

ARTICLE II: EMPLOYMENT POLICIES
Section: 1. Adjustments, Advancements and Upgrade of Position

Policy 1.1: Promotion and Tenure for Department Chairs
Issued: March 1, 2001

For the purpose of retention, promotion, or tenure, a Department Chair must be evaluated by the University Evaluation Criteria and the criteria of the respective department/unit, as approved by the President. In as much as the responsibilities of Department Chairs include both teaching and performance of other primary duties, the evaluation shall include supporting evidence of effectiveness in both teaching and in the performance of primary duties in non- teaching assignments.

The requirement of degrees and years of service for eligibility shall be the same as those required of the faculty in the department/unit of the respective Chair's department/unit.

- a. The Chair must request verification of eligibility from the Office of the Provost and Vice-President for Academic Affairs.
- b. The Chair must apply to the appropriate Dean beyond the level of the department/unit, using the format established by university policy.
- c. Documented evidence of performance in Categories A, B, and C should be provided as required.
- d. The application of the Chair shall be reviewed by the Dean who may consult with individual members of the department.
- e. The Dean shall submit to the Provost a written recommendation for each eligible department chair.
- f. Negative recommendations will be supported with written reasons based on stated criteria.
- g. The Dean shall provide a copy of the recommendation, with supporting reasons, in the event of a negative recommendation, to the person being evaluated.
- h. The Provost shall review the recommendations and supporting reasons with the Dean.
- i. The Provost will review the recommendation with the President.
- j. The President shall provide each eligible chair considered for 0.00000 O -0.0600 Tw(support

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Policy 1.2: Civil Service Temporary Upgrades

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an "acting" capacity upon the approval of the President. A Civil Service employee may not receive an administrative adjustment for assuming the temporary duties and responsibilities of an A&P position. Rather, the Civil Service employee is placed on a leave of absence from her/his Civil Service position and placed into an acting A&P position.

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Policy 1.3: Administrative Adjustment Within the Same Classification

Issued: April 1, 2001

In rare instances, an employee may acquire a significant percentage of responsibilities which exceed or which are not characteristic of any other classification and are not in a direct promotional line (e.g., Executive Secretary) as defined by the University Civil Service System. Under these circumstances, the President may approve an administrative adjustment of 5% to 15%, depending on the significance of the variance. Such decisions will take into account individuals who are similarly classified.