

COLLEGE OF EDUCATION GUIDELINE

Title: Recognition of Promotion and Longevity

Number: 02-0-02

Functional Area: General Administration

Effective:	April 1, 2025
Supersedes:	All previous
Approved by:	Interim Dean Joe Wehrman
Date Approved:	March 19, 2025
Responsible Office:	Dean's Office
Primary Contact:	Dean of the College of Education
Applies to:	College of Education

A. INTRODUCTION

This guideline is designed to establish a clear framework for recognizing promotions and longevity for staff and faculty in the College of Education (COE). It aims to encourage professional growth, reward dedication, and acknowledge the important contributions made by faculty and staff in shaping the educational environment.

B. STATEMENT

COE recognizes the importance of acknowledging faculty and staff contributions, performance, and dedication over time. As such, faculty and staff who have received promotions during an academic year or who have reached longevity milestones will be recognized at the college-wide Spring meeting.

1. Recognition of Promotions

- a. Faculty members who have been approved for promotion by all relevant unit-, college-, and campus-level committees during an academic year will be formally recognized at the college-wide Spring meeting with a framed certificate and public acknowledgement.

2. Recognition of Longevity

- a. Faculty and staff are eligible for longevity recognition after achieving specific milestones of service: 5, 10, 15, 20, 25 (and so on in multiples of five) years.
- b. If an employee leaves the college and returns after a period of time, their previous years of service will be combined with their current years of service for purposes of longevity recognition.
- c. Faculty and staff who reach longevity milestones will be formally recognized at the college-wide Spring meeting with a plaque and public acknowledgment.

3. Recognition Process

- a. The COE Human Resources Liaison will track milestones for promotion and longevity recognition. They will inform the Academic Leadership Team of those individuals who qualify for recognition prior to the college-wide Spring meeting.
- b. The Dean's Office will coordinate the printing and framing of all recognition certificates and plaques.

Notes

1. History:
Initial guideline approval March 19, 2025 by Interim Dean Joe Wehrman