

Resolution  
#4 1970-1971

TO: PRESIDENT ALBERT W. BROWN

FROM: THE FACULTY SENATE

Meeting on November 30, 1970

(Date)

RE:   X   I. Formal resolution (Act of Determination)  
       II. Recommendation (Urging the fitness of)  
       III. Other (Notice, Request, Report, etc.)

Routing # 04 70-71

SUBJECT: Procedure for Promotions (see attached)

Moved by Day, seconded by Simmons, to approve the Policy on Promotion as amended.

Carried, 35 yes, 3 no.

Signed *J. J. Callahan*  
(For the Senate)

Date Sent: 12/11/70

TO: THE FACULTY SENATE

FROM: PRESIDENT ALBERT W. BROWN

RE: I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION  
as modified

a. Accepted/ Effective Date December 10, 1970

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: Approved as modified (see attached document dated December 10, 1970) and will comply insofar as possible while meeting legal and other responsibilities of State University.

DISTRIBUTION: Vice-Presidents: Burke, Crandall, Spaulding

Gennarino, Kleiman, Watts, Meade

Others as identified: *Approved as amended*

*12/10/70 version*

Distribution Date: 12/23/70

Signed: *Albert W. Brown*

President of the College

Date Received by the Senate: \_\_\_\_\_

December 10, 1970

\*PROCEDURES FOR IMPLEMENTING PROMOTIONS

1. Each professional staff member holding academic rank will complete the "Status, Promotion and Recommendation" form.
2. Recommendations for promotions begin with the Department Chairman or the Department Appointments and Promotions Committee in accordance with the criteria of the Policies of the Board of Trustees, 1970, State University of New York and specific procedures developed by individual departments.
3. The Department Appointments and Promotions Committee, if any, will review each completed form, submit its recommendations to the Department Chairman for his review and any additional recommendations.
4. The Department Chairman, in conference with each member of his staff who requests such a meeting, will review the data sheet and recommendations. A copy of the recommendation form will be given to the staff member at the time of the conference.  

The Department Appointments and Promotions Committee, if any, will review the promotion form if a staff member requests such action. Should the Committee deem necessary, a conference of the concerned staff member, Department Chairman, and the Committee will be arranged.
5. Recommendations on promotions are forwarded to the Dean of the appropriate faculty by January 2 for his action.
6. The Deans of the Faculties will forward all recommendations on promotions to the President by January 15 for his action.
7. During the first week in February the President will meet with the following persons: Chairman of the Faculty Senate Committee on Appointments & Promotions, Deans of the Faculties, and the Academic Vice Presidents to present his tentative list of promotions. After allowing sufficient time for the Deans to meet with Department Chairmen appropriate additional meetings may be scheduled to resolve areas without consensus.
8. The President of the College will send a "Letter of Intent" by February 15, to each individual he intends to promote or recommend for promotion.  

If the President intends to deny or not to recommend promotion, he will, by February 15, so inform each individual whose promotion was not approved.
9. At this point, the individual faculty member may request a review of the President's action, at which the faculty member may be accompanied by his Chairman, the Chairman of his department's Appointments and Promotions Committee, and the Dean of his faculty.
10. The time schedule for the procedures should be included in the "Status, Promotion and Recommendations" form which each faculty member completes, in order that the February deadline can be met.

\*Report of the Faculty Senate amended and approved by the Senate, November 30, 1970; approved with modification by the President and Administrative Council, December 10, 1970.