INTRODUCTION

This promotion/merit policy applies to all members of the teaching faculty who hold academic rank and are members of the bargaining unit at Ferris State within the College of Education and Human Services. The policy applies to merit and promotions to the ranks of Assistant Professor, Associate Professor, and Professor.

I. PROMOTION/MERIT POLICY

There shall be a Promotion/Merit Committee for the College of Education and Human Services whose responsibility shall be to transmit recommendations regarding promotion and merit. This shall be a continuing committee representative of the teaching faculty and administration.

A. Structure of the Committee

1. The College of Education and Human Services shall maintain a promotion committee. Current promotion policies will continue and any changes will be implemented when approved by both the dean and a majority vote of the promotion committee.

2. One member from each program unit will be elected by the teaching faculty for staggered two-year terms. Eligible members will be tenured faculty, except when the department does not have an available tenured faculty member. The non-tenured faculty member representative must have served in the department for a minimum of two years. The Dean shall appoint one additional member to create an odd number membership.

   a. Committee members shall not be considered for promotion or merit while serving on the committee.

   b. The Committee will not function with less than a majority of members present. All members should be present to vote for the candidates who will be recommended for promotion/merit.

   c. A Chairperson shall be elected by the total Committee.

   d. In the event that no faculty representative is available from a department, an at-large representative will be elected from the total College of Education & Human Services faculty.
B. Nomination and Election Procedures

1. Bargaining unit members shall be nominated and elected in their respective departments by the second Monday in October and shall assume their duties upon election.

2. Special elections will be held to fill vacancies as called by the chairperson.

C. Organizational Meeting and Review Process

1. The committee members will use the policy rubric for qualitative review. Each promotion or merit group (instructor to assistant professor, assistant professor to associate, associate to full professor and merit) will be evaluated separately. The final lists then are merged from the reviewed groups.

2. The College Promotion/Merit Policy will be reviewed annually, no later than the third Monday in March, by the members of the Promotion/Merit Committee and the Dean. Changes in the Promotions/Merit Policy must be approved by the Dean and a majority of the Promotions Committee. Approval by the Dean and Promotions Committee no later than the end of Spring Semester will constitute the Promotion/Merit Policy for use during the following academic year.

3. An organizational meeting of the Promotion/Merit Committee shall be held prior to the end of Fall Semester. This meeting will be called by the Dean.

4. The Dean’s office shall maintain a file on the correspondence of the Promotions Committee.

II. PROCEDURES

A. Application Guidelines

1. Only those faculty who apply to the Promotion/Merit Committee will be considered for promotion/merit by the Committee. Application for promotion or merit may originate with the faculty member, a colleague, supervisor, or Dean.

2. Consideration will be given only to accomplishments of the applicant since his/her last promotion or merit increase, or date of hire, whichever is more recent.

3. In compiling portfolio evidence, the candidate will provide information appropriate to Section III of this policy, specifically addressing and verifying, the Academic Criteria (Quantitative) and Evaluation Criteria (Qualitative) for the promotion or merit being sought.

4. Portfolio evidence should be complete yet concise, with duplication of documentation kept to a minimum. Portfolio evidence should address the
evaluative criteria in their stated order with the headings clearly marked and followed by support documents (last merit or promotion date, curriculum vitae, peer letters of support for specific promotion or merit, transcripts, copies of presentation materials, publications, conference programs, CEU confirmations, certificates, syllabi, examples of instructional materials designed or revised, assignment rubrics, identification of what portion of a project one was responsible for or clearly identified portion of creative presentation, publication, grants or developed course material, etc).

5. Completed faculty applications for promotion/merit are due in the Dean’s Office no later than 5:00 P.M. on the second Wednesday of January.

B. Waivers

1. The Academic Criteria (Quantitative) for promotions in Section III. 1. may be waived by the Promotion/Merit Committee when conditions warrant; e.g. license or certification, additional professional experience, related recognition or achievement. Only those who have done exceptional, high quality work will be considered.

2. Candidacy achieved through waiver is valid only in the year in which it is granted. Future promotion or merits will require a new waiver request.

3. Waiver requests may be initiated by the candidate, colleagues, a supervisor, or the Dean.

4. A request for a waiver must be supported by a written statement that specifies the basis upon which the candidate believes a waiver should be granted.

5. Portfolio evidence must be submitted to the Committee in accordance with the procedures specified in Section II.A. above.

6. Candidates for promotion through waiver of Academic Criteria (Quantitative) will then be considered with other candidates and subsequently notified of the Committee's decision relative to candidacy.

7. Candidates who apply for promotion using a waiver may request to be considered for a merit if the waiver is not granted.

C. Merit Awards

1. Merit increases can only be given to those who have been advanced in rank to the maximum rank consistent with their promotion credentials as defined under Academic Criteria (Quantitative) in Section III. 1. of this policy.

2. Faculty are eligible to apply for merit increase only after completion of a minimum of four (4) years since their last advancement in rank or merit increase. (This means faculty may apply in the fifth year following their last promotion or merit.)
3. Consideration for merit will be given only to accomplishments of the applicant since his/her last promotion or merit increase, or date of hire, whichever is more recent.

4. Full professors awarded merit must provide evidence that they continue to meet all of the Evaluation Criteria (Quantitative** & Qualitative) for promotion to full professor.

5. Associate professors awarded merit must meet all the Evaluation Criteria (Quantitative** & Qualitative) for promotion to the rank of full professor.

6. Assistant professors awarded merit must meet all the Evaluation Criteria (Quantitative** & Qualitative) for promotion to the rank of associate professor.

**To show that you meet criteria for current rank.

D. Committee Procedures

1. Each candidate is offered an opportunity to review materials submitted in his or her behalf prior to the first deliberative meeting of the Committee.

2. If the Dean anticipates adding to the list(s) specified in Section 15.2, C 2 of the Agreement between Ferris State University and the Ferris Faculty Association 2006-2010, the Dean shall discuss those candidates with the Committee.

3. The Committee shall be responsible for transmitting list(s) as specified in Section 15.2 C and 15.2.D of the Agreement between Ferris State University and the Ferris Faculty Association 2006-2010 no later than the 2nd Monday in February. List A will have names of the candidates recommended for promotion or merit that the contract allows under 15.2 A. List B will have the additional candidates recommended for promotion or merit in rank order. List C will have the non-approved candidates, alphabetically.

4. Each individual candidate shall be notified by the Committee of their recommendations for List A and List B with their ranking, and List C (unranked) no later than the 2nd Monday in February. The C list candidates will receive a written explanation suggesting ways to improve the qualitative evidence included in their application.

5. The Dean will provide the Committee and the candidates simultaneously with a copy of the List A and B transmitted to the Vice President for Academic Affairs

6. Supportive materials will be returned to the originator by the Dean’s Office.

III. CRITERIA

A. Candidates with satisfactory or exemplary average ratings in all rubric criteria will
be considered deserving of promotion or merit. However, all candidates deserving of promotion or merit may not be granted promotion or merit due to the number of promotion and merits allotted to the COEHS based on contract section 15.2 A and 15.2. B.

The rubric for each qualitative evaluation review within teaching, research/scholarship/professional development, and service will use a scale of 0-4:

0 = Not Adequate or No Evidence
1 = candidate appears to be developing and meeting minimum expectations, in the policy evaluation criteria of teaching, research/scholarship/professional development and service.
2= candidate is meeting expectations in the policy evaluation criteria of teaching, research/scholarship/professional development and service.
3= candidate is proficient in the policy evaluation criteria of teaching, research/scholarship/professional development and service.
4= candidate is exemplary in the evaluation criteria of teaching, research/scholarship/professional development and service.

Guidelines for Promotion to the Rank of PROFESSOR

The following requirements must be completed prior to application for promotion:

Academic Criteria (Quantitative)
1. An appropriate doctor’s degree, an appropriate earned terminal degree, or alternatively, a master’s degree plus 75 semester hours of graduate credit.

2. Ten years of professional experience appropriate to the appointment.

3. Technical, vocational, or professional certification, registration, or licensure when appropriate, or eligibility for same.

4. Four years, excluding summers, served in the rank of Associate Professor with at least two of those years as a full-time employee of Ferris State University.

Evaluation Criteria (Qualitative)
1. Demonstrate superior qualities as a teacher.

   Evidence:
   _____ Student Assessments of Instruction (SAI’s) (i.e. SAI original summary of ratings with comments, personal reflections on the course SAI)
   _____ Faculty Peer Written Statements of Teaching Observations (i.e. peer letters of support, tenure review, evaluations )
   _____ Administrative Written Statements of Teaching (i.e. tenure or post tenure review documents, letters of support)
   _____ Student Advising Documentation (examples: student notes or summary of evaluation used)
Demonstrated success in primary assignment or area(s) of specialization for which employed (examples include areas of teaching, advising, coaching, placement, special university or college projects, grants, syllabus, course projects’ rubrics or outline, sample materials presented to students, etc).

Is highly regarded as a competent and effective practitioner of his/her profession. (examples: external letters of support from individuals, professional organizations or community)

Gives time unselfishly to activities above and beyond the ongoing assignment without diminishing the effectiveness of that assignment, (examples include assuming responsibility for teaching a colleague’s courses, taking on extra advising duties, assisting students with job searches, graduate school applications/searches, student professional group advising, curriculum development documents, grants, media, or project development collaboration with student(s), and an external community partner, etc.)

Other evidence of fulfillment of professional obligations. (examples include confirmation of serving department at late registration, student orientations, marketing and recruiting, attendance at department, college, university or community functions)

2. Demonstrate continuing substantial activity and competence in research, scholarship and professional development.

Evidence:

Research, including: generation of new knowledge, publications, presentations, obtaining grants, other. (i.e., copies of the publications/abstracts, presentations, grant proposals or final grant reports)

Scholarly/creative activities, including: publication/production of media, journal referee service, obtaining professional certification, certifying board member, consulting with professional agencies, developing new course techniques, developing new or improving existing programs, course analysis & development, submitting/receiving grant/contract proposals, continuing education, lecturer/author, program evaluation or accreditation team member, consulting/work in business/industry, integrating educational technology into curriculum, teaching web-based/distance courses.

An established reputation as a scholar and/or creative individual, i.e. awards, external (outside of academic department) peer review of scholarly teaching or creative work.

3. Demonstrate substantial activity and competence in service.

Service, including: University, College and/or Department/School committees with dates, program coordination, chairing committees with dates, representing FSU to government, in alumni settings, officer of a professional organization, professional organization committee work, or other similar activities/appointments.
Demonstrated effective public relations skills as appropriate to the assignment. (examples community or professional public speaking, presenting or creating future student/faculty opportunities, working with community groups representing the university, certificates of recognition for providing professional expertise)

Submission Criteria

Candidates seeking promotion or merit should submit two notebooks demonstrating how each of the criteria has been met. Promotion and Merit Committee may request clarification only regarding portfolio evidence submitted under the policy deadlines.

1. Narrative Notebook.

The Narrative notebook should be divided into four sections: academic criteria, teaching, scholarship/professional development, and service, and should describe how the candidate has met each of the criteria for promotion/merit. The binding of the narrative notebook should be no wider than 1 inch.

2. Supportive Evidence Notebook.

The Supportive Evidence notebook should also be divided into four sections: academic criteria, teaching, creative research/scholarship/professional development, and service, and should include evidence to support criteria and each of the accomplishments described in the narrative. The binding of the evidence notebook should be no wider than 4 inches.

Guidelines for Promotion to the Rank of ASSOCIATE PROFESSOR

The following requirements must be completed prior to application for promotion:

Academic Criteria (Quantitative)

1. An appropriate master's degree plus 45 semester hours of graduate credit.

2. Six years of professional experience appropriate to the appointment.

3. Technical, vocational, or professional certification, registration, or licensure when appropriate, or eligibility for same.

4. Three years, excluding summers, served in the rank of Assistant Professor with at least two of those years served as a full-time employee of Ferris State University.

Evaluation Criteria (Qualitative)

1. Demonstrate superior qualities as a teacher.

   Evidence:

   Student Assessments of Instruction (SAI’s) (i.e. SAI original summary of ratings with comments, personal reflections on the course SAI)
2. **Demonstrate continuing substantial activity and competence in research, scholarship and professional development.**

   **Evidence:**
   
   _____ Research, including: generation of new knowledge, publications, presentations, obtaining grants, other. (i.e., copies of the publications/abstracts, presentations, grants proposals or final grant reports)
   
   _____ Scholarly/creative activities, including: publication/production of media, journal referee service, obtaining professional certification, certifying board member, consulting with professional agencies, developing new course techniques, developing new or improving existing programs, course analysis & development, submitting/receiving grant/contract proposals, continuing education, lecturer/author, program evaluation or accreditation team member, consulting/work in business/industry, integrating educational technology into curriculum, teaching web-based/distance courses.
   
   _____ An established reputation as a scholar and/or creative individual, i.e. awards, external (outside of academic department) peer review of scholarly teaching or creative work.

3. **Demonstrate substantial activity and competence in service.**
Service including: University, College and/or Department/School committees with dates, program coordination, chairing committees with dates, representing FSU to government/community, in alumni settings, officer of a professional organization, professional organization committee work, or other similar activities/appointments.

Demonstrated effective public relations skills as appropriate to the assignment. (examples community or professional public speaking, presenting or creating future student/faculty opportunities, working with community groups representing the university, certificates of recognition for providing professional expertise)

Submission Criteria

Candidates seeking promotion or merit should submit two notebooks demonstrating how each of the criteria has been met. Promotion and Merit Committee may request clarification only regarding portfolio evidence submitted under the policy deadlines.

1. Narrative Notebook.

The Narrative notebook should be divided into four sections: academic criteria, teaching, scholarship/professional development, and service, and should describe how the candidate has met each of the criteria for promotion/merit. The binding of the narrative notebook should be no wider than 1 inch.

2. Supportive Evidence Notebook.

The Supportive Evidence notebook should also be divided into four sections: academic criteria, teaching, creative research/scholarship/professional development, and service, and should include evidence to support criteria and each of the accomplishments described in the narrative. The binding of the evidence notebook should be no wider than 4 inches.

Guidelines for Promotion to the Rank of ASSISTANT PROFESSOR

The following requirements must be completed prior to application for promotion:

Academic Criteria (Quantitative)

1. An appropriate master's degree.

2. Three years of professional experience appropriate to the appointment.

3. Technical, vocational, or professional certification, registration, or licensure when appropriate, or eligibility for same.

Evaluation Criteria (Qualitative)

1. Demonstrate superior qualities as a teacher.
Evidence:

_____ Student Assessments of Instruction (SAI’s) (i.e. SAI original summary of ratings with comments, personal reflections on the course SAIs)

_____ Faculty Peer Written Statements of Teaching Observations (i.e. peer letters of support, tenure review, evaluations)

_____ Administrative Written Statements of Teaching (i.e. tenure or post tenure review documents, letters of support)

_____ Student Advising Documentation (examples: student notes or summary of evaluation used)

_____ Demonstrated success in primary assignment or area(s) of specialization for which employed (examples include areas of teaching, advising, coaching, placement, special university or college projects, grants, syllabus, course projects’ rubrics or outline, sample materials presented to students, etc).

_____ Is highly regarded as a competent and effective practitioner of his/her profession. (examples: external letters of support from individuals, professional organizations or community)

_____ Gives time unselfishly to activities above and beyond the ongoing assignment without diminishing the effectiveness of that assignment, (examples include assuming responsibility for teaching a colleague’s courses, taking on extra advising duties, assisting students with job searches, graduate school applications/searches, student professional group advising, curriculum development documents, grants, media, or project development collaboration with student(s), and an external community partner. Etc.)

_____ Other evidence of fulfillment of professional obligations. (examples include confirmation of serving department at late registration, student orientations, marketing and recruiting, attendance at department, college, university or community functions)

2. **Demonstrate continuing substantial activity and competence in research, scholarship and professional development.**

Evidence:

_____ Research, including: generation of new knowledge, publications, presentations, obtaining grants, other. (i.e., copies of the publications/abstracts, presentations, grants proposals or final grant reports)

_____ Scholarly/creative activities, including: publication/production of media, journal referee service, obtaining professional certification, certifying board member, consulting with professional agencies, developing new course techniques, developing new or improving existing programs, course analysis & development, submitting/receiving grant/contract proposals, continuing education, lecturer/author, program evaluation or accreditation team member, consulting/work in business/industry, integrating educational technology into curriculum, teaching web-based/distance courses.

_____ An established reputation as a scholar and/or creative individual, i.e. awards, external (outside of academic department) peer review of
3. **Demonstrate substantial activity and competence in service.**

   _____Service, including: University, College and/or Department/School committees with dates, program coordination, chairing committees with dates, representing FSU to government/community, in alumni settings, officer of a professional organization, professional organization committee work, or other similar activities/appointments.

   _____Demonstrated effective public relations skills as appropriate to the assignment. (examples community or professional public speaking, presenting or creating future student/faculty opportunities, working with community groups representing the university, certificates of recognition for providing professional expertise)

**Submission Criteria**

Candidates seeking promotion or merit should submit two notebooks demonstrating how each of the criteria has been met. Promotion and Merit Committee may request clarification only regarding portfolio evidence submitted under the policy deadlines.

1. **Narrative Notebook.**

   The Narrative notebook should be divided into four sections: academic criteria, teaching, scholarship/professional development, and service, and should describe how the candidate has met each of the criteria for promotion/merit. The binding of the narrative notebook should be no wider than 1 inch.

2. **Supportive Evidence Notebook.**

   The Supportive Evidence notebook should also be divided into four sections: academic criteria, teaching, creative research/scholarship/professional development, and service, and should include evidence to support criteria and each of the accomplishments described in the narrative. The binding of the evidence notebook should be no wider than 4 inches.
APPLICATION FOR PROMOTION/MERIT
College of Education and Human Services

DEADLINE: Second Wednesday of January

NAME: ______________________________________________   DATE ________________

PRESENT RANK: ___________________________________________________________________

DATE of last promotion/merit increase ______________________________________________

Semester hours beyond first Master's Degree _____ or earned Doctorate ______

1. Check appropriate blank: (candidate may only choose one from the following)

   I am applying for:  Promotion ____________
   or
   I am applying for  Merit ___________

2. I am requesting a waiver for Promotion: Yes___   No____

   If my request for a waiver is denied by the promotion and merit committee members, indicate the action the candidate would like the committee to consider:

   _____ a. Please consider my application under the merit category.
   _____ b. Please do not consider my application under the merit category.