



FLETCHER TECHNICAL COMMUNITY COLLEGE
Policy # 1.010

FACULTY RANK AND PROMOTION POLICY

Authority: Academic Affairs

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PURPOSE:

Levels of academic and technical rank recognize progressive levels of achievement and stature within the postsecondary teaching profession. More than length of service, promotion in rank recognizes quality and depth of performance and contribution and service to the College, community, and/or academic or technical field of study by the faculty member.

POLICY:

Levels of academic and technical rank recognize progressive levels of achievement and stature within the postsecondary teaching profession. More than length of service, promotion-in-rank recognizes quality and depth of performance and contribution and service to the college, community, and/or academic or technical field of study by the faculty member.

II. General Guidelines

- a. The Chancellor has the authority to approve the recommendations from the Peer Review Committee for faculty promotion-in-rank. Any exceptions to the institution's approved rank and promotion policy requires the approval of the LCTCS president. Promotions approved during one academic year will become effective at the beginning of the contract for the next academic year. All recommendations for promotion are the result of the evaluation and selection processes, according to the specific guidelines contained in this document. Prior to the beginning of the academic year, the Director of Human Resources establishes and informs the faculty of the maximum number of promotions that can be granted during that academic year based on available rank positions. Promotions must be sequential in each rank.
- b. Prior to new faculty being hired with a rank above the rank of Assistant Professor/Assistant Master Instructor approval by the Peer Review Committee must be granted. It is hereby expressly stated that any new faculty that is to be hired at the rank of Assistant Professor/Assistant Master Instructor should clearly exceed the minimum educational and professional qualifications stated within this policy for the rank of Assistant Professor/Assistant Master Instructor and also have at least 4 years of teaching experience at an accredited institution of higher education. If it is not clear whether a candidate exceeds the minimum educational and/or professional qualifications stated within this policy for the rank

of Assistant Professor/Assistant Master Instructor, the administration must consult the Peer-Review Committee.

III. Composition of Faculty with Rank

No more than thirty-five percent of full-time faculty should hold the rank of Associate Professor/Associate Master Instructor. No more than twenty percent of full-time faculty should hold the rank of Professor/Master Instructor.

IV. Eligibility Requirements

- a. This policy and procedures document applies to all full-time faculty members. It does not apply to faculty who are employed on limited appointments or adjunct faculty members.
- b. Academic and Technical administrators may earn rank as members of an academic discipline by following the eligibility requirements as described below.
- c. Faculty members will be classified as Academic or Technical. Academic faculty members require neither work experience in the discipline nor professional licensure for initial employment. Technical faculty members require work experience in the discipline, education, and/or professional licensure or certification for initial employment. All faculty members in programs that transfer to a 4-year university must follow the Academic track. Faculty members in programs that do not transfer to a 4-year university may follow the Academic track.

V. Promotion Requirements

Promotion to the rank of Assistant Professor/Assistant Master Instructor, Associate Professor/Associate Master Instructor and Professor/Master Instructor is awarded for substantial achievement in the areas of classroom teaching, advising, professional growth, and service to the college and community. Minimum qualifications must be met in every recommendation regarding promotion-in-rank unless an exception has been granted to waive the minimum degree as provided in Section V of this policy document. Faculty applying for promotion-in-rank must provide evidence demonstrating that the minimum criteria to be eligible for promotion-in-rank have been satisfied.

A. Minimum Time-in-Rank Eligibility

To be eligible for promotion-in-rank, a Faculty member must complete a minimum of four years (eight semesters, not including summer) of continuous service in his or her present rank at Fletcher Technical Community College. In order to apply for promotion-in-rank, an application must be submitted at the beginning of the fifth year of employment in one's present rank, in accordance with the established timeline for submitting applications.

B. Minimum Annual Evaluation Eligibility

To be eligible for promotion, a Faculty member must earn at least 3.00 on each Annual Evaluation for the four consecutive years prior to applying for a promotion-in-rank.

C. Minimum Educational and/or Professional Qualifications for Academic Faculty Members

1. Instructor to Assistant Professor

- Academic faculty must hold a master's degree.

2. Assistant Professor to Associate Professor

- Academic faculty must hold a master's degree with at least 30 graduate semester hours beyond the master's degree.

3. Associate Professor to Professor

- Academic faculty must hold a terminal degree.

D. Minimum Educational and/or Professional Qualifications for Technical Faculty Members

1. Instructor to Assistant Master Instructor

- Technical faculty must hold an associate's degree or its equivalent and possess additional professional credentials that are acceptable to the Peer Review Committee.

2. Assistant Master Instructor to Associate Master Instructor

- Technical faculty must hold a bachelor's degree or its equivalent and possess advanced professional credentials that are acceptable to the Peer Review committee.

3. Associate Master Instructor to Master Instructor

- Technical faculty must hold a bachelor's degree or its equivalent and possess exemplary professional credentials that are acceptable to the Peer Review committee.

E. Criteria for Evaluation and Evidence of Achievements

Faculty members applying for promotion will submit a portfolio to the Peer-Review committee. It is solely the responsibility of the faculty member applying for promotion in rank to collect, prepare, and organize the documentation necessary to construct and present a portfolio. Students' Evaluations shall be included in the portfolio and incorporated into the committee assessment.

Teaching faculty members applying for promotion-in-rank will be evaluated on performance and accomplishments in three areas: teaching, scholarly or artistic activity, and service.

Librarians and other non-teaching faculty members applying for promotion-in-rank will be evaluated on performance and accomplishments in three areas: librarianship or teaching, scholarly or artistic activity, and service. Documentation is required for all stated activities.

The following is a description of the three categories in which candidates will be evaluated.

Parts are mutually exclusive of each other. Once an activity has been listed in one part, it may not be listed in any other part.

Teaching

1. Criteria for Evaluation of Teaching

Expectations in teaching shall include but are not limited to, where disciplinarily applicable, the following:

- a. command of one's subject;
- b. ability to organize subject matter and to present it clearly, logically, and imaginatively;
- c. knowledge of current developments in one's discipline;
- d. ability to relate subject matter to other areas of knowledge;
- e. ability to provoke and broaden student interest in the subject matter;
- f. ability to utilize effective teaching methods and strategies.

2. Evidence for Teaching

Assessments of performance in the area of teaching may include but are not limited to the following evidence:

- a. self-report of activities;
- b. course syllabi evaluations;
- c. peer/colleague evaluations;
- d. student perceptions of teaching and learning;
- e. student data and outcomes;
- f. professional development activities such as participation in course work, seminars, conferences, or workshops which cover skills and knowledge of teaching or skills in librarianship.

Scholarly or Artistic Activity

1. Criteria for Scholarly or Artistic Activity

The words "scholarly activity" may be substituted by the words "scholarly or artistic activity" by certain limited disciplines. These disciplines, generally called the Arts, include dance, music, visual arts, and creative writing. Expectations in scholarly activity shall include but are not limited to, where disciplinarily applicable, the following:

- a. sustained inquiry into one's discipline or specialty;
- b. use of research in curriculum, course, service, or program development;
- c. sharing of expertise within the academic community beyond the College, such as publishing in journals, juried shows, professional presentations.

2. Evidence for Scholarly or Artistic Activity

Assessments of performance in the area of scholarly activity may include but are not limited to the following evidence:

- a. self-report of activities;
- b. assessment or statements by peers/colleagues of scholarly works;
- c. professional articles published at the national or regional level;
- d. book published by recognized professional group or educational publishing company;
- e. citations of research in others' works;
- f. presentation given at seminars, conventions or conferences at the state, regional or national level;
- g. demonstrated skill resulting from scholarship;
- h. creative works performed or accepted at juried competitions and invitational exhibits at the state, regional or national level;
- i. election to prestigious registrations or official academic duties in professional organizations;
- j. participation in course work, seminars, workshops, or conferences of professional significance;
- k. research studies designed and completed for use outside the College.

Service

1. Criteria for Service

Expectations in service shall include but are not limited to, where applicable, the following:

- a. service on Departmental, or College committees, task forces, or councils;
- b. service to students, such as serving as faculty sponsor, advisor, mentor;
- c. service in some extramural activity as an employee or representative of the College or as an expert in one's discipline.

2. Evidence for Service

Assessments of performance in the area of service may include but are not limited to the following evidence:

- a. self-report of activities;
- b. assessment of student advising;
- c. leadership in some area of College-life, governance, faculty development, curriculum design;
- d. service as a chair or sponsor of a student club or organization, of a committee, or a director of a program;
- e. service as a representative of the College to the local, regional, national, or international community (as long as such representation relates to the person's competence and discipline);
- f. appointment or election to a state or national post of significance to the profession or the College;
- g. participation in professional organizations
- h. service as a volunteer to the College community;
- i. service as a reviewer or judge of creative work;
- j. consulting in discipline-related activities;
- k. supervisor observations.

Librarianship (Library and Non-teaching Faculty only)

1. Criteria for Librarianship

Expectations in librarianship shall include but are not limited to, where applicable, the following:

- a. performance of responsibilities relating to daily operation of the library or other unit, including acquisition and storage of information and materials, dissemination and retrieval of information and materials, and collection development responsibilities;
- b. command of the literature of library or other unit and information science;
- c. knowledge of developments in one's profession;
- d. effective application of bibliographic techniques in the organization and servicing of collections;
- e. knowledge and practice of methods of evaluation of services and monitoring of performance;
- f. effective use of resources;
- g. analyzing, improving, and implementing new methods and procedures;
- h. knowledge and understanding of policies and procedures, goals, and objectives (departmental, library, institutional, state, or national);
- i. ability to communicate effectively;
- j. skill in attracting, training, developing, and supervising staff;
- k. improvement in the quality of professional service;
- l. effective communication and interaction with patrons;
- m. ability to delegate responsibility and assign duties effectively;

- n. ability to plan, organize, and coordinate effectively;
- o. ability to relate subject matter to other areas of knowledge.

F. The Portfolio should evidence progressive levels of achievement for the different levels of rank.

The Portfolio for a promotion in rank from Instructor to Assistant Professor/Assistant Master Instructor should:

- 1. Give evidence of competence as a college instructor.
- 2. Provide evidence of service to the College.
- 3. Demonstrate positive involvement in professional and community activities

The Portfolio for a promotion in rank from Assistant Professor/Assistant Master Instructor to Associate Professor/Associate Master Instructor should:

- 1. Give evidence of the capacity to teach at a consistently above satisfactory level.
- 2. Give evidence of substantial service to the College beyond those duties directly associated with classroom instruction.
- 3. Give evidence of superior service in such areas as scholarship, leadership in a professional organization and community activities.

The Portfolio for a promotion in rank from Associate Professor/Associate Master Instructor to Professor/Master Instructor should:

- 1. Demonstrate ability to work constructively with the junior members of the faculty and to assume a leadership role in the work of the College.
- 2. Give evidence of meritorious service in a leadership role to the College beyond those duties directly associated with classroom instruction.
- 3. Give evidence of outstanding service in such areas as scholarship, leadership in professional organizations and community activities.
- 4. Must demonstrate significant scholarly activity through publications, grant funding, or contributions to the discipline.

VI. Application for Promotion

Faculty members applying for promotion-in-rank must complete an application for promotion-in-rank (see Appendix B), prepare a portfolio, and submit both to the Peer Review Committee. The portfolio must include a copy of the application and copies of transcripts with degrees conferred. Applications are confidential.

Eligible applicants are responsible for the following:

- 1. Completing the application;
- 2. Compiling the portfolio; and
- 3. Submitting the application and all supporting documentation to the Peer Review Committee.

VII. Recognition of Exemplary Credentials to Waive Degree Requirements

Some outstanding achievements may be recognized as significant enough to waive the minimum degree requirement for promotion-in-rank. Outstanding service to the College and/or longevity at the College alone will not be considered as achievements meriting a waiver of the minimum degree requirement. A faculty may only receive a waiver of degree requirements once.

VIII. Composition of Committees

A. Committee membership eligibility

Serving on the Peer Review and Promotion Appeals Committees is a Faculty responsibility. Permission not to serve on a committee may be granted by the Vice Chancellor of Academic Affairs upon presentation of extraordinary circumstances that would warrant an exception to this policy. To be eligible to serve on a committee, a Faculty member must meet the following criteria:

1. Be employed as a full-time Faculty member (not limited appointment or adjunct faculty);
2. Hold rank of Assistant Professor/Assistant Master Instructor or higher and have been employed full-time at Fletcher Technical Community College for at least four consecutive years. (If there is not sufficient faculty at the rank of Assistant Professor/Assistant Master Instructor or higher eligible to serve, then any faculty with at least four consecutive years of service shall be eligible to serve);
3. Not be an applicant for promotion during the academic year in which he/she serves on the Committee.
4. Not have served on the Peer Review or Promotion committees during the previous academic year.

Faculty cannot serve on both the Peer Review Committee and the Promotion Appeals Committee during the same academic year; therefore faculty members serving on the Peer Review Committee are excluded from serving on the Promotion Appeals Committee, and vice versa.

B. Peer Review Committee

The Peer Review Committee will be composed of five members selected at random from all eligible faculty members by drawing names from a vessel. At least one of the five faculty members selected at random must be Academic, and at least one of the five faculty members selected at random must be Technical. The first Peer Review Committee member selected will call the first meeting of the Peer Review Committee at which time the chair of the committee will be elected by its members.

C. Promotion Appeals Committee

The Promotion Appeals Committee will be composed of five members selected at random from all eligible faculty members by drawing names from a vessel. At least one of the five faculty members selected at random must be Academic, and at least one of the five faculty members selected at random must be Technical. The first Promotion Appeals Committee member selected will call the first meeting of the Promotion Appeals Committee at which time the chair of the committee will be elected by its members.

IX. Duties and Responsibilities of the Peer Review Committee

Applications with supporting portfolio documentation from all faculty members seeking promotion will be submitted to the Peer Review Committee. The Peer Review Committee will examine and critique each portfolio and conduct an interview with each promotion candidate. Each committee member will score each candidate in each of the three categories using the following rating scale: 1 Unsatisfactory, 2 Approaching Expectations, 3 Meets Expectations, 4 Exceeds Expectations, and 5 Outstanding. A cumulative score for each category will be obtained by adding the scores assigned by each of the committee members. Each candidate's overall score is the

weighted total obtained by multiplying each category's cumulative score with the category percentage and tabulating a total. It is the responsibility of the Peer Review Committee Chair to record and insure the correctness of the overall score.

The categories shall be weighted as follows when calculating the overall score:

1. Teaching or Librarianship: 60%
2. Scholarly or Artistic Activity: 10%
3. Service to the college and community: 30%

Applicants with an overall score of at least 17 will be recommended for promotion-in-rank by the Peer Review Committee provided such a rank position is available. Applicants with an overall score lower than 17 will not be recommended for a promotion-in-rank by the Peer Review Committee.

In the event that there are more candidates recommended for a promotion to a certain rank than there are available positions at that rank, the Peer Review Committee will then rank the recommended candidates applying for that level of rank using their respective overall scores with the candidate having the highest overall score getting the highest priority rank for promotion. In the event two or more candidates have the same exact overall score, the Promotion Appeals Committee will break the tie by a vote.

Candidates who were not recommended by the Peer Review Committee for promotion-in-rank will receive notification from the Peer-Review committee including a narrative summary of each category along with their cumulative category scores and overall score. The narrative summary will include the reasoning behind the decision not to recommend and any dissenting opinion on the matter. The individual scores given by each of the Peer Review Committee members will not be provided to the candidate in order to insure unbiased evaluation by the Peer Review Committee members.

The Peer Review Committee's final recommendations, which will list recommended candidates for promotion-in-rank within each academic rank, will be signed by each of the Promotion Committee members filed with the Office of Academic Affairs and submitted to the Chancellor for approval.

Once the Peer Review Committee has completed all its other duties and responsibilities, it's final duties are to select and notify the members of the successor Peer Review Committee. (NOTE At the first meeting of the successor Peer Review Committee, the former Peer Review Committee Chair will transfer all applications, portfolios, and/or documents pertaining to the Rank & Promotion process to the new committee. The final duty of the former Peer Review Committee Chair is to notify all Rank & Promotion applicants of the new Peer Review Committee members. (This cannot be done until the application deadline for the following year has passed.)

X. Promotion Appeals Committee

An applicant not recommended for promotion by the Peer Review Committee may send a written appeal to the Promotion Appeals Committee. The Promotion Appeals Committee may 1) uphold the decision of the Peer Review Committee, or 2) recommend that the Peer Review committee revisits its decision. The Promotion Appeals committee must provide a justification in writing to the Peer Review Committee for revisiting the Peer Review Committee's Decision. The appellant will be notified in writing of the committee's decision. An applicant may only make one appeal each promotion cycle.

The Peer Review Committee will receive the ruling on any appeals from the Promotion Appeals Committee before making its final recommendations to the Chancellor.

XI. Vice Chancellor of Academic Affairs

In this process, the primary role of the Vice Chancellor of Academic Affairs is an advisory role. The Vice Chancellor of Academic Affairs verifies degree equivalences for employment and promotion in rank. The Vice Chancellor of Academic Affairs is to provide non-binding advice to the Peer-Review Committee or Promotion Appeals Committee when such advice is requested by said committee. The Vice Chancellor of Academic Affairs cannot apply for promotion in rank.


XII. Chancellor

Awarding of promotion-in-rank will be based on the recommendations of the Peer Review Committee and are subject to approval of the Chancellor. The Chancellor makes the final decision regarding all recommendations for promotion. The Chancellor sends the list of faculty receiving promotions-in-rank to the Department of Human Resources. If the Chancellor decides against the recommendations of the Peer Review Committee, he must give notification in writing to both the Peer Review Committee and the candidate for promotion. The Chancellor cannot apply for promotion in rank.

XIII. Department of Human Resources

The Department of Human Resources will mail letters of promotion to each applicant receiving a promotion-in-rank.

Reviewing Council/Entity	Approval Date
Policies and Procedures	08/29/2013
College Council	00/00/00
Executive Cabinet	00/00/00


Kristine Strickland (May 3, 2021 12:08 CDT)

Kristine Strickland, Ph.D.
Chancellor

May 3, 2021

Date