

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

ACADEMIC SENATE

EXECUTIVE COMMITTEE - AGENDA

January 26, 1982

F.O.B. 24-B

3:00 PM

Chair, Tim Kersten
Vice Chair, Ron Brown
Secretary, Harry Sharp

- I. Minutes
- II. Announcements
- III. Business Items
 - A. Resolution on Promotion Policies (Murray) (Attachment A)
- IV. Discussion Items
 - A. Possible Senate Internal and External Working Relationships (Kersten)

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY

AS-125-82/PPC
January 26, 1982

RESOLUTION ON PROMOTION POLICIES

Background: Due to the lack of funds for promotion of all recommended candidates, it has become necessary to rank order those candidates so recommended. CAM does not prescribe procedures for ranking. Currently, candidates are ranked at the department level and the deans arrive at a school rank order after consulting with a standing or ad hoc committee comprised of either the chair of the tenured faculty or a tenured full professor selected from each department. It is believed that inconsistent standards and practices between and within departments and schools now exist. In view of these inconsistencies, and the lack of an established procedure in CAM, the Personnel Policies Committee was charged with the duty to develop procedures for ranking candidates recommended for promotion.

WHEREAS, CAM does not specify a procedure for ranking candidates recommended for promotion; and

WHEREAS, Current ranking procedures are inconsistent among the various departments and schools; therefore be it

RESOLVED: That the procedures described in CAM Section 342.2.B.2, Items (a) through (f) be replaced by the following procedures.

342.2.B.2 A. - F.

2. Procedures Used in Applying Promotion Factors

a. Primary Level Committee

The primary level of evaluation is either the department or an equivalent level in the case of schools or divisions not subdivided into departments. The Primary Level Committee shall consist of the department head and all tenured members of the department, or an elected committee of same, having ranks higher than those of the person eligible for promotion. The PLC shall elect a member as chairperson. The primary level evaluation shall be accorded the most significance.

Each year the PLC will recommend for or against promotion those members of the department who are eligible and who request consideration for promotion. The recommendation will be based on the promotional factors listed in CAM 342.2.B.1. and approved school and/or department criteria.

The PLC will write the reasons for the recommendation of each member considered for promotion, using the positive approach of specific examples of achievement relative to any appropriate items. In support of the evaluation, the PLC shall provide reliable evidence which will validate the recommendation.

The recommendations of the PLC shall be signed by committee members. The recommendations may be unanimous or the majority opinion of the committee members. In those instances where the PLC recommendation represents a majority opinion of the committee members, the filing of a minority recommendation by individual members of the committee whose opinions differ from the views expressed in the majority recommendation is permitted and encouraged.

Since professional improvement, as well as promotion, is a goal of this evaluation program, the department head will discuss with each member the content of the recommendation made on the individual. If the individual is not recommended for promotion by the PLC, the person shall be invited by the department head and committee chair, in writing, to discuss the PLC's recommendation. The individual may submit additional information to the PLC's recommendation. The recommendation on each academic employee shall be signed by the individual before it is submitted to the school dean or division head.

After consideration of members of the department who are eligible and who request consideration for promotion, the PLC shall rank order all persons recommended for promotion. Rank order position of each person recommended for promotion shall be based on the promotion factors and criteria used in making the committee's recommendations, and the PLC shall write reasons for the ranking. In ranking persons recommended for promotion, the committee shall separately rank persons recommended for promotion from assistant to associate professor, and shall rank persons recommended for promotion from associate to full professor. The committee shall establish procedures to rank order all persons recommended for promotion.

By February 10, the department head will submit to the Dean the PLC written recommendations for each individual considered for promotion, and rank order for persons recommended for promotion from assistant to associate, and rank order for persons recommended for promotion from associate to full professor. To insure consideration, minority recommendations, and individually signed statements by members of the PLC shall accompany the majority recommendation at the time it is forwarded to the dean.

b. Secondary Level Committee

The secondary level committee shall consist of the school dean and one member of full professor rank from each department within a school elected by department tenured and probationary, academic rank employees. The Dean shall be chair of the SLC. In the event a department does not have a tenured member of full professor rank, a member of associate rank may be elected, but without eligibility to vote on candidates being considered for promotion to full professor. Members shall serve for two-year, staggered terms. The secondary level committee shall review the PLC recommendations to insure there is sufficient evidence to support the PLC recommendations and rankings. Where such evidence is inadequate, the SLC shall provide a statement to the PLC with a request for additional evidence. The PLC shall have five working days to respond to the SLC's request for additional evidence.

The SLC will recommend for or against promotion based on the promotional facts listed in CAM 342.2.B.1. and approved school criteria. The SLC will write three reasons for the recommendation on each person considered for

promotion. The recommendations of the SLC shall be signed by committee members. The recommendations may be unanimous or by majority vote of the committee members. Where the SLC recommendation is only the majority vote of the committee members, the filing of a minority report by members of the committee not voting with the majority is permitted and encouraged.

If the individual is not recommended for promotion by the SLC, but is recommended by the PLC, the school dean or division head shall invite, in writing, the individual to discuss the decision with the dean and SLC, and submit additional information. When the school dean or division head disagrees with the PLC's recommendation, a copy of the recommendation shall be sent to the faculty member.

After considering all persons for promotion within the school or division, the SLC shall meet and rank order all persons recommended for promotion. Rank order position of each person recommended for promotion shall be based on the promotion factors in CAM 342.2.B.1. and approved school criteria, and the SLC shall write reasons for the ranking. In ranking persons recommended for promotion, the SLC shall rank persons recommended for promotion from assistant to associate professor, and shall rank persons recommended for promotion from associate to full professor.

342.2.B.3 Allocation of Funds

Funds for promotion are provided by the state according to a formula based on the salary required for promotion of all eligible candidates. In the event that the promotion funds so provided are not adequate to promote all recommended candidates then the following procedures shall be implemented:

The state fractional allocation (SFA) shall be computed by dividing the amount of budget allocations by the amount required to promote all eligible candidates. The promotion funds so obtained by the University shall be divided into two separate funds, namely that for promotion from assistant to associate professor (associate fund) and that for promotion from associate to full professor (professor fund). The division shall be based on the SFA as applied to the salary requirement for promotion of all eligible candidates in each of the two above categories in each school.

Promotions will be made in each school and in each category in the order of ranking as determined by the ranking process described in CAM 342.2.B.2. Funds which are insufficient to fund an entire position in each category, and any unused funds due to a lack of recommended candidates in either category will be allowed to be pooled within each school in order to promote the next person or persons in either category.

Remaining funds in each school insufficient to fund an entire position and unused funds from each school, will be returned to a common University pool. These funds will then be used to fund the promotion in any school which needed the least additional funds for promotion of a candidate prior to the funds being returned to the University pool.

In the event that more than one position qualifies for these additional returned funds, priority shall be given to the promotion to the associate professorial level.