

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: VI: 04:00

Date: September 28, 1972
Editorial Revision: January 1988

Subject: **Procedures for Promotion of Faculty**

Original Document:

1. Each professional staff member holding academic rank desiring to be considered for promotion will complete the "Promotion Recommendation" form and return it to the department chair.
2. The appropriate department committee will review each completed form in accordance with the criteria of the Policies of the Board of Trustees and specific procedures developed by the individual department.
3. The depart chair, in conference with each candidate for promotion who request such a meeting, will review his/her form and recommendations. A copy of the Chair's recommendation will be given to the candidate for promotion at the time of the conference.

The appropriate department committee will review the promotion application if the candidate for promotion requests such action. Should the committee deem it necessary, a conference of the department Chair and the committee will be arranged.

4. Recommendations on promotion will be forwarded by the department chair to the Dean of the School for his/her recommendations.*
5. Faculty Personnel committees, where they exist, shall review applications for promotion and submit their recommendations to the Dean of the School for transmittal to the Vice President.
6. The Deans of the Schools will forward recommendations on all promotions to the Vice President for Academic Affairs for his/her recommendations.* If a Dean rejects any of the recommendations for promotion made by department chairs or a departmental committee, the Vice President for Academic Affairs will schedule a meeting with the Dean, the department chair, and the appropriate department committee. At the meeting a careful and full review of the case will take place.
7. The Vice President for Academic Affairs will forward recommendation to the President.*

8. The President will notify in writing each individual who has applied for promotion as to whether the promotion has been approved or denied.*
9. The individual faculty member may request a review of the President's action, and may be accompanied for this review by his/her department chair, chair of the appropriate department committee, and the Dean of his/her School.

*Dates by which these actions must be taken will be published annually in the Administrative Calendar.

Source of Information: College Bulletin, September 28, 1972

UPDATE Source: February 2006 <http://hr.buffalostate.edu/>

Promotion of Faculty

1. Consult department by-laws and Academic Affairs policy and procedures regarding promotion. (Policy Guidelines for Promotion)
2. Receive supporting documentation from employee regarding promotion.
3. Submit recommendation to promote employee to department personnel committee for review.
4. Receive recommendation form department personnel committee and prepare a Request for Faculty Personnel Action Form.
5. Review department personnel committee's recommendation and Request Form with employee. Secure employee's signature, attach all required documentation, and route for approval.
6. Receive fully approved Request Form, update the employee's records and file.