

**POLICY**

A. **REQUIREMENTS FOR APPLICATION**

All applicants for promotion shall satisfy the following minimum requirements with regard to graduate study, professional experience, and OCC service:

1. Faculty members will not be automatically moved into the next rank when requirements for that rank are satisfied.
2. GRADUATE STUDY, PROFESSIONAL EXPERIENCE AND OCC SERVICE

Rank	Minimum Education	Minimum Years in Previous Rank <sup>1 and 3</sup>
Professor	Earned Doctorate	4
	<u>or</u> Master's plus 2nd relevant additional Master's; <sup>2</sup>	6
	<u>or</u> Master's plus 45 relevant credits <sup>2</sup>	6
Associate Professor	Master's plus 30 <sup>2</sup>	4
Assistant Professor	Master's plus 15 <sup>2</sup>	3
Instructor	Master's <sup>2</sup>	N/A

<sup>1</sup>Example of time served: A faculty member in his/her fourth year as Assistant Professor is eligible for promotion consideration to Associate Professor. A promotion takes effect at the beginning of the academic year following the academic year in which it is awarded.

<sup>2</sup>Refers to relevant graduate semester hours from a regionally accredited college or university. Relevancy of credits or 2nd Master's to instructional objectives to be determined by the Vice President of Academic Affairs. These graduate hours must be completed by January 31.

**<sup>3</sup>Applications for promotion may not be submitted before tenure is achieved on the first day of the sixth year of consecutive full-time employment.**

Note: Professional experience, acquired outside the classroom, related to the professor's discipline may be considered by the Vice President of Academic Affairs as a substitute for the required graduate academic training for promotion purposes in career fields according to the following formula:

- a. Upon approval by the Vice President of Academic Affairs, one year of related professional experience will be equated as five graduate credits for a total not to exceed ten credits.

- b. Upon approval by the Academic School Dean and the Vice President of Academic Affairs, the equivalent of one (1) graduate credit will be earned for every three (3) continuing education units (CEU's) earned by attending relevant short courses, conferences, workshops, institutes, etc. An official CEU certificate shall be required for the granting of such equivalent credit. This provision may be used to an aggregate maximum of six (6) graduate credit hours. For a CEU to apply to a promotion application, it must be earned after the previous promotion date.
- c. None of the foregoing substitutions for academic credit will serve in lieu of a required degree.

## B. CRITERIA FOR PROMOTION

In addition to application requirements, faculty must present evidence of the appropriate level of performance in (a) below. A faculty member need not necessarily be strong in all other criteria to be promoted. However, as a faculty member moves up in rank, an increasingly higher level of performance\* in more of the criteria is required to present a stronger case for promotion.

- a. Instruction or related professional field
- b. Contribution to education or in the discipline
- c. Professional growth and development
- d. Contributions to the academic school
- e. Service to the College
- f. Service to the student

Applications will be judged on the basis of The Guidelines for Promotion to Rank, appended to this policy.

\*Refers to Guidelines for Promotion to Rank

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**ATTACHMENT TO POLICY 3118**  
**GUIDELINES FOR PROMOTION TO RANK**

1. Skill in Instruction or Related Professional Field

Assistant Professor: Evaluation and other evidence recognize teaching competence as "very good" with promise for future growth or, in the case of non-teaching faculty, evidence of "very good" performance in one's assignment.

Associate Professor: Evaluations and other evidence recognize teaching competence as "outstanding" with no important areas of inadequacy; individual continues to show improvement and refinement of abilities. In the case of non-teaching faculty, evaluations and other evidence recognize "outstanding" performance in one's assignment.

Professor: The faculty member presents evidence of outstanding teaching ability or, in the case of non-teaching faculty, evidence of outstanding performance in one's assignment. The faculty member is recognized as a model for excellence and viewed as being among the best in quality of his/her efforts on behalf of the college.

2. Contribution to Education or in the Discipline

It is difficult to state rank-related criteria for this activity. Involvement with one professional organization in a productive manner or involvement with several professional organizations in contributory or participatory manner might be expected to grow as the faculty member matures in the profession. For those in higher ranks, a greater degree of serious commitment to professional organizations, publications, and activities will be expected.

3. Professional Growth and Development

Assistant Professor: The faculty member presents evidence of participation in professional growth experiences.

Associate Professor: The faculty member presents evidence of an exemplary commitment to professional growth and development. The record should indicate that the faculty member planned, initiated, and pursued professional growth with vigor and commitment that clearly demonstrate professional development has occurred since last promotion.

Professor: The faculty member presents evidence of professional growth since last promotion and demonstrated contributions to professional development. The faculty member has a long-term record of commitment to professional growth and development.

4. Contributions to the Academic School

Assistant Professor: The faculty member presents evidence demonstrating cooperation with colleagues and the academic school in relevant projects or endeavors.

Associate Professor: The faculty member presents evidence demonstrating meaningful contributions on behalf of academic school projects or endeavors.

Professor: The faculty member demonstrates that he/she has taken a leadership role in academic school projects or endeavors and demonstrated initiation of same.

5. Service to the College

Service to the College includes, but is not limited to, those activities which are: (a) a part of the participatory governance; and (b) community service on behalf of the College. All faculty are expected to be involved in service to the College. Those in the higher ranks will regularly be on standing or ad hoc college committees, often exercising leadership, and will be active in their service to the community. Those in the lower ranks will not as frequently be on college committees, and the extent of their community service effort will be more limited.

It is important to distinguish between those activities which are undertaken primarily as a service to the College and those which an individual might pursue primarily as a responsible citizen. For purposes of promotion, the College considers only those activities which arise primarily from the individual's college responsibilities and from community activities over which the College exercises an important measure of involvement.

6. Service to the Student

Assistant Professor: The faculty member is accessible and willing to work with students; he/she addresses the mission of the community college in his/her interaction with students.

Associate Professor: The faculty member has further developed his/her interaction with students by having chosen and developed additional service activities. The individual has developed the ability to work effectively with the full range of community college students.

Professor: In addition to the above, the faculty member has become a recognized source person for students in one or more area(s) of students' needs.

Consideration for promotion may include, but need not be limited to, the following evidence of contribution and performance given in the profession and/or in service to the college.

- a. Instruction Evidence of outstanding performance as indicated by supervisory evaluation and evidence submitted by the faculty member.
- b. Discipline Evidence of contributions as submitted by the faculty member and/or Academic School Dean/Assistant Dean. The faculty member gives evidence of being committed to education and/or scholarship in the discipline. Contributions may include: graduate courses beyond the minimum requirement, publications, papers presented at workshops, copyrights granted, conferences attended, professional memberships and activities, etc.
- c. Professional Growth and Development Evidence of professional growth and development activities whereby the faculty member remains competent in his/her field and keeps current in the latest developments in education, the disciplines, teaching methodology, and/or assessment activities. Contributions may include: graduate courses taken, graduate fellowships, publications, papers presented at workshops, institutes attended, copyrights granted, program evaluation, course evaluation, developmental skills evaluation, assessment of the affective development of students, etc.
- d. Academic School Evidence of contributions to the academic school as indicated by Academic School Dean and/or a colleague. Membership on Academic School committees, curriculum development and evaluation, new course development, course evaluation and syllabus revision, and performance above the normal work load, etc.
- e. College Evidence of service and contributions to the College as submitted by the faculty member, supervisor, or other appropriate professional. Criteria may include chairing of college committees, FAOCC service, clubs, institutes, workshops, organizations, committee membership, extracurricular activity, recruitment efforts, educational lobbying activities on behalf of the college, intercollegiate activities in professional development, fundraising, community service on behalf of the college, or other efforts that contribute to the mission and goals of the college, etc.
- f. Students Evidence as submitted by the faculty member and/or the appropriate administrator which may include: high school visitations and presentations, advising to student clubs and activities, retention efforts, student recruitment, student advising efforts, student counseling, etc.