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**APPENDIX F**  
**PROMOTION POLICY FOR**  
**ACADEMIC PERSONNEL HAVING**  
**ADMINISTRATIVE DUTIES**

## **APPENDIX F**

### **PROMOTION POLICY FOR ACADEMIC PERSONNEL HAVING ADMINISTRATIVE DUTIES**

#### **F.1 POLICY**

A tenured faculty member appointed to an administrative position retains both the tenure and academic rank previously granted when s/he was a full time faculty member and is eligible for promotion to a higher academic rank. This is in accordance with regents' policy, as cited in section 3.2 of the Regional University System of Oklahoma Policy Manual.

*Providing that candidates possess the required educational and experience qualifications the following are considered minimum criteria upon which promotion in rank is based: 1) effective classroom teaching, 2) scholarly or creative achievement, 3) contributions to the institution and profession, and 4) performance of non-teaching or administrative duties. (Section 3.3c, RUSO).*

#### **F.2 ADMINISTRATIVE APPOINTMENT CONSIDERATION**

Academic rank and tenure may be included as elements in the compensation package offered to potential administrators who qualify for simultaneous appointment to an academic department.

Academic administrators may hold simultaneous appointments in an academic department as a pre-condition to hiring. If not hired at the rank of full professor, the administrator and the dean/director shall develop a tailored plan for academic promotion. This plan shall take into account the four required categories (see F.1) and shall establish appropriate percentages in each area to reflect the requirements for academic promotion. This plan shall be agreed upon by the administrator, his/her dean/supervisor and the chair/school director of the home department. The development of this plan is in support of the Tenure and Promotion Policy of the Faculty Handbook (Appendix E-9C).

#### **F.3 EVALUATION PROCEDURES**

The evaluation for promotion by the academic department will be based on a history of effective teaching, scholarship, and contributions to the institution and profession as specified in the Tenure and Promotion Policy of the Faculty Handbook (Appendix E). The evaluation by the administrative supervisor will, in addition to the academic qualifications, include administrative responsibilities and duties.

The criteria used for promotion for eligible administrators are the same as those for the faculty with appropriate percentages allocated to their full-time administrative responsibilities. The administrators will be evaluated by the academic department, department chair/director, the College Promotion Review Committee, and by their dean/administrative supervisor. If the administrative supervisor is not the dean of the college in which the candidate's home department resides, that dean shall also evaluate the candidate.

#### **F.4 EVALUATION PROCESS**

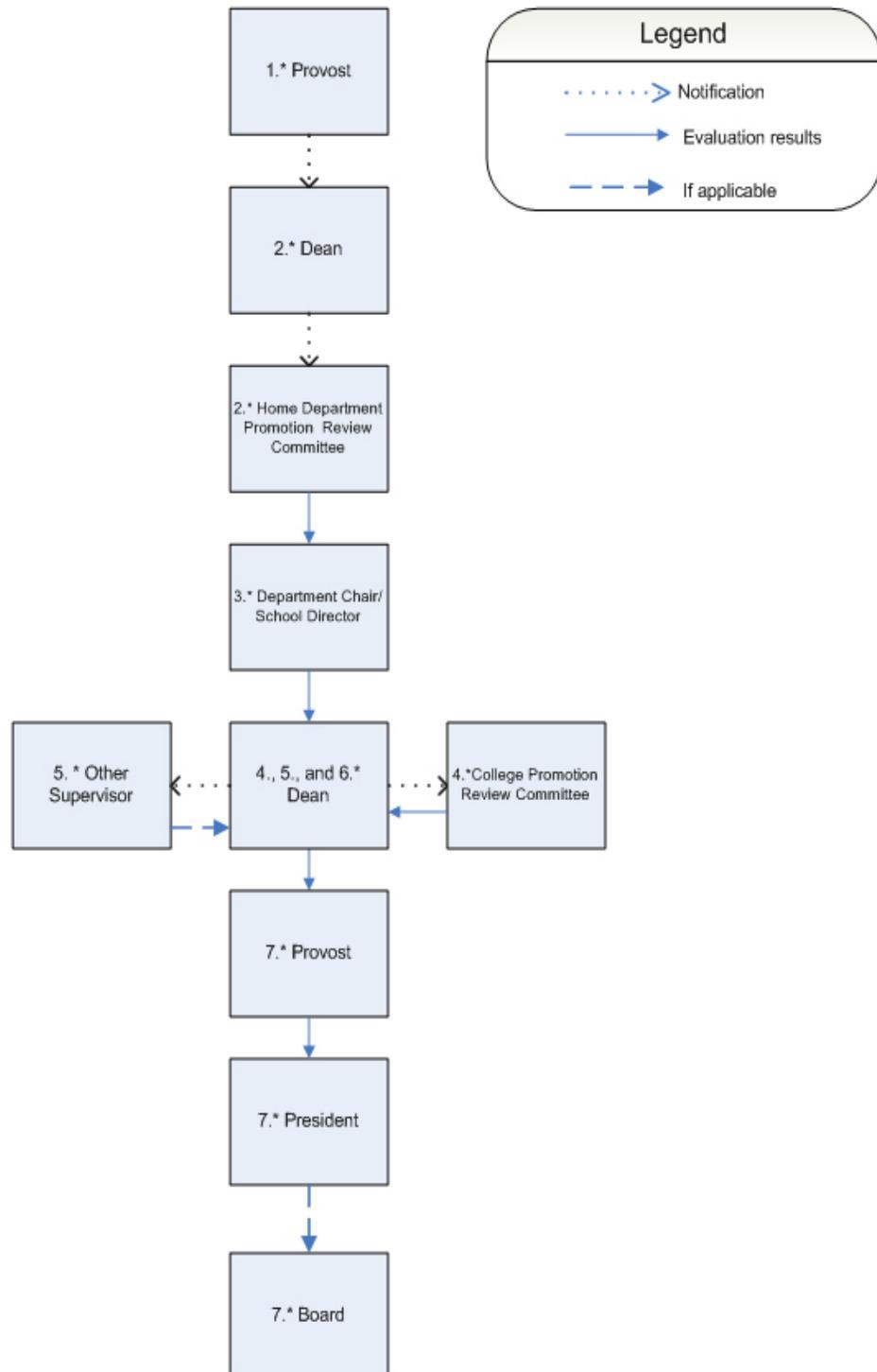
(See FIGURE 3 at the end of APPENDIX F)

1. By April 15 the provost/vice president for academic affairs shall verify with the dean, all faculty members who are eligible for promotion, including administrators who are currently holding academic rank.
2. The dean will request the candidate's home department create the Department Promotion Review Committee. The Committee will evaluate the candidate's dossier and submit the evaluation and recommendation to the department chair/school director.
3. The chair/school director will independently evaluate the dossier, review the department committee's recommendation, and create his/her evaluation and recommendation. The chair/school director's evaluation and recommendation, along with the Department Promotion Review Committee's evaluation and recommendation will be forwarded to the dean.
4. The dean will call for an independent evaluation of the dossier and recommendation from the College Promotion Review Committee. The results will be submitted to the dean. In the event the supervisor is not the dean of the candidate's home department, the dean will request that the administrative supervisor create an independent evaluation of the candidate's administrative duties. This evaluation will be returned to the dean.
5. The dean will evaluate the candidate based on review of the dossier,

all evaluations and recommendations from the Department Promotion Review Committee, the chair/school director, the College Promotion Review Committee and the candidate's administrative duties. The dean will add his/her evaluation and recommendations and forward all evaluations and recommendations to the provost/vice president for academic affairs.

6. The provost/vice president for academic affairs will review all evaluations and recommendations and present his/her final recommendation to the president who then will submit a recommendation to the board for approval.
7. If promotion in rank is approved, there will be no salary increase above the current administrative staff salary level. If the candidate subsequently returns to a full-time faculty position, s/he will be salaried according to his/her current faculty rank, including any promotion which may have occurred during the candidate's administrative service.

### Figure 3 Flow Chart



\* Number corresponds to step number in narrative section of Appendix F.