

Date: August 15, 2011
To: All IFO Faculty
From: Robert J. Griggs, Vice President for Academic Affairs (Interim)
Subject: PROCEDURES AND CRITERIA FOR PROMOTION

The purpose and criteria to be used in the promotion process shall include those described in Article 22, Sections A and B as follows:

- A. Purpose
The purpose of professional development is to provide for continuing improvement in teaching, in other student interactions, in the quality of scholarly activity and other service to the university and community. The purpose of evaluation is to provide faculty with information which will contribute to their professional development. The evaluation processes are intended to be supportive of a faculty member's desire for continuing professional growth and academic excellence. This process contributes to various personnel activities and supports the interest of each faculty member to achieve continuing professional growth and to pursue the highest possible level of academic excellence.
- B. Criteria
 1. Demonstrated ability to teach effectively and/or perform effectively in other current assignments.
 2. Scholarly or creative achievement or research.
 3. Evidence of continuing preparation and study.
 4. Contribution to student growth and development.
 5. Service to the university and community.

The decision to promote shall be based on a demonstrated cumulative requisite record of professional performance and high achievement appropriate to the relevant rank.

Normally, three (3) years in rank, with two (2) evaluations conducted in accordance with Article 22, will be a minimum prerequisite for consideration for promotion.

Note: For purposes of this article, "immediate supervisors" are deans or other (non IFO) administrators and do not include department chairs.

PROCEDURES AND CRITERIA FOR PROMOTION

Page 2

The following shall constitute the process for consideration for promotion.

1. A faculty member seeking promotion shall give notice of intent to the immediate supervisor by **November 15***. The faculty member completes an application for promotion and sends a copy, along with supporting documentation, to the department/unit through the chair. The recommendation of the department/unit and of the chair [See Art. 20, Sec. A, Subd. 4.], with all documentation, shall be sent to the immediate supervisor by **January 31***, with copies sent to the faculty member by the chair.
2. A copy of the immediate supervisor's proposed recommendation shall be given to the faculty member. After receipt of this recommendation, the faculty member shall be given the opportunity to meet with the immediate supervisor. The faculty member may submit written comments to the supervising Vice President regarding the immediate supervisor's recommendations.
3. The supervising Vice President's recommendation shall be sent to the President by **May 1***. A copy of the Vice President's recommendation shall be sent to the faculty member. Upon receipt of the Vice President's recommendation, the faculty member may request an interview with the President before the President decides on the request for promotion. The President's decision shall be conveyed to the faculty member in writing by **June 15***.
4. The President's decision to grant or to deny promotion shall not be arbitrary or capricious. Processing of any subsequent applications for promotion shall take into account the areas of deficiency upon which promotion was denied.
5. A faculty member who is not promoted may, upon request, meet with the President or designee to discuss the President's decision. The faculty member may request, and shall be furnished, written indication of deficiencies and guidance concerning appropriate action to overcome such deficiencies.
6. Failure of the department/unit or chair to make a recommendation to the immediate supervisor by **January 31*** shall not preclude the President from making a promotion decision.
7. Length of service in rank and at the university may be a factor in consideration for promotion. Normally, three (3) years in rank, with two (2) evaluations conducted in accordance with Article 22, will be a minimum prerequisite for consideration for promotion. (See Article 22). All full-time faculty whose appointments are effective after the beginning of the academic year shall be considered as having begun service at the beginning of that academic year. Faculty members who do not receive a full evaluation under Article 22 shall not be denied consideration for promotion.
8. All promotions shall take effect on the first duty day of the subsequent year as indicated in the appointment form.
9. An instructor shall be promoted to Assistant Professor upon being granted tenure.

Reference Article 25, "Tenure, Promotions and Non-Renewal," Agreement between the MnSCU Board of Trustees and in the Inter-Faculty Organization, 2009-2011.

PROCEDURES AND CRITERIA FOR PROMOTION

Page 3

2011-2012 CALENDAR OF DEADLINES

1. By **November 15, 2011*** A faculty member seeking promotion shall give notice of intent to the Dean/immediate supervisor.
2. By **November 21, 2011** The faculty member shall have completed an application for promotion (plus attached Application for Promotion Cover Sheet) and have submitted it along with supporting documentation to the department/unit through the department chair.
3. By **January 31, 2012*** The department/unit and the chair shall have finished their recommendations and have forwarded all recommendations with all documentation to the Dean/immediate supervisor with copies sent to the faculty member by the chair.
4. By **February 6, 2012** Dean/immediate supervisor shall furnish a copy of her/his proposed recommendation to the faculty member.
5. By **February 17, 2012** The faculty member shall be given the opportunity to meet with the Dean/immediate supervisor.
6. By **March 2, 2012** Dean/immediate supervisor shall furnish a copy of her/his recommendation and the recommendations of the department/unit and all supporting documentation to the supervising Vice President.
7. By **March 16, 2012** The faculty member may submit written comments to the supervising Vice President regarding the immediate supervisor's comments.
8. By **May 1, 2012*** The supervising Vice President shall submit his/her and all recommendations and documentation to the President and shall send a copy of his/her recommendation to the faculty member.
9. By **May 2, 2012** Upon receipt of the supervising Vice President's recommendation, the faculty member may request an interview with the President before the President decides on the request for promotion.
10. By **June 15, 2012*** The President's decision shall be conveyed to the faculty member in writing. A copy of the President's decision and documentation will be sent to the faculty member's official personnel record.

*These dates are specified in the MnSCU-IFO agreement.

2011-2012 Promotion Requests (Article 25)

	Letter of Intent to Dean/Supervisor	Application & Cover Sheet with documentation to Dept through Chair	Chair/Dept Rec's & Documentation to Dean/Supv with Copy to Faculty	Dean/Supv Proposed Recommendation to Faculty	Faculty Mtg w/Dean (if requested)	Dean/Supv Recommendation & documentation to VP	Faculty Written Comments to VP (if any)	VP Rec & documentation to President & Copy to Faculty	Faculty Mtg with President (if requested)	President's Decision to Faculty & copy of decision & documentation to HR file
Promotion	11-15-11*	11-21-11	1-31-12*	2-6-12	2-17-12	3-2-12	3-16-12	5-1-12*	5-2-12	6-15-12*

*Contractual Dates