

INSTRUCTIONS FOR PROCESSING PROMOTION/PROFESSOR SALARY ADJUSTMENT APPLICATIONS

DEPARTMENT

- A. **Positive** Recommendation for Promotion/Salary Adjustment
1. Department completes sections I, II and III of form.
 2. Department chairperson types in authorizing signature and forwards form electronically to dean by date specified in current Agreement.
 3. Supporting documentation hand delivered to the Dean.
- B. **Negative** Recommendation for Promotion/Salary Adjustment
1. Departmental representative notifies applicant in writing of negative recommendation and **must record date of notification**.
 2. At applicant's request, department chairperson or designee meets with applicant to summarize information discussed prior to the decision and explain departmental action. If recommendation is changed to positive, process as in A. above.
 3. If recommendation remains negative, departmental representative notifies applicant in writing and **must record date of notification**.
 4. Department chairperson completes section I, II and III of form, types in authorizing signature and forwards form electronically to dean by 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"**.

DEAN

- A. **Positive** from Department/**Positive** from Dean
1. Dean completes section IV explaining her/his recommendation.
 2. Dean 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. **Positive** from Department/**Negative** from Dean
1. Dean notifies applicant in writing (copy to department) of a negative recommendation and rationale for doing so. **Must record date of notification**.
 2. At applicant's request, dean meets with applicant to answer questions and to give applicant a chance to correct errors. If recommendation is changed to positive, process as in A. above.
 3. If recommendation remains negative, dean notifies applicant in writing and **must record date of notification**.
 4. Dean completes section IV of form, types in authorizing signature and forwards form electronically to FPS@cmich.edu by 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 Department/**No Appeal** requested
1. No further consideration is necessary.
 2. Dean completes section IV with the following statement: "Applicant has not requested a dean's review of the negative department recommendation; therefore, none has been made and no further consideration is required."
 3. Dean types in authorizing signature and forwards form electronically to FPS@cmich.edu by date specified in current Agreement.
- D. **Negative** from Department/**Appeal Requested**
1. Applicant is invited to select an advocate from the department to appear before the dean's advisory body to respond to questions or concerns.
 2. Dean makes a recommendation and notifies the applicant in writing of the recommendation and **must record date of notification**. If recommendation is changed to positive, process as in A. above.
 3. If recommendation remains negative, dean notifies applicant in writing and **must record date of notification**.
 4. Dean completes section IV explaining her/his recommendation, types in authorizing signature and forwards form electronically to FPS@cmich.edu by 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"**.

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.