



## **Faculty Manual**

### **Section II**

## **Faculty Appointments, Tenure, Promotion, Leaves**

**September 1, 2015**

**Union College**  
807 Union Street  
Schenectady, NY 12308

## **I. FACULTY RANKS AND THE CRITERIA FOR PROMOTION**

(Revised April 2, 2009 and September 1, 2016)

### **A. Faculty Ranks**

#### **1. Instructor (effective January 1, 2003)**

Appointment to the tenure-track rank of instructor may be for one, two, or three years, renewable or not in accordance with the letter of contract. New members of the Faculty, beginning at the rank of instructor and without the doctorate who are awarded the doctor's degree during the academic year, are raised in rank at once to Assistant Professor. Further, if all the requirements for the degree are completed by March 1st, there is an automatic salary increment to the level specified in the contract letter, this sum being pro-rated during remaining pay-periods of the contract year.

#### **2. Assistant Professor**

Appointment or reappointment at the tenure-track rank of assistant professor generally shall be for three years and is renewable unless the letter of contract specifies otherwise. Promotion to this rank requires the following:

- Normally, the Ph.D or its equivalent.
- Demonstrated professional competence.
- Scholarly activity and professional alertness.

Procedures for reappointment as an Assistant Professor are described in Part III below.

#### **3. Associate Professor**

Those appointed initially to the rank of associate professor receive a three-year contract, renewable with or without tenure in keeping with the provisions for determining tenure. Two appointments at this rank may be regarded as conferring tenure unless the College indicates to the contrary. Appointment or promotion to this rank normally has these requirements:

- The Ph.D. or its equivalent.
- Outstanding performance as a teacher
- Mature scholarship recognized by the profession.
- Continuous and substantial service to the College.

Procedures for tenure reviews are described in Part IV below.

#### **4. Professor (effective ~~February 2, 2000~~ September 1, 2016)**

Appointment to the rank of full professor from within the faculty of Union College automatically confers tenure if not already granted and is recognition of a sustained contribution to the educational programs of the College and an established professional competence. Appointments to this rank from outside the Faculty shall be for three years, and a decision on tenure shall be made no later than the second year of this appointment. Any appointment from outside the faculty at the rank of associate or full professor that carries with it tenure shall require the participation ex-officio on the department search committee of a senior member of the Faculty Review Board. That member normally should be from the same division to which the new appointment shall be

made. If, in the process of hiring for an advertised assistant OR associate and/or full professor, it becomes clear that a finalist may be appointed at a senior level, the department chair should contact the chair of the Faculty Review Board to coordinate the involvement of the Faculty Review Board.

To be eligible to stand for promotion review for the rank of Professor, a faculty member normally will have completed at least four years of service in the rank of Associate Professor, at Union or elsewhere, and be tenured to Union College (the promotion review could occur as early as the fifth year of service). Promotion normally takes effect at the start of the academic year following a successful review. In exceptional cases, an Associate Professor who is tenured to the College may recommend himself or herself for promotion to the rank of Professor with no minimum number of years of service as Associate Professor, under the following conditions: 1) The candidate addresses in the research, teaching, and service statements how achievements in each of these categories, since the commencement of the tenure review, fulfill the promotion criteria relative to the normal requirement of a minimum of four years in the rank of Associate Professor; 2) The Departmental Committee must similarly address fulfillment of the promotion standards relative to the normal requirement of a minimum of four years in the rank of Associate Professor.

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Promotion to this rank normally requires these attainments:  
Promotion or appointment to this rank normally requires these attainments:

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- The Ph.D. or its equivalent.
- Excellence in teaching, including the full-range of the faculty member's teaching activities since commencement of the tenure review, which may be evidenced by contributions to the curriculum, the use of creative or innovative pedagogy, student course evaluations, course materials, peer observations of classroom visits, involvement in student research, advising and mentorship, teaching outside the classroom, pedagogical grants, other forms of educational engagement with students, and/or demonstration of pedagogical expertise.
- Excellent performance as a teacher since the commencement of the tenure review.
- Continuing mature scholarship recognized by the profession and normally demonstrated in publications, exhibits, elections to office in national or international professional organizations, receipt of grants or awards, or similar marks of distinguished scholarly accomplishment.
- Significant and sustained scholarly achievement since commencement of the tenure review, recognized by the profession and normally demonstrated in publications and exhibitions, service to the profession, receipt of grants or awards, or similar marks of distinguished scholarly accomplishment.
- Continuing and sustained service to the College.
- Significant and sustained service to the College since the commencement of the tenure review. Significant and sustained college and department/program service since the commencement of the tenure review.

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Review procedures for full-professor promotion reviews, which include alternate standards for faculty members coming up for promotion following fifteen years in service as a tenured associate professor, are described in Section B below.

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## 5. Non Tenure-Track Appointments (effective Nov. 15, 1991)

a. All appointments require authorization of the position by the Dean of the Faculty.

b. Visiting Faculty

Candidates who have the qualifications appropriate to the ranks as described in sections 1, 2, 3, and 4 of this section, but who are recommended for appointment to a temporary position without a tenure-track line, are designated as Visiting faculty. These appointments are normally for one, two, or three years. On occasion, a one- or two-year appointment may be made subsequent to the third year, but no individual may remain in a visiting position at the College for more than five years (teaching six courses a year) or after having taught a total of 30 courses as a full-time or part-time visitor. Review procedures for visiting faculty for whom an appointment is proposed beyond the third year are laid out in Part VI below.

Visiting faculty are eligible for faculty travel, faculty research funds, IEF grants, and participation in the governance system. The College allocates its funds for yearly raises, as well as special allocations, to all full-time faculty regardless of tenure-track or visiting status. Visiting faculty, however, do not participate in the triennial merit system.

c. Lecturers, including Artists and Writers in Residence and Laboratory Coordinators (effective April 2006)

Lecturers are faculty members whose principal responsibilities are instructional and curricular, and which involve departmental or college service. The lecturer category includes writers and artists in residence and laboratory coordinators whose primary responsibility is teaching. These appointments do not include scholarship responsibilities, but include curricular-related programmatic support activities for the department. In the case of writers and artists in residence, the teaching load is usually less than full-time, the service requirement is normally fulfilled through writing and artistic activity, and no additional service is expected. Lecturers normally should possess the same minimum qualifications as ranked faculty, but the title “lecturer” may also be granted to a person of high repute in a field of endeavor related to an academic discipline or to a person with significant professional experience relevant to the academic discipline. Appointment to the rank of Lecturer may be for one, two or three years, and may be renewable for terms not to exceed three years, subject to review and administrative approval. Lecturers are normally employed on a full-time contract basis, and shall have no expectation of an eventual tenure-track or tenured appointment.

Senior Lecturer

~~Departments may recommend for such promotions only those who are distinguished teachers and who make important contributions to their departments or to the college through service or co-curricular activities. Promotion to the rank of Senior Lecturer requires demonstrated excellence in teaching, including co-curricular activities, and significant accomplishment in departmental and college service. The teaching and service criteria that are considered for promotion to the rank of Professor apply (see section II.I.A.4). A Lecturer must serve six years of full time teaching (or the part time equivalent of six years of full time teaching) at Union College before being recommended for promotion. A Lecturer must normally complete the equivalent of six years of full-time faculty appointments, not including adjunct and “overload” appointments, at Union College to be eligible for promotion, of which at least three years must be at the rank of lecturer (the promotion review can take place in the sixth year). In exceptional~~

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cases, a Lecturer may recommend himself or herself for promotion to the rank of Senior Lecturer with no minimum number of years of service, under the following conditions: 1) The candidate addresses in the teaching and service statement how achievements in each of these categories fulfill the promotion criteria relative to the normal requirement of a minimum of five years in the rank of Lecturer before standing for promotion review; 2) The Department report must similarly address fulfillment of the promotion standards relative to the normal requirement of a minimum of five years in the rank of Lecturer before standing for promotion review.

~~The Senior Lecturer rank is associated with demonstrated teaching excellence and commitment to departmental and college service.~~

~~Department chairs nominate lecturers for promotion and submit supporting materials, including evidence of teaching and service excellence, to the Faculty Review Board, which can make a recommendation of promotion to the Dean of the Faculty.~~

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Review procedures for appointment renewal for Lecturers and Senior Lecturers are laid out in Part VI below. Procedures for promotion to Senior Lecturer are laid out in section C below.

Lecturers are eligible for faculty travel, IEF grants, Humanities Faculty Development Grants, Faculty Research Fund grants, and participation in the governance system.

The total number of lecturer positions at the College will not exceed ten percent of the faculty, as reported to the Integrated Post-Secondary Data System (IPEDS).

#### d. Adjunct Faculty

For those individuals hired on a per course basis the term Adjunct is used. Appointments may be as Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor, depending on qualifications.

### B. Procedures for Promotion to Professor

(effective ~~September 1, 2016~~February 3, 2000)

~~Faculty to be eligible for promotion must normally meet one of the following criteria:~~

- ~~— A minimum of ten years of professional work as a faculty member or equivalent professional service, and tenured to the College.~~
- ~~— A minimum of five years in the rank of Associate Professor at Union College, and tenured to the College.~~

Commented [A12]: The language replacing this (see Motion #1) has been inserted in the section above on definition of ranks, where the other language on eligibility and criteria resides.

~~Nominations for promotion to professor, which consist of brief statements of interest or support in standing for promotion, shall originate with the Dean of the Faculty, the Dean of Academic Departments and Programs, the Chair of the Faculty Review Board, the Chair of the Department, or the faculty member himself or herself. Recommendations for promotion to professor shall originate with the Dean of the Faculty, the Dean of Academic Departments and Programs, the Chair of the Faculty Review Board, the Chair of the Department, or the faculty member himself or herself. The FRB itself may determine through its triennial review that consideration for promotion is appropriate. In submitting this recommendation, the factors that prompt the request should be listed. The Dean of the Faculty and the Chair of the FRB shall review annually the list of Associate Professors for the purpose of selecting candidates for promotion.~~

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The Dean of the Faculty and the Chair of the FRB shall meet annually to ensure that relevant department chairs and program directors are accurately informed of which faculty members in the department are associate professors with at least four years of service and which associate professors are eligible for promotion review according to the fifteen-years-from-tenure promotion process. The record of achievement since the last promotion or since the original appointment to the Faculty of Union College determines eligibility for promotion.

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Eligibility for promotion will be determined by the record of achievement as a tenured Associate Professor, at Union or elsewhere, including achievement subsequent to the commencement of the tenure review. Eligibility criteria are outlined in section II.I.A.4 above, defining the rank of Professor. In reviewing a recommendation for promotion, the College primarily considers evidence since the commencement of the tenure review in accordance with the criteria for promotion: excellence in teaching, significant and sustained scholarly achievement, and significant and sustained service, as described in the definition of the rank of Professor above (section II.I.A.4). Beyond the years of service that normally establish eligibility to stand for promotion, time-in-rank itself confers neither an advantage nor a disadvantage in meeting the criteria for promotion.

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In reviewing a recommendation for promotion, the College considers primarily teaching ability and research activity (or comparable creative activity), for it regards teaching effectiveness and substantial professional achievement as inseparably related: each enriches the other. In addition, the reviewing committee (the FRB) considers professional involvement, services to the College, and in some instances, the rank structure within the department and the fields of competence of the teacher relative to the educational goals of the institution. Time in rank is not to be an arbitrary factor either for or against eligibility for promotion.

All recommendations for promotion are transmitted to the Board of Trustees.

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If the department chair of a nominee for promotion is not a full professor, the chair shall convene a meeting of all full professors of the department, at which the chair provides information about the promotion process and then turns the process over to the full professors, excusing him or herself from the remainder of the process. The full professors will then determine who will serve as chair of the promotion committee. The department chair or the full professors may call upon the Dean of Academic Departments & Programs for assistance with the selection of a promotion committee chair if necessary. The promotion committee chair will then serve in any capacity designated for the department chair throughout this review process. This process also applies in an instance of the department chair being the nominee for promotion as an associate professor.

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If a candidate has been nominated for consideration and wishes to proceed, he/she should provide the Department Chair with a portfolio containing the following information:

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- A current curriculum vitae.
- All published material or the disciplinary equivalent.
- Other scholarly work the candidate wishes to provide such as unpublished papers and grant applications, such as papers, grant applications, etc.
- Copies of the triennial reviews since the tenure review plus Faculty Activity Sheets following the last triennial review, decision with annual reviews attached.
- Any other relevant teaching materials to support teaching the candidate wishes to provide.
- Any materials in support of service activities.

— ~~A+R~~research, teaching, and service statements.

After reviewing the portfolio, the Chair and the (full) professors of the faculty member's department will send the portfolio and an accompanying recommendation to the FRB as to whether or not it should consider the candidate for promotion at this time. The FRB will then choose among the following procedures:

1. Following the review of the recommendation and the portfolio, the FRB may choose not to recommend the candidate to the Vice President for Academic Affairs/Dean of the Faculty for promotion at this time.
2. If, following the review of the departmental recommendation and the portfolio, the FRB concludes that the process of promotion should proceed, the FRB will follow the procedures outlined in a or b:
  - a. If the candidate has been in the rank of Associate Professor for less than fifteen years, the FRB will ask the Department Chair and the other (full) Professors in the Department to constitute a committee of at least two members (if no other full Professors are available they may be selected from the same Division as the candidate). The committee will solicit at least three external reviewers, one of which will be chosen from a list of three potential reviewers presented by the faculty member.

The candidate will submit to the Departmental Committee a curriculum vitae accompanied by any published materials or other work that the candidate wishes to submit to the external reviewers.

Upon receipt of the reports of the external reviewers, the departmental committee will write a short summary on the candidate's scholarship to submit along with the reviewers' letters to the FRB. Before the report is submitted to the FRB, the faculty member will be informed of potential criticisms and be given adequate time to respond.

After consideration of the departmental report and the letters of the reviewers, the FRB will or will not recommend promotion to the Vice President for Academic Affairs/Dean of the Faculty.

- ~~b. If the candidate has been in the rank of Associate Professor for at least fifteen years, the FRB may consider the candidate for promotion on the basis of exemplary teaching and service to the college and the profession. The FRB will assess the portfolios of candidates in this group and recommend for or against promotion on this basis to the Vice President for Academic Affairs/Dean of the Faculty. If the candidate has been in the rank of Associate Professor for at least fifteen years, the FRB may consider the candidate for promotion, at his or her request, on the basis of exemplary teaching and service. The normal teaching and service criteria for promotion to the rank of Professor apply (see section II.I.A.4.) with the addition of articulation in both the candidate's statement and the department committee recommendation of the impact of the teaching and service records that establish these as "exemplary." Scholarly work need not be included in the portfolio of materials; however, service to the profession may be included in the service record. The FRB will assess the portfolios of candidates in this group and recommend for or against promotion on this basis to the Vice President for Academic Affairs/Dean of the Faculty.~~

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In cases of a negative recommendation or a decision by the FRB not to proceed with the process, the FRB will write a letter with an explanation of the decision. The Dean of the Faculty or his/her designee will meet with and discuss the letter with the candidate.

In the case of a decision by the FRB to recommend promotion that is not accepted by the Dean of the Faculty, the Dean of the Faculty will write a letter of explanation and meet to discuss the decision with the candidate.

All recommendations for promotion are transmitted to the President of the College and, if approved, subsequently are transmitted to the Board of Trustees for approval.

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### C. Procedures for Promotion to Senior Lecturer (effective September 1, 2016)

Recommendations Nominations for promotion to senior lecturer shall originate with the Dean of the Faculty, the Dean of Academic Departments and Programs, the Chair of the Faculty Review Board, the Chair of the Department, or the faculty member himself or herself. The FRB itself may determine through its triennial review that consideration for promotion is appropriate. ~~In submitting this recommendation, the factors that prompt the request should be listed. The Dean of the Faculty and the Chair of the FRB shall review annually the list of lecturers for the purpose of selecting candidates for promotion.~~

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The Dean of the Faculty and the Chair of the FRB shall meet annually to ensure that relevant department chairs and program directors are accurately informed of which lecturers are eligible for promotion review.

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In reviewing a recommendation for promotion to senior lecturer, the College considers primarily teaching ability and service to the faculty member's department and to the College, including any co-curricular duties specified in the candidate's appointment letter, in accordance with the criteria for promotion: demonstrated teaching excellence and commitment to departmental and college service, as described in the definition of the rank of Senior Lecturer above (Section II.I.A.5c). If a candidate has been nominated for consideration and wishes to proceed, he/she should provide the Department Chair with a portfolio containing the following information:

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- A current curriculum vitae
- Copies of any triennial reviews
- A teaching and service statement
- Any relevant materials to support teaching the candidate wishes to provide
- Any materials in support of service activities, including co-curricular activities

After reviewing the portfolio, the Chair and the tenure-track professors of the faculty member's department will send the portfolio and an accompanying recommendation to the FRB as to whether or not it should consider the candidate for promotion at this time. The FRB will then determine whether or not to recommend to the Dean of the Faculty that the candidate be promoted at this time. If the FRB chooses not to recommend the candidate to the Dean of the Faculty for promotion at this time, then the FRB will write a letter to the Dean of the Faculty with an explanation of the decision. The Dean of the Faculty or his/her designee will meet with the candidate to discuss the letter.

In the case of a decision by the FRB to recommend promotion that is not accepted by the Dean of the Faculty, the Dean of the Faculty will write a letter of explanation and meet to discuss the decision with the candidate.

All recommendations for promotion are transmitted to the President of the College and, if approved, subsequently are transmitted to the Board of Trustees for approval.

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