July 13, 2021

TO: Dr. Jason Hilton   Dr. William Behre
         Chapter President   President
         Slippery Rock, Association of State   Slippery Rock University of Pennsylvania
           College and University Faculties

Kara Laskowksi/MRD

FROM:_____

         Dr. Kara Laskowski   Brian A. Mbuu
         Association of Pennsylvania State   Pennsylvania State System of
           College and University Faculties   Higher Education

                7/13/2021
         Date:_____   Date: 7/13/2021_____

RE: Statement of Promotion Policies and Procedures

This memorandum acknowledges that your Promotion Policy has been approved by State Meet and Discuss.

Attachment

c: Pennsylvania State System of Higher Education Meet and Discuss Team
      Association of Pennsylvania State College and University Faculties Meet and Discuss Team

Slippery Rock University

Policies and Procedures for Faculty Promotion in Rank

Promotion Revision Committee
2019-2021

Dr. Dan Bauer, Dean, College of Liberal Arts
Dr. Jerry Chmielewski, Dean, College of Health, Engineering and Science (retired)
Ms. Mary Hennessey, Assistant to the Provost
Dr. Jason Hilton, President, SRU APSCUF, Professor of Education
Mr. Sean Macmillan, Associate Professor of Art
Dr. Kurt Schimmel, Professor of Business
Dr. Patricia Pierce, Professor of Exercise and Rehabilitative Science
Dr. Bradley Wilson, Associate Provost of Academic Affairs and Integrated Learning

Signed and recommended to Statewide Meet and Discuss
June 23, 2021

Dr. Abbey Zink

Dr. Jason Hilton

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OVERVIEW

Promotion occurs as a function of the judgement of designated peers about the quality of the performance of an Applicant for Promotion. A basic purpose of the promotion process is to recognize and reward excellence in: Teaching Effectiveness and Fulfillment of Professional Responsibilities, Continuing Scholarly Growth and Professional Development, and Service for Faculty Members. At its essence, the promotion process must go beyond consideration of either longevity or minimum statutory requirements. The promotion process is to be a positive and vital one that protects the interests of the Faculty, the students, and the University. Promotion applications will be processed once per academic year; those promotions granted will become effective at the beginning of the subsequent academic year.

> CATEGORIES FOR EVALUATING APPLICATIONS FOR PROMOTION IN RANK Sources: Article 12, 16, 2019-2023 CBA; P.L. 2111 as amended in 1963; Acts 182 and 188; 1976, 1982, 1986, and 1996, 2005, 2008, and 2011 University Agreement

RESPONSIBILITIES OF THE APPLICANT FOR PROMOTION IN RANK

1. Read and understand the SLIPPERY ROCK UNIVERSITY (SRU) PROMOTION POLICIES AND PROCEDURES FOR FACULTY PROMOTION IN RANK REVISED 2019 and Article 16, and also be familiar with the rules and due dates in all parts of these documents.

2. Request review of official personnel file.

3. Understand procedures and responsibilities of the Department Promotion Committee, Department Chair, Dean/Associate Provost/Manager, and the University-Wide Promotion Committee.

4. Maintain professional electronic promotion application and curriculum vitae. Begin the application process well enough in advance of the submission date so that all necessary documents may be scanned and in a form suitable to be uploaded.

5. Meet **Mastery of Subject Matter in the Discipline** and satisfy **Eligibility Criteria.**

6. Provide substantiated evidence of excellence in each of the three **Categories for Performance Review and Evaluation** (Article 12).

7. Submit electronic promotion application using current system by the due date.

8. Notify the Department Promotion Committee, Department Chair, and University-Wide Promotion Committee, when appropriate, whether a meeting with them is requested.

9. An Applicant for Promotion may withdraw their application for promotion at any step in the procedure.

CONTRACTUAL ITEMS FOR THE APPLICANT FOR PROMOTION IN RANK

1. An Applicant for Promotion will have the right to grieve, in accordance with Article 5, Grievance Procedure and Arbitration, promotion decisions with respect to failure by management to observe the procedures set forth above or insofar as other provisions of this agreement may have been violated. Action or inaction by members of the bargaining unit with regard to promotion will not be grievable. Representatives of local APSCUF will have the right to meet with Department and University-Wide Promotion Committees to explain the duties and responsibilities of such committees.

2. If the Department Promotion Committee or Department Chair fails to submit a recommendation to the University-Wide Promotion Committee by the appropriate date, the Applicant for Promotion may permit access to their electronic promotion application directly to the University-Wide Promotion Committee (Article 16).

TIMELINE FOR PROMOTION PROCEDURES

DATE	RESPONSIBLE PARTIES	ACTION(S)	RECIPIENT OF ACTION(S)
All Prior Years	Applicant for Promotion	Reads SRU Policies and Procedures for Faculty Promotion in Rank Revised, 2019; assists in arrangements for required peer and/or chair classroom observation reports and student survey of course effectiveness; gathers needed documents; sorts material according to the three categories for Performance Review and Evaluation. Submits electronic promotion application in appropriate university platform.	
Spring each Academic Year	Each Department, led by the Department Chair	Form a Department Promotion committee and inform manager of current submission platform used in evaluation process of committee composition.	Manager of current submission platform to be used for evaluation of Applicant for Promotion

DATE	RESPONSIBLE PARTIES	ACTION(S)	RECIPIENT OF ACTION(S)
By Aug 01	University President	If choosing to use, appoints a designee for the promotion process	Provost or alternate
By Oct. 10	University-Wide Promotion Committee	Meets to review criteria and procedures for promotion in rank	APSCUF President and University President or designee
By Nov. 01	Applicant for Promotion	Submits the electronic promotion application	Using current system Department promotion committee, department chair, dean/associate provost/manager
By Nov. 01	Department Chair	Informs the Applicant for Promotion of their right to meet before a recommendation is made to the University-Wide Promotion Committee	Applicant for Promotion
By Nov. 5	Chair of Department Promotion Committee	Sends a list of all Applicants for Promotion to	Dean/Associate Provost/Manager
By Nov. 15	Dean/Associate Provost/Manager	Determines the eligibility of the Applicant for Promotion as specified in applicable laws and promotion. Sends notification of ineligibility to	Department Promotion Committee, Department Chair, Applicant for Promotion
By Nov. 15	Department Promotion Committee	1. Determines completeness of the electronic promotion application. Indicates specific missing information, if applicable, to 2. Informs the Applicant for Promotion of their right to meet before a recommendation is made to the University-Wide Promotion Committee	1. Applicant for Promotion 2. Applicant for Promotion
By Nov. 22	Applicant for Promotion	Upload supportive information to rectify an electronic promotion application deemed incomplete	Department Promotion Committee
By Dec. 01	Department Promotion Committee and Department Chair	Informs each Applicant for Promotion of their respective independent recommendation	Applicant for Promotion
By Dec. 01	Department Promotion Committee and Department Chair	Independently of each other: 1. Submits recommendation of Applicant for Promotion to 2. Forwards full list of Applicants for Promotion to	1. University-Wide Promotion Committee 2. University-Wide Promotion Committee
By Dec. 01	Department Chair	Provides access to electronic promotion application of Applicant for Promotion to	University-Wide Promotion Committee

DATE	RESPONSIBLE PARTIES	ACTION(S)	RECIPIENT OF ACTION(S)
By Dec. 01	Department Chair	Forwards full list of Department Applicants for Promotion to	Deans/ Associate Provosts/ Managers
Dec. 15	Applicant for Promotion	May send a response to Department Promotion Committee and/or Department Chairs recommendation to	University-Wide Promotion Committee and University President or Designee
By Dec. 15	University-Wide Promotion Committee	1. Provides access to the electronic promotion application that includes the respective letter of recommendation from the Department Promotion Committee and Department Chair for each eligible Applicant for Promotion to 2. Prior to making its recommendation, informs the Applicant for Promotion of their right to meet	1. University President or Designee 2. Applicant for Promotion
By Dec. 20	University President or Designee	1. Provides access to the electronic promotion application of Applicant for Promotion excluding the Department Chair and Department Committee recommendation to 2. Provides access to the electronic promotion application	1. Deans/Associate Provosts/ Managers 2. Provost
By January 31	Deans/Associate Provosts/Managers	Send recommendation on Applicant for Promotion to	Provost (if not the President's Designee), Applicant for Promotion, University-Wide Promotion Committee
By February 15	Applicant for Promotion	May send response to Dean/ Associate Provost, Manager recommendation to	University-Wide Promotion Committee and University President or Designee
By February 21	Provost (if not President's Designee)	Sends recommendations on Applicants for Promotion to	University-Wide Promotion Committee and Applicant for Promotion
By March 01	Applicant for Promotion	May send response to Provost's (if not President's Designee) recommendation to	University-Wide Promotion Committee
By April 15	University-Wide Promotion Committee	1. Sends recommendations on all eligible Applicants for Promotion to 2. Sends individual recommendation to	1. University President or Designee 2. Applicant for Promotion
By May 01	University President or Designee	Notifies, in writing, of rejection of the University-Wide Promotion Committee recommendations and provides opportunity to discuss the matter	University-Wide Promotion Committee

DATE	RESPONSIBLE PARTIES	ACTION(S)	RECIPIENT OF ACTION(S)
By July 15	University President	Announces promotion decision to	Faculty
By July 30	University-Wide Promotion Committee	Provides written justification and suggestions for improving possibility of promotion in subsequent years to	Applicants for Promotion who were not promoted
PLEASE NOTE: Should any due dates fall on a holiday or weekend, the deadline will be the following scheduled work day.			

DEPARTMENT PROMOTION COMMITTEE COMPOSITION

I. When the Department Chair is the only Applicant for Promotion within a department, the Department shall elect, by secret ballot, one department member who is not on the Department Promotion Committee to write a performance review that addresses the Department Chair's Teaching Effectiveness and Fulfillment of Professional Responsibilities, Continuing Scholarly Growth and Professional Development, and Service.

II. When the Department Chair and other department members apply for the same action: (1) the department shall elect, by secret ballot, one department member who is not on the Department Promotion Committee for the action to write respective performance reviews addressing the Department Chair's and other department members' Teaching Effectiveness and Fulfillment of Professional Responsibilities, Continuing Scholarly Growth and Professional Development, and Service.

III. In either situation outlined in item I and II above: (1) the reviews shall be clearly marked FOR PROMOTION--AD HOC CHAIR REVIEW; and (2) the University-Wide Promotion Committee shall utilize these reviews as though they had been written by the contractually elected Department Chair.

IV. When a Department is too small to meet the required minimum of three regular full-time members on Department Promotion Committee: (1) each Applicant for Promotion shall submit to the Department Promotion Committee and the University President/designee a list of at least two, but no more than four names of Faculty Members from other departments who are willing to serve on the Department Promotion Committee and who have some knowledge of the applicant's performance in some of the categories used for evaluation; (2) the Department shall elect, by majority vote in a secret ballot, a sufficient number of persons from the list of nominees to bring the Department Promotion Committee to the minimum membership of three; and (3) if no names on the list are acceptable, Article 12 will apply.

THE NARRATIVE

The narrative is, arguably, the most important part of the electronic promotion application. It plays an essential role in allowing Applicants for Promotion to describe their Mastery of Subject Matter, Effective Teaching and Fulfillment of Professional Responsibility, Continuing Scholarly Growth and Professional Development, and Service. It allows Applicants for Promotion to develop a storyline behind their actions, ensuring that no single success or disappointment is left to represent them without context. The narrative helps evaluators to see Applicants for Promotion in a holistic fashion. Since the promotion decisions rest with the professional judgement of colleagues, a carefully crafted narrative provides important context and guideposts for their review.

Applicants for Promotion should prepare their narrative knowing that it is the primary way through which reviewers will be evaluating their work, and that the evidence supplied in the electronic promotion application supports the claims made in the narrative. The Applicant for Promotion should try to establish as many connections as possible. Connections made between continuing scholarly growth and professional development with teaching or service, teaching and service, or across all areas, corroborate the Faculty Member's focus on teaching excellence and general planfulness in pursuing their careers. Applicants for Promotion should explain and clarify their roles and the contributions to the institution, profession and/or community.

Applicants for Promotion should consider their narrative as the way to justify and support their case for promotion. The narrative should link to evidence with parallel structure so readers can easily follow statements and evidence. Using themes, perhaps most simply the three Faculty hallmarks of teaching, scholarship, and service, will help organize and contextualize accomplishments for the reader.

The narrative is also an opportunity to communicate with reviewers outside the Applicant for Promotion's fields, helping them to understand the significance of the work to their discipline. It can help reviewers to appreciate accomplishments by explaining the significance or impact of presented work. The Applicant for Promotion should provide readers with some background about the significance of professional contributions and indicate, as appropriate, the rigor and/or selectivity involved in continuing scholarly growth and professional development and service.

Throughout the narrative, the Applicant for Promotion should explain the work and how they are exceeding the requirements of the department and the University. The Applicant for Promotion should provide examples, statistics, and other documentation relating to how one's position contributes to the functioning of students, department, or field. The Applicant for Promotion should use the narrative as a chance to describe any extenuating circumstances that affected their progress, and explain specific contributions that otherwise might not be clear to the reviewers.

Effective narratives tend to fall in the 15- to 30-page range. Those that are shorter tend to struggle to provide enough context to evaluate the quality of the electronic promotion application, while those that are longer tend to cause key elements of quality to become lost in the quantity of what is written.

ADDITIONAL ITEMS NEEDED

A. Current Curriculum Vitae
B. Electronic Promotion Application
    a. A full performance review, which must include at least one of the following:
        i. Annual Performance Reviews for years two through four (and year one if a written review was completed) or all previous years if eligible to apply before year five, with individual evaluation letters from each of the Department Evaluation Committee, Department Chair, and Dean/Associate Provost/Manager;
        ii. a Tenure Review with individual evaluation letters from both the Department Tenure Committee and the Department Chair; or
        iii. a 5th year Post-tenure Performance Review with individual evaluation letters from each of the Department Evaluation Committee, Department Chair, and Dean/Associate Provost/Manager;

CATEGORIES FOR PERFORMANCE REVIEW AND EVALUATION

The following categories will be applied in the performance review and evaluation of all Applicants for Promotion in rank. While Effective Teaching is the most important category, Continuing Scholarly Growth and Professional Development and Service: Contributions to the University and/or Community are also important. Applicants for Promotion should provide evidence that is as objective as possible, selecting the most appropriate category under which to include it. When evaluating the data, the appropriate evaluator(s) will give greater consideration to the quality of the performance reflected in the data than to the quantity of the data.

I. MASTERY OF SUBJECT MATTER IN THE DISCIPLINE

The credentials presented by a Faculty Member upon their appointment, and/or upon completion of further education, attest to the Faculty member's command of the subject matter.

Minimum qualifications for ranks as specified in the applicable laws* and additional qualifications as determined by the University concerning time in rank, years of teaching experience, and length of service at the University are stated under Eligibility Criteria. Leaves without pay will not be counted as time in rank for purposes of promotion. However, sabbatical and paid sick leave will be counted as time in rank for purposes of promotion. Graduate degrees and preparation to meet qualifications will be earned in fields related to the service rendered to the University by the Applicant for Promotion. Legal minimums must be complete and verified.

Years of teaching experience will include: elementary, middle, and/or secondary school experience, and/or part-time teaching experience at the post-secondary level equating to full-time equivalent, but not assistantships.

ELIGIBILITY CRITERIA

Eligibility is determined by the Dean/Associate Provost/Manager to whom the Faculty Member reports.

Instructor - Requires a bachelor's degree plus 15 hours of graduate credits with at least three years of teaching experience. *

Assistant Professor - Requires an earned master's degree plus 10 hours of graduate credits with at least four years of teaching experience*. To be recommended for promotion to Assistant Professor, a Faculty Member will have been employed continuously at Slippery Rock University in the rank of Instructor for a **MINIMUM** of three years and may apply during the fall semester of their third year.

Associate Professor - Requires an earned doctoral degree or a recognized equivalency, or a master's degree plus 40 hours of graduate credits, or a total of 70 hours of graduate credits, including the master's degree, or all course work completed toward a doctorate as verified by the University where the work is being taken, with at least five years of teaching experience.* To be recommended for promotion to Associate Professor, a Faculty Member will have been employed at Slippery Rock University in the rank of Assistant Professor for a **MINIMUM** of three years with five years of teaching experience and may apply during the fall semester of their third year.

Professor - Requires an earned doctoral degree or approved terminal degree equivalent (Policy 1987-01: Degree Equivalencies in Faculty Appointment and Promotion Criteria) and at least seven years of teaching experience. Three percent of the full professorships allocated to the University may be granted on the basis of qualifications other than the earned doctorate or approved terminal
degree equivalent when recommended by the President of the University.* (See Three Percent Rule). To be recommended for promotion to Professor,
a Faculty Member will have been employed continuously at this institution in the rank of Associate Professor for a **MINIMUM** of five years and may apply during the fall semester of their fifth year.

TERMINAL DEGREE EQUIVALENTS

The PASSHE Board of Governors Policy 1987-01: Degree Equivalencies in Faculty Appointment and Promotion Criteria ensures that there is consistency across the State System in the definition of terminal degrees. Consistent with Act 182, terminal degrees shall be earned in the discipline areas aligned with faculty primary responsibilities.

II. EFFECTIVE TEACHING and FULFILLMENT OF PROFESSIONAL RESPONSIBILITIES

Evaluation of Effective Teaching and Fulfillment of Professional Responsibilities will be based on the variety of materials submitted as supporting evidence in the electronic promotion application and the discussion of these materials in the narrative. Depending on the work assignment this will be based on the following three categories as outlined in the CBA Effective Teaching and Fulfillment of Professional Responsibilities (Article 12):

A. For Teaching Faculty (Article 23) the category is Effective Teaching and Fulfillment of Professional Responsibilities (See section A below)
B. For Faculty whose basic responsibilities lie outside the classroom (Article 23) the category is the duties and responsibilities of the position and Fulfillment of Professional Responsibilities (See section B below)
C. For Faculty with mixed workloads (Article 23), the category is Effective Teaching, the duties and responsibilities of the position, and Fulfillment of Professional Responsibilities.

A. TEACHING FACULTY

Teaching is defined as the interaction that occurs between a Faculty Member and a student during which the student has the opportunity to learn, the student is enabled to learn, and/or the student is motivated to learn. Teaching occurs through both the delivery of formal course content and through interactions that are independent of coursework. The Applicant for Promotion will provide evidence that may include, but need not be limited to, the following areas of effective teaching:

Areas of Evaluation

1. **Instructional Design**: Design will be evaluated based on the ability of the Faculty Member to:

    a. design effective instructional experiences and strategies necessary to foster student engagement and induce learning. Toward this end, Applicants for Promotion should consider using (and explicitly identify in the narrative) high impact practices. This includes service learning, undergraduate research, global learning, collaborative learning, diversity learning, and writing-intensive activities, as well as powerful pedagogies, such as but not limited to Reacting to the Past, LGBTQI+, experiential learning, etc.

    b. design and utilize multiple valid, reliable, and authentic means to assess student learning.

      c.   clearly communicate objectives, expectations, and/or assessment tools via instructional materials.

2. **Instructional Delivery:** Delivery will be evaluated based on the Faculty member's ability to:

      a.   clearly communicate information, concepts, and techniques;

      b.   engage students, and

      c.   promote or facilitate learning.

3. **Innovation in Teaching**: An important activity of the successful teacher should be to experiment with new or different teaching methods to match the ability and interests of students with the changing needs of the curriculum, market, and/or needs of the communities.

4. **Instructional Management**: Instructional Management will be evaluated based on the quality of execution of logistic and record keeping duties involved with teaching. This includes, among other expectations, timely distribution of quality feedback to the student.

5. **Engagement in Assessment and Accreditation efforts:** Document and explain the Faculty member's participation in the continuous Assessment and Accreditation cycle inclusive of: assessment planning and development, data collection, evaluation and analysis, action planning, and resource allocation.

The following are evidence that must be included in electronic promotion application, though more evidence can be provided by the Applicant for Promotion to further their case for excellence.

A. Student Surveys of Course Effectiveness for all courses that comprise the regular contractual academic assignment (excluding overload) per the University official record for the most recent four semesters during which the Faculty Member taught. For nine-month Faculty, this includes Fall and Spring semesters of the previous two years. For twelve-month Faculty, this includes the last four semesters taught (e.g. Summer, Spring, Fall, Summer). To ensure student privacy, the following shall apply: (1) Department of Art: each studio course within the 200-400 level shall be assigned one course number for student evaluation purposes; (2) Department of Music: each applied music area and each music ensemble within the 100-400 level shall be assigned one course number for student evaluation purposes; (3) Department of Dance: each combined technique class (Modern, Jazz, Ballet, etc.) shall be combined for student evaluation purposes. It is the responsibility of the Applicant for Promotion to ensure that Student Surveys of Course Effectiveness are administered for all courses taught as per the official University record noted above and that both summaries of these surveys and student comments are included in their electronic promotion application. If Student Surveys of Course Effectiveness are not included for all courses, the

Applicant for Promotion must acknowledge this fact and explain why these were not included.

B. Current (for the most recent four semesters during which the Faculty Member taught) peer/chair classroom observation reports of teaching (at least one per academic year) done by the Applicant for Promotion's Department Evaluation Committee members, or Department Chair, on the approved form. For nine-month Faculty, this includes Fall and Spring semesters of the previous two years. For twelve-month Faculty, this includes the last four semesters taught (e.g. Summer, Spring, Fall, Summer).

A representative sample of course syllabi and other student materials, such as assignments, assessments, etc.

B. FACULTY MEMBERS WHOSE BASIC RESPONSIBILITIES LIE OUTSIDE OF THE CLASSROOM

For all Faculty whose basic responsibilities lie outside the classroom, the duties and responsibilities of the position will be the category used instead of Effective Teaching. The Applicant for Promotion should be evaluated based upon the quality of performance and degree to which these duties and responsibilities are met.

The following are evidence that must be included in electronic promotion application, though more evidence can be provided by the Applicant for Promotion to further their case for excellence.

A. An official job description that will be the basis of the evaluation (Article 16).

B. A substantiated narrative by the Applicant for Promotion of their abilities in meeting responsibilities of the position as described in the official description.

C. FACULTY MEMBERS WITH MIXED WORKLOADS

When Faculty teach courses and have responsibilities outside of the classroom for which they receive an Alternate Work Assignment or course release (including contractual or non-contractual reassigned workload), Effective Teaching and the duties and responsibilities of that position are the category to be evaluated (See sections II.A and B above).

Chairs will be judged based on the performance of chair obligations as laid out in the CBA Article 6. Administrative tasks carried out above and beyond those required by the course release agreement and CBA should be considered scholarship and/or service.

D. FULFILLMENT OF PROFESSIONAL RESPONSIBILITIES

This category involves the execution of professional responsibilities. Fulfillment of Professional Responsibilities will be assessed as part of the full performance review by the Department Evaluation Committee, Department Chair, and Dean/Associate Provost/Manager. The Applicant for Promotion should also provide evidence of their performance of these basic responsibilities. The Department Evaluation Committee, the Department Chair, and the Dean/Associate Provost/Manager will use their respective evaluations to indicate to what extent the Applicant for Promotion has met professional responsibilities which include, but need not be limited to the following:

- provides quality student advisement
- provides prompt, and when possible, advance reporting of any changes in class hours or classrooms assigned
- prepares for and meets assignments, with timely notification to the proper authority in case of absence
- according to Article 23, full-time teaching Faculty shall maintain a minimum of five (5) office hours per week on no fewer than three (3) different days at such times and locations as will accommodate the needs of the students; teaching Faculty who are not full-time shall maintain a prorated number of office hours each week, at a minimum of twenty-five (25) minutes for each workload hour taught, at such days, times, and locations as will accommodate the needs of the students
- fairly evaluates and promptly reports student achievement
- reports promptly and in advance, if possible, absence due to illness
- accepts those reasonable duties assigned within the field of competence
- preserves and defends the goals of the University with the right to advocate change
- recognizes and attempts to meet department goals and stated standards of performance with the right to advocate change
- willingly accepts department work assignments
- completes department work in a timely manner, and at a high level

If the Department Chair or Department Promotion Committee indicates that the Applicant for Promotion has failed to meet these basic responsibilities, evidence must be included to verify the finding. Generalities are not acceptable for judging Fulfillment of Professional Responsibilities of the Applicant for Promotion.

III. CONTINUING SCHOLARLY GROWTH AND PROFESSIONAL DEVELOPMENT

Continuing scholarly growth and professional development are valued in that they enhance the educational experience, enliven the intellectual climate on campus, provide external funding to support the educational mission of the institution, aid the community, and provide

opportunities for students to grow as scholars, professionals, and citizens. All reviewers should recognize the University's roles as a teaching university. Reviewers will recognize, consider, and appropriately reward Faculty who commit to the time-consuming processes of student and/or community engagement in continuing scholarly growth and professional development.

Scholarship is defined as the discovery, integration, application, and/or advancement of knowledge through research, creative accomplishment, community engagement, and/or professional endeavor, as well as sharing the results of those activities. Scholarship should be related to one's discipline, designed to enhance the educational experience within the discipline, and/or the Faculty member's teaching professional responsibilities. Scholarship also includes professional growth and recognition, and is often used to help the community members solve problems and/or meet needs.

Professional Development is the engagement in teaching and program enhancement that Faculty undertake for developing and improving skills to better meet the needs of students, curriculum and the university.

The CBA and local agreements between Slippery Rock University's administration and Faculty recognize continuing scholarly growth and professional development occur through diverse activities (see Article 12). The Applicant for Promotion will provide evidence that may include, but need not be limited to, the following non-prioritized list (nor are ALL items expected to be included in any individual electronic promotion application):

- development of experimental programs (including distance education);
- papers delivered at regional, national, or international meetings of professional societies;
- regional and national awards related to the discipline;
- offices held in professional organizations;
- invitational lectures given;
- participation in panels at regional, national, and/or international meetings of professional organizations;
- grant acquisitions, submission of grant applications or proposals (external, SSHE, internal);
- editorships of professional journals;
- participation in juried shows and/or premier performances;
- program-related projects;
- quality of musical or theatrical performances; reviewed musical, dance, literary, or theatrical performances, exhibition, production, and/or publication of electronic media;
- participation in one-person or invitational shows;
- consultantships;
- research projects and publication record (or accepted for publication--substantiated by letters of acceptance);
- additional graduate work beyond the minimum requirements for the rank;
- contribution to the continuing scholarly growth or professional development of one's peers;
- performance of accreditation work that leads to professional development;
- innovations in teaching, advising, and/or initiatives that enhance student success;

- inter-university and intra-university program development;
- obtaining or maintaining professional licensure/certification relevant to one's discipline;
- participation in teaching-related professional development;
- evidence (tangible product) of long-range or sustained research that has not yet yielded a publishable result but is consistent with the Faculty member's chosen path of research (e.g. longitudinal research resulting in a data set or a record of peer-reviewed grant writing);
- development/presentation of workshops, panels, institutes, seminars, meetings, and so forth in areas of professional competence;
- testimony of experts in the discipline or related professional expertise;
- exhibitions;
- scholarly participation in panels at national, regional, and/or international meetings of civic organizations;
- participation in organized workshops, institutes, seminars, symposia, short courses, etc. related to professional expertise;
- participation in professional organizations that advance a professional field or discipline;
- refereeing manuscripts or grant proposals submitted to journals, professional meeting committees, and so forth;
- using professional expertise for the creation, modification, and/or dissemination of services, intervention programs, training programs, formal policies, legislation, and/or other public policy solutions aimed at helping SRU's stakeholders and communities;
- collaboration with and/or participation in community organizations or activities in which there is significant use of one's expertise;
- public presentation of scholarly knowledge for academic or applied professional purposes;
- articles, performances, productions, and exhibitions produced by students under the supervision of the Faculty member;
- Faculty creation of data, policy analyses, resource guides, technical reports, research reports policy memorandum, and other analytical products that apply Faculty expertise to benefit the common good of the community and other stakeholders;
- the presentation of expert knowledge for applied professional and/or public service purposes;
- the undertaking of a program evaluation to assess and/or ensure the success of a program at mitigating a community's social problems;
- significant pedagogical contributions (e.g., materials and activities) in the form of new methods of teaching innovative curriculum structures;
- establishing rigorous frameworks for peer and student review of teaching, mentoring, research, applied scholarship, and/or community engagement;
- and other activities that advance knowledge, synthesize knowledge, apply knowledge, and/or disseminate knowledge, including maintaining professional licensure;
- and any other evidence agreed to by the Faculty and Administration at local meet and discuss.

The listing of acceptable forms of evidence of continuing scholarly growth and professional development does not indicate a hierarchy of value for advancement. Additionally, the explicit enumeration of acceptable forms of evidence in the list above shall not be construed to deny or disparage the existence of other acceptable forms of evidence. For example, the CBA accepts, "participation in juried shows and/or premier performances," but does not address the creation of juried shows or premier performances. Reviewers would accept "creating a juried show" as evidence of continuing scholarly growth and professional development.

This non-comprehensive list of acceptable evidence includes activities and artifacts that cover the four of Boyer Categories of Scholarship: Discovery, Integration, Application/Engagement, and Teaching and Learning (Boyer, 1990). As such, acceptable evidence of continuing scholarly growth submitted for promotion should represent at least one of the four categories of scholarship. Boyer (1990) defines the four categories as follows:

Boyer's Categories of Scholarship (found in Boyer, E. L. (1990). *Scholarship reconsidered: Priorities of the professoriate*. Princeton University Press, 3175 Princeton Pike, Lawrenceville, NJ 08648.)	
Type of Scholarship	
Discovery	Original research that advances knowledge
Integration	Synthesis of information across disciplines, across topics within a discipline, or across time
Application/Engagement	Focuses on the use of knowledge to solve problems in any number of domains (social, political, economic); putting knowledge to work; moving from theory to practice, and from practices back to theory
Teaching and Learning	The systematic study of teaching and learning; the transmission of knowledge for the benefit of external audiences and to enrich practices in higher education

The discussions of Boyer's Categories of Scholarship serves to alert both the Applicants for Promotion and the reviewers to the fact that the CBA and local agreements accept a wide array of artifacts as evidence of continuing scholarly growth and professional development. In other words, scholarship extends beyond the traditional journal article, chapter, and book publication. Note, too, that the CBA does not prioritize or favor specific (acceptable) forms of evidence of continuing scholarly growth and professional development.

Areas of Evaluation

Applicants for Promotion are not required to classify each piece of evidence of continuing scholarly growth and professional development according to the four Boyer categories mentioned above. However, classifying the activities may help focus evaluations on the appropriate characteristics. When assessing the quality of continuing scholarly growth and professional development, reviewers will analyze one or more of the following features of activities:

1. Complexity and intellectual rigor of the activity or artifact.
2. The time commitment invested in the creation of the activity or artifact.
3. The quality of the writing. Writing should meet professional standards, communicate effectively, and be logically consistent.
4. The ability of the activity to advance discipline, teaching, and/or professional knowledge; and/or otherwise have the capacity to meet the goals served by discovery, integration, application, and/or teaching.
5. The extent to which Applicant for Promotion provides student growth opportunities through their continuing scholarly growth and professional development.
6. The extent to which the Applicant for Promotion partners with relevant communities to direct continuing scholarly activities and professional development toward researching community problems, solving community problems, or otherwise aiding communities.

IV. SERVICE: CONTRIBUTION TO THE UNIVERSITY AND/OR COMMUNITY

Service is defined as voluntary elected and/or appointed activities that contribute to the internal community, external community, institution, and/or profession. Applicant for Promotion should be a part of the university community and participate in service to the shared governance and operations of the institution. Moreover, the impact of the Applicant for Promotion's service should be primary in the evaluation of this category, as the best service is not mere participation but expressions of dispositions of leadership, initiative, application of expertise, and/or sustained commitment to achieve a collaborative purpose. Projects for which an Applicant for Promotion has received an alternative work assignment or specific compensation from the university (i.e., a release from teaching, monetary reward, or waiver of other contractual duties) shall not be considered "service." Indeed, excellent service often complements and helps advance teaching and/or continuing scholarly growth and professional development, but frequently related, it is distinct from those other areas of evaluation (Article 12).

Note that the Applicants for Promotion will provide evidence that may include, but is not be limited to, the forms of evidence of accomplishments listed below; and that the listing of areas or forms of evidence of accomplishment does not indicate a hierarchy of value for advancement.

1. **Internal Community Service and Engagement** - Significant (non-course, non-program) advising, mentoring and/or management contribution to student organizations or activities; and/or significant contribution to internal community service and/or engagement.

2. **External Community Service and Engagement** - Evidence of accomplishment in this area includes voluntary contributions to professionally-based, community-engaged organizations that are reasonably related to one's discipline and/or expertise. Evidence of community service include but are not limited to: efforts at establishing mutually beneficial (reciprocal) partnerships with the community that seek to increase community leadership and/or capacity for solving problems; meeting community needs by supervising or mentoring community engagement activities; development of internship programs; implementing intervention programs; training community members and groups; and/or significant contribution to external community service and/or engagement.

3. **Institutional Service -** Evidence of accomplishment in this area includes the quality of voluntary service to:

   a. Department/Program – development of new course(s) or program(s); quality of curriculum development; documented participation in the assessment and accreditation cycles; committees; advisory boards; training or assisting other Faculty members in the use of distance education technology and other processes; mentoring of Faculty members to guide them during the tenure and promotion processes. Development of internship programs and/or significant contribution to department/program service other than covered in items above.

   b. College – committees; advisory boards; development of new course(s) or program(s); quality of curriculum development; training or assisting other Faculty members in the use of distance education technology and other processes; and and/or significant contribution to college service other than covered in items above.

   c. University/APSCUF - committees, advisory boards, colloquia, and/or task forces; participation in college or university governance; or on APSCUF committees. Training or assisting other Faculty members in the use of distance education technology and other processes; special individual assignment; delivery of training to other Faculty members that leads to improved teaching effectiveness, research, or service; development of new course(s) or program(s); quality of curriculum development; and/or significant contribution to University governance other than covered in items above.

   d. PASSHE - committees, advisory boards, colloquia, and/or task forces; and/or significant contribution to the State System other than covered in items above.

4. **Professional Service** - Evidence of accomplishment in this area includes the quality of voluntary service to professional organizations such as committee work and other responsibilities that contribute to the function, advancement, and/or maintenance of the organization, service to governmental agencies related to the area of expertise; and/or significant contribution to professional service other than covered in items above.

ALL areas and evidence items listed above are NOT expected to be included in any individual electronic promotion application. Note also that the listing of a form of evidence of accomplishment in one of the areas above does not preclude its inclusion under another area.

<u>**Areas of Evaluation**</u>
When assessing the quality of service, reviewers will analyze one or more of the following features:
1. Complexity and intellectual rigor of the service.
2. The time commitment invested in the service.
3. The professional quality of any artifacts and/or activities designed and/or implemented as a result of the service.
4. The ability of the person serving to meet the goals of the service activities.
5. The magnitude/importance of the service activities for the group served.

REQUIREMENTS FOR FACULTY PROMOTION IN RANK

For a Faculty Member to be recommended for promotion in rank, they must receive "Yes" in Mastery of the Subject Matter in the Discipline and the required rating of excellent in all three Categories for Performance Review and Evaluation. Terms used to show degree of competency are "Excellent" or "Needs Improvement." This evaluation will be as objective as possible and will consider differences among the various disciplines. The Department Promotion Committee, the Department Chair, the appropriate Dean/Associate Provost/Manager, the University-Wide Promotion Committee, and the President/designee will employ the criteria explained within this document when evaluating promotion electronic promotion applications.

Differences in the requirements for Faculty rank implies a rising level of expectancy in performance for a Faculty Member over time.

Throughout the promotion process, the Department Promotion Committee, Department Chair and appropriate Dean/Associate Provost/Manager are conducting independent evaluations that are ultimately forwarded to the University-Wide Promotion Committee and the University President and/or designee. After the University-Wide Promotion Committee considers the recommendations of the Department Promotion Committee, Department Chair and appropriate Dean/Associate Provost/Manager and conducts their own evaluation of the

application for promotion, they will forward to the University President and/or Designee a numerically ranked list of applicants. Applicants for Promotion are to be numerically ranked only against other applicants applying for the same promotion rank (assistant professor, associate professor, or professor) and ranks are to be communicated using a "dense ranking" process, which allows for individuals to share the same rank. An example of such a ranking would be 1, 1, 2, 3, 3, 3, 4, 4, 5, etc.

PROCEDURES FOR EVALUATING APPLICANTS FOR PROMOTION IN RANK

A. PROCEDURES OF THE DEPARTMENT CHAIR

1. During Spring of each academic year, the Department Chair will direct the Department Faculty to form a Department Promotion Committee for the upcoming academic year.
2. Once formed, the Department Chair will inform the manager of the current submission platform of the membership of the Department Promotion Committee for the upcoming academic year.
3. By October 1, the Department Chair will direct the Department Promotion Committee to convene the first meeting and conduct the election of its chair.
4. No Department Chair will evaluate their own electronic promotion application for promotion or the electronic promotion application of a member of their immediate family or a person residing in their household; the Department Faculty will elect another Faculty Member from the department who is both acceptable to the Department Faculty and Management to substitute for the Department Chair.
5. Prior to October 1, the Department Chair will become familiar with Article 16 and with the SRU PROMOTION POLICIES AND PROCEDURES FOR FACULTY PROMOTION IN RANK REVISED 2019 and also be familiar with the rules and due dates in all parts of these documents.
6. By November 1, the Department Chair will inform the Applicant for Promotion of the right to meet before submitting their recommendation.
7. By November 15, the Dean/Associate Provost/Manager will notify the Department Chair of eligibility of each Applicant for Promotion.
8. By December 1, the Department Chair will provide the University-Wide Promotion Committee with their recommendation of the Applicant for Promotion in rank; the Department Chair's recommendation will include a statement on Mastery of the Subject Matter in the Discipline, and for each of the review categories, a substantiated description indicating to what extent the Applicant for Promotion meets the requirements for promotion to rank sought; in the event the Applicant for Promotion has not met Mastery of Subject Matter in the Discipline and/or is not rated excellent in each of the three review categories the Department Chair will provide evidence for their judgement.
9. The Department Chair must rate the Applicant for Promotion with a "Yes" in Mastery of Subject Matter in the Discipline and "Excellent" in all three Categories for the Performance Review and Evaluation to be recommended for promotion in rank.

10. By December 1, the Department Chair will forward a full list of Department Applicants for Promotion to the University-Wide Promotion Committee.
11. The Department Chair will forward a full list of Applicants for Promotion without recommendations to the Dean/Associate Provost/Manager.
12. The Department Chair's evaluation must be conducted independently of the Department Promotion Committee's evaluation.
13. By December 1, the Department Chair will inform each Applicant for Promotion of their recommendation and will take the further responsibility of substantiating their recommendation, and provide the Applicant for Promotion suggestions that may lead to a favorable outcome in the future.

B. PROCEDURES OF THE DEPARTMENT PROMOTION COMMITTEE

1. By the end of the Spring semester of each academic year, the Department Chair will facilitate the creation of a Department Promotion Committee for the upcoming academic year that may be the same as or different from the Department Evaluation Committee.
2. The Department Promotion Committee will consist of at least three (3) regular full-time Faculty members, excluding the Department Chair, Applicants for Promotion, and members of the Applicant's immediate family or person residing in their household, no Faculty Member or a member of their immediate family or a person residing in their household may serve on the Department Promotion Committee and concurrently apply for promotion (Article 16). In the that an insufficient number of eligible Faculty members remain to form a Department Promotion Committee, the procedure identified in the current CBA will be utilized to form a Department Promotion Committee.
3. Prior to the beginning of its work on November 1, the Department Promotion Committee will meet and become familiar with each of Article 16, the SRU PROMOTIONS POLICIES AND PROCEDURES FOR FACULTY PROMOTION IN RANK REVISED 2019, the rules and due dates in all parts of these documents, and will announce the rules and procedures under which it will operate to the Department Faculty.
4. By November 1, the Department Promotion Committee Chair will inform the Applicant for Promotion of the right to meet before the Committee submits their recommendation.
5. By November 15, the Dean/Associate Provost/Manager will notify the Chair of the Department Promotion Committee of eligibility of each Applicant for Promotion.
6. By November 5, the Department Promotion Committee Chair will inform the appropriate Dean/Associate Provost/Manager of all Applicants for Promotion within the department.
7. The Department Promotion Committee will examine the electronic promotion application for completeness by checking for required materials as indicated in this document; in the event the Department Promotion Committee finds the electronic promotion application to be incomplete for promotion to rank sought, it will inform the Applicant for Promotion by November 15, including a list of specific missing information and a reasonable due date for submission. This communication should be copied to the Department Chair. Materials added after the November 1st submission will be added as a separate document.

If Applicants for Promotion do not wish to update or withdraw their electronic promotion application, they may submit the question of completeness to the University-Wide Promotion Committee for determination. The Department Promotion Committee will maintain confidentiality with respect to deliberations.

8. By December 1, the Department Promotion Committee will provide the University-Wide Promotion Committee with a copy of its recommendation of the Applicant for Promotion in rank and access to their electronic promotion application; the Department Promotion Committee's recommendation will include a statement on Mastery of the Subject Matter in the Discipline, and for each of the review categories a substantiated description indicating to what extent the Applicant for Promotion meets the requirements for promotion to rank sought. In the event the Applicant for Promotion has not met Mastery of Subject Matter in the Discipline and/or is not rated excellent in each of the three review categories, the Department Promotion Committee will provide evidence for its judgement.

9. The Department Promotion Committee must rate the Applicant for Promotion with a "Yes" in Mastery of Subject Matter in the Discipline and "Excellent" in all three Categories for the Performance Review and Evaluation to be recommended for promotion in rank.

10. By December 1, the Department Promotion Committee will forward a full list of Applicants for Promotion will be forwarded to the University-Wide Promotion Committee.

11. The Department Promotion Committee's evaluation must be conducted independently of the Department Chair's evaluation.

12. By December 1, the Department Promotion Committee will inform each Applicant for Promotion of its recommendation and will take the further responsibility of substantiating its recommendation and will provide the Applicant for Promotion suggestions that may lead to a favorable outcome in the future.

C. PROCEDURES OF THE UNIVERSITY-WIDE PROMOTION COMMITTEE
C1. COMPOSITION AND ORGANIZATION OF THE COMMITTEE

1. All tenured members of the Faculty who are not Applicants for Promotion and who do not have a member of their families or a person residing in their households applying for promotion are eligible to be nominated for election to the committee through the APSCUF campus-wide nominating process.

2. The APSCUF election system will ensure the right of all regular Faculty members to vote for University-Wide Promotion Committee members.

3. No more than one member of a department may serve on the University-Wide Promotion Committee in an academic year.

4. When elected Faculty members of the University-Wide Promotion Committee are immediate family members or persons residing in the household of the Applicant for Promotion, they will recuse themselves from the University-Wide Promotion Committee.

5. The University-Wide Promotion Committee will consist of two members from each academic college and one member from the library and academic non-teaching Faculty. No more than one person can serve from a department.
6. The elected members will serve three-year terms of office, with one-third of the University-Wide Promotion Committee newly elected each year.
7. If a vacancy should occur in the University-Wide Promotion Committee, a suitable replacement will be solicited by the Nominations and Elections committee, and then all nominated individuals will be considered via an all-Faculty vote.
8. Although elected from individual colleges and the library/academic non-teaching Faculty, members of the University-Wide Promotion Committee represent the Faculty as a whole and DO NOT represent any particular School, College, or Department.

C2. COMMITTEE PREPARATION FOR ITS WORK

1. By October 1 of each academic year, the University-Wide Promotion Committee will organize itself and select an appropriate chair or co-chairs.
2. Prior to the beginning of its work, the University-Wide Promotion Committee will meet and become familiar with each of Article 16, the SRU PROMOTIONS POLICIES AND PROCEDURES FOR FACULTY PROMOTION IN RANK REVISED 2019, the rules and due dates in all parts of these documents and will announce the rules and procedures under which it will operate to the Faculty.
3. The University-Wide Promotion Committee will meet with the President of APSCUF (or designee) as well as the University President (or designee) to review criteria and procedures for promotion in rank.

C3. COMMITTEE EVALUATIVE PROCEDURES AND RULES

1a. By December 1 of each academic year the University-Wide Promotion Committee will be given access to the electronic promotion applications of Applicants for Promotion by the Department Chairs and determine eligibility for each Applicant for Promotion.
1b. By December 15, the University-Wide Promotion Committee will determine completeness of the electronic promotion application applicable under B.7 PROCEDURES OF THE DEPARMENT PROMOTION COMMITTEE. In all other cases, the University-Wide Promotion Committee is not responsible for determining completeness of the Applicant for Promotion's electronic promotion application and completeness of the electronic promotion application will NOT prevent the University-Wide Promotion Committee from reviewing an electronic application for promotion.
2a. By December 15, the University-Wide Promotion Committee will provide access to each eligible electronic promotion application to the University President or their designee to provide the Administration the same amount of time with the electronic promotion application as the Committee and will also provide access to the Department Promotion Committee's recommendation of the Applicant for Promotion and the Department Chair's recommendation of the Applicant for Promotion to the Provost, unless the Provost is the

University President's Designee.

2b. In the event that the Provost is named as the University President's Designee for making decisions about promotions, then the Provost will not make a recommendation.

3. By December 15, the University-Wide Promotion Committee chair/co-chairs will inform each Applicant for Promotion that their electronic promotion application has been received by the Committee and will advise the Applicant for Promotion that they may request to appear before the University-Wide Promotion Committee.

4. By January 31, the University-Wide Promotion Committee will receive the substantiated recommendations of Applicants for Promotion with justifications based on Mastery of the Subject Matter in the Disciplines and three performance review and evaluation categories from appropriate Dean/Associate Provost/Manager for Academic Services, Library, Counseling Center, and Athletic Faculty, which will be considered in the final Committee recommendations (each Dean/Associate Provost/Manager is responsible for the Applicants for Promotion in their area).

5. By February 21, the University-Wide Promotion Committee will receive the recommendations of the Applicants for Promotion from the Provost, unless the Provost is the University President's designee, which will be considered in the final Committee decisions.

6. If the University-Wide Promotion Committee is unclear about any aspect of the recommendations provided by the Department Chair, the Department Promotion Committee, the Dean/Associate Provost/Manager, and/or the Provost, the University-Wide Promotion Committee will request clarification from the appropriate party.

7. While the University-Wide Promotion Committee will take into consideration the recommendations of the Department Chair, the Department Promotion Committee, the Dean/Associate Provost/Manager, and/or the Provost, the University-Wide Promotion Committee will conduct a review of each electronic promotion application and make its own recommendation.

8a. Each Applicant for Promotion's electronic promotion application will be judged on the extent to which the Applicant for Promotion has met the Categories for Performance Review and Evaluation appropriate for rank.

8b. The University-Wide Promotion Committee will focus their review on the narrative supplied by the Applicant for Promotion, the recommendations submitted by the Department Promotion Committee, Department Chair, and the Dean/Associate Provost/Manager; referring to the submitted supporting material in cases where there may be lack of clarity or understanding.

8c. All University-Wide Promotion Committee members will make the final judgement on each electronic promotion application, irrespective of their judgments on the electronic promotion applications of other Applicants for Promotion, with each member rating each of the three Categories for Performance Review and Evaluation with an "Excellent" or "Needs Improvement."

9. When the University-Wide Promotion Committee has completed its deliberations, it will rank the recommended Applicants for Promotion independently for each rank sought and send the list to the University President or their designee, along with copies of the

recommendations of the Department Chair, the Department Promotion Committee, the Dean/Associate Provost/Manager, and the Provost by April 15. The list will include a numerically ranked list of Applicants for Promotion. Applicants are to be numerically ranked only against other Applicants for Promotion applying for the same promotion rank (assistant professor, associate professor, or professor) and ranks are to be communicated using a "dense ranking" process, which allows for individuals to share the same rank. An example of such a ranking would be 1, 1, 2, 3, 3, 3, 4, 4, 5, etc.

10a. The University-Wide Promotion Committee may consider information, testimony or other evidence apart from that supplied by the Applicant for Promotion, the Department Chair, the Department Promotion Committee, the Dean/Associate Provost/Manager, and the Provost, but it will not entertain such material unless submitted at its own request and unless it is relevant to the categories described in this document.

10b. In the event the information, testimony, or other evidence, apart from that supplied by the Applicant for Promotion, is considered, the Applicant for Promotion will be provided with a copy of all such information, testimony, or other evidence, and will be provided with an opportunity to respond prior to the Committee making its final recommendation.

11. The University-Wide Promotion Committee will maintain confidentiality regarding its deliberations.

12. The Applicant for Promotion will have access to copies of all documents reviewed and generated by the University-Wide Promotion Committee for their application only.

C4. COMMITTEE RECOMMENDATIONS PROCEDURES

1. The Chair/Co-Chairs of the University-Wide Promotion Committee will forward the full, numerically ranked list of applicants together with the University-Wide Promotion Committee, the Department Chair's, the Department Promotion Committee's, the Dean's/Associate Provost's/Manager's, and the Provost's recommendations, to the University President or their designee.

2. The University-Wide Promotion Committee will forward their recommendation, relating to each specific applicant, to the Applicant for Promotion.

3. In the event the University President or their designee reject the findings of the University-Wide Promotion Committee, they will notify the University-Wide Promotion Committee in writing and will provide an opportunity to discuss the reason(s) for the rejection.

C5. FOLLOW-UP PROCEDURES OF THE COMMITTEE

1a. After the final decisions and announcements on promotion have been made by the University President or their designee, the University-Wide Promotion Committee will forward its written statement and the University-Wide Promotion Committee's recommendations to the Applicant for Promotion by July 30.

1b. The statement will substantiate the University-Wide Promotion Committee's recommendation, which is based on Mastery of the Subject Matter in the Discipline and

the three Categories for Performance Review and Evaluation.

1c. In the event the University-Wide Promotion Committee has not recommended the Applicant for Promotion, the statement to the applicant will provide suggestions that may lead to a favorable outcome in the future.

2a The University-Wide Promotion Committee Chair/Co-Chairs will retain access to the electronic promotion applications until after the Committee's meeting with the University President or their designee.

2b. Upon completion of the meeting, access to the respective Applicant for Promotion electronic promotion applications will be terminated.

2c. Applicants for Promotion are entitled to copies of all documents reviewed by the University-Wide Promotion Committee.

D. PROCEDURES OF THE DEANS, ASSOCIATE PROVOSTS, MANAGERS, AND PROVOST

1. No Dean/Associate Provost/Manager, or Provost will submit a recommendation regarding the application of a member of their immediate family, as defined in the Collective Bargaining Agreement, or a person residing in their household.

2a. By November 15 of each academic year, each Dean/Associate Provost/Manager will verify that individuals wishing to apply for promotion are eligible to do so, with notification sent to Chair of Department Promotion Committee, Department Chair, University-Wide Promotion Committee, and University President or their designee.

2b. By December 20 of each academic year, each Dean/Associate Provost/Manager will have access to the eligible Applicant for Promotion's electronic promotion application without Department Chair's and Department Promotion Committee's recommendation forms for Applicants for Promotion.

3a. By January 31 of each academic year, each Dean/Associate Provost/Manager will review the electronic promotion application and send a substantiated recommendation based on Mastery of Subject Matter in the Discipline and the three Performance Review and Evaluation Categories simultaneously to the Provost, unless the Provost is the President's Designee, the University-Wide Promotion Committee, and the Applicant for Promotion, who may submit a written statement to the University-Wide Promotion Committee addressing the Dean's/Associate Provost's/Manager's recommendation by February 15.

3b. In the event that the Provost is named as the University President's designee for making decisions about promotions, then the Provost will not make a recommendation.

3c. In such cases, only the Dean/Associate Provost/Manager will submit a recommendation to the University-Wide Promotion Committee.

4. By February 21 of each academic year, the Provost, unless they are the University President's Designee (in the event that the Provost is named as the President's Designee for making decisions about promotions, then the Provost will not make a recommendation) will review the electronic promotion applications and respective Department Chair. Department Promotion Committee, and Dean/Associate Provost/Manager recommendations and will send a recommendation based on Mastery of Subject Matter in

the Discipline and the three Performance Review and Evaluation Categories for each Applicant for Promotion simultaneously to the University-Wide Promotion Committee and the Applicant for Promotion, who may submit a written statement to the University-Wide Promotion Committee addressing the Provost's recommendation by March 1.

E. PROCEDURES OF THE UNIVERSITY PRESIDENT (OR DESIGNEE)

1. If the University President chooses to appoint a designee for the promotion process, the appointment will occur by August 1.
2. The University President or their designee by October 10 will meet with the University-Wide Promotion Committee to review criteria and procedures for promotion in rank.
3. The University President or their designee, Provost, Dean/Associate Provost/Manager will employ the same criterion and categories described within this document and described in Article 16 to evaluate all Applicants for Promotion.
4. In the event the University President or their designee rejects a recommendation of the University-Wide Promotion Committee, that committee shall be notified in writing and shall be given the opportunity to discuss the matter with the President or their designee.
5. The University President or their designee will carry out promotion decision procedures with proper regard for the rights of the Applicant for Promotion.

PROMOTION PROCEDURES FOR FACULTY WHO ARE EMPLOYED AT SRU FOLLOWING RETRENCHMENT AT ANOTHER PENNSYLVANIA STATE INSTITUTION
(Promotion after Retrenchment)

When a tenured Faculty Member is retrenched from their State University in the Pennsylvania State System of Higher Education and is preferentially hired at Slippery Rock University, they will be appointed with tenure. If promotion is sought, legal requirements for the rank sought must be met, according to Act 182, Act 188, and as described under the topic of **MASTERY OF SUBJECT MATTER IN THE DISCIPLINE** in this document.

PROCEDURAL GUARANTEES

Three Percent Rule

Article 16 states that the minimum qualifications for ranks shall be as specified in the applicable laws. Applicable Law is conceded to be Act 182, which provides as follows in pertinent part:

As per Act 182, no more than 3% of total Faculty complement may hold the rank of full professor without a doctorate or recognized equivalent.

Diversity, Equity, and Inclusion

In recognition that the University has a statutory and contractual obligation to advance equal employment opportunity through affirmative action, the Chief Diversity Officer or designee of the University will be invited to attend mutually agreed-upon University-Wide Promotion Committee meetings at each level to gain insight into the nature of the evaluation process and the quality of attention given each applicant's candidacy. The Chief Diversity Officer or designee will provide rapid, informed feedback to the decision-making bodies and individuals involved concerning any perceived areas of difficulty.