

D.8.2.1 (Procedure) Promotion Process

Responsible Department: Human Resources

Based on Board Policy: [D.8.2](#) – Promotion and Demotion

Approved: 4-28-09

Last Amended: 6-24-2021

Promotion of Non-Faculty Employees

Non-faculty employees are eligible for promotion by applying and being competitively selected through the normal selection process for a posted position vacancy. The College District does not have a program to promote employees within their existing position to recognize job tenure, performance, or unapproved job expansion. The Chancellor is authorized to approve the promotion of employees to non-contract, non-faculty positions in the District.

A non-faculty employee who is competitively selected for a position in a higher salary range will receive a salary adjustment in accordance with the provisions of the Classification and Compensation Administration Regulations and not less than the salary offer that would be made to an external candidate with identical experience and education.

Promotion of Faculty

Overview

The following procedure is intended to provide a definite structure for the promotion review process and to assist faculty members in developing characteristics requisite to promoted status.

Full-time faculty members may be granted promotion in professional rank by the Board of Trustees, upon recommendation of the President of their college and approval by the Chancellor, after all required criteria have been satisfactorily fulfilled and documented, and after appropriate recommendations have been provided. Promotion in rank is earned through successful teaching, service, and professional growth. Promotion is not granted automatically.

Each college and department may add additional guidelines to those specified in [D.8.2.1](#) with the approval of the VPAS. Each department will review, at least every three years, departmental promotion guidelines and submit any revisions to the appropriate dean/supervisor and VPAS. Faculty may continue under previous departmental requirements for the minimum number of years between promotions (i.e., an Instructor may choose to follow departmental requirements in place at hiring for the three years' minimum period required for promotion; an associate professor may choose to follow departmental requirements in place at the time of promotion to associate for the four years' minimum period required for promotion, etc.)

Rank: Initial Placement

Faculty are generally appointed at the rank of Instructor. A faculty member will be appointed at the rank of Assistant Professor provided that the candidate has completed a PhD, MFA, JD, MD, DVN, EdD, DM, or DBA relevant to the discipline for which they were hired and has at least three years of full-time higher education teaching experience, as defined by the institution, at an accredited institution. Relevancy to the discipline will be determined by the VPAS, in collaboration with the appropriate Dean and Chair.

D.8.2.1 (Procedure) Promotion Process

Responsible Department: Human Resources

Based on Board Policy: [D.8.2](#) – Promotion and Demotion

Approved: 4-28-09

Last Amended: 6-24-2021

Promotion in Faculty Rank – Academic Transfer Faculty

Academic Transfer Faculty are defined as faculty whose placement in class is determined by their qualifications for teaching courses listed in and approved by the ACGM.

Eligibility

Eligibility criteria pertaining to time in a particular rank and approved credit courses appropriate to the faculty member's teaching assignment are as follows. To be eligible for promotion to the rank of Assistant Professor, an Academic Transfer faculty member must have completed a minimum of three years of full-time employment as an Instructor with the Colleges and must have earned 12 semester hours or the equivalent quarter hour credit above the Master's degree in approved courses from an accredited institution. These credits must be relevant to the teaching discipline or in the field of education.

1. To be eligible for promotion to the rank of Associate Professor, an Academic Transfer faculty member must have completed a minimum of four years of full-time employment as an Assistant Professor with the Colleges and must have earned 24 semester hours or the equivalent quarter hour credit above the Master's degree in approved courses from an accredited institution. These credits must be relevant to the teaching discipline or in the field of education.
2. To be eligible for promotion to the rank of Professor, an Academic Transfer faculty member must have completed a minimum of five years of full-time employment as an Associate Professor with the Colleges and must have earned a doctorate or 36 semester hours or the equivalent quarter hour credit above the Master's degree in approved courses from an accredited institution. These credits must be relevant to the teaching discipline or in the field of education. The rank of Professor is reserved for persons who have distinguished records of education, education-related activities, and service.

Nine or more months of service in a full-time faculty position during a fiscal year constitute a year of service. A faculty member may not apply for promotion and tenure in the same academic year.

An approved course is one for which approval has been obtained from the appropriate Vice President. Seminars, conferences, and other noncredit activities that result in CEUs may be applied to credit requirements. Ninety-six clock hours (or 9.6 CEUs) shall be equivalent to three semester hours in the assessment of credits for promotion. Credit toward promotion through other documented professional development activities may be approved by the VPAS.

D.8.2.1 (Procedure) Promotion Process

Responsible Department: Human Resources

Based on Board Policy: [D.8.2](#) – Promotion and Demotion

Approved: 4-28-09

Last Amended: 6-24-2021

Promotion in Faculty Rank – Career and Technical Education Faculty

Career and Technical Education Faculty are defined as faculty whose placement in class is determined by their qualifications for teaching courses listed in and approved by the WECM.

Eligibility

Eligibility criteria pertaining to time in a particular rank and approved credit courses appropriate to the faculty member's teaching assignment are as follows:

1. To be eligible for promotion to the rank of Assistant Professor, a Career and Technical Education faculty member must have completed a minimum of three years of full-time employment as an Instructor with the Colleges and must have earned a Bachelor's degree relevant to the teaching field or the field of education.
2. To be eligible for promotion to the rank of Associate Professor, a Career and Technical Education faculty member must have completed a minimum of four years of full-time employment as an Assistant Professor with the Colleges and must have earned 12 semester hours or the equivalent quarter hour credit above the Bachelor's degree in approved courses from an accredited institution. These credits must be relevant to the teaching field or the field of education.
3. To be eligible for promotion to the rank of Professor, a Career and Technical Education faculty member must have completed a minimum of five years of full-time employment as an Associate Professor with the Colleges and must have earned 24 semester hours or the equivalent quarter hour credit above the Bachelor's degree in approved courses from an accredited institution. These credits must be relevant to the teaching field or the field of education. The rank of Professor is reserved for persons who have distinguished records of education, education-related activities and service.

Nine or more months of service in a full-time faculty position during a fiscal year constitute a year of service. An approved course is one for which approval has been obtained from the appropriate Vice President/Dean/Director.

Approved seminars, conferences, and other non-credit activities that result in CEUs may be applied to credit requirements. Ninety-six clock hours (or 9.6 CEUs) shall be equivalent to three semester hours in the assessment of credits for promotion. Credit toward promotion through other documented professional development activities may be approved by the VPAS.

D.8.2.1 (Procedure) Promotion Process

Responsible Department: Human Resources

Based on Board Policy: [D.8.2](#) – Promotion and Demotion

Approved: 4-28-09

Last Amended: 6-24-2021

Evaluation Criteria

The nature and quality of teaching, (or professional activity for faculty counselors and faculty librarians), service, and professional growth are the factors to be used in evaluating faculty members for activities for the employment period since initial appointment or since the last promotion will be considered in promotion decisions.

Application

When to apply for promotion: The application for promotion and the process of review should occur during the academic year prior to the year in which the faculty member becomes eligible to be awarded promotion, or may occur in any subsequent year. For example, if the faculty member will become eligible for promotion in academic year 2019-2020, application and review should, at the earliest, occur in academic year 2018-2019. Application and review for this promotion may also occur in any subsequent year.

Responsibilities of the Faculty Member:

1. A faculty member wishing to apply for promotion should advise the department Chairperson/Supervisor of his or her intention to apply by September 15 of the year prior to the year they become eligible for promotion (or prior to any subsequent year in which they would like promotion to become effective).
2. By the following October 15, the faculty member applying for promotion shall submit to the Promotion Committee a dossier containing faculty evaluation documents as set forth in the Employee Evaluation Procedure ([D.7.1.2](#)). The materials should cover the employment period specified by the eligibility criteria for the applicable rank or since the last promotion, including:
 - Student Evaluation Summaries;
 - Classroom Observation;
 - Faculty Peer Evaluations;
 - Faculty Evaluations by Chair/Supervisor;
 - An up-to-date resume and official transcripts of credits earned since initial appointment or since the last promotion; and
 - Any other material on teaching, service, and/or professional growth, which the faculty member deems relevant to the application;
 - Documentation of education requirement;
 - Documentation of approved service or other, approved assignments.

D.8.2.1 (Procedure) Promotion Process

Responsible Department: Human Resources

Based on Board Policy: [D.8.2](#) – Promotion and Demotion

Approved: 4-28-09

Last Amended: 6-24-2021

3. Beginning academic year 2012-2013, all dossiers will be submitted as a self-contained electronic document (e.g. CD, flash drive, etc.) that does not reference a website. Each college will establish guidelines for the electronic dossier.

Responsibilities of Promotion Committee(s)

1. By October 15 of each year, a Promotion Committee for each department shall be selected by faculty and approved by the Dean/Vice President/President. A department Chairperson or supervisor should not be a member of a committee. At least one member of each committee must be a tenured full-time faculty member or a full-time faculty member with at least five years of full-time faculty experience and who has been promoted at the college. The membership may (if desired) be the same as for the Tenure Committee(s).
2. The Promotion Committee(s) shall have at least three members. Small departments' committee members may be selected from the full-time faculty of other departments or another ACD college. The committee shall select one member to act as committee chairperson.
3. Following receipt of the promotion application dossiers from the applicants on October 15, the committee shall review each application and ensure that the materials and documentation have been included as required. Deficiencies are to be brought to the faculty member's attention for corrections and then re-submitted to the committee in accordance with the Promotion Application Schedule.
4. By November 25, the committee chairperson shall forward the dossiers, together with committee recommendations, to the department Chairperson/Supervisor, and shall notify each candidate, in writing, as to the recommendation being forwarded.

Responsibilities of the Chairperson/Supervisor:

Following receipt of the promotion application dossiers from the Promotion Committee, the Department Chairperson/Supervisor shall review the dossiers and the recommendations of the Department Promotion Committee. By December 15, the Department Chairperson/Supervisor shall add his or her own recommendation and forward the dossiers to the Dean/Director (if applicable), and shall notify each candidate in writing as to the recommendation being forwarded.

Responsibilities of the Dean/Director: (if applicable)

D.8.2.1 (Procedure) Promotion Process

Responsible Department: Human Resources

Based on Board Policy: [D.8.2](#) – Promotion and Demotion

Approved: 4-28-09

Last Amended: 6-24-2021

Following receipt of the promotion application dossiers from the Department Chairperson/Supervisor, the Dean/Director shall review the dossiers and the recommendations of

the Department Promotion Committee and the Department Chairperson/Supervisor. By January 20, the Dean/Director shall add his or her own recommendation and forward the dossiers to the Vice President, and shall notify each candidate in writing as to the recommendation being forwarded.

Responsibilities of the Vice President:

Following receipt of the promotion application dossiers from the Department Chairperson/Supervisor or the Dean/Director, the Vice President shall review the dossiers and the recommendations from the previous review levels. By February 10, the Vice President shall add his or her own recommendation and forward the dossiers to the President, and shall notify each candidate in writing as to the recommendation being forwarded.

Presidential Review and Board Action:

Normally the Board of Trustees is expected to act on promotion recommendations at its April meeting. Consistent with that agenda, by February 25 the President shall submit recommendations to the Chancellor through Human Resources. The President shall notify each candidate, in writing, as to the recommendation being submitted and shall, subsequent to the Boards' action, notify each candidate of his or her promotion status.

Appeals

A faculty member who made application and was denied promotion may submit an appeal to the college Promotion Appeals Committee. The deadline for such appeals shall be twenty-one calendar days following the Board meeting at which the promotion was denied.

Promotion Appeals Committee:

Full-time faculty members in the college who have served a minimum of three years in the Colleges shall elect from their number, in February of each odd-numbered year, a Promotion Appeals Committee. The election shall be conducted by the College Faculty Senate. The Senate will set the size of the Committee, provided that there shall be no fewer than five members. A faculty member may not serve on both the promotion committee and promotion appeal

D.8.2.1 (Procedure) Promotion Process

Responsible Department: Human Resources

Based on Board Policy: [D.8.2](#) – Promotion and Demotion

Approved: 4-28-09

Last Amended: 6-24-2021

committee for the same faculty member. The senior faculty member elected shall convene the Committee for election of a chairperson.

1. Appeals shall be submitted in writing to the chairperson of the Committee, and shall be responsive to the reasons set forth for the denial of promotion.
2. The Committee shall hear the appeal, considering such information as it deems relevant, and shall make a report and recommendation to the President by August 1. The chairperson shall notify the appellant, in writing, as to the recommendation being forwarded.
3. The President shall give consideration to the committee's recommendations but is not bound by them. The President shall notify the appellant and the Committee, in writing, of the decision by September 1.
4. Appeals are without prejudice to future promotion applications.