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Departmental Promotion Committee Document

Abstract

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Keywords

promotion document, Promotion committee document, departmental promotion committee document

KEAN UNIVERSITY
APPLICATION FOR PROMOTION

Basis for application (check one):

Regular Grandfather Clause* Special Consideration**
Name Current rank

School/Department Office Phone # Home Phone #

Date of initial appointment Effective date
of last promotion

Date of last application for promotion to rank now being sought

SCHOOL/DEPARTMENTAL RECOMMENDATION

Tally of the vote: Affirmative Negative

Recommend
Do **not** recommend promotion to rank of

Departmental ranking (priority order for the rank applied for):

of applications to this rank

Signatures of departmental or special committee members who participated in the deliberations.

Signatures indicate membership of the committee and certify its recommendation; they do not indicate agreement or disagreement with the recommendation. In the case of disagreement, a signed minority report (also initialed by the candidate) may be submitted with this application.

**Names and Faculty Ranks or Other Capacity (Student Members)
of Members of Departmental ARTP Committee or Special Review
Committee Appointed by the College Dean**

(Additional names on attached sheet, if necessary.)

*Terms of Grandfather Clause are given in the current Agreement (July 1, 2011– June 30, 2015), Article XIV (b). See also University Promotion Committee Bylaws: for promotion to rank of Associate Professor, Article III E2 paragraph 2; for promotion to rank of Assistant Professor, Article III E1 paragraph 2.

**Special Consideration is explained in the current Agreement (July 1, 2011 – June 30, 2015), Article XIV (b): "The State Colleges recognize that on rare occasions individuals may present qualifications as to education and experience that their peers will recommend to the board of trustees to be the equivalent of (contractually established qualifications for rank) although not corresponding to them to the letter."

Candidate's initials Date

Description of Student Membership on Departmental ARTP or Special Review Committee

Number of Student Members _____

Method of selection of student members (appointed or elected? by whom?)

Checklist for Chairpersons

Each item below must be checked off (X) before forwarding this file to the University Promotion Committee. Please note that all required documents must be submitted with this file. Any exception must be authorized by the Provost/Vice President for Academic Affairs; otherwise, the candidate's application shall be returned as incomplete.

1. () Official Transcripts (signed by records officer, stamped with institutional seal) of course work completed (See "Other Relevant Data," p. 10, item 14A in this form).

N.B. Candidates already on tenure and in possession of an earned terminal degree need not provide a fresh official copy of their transcript specifically for the purpose of application for promotion.

Applicants for promotion are expected to provide a new transcript in only two cases:

- a. To verify recent completion of a terminal degree program and award of the terminal degree, if such documentation is not already on file in the applicant's personnel folder in the Office of Human Resources; or
- b. To verify ABD status in the case of applicants for promotion to the rank of Assistant Professor, if such documentation is not already on file in the applicant's personnel folder in the Office of Human Resources.

In all other cases, the presence in the candidate's personnel folder in the Office of Human Resources of an official transcript showing award of the terminal degree or verification of ABD status is acceptable.

2. () Written teaching observations by three different members of Departmental ARTP Committee or special committee appointed by the College Dean. This committee is responsible for assigning members to observe the candidate's classroom teaching ability.

One observation shall be made by the department chairperson (except in those cases where the chairperson does not participate in deliberations and recommendations), or by the chairperson of the special committee appointed by the College Dean. (See Bylaws of the University Promotion Committee, IE. See also "Other Relevant Data" p.10, item 14B in this application form.)

(CHECKLIST FOR CHAIRPERSONS CONTINUED ON PAGE 4)

Signature of Department Chairperson: _____

Date: _____

Signature of Candidate _____

Date: _____

In the case of application to the rank of Professor, the three written observations shall be by full professors on the ARTP Committee or special committee. In the case of application to the rank of Associate Professor

or Assistant Professor, the three written observations shall be by full or associate professors on the ARTP or special committee. These observations must have been made no earlier than two (2) years prior to September 1st of the academic year in which application for promotion is made. (See Bylaws of the University Promotion Committee, III D1, p.4.)

N.B. In cases where the candidate teaches one or more courses outside her/his "home," or resident, department, written classroom observations and/or Course Evaluation, formerly SIR II's of the "out-of-department" course(s) may be submitted as part of this application for promotion. Arrangements for completion of such material will be made between the chairperson of the candidate's "home" Departmental ARTP Committee or special committee appointed by the College Dean and the chairperson of the department in which the candidate is teaching the "out of department" course(s). Guidelines on appropriate faculty rank for ARTP or special committee members writing classroom observations must be followed in all cases (i.e. the observer must hold rank equal to or greater than that being applied for.)

3. () Summary of Course Evaluation, formerly SIR II's for all class sections.

These Course Evaluation, formerly SIR II's must have been made no earlier than two (2) years prior to September 1st of the academic year in which application for promotion is made. (See Bylaws of the University Promotion Committee, III D2, p.5.)

N.B. In cases where the candidate teaches one or more courses outside his/her "home," or resident, department, written classroom observations and/or Course Evaluation, formerly SIR II's of the "out-of-department" course(s) may be submitted as part of this application for promotion. Arrangements for completion of such material will be made between the chairperson of the candidate's "home" Departmental ARTP Committee or special committee appointed by the College Dean and the chairperson of the department in which the candidate is teaching the "out of department" course(s).

4. () Candidate and/or chairperson has initialed and dated all pages in file.

5. () Candidate has signed acknowledgment page in file (p.4 below).

Signature of Department Chairperson: _____
Date: _____

Signature of Candidate _____
Date: _____

ACKNOWLEDGEMENT BY CANDIDATE

(Note: The University Promotion Committee shall not accept this Application for Promotion until it has been signed or initialed on all appropriate pages by the Candidate and/or the Department Chairperson or Chairperson of the Special Review Committee.)

The Candidate must sign below to acknowledge that the specific actions mentioned have been taken. Signature also indicates that the Candidate is aware of all rights and responsibilities indicated below.

This is to certify that the Candidate:

1. was notified of the University and Departmental (if any) criteria and procedures for promotion, as required by the Bylaws of the University Promotion Committee;
2. was shown all faculty observations or summaries signed by the faculty observers, and has had the opportunity to discuss them with the Chairperson;
3. has seen the Course Evaluation, formerly SIR II's, or a summary of them, and has had the opportunity to discuss them with the Chairperson;
4. has seen any additional material included in this file, and has had the opportunity to discuss it with the Chairperson;
5. has received written notification of the recommendation of the ARTP committee or special committee appointed by the College Dean;
6. is aware of the right to respond to the faculty observations, Course Evaluation, formerly SIR II's and any additional material (#2, 3, 4 above) by enclosing a signed statement with these materials;
7. is aware of the right to request and receive a scheduled appeal hearing on substantive grounds* with Departmental ARTP Committee or special committee appointed by the College Dean, and is aware of the right to receive, by private written communication, the Committee's reasons for a negative promotion recommendation before the scheduled appeal hearing is held;
8. is aware of the right to request and receive a scheduled appeal hearing on substantive grounds* from the University Promotion Committee, and is aware of the right to receive, by private written communication, the Committee's reasons for a negative promotion recommendation before the scheduled appeal hearing is held;
9. certifies that the information presented in the following pages is complete and accurate.

* In contrast to writing a substantive appeal, any candidate who feels that a matter for grievance may be present (either procedural grievance or grievance claiming discriminatory treatment or denial of academic freedom) should refer to the Agreement. See the Agreement's articles on "Grievance Procedure" and "Promotional Procedure."

Signature of Candidate _____ Date: _____

B. To be provided by Departmental ARTP Committee or special committee appointed by the College Dean.

Attach a minimum of three current statements of observation by three different members of

Departmental ARTP Committee or special committee appointed by the College Dean. The Departmental ARTP Committee or special committee is responsible for assigning committee members to observe the candidate's classroom teaching ability.

These observations must be made by ARTP or special committee members whose rank is equal to or greater than that being applied for. One observation must be made by the department chairperson (except in those cases where he or she does not participate in deliberations and recommendations) or by the chairperson of the special committee appointed by the College Dean. See Bylaws of the University Promotion Committee, Article IE.

N.B. In cases where the candidate teaches one or more courses outside her/his "home," or resident, department, written classroom observations and/or teaching evaluations of the "out-of-department" course(s) may be submitted as part of this application for promotion. Arrangements for completion of such material will be made between the chairperson of the candidate's "home" Departmental ARTP Committee or special committee appointed by the College Dean and the chairperson of the department in which the candidate is teaching the "out-of-department" course(s). Guidelines on appropriate faculty rank for ARTP or special committee members writing classroom observations must be followed in all cases (i.e. the observer must hold rank equal to or greater than that being applied for.)

*Candidates already on tenure and in possession of an earned terminal degree need not provide a fresh official copy of their transcript specifically for the purpose of application for promotion.

Applicants for promotion are expected to provide a new official transcript in only two cases:

- a) To verify recent completion of a terminal degree program and award of the terminal degree, if such documentation is not already on file in the applicant's personnel folder in the Office of Human Resources
- OR**
- b) To verify ABD status in the case of applicants for promotion to the rank of Assistant Professor if such documentation is not already on file in the applicant's personnel folder in the Office of Human Resources.

In all other cases, the presence in the candidate's personnel folder in the Office of Human Resources of an official transcript showing award of the earned terminal degree or verification of ABD status is acceptable.

Candidate's initials _____ Date _____

These faculty observations must have been made no earlier than two (2) years prior to September 1 of the academic year in which application for promotion is made. (See Bylaws of the University Promotion Committee, article III D1, p.4.) Any exception must be authorized by the Provost/Vice President for Academic Affairs; otherwise, the candidate's application shall be returned as incomplete.

There must be at least three observations. They must be discussed with the Candidate, who has the right to respond to them in writing for inclusion in the promotion application file. If more than three observations are made, all additional observations must be included in the candidate's application file.

Each observation must:

1. be signed by the faculty member making the observation,
2. indicate the date of the observation,
3. be initialed by the Candidate.

Notes on preparation of teaching observations.

1. In order to satisfy the requirement of due process, the date chosen for evaluation should be one on which the candidate is conducting a class session wherein teaching competence may be fully demonstrated. Thus examination sessions, class presentations by students, individual private instruction and similar situations are excluded.
2. Fairness to the candidate would suggest that the observer be present from the very beginning of the class session so that important information and directions given to the students are not missed.
3. To be helpful to the candidate as well as to the Departmental ARTP or special committee, the evaluation should be directed to considerations such as the following:

a. The candidate's knowledge of the content area of the course:

- the precision and accuracy of the information given to the students
- evidence of the candidate's scholarship observed in the class
- apparent value of the readings and assignments given to the students.

b. The candidate's ability to communicate and facilitate learning:

- organization of the class presentation
- clarity and relative importance of the objectives of the presentation
- ability to motivate and guide students in deepening their knowledge
- openness and facility in responding to questions.

Candidate's initials [_____] Date [_____]

Chairperson's initials [_____] Date [_____]

- N.B. In cases where the candidate teaches one or more courses outside his/her "home," or resident, department, written classroom observations and/or Course Evaluation, formerly SIR II's of the "out-of-department" course(s) may be submitted as part of this application for promotion. Arrangements for completion of such material will be made between the chairperson of the candidate's "home" Departmental ARTP Committee or special committee appointed by the College Dean and the chairperson of the department in which the candidate is teaching the "out-of-department" course(s).
- C. To be provided by Departmental ARTP Committee or special committee appointed by the College Dean

Course Evaluation, formerly SIR II's must have been made no earlier than two (2) years prior to September 1st of the academic year in which application for promotion is made. (See Bylaws of the University Promotion Committee, Article III D2, p.5.) Any exception must be authorized by the Provost/Vice President for Academic Affairs; otherwise, the candidate's application shall be returned as incomplete.

Include a summary of systematic student reaction and the individual student reaction forms. All Course Evaluation, formerly SIR II's should be included in the candidate's application file. The student evaluation forms are to be administered by a member of the committee or a student, not by the candidate.

The Departmental ARTP Committee or special committee appointed by the College Dean is responsible for assigning committee members to administer student evaluation of the candidate's classroom teaching ability.

Please insert summary of student reaction and the individual student reaction forms after peer observations.

Candidate's initials [_____] Date [_____]

Chairperson's initials [_____] Date [_____]

15. **Time-dated documents:** The required number of sets of Course Emulations, formerly SIR II's and the required number of classroom observations by peers must be included with this application, and these documents must be dated no earlier than two (2) years prior to September 1st of the academic year in which application for promotion is made.

A. **Course Evaluations, formerly SIR II's:** write in the dates and courses evaluated below (all Course Evaluation, formerly SIR II's dated no earlier than two (2) years prior to September 1st of the academic year in which application for promotion is made are required).

Date

Course Evaluated

B. ***Classroom observations by peers***: write in the date of each observation, the course observed and the name and rank of the peer observer below (at least three peer observations dated no earlier than two (2) years prior to September 1st of the academic year in which application for promotion is made are required, and one observation must be by the ARTP chairperson).

Date	Course Observed	Observer/Observer Rank
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. Candidate has requisite degrees for the rank.

Signature of Department Chairperson _____ Date _____

Signature of Candidate for Promotion _____ Date _____

It is our intention to reiterate that we have reviewed and signed off on each pertinent page.

Signature of Department Chairperson _____ Date _____

Signature of Candidate for Promotion _____ Date _____

Signature of Chairperson of
University Promotions Committee
Or his/her designee _____ Date _____

