

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: I 10.0
Procedure Title: Faculty Promotion
Relevant Board Policy: [D 8.2 Promotion & Demotion](#)
Relevant Board Procedure: [D 8.2.1 Promotion](#)
Originating Unit: Vice President of Academic Affairs
Maintenance Unit: Vice President of Academic Affairs

I. Purpose: To describe the process and procedures through which academic rank is obtained and determined.

II. Procedure Statement:

A. OVERVIEW

1. Full-time faculty members may be granted promotion in professional rank 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, education, and service. Promotion is not granted automatically, and it is awarded only to tenured faculty or those making satisfactory progress towards tenure.
2. Each department will periodically review departmental promotion guidelines and submit to the appropriate dean/supervisor. Each department is to develop and submit for approval, by the dean, the department's guidelines for promotions. Once these guidelines are approved they will be reviewed and modified as needed. Upon modification the guidelines they must be re-approved by the dean. The review and modification (if needed) will be accomplished at least once every five years or sooner as desired.
3. Full-time faculty ranks in the Alamo Colleges are: Instructor; Assistant Professor; Associate Professor; and Professor.
4. Adjunct Faculty do not formally possess academic rank, but may be considered to be an Adjunct Instructor.
5. Full-time faculty hired after the start of the Fall semester will be expected to comply with the requirements of this procedure to the maximum extent possible. They should treat the academic year in which they were hired as year one in the promotion process. However, the date at which they were employed will impact the date at which the promotion becomes effective for pay purposes.

B. RANK: INITIAL PLACEMENT

1. Since placement on the salary schedule is a function of education and experience, rank at the time of initial placement has no effect on class and step determinations.
2. Faculty are normally appointed at the rank of Instructor; on the recommendation of the President, and with the concurrence of the Chancellor, a faculty member may be appointed at the rank of Assistant Professor, provided that the candidate has completed a doctoral degree in the teaching field. The decision to grant a new faculty member the academic rank of Assistant Professor will take place during the hiring process and prior to the faculty member's initial appointment. The President will document this decision in writing as signed/approved.

C. RANK: PROMOTION

1. Eligibility
 - a. To be eligible for promotion to Assistant Professor, a faculty member must have completed a minimum of three years of full-time employment as an Instructor with the Alamo Colleges, and the faculty member must meet the criteria for placement on the Salary Schedule at Class III. (A faculty member appointed prior to January, 1977 may apply for promotion to Assistant Professor if the criteria for Class I are met.) The phrase "minimum of three years of full-time employment" is interpreted to mean that a faculty member may make application for promotion during the third year of employment. The academic rank is normally conferred at the start of the Fall semester (when the faculty member has a minimum of three years of full-time employment).
 - b. To be eligible for promotion to Associate Professor, a faculty member must have completed a minimum of four years of full-time employment as an Assistant Professor in the Alamo Colleges, and the faculty member must meet the criteria for placement on the Salary schedule at Class IV. The phrase "minimum of four years of full-time employment" is interpreted to mean that a faculty member may make application for promotion during the fourth year of service as an Assistant Professor. The academic rank is normally conferred at the start of the Fall semester (when the faculty member has a minimum of four years of service as an Assistant Professor).

- c. To be eligible for promotion to Professor, a faculty member must have completed a minimum of five years of full-time employment as an Associate Professor in the Alamo Colleges, and the faculty member must meet the criteria for placement on the Salary Schedule at Class V. The phrase “minimum of five years of full-time employment” is interpreted to mean that a faculty member may make application for promotion during the fifth year of service as an Associate Professor. The academic rank is normally conferred at the start of the Fall semester (when the faculty member has a minimum of five years of service as an Associate Professor).

D. EVALUATION CRITERIA

The following factors are to be used in evaluating faculty members for promotion:

1. Quality of teaching, or quality of professional activity for counselors & librarians

Evaluation of these activities, and the documentation to support the evaluation, are to be conducted, maintained, and submitted in accordance with the PERFORMANCE EVALUATION GUIDELINES. The PERFORMANCE EVALUATION GUIDELINES are contained in PAC procedure I 12.0. Contained in this procedure are the format and instructions for developing a promotion dossier. Each faculty member desiring a promotion in academic rank must prepare a promotion dossier and submit it to the department’s Promotion Committee in accordance with the guidance contained within this procedure. (See PDF forms online at the PAC webpage under Faculty/Staff Resources “Faculty Promotion (Tenure Structure).”)

2. Service

As noted in the PERFORMANCE EVALUATION GUIDELINES, faculty members are required to compile and submit an Annual Report: Self-evaluation at the time of the faculty member’s annual evaluation. The report should include professional achievements, community service, and a profile of Departmental, College and District responsibilities and contributions. The nature and quality of these activities for the employment period since initial appointment or since the last promotion will be considered in promotion decisions. Unless otherwise required by the promotion dossier table of contents, only materials since the last promotion will be included in the promotion dossier.

3. Professional growth and development

Faculty are expected to continue their education and professional growth throughout their careers and are required, under the PERFORMANCE EVALUATION GUIDELINES, to submit an approved plan for such activities. The Annual report: Self-evaluation will reflect the nature and quality of these activities for the employment period since initial employment or since the last promotion and will be considered in promotion decision. Unless otherwise required by the promotion dossier table of contents, only materials since the last promotion will be included in the promotion dossier.

E. APPLICATION

1. Responsibilities of the faculty member

- a. An eligible faculty member wishing to apply for promotion should advise the department chairperson or supervisor of his or her intention to apply by October 1 of the year in which they wish to be considered.
- b. By November 1, the faculty member shall submit to the Department Promotion Committee a dossier containing the following, as set forth in the PERFORMANCE EVALUATION GUIDELINES. The materials should cover the employment period since initial appointment or since the last promotion, including:
 1. Student Evaluation. Since the student evaluations (Student Surveys) are used and incorporated into the Faculty Evaluation by chairperson or supervisor, actual student survey forms are not required as a component of the promotion dossier. Should the faculty member wish to include a summary of the results, he or she may do so as part of the materials noted in 5 below.
 2. Performance evaluations, including summary evaluations by the chairperson or supervisor, and peer evaluation; For clarity, these are the annual Faculty Evaluation by Chairperson forms included under PAC procedure I 12.0.
 3. A tenured faculty member must schedule a peer Review during the Spring semester of the year prior to the year of application for promotion.
 4. Annual Report: Self-evaluation.
 5. An up-to-date resume and official transcripts of credits earned since initial appointment or since the last promotion.

6. Any other material the faculty member deems relevant to the applications.

2. Responsibilities of Department Promotion Committee

- a. By October 15 each year, the full-time faculty members of each department shall elect a Department Promotion Committee. The department chairperson/supervisor should not be a member of this committee, nor should any applicant for promotion be a member. The membership may, with the exceptions noted, be the same as for the Department Tenure Committee.
- b. The Department Promotion Committee shall have at least three members. Small departments shall recruit additional necessary members, mutually acceptable to the chairperson/supervisor and the departmental faculty, from the full-time faculty of other departments.
- c. Following receipt of the promotion application dossiers from the applicants on November 1, 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; the committee may, at its discretion, permit the correction of such deficiencies, provided that its timetable is maintained. Incomplete and uncorrected dossiers will be removed from consideration and will be returned to the applications.
- d. By December 1, following its review on the merits of the applications, the committee shall forward the dossiers, together with its recommendations, to the department chairperson or supervisor. The committee chairperson shall notify each candidate, in writing, as to the recommendation being forwarded.

3. Responsibilities of the Chairperson or Supervisor

Following receipt of the promotion application dossiers from the Department Promotion Committee, the chairperson or supervisor shall review the dossiers and the recommendations of the departmental committee. The chairperson or supervisor will add his or her own recommendation and forward the dossiers to the dean, or to the appropriate vice president (when there is no dean involved), by the close of the Fall semester. The chairperson or supervisor shall notify each candidate, in writing, as to the recommendation being forwarded.

4. Responsibilities of the Dean

Following review of the dossiers and the recommendations, the dean/director will add his or her recommendation and forward the promotion files to the vice president by February 1. The dean shall notify each candidate, in writing, as to the recommendation being forward.

5. Responsibilities of the Vice President

Following receipt of the dossiers and recommendations from the deans/directors, or from the chairperson or supervisor where no dean was involved, the vice president will review the dossiers and recommendations, the vice president will add his or her own recommendation and forward the promotion files to the president by March 1. The vice president shall notify each candidate, in writing, as to the recommendation being forwarded.

6. 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, the president shall make a timely submission of recommendation to the Chancellor. The president shall notify each candidate, in writing, as to the recommendation being submitted and shall, subsequent to the Board's action, notify each candidate of his or her promotion status. **(PAC Added)** Within five (5) days of the Board's action, the President will inform the candidate of his or her promotion status in writing. Should the promotion have been denied the President would to the best of his or her ability, identify, in his or her notification to the candidate, the major factors impacting the ultimate decision to deny the promotion.

F. 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 promotion was denied.

Promotion Appeals Committee

Full-time faculty members in the college who have served a minimum of three years in the Alamo Colleges shall elect from their number, in February of each odd-numbered year, a Promotion Appeals Committee. The Faculty Senate shall conduct the election. The Senate will set the size of the Committee, providing that there shall be no fewer than five members. The senior faculty member selected shall convene the Committee for the 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 final decision by September 1.
4. Appeals are without prejudice to future promotion applications.

Attachments:

Promotion Checklist (2010-2011)

Promotion Application Schedule (2010-2011) Promotion

Table of Contents (2010-2011)

Date: November 15, 2000

Approved: (signed: Enrique Solis)
President

Edited: September 29, 2010

Evening/Weekend Office