**CHANCELLOR’S PROCEDURES FOR POLICY 605.03**

**FACULTY PROMOTION/PROGRESSION IN RANK**

1. Faculty promotion/progression in rank recognizes a faculty member’s teaching and overall job effectiveness, ongoing professional development, continuous improvement, and effective service as an educator. Promotion/progression in rank is based on:
   1. Advanced academic/workforce credentials
   2. Evidence of excellence in overall job performance (teaching and professional/ community services)
   3. Demonstrated college need
   4. Availability of funding
2. Faculty members at the rank of Instructor/Instructor I or Assistant Professor/Instructor II shall be eligible for consideration for promotion after a minimum of three (3) years in rank. Faculty at the rank of Associate Professor/Instructor III shall be eligible for consideration for promotion after a minimum of five (5) years in rank.

1. Professional Development Plans approved/signed prior to the approval of Policy 605.03 will be honored provided that faculty have made satisfactory progress in completing their plan in accordance with the established timelines. Otherwise, promotion/progression in rank will conform to these guidelines.
2. Faculty approved for promotion/progression in rank will begin at the new rank during the next contract year. A year in rank will run from August 15 to August 14. However, a faculty member who begins his/her employment at any time during fall semester of an academic year shall be credited with having served a full year in rank for purposes of the promotion process.
3. The immediate supervisor is responsible for ensuring that the faculty member’s performance demonstrates justification for consideration for progression in rank (as evidenced by the annual performance appraisals) and for guiding the faculty member in through the process.
4. Faculty seeking a change in rank must have the approval of their immediate supervisor to initiate the portfolio review process. The portfolio documents evidence of professional accomplishments and continuous and sustained improvement in overall job performance. A portfolio must contain clear and objective evidence of professional accomplishments commensurate with higher education.
5. Each institution must develop a portfolio review process consistent with the Chancellor’s procedures for promotion/progression in rank.
6. The portfolio must follow a prescribed format adopted by the college and provide documented evidence in three main areas: 1) advanced academic/workforce credentials, 2) evidence of teaching excellence, 3) and evidence of professional and community service. A minimum of three professional letters of support that specifically address how the candidate has demonstrated excellence in the areas stated below is required.
   1. Advanced academic/workforce credentials – Candidates must provide official transcripts that verify the completion of coursework, degrees, or other advanced training in education or the teaching field. Examples include but are not limited to:
      * Additional graduate hours that improve teaching performance/effectiveness
      * Industry recognized advanced licensure/credentials
      * Internships, consultations, or scholarly contributions
   2. Evidence of teaching excellence – Candidates must provide documentation of sustained excellence in classroom instruction. Examples of acceptable evidence include but are not limited to:

* Student learning outcome data
* Employee performance evaluations
* Student evaluations
* Course pass/fail rates
* Students’ licensure exam pass/fail rates
* Student success in regional, state, or national competitions
  + - Teaching honors and awards from internal and external stakeholders.
    - Service as a guest speaker in other departments, disciplines, and/or colleges
  1. Evidence of professional and community service – Candidates must demonstrate consistent and sustained participation in professional activities, college service, and community service. Examples of acceptable activities include but are not limited to:
     + Sustained service and/or leadership role in college-wide governance and committee work
     + Evidence of active engagement as a contributing member and sustained participation in college-wide sponsored events (documentation required)
     + Attendance and/or leadership in professional organizations at state, regional, or national conferences in teaching field or related field
     + Service as an officer at the local, state, regional, or national level in a state or national professional organization
     + Professional presentations at a state, regional, or national conference (documentation to include presentation materials and evaluation)
     + Active member in honor societies or professional organizations
     + Actively participating in or organizing department or college-sponsored community outreach
     + Leading collaborative initiatives between K-12 and the ACCS
     + Representing the college at approved professional, educational, and/or business functions
     + Coordinating charitable activities on behalf of the college
     + Using professional expertise to benefit outside constituencies and bring recognition to the college
     + Serving as sponsor of student clubs/organizations

1. The completed portfolio must be reviewed and approved by the immediate supervisor to be forwarded for consideration by the Portfolio Review Committee.
2. The Portfolio Review Committee is a five-member committee in which three members are appointed to serve for a minimum of two-years. The committee shall consist of the following representatives:
   1. Three tenured faculty members from different instructional disciplines at the institution
   2. An associate dean, dean, or chief academic officer
   3. The immediate supervisor of the faculty member seeking promotion; if the faculty member seeking promotion has no immediate supervisor, the Dean may appoint an additional faculty member from the same field or related field
3. The primary responsibility of the Portfolio Review Committee is to review, evaluate, and make recommendations to the chief academic officer/president on each faculty portfolio. Other responsibilities may include:
4. Reviewing and updating college policies and procedures for promotion and rank in accordance with the Chancellor’s Procedures
5. Updating and revising (when necessary) the Portfolio Review process and calendar
6. Facilitating faculty in-service workshops on the development of professional portfolios and the Promotion and Progression in Rank process
7. Maintaining a log of the rotation of faculty members that serve on the committee
8. The recommendation of the Portfolio Review Committee is routed to the appropriate dean for approval and then to the college president.
9. Whenever a promotion is denied, the president will notify the faculty member in writing of the action taken and the reason(s) for disapproval. The faculty member may submit a response to the president, in accordance with the timeline established by college policy, seeking reconsideration as long as additional evidence remedies the reason(s) identified for denial of promotion. The decision of the president in response to the request for reconsideration is final and not subject to appeal.
10. If a faculty member has been denied promotion, he/she may initiate the process again at a later date in accordance with college policy.

6/4/18