



## **FACULTY PROMOTION IN RANK**

**Policy Number: CU-AA-39**

### **PURPOSE**

This policy has been enacted to establish and define the process for awarding faculty promotions in rank.

### **SCOPE**

This policy is applicable to tenure and tenure-track faculty, regardless of rank.

### **POLICY**

It is the policy of Concord University to base promotion decisions on a wide range of criteria as appropriate to the mission(s) of the university and to uphold high standards of equity, diversity and inclusion in the process.

### **PROCEDURE**

Specific procedures to implement this policy will be developed and enacted by the Office of the Provost and specified in the Faculty Handbook.

### **FACULTY PROMOTION IN RANK**

The process for consideration of faculty promotions has been developed in consultation with the faculty. Promotion is not granted automatically, but shall result from action taken by the institution, following a process involving faculty and administrative review and evaluation. Promotion brings both recognition and an increase in compensation.

Candidates for promotion in rank must satisfy the minimum criteria listed for each academic rank, including at least six years of full-time teaching at the rank, as stated in board policy CU-AA-62 Faculty Appointment, Classification, and Rank, and candidates must meet the specific criteria as detailed below.

#### **Criteria for Consideration of Promotion Decisions**

Criteria appropriate to the mission(s) include but are not limited to:

- Excellence in teaching, the most critical criterion.
- Professional, creative, and scholarly activities.
- Service to the University, profession, and community.

Faculty with administrative assignments, including academic administrators, may earn full time teaching experience credit through their service to the university.

Although under normal circumstances the minimum criteria listed below for each promotion in rank will be adhered to, it is recognized that there may occasionally be justification for considering possible substitutions to the stated minimum criteria. The person or committee requesting the exception will be expected to validate the request substantively and with cause. The approval of the exception will be the product of the same procedure for deciding promotions.

## **PROCESS**

### **Application for Promotion**

The candidate initiates the process of consideration for promotion in rank by submitting a letter of "intent to apply for promotion" to the Department Chair and the College Dean by the date set forth by the Office of the Provost.

### **Promotion Evaluation**

Consistent with the *Guidelines for the Faculty Portfolio*, which can be found in Appendix A of CU-AA-64 Faculty Evaluation and Performance, the faculty member will develop and submit the Faculty Portfolio to the Department Chair for consideration by the deadline published by the Office of the Provost.

### **Promotion from Assistant Professor to Associate Professor**

In addition to the minimum criteria listed for the academic rank, promotion to Associate Professor requires that candidates demonstrate continuing growth as teachers, scholars, and broadly, as members serving the university and larger professional community.

While promotion to Associate Professor is not directly linked to tenure, a minimum rank of Associate Professor must be obtained either prior to or in conjunction with tenure; i.e., tenure will not be awarded to candidates who do not hold the rank of Associate Professor or higher, or who will not be simultaneously awarded both tenure and promotion.

### **Promotion from Associate Professor to Professor**

A candidate for promotion to Professor should demonstrate significant mastery of teaching, including proficient use of instructional methodologies and proven capability of addressing the University's pedagogical expectations and needs. The candidate should also demonstrate effectiveness in peer mentoring and in providing a model of quality instruction.

In the area of service, the candidate should have established a leadership role at the Departmental, College, and University levels, including serving on and/or chairing committees, as well as competently discharging all service duties assigned.

In professional growth and development, the candidate should demonstrate that a continuation of the activities that led to earlier promotions still exists and that efforts to keep abreast of new developments in the candidate's discipline are evident.

The decision to promote a faculty member to Professor should primarily be based upon accomplishments since promotion to Associate Professor. Promotion is not awarded solely because of length of service.

### **Promotion from Professor to Distinguished Professor**

A candidate for promotion to Distinguished Professor should have been a Professor for at least six years, clearly demonstrate significant mastery of teaching, including proficient use of current instructional methodologies, proven capability of addressing the University's pedagogical expectations and needs. The candidate should also demonstrate effectiveness in peer mentoring and in providing a model of quality instruction. The candidate will exhibit professional growth beyond the rank of Professor.

In the area of service, the candidate should have demonstrated continued responsible leadership at the Departmental, College, and University levels, including serving on and/or chairing committees, as well as competently discharging all service duties assigned.

In professional growth and development, the candidate should demonstrate continuation of the activities that led to earlier promotions and efforts to keep abreast of new developments in the candidate's discipline.

The decision to promote a faculty member to Distinguished Professor should primarily be based upon accomplishments since promotion to Professor.

#### **RESPONSIBILITY FOR IMPLEMENTATION**

The Provost shall have primary responsibility for assuring faculty promotion processes are efficient and effective.

#### **AUTHORITY FOR INTERPRETATION**

The final authority for interpretation of this policy rests with the President and Provost.

#### **AMENDMENTS**

This Policy may be amended to change names, links to information, and contact information without resorting to the rulemaking process.

Federal and State laws, rules and regulations change. Any portion of this policy and process document may be modified in practice to ensure the due process rights of the individuals involved are provided and to conform with any current Federal and State law, rules and regulations. Subject to the institution's rulemaking policy, the institution will change this policy to conform to the most current laws and regulations within a reasonable time of discovering the change.

#### **REFERENCE / AUTHORITY**

HEPC Title 133, Series 9, WV Code 18B-7-3, BOG Policy # 39

\*Preempts HEPC Series 9, Section 7, replaces previous CU Board Policy No. 39, Procedure for Faculty Evaluation, Promotion, and Tenure and supersedes Concord University Faculty Handbook sections on faculty promotion dated prior to the effective date of this policy.

#### **APPROVAL**

Intent to Plan/ Revise Approved by the Board of Governors: April 20, 2021

Approved by the Board of Governors: June 15, 2021

Effective Date: June 15, 2021