

Standards, Procedures & Rights of Faculty Members  
Excerpts Relevant for Promotion to Full Professor taken from the MSP Collective  
Bargaining Agreement and the Academic Personnel Policy “Redbook”

**STANDARDS**

Article 12.1 (MSP Contract)

High professional standards must be the basis for all personnel decisions. Personnel recommendations and decisions shall be made only after a review of all the qualifications and all the contributions of the individual in the areas of teaching; of research, creative or professional activity; and of service. Where applicable (see Articles 26.2.8 and 33.3) all three areas must be considered but the relative weight to be given each may be determined in the light of the duties of the faculty member.

With regard to promotion to full, relative weight will be given to each area may also be determined in light of the duties of the faculty member when considering if the following criteria have been met:

- a) The faculty member has achieved substantial recognition on and off campus from scholars or professionals in the faculty member’s field and
- b) the candidate has shown significant potential for continued professional achievement.

Final decisions are made only after giving serious consideration to all the materials in the basic file as well as to the professional judgments of the Departmental Personnel Committee, which are and ought to be given great weight.

Section 4.6 (Redbook)

Recommendations for promotion shall be based on qualifications and contributions in the areas of teaching; of research, creative, or professional activity; and of service; and on the following considerations:

- c) For promotion to Professor, the faculty member must have a record of achievement sufficient to have gained substantial recognition on and off campus from scholars or professionals in his or her field; and must show significant potential for continuing professional achievement.

**PROCEDURES**

Article 12.4 (MSP Contract)

In reviews for major personnel actions for faculty--reappointments through the tenure decision year, promotion to the ranks of associate professor and professor and the award of tenure--the procedures listed below shall be followed:

- (a) Notice of a personnel review for reappointment or tenure shall be sent to the faculty member no later than the end of the third calendar week of the semester before the review is to be initiated.

- (b) As provided in Articles 24.4 and 24.5, a basic file shall be created for each major personnel action. This file shall be supplemented and reviewed at the departmental level and supplemented and reviewed at each successive level of recommendation or decision. The file shall contain the materials listed in Article 12.5.
- (c) No later than May 1<sup>st</sup> of the semester before a tenure review is to begin, the faculty member shall submit to the Department/Program Chair/Head any and all materials for inclusion in the basic file that the faculty member believes will be essential for external referees to review for adequate consideration of the case. Departments may establish a later date with the approval of their Dean. No later than the first week of the semester in which the review is to begin, the faculty member shall submit to the Department/Program Chair/Head any remaining materials for inclusion in the basic file that they believe will be essential for adequate consideration of the case. Failure to submit the basic tenure file by September 15<sup>th</sup> of the tenure review year without good cause shall, in cases involving review for tenure, result in issuance of a notice of non-reappointment and no review will be conducted.

In the promotion review process to Full Professor, the Department shall set the deadline for submission of all materials essential for external referees to allow adequate consideration of the case. Because a 4.2 (mini-tenure) review does not require external letters, the Department shall set an appropriate deadline for submission of the file.

- (d) For appointment at or promotion to the rank of associate professor and professor and for all tenure recommendations, the Chair/Head shall solicit outside letters of reference drawn from a list of scholars and/or professionals. If appropriate, the Chair/Head may also solicit internal (on-campus) letters from faculty colleagues. The list of both external and internal letter writers shall include those suggested by the faculty member but the list is not limited to those the faculty member suggests. The candidate has the right to waive access to internal and/or external letters. The confidentiality of such letters shall be governed by the University's Fair Information Practices Regulations, Trustee document T77-059 (see Appendix B). Prior to any solicitation of letters, the candidate shall be provided with a copy of the solicitation letter and the list(s) of proposed referees and shall be given an opportunity to comment on the appropriateness of both. External referees shall be provided with the candidate's CV, personal statement(s), and any other materials that the candidate wishes to include.
- (e) At any time subsequent to the recommendation of the Department Personnel Committee, the materials in the basic file, with the exception of letters of recommendation to which the faculty member has voluntarily waived access, shall be accessible to the faculty member upon request.

#### What Happens at the Departmental Level Section 6.4 (Redbook)

At the departmental level, the faculty, ... initiates the personnel action by a recommendation of the departmental personnel committee based on the evidence set forth in the basic file. The

Department Chairperson/Head reviews the department personnel committee recommendation and a) may endorse it; or b) after consultation, may formulate a contrary recommendation.

#### What's In the File When Forwarded from the Department Level

##### Article 12.5(a) -- MSP Contract

- (1) a table of contents
- (2) a current curriculum vitae (including a bibliography and/or comparable list of professional accomplishments)
- (3) copies and reviews of published works and/or evidence of other professional accomplishments
- (4) evidence of teaching effectiveness per Article 33
- (5) letters of reference solicited by the Chairperson/Head and a description of the professional standing of the writers of letters of reference from outside the University and a statement of any relationship the writer may have had to the faculty member
- (6) evaluations of service
- (7) the candidate's five most recent Annual Faculty Report and Evaluation (AFR) forms, including any contemporaneous comments by Personnel Committees, academic administrators and any responses from the candidate; if the candidate has been employed too recently to have undergone five annual reviews, the file should contain the number of AFRs that have been prepared, if any. AFR's will be added to the file by the Department Chair.
- (8) any and all materials submitted by the candidate
- (9) the recommendation and the numerical vote at the departmental level
- (10) the recommendation of the Chairperson/Head

#### What's Added to the File at Subsequent Levels

##### Article 12.5(b) -- MSP Contract

- (1) the recommendation and numerical vote of the Faculty, School or College Personnel Committee;
- (2) the recommendation(s) and decision of academic administrative officials;
- (3) other materials solicited, submitted or received during the review process, including, by way of example, additional materials submitted by the faculty member, additional letters of reference, responses to recommendations and/or additional information received in response to the invitations issued under Articles 12.12-12.15. When material is added to the basic file, the Departmental Personnel Committee (or other appropriate mechanism) and the Chair/Head shall have opportunity to respond as to its substance and appropriateness; unless it is protected by waiver, the faculty member shall also have this opportunity. If a faculty member has responded to a recommendation added to the file by the DPC, Chair, CPC, etc., no rejoinder to that response shall be permitted unless requested by a subsequent review step.
- (4) A copy of the table of contents and the recommendation from the Personnel Committee shall be available to the faculty member when the basic file is forwarded to the

Department Chair/Head.

- (5) A copy of the updated table of contents and the recommendation from the Department Chair/Head shall be available to the faculty member when the basic file is forwarded to the School or College Personnel Committee.
- (6) A copy of the updated table of contents and the recommendation of the School or College Personnel Committee shall be available to the faculty member and to the department when the basic file is forwarded to the Dean.
- (7) A copy of the updated table of contents and the recommendation of the Dean shall be available to the faculty member, the Chair of the School or College Personnel Committee and the department when the basic file is forwarded to the Provost or the Chancellor.
- (8) A copy of the updated table of contents and the decision of the Chancellor and/or the Provost shall be available to the faculty member, the Dean, the Chair of the School or College Personnel Committee and the department at the time the decision is made.

#### Contrary Recommendations

Article 12.13-12.15 – MSP Contract

- Prior to making a recommendation that may be contrary to either of the recommendations forwarded from the departmental level, the School or College Personnel Committee shall consult in writing with the department, and they may also ask the candidate to clarify an issue if necessary. Any response to such consultation must be in writing and must be added to the file.
- Prior to making a recommendation that may be contrary to either of the recommendations forwarded from the departmental level, the Dean shall in writing invite the department to provide additional information for the basic file or clarification of the recommendation, and they may also ask the candidate to clarify an issue if necessary. Any response to such invitation must be in writing and must be added to the file.
- Prior to making a recommendation or decision that may be contrary to either of the recommendations forwarded from the school or college level, the Chancellor or Provost shall in writing invite the Dean to provide additional information for the basic file or clarification of the recommendation, and they may also ask the candidate to clarify an issue if necessary. Any response to such invitation must be in writing and must be added to the file.

#### Decision Timeline

Article 12.17 – MSP Contract

A campus academic administrative official shall make their recommendation or decision within forty-five (45) calendar days of receipt or the deadline for receipt (whichever is later) of both the basic file, including all relevant Personnel Committee recommendations, and all additional information or clarifications subsequently requested by the academic administrative official from the department or college.

## **RIGHTS OF FACULTY MEMBERS IN PERSONNEL MATTERS**

### Section 5.1 (Redbook)

- a) For personnel, reviews, recommendations and decisions, the right and the responsibility to present all materials which he or she believes will be essential to an adequate consideration of the case, and the opportunity to supplement the original presentation with additional relevant information in the event that a review indicates shortcomings in the presentation.
- b) The right to have access to information on the current needs and long-range plans of the department, college or school, campus and University.
- c) The right to have extra-departmental service contributions considered at the department level as well as at other levels of review, recommendation and decision.
- d) The right to equitable treatment in personnel matters so as to ensure generally consistent recognition to departmental faculty members whose chosen field, overall professional development, period of service on the campus, and quality of contributions, all taken as a whole, are judged to be approximately equal.
- e) The right to discuss his or her professional progress and any personnel matter of concern with his or her Department Chairperson/Head; and, if such discussions prove unsatisfactory, with the Dean; and, if still unsatisfied, with the Provost.
- f) The right to be informed of the personnel recommendation made at the department, college or school, and campus level.
- g) The right to discuss reasons for a negative personnel decision at all appropriate administrative levels as specified in Section 6.10.