

Date: September 19, 2024

To: Melinda Smith
Chair, Faculty Council

From: Bharad Kannan
Chair, Committee on Responsibilities and Standing of Academic Faculty
Jennifer Martin
Vice Chair, Committee on Responsibilities and Standing of Academic Faculty

Subject: **Faculty Manual Section E.13 Advancement in Rank (Promotion)**

The Committee on Responsibilities and Standing of Academic Faculty submits the following:

MOVED, THAT SECTION E.13 OF THE ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL BE REVISED AS FOLLOWS:

E.13 Advancement in Rank (Promotion) *(last revised December 1, 2023)*

E.13.1 Tenured, Tenure-Track, Contract, Continuing, and Adjunct Faculty

For the purposes of discussing promotion in this section, the six (6) available ranks for faculty are grouped into four (4) levels as follows:

1. Instructors
2. Senior Instructors and Assistant Professors
3. Master Instructors and Associate Professors
4. Professors

A promotion is an advancement in rank from one level to a higher level. A change in rank within a level is not a promotion. Section E.13.6.1 below describes the procedure for a change in rank that is not a promotion. Department and College codes should specify the expectations for each of these ranks within their unit, following guidelines from the Provost. Department and College codes should also define all titles used for faculty within their unit.

Except in unusual circumstances noted in the statement of reasons given for the promotion recommendation, when tenure is granted to an assistant professor, the individual shall be promoted concurrently to associate professor as part of the tenure process.

Normally, after five (5) years in rank faculty are eligible to be considered for promotion. If the promotion is approved, it shall become effective the following July 1. Promotion may be considered prior to five (5) years in rank ~~in these~~ only in extraordinary cases in which the faculty member's performance clearly exceeds the standards for promotion established pursuant to the performance expectations stipulated in Section E.12. It is extremely rare for promotion to be granted more than one (1) year early.

Service at other academic institutions may or may not count toward time in rank. The appointment letter shall state unambiguously whether or not service at other institutions will count towards time in rank at Colorado State University and state specifically the exact number

of years of prior service credit being granted. The department head and dean are responsible for apprising the candidate of this possibility.

E.13.1.1 Origin and Processing of Recommendations *(last revised December 1, 2023)*

The faculty member shall initiate the process leading to a recommendation for the granting or denial of promotion by submitting a formal request for promotion in rank to the department head. The faculty member should consult with the department head before initiating this process. The faculty member should also consult the website of the Office of the Provost for information and forms regarding applications for promotion.

Because this recommendation is primarily a faculty responsibility, the department head shall ask the promotion committee to vote by ballot for or against promotion of the faculty member being considered. A promotion recommendation shall be by a majority vote of the promotion committee, with a tie vote being considered a recommendation against promotion.

The chair of the promotion committee shall submit a report on behalf of the committee to both the department head and the faculty member. This report shall include a vote summary, a summary of the analysis by the committee, and a statement of reasons for the majority and minority points of view. The report shall be sent to the members of the promotion committee for review before its submission. The report does not need to be endorsed by every member of the committee. However, the report cannot be submitted if at least one-third (1/3) of the committee members inform the committee chair that they object to the submission of the report. Since the report is submitted by the chair of the committee, only that person needs to sign it.

The recommendation shall be forwarded successively to the department head, the dean of the college, the Provost, and the President for review and either endorsement or opposition. The Board has delegated the final decision to the President.

All reviews are to be exercised expeditiously at each level. After each review, the reviewing administrator shall make a recommendation in writing to grant or deny promotion, and this recommendation shall be forwarded to each successive administrator. A copy of each recommendation shall be sent to the faculty member, the chair of the promotion committee, and all administrators who have previously made recommendations. The chair of the promotion committee shall send copies to the other members of the promotion committee.

E.13.1.2 Promotion Committee *(last revised December 1, 2023)*

This section describes the membership of the promotion committee and which members of the committee are voting members.

The department head, college dean, Provost, and President are not eligible to serve on the promotion committee and shall not be present during the committee's deliberations, except when specifically invited by at least two-thirds (2/3) of the members of the committee. A faculty member holding an administrative appointment (as defined in Section K.11.2) of more than half (0.5) time is not eligible to serve on the promotion committee unless the department code specifies otherwise. If a faculty member holding an administrative appointment does serve on the promotion committee, it is expected that they will not participate in discussions of the case at

higher administrative levels. A faculty member with a conflict of interest is expected to recuse oneself.

For promotion of a tenured or tenure-track faculty member, the eligible department faculty members are all other tenured faculty members of higher level than the faculty member under consideration, and all of these eligible faculty members are voting members. For promotion of a ~~non-tenure track contract, continuing, or adjunct~~ faculty member, restriction to tenured faculty does not apply, so the eligible faculty members are all other faculty members of higher level than the faculty member under consideration. A department may specify in its code additional requirements for voting members. In the absence of such requirements, all eligible faculty members are voting members.

The promotion committee shall consist of all eligible department faculty members, unless this leads to a committee with fewer than five (5) voting members. If the committee has fewer than five (5) eligible voting faculty members then additional eligible voting faculty members shall be selected from other departments within the University so as to produce a committee with five (5) voting members. A department may specify in its code a procedure for narrowing the pool of additional eligible voting members to faculty in disciplines similar to that of the candidate, possibly including faculty from other colleges. In the absence of such a procedure, the pool shall consist of all eligible voting faculty members on the promotion committees from all departments within the college. The department head shall draw the additional members of the promotion committee by lot from the pool of eligible voting faculty members. Faculty members from other departments may decline to serve on the promotion committee.

The voting departmental faculty members of the promotion committee shall select one of themselves to serve as the chair of the promotion committee.

E.13.1.3 Processing of Recommendations (last revised December 1, 2023)

After a recommendation is received from the promotion committee, a contrary recommendation shall be issued at a higher administrative level below the President only for compelling reasons that shall be stated in writing in their recommendation. The administrator shall send copies of their recommendation to the faculty member, the chair of the promotion committee, and all administrators who have previously made recommendations. The chair of the promotion committee shall send copies to the other members of the promotion committee. If such a contrary recommendation is issued, the chair of the promotion committee and all administrators who have previously made recommendations shall be given seven (7) working days from the date of notification of the contrary recommendation to respond in writing to the administrator's reasons for opposition, and the contrary recommendation may be opposed at an even higher administrative level. The responses from the chair of the promotion committee and the administrators shall be forwarded to each successive administrator along with the recommendation and rationale for the contrary recommendation and all previous recommendations and responses.

A response from the chair of the promotion committee shall summarize the variety of opinions from the members of the promotion committee. If at least one-third (1/3) of the members of the promotion committee feel that a response is appropriate, then a response shall be sent by the chair. The response can state that only a minority of the committee members felt that a response was appropriate if that is the case.

In the event of a committee recommendation to deny promotion, or a recommendation by an administrative officer below the President to deny promotion, the reasons for the recommendation shall be made available promptly to the faculty member under consideration. The faculty member shall be given seven (7) working days from the date of notification of the recommendation to submit a written response. This response shall be forwarded to each successive administrator along with all previous recommendations and responses.

E.13.2 Extension Faculty

For the purposes of discussing promotion in this section, the six (6) available ranks for faculty are grouped into four (4) levels as follows:

1.

1. Extension Instructors
2. Extension Senior Instructors and Extension Assistant Professors
3. Extension Master Instructors and Extension Associate Professors
4. Extension Professors

A promotion is an advancement in rank from one level to a higher level. A change in rank within a level is not a promotion. Section E.13.6.2 below describes the procedure for a change in rank that is not a promotion. The Extension code should specify the expectations for each of these ranks within their unit, following guidelines from the Vice President for Engagement and Extension. The Extension code should also define all titles used for faculty within Extension.

Normally, after five (5) years in rank faculty are eligible to be considered for promotion. If the promotion is approved, it shall become effective the following July 1. Promotion may be considered prior to five (5) years in rank ~~in these~~ only in extraordinary cases in which the faculty member's performance clearly exceeds the standards for promotion established pursuant to the performance expectations stipulated in the Extension code. It is extremely rare for promotion to be granted more than one (1) year early.

Service at other academic institutions may or may not count toward time in rank. The appointment letter shall state unambiguously whether or not service at other institutions will count towards time in rank at Colorado State University and state specifically the exact number of years of prior service credit being granted. The Associate Vice President for Extension is responsible for apprising the candidate of this possibility.

E.13.2.1 Origin and Processing of Recommendations *(last revised December 1, 2023)*

The faculty member shall initiate the process leading to a recommendation for the granting or denial of promotion by submitting a formal request for promotion in rank to their supervisor. The faculty member should consult with the supervisor before initiating this process. The faculty member should also consult the website of the Vice President for Engagement and Extension for information and forms regarding applications for promotion.

The promotion committee shall vote by ballot for or against promotion of the faculty member being considered. A promotion recommendation shall be by a majority vote of the promotion committee, with a tie vote being considered a recommendation against promotion.

The chair of the promotion committee shall submit a report on behalf of the committee to both the Associate Vice President for Extension and the faculty member. This report shall include a vote summary, a summary of the analysis by the committee, and a statement of reasons for the majority and minority points of view. The report shall be sent to the members of the promotion committee for review before its submission. The report does not need to be endorsed by every member of the committee. However, the report cannot be submitted if at least one-third (1/3) of the committee members inform the committee chair that they object to the submission of the report. Since the report is submitted by the chair of the committee, only that person needs to sign it.

The recommendation shall be forwarded successively to the Associate Vice President for Extension, the Vice President for Engagement and Extension, and the President for review and either endorsement or opposition. The Board has delegated the final decision to the President.

All reviews are to be exercised expeditiously at each level. After each review, the reviewing administrator shall make a recommendation in writing to grant or deny promotion, and this recommendation shall be forwarded to each successive administrator. A copy of each recommendation shall be sent to the faculty member, the chair of the promotion committee, and all administrators who have previously made recommendations. The chair of the promotion committee shall send copies to the other members of the promotion committee.

E.13.2.2 Promotion Committee *(last revised December 1, 2023)*

The promotion committee shall consist of five (5) faculty members from Extension elected as described in the Extension code. A faculty member with a conflict of interest is expected to recuse oneself.

E.13.2.3 Processing of Recommendations *(last revised December 1, 2023)*

After a recommendation is received from the promotion committee, a contrary recommendation shall be issued at a higher administrative level below the President only for compelling reasons that shall be stated in writing in their recommendation. The administrator shall send copies of their recommendation to the faculty member, the chair of the promotion committee, and all administrators who have previously made recommendations. The chair of the promotion committee shall send copies to the other members of the promotion committee. If such a contrary recommendation is issued, the chair of the promotion committee and all administrators who have previously made recommendations shall be given seven (7) working days from the date of notification of the contrary recommendation to respond in writing to the administrator's reasons for opposition, and the contrary recommendation may be opposed at an even higher administrative level. The responses from the chair of the promotion committee and the administrators shall be forwarded to each successive administrator along with the recommendation and rationale for the contrary recommendation and all previous recommendations and responses.

A response from the chair of the promotion committee shall summarize the variety of opinions from the members of the promotion committee. If at least one-third (1/3) of the members of the promotion committee feel that a response is appropriate, then a response shall be sent by the chair. The response can state that only a minority of the committee members felt that a response was appropriate if that is the case.

In the event of a committee recommendation to deny promotion, or a recommendation by an administrative officer below the President to deny promotion, the reasons for the recommendation shall be made available promptly to the faculty member under consideration. The faculty member shall be given seven (7) working days from the date of notification of the recommendation to submit a written response. This response shall be forwarded to each successive administrator along with all previous recommendations and responses.

E.13.3 Grievance

If the promotion committee recommends the granting of promotion, but the Provost or the Vice President for Engagement and Extension recommends the denial of promotion, then the faculty member may file a grievance via Section K to oppose the recommendation to deny promotion. In any grievance proceeding, the promotion committee shall be represented by the chair of the promotion committee. Although a grievance may not be filed until the Provost or the Vice President for Engagement and Extension has made their recommendation to the President, the grievance shall be against the first administrator to recommend the denial of promotion. However, the effective date of notification of the grievant shall be the date of notification of the recommendation from the Provost or the Vice President for Engagement and Extension.

If the promotion committee recommends denial of promotion (including by a tie vote), the faculty member cannot grieve this recommendation. This is because grievances can be filed only against administrators, not fellow faculty. Also, a grievance cannot be filed against an administrator for supporting the recommendation of the promotion committee, since the first paragraph of Section E.13.1.3 or E.13.2.3 states that this is what is expected of them.

When the department head is under consideration for promotion, the successive forwarding of the promotion committee's recommendation shall begin with the dean of the college, rather than the department head.

E.13.4 Notification of Presidential Action on Advancement in Rank (last revised December 1, 2023)

When the President has ruled on a recommendation relating to promotion for a faculty member, the faculty member shall be notified promptly in writing of the action taken. The decision of the President to grant or deny promotion is final.

E.13.5 Withdrawal of Application for Advancement in Rank

At any time before the final decision by the President, the faculty member may withdraw their application for promotion. In particular, once the Provost or the Vice President for Engagement and Extension has made their recommendation to the President, and the faculty member has been notified of this recommendation, the faculty member shall have ten (10) working days to withdraw their application for promotion by submitting a withdrawal request to the Provost or the Vice President for Engagement and Extension.

E.13.6 Change in Rank that is Not a Promotion

E.13.6.1 Contract, Continuing, and Adjunct Faculty

If a contract, continuing, or adjunct faculty member requests a change in rank that is not a promotion, that request is approved or denied at the departmental level. The department code should specify the procedure for doing this. If a procedure is not specified in the department code, then all tenured, tenure-track, contract, continuing, and adjunct faculty members in the department at the level of the new rank or higher who do not hold an administrative appointment (as defined in Section K.11.2) of more than half (0.5) time shall vote to support or oppose the change in rank. The department head shall not be present for this vote nor the deliberations preceding it unless invited to be present by two-thirds (2/3) of the faculty present. The overall vote shall be reported to the department head, who shall then make the final decision to approve or deny the change in rank. The department head may choose not to follow the overall vote of the faculty only for compelling reasons which shall be stated in writing. If the department head denies a change in rank that the faculty voted to approve, then the faculty member who requested the change in rank may grieve the decision of the department head.

E.13.6.2 Extension Faculty

If an Extension faculty member requests a change in rank that is not a promotion, that request is approved or denied by the Associate Vice President for Engagement & Extension. The Extension code should specify the procedure for doing this. If a procedure is not specified in the Extension code, then the promotion committee shall vote to support or oppose the change in rank. The overall vote shall be reported to the Associate Vice President for Engagement & Extension, who shall then make the final decision to approve or deny the change in rank. The Associate Vice President for Engagement & Extension may choose not to follow the overall vote of the faculty only for compelling reasons which shall be stated in writing. If the Associate Vice President for Engagement & Extension denies a change in rank that the faculty voted to approve, then the faculty member who requested the change in rank may grieve the decision of the Associate Vice President for Engagement & Extension.

Rationale:

The current language describes the process for an increase in rank, but not the process for a change in rank that is not a promotion, such as a change from a Senior Instructor to an Assistant Professor. The proposed changes address this situation.