

5-9-1983

Standardized Procedures for Discretionary Salary Increase, Promotion, Tenure / Renewal, Sabbatical Leaves for Teaching Faculty and Librarians

The College at Brockport, College Senate

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Standardized Procedures for
Discretionary Salary Increase,
Promotion, Tenure/Renewal,
Sabbatical Leaves for Teaching
Faculty and Librarians

Resolution #39, 1982-83

TO: President John E. Van de Wetering

FROM: The Faculty Senate

Meeting on 5/9/83

(Date)

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

SUBJECT: Standardized Procedures for Discretionary Salary Increase,
Promotion, Tenure/Renewal, Sabbatical Leaves for Teaching
Faculty and Librarians



(see attached)

Signed Bill W. Reed Date Sent 5/11/83

(For the Senate)

..... Bill W. Reed, 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 Fall 83 as advised

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: Perkins, Stuber, Nicholson, Kleener,

Others: Kelly, James

Distribution Date: _____

Signed: [Signature]
(President of the College)

Date Received by the Senate: _____

STATE UNIVERSITY OF NEW YORK
College at Brockport

Faculty Senate Meeting 5/9/83
Agenda Item VII. C. 1.

STANDARDIZED PROCEDURES FOR
DISCRETIONARY SALARY INCREASE, PROMOTION, TENURE/RENEWAL, SABBATICAL LEAVES
FOR TEACHING FACULTY AND LIBRARIANS

1. A calendar of target dates will be prepared by the Vice President for Academic Affairs which identifies the procedural deadlines for promotion, sabbatical, and tenure and renewal recommendations. Normally, the calendar will be available by early September. The calendar for discretionary salary increases will be available as soon as possible after the guidelines have been received from Albany.
2. In each instance, i.e., discretionary salary increases, promotions, tenures and renewals, and sabbaticals, the review procedure is initiated by department/unit peer review and recommendation in accordance with appropriate policies and guidelines of the Board of Trustees, in requisites of the collective bargaining agreement, State University of New York, the specific criteria approved by the College, and the special guidelines developed by individual departments.
3. In cases of personnel with joint or shared appointments, a review procedure will be completed by the second department/unit and submitted for reading and then forwarding by the primary department/unit peer review committee.
4. The peer recommendation is made available to the nominee by the deadline established in the calendar. The nominee will decide to forward or not to forward the application including the peer recommendation to the department chairperson by the deadline established.
5. The department chairperson then reviews all applications which have been forwarded. The recommendation of the department chairperson is made available to the nominee by the deadline, and the nominee will decide to forward or not to forward the application, including the peer recommendations by peer committee and department chairpersons, to the appropriate dean by the deadline established.
6. The dean then reviews all applications which have been forwarded. The recommendation of the dean is made available to the nominee by the established deadline, and the nominee will decide to forward or not to forward the application, including the recommendations by peer committee, department chairperson, and dean to the Office of the Vice President for Academic Affairs. In cases of DSI, the recommendations of the dean are forwarded only to the Offices of the Vice President for Academic Affairs and the President for discussion and final decision.

7. The Academic Vice President then reviews all applications which have been forwarded.
8. Prior to forwarding the application, support materials, and recommendations to the President, the nominee will have the opportunity to examine the file according to the provisions of the current collective bargaining agreement.
9. The President then reviews all applications, materials, and recommendations which have been forwarded. The recommendation of the President is sent to the nominee.
10. Final evaluation for promotion, tenure, and renewal, may be appealed by any faculty member whose request has been denied. The appeal process may be initiated immediately after receipt of the notice of the recommendation of the President and no later than the date established. The process begins with a written request to the President for a review of the recommendation and a request to meet with the department chairperson, dean, and academic vice president, followed, if the faculty member wishes, by a meeting, by written request, with the President. Please refer to the collective bargaining agreement for specific steps regarding all appeals.
11. In the event of the inconsistency or conflict between these provisions and the contract, the collective bargaining agreement shall apply, as provided for in the contract between U.U.P. and the State.