

FACULTY PROMOTION POLICY

(Editorial “full time temporary contract” Revision

Approval: Senate 2/21/05)

(Editorial “Six Dean” Restructuring Revision

Approval: PAC - 10/27/03, Chancellor’s Cabinet 2/23/04)

[Editorial “Six Dean Revision, final approval – 10/03]

I. General Procedural Guidelines

Any faculty member seeking promotion among the faculty ranks is solely responsible for submitting to his/her division/school dean a letter of intent requesting consideration for promotion. It is the responsibility of the candidate to prepare a coherent and detailed exhibit, describing how, and the extent to which, each of the promotion criteria for a particular rank has been fulfilled. All promotion criteria must be fulfilled, addressed and documented in the candidate’s application.

The candidate shall submit his/her promotion application to his/her division/school academic dean. The dean shall first verify the eligibility of the candidate’s educational credentials and years in rank for promotion, and then, if eligible, submit the application to a division/school faculty promotion committee if the division/school has established such a committee to advise the dean. If not eligible, the candidate will be advised to seek equivalency. After recommendation by the divisional Promotion Committee (if any) and his/her own review, the dean shall make his/her recommendation upon the candidate’s application to a college-wide promotion committee, along with a full account of his/her decision, supporting and dissenting recommendations from the division committee (if any), with full documentation of each. The college Promotion Committee shall in turn make its recommendation to the appropriate president, together with its rationale and supporting documentation. Finally, the appropriate president shall review all the accumulated material and make his/her recommendation regarding promotion of the candidate to the Chancellor for presentation to the Board of Trustees.

Throughout this process, candidates for promotion are advised that meeting the minimum qualifications for promotion to a particular rank constitutes only admission to candidacy, and does not itself assure that the application will receive the endorsement of the divisional Promotion Committee, the dean, the college Promotion Committee, the president, the Chancellor or the Board of Trustees.

II. Eligibility for Promotion through the Ranks: Experience and Credentials

The following are minimum requirements for application for promotion to a given level. The credentials required for each rank must be documented as having been completed prior to the college deadline of December 1 for the submission of the promotion application.

Any faculty member of CCBC who holds a full time temporary contract will be allowed to use all accrued teaching time in order to qualify for time in grade towards a promotion request.

In calculating service towards the minimum requirements for a promotion, a faculty member who has served in an administrative role since last promotion may count that time to satisfy the experience requirement, subject to the approval of that inclusion by, respectively, the divisional

Promotion Committee, the appropriate dean, and the appropriate president. That is, approval from all these levels is necessary to include that time as service towards promotion. (Denial by any of these levels prior to the president, however, may be appealed to a higher level as provided in Section IV.)

Also, certain provisions for promotion include the possibility of approval through substitution of certain other qualifications as being the “equivalent” of other specified requirements, as set forth below.

(A) Promotion from Instructor to Assistant Professor

An instructor may apply for promotion to assistant professor during or after the second year of full time employment at the college. The candidate must then have achieved at least four years of full-time teaching employment in a relevant field plus a master’s degree in the field or other accepted equivalencies in course work or equivalent experiences.

(B) Promotion from Assistant Professor to Associate Professor

An assistant professor may apply for promotion to associate professor during or after the fourth year of experience as an assistant professor at the College. The candidate then must have achieved at least a master’s degree plus thirty credits of study in the relevant field or accepted equivalencies in course work or equivalent experiences.

(C) Promotion from Associate Professor to Professor

An associate professor may apply for promotion to professor during or after the fourth year of experience as an associate professor at the College. The candidate then must have an earned doctorate in the field of his/her professional responsibilities, or a master’s degree plus one of the following credential equivalencies. (It is recognized that in some fields (fine arts, business etc.) the usual terminal degree will be at the Master’s level (e.g. MFA, MBA, etc.) rather than the doctoral level.) Faculty may offer equivalencies to the doctorate such as the following.

(1) A master’s degree in an appropriate field plus completion of all requirements for the doctorate degree (including comprehensive examinations) except the dissertation, plus the production of a major work of scholarship or professional performance judged by recognized independent scholars to be of high quality within and a major contribution to the field.

(2) A master’s degree in an appropriate field plus the completion of sixty credits in the field, earned after the award of the master’s degree, plus the production of a major work of scholarship or professional performance judged by recognized independent scholars to be of high quality within and a major contribution to the field.

(3) A master’s degree in an appropriate field and a distinguished record of teaching at the college level plus an extensive record of publications, research, public performances, productions, exhibits or other performances that demonstrates the candidate’s considerable knowledge, expertise and substantial contributions to the field, as judged by recognized experts in the field.

(D) Evaluation of Equivalencies for Credentials

Education requirements may be substituted for by accepted equivalencies. The general policies for the acceptance of equivalency credentials, are determined by the CCBC Promotion Equivalencies Committee.

Prior to review of a candidate's application for promotion on the basis of performance, the candidate shall submit to the Promotion Equivalencies Committee a detailed documentation of the accomplishments which he/she believes should be accepted as the "equivalent" of the required educational credentials. The Committee shall, review that documentation and notify the candidate and his/her dean of either the acceptance or rejection of the equivalent credentials and rationale for the decision. A candidate may appeal a negative decision by the Committee to the appropriate President, whose determination shall be final.

III. Criteria for Promotion through the Ranks: Performance

Performance criteria -- consistent with those applied in annual professional performance evaluations -- are to be evaluated since the candidate's last promotion. (In cases where a faculty member's primary duty, as established by a written job description, is not classroom teaching, the candidate shall be evaluated in terms of the criteria for the particular position rather than the criteria set forth below.) For promotion, a candidate must demonstrate effectiveness in his/her teaching, plus additional performance criteria set forth below.

(A) Teaching (for all promotions)

Effective teaching in a LearningFirst institution is essential for promotion. Effectiveness in teaching is to be established by documented evidence of ability and consistent success in promoting student learning appropriate to the candidate's discipline and experience, evaluated through student evaluations, classroom observations and other LearningFirst assessments.

(B) Other Performance Criteria

In addition to effective teaching, candidates for promotion are expected to demonstrate service to their professional field, LearningFirst, the college and/or their community in the following ways, according to the rank to which promotion is sought:

- (1) Documented evidence of recognized scholarly or creative work or successful advanced study in one's field or in learning-centered education. (Successful completion and defense of a doctoral dissertation or the achievement of equivalencies to the doctorate may be used in this category except for promotion to the rank of professor where the doctorate or equivalence simply qualifies one for eligibility to be considered.)
- (2) Documented evidence of significant innovation, experimentation and advances in teaching in a LearningFirst institution: for example, major curriculum revisions or developments, or the development and implementation of new techniques that make substantial positive changes in teaching.
- (3) Documented evidence of contributions to the college: for example, substantial service on and contributions to councils, senates, divisional or departmental committees, ad hoc committees or task forces, student groups, or professional organizations.

- (4) Documented evidence of active participation external to the college, such as in conferences or meetings of professional organizations in one's field, or documented evidence of contributions to community organizations or groups when such activities stem from the faculty member's academic position or professional experience, or when such participation assists the college in the fulfillment of its institutional role.

(C) Performance Criteria by Rank

(1) Promotion to Assistant Professor

In addition to effective teaching, a candidate for promotion to the rank of assistant professor must demonstrate through documented evidence substantial achievements in one of the performance criteria listed in III,B above.

(2) Promotion to Associate Professor

In addition to effective teaching, a candidate for promotion to the rank of associate professor must demonstrate through documented evidence substantial achievements in two of the performance criteria listed in III,B above.

(3) Promotion to Professor

In addition to effective teaching, a candidate for promotion to the rank of professor must demonstrate through documented evidence substantial achievements in three of the performance criteria listed in III,B above.

(D) Evaluation of Performance Criteria for Promotion

- (1) Review by the Divisional/School Promotion Committee. Each division/school of the college shall be responsible for implementing the prescribed procedures and performance standards for promotion after the candidate's eligibility for promotion has been determined in the manner set forth above. If a division/school chooses to create a divisional Promotion Committee, the review of an applicant's performance for promotion will begin with a review of the candidate's performance by that committee. (Each division/school shall determine for itself the composition, method of selection of its members, distribution of members among disciplines and among faculty ranks, etc.) The decision of this committee—to recommend or not to recommend promotion—shall be forwarded to the division's dean along with a full report upon the reasons for its recommendation as well as a statement of any dissenting positions among the committee's members.
- (2) Review by the Division/School Dean. Upon receipt of the division/school Promotion Committee's recommendation regarding a candidate's promotion—or an appeal from the candidate from a negative recommendation—the dean shall review the candidate's application and make a recommendation to the college Promotion Committee on March 1. (If a division/school chooses not to implement a faculty committee to recommend upon promotions, then the process shall begin with the dean's receipt of the candidate's application.) Whatever the dean's recommendation, he/she shall forward it together with the candidate's application and the division committee's

recommendation (if appropriate) to the college promotion committee and shall also inform the candidate of his/her recommendation.

- (3) Review by the College Promotion Committee. The Professional Affairs Council shall establish a college Promotion Committee consisting of full-time faculty members, and shall determine the size of the committee; the terms, qualifications and distribution of its members; and the process for their selection. PAC shall also establish general rules for the committee's operation. Upon receipt of the dean's recommendation regarding a promotion application, the committee shall review it and its supporting materials and make its own recommendation, accompanied by its rationale and all relevant materials, to the appropriate president by April 1, simultaneously notifying the dean and the candidate of its decision.
- (4) Review by the Appropriate President. Upon receipt of the recommendation of the college Promotion Committee regarding a candidate's application for promotion, the appropriate president will review the application and the Committee's recommendation, together with all relevant material and recommendations from the division/school committee (if any) and dean. The appropriate president shall then make his/her own determination, which shall be reported to the Chancellor and the candidate within by April 25.

IV. Appeals of Denials of Promotion Applications.

- (1) A negative decision on a candidate's promotion application by the dean or college Promotion Committee, which reverses the recommendation of the decision-maker immediately below, can be appealed, on the basis of merit and/or process, to the next higher level of authority within ten days. Thus:
 - (a) a negative decision on a promotion application by a dean after a positive recommendation by a division/school Promotion Committee can be appealed by the candidate to the college Promotion Committee;
 - (b) a negative decision by a college Promotion Committee after a positive recommendation by a dean can be appealed by the candidate to the appropriate president;
- (2) Conversely, two consecutive negative decisions on a candidate's promotion application by the dean, college Promotion Committee or the appropriate president becomes final after the second consecutive negative decision and cannot be appealed on the basis of merit. Thus:
 - (a) consecutive negative decisions by the dean and college Promotion Committee cannot be appealed to the appropriate president;
 - (b) consecutive negative decisions by the college Promotion Committee and the appropriate president cannot be appealed.
- (3) However nothing in this section shall bar a candidate for promotion from appealing to the appropriate college body a violation of due process or institutional equity, as distinct from a judgment of merit.

IV. Promotion Criteria for Non-Teaching Faculty.

The provisions above apply to CCBC full-time faculty whose primary responsibility is teaching. The procedures and criteria for CCBC employees who hold faculty rank but whose primary responsibility is not teaching—e.g. library or counseling professionals—will be dealt with in separate policy documents dealing with the professional requirements of those positions.

[Clarification of time in grade to be used for promotion.– 2/05]