

Senate Recommendation to the Provost

Originating Body: Faculty Senate

Originator: Senator Mary DiBartolo

Date Submitted: 10/11/2024

Requested Effective Date: immediate

Recommendation:

Based on the attached motion from 10/8/24 the Faculty Senate recommends to include the attached guidelines for early application for promotion to the Faculty Handbook [in Chapter 2].

Please see attached motion and *Guidelines to Request Early Application for Promotion*

Date Approved by the Faculty Senate: 10/8/2024

Joerg Tuske

President, Faculty Senate

10/11/2024

Date

Action Taken by Provost

Date: _____

☐ Recommendation Accepted

☐ Recommendation Not Accepted*

☐ Recommendation returned to the Originating Body for further review (see attached)

Disposition for Approved Recommendation:

☐ President

☐ VP Student Affairs

☐ Faculty Senate President

☐ VP Finance

☐ Consortium Chair

☐ School Deans

☐ Webmaster

☐ Graduate Council

☐ Catalogue Editor

☐ Provost Council

Provost

Date

SALISBURY UNIVERSITY FACULTY SENATE MOTION

Submit this form to the Faculty Senate President

SUBJECT: UPC Proposed Guidelines to Request Early Promotion

SENATOR PROPOSING MOTION: Dr. Mary DiBartolo

SENATOR SECONDING MOTION: Dr. Elizabeth Ragan

MOTION (this section alone will be recorded in the minutes):

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].

*See separate attachment *Guidelines to Request Early Application for Promotion*

JUSTIFICATION:

The University Promotions Committee was charged by the Senate with reviewing the current promotion guidelines in the Faculty Handbook and craft specific recommendations for situation(s) in which a faculty member can apply for early promotion.

ANTICIPATED IMPACT:

Negative:

Positive: Some faculty who meet the specified criteria, could apply for promotion earlier.

Is this a recommendation to the Provost? Yes X

No

Is this a recommendation to someone else? No

Yes, to

VOTE: Number of Senators Present:

Motion Passes or Fails:

Amendment to Early Promotions Guidelines for Motion for Sept 24, 2024 Meeting

Edit Chapter 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 and follow the established criteria for the rank desired. Application for early promotion shall follow the regular cycle for promotion processes.