

Departmental/Chair Procedures for Academic Classification

- 1) Each individual faculty member is responsible for assembling his/her portfolio. They may ask the chair's or department secretary's assistance in locating documentation. However, photocopying/scanning and inputting are the responsibility of the faculty member.
- 2) The faculty member must make his/her portfolio available at least two weeks prior to the department meeting where it will be voted on. The faculty member must also provide the chair with an application for academic classification, with faculty information and HR section completed.
- 3) Department chair will schedule a meeting to consider application(s) for academic classification. This may be at a regularly scheduled department meeting or at a specially called meeting. The chair must inform the faculty of the names of the faculty whose applications for academic classification will be considered as well as providing instructions for accessing and reviewing the appropriate portfolios.
- 4) At least 60% of the department must be present at the meeting. The faculty member whose application is being considered should leave the room during the discussion/vote of his/her application. If the chair's application for academic classification is being considered, the most senior member of the department besides the chair will facilitate the vote and fill the roles described for the chair in the remainder of the process.

[Instructions for small departments: Any department with fewer than four faculty members must choose by agreement of all department members additional faculty from other departments to take part in the review of and voting on faculty applications for that department. A department with three members must choose one outside faculty; a department with two members must choose three. As a general rule, at least three faculty must take part in the vote at the department level.]

The department will vote by secret ballot whether or not to support the faculty member's application for academic classification. A simple majority of those voting is needed to approve the faculty member's application. Absentee voting will be allowed. Voting by proxy is not allowed.

If the faculty member is applying for (Full) Professor or Associate Professor and the department does not approve his/her application, the department should take a second vote to determine whether or not to recommend him/her for the next lower classification.

- 5) When the voting is complete, the chair must complete the section of the application marked "Department Use Only." All faculty present for the vote must sign page 2 of the application. Signing does not necessarily imply agreement with the outcome of the vote, only that the person was present for the vote.
- 6) Within one week of the department vote, the chair must forward the application and complete portfolio to the College-wide Academic Classification Committee c/o Dr. Anahid Petrosian, Office of the Vice President for Academic Affairs. (Application must be forwarded regardless of the outcome of the vote.)
- 7) Vote of College-wide Academic Classification Committee needed to approve academic classification:
 - a) Assistant Professor/Associate Professor: simple majority (5 of 9 members)
 - b) Full Professor: 2/3 majority (6 of 9 members)
 - c) Faculty member whose application was not approved at the department level: 3/4 majority (7 of 9 members)
- 8) The Vice President for Academic Affairs and the Chair of the College-Wide Academic Classification Committee will notify each faculty member of the final decision.