

ISU ASPT Policies Overview

## Illinois State University Appointment, Salary, Promotion, and Tenure (ASPT) Policies

Introduction and Overview  
Chairs Handbook 2016-2017

\*\*All page references to the Beige Book\*\*



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## Overview

- “Beige Book” – “Effective January 1, 2012”
- Materials available at <http://provost.illinoisstate.edu/faculty/tenure.shtml>
- Confidentiality is a major critical feature: See ASPT I.D, pp. 7-8.
- Make no promises



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## Appointment

- **Search Best Practices** integrate ASPT & HR policies, State/Federal requirements, shared governance
- Search Committee Training
  - Developed by HR and Provost’s Office
  - Managed by HR
  - Required for all who review applicant materials, whether formally appointed to search committee or not
- **Sample offer letter** (“letter of intent”)
- Credit toward tenure: IX.B.2, p. 31



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## Annual Performance Evaluation

- Faculty submit reports **Jan 5** for previous calendar year
- DFSC/SFSC evaluation of teaching, research, service, and overall by **Feb 1**
  - Department/School guidelines
  - Overall evaluation: **satisfactory** or **unsatisfactory**
- Determines salary increase per Department/School policies
  - Unsatisfactory overall = **ineligible for raise**
- Appeal to CFSC



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## Annual Performance Evaluation Letters

***Are extremely important***

- Based on **Assignment Letter**
- Feedback on achievements and concerns
  - *Developmental*: appreciation or opportunity for correction and improvement
  - *Documentation*: for later decisions
- Required statement of progress toward tenure and promotion (XII.B)



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## Reappointment Review

- Non-reappointment is *recommended* by DFSC/SFSC (consultation w/Dean & Provost)
- CFSC Appeal: Procedural grounds
- Official Notice from Provost:
  - 1st Academic Year–March 1/3 months
  - 2nd Academic Year–Feb. 1/6 months
  - After two years, 12 months (May 15)
- **PLEASE GIVE THE PROVOST'S OFFICE TIME!**



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## Promotion and Tenure

- Faculty submit dossiers Nov 1 of 6<sup>th</sup> year: *5 years 2.5 months after hire*
- Pausing the Probationary Period
  - Leave of absence: IX.B.1, p. 30
  - Stop-the-clock: IX.B.3, p. 31
- Early Tenure “unusual;” re-application possible: V.C.2.b., p. 20; IX.B.4, p. 32



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## Promotion and Tenure

- DFSC/SFSC Recommendation:
  - *Intended*: By Dec 1
  - *Final*: Dec 15
- CFSC Recommendation:
  - *Intended*: Feb 1
  - *Final*: Mar 1
- Provost Recommendation:
  - *Non-Appealed*: Mar 21
  - *Appealed*: Apr 30



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## Promotion and Tenure Appeals to FRC

- *Intent to appeal*: Within 5 days of receipt of CFSC recommendation
  - Appealable: DFSC/SFSC, CFSC, Chair/ Director, or Dean recommendations
  - Not appealable: Minority Reports
- *Written materials in support of appeal*: Due by Mar 15
- AFEGC referral possible
- FRC recommendation: Apr 15



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## Post-Tenure Review: X, pp. 34-38

- *Required for all* in one of two forms:
  - Annual Evaluation
  - Cumulative Review on cycle
- *Cumulative Review triggered for some:* Overall “unsatisfactory” any two out of three years
- Cumulative post-tenure reviews can be appealed to CFSC



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## Overview of Appeals Processes: Annual Evaluation, P&T, Post-Tenure

- *Informal Resolution:* clarification
- *Formal Meetings:* XIII.D
  - Presentation of arguments and supplemental material
  - Meeting with the *recommending* body
  - Required to retain right of appeal



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## Overview of Appeals Processes: Annual Evaluation, P&T, Post-Tenure

- *Appeal:* Written statement
  - Rationale and supporting materials
  - Made to the *appellate* body
  - Possible hearing
- *AFEGC referral* when indicated



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