

Memorandum of Understanding
Promotion Eligibility Guidelines
Slippery Rock University
Policy date: April 2022


This document provides guidelines and procedures to clarify eligibility for faculty who intend to apply for promotion. The guidelines explain the University's approach to non-SRU teaching experiences with the goal of providing consistency across all departments. The guidelines align with CBA Article 16 and the Slippery Rock University Promotion Policy and Procedures (revised in 2021).

This policy will be used to determine promotion eligibility beginning with the Fall semester 2022.



Michael Zieg, Acting Provost

04/28/2022
Date



Jason Hilton, APSCUF President

04/28/2022
Date

Verification of Prior Teaching Form

Promotion Eligibility Guidelines

For purposes of determining promotion eligibility, previous years of teaching experience will include:

- Full-time teaching positions at elementary, middle, secondary, or post-secondary level, with one year of service equating to one year toward promotion eligibility.
- Part-time teaching positions at elementary, middle, or secondary, with one-to-one proportional credit toward promotion eligibility.
 - For example, a full-year, half-time position teaching at the middle school level will equate to one half year toward promotion eligibility.
- Part-time teaching positions at the post-secondary level will be credited toward promotion eligibility with 24 contact hours equating to one year of teaching experience.
- Graduate/Teaching assistantships may only be counted toward promotion eligibility if the applicant was the instructor of record.

Restrictions:

- A maximum of one year of teaching experience may be credited per calendar year of service.
 - For example, summer teaching may not be used to earn more than one year toward promotion eligibility in a single year, nor can teaching at multiple institutions equate to more than one year of previous teaching experience per calendar year.
- Regardless of teaching in graduate or undergraduate settings, part-time post-secondary teaching experience will be credited at 24 contact hours equating to one year toward promotion eligibility.
- In all cases, the applicant is responsible for providing documentary evidence of their prior teaching experience, e.g., syllabus listing the applicant as instructor of record, employment contract, or Banner record.

Implementation:

- Any faculty member who wishes to apply prior teaching experience toward promotion eligibility must submit documentation to Human Resources and obtain written verification of the determination. New faculty should complete this step within one year of employment. A sample form is included below. The faculty member is encouraged to consult with their Dean/Associate Provost/Manager, APSCUF, and HR well in advance of the promotion submission deadline to ensure that proper credit is established and documented in their personnel file.

Verification of Prior Teaching Form

Faculty Member (name) _____

The Verification of Prior Teaching Form will be completed by the Faculty Member and approved by the appropriate Dean/Associate Provost/Manager.

Full-Time Teaching Positions			
Dates	Employer	Job Title	Equated Years

Part-Time Teaching Positions (Post-Secondary)				
Academic Year	Employer	Job Title	Contact Hours	Equated Years

Part-Time Teaching Positions (Elementary, Middle, or Secondary)				
Academic Year	Employer	Job Title	Percentage of full-time	Equated Years

Verification of Prior Teaching Form

Faculty Member (name) _____

Graduate/Teaching Assistantships

Academic Year	Position	Instructor of Record? Y/N	Years Credited

Faculty Member Signature: _____ Date: _____

To be completed by the reviewer:

Total years requested: _____

Total years approved: _____

Dean/Associate Provost/Manager Signature: _____ Date: _____

CC: Human Resources (faculty member's personnel file)
APSCUF