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### KEAN UNIVERSITY University Promotion Committee Bylaws

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## KEAN UNIVERSITY University Promotion Committee Bylaws

### **Abstract**

KEAN UNIVERSITY University Promotion Committee Bylaws

It should be understood that some provisions may be modified in the course of collective bargaining or contract administration.

### **Keywords**

Promotion Committee Bylaws, bylaws, promotion committee

KEAN UNIVERSITY

University Promotion Committee Bylaws

It should be understood that some provisions may be modified in the course of collective bargaining or contract administration.

ARTICLE I

Procedures for Submitting Applications for Promotion

- A. Any full-time faculty member with academic rank may submit an application for promotion, together with written substantiation to the claim for promotion, on or before the date stipulated in the current Agreement Between the State of New Jersey and the Council of New Jersey State College Locals, NJSFT-AFT (hereafter called the Agreement) and no later than the date set in the calendar of promotion activities published for the current review year.
- B. Except as noted in paragraphs E2 and F below, applications should be submitted via the appropriate department chairperson for consideration by the department ARTP committee. In all cases applications must receive first consideration at the department level.
- C. Each department ARTP committee or special promotion committee appointed by the College Dean shall submit its recommendations in writing to the University Promotion Committee. The department ARTP committee or special committee shall list the candidates in priority order for each rank and shall forward its recommendations to the University Promotion Committee no later than the date stipulated in the timetable for promotion activities. All such formal communications, including completed promotion dossiers, should be sent to the University Promotion Committee in care of the Records and Appointments Secretary for the University Promotion Committee, Office of the Provost/Vice President for Academic Affairs, Kean Building, Room K-107, (telephone 77030).
- D. An individual not recommended by the department may submit an application directly to the University Promotion Committee. In such case, the applicant's department ARTP committee must forward intact the promotion dossier which was used as the basis for its decision not to recommend, together with written reasons for the negative recommendation, to the University Promotion Committee in care of the Records and Appointments Secretary at the address given in "C" above. The departmental written statement of non-recommendation must be approved by a majority vote of the ARTP committee. If the University Promotion Committee so decides, it may seek additional data. It may choose to consult the department chairperson and the department ARTP committee before making its own recommendation on the candidate's application.
- E. In departments in which the chairperson is an Associate Professor and is a candidate for the rank of Full Professor, he or she shall not participate in deliberations and decisions concerning

any applications for the rank of Full Professor.

1. If there are three or more tenured Full Professors in such department, they shall elect a temporary chairperson and shall have jurisdiction over all applications for promotion to the rank of Full Professor. Student participation shall be drawn from the department ARTP committee in accordance with the Faculty Senate guidelines on student representation on committees (i.e., minimum of one student to two faculty members).
  2. If there are fewer than three tenured Full Professors in such department, applications for the rank of Full Professor shall be forwarded to the Dean of the College. The Dean shall appoint a committee of three tenured Full Professors and one student from the department ARTP committee. Any department member with tenure who holds the rank of Full Professor shall be included automatically. The committee shall elect one of its members temporary chairperson who shall be responsible to the Dean for the compilation by the committee of the promotion documents. The temporary chairperson shall chair the deliberations and shall forward the dossiers together with the committee's recommendations to the Dean. The Dean shall forward the dossiers together with his or her own recommendations to the University Promotion Committee no later than the date stipulated in the timetable for promotion activities.
- F. In other departments where there are fewer than three tenured members of rank equal to the rank under consideration, the department and the Dean shall observe the procedures outlined in E2 above, except that in cases involving promotion to the rank of Associate Professor, eligibility for committee membership shall include faculty members with tenure who hold the ranks of Full Professor and Associate Professor.

## ARTICLE II

### Access to Dossiers, Disposition of Dossiers and Withdrawal of Candidacy

- A. A candidate for promotion may have access to his or her dossier while it is in the possession of the University Promotion Committee (except during a Committee session), providing that current University procedures governing personnel files are observed (ref. Agreement, Article XXIX).
- B. A candidate or a department ARTP committee may not retrieve a candidate's dossier after the University Promotion Committee has acted to determine his or her minimum eligibility for promotion.

-2-

## ARTICLE III

### Qualifications and Restrictions

- A. The University Promotion Committee will consider only those applicants who have completed, by the initial application date, all requirements stated in Appendix IV of the Agreement governing "Qualifications for Rank and Criteria for Promotion" (see section E below, p.6).

B. Candidates for promotion who are not approved for reappointment shall be ineligible for further consideration by the University Promotion Committee.

C. All applications for promotion must be accompanied by:

1. a. Official transcripts\* (signed by records officer, stamped with institutional seal) documenting the courses and semester hours being submitted to meet minimum requirements for rank.

b. Evidence confirming the granting of an earned terminal degree, if not indicated on the official transcript.\* It is the responsibility of the applicant to supply this documentation.

c. An official transcript is one signed by a registrar and stamped with the seal of the awarding institution; a student grade sheet is not acceptable. Official transcripts received by the committee will be deposited in the candidate's personnel file in the Office of Human Resources. Copies will be available on request. Consideration will not be given for courses taken for audit or for no credit.

d. 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.

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

1. 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
2. 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 verifying ABD status is acceptable.

-3-

The Committee recognizes that in some cases the doctorate is not the appropriate terminal degree for the field in question. The Committee regards as the appropriate terminal degree that recognized as such by the Board of Trustees of Kean University. THAT A DEGREE OTHER THAN THE DOCTORATE IS THE RECOGNIZED TERMINAL DEGREE IN A FIELD MUST BE VALIDATED BY THE CANDIDATE IN WRITING.

D. All applications for promotion also must be accompanied by:

1. A minimum of three individual reports of classroom observations made by three different members of the committee developing the candidate's application (either the departmental ARTP committee or a special committee appointed by the College Dean in the case of IE 2 or I F above). The departmental ARTP committee or special

committee is responsible for assigning committee members to observe the candidate's classroom teaching ability; each observer must hold academic rank equal to or greater than that applied for.

N.B. In cases where the candidate teaches one or more courses outside her/his "home," or resident, department, written classroom observation(s) and/or student evaluation(s) of the "out-of-department" course(s) may be submitted as part of the 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).

These observations must be made by committee members whose rank is equal to or greater than that being applied for. In the case of application to the rank of full 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. One observation must be made by the department chairperson except in cases where he or she does not participate (see IE and F above), or chairperson of the special committee appointed by the College Dean. If more than three observations are made, all must be included in the candidate's application file.

Peer observations may be dated no earlier than two (2) years prior to the first day of the academic year (September 1) in which application for promotion is made. It is the responsibility of the ARTP Committee or special committee

-4-

developing the candidate's application to compile this material for the candidate.

2. A record of systematic student input. This refers to a profile, or statistical configuration, for each class evaluation based on student answers to a questionnaire. At least two sections should be included, representing, if possible, one general course and one advanced course. If more sections are evaluated, all must be included in the candidate's application file. 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.

N.B. Departments must forward with each candidate's file a typed or printout summary of student evaluations; mean

ratings of these evaluations must be provided in each case.

N.B. In cases where the candidate teaches one or more courses outside the "home," or resident, department, written classroom observation(s) and/or student evaluation(s) of the "out-of-department" course(s) may be submitted as part of the 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).

The student evaluation forms must be administered by a member of the committee developing the candidate's application, not by the candidate.

A blank sample questionnaire should be attached so that application readers may quickly identify each question and interpret the grade symbols. The number of responses for each grade category should be recorded opposite the number of the question. The total number of students participating in each appraisal also should be indicated.

Questionnaires may be obtained from the College Dean. If the department prefers to create its own questionnaire, it may do so in consultation with, and with the approval of, the College Dean.

Both the summary and all individual student reaction forms should be forwarded with the candidate's application for promotion.

Student evaluations may be dated no earlier than two (2) years prior to the first day of the academic year (September 1) in which application for promotion is made. It is the responsibility of the committee developing the candidate's

-5-

application to compile this material for the candidate.

E. The following are minimum qualifications for academic rank, but are not to be considered to guarantee promotion to a particular rank (ref. Agreement, Appendix IV).

1. Assistant Professor An earned doctorate or other appropriate terminal degree\* or its equivalent\*\* from an accredited institution in an appropriate field of study,\*\*\* or completion of all requirements for the doctorate in an accredited institution except the dissertation (ABD).

The requirement of an earned doctorate or other appropriate terminal degree or its equivalent\*\* for promotion to the rank of Assistant Professor shall not apply to faculty members employed in the University prior to February 22, 1974.

2. Associate Professor An earned doctorate or other appropriate terminal degree\* from an accredited institution in an

appropriate field of study, \*\*\* and five years of professional experience.

The requirement of an earned doctorate or other appropriate terminal degree or its equivalent for promotion to the rank of Associate Professor shall not apply to faculty members employed in the University prior to September 1, 1968.

3. Professor An earned doctorate or other appropriate terminal degree\* from an accredited institution in an appropriate field of study,\*\*\* and eight years of professional experience.
4. The State recognizes that individuals may present qualifications as to education and experience that their peers will recommend to be the equivalent\* of the above qualifications although not corresponding to the letter.

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- The University Promotion Committee recognizes that in some cases the doctorate is not the appropriate terminal degree for the candidate's field. The Committee regards as the appropriate terminal degree that recognized as such by the Board of Trustees of Kean University. THAT A DEGREE OTHER THAN THE DOCTORATE IS THE RECOGNIZED TERMINAL DEGREE IN A FIELD MUST BE VALIDATED BY THE CANDIDATE IN WRITING. Possession of an appropriate terminal degree or its equivalent, however, does not assure promotion. Promotion is also based on the criteria as stated in section G below.

\*\* "Equivalent" is interpreted by the University Promotion Committee to mean regional or national recognition of the talents and the performance of the candidate for promotion. This recognition must be fully documented. With respect to "regional," a region is defined as a section of the United States that includes more than one State.

\*\*\* "An appropriate field of study" is interpreted by the University Promotion Committee to mean a field of study closely related to the faculty member's main assignment at the University.



F. Special University Promotion Committee guidelines on equivalencies for professional experience

- a. One year of previous experience as a graduate teaching assistant shall be deemed by the Committee to be the equivalent of one-third of one year of previous professional experience.
  - b. One year of previous experience as a part-time adjunct teacher or part-time lecturer shall be deemed by the Committee to be the equivalent of one-third of one year of previous professional experience, provided that this activity was not engaged in on an overload basis or in addition to the obligations of a graduate teaching assistantship.
  - c. No more than one year's equivalency of previous professional experience shall be established for any given year (i.e., professional activity engaged in on an overload basis shall not be credited toward the requirement for previous professional experience).
- G. Decisions about promotion shall include consideration of several broad and interrelated factors (ref. Faculty Senate Guidelines on Retention, Tenure, and Promotion, A3.3 p.5):
1. Mastery of subject matter --- as demonstrated by such criteria as advanced degrees, licenses, honors, and general reputation in the academic field under consideration, etc.
  2. Effectiveness of teaching --- as demonstrated by such criteria as evaluation by colleagues and students, development of new teaching materials and courses, etc.
  3. Scholarly abilities --- as demonstrated by such criteria as research in the academic field, contribution to artistic creation, publication, etc.
  4. Effectiveness in University and community service --- as demonstrated by such criteria as participation in University governance, improvement of departmental, college, and all-University programs, service to students, service to the University community and to related professional organizations, etc.
  5. Continuing growth --- as demonstrated in a consistently open and emerging pattern of reading, research, and service that indicates a capacity for further professional development.

ARTICLE IV

Committee Procedures

- A. Members of the Committee must respect the confidentiality of all Committee discussions, formal and informal.
- B. Except as determined otherwise in the remaining paragraphs  
-7-  
of this Article, Committee procedures shall be based on Robert's Rules of Order.
- C. The Committee may vote to suspend the use of Robert's Rules

temporarily for purposes of informal discussion, but it may take no formal action during such periods.

- D. Quorum: Two-thirds of the voting membership of the Committee.
- E. The chairperson participates in all secret ballots unless choosing to abstain. If a tie results, the Committee will vote again.
- F. The committee has the right to consult with various representatives of the department and the University. It will not, however, evaluate applicants or their credentials while such persons are present in the committee room.
- G. Procedures for the conduct of hearings. The Committee expects the bulk of the information on which it will make its recommendation to be in the applicant's dossier. However, if for some special reason a candidate wishes to appear before the Committee, he or she may make an appointment by contacting the Records and Appointment Secretary (Kean Hall, Room K-107, telephone 77030) within the scheduling period to be announced annually in the Administrative Report.

The Committee shall publish in the Administrative Report three consecutive notices regarding the opportunity of the individual to address the Committee. A candidate who elects to use this opportunity shall schedule, through the Records and Appointments Secretary, an appointment to appear before the Committee. The applicant cannot be represented by someone else, and cannot be accompanied by legal counsel. The Committee shall adhere strictly to a schedule of ten-minute interviews.

Although all candidates have the right to appear before the Committee, the following should be kept in mind:

1. The candidate is not expected to appear unless having some special reason, such as the addition of substantive new information not included in the current application form.
2. If the candidate believes that a full account of accomplishments already has been documented in the initial application, there would seem to be no reason to ask for an interview.
3. If the Committee has questions requiring clarification of information included in the candidate's file, it will communicate with the applicant.
4. Appearance by the candidate before the University Promotion Committee is not in itself to be interpreted as a criterion for favorable evaluation.

#### H. Procedures for making promotion recommendations

1. Voting to determine whether an applicant meets minimum requirements for academic rank as established by the Agreement (Appendix IV) shall be by secret ballot. No motion for or against shall be made. Rather, when discussion terminates, each member votes "yes" if it appears that minimum requirements have been met or "no" if it appears that minimum requirements have not been met. A candidate receiving a majority of "no" votes will be eliminated from further consideration.

Minimum requirements for promotion are those stated in the Agreement (Appendix IV) and reproduced in Article III E of these Bylaws.

2. Based on consideration of the minimum requirements for rank, a list of what the Committee regards as eligible candidates is drawn up for each academic rank: assistant professor, associate professor, full professor.

If there are five or fewer candidates recommended for a rank, they are given, by secret ballot, a priority order from one to five.

If there are more than five applicants recommended for a rank, each Committee member nominates by secret ballot that one-third of the recommend group which should be given priority for promotion to that rank.

Those nominees named by two-thirds of the members present and voting (a quorum being present) will then be given a priority order (e.g., 1--first place, 2--second place, etc.) by secret ballot. If none is named by two-thirds of the voting members present, then those nominated by one-half of the voting members present will be considered in the top priority order.

The priority order numbers assigned to an individual by committee members will be collected and summed, and the person receiving the lowest sum will appear first in the recommended list; the person receiving the next lowest sum will appear second; etc. Each committee member must either assign a priority order number to all applicants being ranked within the top third or abstain from the ranking of all applicants being ordered within a group.

Applicants ranked in the lower two-thirds will not be prioritized and will be listed together in alphabetical order.

3. The Chairperson of the Committee shall communicate in writing with each candidate and his or her department chairperson (or

Dean in the case of a candidate who falls under the provisions of Article IE or F above indicating whether the candidate has

whether the candidate has met the requirements for promotion and, if so, in which priority group (i.e., top third or remaining two thirds) he or she has been placed out of a specified total number of applicants for the rank. For each candidate ranked in the first third, the Committee's letter also shall state the priority order number assigned to that candidate's application.

I. Rules Governing Appeal to University Promotion Committee

1. The University Promotion Committee will consider appeal only from candidates NOT recommended for promotion according to the minimum criteria for rank as stated in Appendix IV of the Agreement. All appeals must be written and submitted on or before the date published in the calendar of promotion activities.
2. Recommended priority order in rank (i.e., top third or remaining two thirds) assigned by the University Promotion Committee to candidates who ARE recommended by the Committee for promotion cannot be appealed to the Committee.
3. Any applicant for promotion who thinks that he or she has a grievance regarding application for promotion should follow the procedure set down in the Agreement. See the Agreement's articles on "Grievance Procedure" and "Promotional Procedure."