

Proposed Temporary Modification to the Kutztown University Faculty Promotion Guidelines

In order to make the promotion application process more transparent and provide the promotion candidate with a clearer sense of the status of their application the following temporary change is proposed to be in effect for the 2007-2008 academic year.

The following temporary changes will be made to the Promotion Guidelines:

To the appropriate paragraphs in Section V.

- G. [If the DPC and/or the departmental chairperson fails to submit a recommendation to the UPC on or before February 1, the candidate may submit the application directly to the UPC and the supporting material directly to the President on or before February 15.]
The candidate (or his/her designee) will deliver his/her promotion materials and a copy of his/her fall teaching schedule directly to Rohrbach Library Room 100B during one of the times announced by the UPC for this purpose. Upon delivery two members of the UPC and the candidate (or his/her designee) will confirm that all student evaluations for classes taught during the semester of application, peer evaluation(s) from the same semester, and an updated copy of the candidate's CV are included in the materials. The presence or absence of these items will be documented on a Promotion Materials Receipt form with signatures from both the UPC members and the candidate (or his/her designee) and copies of this form will be provided for both the candidate and the UPC records.
- H. There will be a place on the Promotions Materials Receipt form for the candidate to indicate if his or her good faith efforts have failed to have included in his or her promotion materials the required peer evaluations and/or students evaluations. If a candidate indicates that this is the case, a copy of the Promotion Materials Receipt form will be sent to the candidate's department promotion committee chair, department chair, Dean/Library Director*, the Provost, and the current APSCUF-KU president.
- I. The University Promotion Committee reserves the right not to consider any promotion materials lacking any portion of the three required items or delivered after 4:30 P.M. on the first business day after January 14 that the library is open.
- [H] J. Once the DPC has forwarded its recommendations to the UPC, the candidate may request an appearance during the UPC's deliberations to support his/her application. The UPC may also request that the candidate meet with it.
- [I] K. The candidate will receive notification of the President's decision by July 15.

- [J] L. The candidate shall have the right to grieve promotion decisions only with respect to failure by management to observe the procedures set forth above or insofar as other provisions of the CBA may have been violated. Action or inaction by members of the bargaining units with regard to promotions shall not be grievable.

To the appropriate paragraphs in Section VIII. B.

6. All data and materials upon which the recommendation of the DPC is based are to be [forwarded directly to the University President or his/her designee on or before February 1] delivered by the candidate directly to the Rohrbach Library, Room 100B, on or before the first business day after January 14 that the library is open. These materials shall include student evaluations conducted in the semester of application.

To the appropriate paragraphs in Section IX. B (starting with a new section 3).

3. The UPC will announce designated days and times prior to and during the first business day after January 14 that the library is open for delivery of promotion materials to Rohrbach Library, Room 100B. There must be time made available for candidates to deliver their packages on the last day that packages can be accepted. Upon delivery two members of the UPC and the candidate (or his/her designee) will confirm that all student evaluations for classes taught during the semester of application, peer evaluations, and an updated copy of the candidate's CV are included in the materials. The presence or absence of these items will be documented on a Promotion Materials Receipt form with signatures from both the UPC members and the candidate (or his/her designee) and copies of this form will be provided for both the candidate and the UPC records.
- [3] 4. [The UPC will normally accept applications for promotion from faculty members only after they have been reviewed and forwarded with recommendations by the DPC. However, if either the departmental chairperson or the DPC fails to submit a recommendation to the UPC by February 1, the candidate may submit an application directly to the UPC. (See Section 5.F.) The candidate may request an appearance before the UPC during its deliberations to support his/her application.] The UPC will not decline from reviewing a candidate's package and making a recommendation because no recommendation has been forwarded by the DPC and/or the candidate's chairperson. The candidate may request an appearance before the UPC during its deliberations to support his/her application.
5. There will be a place on the Promotions Materials Receipt form for the candidate to indicate if his or her good faith efforts have failed to have included in his or her promotion materials the required peer evaluations and/or student evaluations. If a candidate indicates that this is the case, a copy of the

Promotion Materials Receipt form will be sent to the candidate's department chair, Dean/Library Director*, the Provost, and the current APSCUF-KU president.

6. The University Promotion Committee reserves the right not to consider any promotion materials lacking any portion of the three required items or delivered after 4:30 PM on the first business day after January 14 that the library is open.

Kutztown University
University Promotion Committee

Promotion Materials Receipt Form

The promotion materials for the promotion of _____ to
_____ professor have been received.

The following items are required to be included in the materials (as per Article 12.C.1.b. of the CBA):

Present		Not Found
_____	Seven copies of the candidate's updated CV	_____
_____	Student Ratings of Instruction for all classes taught during the semester of application	_____
_____	Peer evaluation(s) from the semester of application (2 if untenured plus 1 from Chair, 1 if tenured plus 1 from Chair)	_____

Signature of Candidate/Date

Signature of UPC member/Date

Signature of UPC member/Date

The University Promotion Committee reserves the right not to consider any promotion materials lacking any portion of the three required items.

STATEMENT of GOOD FAITH ATTEMPT:

I have made good faith efforts to see that the item(s) noted above as missing were included in my promotion materials and have been unsuccessful.

Signature of Candidate/Date

Upon the candidate's signature of this statement, a copy of this form will be sent to the candidate's department promotion committee chair, department chair, Dean/Library Director, the Provost, and the current APSCUF-KU president.