Resolution #39, 1982-83

TO:     President John E. Van de Watering
FROM:   The Faculty Senate
RE:     X  I. Formal Resolution (Act of Determination)
        III. Other (Notice, Request, Report, etc.)
SUBJECT: Standardized Procedures for Discretionary Salary Increases,
          Promotion, Tenure/Renewal, Sabbatical Leaves for Teaching
          Faculty and Librarians

(see attached)

Signed: Date Sent 5/11/83
       (For the Senate)

TO:     The Faculty Senate
FROM:    President John E. Van de Watering
RE:      I. Decision and Action Taken on Formal Resolution
         a. Accepted. Effective Date
         b. Deferred for discussion with the Faculty Senate on
         c. Unacceptable for the reasons contained in the attached explanation
II., III. a. Received and acknowledged
           b. Comment:

DISTRIBUTION: Vice Presidents:
               Others:
Distribution Date: Signed:  (President of the College)
Date Received by the Senate:
STATE UNIVERSITY OF NEW YORK  
College at Brockport  

Faculty Senate Meeting 5/9/83  
Agenda Item VII. C. 1.  

STANDARDIZED PROCEDURES FOR  
DISCRETIONARY SALARY INCREASE, PROMOTION, TENURE/RENEWAL, SABBATICAL LEAVES  
FOR TEACHING FACULTY AND LIBRARYANS  

1. A calendar of target dates will be prepared by the Vice President for  
Academic Affairs which identifies the procedural deadlines for promotion,  
sabbatical, and tenure and renewal recommendations. Normally, the  
calendar will be available by early September. The calendar for discre-  
tionary salary increases will be available as soon as possible after the  
guidelines have been received from Albany.  

2. In each instance, i.e., discretionary salary increases, promotions, tenures  
and renewals, and sabbaticals, the review procedure is initiated by depart-  
mental/unit peer review and recommendation in accordance with appropriate  
policies and guidelines of the Board of Trustees, in requisites of the  
collective bargaining agreement, State University of New York, the specific  
criteria approved by the College, and the special guidelines developed by  
individual departments.  

3. In cases of personnel with joint or shared appointments, a review procedure  
will be completed by the second department/unit and submitted for reading  
and then forwarding by the primary department/unit peer review committee.  

4. The peer recommendation is made available to the nominee by the deadline  
established in the calendar. The nominee will decide to forward or not to  
forward the application including the peer recommendation to the department  
chairperson by the deadline established.  

5. The department chairperson then reviews all applications which have been  
forwarded. The recommendation of the department chairperson is made available  
to the nominee by the deadline, and the nominee will decide to forward or not  
to forward the application, including the peer recommendations by peer  
committee and department chairpersons, to the appropriate dean by the dead-  
line established.  

6. The dean then reviews all applications which have been forwarded. The  
recommendation of the dean is made available to the nominee by the established  
deadline, and the nominee will decide to forward or not to forward the application,  
including the recommendations by peer committee, department chairperson,  
and dean to the Office of the Vice President for Academic Affairs. In cases  
of DSI, the recommendations of the dean are forwarded only to the Offices  
of the Vice President for Academic Affairs and the President for discussion and  
final decision.
7. The Academic Vice President then reviews all applications which have been forwarded.

8. Prior to forwarding the application, support materials, and recommendations to the President, the nominee will have the opportunity to examine the file according to the provisions of the current collective bargaining agreement.

9. The President then reviews all applications, materials, and recommendations which have been forwarded. The recommendation of the President is sent to the nominee.

10. Final evaluation for promotion, tenure, and renewal, may be appealed by any faculty member whose request has been denied. The appeal process may be initiated immediately after receipt of the notice of the recommendation of the President and no later than the date established. The process begins with a written request to the President for a review of the recommendation and a request to meet with the department chairperson, dean, and academic vice president, followed, if the faculty member wishes, by a meeting, by written request, with the President. Please refer to the collective bargaining agreement for specific steps regarding all appeals.

11. In the event of the inconsistency or conflict between these provisions and the contract, the collective bargaining agreement shall apply, as provided for in the contract between U.W.P. and the State.