

## Faculty Senate Minutes

September 24, 2024

The regular business meeting of the Faculty Senate was held on Tuesday, September 24, 2024 at 3:30 pm in Henson Hall 103. The Senate President was in the chair and the Secretary was present. The minutes of the September 10 meeting were approved.

President Lyn Lepre made announcements.

Provost Laurie Couch made announcements.

The Senate President made announcements.

After amendment and debate, the MOTION to approve procedures for early application for promotion was not voted on due to running out of time. The MOTION, with amendment to the amendment still pending, becomes Unfinished Business and will be taken up at the next Senate meeting.

Resolved, that the Faculty Senate approve the attached procedures for early application for promotion, and forward them to the Provost for inclusion in the Faculty Handbook [in section 2].

Appended procedures: [Guidelines to Request Early Application for Promotion](#)

MOTION to extend the meeting time by ten minutes did NOT pass.

Meeting adjourned at 5:00 pm

Erin Weber, Secretary

Written 9/26/2024

Approved October 8, 2024

## Guidelines to Request Early Application for Promotion

Edit Ch. 2: Faculty Appointment, Rank, Tenure and Promotion as follows (items A, B, and C)

- A. In Faculty Ranks and Criteria, Section C, Faculty Ranks, Change the section “Associate Professor” to insert the new language provided in item 2 (shown in red):

### Associate Professor

1. The earned doctorate, or recognized terminal degree in the field of specialization from a regionally accredited or internationally reputable foreign institution. In extraordinary circumstances, the President, after consultation with the appropriate faculty committee at the institution, may waive the criterion of the earned doctorate.
2. A minimum of six years of full-time university/college teaching experience with at least five years in assistant professor rank. Exceptions should be made rarely. **For procedure, see [Guidelines to Request Early Application for Promotion](#) under Procedures for Promotion of Faculty** [if possible, add link to Chapter 2, Procedures for Promotion of Faculty, [Guidelines to Request Early Application for Promotion](#)]
3. Excellence in teaching.
4. Evidence of scholarly contribution in the area of specialization including, but not limited to, such activities as research, publication, participation in the programs of professional societies, work toward diversity, equity, and inclusion of underrepresented groups, or professionally recognized performance in the arts.
5. Participation in the activities of the academic community at the department, school/college, and university levels including, but not limited to, such activities as performing assigned administrative duties, assuming committee responsibilities, effective academic advising of students, working actively with student organizations, and evidencing interest in external community activities related to the faculty member’s area of specialization, including diversity, equity, and inclusion. In cases where service is not specifically discipline-related, the candidate should describe the service and address how it could be of professional benefit to the candidate and/or to Salisbury University’s role in the community since the faculty member is representing the University positively. Volunteerism related to one’s family, hobbies, or special interests may be laudable but may not be weighted heavily if it appears to be more personal than professional.

- B. In Faculty Ranks and Criteria, Section C, Faculty Ranks, Change the section “Professor” to insert the new language provided in item 2 (shown in red):

## Professor

1. The earned doctorate or recognized terminal degree in the field of specialization from a regionally accredited or internationally reputable foreign institution. In extraordinary circumstances, the President, after consultation with the appropriate faculty committee at the institution, may waive the criterion of the earned doctorate.
2. A minimum of ten years of full-time university/college teaching experience and at least seven years in the associate professor rank. Exceptions should be made rarely. **For procedure, see [Guidelines to Request Early Application for Promotion under Procedures for Promotion of Faculty](#). [if possible, add link to Chapter 2, Procedures for Promotion of Faculty, [Guidelines to Request Early Application for Promotion](#)]**
3. Excellence in teaching.
4. Evidence of scholarly contribution in the area of specialization including, but not limited to, such activities as research, publication, participation in the programs of professional societies, work toward diversity, equity, and inclusion of underrepresented groups, or professionally recognized performance in the arts.
5. Participation in the activities of the academic community at the department, school, and university levels, including, but not limited to, performing assigned administrative duties, assuming committee responsibilities, effective academic advising of students, working actively with student organizations, and evidencing interest in external community activities related to the faculty member’s area of specialization, including diversity, equity, and inclusion. In cases where service is not specifically discipline-related, the candidate should describe the service and address how it could be of professional benefit to the candidate and/or to Salisbury University’s role in the community since the faculty member is representing the University positively. Volunteerism related to one’s family, hobbies, or special interests may be laudable but may not be weighted heavily if it appears to be more personal than professional.

- C. Add the following section after “Procedures for Promotion of Faculty,” but before “Appeals in Matters of Tenure and Promotion”

### **Guidelines to Request Early Application for Promotion**

A faculty member may choose to seek approval to apply early for promotion to the next rank (e.g., from Assistant to Associate Professor or Associate to Professor). To meet approval for early application for promotion, a faculty member should consult the Chair/Director of their department/school and receive formal written approval from

1. A majority of the department/school Tenure and Promotion Committee
2. The Chair/Director of the department/school, and
3. The Dean of the school/college

Letters from each of the above three entities should be sent to the Provost by June 1, who makes the final decision about whether the Faculty member may apply for promotion early. The Provost will take these letters into consideration when making a decision about early promotion and notify the faculty member by **mid-summer of the faculty member's desired year of eligibility** whether they are able to apply early for promotion.

Early promotion should occur rarely, ~~limited to cases where a faculty member has produced extraordinary work or requires promotion to fulfill an urgent need~~. Application for early promotion shall follow the regular cycle for promotion processes.