

### **D.8.2.1 (Procedure) Promotion Process**

Responsible Department: Human Resources

Based on Board Policy: [D.8.2](#) – Promotion and Demotion

Approved: 4-28-09

Last Amended: 4-17-12

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#### **Promotion of Non-Faculty Employees**

The Chancellor is authorized to approve the promotion of employees to non-contract, non-faculty positions in the District.

A non-faculty employee who is promoted to a position in a higher salary range will receive a salary adjustment in accordance with the provisions of the Classification and Compensation Administration Regulations.

#### **Promotion of Faculty**

##### **Overview**

The following procedure is intended to provide a definite structure for the promotion review process and to assist faculty members in developing characteristics requisite to promoted status.

Full-time faculty members may be granted promotion in professional rank after all required criteria have been satisfactorily fulfilled and documented, and after appropriate recommendations have been provided. Promotion in rank is earned through successful teaching, service, and professional growth. Promotion is not granted automatically.

Each college and department may add additional guidelines to those specified in [D.8.2.1](#) with the approval of the VPAA. Each department will review, at least every three years, departmental promotion guidelines and submit any revisions to the appropriate dean/supervisor and VPAA. Faculty may continue under previous departmental requirements for the minimum number of years between promotions (i.e., an Instructor may choose to follow departmental requirements in place at hiring for the three years minimum period required for promotion; an associate professor may choose to follow departmental requirements in place at the time of promotion to associate for the four years minimum period required for promotion, etc.)

##### **Rank: Initial Placement**

Since placement on the salary schedule is a function of education experience, rank at the time of initial placement has no effect on class and step determinations.

Faculty are normally appointed at the rank of Instructor. On the recommendation of the President, and with the concurrence of the Chancellor, a faculty member may be appointed at the rank of Assistant Professor, provided that the candidate has completed a doctoral degree in the teaching field.

#### **Promotion in Faculty Rank**

##### **Eligibility**

Eligibility criteria pertaining to time in a particular rank and approved credit courses appropriate to the faculty member's teaching assignment are as follows:

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1. To be eligible for promotion to the rank of Assistant Professor, a faculty member must have completed a minimum of three years of full-time employment as an Instructor with the Colleges and must have earned 12 semester hours or equivalent credit above the qualifying degree in approved courses from an accredited institution. One-half of these credits must be related to the teaching field. The minimum requirement for promotion in rank to Assistant Professor is a Master's degree or, for faculty members in occupational education and technology, an appropriate Baccalaureate degree or approved equivalent.

2. To be eligible for promotion to the rank of Associate Professor, a faculty member must have completed a minimum of four years of employment as an Assistant Professor with the Colleges and must have earned 24 semester hours or equivalent credit above the qualifying degree in approved courses from an accredited institution. One-half of these credits must be related to the teaching field.

3. To be eligible for promotion to the rank of Professor, a faculty member must have completed a minimum of five years of employment as an Associate Professor with the Colleges and must have earned 36 semester hours or equivalent credit above the qualifying degree in approved courses from an accredited institution. One-half of these credits must be related to the teaching field. The rank of Professor is reserved for persons who have distinguished records of education, education-related activities, and service.

Nine or more months of service in a full-time faculty position during a fiscal year constitute a year of service. The requirements for tenure track (probationary) faculty assignments to be eligible for promotion and tenure are specified in [D.2.5.1](#). A faculty member may not apply for promotion and tenure in the same academic year.

An approved course is one for which prior approval has been obtained from the appropriate Vice President/Dean/Director. Seminars, conferences, and other noncredit activities may be applied to credit requirements. Ninety-six clock hours (or 9.6 CEUs) shall be equivalent to three semester hours in the assessment of credits for promotion.

#### **Timeline for Request for Promotion**

Beginning Fall, 2012, faculty cannot apply for promotion in the year they are eligible to request consideration of tenure.

#### **Evaluation Criteria**

The nature and quality of teaching or professional activity for counselors and librarians, service, and professional growth are the factors to be used in evaluating faculty members for promotion.

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Activities for the employment period since initial appointment or since the last promotion will be considered in promotion decisions.

#### **Application**

Responsibilities of the Faculty Member:

1. An eligible faculty member wishing to apply for promotion should advise the department Chairperson/Supervisor of his or her intention to apply by September 15 of the year in which they wish to be considered.
2. By October 15, the faculty member applying for promotion shall submit to the Promotion Committee a dossier containing the following, as set forth in the Employee Evaluation Procedure ([D.7.1.2](#)). The materials should cover the employment period since initial appointment or since the last promotion, including:
  - Student Evaluation Summaries;
  - Classroom Observation;
  - Faculty Self-Evaluations for all semesters;
  - Faculty Evaluations by Peer Review Committee;
  - Faculty Evaluations by Chair/Supervisor
  - An up-to-date resume and official transcripts of credits earned since initial appointment or since the last promotion; and
  - Any other material on teaching, service, and/or professional growth, which the faculty member deems relevant to the application.
  - Documentation of education requirement
3. Beginning academic year 2012-2013, all dossiers will be submitted as a self-contained electronic (e.g. CD, flash drive, etc) (and not a reference to a website). Guidelines will be established for the electronic dossier.

Responsibilities of Promotion Committee(s)

1. By October 15 of each year, a Promotion Committee(s) shall be selected by faculty and approved by the Dean/Vice President/President. A department Chairperson/Supervisor should not be a member of a committee. At least one member of each committee must be a tenured faculty member. The membership may (if desired) be the same as for the Tenure Committee(s).
2. The Promotion Committee(s) shall have at least three members. Small departments' members may be selected from the full-time faculty of other departments or another college. The committee shall select one member to act as committee chairperson.
3. Following receipt of the promotion application dossiers from the applicants on October 15, the committee shall review each application and ensure that the materials and

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documentation have been included as required. Deficiencies are to be brought to the faculty member's attention for corrections and then re-submitted to the committee in accordance with the Promotion Application Schedule.

4. By November 25, the committee chairperson shall forward the dossiers, together with committee recommendations, to the department Chairperson/Supervisor, and shall notify each candidate, in writing, as to the recommendation being forwarded.

#### Responsibilities of the Chairperson/Supervisor:

Following receipt of the promotion application dossiers from the Promotion Committee, the Department Chairperson/Supervisor shall review the dossiers and the recommendations of the Department Promotion Committee. By December 15, the Department Chairperson/Supervisor shall add his or her own recommendation and forward the dossiers to the Dean/Director (if applicable), and shall notify each candidate in writing as to the recommendation being forwarded.

#### Responsibilities of the Dean/Director: (if applicable)

Following receipt of the promotion application dossiers from the Department Chairperson/Supervisor, the Dean/Director shall review the dossiers and the recommendations of the Department Promotion Committee and the Department Chairperson/Supervisor. By January 20, the Dean/Director shall add his or her own recommendation and forward the dossiers to the Vice President, and shall notify each candidate in writing as to the recommendation being forwarded.

#### Responsibilities of the Vice President:

Following receipt of the promotion application dossiers from the Department Chairperson/Supervisor or the Dean/Director, the Vice President shall review the dossiers and the recommendations from the previous review levels. By February 10, the Vice President shall add his or her own recommendation and forward the dossiers to the President, and shall notify each candidate in writing as to the recommendation being forwarded.

#### Presidential Review and Board Action:

Normally the Board of Trustees is expected to act on promotion recommendations at its April meeting. Consistent with that agenda, by February 25 the President shall submit recommendations to the Chancellor through Human Resources. The President shall notify each candidate, in writing, as to the recommendation being submitted and shall, subsequent to the Boards' action, notify each candidate of his or her promotion status.

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#### **Appeals**

A faculty member who made application and was denied promotion may submit an appeal to the college Promotion Appeals Committee. The deadline for such appeals shall be twenty-one calendar days following the Board meeting at which promotions were approved.

Promotion Appeals Committee:

Full-time faculty members in the college who have served a minimum of three years in the Colleges shall elect from their number, in February of each odd-numbered year, a Promotion Appeals Committee. The election shall be conducted by the Faculty Senate. The Senate will set the size of the Committee, provided that there shall be no fewer than five members. The senior faculty member elected shall convene the Committee for election of a chairperson.

1. Appeals shall be submitted in writing to the chairperson of the Committee, and shall be responsive to the reasons set forth for the denial of promotion.
2. The Committee shall hear the appeal, considering such information as it deems relevant, and shall make a report and recommendation to the President by August 1. The chairperson shall notify the appellant, in writing, as to the recommendation being forwarded.
3. The President shall give consideration to the committee's recommendations but is not bound by them. The President shall notify the appellant and the Committee, in writing, of the decision by September 1.
4. Appeals are without prejudice to future promotion applications.