**Eligibility for Promotion**

**Recommendation of the Committee on Faculty Affairs**

**12/20/10**

**Charge from the Steering Committee to CFA**

A question has been raised by the Faculty Senate concerning eligibility for promotion. According to the Promotion and Reappointment Document, eligibility for the rank of Associate Professor is, "An earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study and five (5) years of professional experience." However, the Promotion and Reappointment Document also states that , “All faculty, including those not yet tenured, who meet the minimum requirements set out below are eligible to apply for promotion.”

Since applications for promotion are due in September of one year, but the promotion, if awarded, is effective only at the beginning of the following academic year, the Steering Committee asks Committee on Faculty Affairs to clarify whether a candidate must have met the requirement of five years of professional experience at the time of applying for promotion or whether a faculty member may apply if he or she will have met the eligibility requirement by the time the promotion would be effective. Whichever clarification CFA makes, the Steering Committee asks it to write consistent language reflecting its decision which will be inserted into the Promotion and Reappointment Document wherever that document makes reference to eligibility requirements.

**Recommendation of CFA**

CFA discussed the question whether a candidate should have completed five years of professional experience at the time of application or at the time the promotion takes effect. It was unanimously decided that CFA’s recommendation is that the eligibility requirement should apply to the time the promotion takes effect. It was also noted that the language needed to be applied to promotion eligibility for the rank of professor, as well as both ranks of librarians.

**Action of CFA**

The language in the TCNJ Promotion and Reappointment Document has been revised so that the intention is clear. Edits were needed on pp. 1-2 only. The revised document is being sent to Steering along with this recommendation.