

ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

AS-128-82/PPC  
February 9, 1982

RESOLUTION ON PROMOTION POLICIES

Background: Currently, and during the past several years, the University has not been provided with funds sufficient to promote all who, based on merit, are so recommended. We cannot control the funding available to us. Consequently, decisions must be made regarding which of the recommended promotions are funded. CAM heretofore has not addressed this issue. It does prescribe procedures for retention, tenure and promotion (i.e., how promotions are recommended), but does not provide procedures for ranking those recommended for promotion. 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; therefore be it

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

342.2.B.2 (a) - (j)

2. Procedures Used in Applying Promotion Factors

(a) Primary Level Committee (PLC)

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 rank higher than that of the person eligible for promotion. The PLC shall elect a member as chairperson. Because the primary evaluation represents the best professional judgement by members of the candidate's own discipline, it 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. It is the responsibility of the candidate to submit evidence of meeting these criteria.

The PLC will write the reasons for its recommendations, both favorable and non-favorable, which will 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 is permitted and encouraged.

Since professional improvement is one goal of this evaluation process, the department head and the chair of the PLC, if other than the department head, will discuss the content of the evaluation with each candidate. A faculty member who is

not recommended for promotion by the department or the PLC shall be invited (in writing) to discuss the negative recommendation with the department head and the PLC chair.

In addition to recommending on promotion for each candidate, the PLC shall rank those recommended for promotion on the basis of relative merit.

The committee shall separately rank persons recommended from assistant to associate professor, and from associate to professor. The department shall establish its own ranking procedures according to CAM 341.1.C.

By February 10, the department head will submit to the dean the PLC written recommendations, favorable or unfavorable, for each candidate evaluated, and rank order for persons recommended for promotion from assistant to associate professor and from associate to 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 (SLC)

The secondary level committee shall consist of the school dean and one member of 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 professor rank, a member of associate rank may be elected, but without eligibility to vote and/or deliberate on candidates being considered for promotion to professor. Members shall serve for two-year, staggered terms. Consecutive terms are permitted. 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 the reasons for the recommendations 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 professor. Any change in relative ranking among faculty from one department shall require a written explanation.

The recommendations of the PLC and SLC, along with all appropriate documentation and minority reports, shall be sent to the University President, via the Vice President for Academic Affairs, by March 10.

- (c) The Personnel Review Committee of the Academic Senate shall commence their review, according to CAM 341.1.A., by March 15.
- (d) Review of recommendations shall be forwarded from the Personnel Review Committee by May 10 to the President or designee.
- (e) Notices of faculty promotions are sent by the University President by June 1.

### 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, as obtained from the state based on the state usage base formula, 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 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 qualified for these additional returned funds, priority shall be given to the promotion to the associate professorial level.