

COSFAP Policies and Procedures
as included in:

POLICIES AND PROCEDURES
For the
FACULTY AND STUDENTS
Of the
COLLEGE OF HEALTH SCIENCES
for the
RULES FOR GOVERNANCE
Of
RUSH UNIVERSITY

Notation: Each **Article**, **Section**, and **Paragraph** number used in this Policies and Procedures of the College of Health Sciences refers to a specific Article Section and Paragraph in the “**University Rules for Governance**” as approved by the Board of Trustees June 11, 1997

Date of Approval Goes Here

“These College of Health Sciences Policies and Procedures are in conformance with Rush University Rules for Governance and provide specifics related to the College of Health Sciences for some Articles and Sections in the Rush University Rules for Governance. A complete understanding of the College of Health Sciences Policies and Procedures for the Rush University Rules for Governance requires reading the relevant Articles and Sections in the Rush University Rules for Governance.”

Approved by the Faculty of the College of Health Sciences: March 18, 2008 Approved by the Rush University Council:

Approved by the Board of Overseers:

Section 4. Academic Functions of a Faculty

- (a) Requirements for Appointments and Promotions to senior faculty ranks

Part I: The Committee on Senior Faculty Appointments and Promotions and Its Deliberations

I. The Committee on Senior Faculty Appointments and Promotions (COSFAP)

A. The Committee on Senior Faculty Appointments and Promotions (COSFAP), a standing Committee of the College of Health Sciences, is charged with:

1. Reviewing recommendations for primary or conjoint appointment or promotion to a senior academic rank (Professor, or Associate Professor) and

2. Reviewing other appointments or promotions upon request by the Dean or the Faculty Council.

B. The Committee will make its recommendations to the Dean and the Faculty Council.

The Committee shall develop policies and procedures that it will use in reviewing candidates for appointment or promotion and shall present such policies and procedures to the Chairpersons' Council and Faculty Council for approval, rejection and/or suggested modification. Any changes in the policies and procedures shall also be presented to the Chairpersons' Council and Faculty Council for approval prior to their implementation. Criteria for appointment or promotion to the rank of instructor or above will include demonstration of excellence in teaching. Criteria for appointment or promotion to the ranks of assistant professor, associate professor and professor will include the following:

1. Assistant professors must demonstrate the potential to become national or international leaders in their field.
2. Associate professors must demonstrate that they are emerging national or international leaders in their field.
3. Professors must demonstrate that they are established national or international leaders in their field.

II. COSFAP Membership

A. Criteria of Membership

1. The Committee shall consist of nine members, with each department of the College of Health Sciences having one representative from its faculty on the Committee.
2. The majority of the members of the Committee shall have their primary faculty appointments in the College of Health Sciences.
3. Departmental representatives will be faculty who hold the rank of associate professor or professor. In the event that a department has no faculty holding a primary appointment at the rank of associate professor or above the department may elect to have a representative who holds the rank of assistant professor, or to choose a representative at the rank of associate professor or above who holds a primary appointment in another department or college, so that no one department would be represented only or primarily by junior faculty.

B. Preparation of Slate and Election of Members

1. Except as described in II. A. 3 above, faculty members of each department shall nominate at least one faculty member, but no more than two faculty members who hold the rank of professor or associate professor.
2. These names shall be submitted to the Faculty Council, who shall approve the nominees for each department, assuring that the criteria outlined in "A" above are fulfilled.
3. The slate shall be presented to the active faculty for election by written ballot, either at a faculty meeting or by e-mail ballot. The slate must be accepted or rejected by the faculty as a whole. If rejected, the process will

begin anew and continued until the faculty has approved the membership of the Committee.

4. Elections shall be held by May 1st of each year.

C. Terms of Office

1. Terms of office on the Committee shall be for three years. Under ordinary circumstances a member may be re-elected to the Committee for one succeeding term. A special circumstance may occur, for example, when a department only has one faculty member at the senior rank.

. 2. The term of office will officially begin on July 1st and end on June 30th.

3. Rotation

The following departments will nominate representatives by April 1st in odd numbered years:

- a) Clinical Nutrition,
- b) Communication Disorders and Sciences
- c) Health Systems Management
- d) Perfusion Technology

The remaining departments will nominate representatives by April 1st in even numbered years:

- a) Occupational Therapy,
- b) Medical Physics,
- c) Clinical Laboratory Science
- d) Religion, Health and Human Values
- e) Vascular Ultrasound

4. The Chairperson of the Committee will orient every new member to policies and procedures prior to the beginning of their term.

D. Ex-officio Members or Pro-tem Advisors

With the consent of the Committee, ex-officio members or advisors to the Committee may be consulted or invited to the meeting. They cannot cast a vote.

E. Resignations

1. Requests for resignation from COSFAP must be addressed in writing to the Chairperson, who will in turn notify the Dean and the Faculty Council.
2. When a representative from a department resigns from the Committee, the department will elect a person to fill the unexpired term.

III. COSFAP Organization

The officers of the Committee shall be the Chairperson, the Vice-Chairperson and the Secretary. By April 15th of each year, the Committee will elect the officers for the term of office to begin the 1st of July.

B. Members of the Committee will become eligible to serve as an officer after one year of service on the Committee.

C. The term of office for the Chairperson, Vice-chairperson and Secretary will be for one year to begin July 1st. Officers may be re-elected for additional one-year terms, provided that they are re-nominated to the committee by their departments

D. Chairperson responsibilities:

1. Determine the agenda for meetings.
2. Complete preliminary review of dossier to determine that all required elements have been provided. Communicate with department chairperson and/or candidate as necessary.
3. Call special meetings as required.
4. Keep the Dean informed of all Committee meetings.
5. Prepare the final report concerning decisions of final actions (FORM 601) to be kept in COSFAP files and sent to the Dean.
6. Maintain all COSFAP files and transfers them to the new Chairperson in their transition year.

E. The Vice Chairperson will serve as Chairperson of the Committee in the absence of the Committee Chairperson.

F. The Secretary of the Committee will perform the following functions:

1. Record and distribute the minutes of all Committee meetings
2. Maintain confidentiality in the performance of all functions.
 3. Copy and distribute information to COSFAP members and the Dean as needed.
4. Distribute schedule of COSFAP meetings for the year,
5. Maintain and distribute to the candidate and/or the department chair upon their request, the full complement of forms (as outlined in FORM 100, the checklist).
6. Maintain complete Committee files/records.
7. Copy and hand deliver dossiers to Committee members two weeks before the next scheduled meeting.

IV. COSFAP Meetings

A. Calling of Meetings

1. The Committee will convene in July each year to review policies and guidelines and to establish a schedule of meetings for the coming year.
2. At the beginning of each academic year, the Committee will announce the meetings for the entire year. The secretary will prepare a memo for distribution to the faculty of CHS. This memo

will include the schedule of meetings and inform CHS faculty members about the process of senior faculty appointment/promotion.

3. If no applications require the Committee's consideration, the Chairperson may cancel a meeting.
4. Under exceptional circumstances, the Chairperson or a majority of the Committee membership may request a special meeting.

B. Attendance

1. Committee members are required to notify the Chairperson in advance of a meeting if unable to attend.
2. Repeated absence from scheduled meetings shall be cause for the Chairperson to initiate appropriate communication with that member. A request for resignation from Committee membership may result.

3. The minutes of meetings will constitute a record of attendance that shall be made available to the Faculty Council upon request.

C. Rules of Order

The meeting will be conducted according to Robert's Rules of Order by the Officers of the Committee in their sequence.

D. Quorum

A quorum shall consist of more than half of the voting members of the Committee.

E. Consideration of Applications

1. Applications will be considered at the scheduled meetings. In order for materials to be considered, the complete dossier must be received by the chairperson three weeks prior to that scheduled meeting.
2. Ex-officio members and specially appointed pro-tem advisors may be permitted to participate in the deliberations by invitation of the Committee.
3. A member of the Committee who is not a member of the applicant's department will prepare a formal review of the dossier, using FORM 600.
4. All Committee members are required to be thoroughly familiar with all circulated documents, and are encouraged to seek additional information from the designated reviewer.
5. Committee members who are unable to attend may submit opinions in writing.
6. Committee members may write letters of recommendation for nominees.
7. If persons who hold conjoint appointments are recommended for promotion in both departments, these applications will be considered separately regardless of the time of submission.

F. Action on Applications

1. A simple majority of a quorum is required for passage of any vote.
2. If there is no quorum, the Committee may receive and discuss information pertaining to an applicant, but may not make any formal decisions or recommendations.

A concise summary (FORM 600 and 601) of the Committee decisions on each applicant will be made on the basis of the College criteria for Senior Faculty Appointment and Promotion showing how the guidelines were satisfied or not. A copy will be made for the Dean's office and one copy will be kept in the Secretary's files. The summary will be attached to the dossier that the Faculty Council receives.

V. COSFAP Minutes/Files

- A. The Secretary shall record and distribute minutes of the meetings to the Committee members and the Dean within one week following a meeting (Form 601).
- B. The minutes will include the following:
 1. Name of Committee
 2. Date of Meeting
 3. Attendance
 - a. Members present
 - b. Members excused or absent
 4. Business

- a. The names of persons whose applications were recommended for approval or nonapproval (without breakdown of the vote) as well as candidates with an incomplete application.
- b. Summaries of Committee action (FORM 601). All members who were present for the vote on an application will sign FORM 601.

5. Signature of secretary

6. Date of submission of minutes

C. The COSFAP files will consist of minutes, correspondence, and summary information on applications, including FORM 100, 600, and 601 with the candidates' CV.

VI. COSFAP Recommendations

- A. The Committee will forward approved recommendations to the Dean for his or her consideration. If the Dean agrees with the recommendation of the Committee, he or she will transmit that recommendation to the Faculty Council for their approval.
- B. In the event that the faculty appointment or promotion is rejected by the Committee, the Committee will transmit that recommendation to the Dean. If the Dean agrees with the Committee Recommendation, the Dean will inform the candidate's department Chairperson in writing regarding the Committee's decision. A photocopy of the checklist (FORM 100) will accompany the Dean's letter. The person receiving the Dean's letter (at the Dept. Chairperson's office) will initial and date the photocopy of the checklist, which will then be returned to the Dean's office and attached to the dossier. The Dean may also inform the Chairperson orally.
- C. The Dean may forward his or her recommendation for appointment or promotion to the Faculty Council for their approval, at his/her discretion.
- D. All Committee members are required to hold in confidence any discussion and the vote concerning an application.

VII. Appeals of Not Recommended Applications

- A. The Department Chairperson may within sixty days of receipt of the letter from the Dean appeal the decision of COSFAP to the Appeals Committee of the Faculty Council to determine that COSFAP procedures were followed according to the College of Health Sciences Policies and Procedures.
- B. Applications resubmitted to COSFAP after sixty days will be reviewed as a new application.

VIII. Faculty Council Recommendations

- A. The Faculty Council will vote to accept or reject the Dean's recommendation to promote or appoint a faculty member at the requested senior rank.
- B. The Faculty Council shall inform the COSFAP Chairperson and Dean regarding their decision on the candidate.
- C. The Dean will send a letter to the Candidate informing him/her of his/her appointment or promotion to the requested senior rank.

Part II: COSFAP Requirements for Appointments and Promotions

- I. All appointments to, and promotions within, the College of Health Sciences, shall be based on the Guidelines established by the College of Health Sciences.

- II. The Committee will recognize the variability that exists within the departments of the College of Health Sciences and will measure excellence according to the criteria stated in the Guidelines.
- III. The Guidelines for Faculty Appointments and Promotions of the College of Health Sciences shall apply to conjoint appointments in this College. Academic rank in a conjoint department will generally, but not necessarily, correspond to the person's rank in his/her primary department.

PART III: THE COMPILATION OF THE DOSSIER

(Completeness of dossier may be verified against Form 600, which is used by the primary reviewer on the COSFAP committee for candidate evaluation.)

- I. The candidate will submit a letter to his/her Department Chairperson requesting a promotion/appointment, the reasons why he/she feels such a promotion/appointment is justified, and what services he/she expects to provide to the college.
- II. With this letter, the candidate will include his/her current CV.
- III. A minimum of three of the most recent and significant publications or evidence of other major scholarly endeavors must also be submitted by the candidate.
The Department Chairperson will solicit letters of evaluation.
 - A. A minimum of three letters of evaluation is required. Additional letters may also be used to support the candidate's application.
 - B. Letters of evaluation are those from individuals outside the institution.
 - 1. A minimum of one letter should be from an individual holding senior faculty rank.
 - 2. At least one letter of evaluation should be from an individual who has not worked directly or published with the candidate.
- V. The names and titles/degrees of all individuals providing letters of evaluation for the candidate, their expertise and the nature of the association with the candidate must be provided by the Department Chairperson
- VI. The Department Chairperson will provide a letter of recommendation, which in turn will include the following:
 - A. Exact title for which the candidate is recommended.
 - B. The letter should address the following criteria and provide evidence of excellence where possible:
 - 1. Academic/Professional Credentials (degrees, certification, licensure)
 - 2. Teaching (supporting information such as experience, course directorship/faculty preceptorship, teaching awards, evaluations by students/peers, counseling/advising, invited lectureships, etc.).
 - 3. Scholarship (Identification of publications, especially those in refereed journals; audiovisual materials and computer programs; principal or co-investigator for grant or project with scholarly outcomes; journal reviewing or editorial service; presentation/leadership at professional/scientific conferences, etc.).
 - 4. Operational activities (Recognized excellence in direct and indirect patient care).
 - 5. Professional/institution/community service: Evidence of membership in professional societies, department/college/university committee or task force membership; active participation in community activities.

- C. A summary statement indicating the candidate's past service and anticipated contributions to the Department, College, and University.
- D. The Department Chairperson must define the percentage of time devoted to each criteria/function by the candidate.