



IAS Promotions Appeal Process

WHEREAS, Instructional Academic Staff (IAS) maintain due rights as they progress through the promotion process, noted in the Academic Staff Assembly Personnel Rules Section 13.02 (Promotions Decision Appeal Process); and

WHEREAS, the current IAS promotions process contains multiple levels of review, only one of which falls directly under the control of Academic Staff Assembly; and

WHEREAS, in order for the rights of all applicants to be upheld, clarity is needed around the relevant rights to appeal, the method of such an appeal, and the allowable issues upon which an appeal can be made.

THEREFORE, BE IT RESOLVED that Section 13.02 (Promotions Decision Appeal Process) of the Academic Staff Assembly Personnel Rules be updated to proposed version below.

Current Version of ASA Personnel Rules Section 13.02:

Each promotion candidate has the right to appeal a negative decision of their promotion application. Within seven days of receiving the written reasons for a negative decision from the ASA Promotions Committee, the candidate may, by writing to the ASA Chair, appeal the recommendation per Section 15.02 (d) through the Academic Staff Review Committee. The promotions appeals process does not allow the inclusion of new materials either in the promotion application or in the appeals document.

Proposed Version of ASA Personnel Rules Section 13.02:

Upon completing review of applications and providing the Provost with recommendations for promotion, the ASA IAS Promotions Committee shall notify all Instructional Academic Staff applying for promotion, their department chair, and their college dean of the committee's recommendation. In this communication, the committee will provide applicants with a copy of the Promotions Decision Appeal Process from the ASA Personnel Rules. In the event that the recommendation of the committee is negative, the communication shall include a description of the reason for the committee's negative recommendation. This reason may include, but is not limited to, a lack of support from the Chair or Dean.

An applicant has the right to appeal this negative recommendation by submitting written notification to the ASA Chair within five (5) business days of receipt of a negative recommendation. An appeal of a committee's negative promotions recommendation does not fall under the category of complaints or grievances outlined within ASA Personnel Rules Section 15 (Complaints & Grievances).

In their appeal, the applicant must cite a specific question for the review committee to examine. Appeals related to the content of letters of recommendation, majority vote of the review committee, or information not provided during the application process are not accepted.

Within ten (10) business days, the ASA Review Committee will review the applicant's material as originally submitted, along with the question posed in the written appeal, and then vote to maintain or overturn the negative recommendation. The determination of the Academic Staff Review Committee is final, and there is no further appeal of this portion of the promotions process. The decision of the ASA



Review committee will be transmitted to the applicant, Provost, Dean and Department Chair. Members of (including the Chair) the Promotions Committee, including the chairperson, will not take part in a Review Committee convened to review a negative promotions recommendation.

Action Date	5/1/2024			
Action	Approved	Rejected	Tabled	Other
Vote Detail	Ayes	Nays	Abstentions	Other