

MEMORANDUM

TO: University Faculty

FROM: Vilas A. Prabhu
Provost and Vice President
for Academic Affairs

DATE: September 26, 2017

RE: **IMPORTANT ANNOUNCEMENT FOR FACULTY PLANNING TO APPLY FOR PROMOTION OR TENURE IN FALL 2017**

All faculty members planning to apply for promotion or tenure in fall 2017 should carefully review the relevant CBA articles (15 and 16), the Millersville Promotion and Tenure Statements (see links below), and the attachments regarding the timeline and procedures.

- **Promotion Statement:**

- <http://www.millersville.edu/about/administration/policies/pdf/faculty/Promotion%20Statement.pdf>

- As a reminder: Include student evaluations from at least 5 classes with an average enrollment of 15 students per class. If the average is less than 15 students, the number of classes should be extended to include a total of 75 students. Please also note that tenured faculty members applying for promotion must include student evaluations from all classes during the fall semester of the year in accordance with Article 12, Section C.1.b.(1). Fall 2017 student evaluation print-outs are not available by November 1 and should be included in the supplemental folder rather than in the promotion application packet.

- **Tenure Statement:**

- <http://www.millersville.edu/about/administration/policies/pdf/faculty/Tenure%20Statement.pdf>

The timeline and procedures for applying for promotion and tenure remain unchanged from last year. Please note that the application form to be used for both promotion and tenure is available on the Provost's website:

<http://www.millersville.edu/provost/Information%20for%20Faculty.php>

Early Promotion: Faculty who intend to apply for early promotion (see Promotion Statement, page 8, "Exceptions" and page 14, "Early Promotion") should plan to meet

with their dean as soon as possible during the fall semester.

Prior Service Credit: Faculty who intend to apply for prior service credit toward their probationary period should review the Tenure Statement (p. 12, "Crediting Temporary Service Toward Probationary Period") and also plan to meet with their dean as soon as possible during the fall semester.

Please review the materials and contact the Provost's Office at x7555 or Dr. Kenneth W. Smith, President of APSCUF-MU, at x7183, if you have questions.

Enclosures

Faculty Promotion Deadlines, 2017-18

Date	Responsible Person/Committee	Action
By September 15, 2017	Faculty Applicant	All faculty contemplating applying for promotion should inform their department chairperson as soon as possible in the fall semester, but no later than September 15 th .
September 15, 2017	Department Chairperson	Convenes Department to initiate the process of forming the Department Evaluation Committee.
By September 29, 2017	Departmental Evaluation Committee	Meets to elect chairperson to review procedures and responsibilities.
November 1, 2017	Faculty Applicant	Submits to the Department Chairperson: <ul style="list-style-type: none"> • ONE (1) original <i>promotion application packet</i> (spiral bound, left margin), which includes the a) application form, b) curriculum vitae, c) selected classroom observations, if desired, d) recent reappointment letters, and e) student evaluation printouts (10 sem. max.)**, ***; • TWELVE (12) copies of the original <i>promotion application packet</i>; • ONE (1) copy of <i>supporting materials</i> (in ring binders if possible)
	Department Chairperson	Distributes to the Provost: <ul style="list-style-type: none"> • The original of the <i>application packet</i>. Distributes to the Dean/Vice President: <ul style="list-style-type: none"> • A copy of the <i>application packet</i>. Distributes to the Department Evaluation Committee: <ul style="list-style-type: none"> • Copies of the <i>application packet</i>.
November 15, 2017	Provost	Submits to the University Promotion & Tenure Committee Chairperson a list of all candidates who had submitted promotion applications by the November 1 deadline
February 1, 2018	Faculty Applicant	<u>Submission of a Supplemental Folder ***:</u> Should the applicant receive additional materials unavailable by the November 1 deadline, he/she may choose to submit them in a supplemental folder. This <i>supplemental folder</i> will be made available <i>only</i> to the University Promotion & Tenure Committee and the Provost. No supplemental materials can be submitted after the February 1 deadline. When submitting, do the following: To the Provost's Office <ul style="list-style-type: none"> • ONE (1) copy. To the University Promotion & Tenure Committee Chairperson (location and times TBA): <ul style="list-style-type: none"> • NINE (9) copies.
	Departmental Evaluation Committee Chairperson	Submits to the Provost's Office: <ul style="list-style-type: none"> • ONE (1) original <i>Departmental Committee's recommendation</i> (with pastel green cover). Submits to the applicant: <ul style="list-style-type: none"> • ONE (1) copy of the <i>Departmental Committee's recommendation</i> (with pastel green cover). Submits to the University Promotion & Tenure Committee Chairperson (location & times TBA): <ul style="list-style-type: none"> • NINE (9) copies of <i>Departmental Committee's recommendation</i> (with pastel green cover on each).
	Department Chairperson	See page 2 for Feb. 1, Dept. Chair submissions.... Submits to the Provost's Office:

Date	Responsible Person/Committee	Action
February 1, 2018	Department Chairperson	<ul style="list-style-type: none"> • ONE (1) original <i>Departmental Chairperson's recommendation</i> (with pastel blue cover). Submits to the applicant: <ul style="list-style-type: none"> • ONE (1) copy of the <i>Departmental Chairperson's recommendation</i> (with pastel blue cover). Submits to the University Promotion & Tenure Committee Chairperson (location & times TBA): <ul style="list-style-type: none"> • NINE (9) copies of <i>Departmental Chairperson's recommendation</i> (with pastel blue cover on each). • NINE (9) copies of the applicant's <i>promotion application packet</i>. (Note - the Provost received the original of the packet on Nov. 1.) • The ONE (1) copy of the supporting materials provided on Nov. 1. Submits to the appropriate Dean/Vice President's Office: <ul style="list-style-type: none"> • ONE (1) list of the promotion applicants being forwarded to the University Promotion & Tenure Committee
	Dean/Vice President	Submits to the Provost's Office: <ul style="list-style-type: none"> • ONE (1) original of the <i>Dean's/Vice President's recommendation</i> (with canary cover). Submits to the applicant: <ul style="list-style-type: none"> • ONE (1) copy of the <i>Dean's/Vice President's recommendation</i> (with canary cover). Submits to the University Promotion & Tenure Committee Chairperson (location and times TBA): <ul style="list-style-type: none"> • NINE (9) copies of the <i>Dean's/Vice President's recommendation</i> (with canary cover on each).
February 15, 2018	Faculty Applicant	<u>Optional submission of a written response:</u> The Promotion applicant may submit an optional <i>written response</i> to the Dean's/Vice President's recommendation. If so, he/she should do the following: To the Provost's Office <ul style="list-style-type: none"> • ONE (1) copy. To the University Promotion & Tenure Committee Chairperson (location and times TBA): <ul style="list-style-type: none"> • NINE (9) copies.
April 15, 2018*	Faculty Applicant	Each applicant shall have the right to request and make an appearance before the University Promotion and Tenure Committee to speak on his/her own behalf before the Committee submits its recommendations to the President or her designee.
	University Promotion & Tenure Committee Chairperson	Forwards the University Promotion & Tenure Committee's ranked list of recommendations to the Provost, as the President's designee, and copies the APSCUF-MU President. Notifies promotion applicant of <i>University Promotion & Tenure Committee's recommendation</i> .
July 15, 2018*	University President/designee	Announces <i>promotion decisions</i> to the University faculty.

*If any deadline falls on a weekend or holiday, then the deadline is the end of the next regular business day.

**Include student evaluations from at least 5 classes with an average enrollment of 15 students per class. If the average is less than 15 students, the number of classes should be extended to include a total of 75 students.

***All faculty members applying for promotion must include student evaluations from all classes during the fall semester of the current academic year in accordance with Article 12, Section C.1.b.(1). Fall student evaluation print-outs for the current academic year are available after November 1 and should be included in the *supplemental folder* rather than in the *promotion application packet*.

NOTE: This document is provided as a reference for dates only, and is not a substitute for the current Collective Bargaining Agreement, Article 16, and the University Governance and Policies Statement on Promotion, which should be consulted for detailed information on promotion policies and procedures. The Governance and Policies Statement on Promotion is available at <http://www.millersville.edu/about/administration/policies/pdf/faculty/Promotion%20Statement.pdf>.

Faculty Tenure Deadlines for Fall Hires, 2017-18

Date	Responsible	Action
October 1, 2017*	University President	Notifies all fifth-year probationary faculty (Fall hires only) that they have until December 31, 2017* to apply for tenure.
December 31, 2017*	Faculty Applicant	Submits to the University President: <ul style="list-style-type: none"> • <i>Letter requesting tenure</i>, including a statement of the reasons why he/she believes tenure should be granted.
		Submits to the Department Chairperson: <ul style="list-style-type: none"> • ONE (1) copy of his/her letter to the University President requesting tenure; • ELEVEN (11) copies of his/her <i>tenure application packet</i> (spiral bound, left margin), which includes the tenure application form, curriculum vitae, all student evaluation printouts, classroom observations (when applicable), and recent reappointment letters; • ONE (1) copy of his/her <i>supporting materials</i>, consisting of materials and information that support the information provided in the application packet. Include in a ring binder if possible.
February 15, 2017	Department Chairperson	Submits to the University Promotion & Tenure Committee Chairperson [location & times TBA]: <ul style="list-style-type: none"> • NINE (9) copies of his/her <i>tenure application packet</i>; • NINE (9) copies of the <i>Department Chairperson's recommendation</i> (with official pastel yellow coversheet on each); • NINE (9) copies of the <i>Departmental Committee's recommendation</i> (with official pastel orange coversheet on each); • The ONE (1) copy of <i>supporting materials</i> provided; • ONE (1) copy of the student evaluation printouts from the most recent Fall semester.
		Submits to the Provost's Office: <ul style="list-style-type: none"> • ONE (1) copy of the <i>tenure application packet</i>, • The signed original of the <i>Department Chairperson's recommendation</i> (with official pastel yellow coversheet); • The signed original of the <i>Departmental Committee's recommendation</i> (with official pastel orange coversheet). • ONE (1) copy of the student evaluation printouts from the most recent Fall semester.
April 1, 2018*	University Promotion and Tenure Committee Chairperson	Submits University Promotion and Tenure Committee's recommendations for applicants with Fall anniversary dates to Provost and to the APSCUF-MU President.
		Notifies tenure applicants of Committee's recommendation.
May 31, 2018	University President	Notifies tenure applicants of President's tenure decision.

*If any deadline falls on a weekend or holiday, then the deadline is the end of the next regular business day.

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Faculty Tenure Deadlines for January Hires, 2017-18

Date	Responsible	Action
February 1, 2018	University President	Notifies all fifth-year probationary faculty (Spring hires only) that they have until May 1, 2018* to apply for tenure.
May 1, 2018	Faculty Applicant	Submits to the University President: <ul style="list-style-type: none"> • <i>Letter requesting tenure</i>, including a statement of the reasons why he/she believes tenure should be granted.
		Submits to the Department Chairperson: <ul style="list-style-type: none"> • ONE (1) copy of his/her letter to the University President requesting tenure; • ELEVEN (11) copies of his/her <i>tenure application packet</i> (spiral bound, left margin), which includes the tenure application form, curriculum vitae, all student evaluation printouts, classroom observations (when applicable), and recent reappointment letters; • ONE (1) copy of his/her <i>supporting materials</i>, consisting of materials and information that support the information provided in the application packet. Include in a ring binder if possible.
October 1, 2018	Department Chairperson	Submits to the University Promotion & Tenure Committee Chairperson [location & times TBA]: <ul style="list-style-type: none"> • NINE (9) copies of his/her <i>tenure application packet</i>; • NINE (9) copies of the <i>Department Chairperson's recommendation</i> (with official pastel yellow coversheet on each); • NINE (9) copies of the <i>Departmental Committee's recommendation</i> (with official pastel orange coversheet on each); • The ONE (1) copy of <i>supporting materials</i> provided; • ONE (1) copy of the student evaluation printouts from the most recent Spring semester.
		Submits to the Provost's Office: <ul style="list-style-type: none"> • ONE (1) copy of the <i>tenure application packet</i>, • The signed original of the <i>Department Chairperson's recommendation</i> (with official pastel yellow coversheet); • The signed original of the <i>Departmental Committee's recommendation</i> (with official pastel orange coversheet). • ONE (1) copy of the student evaluation printouts from the most recent Spring semester.
November 1, 2018	University Promotion and Tenure Committee Chairperson	Submits University Promotion and Tenure Committee's recommendations for applicants with Fall anniversary dates to Provost and to the APSCUF-MU President.
		Notifies tenure applicants of Committee's recommendation.
December 31, 2018*	University President	Notifies tenure applicants of President's tenure decision.

*If any deadline falls on a weekend or holiday, then the deadline is the end of the next regular business day.

NOTE: This document is provided as a reference for dates only, and is not a substitute for the current Collective Bargaining Agreement, Article 15, and the University Governance and Policies Statement on Tenure, which should be consulted for detailed information on tenure policies and procedures. The Governance and Policies Statement on Tenure is available at <http://www.millersville.edu/about/administration/policies/pdf/faculty/Tenure%20Statement.pdf>

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