



**California Northstate University  
University Appointment, Ranking and Promotion Committee  
By-Laws**

**I. Statement**

California Northstate University (CNU) maintains 5 levels of review for the appointment, ranking and promotion of faculty: department chair, college committee, dean, university committee, and President.

**II. Purpose**

The appointment, ranking, and promotion process thoroughly reviews faculty qualifications and professional activities in order to ensure the currency and quality of faculty, which is the foundation of all academic programs at CNU.

**III. Scope and Coverage**

This document specifies the by-laws for the composition, duties, and responsibilities of the University level Appointment, Ranking and Promotion Committee (UARP). The UARP is the final level of review before recommendations are forwarded to the President.

**IV. Procedures**

**1. Composition**

UARP will be composed of two members elected from each college by secret ballot. Elections shall be conducted by the Office of Academic Affairs in each College. Voting members must be full-time ranked faculty members at CNU. Those eligible to serve on the committee shall be full-time CNU faculty and faculty administrators. The President's designee shall serve as chair for a four-year term and will be a non-voting ex-officio member of UARP.

Term: UARP Committee members will serve for a period of two years with a maximum of two consecutive terms. For the 2019-2020 AY, each dean will appoint committee members for one year. These committee members will serve for one (1) year. For the following year, one member from each college will serve for one year, and the other member will serve for a full two-year term. This will create staggered membership rotation for each college. Thereafter, all members will serve for 2 years. If a committee member resigns, a new committee member will be appointed via vote by the College to finish the term of the member who is leaving.

It is imperative that the members of the University UARP Committee be persons with such concern for the quality of the University that they will be able to set aside the interest they will have in some particular part of the University, so that these special interests will not intrude upon the deliberations of the University ARP Committee.

**2. Duties and Procedures**

The University UARP Committee shall:

- A. Review all appointment, ranking, and promotion documentation forwarded to the committee from college deans and make recommended actions to the President. The Committee will pay special attention to cases where there is disagreement between the Dean, the Chair, and/or the College R & P committee. Such cases will be carefully and completely reviewed.
- B. Examine recommendations from prior levels to be certain that procedures and criteria have been correctly followed.
- C. Forward any recommended changes in University ARP by-laws to the President.
- D. Review the R & P policies from each College governing the appointment, ranking, and promotion of full-time faculty and the appointment and evaluation of part-time faculty and make recommendations to the President.
- E. Review the criteria, policies, and procedures of the colleges for consistency with the UARP By-Laws.
- F. Proposed changes in college level criteria, policies, and procedures for appointment, ranking, and promotion shall be approved by the President upon recommendation of the UARP Committee prior to implementation in the next annual faculty evaluation cycle.

### **3. Faculty Dossier**

Specific required contents of the faculty dossier shall be determined by college level R & P policy. Faculty must submit material electronically on CANVAS (See Section 8) Faculty should begin to work with their chairs to develop a dossier during the 4<sup>th</sup> year of their current rank. Dossiers should focus on material from the past five years of activity. A listing of prior accomplishment in addition to the CV is acceptable. The timeline for college reviews should be organized so that the dossiers will reach the UARP Committee no later than April 1st.

### **4. Timeline**

Timelines for submitting and processing faculty dossiers from the department through the College level R & P reviews should be organized by the College. If the UARP determines that any of the required documents are not contained in the dossier, the dossier will be returned to the college and will not be reviewed until the next cycle of review. UARP recommendations will be forwarded to the President's Office in late spring. The President will consider UARP recommendations and will send his decision to UARP. UARP will respond to the college dean in writing, and the dean will inform the faculty member of the promotion decision. A letter signed by the President and the Dean confirming the promotion will be sent to the candidate. after approval from the Board of Trustees. Promotions will become effective at the beginning of the next Academic Year.

### **5. Appointment and Ranking**

Each college is responsible for creating its own ranking and step system, which is employed for the initial ranking of newly appointed faculty and for promoting faculty in steps from Assistant to Associate and Full Professor. The UARP is

responsible for reviewing the initial rank of newly hired faculty and making a recommendation to the President regarding the appropriate rank.

For initial hires, the dean makes a recommendation to UARP. UARP evaluates the candidate's CV and the dean's recommendation, and then sends a recommendation to the President.

## **6. Criteria for Promotion**

Criteria for promotion is defined in the CNU Faculty Handbook. The UARP Committee shall follow the CNU Faculty Handbook guidelines in conjunction with clarifying details provided by college level policy.

Faculty members should consult with their College policy for the specific criteria for promotion at each rank. No faculty will be eligible for promotion to the next rank without serving five (5) years at the current rank unless an exception was approved at the time of hiring, endorsed by the Dean and President and authorized by the Board of Trustees.

## **7. Basis for Evaluation**

Recommendations from the UARP Committee for ranking and promotion shall be based solely on the faculty dossier. Prior to the UARP evaluation of a candidate, all material at each level of review shall appear in the faculty dossier and shall serve as the basis of the evaluation.

UARP evaluative statements and recommendations adopted shall be based on the entire contents of the faculty dossier. The conclusion about performance under each criterion of evaluation (e.g., Teaching Performance, Research and Scholarly Activity, and Service) required to accompany each recommendation shall be based on a preponderance of the evidence in the file relative to that criterion.

Note: Preponderance in this context refers to the weight or persuasiveness of evidence in the mind of the evaluator. Weight is a function of the quantity, quality and source of evidence, including the knowledge and trustworthiness of the source. Under a preponderance requirement, the evaluator must consider all of the relevant evidence and resolve conflicts in the evidence by means of the idea of preponderance. Note also that a college may determine that categories of performance are weighted. UARP conclusions must respect college level definitions of weighted categories.

## **8. Decision Process**

Department chairs are responsible for ensuring the eligibility and qualifications for each promotion. College committees are responsible for exercising due diligence in reviewing and evaluating the eligibility, qualifications, and merit of each dossier. Deans are responsible for ensuring that the appropriate process has been followed. The University ARP Committee is responsible for reviewing all documentation and evaluating the evidence and justification for recommendations from each level and then making a final written recommendation to the President. The President is

responsible for approving or rejecting the promotion. . Each promotion is authorized by the Board of Trustees.

Discussion and recommendations at each level must be held in strict confidence and not shared outside the committee. College level committee members should vote independently on their decision without influence from the college committee chair. Candidates are not permitted to contact committee members at the college level or UARP or add additional material to the dossier once the dossier has been passed to UARP.

### **9. Appeal of Decision**

A faculty member who has not been retained or promoted may request reconsideration of their case. The faculty member requests reconsideration by submitting a notice of dispute with the college dean. The faculty member or their representative must file the notice of dispute within thirty (30) days of receiving the decision not to retain or promote. The appeal will be reviewed by a panel composed of one (1) full-time ranked faculty member from the candidate's college appointed by the dean, one (1) full-time ranked faculty member from outside the candidate's college appointed by the UARP Committee chair, and one (1) member from the UARP committee. The appeal committee will be responsible for reviewing all documentation and recommendations from each level, and sending their recommendation to the President.

### **10. File Retention and Confidentiality**

All Faculty Dossiers shall be retained in electronic format in CANVAS in a course that has been designated for the faculty member for promotion. . The Dossiers shall be held in confidence. Access to a Faculty Dossier shall be limited only to persons with official business. The Chair of UARP will work with IT to allow access to the various committee members as appropriate. University administrative assistant staff should not have access to faculty dossiers.