Promotion Notification to Academic Staff members

MOTION FOR THE UNIVERSITY SENATE

University Senate Committee: Academic Staff Personnel Committee

Brief History of Issue - why the issue is being considered:

The Academic Staff Personnel committee has received comments from current Academic Staff members who have not received notification of approval or denial of promotion requests. The current communication chain does not have checks and balances in place to track where the breakdowns exist and in some cases the paperwork is missing entirely.

Points Discussed by Committee:

- The words “in a timely manner” are subjective and need to be defined.
- We thought it important that the employee be notified directly at the same time as a supervisor to avoid communication break downs or delay.

Pros of Recommendation:

- Individual Employee will be notified of actions directly.
- Clarification of language.

Cons of Recommendation:

- None noted.

Technology/Human Resource Impact:

- The handbook will need to be updated to reflect changes.
- The tracking forms proposed will need to be introduced to all people involved at all levels of the promotion process.
- Ideally we would like the tracking to be visible to the employee through electronic means.

Committee Recommendation:

That the following language changes be adopted in our Faculty and Academic Staff rules and procedures.

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The University Senate Academic Staff Personnel Committee by a vote of _____5_____ for and __________0____ against on April 21, 2011 recommends the following changes:
ACADEMIC STAFF TITLE STRUCTURE—PROMOTION PROCEDURES

1. Procedures for Promotion Through Prefix Change for Administrative and/or Professional Academic Staff

a. A written request for consideration for promotion may be initiated by an academic staff member and must be submitted to the immediate supervisor by November 15 with a copy of the request being sent to the Unit Director or functional equivalent. The immediate supervisor may also initiate the promotion process. Recommendations for promotion shall be forwarded from the immediate supervisor to the Chancellor through the following review levels: the Unit Director, the Associate Vice, Vice Chancellor, and the Provost and Vice Chancellor.

b. Requests for promotion shall be reviewed by the immediate supervisor. He/she shall inform the academic staff member in writing as to whether or not a recommendation supporting promotion will be forwarded. Recommendations for promotion and supporting documentation must be forwarded to the Unit Director by December 1. Recommendations supported by the Director shall be forwarded to the Vice Chancellor by December 15.

c. Recommendations and documentation shall be forwarded through each successive level of administrative review along with the recommendation of the reviewing official. The Chancellor shall inform the candidate of his/her recommendation on or before March 15th.

2. Procedures for Promotion Through Prefix Change for Instructional and/or Research Academic Staff

a. A written request for consideration for promotion may be initiated by an academic staff member and must be submitted to the Departmental Personnel Committee by November 15 with a copy sent to the Department Chair. The Departmental Personnel Committee or the Department Chair may also initiate the promotion process.

Recommendation for promotion shall be forwarded from the Departmental Personnel Committee to the Chancellor through the following review levels: Department Chair, Dean, and the Provost and Vice Chancellor.
b. Requests for promotion shall be reviewed by the Departmental Personnel Committee, which shall inform the academic staff member in writing as to whether or not a recommendation will be forwarded. The Departmental Personnel Committee’s recommendations for promotion and supporting documentation must be forwarded to the Department Chair by December 1. Recommendations supported by the Department Chair shall be forwarded to the Dean by December 15.

c. Recommendations and documentation shall be forwarded through each successive level of administrative review, along with the recommendation of the reviewing official, in a timely fashion. The Chancellor shall inform the candidate of his/her recommendation on or before March 15th prior to or at the time the promotion recommendations are forwarded to System Administration.

d. If a request or recommendation for promotion is not supported at any level, the official responsible not in support shall, in a timely manner but no later than March 15, provide the previous reviewers, and the Departmental Personnel Committee, and the employee with a written notification of and the reasons for the decision not to support. The Departmental Personnel Committee or the Department Chair shall be informed of the reasons for the negative decision and shall discuss them and the steps the individual may take to pursue promotion in the future. with the individual.

e. Those academic staff members whose recommendations for promotion are not supported may reactivate their request in a subsequent year.

3. Procedures for Promotion From One Title or Title Series to Another

a. At the request of an academic staff member and/or her or his supervisor, the position description shall be reviewed to determine if it is properly titled.

b. Documentation supporting the request shall be submitted to the Unit Director by December 1. Recommendations supported by the Director shall be forwarded to the Vice or Assistant Chancellor by December 15.

c. Recommendations and documentation shall be forwarded through each successive level of administrative review along with the recommendation of the Director. The Chancellor shall inform the candidate of the final decision.

d. If the request for title change is not supported at any level, the immediate supervisor and the employee shall be informed in writing in a timely manner but no later than March 15. The immediate supervisor shall forward this communication to the academic staff member immediately upon receipt and shall identify and discuss the reasons why the position does not meet the criteria for the requested title.

e. A lateral move from one title to another within the same grade is not a promotion.
4. Appeal Procedures

a. Upon receiving written notice of a decision to deny promotion an academic staff member may within 10 days appeal that decision to the next highest administrative level not involved in the contested decision. An academic staff member may request an informal review of a decision not to recommend promotion or title change.

1) Within 30 days the reviewer shall consider the written reasons for the negative decision and the academic staff member’s appeal for the decision to be overturned, and may interview the academic staff member and any other relevant individuals. The academic staff member shall be informed immediately of the final decision of the reviewer. The review appeal can be initiated by the academic staff member and shall be reviewed through all administrative channels up through the Provost and Vice Chancellor.

2) If the Administrative review again results in a negative decision, the academic staff member may bring her/his request appeal to the Academic Staff Complaint, Grievance and Review Committee. At this time all documents regarding the academic staff member’s promotion shall be forwarded to the Academic Staff Complaint, Grievance and Review Committee. At this time, written reasons for the negative decision shall be forwarded to the academic staff member and the Complaint, Grievance and Review Committee. The Complaint, Grievance and Review Committee will review the request using the Academic Staff Title Structure and the UW-Eau Claire Professional Program Manager and Director Series Criteria. The request will not be viewed as a formal grievance unless so requested in writing by the academic staff member.

3) The written report of the Review Committee shall be forwarded to the Chancellor along with the Provost and Vice Chancellor’s report. The Chancellor shall make a final decision and inform the academic staff member in writing within 30 days of receipt of the review committee’s recommendations, in a timely manner.

b. If an academic staff member wishes to file a formal grievance, the grievance procedures as outlined in UW-Eau Claire Personnel Rules shall be followed.

**Implementation Date:** July 2011.

**Signed:** _____________________________
Chair of the Committee

**Send to:** University Senate Office