

APPENDIX C

JOINT PROMOTION COMMITTEE RULES AND PROCEDURES

(Revisions Approved March, 2007)

The Joint Promotion Committee via the Provost's Office shall publicize the procedures that it employs annually in the Campus Connection prior to the submission deadline for promotion files.

General Principles

JPC is comprised of 12 full professors plus the three academic deans and the Provost. The first committee meeting of the academic year will be convened by the Provost. The committee will elect its chair. The Office of the Provost shall provide support for the chair and coordinate all activities related to the promotion process.

Once the portfolio has been forwarded to the Dean, it is closed and cannot be modified. This does not, however, preclude clarification of material in the portfolio at the Presentation and Discussion Meeting, Reconsideration Meeting, or Appeal Meeting.

In order for a JPC member to be eligible to vote on a candidate at the conclusion of any of the three meetings (presentation, reconsideration or appeals), the JPC member must be physically present at the meeting or participate in the meeting via conference call. JPC members absent from any of these three meetings may not submit written statements about candidates under consideration.

Absolute confidentiality related to written or oral comments, preliminary evaluations, and voting summaries is to be maintained by every member of the JPC.

The chair is the only spokesperson for actions of the JPC.

Each JPC member agrees to respect a diverse, informed, and professional subjectivity on the part of all other members of the JPC.

Each JPC member submits the following feedback:

1. Preliminary Ratings: A set of ratings of the candidates (0-6) scale on the areas of teaching, scholarship, and service.
2. Initial Ballot: "yes" or "no" votes to promote the candidates and reasons given for any "no" votes, completed after the discussion meeting.

3. A Reconsideration Ballot: "yes" or "no" votes to promote the candidates under reconsideration and reasons given for any "no" votes, completed after the reconsideration meeting.
4. An Appeal Ballot: "yes" or "no" votes to promote the candidates under appeal and reasons given for any "no" votes, completed after the appeal meeting (if held).

Preliminary Ratings of Candidates

Prior to the Presentation and Discussion Meeting, each JPC member is expected to review the portfolio of each candidate and to complete and submit Preliminary Ratings. Each JPC member shall evaluate each candidate on a scale of 0 - 6 in each of the categories of teaching, scholarship, and service. The scale may be interpreted as follows:

6 "highly qualified"
5
4
3 qualified"
2
1
0 "not qualified"

Summary results of the preliminary evaluation will be shared with JPC members at the Presentation and Discussion Meeting.

Presentation and Discussion Meeting

The JPC will conduct business with at least 14 members present.

Separate discussions will be held for each of the ranks—first for candidates at the Associate Professor level, then for candidates at the Full Professor level.

Each JPC member (except the deans and the PVC) will serve as a presenter (not as an advocate) for one to three promotion candidates, which will be randomly assigned. JPC members shall not be presenters for candidates from their department.

Each presentation is limited to two to three minutes and will summarize the credentials with a general comment as to where the presenter scores the candidate on the scale of 0 - 6 in each of the categories of teaching, scholarship, and service. In addition, the presenter is responsible for keeping informal notes

on the commentary regarding the candidate on whom they presented and reviewing the letter regarding the candidate if he/she is not promoted (see "notification of candidates" below).

Initial Ballot

Following the Presentation and Discussion Meeting and according to the deadline set by JPC, each JPC member will complete an initial ballot. On that form, members will vote yes or no for each candidate and will provide reasons for their vote. The vote will be submitted electronically. Although members' names are associated with their ballots, this information is used only to for the Provost's Office to track who has voted. It is not shared with the committee or candidates. A 2/3 positive vote by those eligible (see above) shall be required for a recommendation for promotion.

Reconsideration Meeting

All candidates receiving less than a two-thirds positive vote will be reconsidered at the Reconsideration Meeting, which will consist of a discussion of each candidate being reconsidered. A voting summary of all candidates being reconsidered will be shared with JPC members prior to the beginning of the meeting.

Reconsideration Ballots will be available to JPC members electronically after the meeting. Each member will vote yes or no for each candidate and will provide reasons for any "no" votes. These ballots will be submitted to the JPC Chair by the indicated date. A two-thirds positive vote will result in a recommendation for promotion.

Notification of Candidates

Letters to all candidates will be sent out seven days after results of the Reconsideration Ballots are determined. Letters to candidates not recommended for promotion will contain reasons for this recommendation as well as the committee's vote on the candidate's application. These letters will be posted to the secure D2L site for review by the individual's presenter and Dean prior to being sent.

At the request of the unsuccessful candidate, the chair (and only the chair) shall meet with the candidate to discuss the reasons for the negative decision.

Appeals

Within 7 days of receiving the written reasons for a negative decision, the candidate may, by writing to the Joint Promotion Committee chair, appeal the Joint Promotion Committee recommendation. An appeal review shall take place within 14 days of the filing date. The faculty member shall be given at least 7 days notice of such review.

Appeals shall be in writing. Candidates are responsible for making copies for each member of the JPC. The appeals process is defined by Faculty Senate Bylaws in Appendix A, which proscribes the grounds on which an appeal may be made. Note that the appeals process does not allow the inclusion of new materials either in the promotion portfolio or in the appeals document.

The JPC will conduct business with at least 14 members present and a 2/3 positive vote by those eligible to vote shall be required for a recommendation for promotion.

Appeal Ballots will be available electronically and due on the date/time established by JPC. On that ballot, each member will vote yes or no for each candidate and must provide reasons for any no votes.

Notification of Chancellor

The chair will forward to the Chancellor a list of all candidates recommended and not recommended for promotion, and the results of any appeals. Separate lists shall be provided for each rank. That document will contain the voting outcome for each candidate.