



## **Promotion, Sabbatical and Tenure Timelines and General Information\***

### **Promotion**

Promotion at Cheyney University of Pennsylvania is dependent upon having satisfied the minimum statutory requirements (ACT 182) and the Collective Bargaining Agreement (CBA), and is based on the comprehensive evaluation and recommendations of the Department Promotion Committee (DPC), Department Chairperson, the School Dean, Provost and VP for Academic Affairs and the University-wide Promotion Committee (UWPC). The final approval will be made by the President of the University.

Below is the Promotion Timeline for Cheyney University:

### **Timeline:**

1. **By October 1:** Each respective Department Promotion Committee elects a chair and notifies the Department Chair and Chair of University Wide Promotion Committee
2. **By November 1:** The respective Department Promotion Committee chair provides the chair of UWPC, Department Chair, Dean and President (or designee) a list of applicants
3. **By November 5:** Submission of an application directly to the UWPC by a candidate by if a candidate learns the UWPC has not been informed he or she is applying.
4. **By February 1:** Submission of evaluation and list of recommendations for each applicant by the DPC to UWPC; Submission of evaluation and list of recommendations for each applicant by the department chair; Submission of independent evaluation and list of recommendations for each applicant by the Dean
5. **By February 21:** Submission of evaluation and list of recommendations for each applicant by the Provost. The faculty member has until March 1 to respond to this recommendation.
6. **By April 15:** Submission of the list of recommendations by the University Wide Promotion Committee to the President or his/her designee
7. **By July 15:** President to notify candidates of the promotion decision

## Sabbatical

The basic procedures for granting sabbaticals is provided to the President of Cheyney University and the University-Wide Sabbatical Committee (UWSC) in the Collective Bargaining Agreement between APSCUF and the State System of Higher Education, Article XVIII, Section A: Sabbatical Leaves.

### Application Procedures:

- A. Applicants should consult Guidelines to determine when they are eligible for a sabbatical.
- B. Read the current Collective Bargaining Agreement pertaining to sabbaticals: Article 18.
- C. Applicants can obtain copies of the **Length of Service Forms** and the **Request for Sabbatical Leave Forms** from their department representative. The Request for Sabbatical Leave Form must be filled out in duplicate and signed to indicate the applicant's intention to return to Cheyney for (2) consecutive semesters following the completion of the sabbatical leave.
- D. Applicants must submit their completed **Length of Service Form** and the Request for Sabbatical Leave along with their Merit Proposal, to their department representative who will inform his/her respective department.
- E. The department representative will forward the application materials to the UWSC according to the timetable below.

### Timeline:

2nd Week in September	Sabbatical Committee convenes for the Fall semester.
September 15-October 15	Faculty interested in applying for a sabbatical leave must submit the Length of Service Form to the Department Representative
Fourth Week in October	Committee completes its evaluation of applicants Length of Service Form. Letters are sent to eligible applicants. To formally apply for the next school year.
November 15	Merit Proposal and Request for Sabbatical Leave Form from eligible candidates are due. Submit materials to the Department Representative.
December 1	Committee submits ranking and recommendation for Sabbatical leaves to the President
January 15	Sabbatical leave recipients notified by the President's Office as soon as possible but no later than January 15.

\*No applicant for a leave shall be recommended for approval earlier than the date indicated in the Sabbatical Guidelines. The absolute deadline for submitting the **Length of Service Form** to the UWSC will be **October 15**. The Merit Proposal including the Request for Sabbatical Leave Form is due by **November 15**.

## Tenure

The Collective Bargaining Agreement defines “tenure” as the right of a faculty member to hold his/her position and not be removed except for just cause. Until such time as tenure is granted, a faculty member on a tenure-track appointment is referred to as a probationary (non-tenured) faculty member.

Tenure may be granted to a faculty member by the President after consideration of the criteria detailed in the Collective Bargaining Agreement (CBA). The granting of tenure is based upon the evidence presented by a faculty member, and recommendations by the Department Tenure Committee, the Department Chairperson, and the University-wide Tenure Committee (Article 15, Tenure, Collective Bargaining Agreement).

## Overview of Deadline Dates

Considerations for tenure are contingent upon a number of actions during the probationary faculty member’s fifth year. These must occur no later than the deadlines specified in Article 15 of the Collective Bargaining Agreement.

Contracted deadlines for classroom/peer visitations/observations and evaluations can be found in Article 12 of the Collective Bargaining Agreement. In the event that a deadline date falls during a weekend, holiday or official university closing, the deadline is moved to the next business day.

## Fall Hires

1. **By October 1:** Notification from the President of the eligibility of the probationary faculty member for tenure with copies to the appropriate Department Chairperson.
2. **By December 31:** Submission of a request and a narrative justification for tenure by the applicant to the President with a copy of the appropriate department chair.
3. **By December 31:** Applicant submits a thorough and organized application including the narrative justification for tenure. The format for this application is in the Appendix A. One copy of the application must be submitted to the applicant’s Department Chairperson and a second copy to the Chairperson of the department committee with supporting documents.
4. **By February 15:** The department chair and department committee have made their independent recommendations. The department chair submits the full list of applicants, along with the chair recommendation and all supporting documents to the University-wide tenure committee. The department committee recommendation is also forwarded to the University-wide tenure committee.
5. **By April 1:** The University-wide tenure committee submits its recommendation(s) to the President.
6. **By May 31:** The President notifies the applicant of the tenure decision.

## January Hires

1. **By February 1:** Notification from the President of the eligibility of the probationary faculty member for tenure with copies to the appropriate Department Chairperson
2. **By May 1:** Applicant submits a request and a narrative justification for tenure to the President of the University with a copy of the appropriate department chair.

3. **By May 1:** Applicant submits a thorough and organized application including the narrative justification for tenure. The format for this application is in the Appendix A. One copy of the application must be submitted to the applicant's Department Chairperson and a second copy to the Chairperson of the department committee with supporting documents.
4. **By October 1:** The department chair and department committee have made their independent recommendations. The department chair submits the full list of applicants, along with the chair recommendation and all supporting documents to the University-wide tenure committee. The department committee recommendation is also forwarded to the University-wide tenure committee.
5. **By November 1:** The University-wide tenure committee submits its recommendation(s) to the President.
6. **By December 31:** The President notifies the applicant of the tenure decision.

### **General Instructions for Submitting Applications for Tenure**

- A. Before preparing tenure application, please review the most recent Collective Bargaining Agreement. You should refer to the following sections of the CBA: Article 12, Performance Review and Evaluation and Article 15, Tenure.
- B. Review any materials prepared by the University-wide tenure committee. This material may be distributed separately and should be in the faculty handbook.
- C. Instructions:
  1. Place your name on each page of the tenure application in a consistent location
  2. Number pages sequentially within each section (1.1, 1.2, 1.3; 2.1, 2.2, 2.3, etc.)
  3. Use reverse chronology starting with your most recent experience
  4. Use formal headings specified in the document
  5. Do not double list any given product – e.g., a manuscript or work of art.

Timelines for Tenure Track Review and Evaluation

<b>Timelines for Tenure Track Review &amp; Evaluation</b>					
<i>(Fall Hires)</i>	<b>1st year</b>	<b>2nd year</b>	<b>3rd year</b>	<b>4th year</b>	<b>5th year</b>
<b>Department Committee</b>	Jan 30	Nov 1	Nov 1	Nov 1	Nov 1
<b>Department Chair</b>	Feb 7	Nov 8	Nov 8	Nov 8	Nov 8
<b>Dean / Manager</b>	Feb 28	Dec 15	Dec 15	Dec 15	Dec 15
<b>Renewal/Non Renewal</b>	Apr 1	Jan 30	Jan 30	Jan 30	Article 15
<i>(Spring Hires)</i>	<b>1st year</b>	<b>2nd year</b>	<b>3rd year</b>	<b>4th year</b>	<b>5th year</b>
<b>Department Committee</b>	Sep 23	Nov 1	Nov 1	Nov 1	Apr 1
<b>Department Chair</b>	Sep 30	Nov 8	Nov 8	Nov 8	Apr 8
<b>Dean / Manager</b>	Oct 30	Nov 30	Nov 30	Nov 30	Apr 15
<b>Renewal/Non Renewal</b>	Nov 15	Dec 15	Dec 15	Dec 15	Article 15

\*Adopted from the University's respective guidelines on Promotion, Sabbatical and Tenure, respectively