**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 I or Instructor II shall be eligible for consideration for promotion after a minimum of three (3) years in rank. Faculty at the rank of Instructor III shall be eligible for consideration for promotion after a minimum of five (5) years in rank. (Current faculty at the time of institution of this policy shall be grandfathered at their current Rank and years of service.)

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 (fall and spring semesters). 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. Each institution must develop a portfolio review process consistent with the Chancellor’s procedures for promotion/progression in rank. The portfolio review process must include a published timeline (See Appendix A).
4. Faculty who are eligible for promotion must give notice of intent to initiate the promotion of rank process, following the published timeline. Immediate supervisors shall be available as a resource during the process of developing a portfolio and complying with progression and rank policy. The college’s human resources department will, upon request, provide faculty with rank and time in rank status.
5. 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. The following shall be considered as part of the portfolio evaluation. Each shall be reflective of evidence of the faculty member’s accomplishments and performance. Faculty shall include evidence of continuous professional development, evidence of teaching excellence and evidence of professional and/or community service.
   1. Evidence of continuous and relevant professional development – Examples may include but are not limited to:
      * Additional college coursework that improves teaching performance/effectiveness (with official transcripts)
      * Industry recognized advanced licensure/credentials
      * Internships, consultations, or scholarly contributions
      * Professional development workshops, seminars, etc.
   2. Evidence of teaching excellence Examples may include but are not limited to:

* **Employee performance evaluations (required)**
* Student learning outcome data
* Trended student evaluations
* Course pass/fail rates
* Students’ licensure/certification exam pass/fail rates
* Students’ 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 –Examples may 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 Portfolio Review Committee is a five-member committee. The committee shall consist of the following representatives:
   1. Three tenured faculty members from different instructional disciplines at the institution. They shall be elected by faculty to serve a term of three years with staggered terms of service to maintain consistency. The inaugural group of elected faculty will have to set a staggering roll-off, so their terms may not all be three years. Alternates should also be elected to serve if needed.

\*Should elected members of the committee choose to pursue a promotion in a year that is part of their term, they must step down and an alternate shall serve.

* 1. An associate dean, dean, or other college administrator who is appointed by the President.
  2. The immediate supervisor of the faculty member seeking promotion; if the faculty member seeking promotion has no immediate supervisor other than the Dean, the Dean may appoint an additional faculty member from the same field or related field

1. The primary responsibility of the Portfolio Review Committee is to review, evaluate, and make recommendations on each faculty portfolio. Other responsibilities may include:
2. Reviewing and updating college policies and procedures for promotion and rank in accordance with the Chancellor’s Procedures
3. Updating and revising (when necessary) the Portfolio Review process and calendar
4. Facilitating faculty in-service workshops on the development of professional portfolios and the Promotion and Progression in Rank process
5. Maintaining a log of the rotation of faculty members that serve on the committee
6. The recommendation of the Portfolio Review Committee is routed to the appropriate dean for approval. The dean shall give deference to the committee’s recommendation but is not bound by it. The recommendations of the Portfolio Committee and the appropriate dean are sent to the college president.
7. The college president will review the faculty member’s portfolio and the recommendations from the Portfolio Review Committee and dean and will render a decision to approve or deny the promotion.
8. 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 an appeal to the president within 10 working days of receipt of the decision seeking reconsideration for promotion 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 shall be rendered within 10 working days, is final, and is not subject to appeal.
9. If a faculty member has been denied promotion, he/she may initiate the process again at a later date in accordance with college policy.
10. If a faculty member is approved for promotion but the funding is not available, the approval for promotion shall be held for two years; during that time if funding becomes available, the promotion would be granted without having to re-initiate the process provided that the employee evaluations show evidence of sustained performance. Colleges would set policies to determine how funding is allotted if more people are approved for raises than funding would allow within that year.

5/6/19

APPENDIX A:

Suggested Timeline:

October 1 Faculty member must notify of intent to pursue promotion of rank

October 15 Faculty notified of any limitations on promotions in the current year (funding available and college need)

Either end of December or first working day of January – Portfolios due to committee

Jan – March 1 Review of portfolios by the Portfolio Review Committee

March 1 –21 Dean’s review of portfolios and committee recommendations

Mar 22-Apr 15 President’s review of portfolios, dean’s and committee’s recommendations

April 15 Decisions in writing to faculty members