1. **PURPOSE:** To establish the administrative procedures to be used in the promotion of faculty.

2. **CRITERIA:** The criteria to be used in the promotion process shall include:
   
   A. Demonstrated ability to teach effectively or perform effectively in other current assignments.
   
   B. Scholarly or creative achievement or research.
   
   C. Evidence of continuing preparation and study.
   
   D. Contribution to student growth and development.
   
   E. Service to the university and community.

   Additionally, length of service in rank and at the university may be a factor.

3. **APPLICATION PROCESS AND TIMELINES:**

   A. The promotion process will follow the guidelines and processes established in Section C., Article 25 of the agreement between Minnesota State Colleges and Universities (MnSCU) Board of Trustees and the Inter-Faculty Organization (IFO).

   B. The promotion timelines contained in Section C., Article 25, will also be published in the Academic Deadline Calendar, which is distributed by the Office of the Provost/Vice President of Academic Affairs (P/VPAA) at the beginning of each academic year.

4. **DISPOSITION OF PROMOTION MATERIALS:** Following the end of the promotion process the following will be filed in the individual faculty members personnel file:

   A. Application for Promotion.

   B. Departmental/Administrative Recommendation for Promotion.

   C. Individual Promotion Recommendation Forms.

This WSU Regulation supersedes WSU Regulation 3-13 dated August 13, 1990.
Authoritative References:
- MnSCU/Inter Faculty Organization (IFO) Agreement, Article 20, 22, 25
- MnSCU Policy 4.9, Employee Evaluation
- President

Initial Date of Adoption: 12/6/82
Date of Revisions: 3/11/83, 11/6/87, 8/18/88, 1/4/89, 8/13/90, 12/5/08

LIST OF ATTACHMENTS
- Application for Promotion
- Individual Promotion Recommendation Form
- Departmental Administrative Recommendation for Promotion Form