

Column Movement on the Academic Faculty Salary Schedule for MFA Degree Holders

Tenured MFA degree holders on column 4 of the college salary schedule who have completed at least five years of full-time service post tenure service at CSN may apply for advancement to column 5. Application will be made to a MFA Advancement Review Committee to five faculty selected by the CSN President upon recommendation from the CSN Senate Chair. To avoid both conflict of interest and the appearance thereof, no MFA degree holder will be eligible to serve on this Committee.

Initially, the Committee will be composed of those appointed by the CSN President to the Committee currently charged with recommending to the President a process for evaluating MFA degree holders who seek to advance to column 5 of the college salary schedule. Effective the first day of spring semester classes, the President will appoint a maximum of three new members to replace a maximum of three members ending their service on the Committee and designate one of the five Committee members as Chair of the Committee for a term no longer than two years. Newly appointed members shall serve two-year terms. This membership arrangement is designed to ensure both rotation and some measure of continuity.

The Committee Chair shall obtain from HR each January a list of MFA degree holders who, as of the end of the preceding fall semester, have met the requirements for consideration to advancement to column 5 of the salary schedule as indicated above. The Committee Chair shall send notice of the application process to those eligible to advance no later than the first day of standard [15-16 weeks duration] spring semester classes and applications must be submitted to the Committee Chair no later than 5PM of Friday of the fourth week of standard spring semester classes.

Such application for advancement shall include but not limited to an updated resume' which includes references to all professional accomplishments and with particular reference to awards earned for teaching, creativity, or such community service as may be related to his/her role as an educator or creative artist during service as a full-time faculty member at CSN, and copies of his/her annual evaluations for at least three of the past four years, including at least one long form evaluation. In addition, [s]he will submit a written statement from his/her division dean regarding his/her performance in the classroom.

The Committee members will review applications for advancement and make recommendations for advancement [effective July 1 of each year] to the president or his/her designee no later than March 30. If the Committee members are divided in their recommendations, such recommendation report to the president or his designee shall reflect such division. A copy of the report setting forth recommendations shall be sent also to the Senate Chair.

An additional note regarding the evaluation process follows. Committee members will evaluate each properly completed application on the basis of a maximum of 50 points for classroom effectiveness and 50 points for creative contribution[s] to the applicant's discipline and to the community.