minimum qualifications (as indicated in item “II, A. MINIMUM QUALIFICATIONS,” above) for the rank sought, may submit an application and be duly considered for promotion.

2. While it is the responsibility of the University-Wide Promotion Committee to clarify and make known to the university community at-large the current laws and procedures governing promotions, it remains at the same time the responsibility of the candidate to inform himself/herself of these laws and procedures. A failure to meet the duties and responsibilities as stated in the Collective Bargaining Agreement shall preclude consideration for promotion.

3. The candidate shall initiate the promotion procedure by obtaining such forms and written instructions designed for administering the promotion system from the Chairperson of the University-Wide

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Promotion Committee and by submitting his/her application and supporting materials to his/her Department Chairperson by the deadline in the Collective Bargaining Agreement. The Department Chairperson shall then immediately notify the Department Promotion Committee.

4. Those candidates who choose to exercise their right to come before the University-Wide Promotion Committee and speak on their own behalf shall be given the opportunity to do so.

5. The candidate shall bear all the responsibility of accurately portraying all the information offered in support of his/her promotion, and shall be prepared to clarify or substantiate any of the items submitted by him/her, if so requested by the Department Chairperson, the Department Promotion Committee, the University-Wide Promotion Committee (including the Special Sub-Committees), or the President of the University.

6. Any candidate may apply for mid-year promotion except those who are:

A. Applying for promotion to Professor under the three percent (3%) rule.

The qualifying candidates, however, must state their intention for mid-year promotion on their application and submit all necessary evaluation materials to the Department Chairperson by the deadline in the Collective Bargaining Agreement.

B. THE DEPARTMENT CHAIRPERSON AND THE DEPARTMENT PROMOTION COMMITTEE

The Department Chairperson and the Department Promotion Committee play an important role in the evaluation of a candidate’s teaching proficiency, and it is therefore their responsibility to continually seek and use methods and techniques of evaluation that are as fair, unbiased, and as objective as possible.

As the departmental recommendations measurably affect the candidate’s recommendation for promotion by the University-Wide Promotion Committee, the Department Chairperson and the Department Promotion Committee should render their recommendations only after a thorough examination of those factors which pertain to the candidate’s fulfillment of all the categories in the Collective Bargaining Agreement, specifically effective teaching, scholarly growth, and service to the University and/or the community. The Department Chairperson and the Department Promotion Committee should, therefore focus upon the use of evaluation techniques and evidence which will demonstrate the applicant’s teaching abilities accurately.
Where the mission of a particular department requires some special adaptation or supplementation of the University-Wide Promotion Categories, such adaptation may be made and published subject to the prior approval of the University-Wide Promotion Committee, Local Meet and Discuss, and State Meet and Discuss.

If a department determines to assign significance to a specific piece of evidence, this matter must be related to a Category. The Department Committee shall establish an order of importance among the Categories used and this order shall be clearly stated and substantiated.

If a Department Chairperson or a Department Promotion Committee does not submit a recommendation by February 1, the deadline in the Collective Bargaining Agreement, the applicant may forward his/her application and supporting documents to the University-Wide Promotion Committee by February 15.

DEPARTMENT PROMOTION COMMITTEE

The governing rules and responsibilities of the Department Promotion Committee shall include, but need not be limited to, the following:

1. 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. In the event that an insufficient number of eligible faculty members remain to form a department committee, the procedure identified in Article XII, Section 2.A.1.a. of the Collective Bargaining Agreement shall be utilized to form a department committee.

2. Temporary faculty members shall not be eligible for election to the department committee.

3. The Department Chairperson shall not be a member of the committee.

4. No faculty member shall serve on the department committee when he/she or a member of his/her family or a person residing in his/her household is an applicant for promotion. Immediate family is defined as spouse, child, step-child, parent, step-parent, parent-in-law, brother-in-law, or sister-in-law.

5. The department committee will review all of the evidence available and shall submit a full list of applicants and a detailed recommendation for each applicant in writing to the University-Wide Promotion Committee. This recommendation is to contain specific references to the evidence considered by the committee on the basis of which the recommendation was made.
6. Before the department committee makes its recommendations, the candidate for promotion shall be advised by the committee of his/her right to appear before the committee.

7. The department committee will inform all candidates of the recommendation of the committee. It shall be the further responsibility of the committee to provide the candidate with the reasons for the recommendations.

8. The department committee shall be responsible for the authentication of all documents in the application.

9. 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.”

DEPARTMENT CHAIRPERSON

The governing rules and responsibilities of the Department Chairperson shall include, but need not be limited to, the following.

1. Conduct the election of the Department Promotion Committee.

2. Convene the first meeting of the Department Promotion Committee and conduct the election of a Committee chairperson.

3. Receive the promotion applications and supporting documentation from department faculty members and immediately notify the Department Committee.

4. Review all of the evidence available and make a recommendation to the University-Wide Committee. This recommendation shall contain specific references to the evidence considered by the Department Chairperson on the basis of which the recommendation is made.

5. Before the Department Chairperson makes his/her recommendations, the candidate for promotion shall be advised of his/her right to meet with the department chairperson.

6. The Department Chairperson shall inform all candidates of his/her recommendations. It shall further be the responsibility of the Department Chairperson to provide the candidate with the reasons for his/her recommendation.

7. He/she shall submit the full list of applicants and a detailed recommendation for each applicant in writing to the University-Wide Promotion Committee.

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8. 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. Immediate family is defined as spouse, child, step-child, parent, step-parent, parent-in-law, brother, sister, brother-in-law, or sister-in-law. A department chairperson shall not be permitted to participate in the review of any applicants, if he/she or a member of his/her immediate family or a person residing in his/her household is an applicant. The department shall select another faculty member in the department acceptable to the department and management to substitute for the department chairperson.

9. 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.”

10. Chairperson is responsible for ensuring that the candidate’s application, supporting material (Dossier), and department recommendations are in the designated area in the library by February 1. Materials should be addressed to the attention: President of the University and Chairperson of the University-Wide Promotion Committee. 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.

C. THE DEAN/LIBRARY DIRECTOR

The Dean/Library Director shall submit a recommendation for promotion, according to the agreed upon criteria, to the University-Wide Promotion committee.

1. In making his/her independent recommendation, the Dean/Library Director is not permitted under the Collective Bargaining Agreement to review the recommendations of the department chairperson or the department committee prior to submitting his/her recommendation to the University-wide Promotion Committee.

2. No Dean/Library Director shall submit a recommendation regarding the application of a member of his/her immediate family, as defined in the Collective Bargaining Agreement, or a person residing in his/her household.

D. PROVOST

The Provost shall submit a detailed recommendation for promotion, according to the agreed upon criteria, to the University-Wide Promotions Committee.
1. In making his/her independent recommendation, the Provost is permitted, under the Collective Bargaining Agreement, to review the recommendation of the department chair, the department committee, and the Dean prior to submitting his/her recommendation to the University-wide Promotion Committee. The procedure shall provide sufficient time for the Provost to review the prior recommendations and prepare his/her recommendations by February 21.

2. No Provost shall submit a recommendation regarding the application of a member of his/her immediate family, as defined in the Collective Bargaining Agreement, or a person residing in his/her household.

3. 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. In such cases, only the Dean/Library Director shall submit a recommendation.

E. THE UNIVERSITY-WIDE PROMOTION COMMITTEE

During the process of evaluating and recommending candidates for promotion, the University-Wide Promotion Committee, being the largest and most diversified participating body, represents a discriminating and therefore highly valuable element in this procedure. It is the responsibility of this committee to insure that each candidate for promotion be treated as fairly as possible, and in accordance with the regulations set forth in the Collective Bargaining Agreement, and the Guidelines submitted by the State Ad-Hoc Committee on Promotions. In view of the importance of these mandates, the following governing rules shall prevail:

1. Before the start of the Fall Semester, the APSCUF Executive Committee shall implement a campus-wide nominating process for that year’s vacancies in which all tenured members of the bargaining unit will be eligible.

2. Membership on the University-Wide Promotion Committee is a 2-year term of office with the members having a staggered term of office.

3. After nominations are completed, a campus-wide election shall be held for the establishment of a University-Wide Promotion Committee whose membership will consist of ten (10) tenured faculty members, with three (3) alternates elected, however, in the event that fewer than 10 tenured faculty members shall have been elected, then the committee may function with no less than five members. Also, no more than one person from any department can be elected to the University-Wide Promotion Committee. All regular faculty can vote.

4. Any current member of the University-Wide Promotion Committee shall be eligible for election to office.

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5. The University-Wide Promotion Committee, through democratic elections and for a one (1) year term, shall elect from its membership the following officers:

   a. CHAIRPERSON
   b. VICE CHAIRPERSON
   c. SECRETARY

6. The committee shall oversee the publication and distribution to all members of the bargaining unit of the approved statement of promotion policies and any subsequently adopted implementation procedures.

7. No faculty member shall participate or serve on a departmental or university-wide committee when a candidate or when a member of the immediate family is a candidate.

8. The University-Wide Promotion Committee shall review all applications submitted by the deadline in the Collective Bargaining Agreement. The committee shall determine if the candidate meets the minimum qualifications for promotion as defined in Section II.A of the Promotion Policy. The University-wide Promotion Committee shall notify all candidates of their standing.

9. Before the University-Wide Promotion Committee makes its recommendations, the candidate for promotion shall be advised by the committee of his/her right to appear before the committee.

10. At the President’s request, the recommendations given to him/her will be supported in sufficient detail to enable him/her to know the grounds upon which the committee reached its conclusion in each case.

11. The Committee will submit the full list of candidates for promotion in a ranked or ranked-in-group order to the President or his/her designee. This preferential ranking must convey the committee’s judgment of the merits of the applications for promotion.

12. Recommendations for promotion which come to the University-Wide Promotion Committee from the Department Chairperson, Departmental Promotion Committee, Dean/Library Director and/or Provost shall be based on the known categories and specifically identified evidence. The University-wide Promotion Committee shall then forward the full list, together with its recommendations, to the President or his/her designee.

13. Mid-year promotion applications of candidates shall be accepted for evaluation by the University-Wide Promotion Committee except for those candidates who are:

2012-13 Update (September 5, 2012)
• Applying for a promotion to Professor under the three percent (3%) rule.

• The qualifying candidates, however, must state their intention for a mid-year promotion on their application and submit all necessary evaluation materials to their department chairperson by the deadline in the Collective Bargaining Agreement.

14. Each individual University-Wide Promotion Committee member shall be personally responsible for:
   a. Attending all official University-Wide Sub-Committee meetings, if a member of that committee.
   b. Individually evaluating each candidate’s material using the appropriate form.
   c. Attending all the oral hearings of each candidate.
   d. Voting for each candidate by point total and by secret ballot.

15. No University-Wide Promotion Committee member shall be allowed to vote for a candidate whom he or she did not personally evaluate. This personal evaluation shall be understood to mean compliance with both 14. c. and d., above.

16. Information, testimony, or other evidence, apart from that supplied by the applicant, the Department Chairperson, the Department Committee, Dean, or Provost may be considered by the committee, but will not be entertained unless submitted at the request of the University-Wide Committee. In the event information, testimony, or other evidence, apart from that supplied by the applicant, is considered, the candidate shall be provided with a copy of all such information, testimony, or other evidence, and shall be provided with an opportunity to respond prior to the committee's recommendation.

17. If the University-Wide committee is not satisfied with the justification made by the Department Chairperson, Department Committee, Dean/Library Director and/or Provost, the University-Wide Committee will return the matter to the Department Chairperson, Department Committee, Dean/Library Director, and/or Provost with the nature of the clarification requested. The University-Wide Committee may then evaluate the Department Chairperson’s, Department Committee’s, Dean/Library Director’s and/or Provost’s recommendations and make its own evaluation.

18. This 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.”

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F. THE PRESIDENT OF THE UNIVERSITY

The President of the University or his/her designee is the final recipient of the evaluations from the Department Chairperson, the Department Promotion Committee, the Dean/Library Director and/or Provost and the University-wide Promotion Committee. Once the appropriate recommendations are made, the President or his/her designee may assume that a valid screening and evaluation process has been made in rendering him/her with a clear ranking of those candidates whom the University-Wide Promotion Committee believes are worthy of promotion. In the event that the President or his/her designee rejects a recommendation of the University-Wide Promotion Committee, that Committee shall be notified in writing and shall be given an opportunity to discuss the matter with the President or his/her designee prior to announcement of promotion decisions. In no event, is the President or his/her designee to promote contrary to the recommendations submitted by the University-Wide Committee without first consulting with the committee, or to employ categories different from that specified by the Collective Bargaining Agreement and the local statement of policies and procedures.

Promotions shall be made by the President effective as of the beginning of the next academic term and announced to the faculty no later than July 15 (January 15 for mid-year promotions, if applicable).

The President of the University shall 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”.

G. SPECIAL COMMITTEES

THREE PERCENT (3%) RULES AND GUIDELINES

The 3 % Rule states that a 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 of full professors drops below 30%, faculty members without a terminal degree may be eligible for promotion of full professor up to 3 % of the total faculty.

Candidates eligible under the 3 % rule will be evaluated for promotion to full professor on the same basis as all applicants by the UWPC.

The determination if the 3 % rule will be in effect will be calculated by the second week from the start of the fall semester. The University will calculate the total number of faculty using the following equation:

Total Faculty = Tenure/Tenure-Track Faculty by headcount + Full-time and part-time temporary faculty by FTE – Temporary faculty replacing tenure/tenure-track faculty.

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The University will also calculate the total number of faculty at full professor using headcount for tenure/tenure-track and FTE for temporary faculty. The University will determine if the percentage of full professors is below 30% of the total faculty headcount. If so the 3% rule will be in effect.

The 3% rule will allow the University to promote to full professor qualified, exemplary faculty members who do not have a terminal academic degree. The President of the University may promote up to 3% of the total number of faculty.

Two weeks after the start of the fall semester the University President or designee will make a joint announcement with the APSCUF President via email as to whether the 3% rule is in effect for that academic year.

Faculty applying for promotion under the 3% rule will follow the same timeline as all faculty applying for promotion.

IV. CATEGORIES

The evaluation categories which are to be used to review a candidate’s application are established in the Collective Bargaining Agreement and reflected in the Tabulation Score Sheet. Similarly, the Collective Bargaining Agreement lists some examples of data upon which judgments can be made of the candidate’s performance relative to the given categories to be evaluated. When evaluating the data, the evaluators shall give greater weight to the quality of the performance reflected in the data, than to the quantity of data.

The candidate shall provide the University-Wide Promotion Committee with a dossier that is organized in the same order as the Tabulation Score Sheet.

However, for teaching faculty, Teaching Effectiveness shall be the most important category on the basis of which a promotion judgment will be made and the items under this category shall be assigned a specific order of importance.

Additionally, a failure to meet any of the following seven requirements of professional responsibilities shall preclude a candidate’s promotion. (The only exception is that, if the candidate has no teaching responsibilities, certain of these requirements do not apply to that candidate.) A candidate must:

1. Prepare for and meet assigned classes
2. Confer with and advise students
3. Hold office hours at least five (5) hours per week on no fewer than three (3) different days of the week
4. Evaluate students fairly and report promptly on student achievement.
5. Participate in group deliberations which contribute to the growth and development of the students and the university.
6. Accept those reasonable duties assigned within the fields of competence.
7. Attempt honestly and in good conscience to preserve and defend the...
goals of the university, without being restricted in the right to advocate change.

Additional categories may be adopted by any evaluating body subject to the prior approval of the University-Wide Promotion Committee, Local Meet and Discuss, and State Meet & Discuss and provided further that the following be observed:

1. The categories must require specific evidence for its fulfillment, and that evidence must be stated by the evaluating body and be made known to the candidate.

2. The categories must be universally applied.

3. If significance is assigned to a specific piece of evidence, that evidentiary matter must be converted into a category.

However, when evaluating the applications of non-teaching faculty, the categories to be considered are different. For these faculty, instead of evaluating effective teaching, the applicants shall be evaluated based on the quality of their fulfillment of the duties and responsibilities of their positions. For these faculty, “the duties and responsibilities of the position” shall be the most important category on the basis of which a promotion judgment will be made. If the candidate has a split assignment between teaching and non-teaching, then the candidate must submit (2) Section one binders; one for teaching and one for non-teaching. The candidate may submit only one Section two binder and one Section three binder to the University-Wide Promotion Committee. The candidate’s score will be pro-rated accordingly.

To the greatest extent possible, the candidate will provide the University-Wide Promotion Committee only with information since their last promotion. Out-dated material should not be used.

V. TIMETABLE

Deadlines for submission of applications and supporting materials for all applicants can be found in the Collective Bargaining Agreement and in Appendices B2 and C. A candidate who fails to submit the application and supporting materials to his/her department later than November 1 shall not be considered for promotion. A candidate applying concurrently for promotion and tenure must submit a separate copy of the supporting materials part of the application to the UWPC.

VI. PROCEDURAL GUARANTEES AND AFFIRMATIVE ACTION

It shall be the responsibility of each evaluating body to apply equal and corresponding consideration in all matters of judgment and treatment, to both the academic and non-teaching faculty candidates.

The candidate shall have the right of free access to copies of all documents reviewed by both the Department Promotion Committee, the University-Wide Promotion Committee and the University-Wide Promotion Committee.

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Committee (including the Special Sub-Committees), the Dean/Library Director and/or Provost, along with a log of sources of information considered by each committee.

In addition to the Guarantees outlined throughout this “Statement on Promotion Policies and Procedures,” the candidate shall be entitled to those Procedural Guarantees as contained in the Grievance Procedure of the Collective Bargaining Agreement.

California University of Pennsylvania recognizes its statutory, contractual and moral obligations to advance equal employment opportunity through Affirmative Action, and shall institute the following procedures to ensure that these commitments are fulfilled to the maximum feasible extent at each level of the Academic and Administrative Promotion Process:

A. The sharing of procedures employed, recommendations made, and supporting data used at each level of the process with the campus affirmative action officer, so that he or she may provide rapid, informed feedback to the decisions 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 process and the quality of attention given to each person’s candidacy.

Any candidate shall have the continuing right to apply for promotion, regardless of how many times he/she may have been denied that promotion.

VII. SUMMARY

It has been the constant intent, throughout this “STATEMENT ON PROMOTION POLICIES AND PROCEDURES,” to provide a corporality of both the spirit and letter of promotion regulations, as set forth in the COLLECTIVE BARGAINING AGREEMENT, and the State Ad-Hoc Committee Guidelines. Although every effort has been made to equitably represent each participating body in the promotion proceedings, this statement shall not be regarded as a permanent and rigid document. It becomes then, the ethical responsibility and prerogative of each party to continually seek (within its jurisdiction) those reforms and changes necessary to consistently provide this document with the most thorough, equitable, efficient, contemporary, and meaningful promotion evaluation means and methods. However, any proposed reforms and changes to this Policy must be approved at Local Meet and Discuss and at State Meet and Discuss before they are effective.
APPENDIX A  UNIVERSITY-WIDE PROMOTION COMMITTEE
APPLICATION FOR PROMOTION
Academic Year 20__ - 20__

Name: ________________________________ Date: __________________
Department: ___________________________ Present Rank: ___________

Rank Sought: ____________
Date of Last Promotion at California University of PA: __________________________________
What is your Current Faculty Position? _________________________________________________

INSTRUCTIONS: Complete all fields on this form that apply to you and prepare two (2) copies of this
application. The candidate must send one copy of the application to the Chair of the University-Wide
Promotion Committee on or before November 1st, and submit another copy of this application and all
supporting material (Dossier) to the Department Chairperson no later than November 1. The application
and supporting materials (Dossier) must be accessible to the Department Promotion Committee at that time.

FULL TIME TEACHING EXPERIENCE

<table>
<thead>
<tr>
<th>Dates</th>
<th>Institution</th>
<th>Rank</th>
<th>Full-Time</th>
<th>Duties</th>
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<tbody>
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<td>From</td>
<td>To</td>
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</tbody>
</table>

Length of Service in College/University Experiences as Teaching or Administrative Faculty: __________
Date of First Appointment at California University of PA: ____________________________

Length of Service at California University of PA as Teaching or Administrative Faculty: __________
Dates of Most Recent Evaluation (Evidence must be included in your dossier): ________________________
Major Field in Graduate Studies: ____________________________________________________________

Does your Graduate Work Relate to your Responsibilities at California University of PA? __________

Earned Graduate Credits (in chronological order):

<table>
<thead>
<tr>
<th>Institution</th>
<th>Dates</th>
<th>Credits</th>
<th>Degree Earned</th>
<th>Dates Conferred</th>
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</table>

( ) Check here if you are not engaged in full-time teaching. Attach a separate sheet to this
application form explaining your duties since your last promotion or initial appointment
(coaching, library, etc.); also include a detailed statement about any release time for non-
teaching activities.

( ) Check here if you intended to make an oral presentation before the committee. You can also
request to meet with the committee after receiving your Department Promotion Committee’s or
Department Chairperson’s recommendations.

Date __________________ Signature of Applicant

Date __________________ Signature of Chair, UWPC

Date __________________ Signature of the President of the University
confirming all the information listed above based on the contents of the personnel file

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APPENDIX B

This form **must** be included with candidate’s supporting material.

The application for the Promotion of (NAME) along with supporting material* was received by:

__________________________________________________________

Signature of the Department Chairperson                          Date

__________________________________________________________

Signature of Chairperson of the Department Promotion Committee   Date

-------------------------------------------------------------------------------------------------------------------------

This information includes the following:

Letter of Recommendation/Non-recommendation of Chairperson        Yes / No

Letter of Recommendation/Non-recommendation of Department Promotion Committee Yes / No

__________________________________________________________

Signature of University-Wide Promotion Committee Representative   Date

*CANDIDATE SHOULD NOT DELIVER SUPPORTING MATERIAL TO UWPC.
APPENDIX B

Each candidate shall take this form to the Department Chairperson and have the Chairperson return the completed form by November 1 to the candidate for inclusion in the promotion dossier.

As chair of the department of ____________________________, I hereby certify that _______________________________ meets the following requirements.

(candidate name)

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation and meeting of classes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic advisement of students.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holding office hours at least five (5) hours per week on no fewer than three (3) different days of the week.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluates students fairly and reports promptly on student achievement.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participation in group deliberations which contribute to the growth and development of the students and the University.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acceptance of those reasonable duties assigned within the fields of competence.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attempt honestly in good conscience to preserve and defend the goals of the University without being restricted in the right to advocate change.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

__________________________________________________
Department Chairperson

Date

If you do not certify a candidate in a particular category, please explain.

If, after receiving the form from the Chairperson, the candidate disagrees with the Chairperson’s assessment, the candidate should provide sufficient documentation to allow the Committee to make an objective decision.

2012-13 Update (September 5, 2012)
APPENDIX C

*TIMETABLE*

1. The candidate must submit a copy of the one-page application and all supporting material (Dossier) to the Department Chairperson no later than November 1 for promotion. The application and supporting materials (Dossier) must be accessible to the Department Promotion Committee at that time. **The UWPC requests a copy of the one-page application from the candidate on or before November 1.**

2. Upon receipt of the application and the supporting material (Dossier), the Department Promotion Committee and the Department Chairperson are required to forward to the Dean or other appropriate management personnel the names of the candidates for promotion.

3. A candidate who fails to submit the application and the supporting material (Dossier) to his/her department chairperson by November 1, the date specified in the CBA, shall not be considered for a promotion by the University-Wide Promotion Committee.

4. Chairperson is responsible for ensuring that the candidate’s application, supporting material (Dossier), and department recommendations are in the designated area in the library by February 1. Materials should be addressed to the attention: President of the University and Chairperson of the University-Wide Promotion Committee. 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.

5. A copy of the recommendations must also be supplied to the candidate by the Department Promotion Committee and the Department Chairperson before submission to the University-Wide Promotion Committee.

6. If the Department Promotion Committee or the Department Chairperson fails to submit a recommendation to the University-Wide Promotion Committee by February 1, the date set forth in the CBA, the candidate may submit the application and supporting material directly to the University-Wide Promotion Committee by February 15.

7. The Dean/Library Director must send a detailed recommendation for promotion to the University-Wide Promotion Committee by February 1 based upon the agreed upon criteria, and simultaneously shall provide a copy of the said recommendation to the candidate. The candidate may submit a written statement to the University-Wide Promotion Committee addressing the Dean’s/Library Director’s recommendation by February 15.

8. The Provost shall submit a recommendation to the University-Wide Promotion Committee by February 21, and shall provide a copy of the said recommendation to the candidate. The candidate may submit a written statement to the University-Wide Promotion Committee addressing the Provost’s recommendation by March 1.

2012-13 Update (September 5, 2012)
9. The University-Wide Promotion Committee will complete its review of all candidates for promotion and forward the full list, together with its recommendation as to each candidate to the President or his/her designee by April 15.

10. The University-Wide Promotion Committee reserves the right to consult with appropriate Department Chairpersons, Department Committees, Deans, Library Directors, the Provost or candidates for promotion.

11. In the event the President or his/her designee rejects a recommendation of the University-Wide Promotion Committee, that committee shall be notified in writing and shall be given an opportunity to discuss the matter with the President or his/her designee. Promotions shall be made by the President effective as of the beginning of the next academic semester and announced to the FACULTY not later than July 15 (January 15 for mid-year promotion, if applicable).

12. Promotions will be effective as of the beginning of the next academic semester and will be announced to candidates no later than July 15 (January 15 for mid-term promotions).

13. Individual candidates have the right to grieve promotion decisions on procedural grounds only. Management decisions may be grieved, but not decisions of bargaining units or bargaining unit members.

*If any of the above dates fall on a weekend or holiday the material is due on the next full workday
APPENDIX D  COVER SHEET FOR TABULATION SHEET

1. Please organize your dossier in the same order as the Tabulation Score Sheet.

2. Please provide the University-Wide Promotion Committee to the greatest extent possible only with material/information since your last promotion. Outdated material should not be used.

3. All minimum requirements must be completed prior to November 1. However, a candidate who has received a mid-year promotion under the system that was in place prior to 1996, may count the current semester, if necessary, to meet the time in grade requirements.

4. Please make sure your chairperson has completed Appendix B1 and B2.

5. Please provide the University-Wide Promotion Committee with only three (3) years of the most recent summaries of student evaluations. If you are a tenured professor, you may wish to request student evaluations performed in less than the five year period.

6. If you have a split assignment, then you must submit (2) Section I binders; one for teaching and one for non-teaching. You may submit only one section two binder and one section three binder. Your score will be pro-rated accordingly.

7. Please place the green student evaluations sheet in a separate binder.

8. If you have any questions, please do not hesitate to call any member of the University-Wide Promotion Committee. Their names and email addresses are listed below.

PROMOTION COMMITTEE MEMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Al-Khattar, Aref</td>
<td><a href="mailto:alkhattar@calu.edu">alkhattar@calu.edu</a></td>
</tr>
<tr>
<td>Argent, David</td>
<td><a href="mailto:argent@calu.edu">argent@calu.edu</a></td>
</tr>
<tr>
<td>Carlino, Nancy</td>
<td><a href="mailto:carlino@calu.edu">carlino@calu.edu</a></td>
</tr>
<tr>
<td>Gill, Swarn</td>
<td><a href="mailto:gill@calu.edu">gill@calu.edu</a></td>
</tr>
<tr>
<td>Gonzalez, Arcides</td>
<td><a href="mailto:gonzalez@calu.edu">gonzalez@calu.edu</a></td>
</tr>
<tr>
<td>Mitchem, Katherine</td>
<td><a href="mailto:mitchem_k@calu.edu">mitchem_k@calu.edu</a></td>
</tr>
<tr>
<td>O'Connor, Mary</td>
<td><a href="mailto:oconnor@calu.edu">oconnor@calu.edu</a></td>
</tr>
<tr>
<td>Slaven, Michael</td>
<td><a href="mailto:slaven@calu.edu">slaven@calu.edu</a></td>
</tr>
<tr>
<td>Romani-Ruby, Christine</td>
<td><a href="mailto:romaniruby@calu.edu">romaniruby@calu.edu</a></td>
</tr>
<tr>
<td>West, Tom</td>
<td><a href="mailto:west_t@calu.edu">west_t@calu.edu</a></td>
</tr>
<tr>
<td>Yasmin, Kausar</td>
<td><a href="mailto:yasmin@calu.edu">yasmin@calu.edu</a></td>
</tr>
</tbody>
</table>

2012-13 Update (September 5, 2012)
APPENDIX E UNIVERSITY-WIDE PROMOTION COMMITTEE
TABULATION SCORE SHEET
TEACHING FACULTY

The scores in each section are intended only as guidelines.
What follows is a breakdown of the required arrangement for each applicant’s dossier. Some of the items under each category may be required; others may be applicable to some candidates and not to others. Therefore, before you actually begin to assemble your promotion dossier, please read pages 12-13 of the CALIFORNIA UNIVERSITY STATEMENT ON PROMOTION POLICIES AND PROCEDURES (Revised 1996) which outlines the required items. Please write the number of points you are allotting on each blank line. If an item is not applicable to the candidate, merely leave that category blank.

PART I: Effective Teaching and Fulfillment of Professional Responsibilities

<table>
<thead>
<tr>
<th></th>
<th>Full</th>
<th>Assoc.</th>
<th>Asst.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Student evaluations</td>
<td>0-10</td>
<td>0-9</td>
</tr>
<tr>
<td>2.</td>
<td>Quality of course syllabi prepared by candidate</td>
<td>0-5</td>
<td>0-4</td>
</tr>
<tr>
<td>3.</td>
<td>Reports of classroom visitations and peer evaluations</td>
<td>0-10</td>
<td>0-8</td>
</tr>
<tr>
<td>4.</td>
<td>Quality of course examinations</td>
<td>0-3</td>
<td>0-3</td>
</tr>
<tr>
<td>5.</td>
<td>Development of new, scholarly, or practical insights as a result of systematic investigation</td>
<td>0-3</td>
<td>0-3</td>
</tr>
<tr>
<td>6.*</td>
<td>Preparation and meeting of classes</td>
<td>0-1</td>
<td>0-1</td>
</tr>
<tr>
<td>7.*</td>
<td>Academic advisement of students</td>
<td>0-1</td>
<td>0-1</td>
</tr>
<tr>
<td>8.*</td>
<td>Holding of office hours at least five (5) hours per week on no fewer than three (3) different days of the week</td>
<td>0-1</td>
<td>0-1</td>
</tr>
<tr>
<td>9.*</td>
<td>Evaluates students fairly and reports promptly on student achievement</td>
<td>0-1</td>
<td>0-1</td>
</tr>
<tr>
<td>10.*</td>
<td>Participation in group deliberations which contribute to the growth and development of the students and the university</td>
<td>0-1</td>
<td>0-1</td>
</tr>
<tr>
<td>11.*</td>
<td>Acceptance of those reasonable duties assigned within the fields of competence</td>
<td>0-1</td>
<td>0-1</td>
</tr>
<tr>
<td>12.*</td>
<td>Attempt honestly in good conscience to preserve and defend the goals of the university, without being restricted in the right to advocate change</td>
<td>0-1</td>
<td>0-1</td>
</tr>
<tr>
<td>13.</td>
<td>See NOTE 1 and NOTE 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX E

*A score of 0 in this category shall preclude the candidate from promotion. Also see the CALIFORNIA UNIVERSITY STATEMENT ON PROMOTION POLICIES AND PROCEDURES.

PART II: **Continuing Scholarly Growth**

<table>
<thead>
<tr>
<th>Part</th>
<th>Description</th>
<th>Full</th>
<th>Assoc.</th>
<th>Asst.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Graduate work beyond the minimum qualifications</td>
<td>0-1</td>
<td>0-1</td>
<td>0-1</td>
</tr>
<tr>
<td>2.</td>
<td>Attendance at workshops, institutes, or short courses related to the discipline and professionally recognized</td>
<td>0-1</td>
<td>0-1</td>
<td>0-1</td>
</tr>
<tr>
<td>3.</td>
<td>Participation in planning/organization of workshops, institutes, or short courses related to the discipline and professionally recognized (including programs related to the scholarly growth of ones’ peers)</td>
<td>0-1</td>
<td>0-1</td>
<td>0-1</td>
</tr>
<tr>
<td>4.</td>
<td>Publications—number and quality as measured by reviews, citations, adoptions, outside referee’s evaluation and stature of publisher</td>
<td>0-2</td>
<td>0-2</td>
<td>0-2</td>
</tr>
<tr>
<td>5.</td>
<td>Invited papers delivered; (eg. lectures, juried shows and grants)—quantity and quality as measured by reviews, citations, adoptions, outside referee’s evaluation and stature of publisher</td>
<td>0-2</td>
<td>0-2</td>
<td>0-2</td>
</tr>
<tr>
<td>6.</td>
<td>Testimony of experts in the discipline or related discipline(s) (eg. awards, letters of recommendation, etc.)</td>
<td>0-2</td>
<td>0-2</td>
<td>0-2</td>
</tr>
<tr>
<td>7.</td>
<td>Consultantships; (including musicals or theatrical performances, one person or invitational shows)—number and professional importance</td>
<td>0-4</td>
<td>0-2</td>
<td>0-1</td>
</tr>
<tr>
<td>8.</td>
<td>The terminal degree in the discipline (submit all transcripts)</td>
<td>0 or 4</td>
<td>0 or 4</td>
<td>0 or 4</td>
</tr>
<tr>
<td>9.</td>
<td>Participation in professional organizations through membership, office holding, subscriptions to journals, and editorships</td>
<td>0-2</td>
<td>0-2</td>
<td>0-1</td>
</tr>
<tr>
<td>10.</td>
<td>Development of a course based upon original concepts that demonstrate new possibilities in the discipline</td>
<td>0-2</td>
<td>0-1</td>
<td>0-1</td>
</tr>
<tr>
<td>11.</td>
<td>See NOTE 1 and NOTE 2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2012-13 Update (September 5, 2012)
APPENDIX E

PART III: Contributions to the University and/or Community

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Full</th>
<th>Assoc</th>
<th>Asst</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Significant contribution to university committees and self-</td>
<td>0-4</td>
<td>0-3</td>
<td>0-3</td>
</tr>
<tr>
<td></td>
<td>governance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Special individual assignments</td>
<td>0-4</td>
<td>0-3</td>
<td>0-3</td>
</tr>
<tr>
<td>3</td>
<td>Significant contribution to departmental committees</td>
<td>0-3</td>
<td>0-3</td>
<td>0-2</td>
</tr>
<tr>
<td>4</td>
<td>Significant contribution to student organizations or activities</td>
<td>0-3</td>
<td>0-3</td>
<td>0-2</td>
</tr>
<tr>
<td>5</td>
<td>Development of proposals which benefit the university,</td>
<td>0-4</td>
<td>0-3</td>
<td>0-3</td>
</tr>
<tr>
<td></td>
<td>including lectures and consultations at the university</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Participation in community work in a professional capacity that</td>
<td>0-3</td>
<td>0-3</td>
<td>0-2</td>
</tr>
<tr>
<td></td>
<td>brings recognition to the university</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>See NOTE 1 and NOTE 2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE 1:
In addition, other categories used to evaluate the applicants are found on pages 20-21 of the Collective Bargaining Agreement (CBA), Article XII, the entire Section 1.B. 1, 2, 3. These categories shall serve as the uniform system-wide basis for the evaluation of FACULTY MEMBERS at each UNIVERSITY. A copy of the pertinent parts of Article XII are attached. Evidence relevant to any of the items listed in the three categories found in the CBA should be submitted as this number in the appropriate part of your dossier.

A failure to meet the duties and responsibilities as stated in the Collective Bargaining Agreement shall preclude consideration for promotion.

NOTE 2:
Maximum scores are as follows:

<table>
<thead>
<tr>
<th>Part</th>
<th>Full Professor</th>
<th>Assoc Professor</th>
<th>Asst Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>38</td>
<td>34</td>
<td>30</td>
</tr>
<tr>
<td>II</td>
<td>21</td>
<td>18</td>
<td>15</td>
</tr>
<tr>
<td>III</td>
<td>21</td>
<td>18</td>
<td>15</td>
</tr>
</tbody>
</table>

Grand Totals are:
80  70  60

Minimum points needed are:
50  40  30

2012-13 Update (September 5, 2012)
APPENDIX F  UNIVERSITY-WIDE PROMOTION COMMITTEE
TABULATION SCORE SHEET
ADMINISTRATIVE AND NON-TEACHING FACULTY

The scores in each section are intended only as guidelines.

What follows is a breakdown of the required arrangement for each applicant’s dossier. Some of the items under each category may be required; others may be applicable to some candidates and not to others. Therefore, before you actually begin to assemble your promotion dossier, please read page 13 of the CALIFORNIA UNIVERSITY STATEMENT ON PROMOTION POLICIES AND PROCEDURES (Revised 1996) which outlines the required items.

Please write the number of points you are allotting on each blank line. If an item is not applicable to the candidate, merely leave that category blank.

PART I: Effectiveness of the Duties of the Position and Fulfillment of the Professional Responsibilities

<table>
<thead>
<tr>
<th></th>
<th>Full</th>
<th>Assoc</th>
<th>Asst</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Supervisor’s evaluation</td>
<td>0-6</td>
<td>0-6</td>
<td>0-6</td>
</tr>
<tr>
<td>2. Peer evaluation</td>
<td>0-6</td>
<td>0-6</td>
<td>0-6</td>
</tr>
<tr>
<td>3. Performs assigned duties promptly and efficiently (including managing personnel and assets efficiently)</td>
<td>0-7</td>
<td>0-6</td>
<td>0-5</td>
</tr>
<tr>
<td>4. Communicates ideas and recommendations effectively</td>
<td>0-3</td>
<td>0-2</td>
<td>0-2</td>
</tr>
<tr>
<td>5. Development of new, scholarly, or practical insights as a result of systematic investigation</td>
<td>0-3</td>
<td>0-3</td>
<td>0-2</td>
</tr>
<tr>
<td>6. Analyzes and revises programs to meet changing university goals</td>
<td>0-3</td>
<td>0-3</td>
<td>0-2</td>
</tr>
<tr>
<td>7. Makes decisions rationally, fairly, and promptly</td>
<td>0-3</td>
<td>0-2</td>
<td>0-2</td>
</tr>
<tr>
<td>8. Accepts responsibility and is helpful and cooperative with staff (including conferring with and advising students)</td>
<td>0-4</td>
<td>0-3</td>
<td>0-2</td>
</tr>
<tr>
<td>9. Prompt and defendable in use of scheduled work hours</td>
<td>0-1</td>
<td>0-1</td>
<td>0-1</td>
</tr>
<tr>
<td>10. Participate in group deliberations which contribute to the growth and development of the students and the university</td>
<td>0-1</td>
<td>0-1</td>
<td>0-1</td>
</tr>
<tr>
<td>11. Attempt honestly in good conscience to preserve and defend the goals of the university, without being restricted in the right to advocate change</td>
<td>0-1</td>
<td>0-1</td>
<td>0-1</td>
</tr>
<tr>
<td>12. See NOTE 1 and NOTE 2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2012-13 Update (September 5, 2012)
APPENDIX F

PART II: Continuing Scholarly Growth

<table>
<thead>
<tr>
<th></th>
<th>Full</th>
<th>Assoc</th>
<th>Asst</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Graduate work beyond the terminal degree related to the discipline</td>
<td>0-1</td>
<td>0-1</td>
</tr>
<tr>
<td>2.</td>
<td>Attendance at workshops, institutes, or short courses related to the discipline and professionally recognized</td>
<td>0-1</td>
<td>0-1</td>
</tr>
<tr>
<td>3.</td>
<td>Participation in or planning/organization of workshops, institutes, or short courses related to the discipline and professionally recognized</td>
<td>0-2</td>
<td>0-2</td>
</tr>
<tr>
<td>4.</td>
<td>Publications—number and quality as measured by reviews, citations, adoptions, outside referee’s evaluation and stature of publisher</td>
<td>0-2</td>
<td>0-2</td>
</tr>
<tr>
<td>5.</td>
<td>Invited papers delivered—quantity and quality as measured by reviews, citations, adoptions, outside referee’s evaluation and stature of publisher</td>
<td>0-2</td>
<td>0-2</td>
</tr>
<tr>
<td>6.</td>
<td>Testimony of experts in the discipline or related discipline(s) (eg. awards, letters of recommendation, etc.)</td>
<td>0-2</td>
<td>0-2</td>
</tr>
<tr>
<td>7.</td>
<td>Consultantships; (including musicals or theatrical performances, one person or invitational shows)—number and professional importance</td>
<td>0-4</td>
<td>0-2</td>
</tr>
<tr>
<td>8.</td>
<td>The terminal degree in the discipline (submit all transcripts)</td>
<td>0 or 4</td>
<td>0 or 4</td>
</tr>
<tr>
<td>9.</td>
<td>Participation in organizations advancing a professional field or discipline, where opportunities for such participation exist</td>
<td>0-3</td>
<td>0-2</td>
</tr>
<tr>
<td>10.</td>
<td>See NOTE 1 and NOTE 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX F

PART III: Contributions to the University and/or Community

<table>
<thead>
<tr>
<th></th>
<th>Full</th>
<th>Assoc</th>
<th>Asst</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Significant contribution to university committees and self-governance</td>
<td>0-4</td>
<td>0-3</td>
<td>0-3</td>
</tr>
<tr>
<td>2. Special individual assignments</td>
<td>0-4</td>
<td>0-3</td>
<td>0-3</td>
</tr>
<tr>
<td>3. Significant contribution to departmental committees</td>
<td>0-3</td>
<td>0-3</td>
<td>0-2</td>
</tr>
<tr>
<td>4. Significant contribution to student organizations or activities</td>
<td>0-3</td>
<td>0-3</td>
<td>0-2</td>
</tr>
<tr>
<td>5. Development of proposals which benefit the university</td>
<td>0-4</td>
<td>0-3</td>
<td>0-3</td>
</tr>
<tr>
<td>6. Participation in community work in a professional capacity that brings recognition to the university</td>
<td>0-3</td>
<td>0-3</td>
<td>0-2</td>
</tr>
<tr>
<td>7. See NOTE 1 and NOTE 2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE 1:
In addition, other categories used to evaluate the applicants are found on pages 22-24 of the Collective Bargaining Agreement (CBA), Article XII, the entire Section 1.A. 1, 2, 3. These categories shall serve as the uniform system-wide basis for the evaluation of FACULTY MEMBERS at each UNIVERSITY. A copy of the pertinent parts of Article XII are attached. Evidence relevant to any of the items listed in the three categories found in the CBA should be submitted as this number in the appropriate part of your dossier.

NOTE 2:
Maximum scores are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Full Professor</th>
<th>Assoc Professor</th>
<th>Asst Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part I</td>
<td>38</td>
<td>34</td>
<td>30</td>
</tr>
<tr>
<td>Part II</td>
<td>21</td>
<td>18</td>
<td>15</td>
</tr>
<tr>
<td>Part III</td>
<td>21</td>
<td>18</td>
<td>15</td>
</tr>
<tr>
<td>Grand totals</td>
<td>80</td>
<td>70</td>
<td>60</td>
</tr>
<tr>
<td>Minimum points</td>
<td>50</td>
<td>40</td>
<td>30</td>
</tr>
</tbody>
</table>

2012-13 Update (September 5, 2012)