

**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**

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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 promotion with a written decision by May 1 st.

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- k. A negative decision shall be supported with written reasons based upon approved evaluation criteria.
  - l. In the case of tenure, the Provost shall review all tenure recommendations, including supporting reasons for eligible Department Chairs, with the President.
  - m. The President shall submit the tenure recommendations to the Board.
  - n. The President shall provide each eligible department chair considered for tenure with a copy of the recommendation to the Board.
  - o. If the recommendation is negative, the University President shall provide the employee with a statement of reasons based upon approved evaluation criteria.
  - p. If a department chair is not notified of a negative decision by the Board on the tenure recommendation by June 1<sup>st</sup>, the department chair shall be granted a probationary contract for the next subsequent academic year but shall not thereby receive tenure.
  - q. An eligible department chair who is in her/his sixth probationary year and is not awarded tenure by action of the Board shall receive a terminal contract for the next subsequent academic year.

Administrators in Category A (levels I-IV) with faculty rank, who apply for promotion shall be evaluated by a process analogous to that provided for a department chair. However her/his performance of administrative duties shall not be a basis for promotion.

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**Policy 1.2: Civil Service Temporary Upgrades**  
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On occasion, when vacancies occur, it may become necessary to staff the vacancy on a temporary basis. The following rules will apply:

- a. Rules for Filling a Vacant Civil Service Position
  - a. Vacant positions may be filled through a temporary upgrade of a lower level employee. Per the Civil Service rules, temporary upgrading assignments must not be for more than 30 consecutive work days.
  - b. The status employee being considered for a temporary upgrade must meet the minimum qualifications of the class to which assignment is being made and must be on the active register.
  - c. In the absence of a register, status employees who meet the minimum qualifications for the class and pass the examination, may be assigned. The salary shall be set at the greater of 10% above the salary of the temporary employee or the first step of the applicable salary range.

- b. Filling a temporarily Vacant Civil Service Position (due to disability, leave of absence, etc.):

A temporarily vacant position may not be filled for more than 30 days by means of a temporary upgrade as explained in (1) above.

Temporary vacancies may be filled for more than 30 days through a temporary appointment using an employee on the register. With approval of the Civil Service System, the appointment may be extended to a maximum of six months less one day.

If a major portion of the duties and responsibilities of the temporary vacant position are delegated to a person in a classification of a lower level, the Director of Human Resources may grant a temporary salary adjustment to that person (see item 1 for rules). Such temporary salary adjustment may not exceed 6 months.

- c. Temporarily Vacant A&P Positions:

In the case of a vacant A&P position a Civil Service employee may be assigned in

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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**

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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.