

## APPENDIX E

### OPERATING PRINCIPLES FOR CAMPUS PROMOTIONS COMMITTEES

By on or about February 1 of the academic year, the Campus Academic Dean will convene the Campus Promotions Committee and deliver: a) a list of all applicants, including rank for which each is applying; and, b) the following operating procedures for the Committee.

1. At its first meeting, the Committee will elect its chairperson (or co-chairs) from among the eight members. The election will be by secret ballot; the individual receiving a plurality of votes will serve as chair.
2. Between on or about February 28 and on or about April 16, the Committee will review applications and develop recommendations following the dictates of the contract. (Article 7, Section 5, C).
3. Deliberations and vote tallies of the Committee will be confidential during and after the proceedings.
4. While it is expected that all Committee members will vote on each candidacy, the number for a Committee quorum will be 5. Committee members must have been present for the discussion and must be physically present (i.e., neither proxies nor communication from a distance will be acceptable) at the time of balloting to vote on a candidacy. Note: a Committee member may remove him/herself from consideration of a particular candidacy for cause. Any member so deciding will not be present during the discussion or vote on this candidate(s).
5. The Committee will vote on each candidate's application by secret ballot. A majority of those voting must vote in favor of a candidate for the Committee to support the application for promotion.
6. By on or about April 16, the Committee will send its recommendations, all application packages, and documents created by the Committee, including pages bearing individual notes, to the appropriate Dean. Recommendations to the Dean will be made in the form of a memorandum listing candidates in alphabetical order. Next to each name will be the Committee's recommendation for or against promotion. The memorandum will be signed by all members of the Committee, with notation provided in cases where a member(s) did not participate in the vote on a particular candidate(s).
7. By on or about April 16, the Committee Chair will notify each candidate of the Committee's recommendation. The notification will state only the Committee's recommendation for or against promotion. The Committee Chair will sign the memorandum on behalf of the Promotions Committee.

Additional Information:

1. Time line for the promotion process (closest workday date):\*
  - a. January 22 – faculty submit application materials;
  - b. February 12 – Department Chairs make recommendations;
  - c. February 28 – Associate Deans/Directors make recommendations and forward application materials to Campus Promotions Committee;
  - d. April 16 – Campus Promotions Committee makes recommendations to Dean;
  - e. May 15 – Dean and Campus President submit recommendations to College Provost and College President;
  - f. June 15 – College President notifies candidates and makes recommendations to Board of Trustees.
2. Each Campus administration will provide its Promotions Committee meeting accommodations and secure facilities to store promotion application materials.
3. A custody form will be signed when promotion application materials are transferred, e.g., from faculty to Department Chair, from Department Chair to Associate Dean/Director, then to the Committee, and from the Committee to the Dean.
4. UFMDCC shall coordinate the promotions committee election process.

\* UFMDCC and the College shall agree on the exact dates by September 15 of each academic year.