

5-24-1982

# Amended Procedures for Implementing Promotions

The College at Brockport, College Senate

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Reso Routing #33 81-82 Resolution #29 Amended Procedures for  
1981-1982 Implementing Promotions

TO: President John E. Van de Wetering  
FROM: The Faculty Senate Meeting on 5/24/82  
(Date)

RE: X I. Formal Resolution (Act of Determination)  
II. Recommendation (Urging the fitness of)  
III. Other (Notice, Request, Report, etc.)

SUBJECT: Amended Procedures for Implementing Promotions

(see attached)



Signed Ginny L. Studer Date Sent 5/25/82  
(For the Senate)  
Ginny L. Studer, President, Faculty Senate...

TO: The Faculty Senate  
FROM: President John E. Van de Wetering

RE: I. Decision and Action Taken on Formal Resolution  
a. Accepted. Effective Date 5/31/82  
b. Deferred for discussion with the Faculty Senate on \_\_\_\_\_  
c. Unacceptable for the reasons contained in the attached explanation  
II., III. a. Received and acknowledged  
b. Comment:

DISTRIBUTION: Vice Presidents: Douglas Smith, Walter Kelly

Others:

Distribution Date: 6/15/82

Signed: [Signature]  
(President of the College)

Date Received by the Senate: \_\_\_\_\_

STATE UNIVERSITY OF NEW YORK  
College at Brockport

Faculty Senate Meeting: 5/24/82  
Agenda Item VII. A. 2.

Amended Procedures for Implementing Promotions

Be It Resolved that the Procedures for Implementing Promotions be amended as follows. (Changed language, other than editorial changes, is underlined. These changes recognize the role of the deans in the process and formalize current, informal practice. The changes also specify the place of the Library, the E.O.C. and the Alternate College in the process.)

1. Any faculty member may nominate himself/herself to the department or equivalent administrative unit (Library or E.O.C.) for promotion. Further, any department faculty member, department APT Committee, or department chairperson may nominate members of that department for promotion. (The director of the Library and the coordinator for Academic Affairs of the E.O.C. function as department chairpersons at Steps 1-5).
2. Each professional staff member holding academic rank who is seeking consideration for promotion must complete the "Professional Staff Promotion Recommendation Form."
3. Recommendation for promotion begins with the department chairperson or the department Appointments and Promotions Committee in accordance with the current criteria of the Policies of the Board of Trustees, State University of New York, and the special procedures and criteria developed by individual departments.
4. Those faculty members who are applying for promotion and who since the period of their last promotion have taught in the Alternate College must have a description of duties and responsibilities and an evaluation of their teaching effectiveness and performance while assigned to the Alternate College included in their application file. Such faculty members should contact the Dean of the Alternate College for further instructions. The recommendations of the Alternate College APT Committee and the Dean of the Alternate College will be forwarded to the faculty member's primary unit no later than the second Friday in November.
5. Subject to existing departmental policies and procedures, the department Appointments and Promotions Committee will review each completed form, and submit its recommendations to the department chairperson for review and possible additional recommendations.
6. The department chairperson, in conference with each applicant who requests such a meeting, will review the form and recommendations. A copy of the recommendations will be given to the staff member at the time of the conference.



The department Appointments and Promotions Committee will review the promotion form if an applicant requests such action. Should the Committee deem necessary, a conference of the applicant, department chairperson, and committee will be arranged.

7. The department chairperson will submit recommendations to the appropriate dean for review and possible additional recommendations. The dean, in conference with each applicant who requests such a meeting, will review the form and recommendations. A copy of the dean's recommendation will be given to the applicant. The department chairperson and APT Committee may be requested by either the applicant or the dean to attend this meeting. (The director of the Library and the director of E.O.C. function as deans at this step.)
8. Applications for promotion are forwarded from the deans to the appropriate administrative officer no later than the first Friday in December. That office will coordinate the flow of recommendations to the president, the provost for Academic Affairs, the personnel office, and the Affirmative Action Officer.
9. The provost will forward all recommendations on promotions to the president before the last week in January. During the period between the reception of the recommendations from the deans and the forwarding of recommendations to the president, the provost will consult with members of the provost's own staff, and such other administrative officers and individuals as the provost deems appropriate. The provost will be responsible for ensuring that an evaluation correctly representing the whole range of the staff member's involvement in and performance for the College is presented to the president.
10. During the last week in January, the president will meet with the following persons: chairperson of the Faculty Senate Committee on Appointments and Promotions, the academic deans, and the provost to present the president's tentative list of promotions to the department chairperson. After allowing time for the chairpersons to meet with the department APT chairpersons appropriate additional meetings may be scheduled to resolve areas without consensus. Such meeting should be scheduled before the first Friday in February.
11. The president of the College will send a "letter of intent" by the second Friday in February to each individual the president intends to promote or recommend for promotion.  
  
If the president intends to deny or not recommend promotion, the president will so inform each individual whose promotion has not been approved by the second Friday in February.
12. Any faculty member whose request for promotion has been denied may request a review of this decision no later than the first Friday in March. The procedure shall be as follows: (1) a written request to the president for a review of the denial of promotion, (2) a meeting

with the department chairperson and appropriate dean followed, if the faculty member wishes, by (3) a meeting with the provost, then (4) a meeting by written request with the president if the matter is not resolved to the faculty member's satisfaction by Step 3.

Steps 1, 2, 3 and 4 (SUPRA) shall be completed no later than the first Friday in April.

13. The time schedule for the procedures should be in the "Professional Staff Promotion Form" which each faculty member completes, in order that the February deadlines can be met.