



Procedure Number:	AS 209
Procedure Title:	Faculty Evaluation and Promotion
Relevant Board Policy:	D.7.1 Employee Evaluations D.8.2 Promotion and Demotion
Relevant Board Procedure:	D.7.1.1 Employee Evaluations, D.7.1.2 Faculty Performance Evaluations, D.8.2.1 Promotion Process
Relevant SACSCOC Principle:	6.3 Faculty Appointment and Evaluation
Originating Unit:	Vice President for Academic Success
Maintenance Unit:	Vice President for Academic Success
Contact for Interpretation:	Vice President for Academic Success

## **I. Faculty Evaluation**

Northeast Lakeview College Academic Protocol on Faculty Evaluation originates in Board of Trustees Policy D.7.1, Employee Evaluations:

Each supervisor employed by the College shall conduct periodic performance evaluations of all full-time employees and adjunct faculty under his/her supervision, for the following purposes:

1. To provide information to individual employees concerning job performance and thus contributing to their professional growth and development.
2. To measure the performance of each employee in ways that help assure competent performance of job duties, reward extraordinary performance, and support progressive discipline in suitable cases.
3. To provide information for use in recommendations concerning other institutional personnel actions.

In accordance with Board of Trustees Procedure D.7.1.1, Employee Evaluations, and Procedure D.7.1.2, Faculty Performance Evaluations, all members of the Faculty, full-time and adjunct, shall complete evaluations or shall be evaluated according to the criteria, procedures, and schedules as specified by the Board of Trustees and Human Resources guidelines.

These provisions include:

1. Department Chairs shall perform evaluations of full-time non-tenured faculty members annually for the first five years of employment and of all other full-time faculty members once every two years, or more frequently as necessary for other reasons or as requested by the faculty member for such purposes as promotion and awards. Evaluations shall cover the period since the last evaluation was performed.
2. Department Chairs (or Chair Designee) shall perform evaluations of part-time adjunct faculty during at least one term of each academic year in which the part-time adjunct faculty serve.
3. Permanent full-time faculty shall participate in the periodic faculty evaluation process as prescribed by Human Resources, reflecting Board of Trustees Procedure D.7.1.2.

Per Board of Trustees Procedure D.7.1.1, Faculty performance evaluations provide a mechanism for full-time faculty to regularly reassess professional performance and use such assessment as a basis for improvement of instruction, and shall be based primarily on four factors:

1. Teaching: including instructional design, delivery, and assessment; class/course management
2. Scholarly/Creative Activities: including professional development; discovery/creative activities; dissemination
3. Service: including to the institution, profession, and the general public
4. Administration where applicable for academic leadership assignments

Per Board of Trustees Procedure D.7.1.2, “Administrative oversight by the Vice President for Academic Success is expected for every faculty member.” Performance evaluations are a part of this oversight.

## **II. Faculty Evaluation Process**

*[This space reserved for confirmed description.]*

### **III. Faculty Promotion**

Northeast Lakeview College Academic Protocol on Faculty Promotion originates in Board of Trustees Policy D.8.2, Promotion and Demotion:

*A promotion occurs when a faculty member is placed into a higher professional rank than the faculty member's current rank, or a non-faculty employee is placed into a position with a higher salary grade than the employee's current salary grade.*

*Faculty members shall be granted promotion in professional rank after all required criteria have been satisfactorily fulfilled and appropriate recommendations have been provided.*

Criteria for promotion is mandated in Board of Trustees Procedure D.8.2.1, Promotion Process, which specifies:

*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.*

Board of Trustees Procedure D.8.2.1, Promotion Process also allows the College and Department to establish additional criteria, subject to the approval of the Vice President for Academic Success. If the Department has additional criteria, it will review, at least every three years, the Departmental promotion criteria and submit any revisions to the appropriate Dean and Vice President for Academic Success. Individual 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 degree plus additional education and full-time teaching experience equivalency, 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 and has three years of full-time teaching experience equivalency. (Policy D.8.2.1)

### Promotion in Faculty Rank

#### Eligibility

In alignment with district policy D.8.2.1 eligibility criteria pertaining to time in a particular rank and approved credit courses appropriate to the faculty member's teaching assignment are as follows:

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 (faculty who have already earned a terminal degree will receive credit for additional education requirements). These credits must be related to the teaching field or in education. 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 (faculty who have already earned a terminal degree will receive credit for additional education requirements). These credits must be related to the teaching field or in education

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 (faculty who have already earned a terminal degree will receive credit for additional education requirements). These credits must be related to the teaching field or in education. 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.

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.

#### **IV. Faculty Promotion Process**

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 Chair/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 Board of Trustees Procedure D.7.1.2, Employee Evaluation. The materials should cover the employment period since initial appointment or since the last promotion, including:

- Student Evaluation Summaries;
- Classroom Observation;
- Faculty Evaluations by Peer Reviewers (Faculty 180);
- Faculty Evaluations by Chair/Supervisor
- Course Approval Forms (if applicable)
- 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.
- And other documents as required (see promotion checklist).

3. Faculty will provide for each section of their dossier a complete narrative describing the artifacts included and the merit of the artifacts in support of the faculty member's application for promotion.

4. Beginning academic year 2012-2013, all dossiers will be submitted as a self-contained electronic document as specified by the department 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 Chair/Supervisor should not be a member of a committee. At least one member of each committee must be a tenured faculty member. If a tenured faculty member is not available a faculty member with at least 6 years as a full time faculty member in the Alamo Colleges System will participate.

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 Alamo College. The committee shall select one member to act as committee chair.

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 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 chair shall forward the dossiers, together with committee recommendations, to the Department Chair/Supervisor, and shall notify each candidate, in writing, as to the recommendation being forwarded.

Responsibilities of the Department Chair/Supervisor:

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

Responsibilities of the Dean:

Following receipt of the promotion application dossiers from the Department Chair/Supervisor, the Dean shall review the dossiers and the recommendations of the Department Promotion Committee and the Department Chair/Supervisor. By January 20, the Dean shall add his or her own recommendation and forward the dossiers to the Vice President for Academic Success. Additionally, the appropriate Dean will meet with each faculty member reviewed 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

Chair/Supervisor and the Dean, the Vice President for Academic Success 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.

#### 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 decided.

#### Promotion Appeals Committee:

Full-time faculty members in the college who have served a minimum of three years in the College 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 Chair.

1. Appeals shall be submitted in writing to the Chair 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 Chair 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.

**Attachment:**

Originator: Alan Cottrell

Date Approved: 11/11/2016

Updated: 01/27/2017

Last Updated: 10/13/2020

Approved: \_\_\_\_\_

Title: Vice President for Academic Success