

**INSTRUCTIONS FOR PROCESSING PROMOTION/PROFESSOR SALARY ADJUSTMENT  
APPLICATIONS FOR INTERCOLLEGIATE ATHLETICS**

**INTERCOLLEGIATE ATHLETICS**

- A. **Positive** Recommendation for Promotion/Salary Adjustment
1. Intercollegiate athletics completes sections I, II and III of form.
  2. Athletic director types in authorizing signature and forwards form electronically to FPS@cmich.edu by date specified in current Agreement.
  3. Supporting documentation hand delivered to Faculty Personnel Services (WA 308).
- B. **Negative** Recommendation for Promotion/Salary Adjustment
1. Intercollegiate athletics representative notifies applicant in writing of negative recommendation and **must record date of notification**.
  2. At applicant's request, athletic director or designee meets with applicant to summarize information discussed prior to the decision and explain intercollegiate athletics action. If recommendation is changed to positive, process as in A. above.
  3. If recommendation remains negative, Athletic Director or designee notifies applicant in writing and **must record date of notification**.
  4. Athletic Director completes sections I, II and III of form, types in authorizing signature and forwards form electronically to FPS@cmich.edu by the date specified in current Agreement. **See "Appeal Rights of Applicant" below for disposition of documentation.**
  5. **Applicant has appeal rights as outlined below in "Appeal Rights of Applicant".**
- C. **Negative** from Intercollegiate Athletics/**No Appeal** requested
1. No further consideration is necessary.
  2. Athletic Director or designee checks Not Considered and completes Section III with the following statement: "Applicant has not requested a review of the negative intercollegiate athletics recommendation; therefore, none has been made and no further consideration is required."
  3. Athletic Director or designee types in authorizing signature and forwards form electronically to FPS@cmich.edu by date specified in current Agreement.

**APPEAL RIGHTS OF APPLICANT**

- A. **Applicant must be notified of a negative recommendation at each review level and has the right to appeal the recommendation to the next level up to the Provost.**
- B. **All requests for review of a negative recommendation must be made in writing and delivered to Faculty Personnel Services within one week of receiving notification of the negative recommendation. See Article 14 of the current Agreement.**
- C. **Documentation is to be retained at each reviewing level until the appeal period has passed without a request for appeal or until an appeal has been requested. Upon appeal, documentation is sent to the next reviewing level. If no appeal is requested, materials are returned to the applicant. Documentation should not be returned to the applicant until the appeal process is complete.**

FOR ADDITIONAL INFORMATION ON THIS PROCESS, CONSULT ARTICLE 14 OF THE CURRENT AGREEMENT.