

UNIVERSITY OF
NORTHERN COLORADO

BOARD OF TRUSTEES AGENDA ACTION ITEM

Meeting Date: June 11, 2021

**Name of
Item:**

Board Policy Manual Amendment – Section 2-3-901 (Promotion Guidelines)

Responsible Staff Member: Satriana

Summary of Agenda Item: This item addresses amendments to Section 2-3-901 of the Board Policy Manual regarding Promotion Guidelines. The amendments include clarifying language regarding requests for years credited toward promotion and tenure.

Recommended Action by BOT:

Approval No Action Needed

Change to Board Policy Manual:

Approval No Action Needed

If yes, Section: 2-3-901

Administrative Recommendation (Motion): Approve



Signature of Vice President

6/3/2021

Date

Signature of President

Date

Attachment to Senate Action #1214

Approved by the Faculty Senate

April 19, 2021

Revisions to 2-3-901

See highlights and strikethroughs for additions and deletions.

Part 9 Promotion and Tenure Guidelines

2-3-901 Promotion.

(For Promotion Stipend see 3-3-701)

Promotion provides a mechanism for the recognition of contributions of faculty members to the mission of the institution and its reputation as well as professional contributions to the advancement of the state of the art and to society at large. While judgment of potential contributions must necessarily be based on past performance, it is expected that persons achieving a given rank ~~will~~ **shall** continue to take initiatives which are valued by the institution.

Although the administration of promotion policies at the University must be equitable, it must not be perceived as implying identical standards for types of contributions by each individual faculty member. The promotion policy must facilitate the recognition of diverse potentials which harmonize individual competence and initiative with institutional needs and values. The promotion policy attends to both qualitative and quantitative contributions.

Promotion decisions are based only on the outcomes of comprehensive review as described in 2-3-801.

Academic or professional qualifications shall satisfy the minimum qualifications for each rank as established in 2-3-302 Rank Requirements and 2-3-901(1) Academic and Professional Qualifications.

Relevant promotion criteria ~~will~~ **shall** be discussed by the department chair/school director/program coordinator with each faculty member in ~~his or her~~ **their** school/department/program periodically to ~~ensure~~ **insure** that each member is cognizant of program area performance expectations ~~and his or her fulfillment of them~~. A school director ~~will~~ **shall** engage in this process ~~according to the following principle~~ as follows:

- (1) ~~If in case~~ the school director is in the same discipline as the program area, ~~they shall he or she will~~ discuss these matters with each faculty member ~~;~~ **or**
- (2) ~~If in case~~ the school director is not in the discipline of a program area, ~~they he or she, along together~~ with someone from that program area, ~~will~~ **shall** discuss relevant promotion criteria with each faculty member.

2-3-901(1) Time Guidelines.

- (a) Instructors are eligible for consideration for promotion to the rank of assistant professor after completion of four years of successful academic performance **regardless of rank**, as long as they have met the minimum requirements necessary for appointment to the rank of assistant professor [See 2-3-302 Rank Requirements].

- (b) Assistant professors are eligible for considerations for promotion to the rank of associate professor after completion of four years of successful academic performance in rank, as long as they have met the minimum requirements necessary for appointment to the rank of associate professor [See 2-3-302 Rank Requirements].
- (c) Associate professors are eligible for consideration for promotion to the rank of professor after completion of four years of successful academic performance in rank, as long as they have met the minimum requirements necessary for appointment to the rank of professor [See 2-3-302 Rank Requirements].
- (d) Lecturers are eligible for consideration for promotion to the rank of senior lecturer after completion of six years of successful academic performance in rank, (or an analogous rank elsewhere, if negotiated), as long as they have met the minimum requirements necessary for appointment to the rank of senior lecturer.

2-3-901(2) Promotion Criteria.

The approved program area evaluation criteria (see 2-3-801) for the relevant promotion ~~will~~ shall be the sole basis for promotion decisions.

2-3-901(3) Promotion Decisions.

The decision to promote or not to promote is determined by the outcomes of evaluation in the comprehensive review (see 2-3-801). In what follows the requirements are individually necessary and jointly sufficient. That is, the evaluatee must satisfy all of the requirements listed in order to get a positive promotion decision and must get a positive promotion decision if ~~he/she satisfies~~ they satisfy all of the requirements listed.

(a) Promotion of tenure track/tenured faculty

- (I) Promotion to Associate Professor: Exceeds expectations or higher (level IV or level V) in either teaching or professional activity and meets expectations or higher (level III, level IV or level V) in the other two areas.
- (II) Promotion to Professor: Exceeds expectations or higher (level IV or level V) in both teaching and professional activity and at least meets expectations (level III) in service.

(b) Promotion of contract renewable faculty

- (I) Promotion of Instructor to Assistant Professor: Exceeds expectations or higher (level IV or level V) in primary area of responsibility and at least meets expectations (level III, level IV or level V) in the other areas of responsibility, if any.
- (II) Promotion from Assistant Professor to Associate Professor: Exceeds expectations or higher (level IV or level V) in primary area of responsibility and at least meets expectations in the other areas of responsibility, if any.
- (III) Promotion from Associate Professor to Professor: Excellent (level V) in primary area of responsibility and at least meets expectations (level III, level IV, or level V) in the other areas of responsibility, if any.

- (IV) Promotion from Lecturer to Senior Lecturer: Exceeds expectations or higher (level IV or level V) in primary area of responsibility and at least meets expectations (level III, level IV or level V) in the other areas of responsibility, if any.

2-3-901(4) Eligibility.

Eligibility for consideration for promotion shall be based upon academic years in which the individual is contracted with the University to a full-time position. It shall be the responsibility of the individual who is eligible for consideration to initiate the review through a formal request to the appropriate department chair/school director/program coordinator.

- (a) Up to three years credit toward both promotion and tenure may be negotiated by newly hired tenure-track faculty members who, at another institution of higher education, have been tenured, or who have held tenure-track appointments at another institution of higher education, or who possess a record of outstanding achievement in the area in which they are being hired may request up to three years of credit toward promotion and tenure. When granted by the Chief Academic Officer, only the most recent year or years' accomplishments that occurred during the number of credited years, as well as the faculty member's accomplishments at UNC, shall be counted toward promotion and tenure. For contract-renewable faculty whose position is converted to tenure-track, see 3-3-201(1).
- (b) Lecturers and instructors may also request up to three years of credit toward promotion for analogous positions at other institutions toward their promotion to senior lecturer. Such credit may come from prior relevant experience. When such credit is granted by the Chief Academic Officer, it must be only the most recent year or years' accomplishments that occurred during the number of credited years, as well as the faculty member's accomplishments at UNC, shall that will be counted toward promotion.
- (c) Under exceptional circumstances, faculty may become eligible for early consideration for promotion and/or tenure.
- (d) Time in which the individual is on leave for academic purposes, with or without pay, shall be counted as if the individual had not been on leave.

It shall be the responsibility of the individual who is eligible for consideration to initiate the review through a formal request to the appropriate department chair/school director/program coordinator.

2-3-901(5) Consideration.

At the time of the formal request for consideration for promotion it shall be the responsibility of the candidate to document satisfactory fulfillment of the appropriate areas of consideration for promotion as defined within the program area criteria for the relevant promotion.

2-3-901(6) Review.

Professional ethics require that decisions regarding promotion be conveyed to the candidate. It is also important that professionals judging fellow professionals accept the responsibility to review appropriate and applicable supporting material to ensure insure that decisions are fair and based upon the approved criteria. [See also 1-1-307 Faculty Evaluation, 2-3-801, et seq., Faculty Evaluations and 3-3-801, et seq., Implementation of Faculty Evaluation Procedures.]

Promotion and tenure become effective upon BOT approval.

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Although the administration of promotion policies at the University must be equitable, it must not be perceived as implying identical standards for types of contributions by each individual faculty member. The promotion policy must facilitate the recognition of diverse potentials which harmonize individual competence and initiative with institutional needs and values. The promotion policy attends to both qualitative and quantitative contributions.

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Relevant promotion criteria shall be discussed by the department chair/school director/program coordinator with each faculty member in their school/department/program periodically to ensure that each member is cognizant of program area performance expectations. A school director shall engage in this process as follows:

- (1) If the school director is in the same discipline as the program area, they shall discuss these matters with each faculty member; or
- (2) If the school director is not in the discipline of a program area, they, together with someone from that program area, shall discuss relevant promotion criteria with each faculty member.

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