



Policy and Procedures Manual Application: All Faculty Section F2.5 Academic Rank and Promotion

F 2.5 Academic Rank and Promotion of Faculty

Promotion of regular faculty in rank is a means by which the university recognizes excellence in its faculty. Promotions are not awarded for years of service but are earned by the faculty member's efforts to work towards the goals of the university. Eligible faculty apply for rank promotion from assistant professor to associate professor concurrent with their application for tenure.

The Board has delegated authority to the president to grant academic rank or promotion in academic rank in accordance with board and university policy.

Exceptions. Exceptions to criteria for promotion in rank may be recommended by the president upon recommendation from the provost/vpaa.

F 2.5.1 Academic Ranks

The principal academic ranks of the university shall be professor, associate professor, assistant professor, and instructor. Educational qualifications for these ranks shall be as follows:

1. Professor: An earned doctorate degree or a Master of Fine Arts requiring a minimum of sixty graduate hours awarded by a regionally accredited or internationally recognized institution.
2. Associate Professor: An earned doctorate degree or a Master of Fine Arts requiring a minimum of sixty graduate hours awarded by a regionally accredited or internationally recognized institution.
3. Assistant Professor: An earned doctorate degree awarded by a regionally accredited or internationally recognized institution. The institution may elect to award the rank of assistant professor to individuals who have completed all requirements in a doctoral program except the dissertation (or equivalent requirement) or have completed a Master of Fine Arts that requires a minimum of sixty (60) graduate hours
4. Instructor: An earned master's degree awarded by a regionally accredited or internationally recognized institution.
5. Others: Classification of instructional personnel who are not subject to assignment of rank may be special instructor, lecturer, graduate assistant, adjunct instructor, part-time instructor, or by other title.

F 2.5.2 Reappointment

All non-tenured faculty members are considered to hold one-year probationary appointments. Such appointments are subject to renewal on an annual basis. The Board delegates to the university president or the president's designee the authority to reappoint or not to reappoint non-tenured faculty members. Failure to reappoint may be without specific causes or stated causes. Reappointment or non-reappointment by the university is subject to ratification by the Board.

The FPE serves as a significant, but not an exclusive tool, for decisions of reappointment.

The decision regarding renewal for all regular non-tenured faculty in their first two years of employment must be made by March 1 of the current academic year of employment at East Central University. All regular non-tenured faculty that have completed more than two years will be notified prior to convocation in the spring semester.

Tenured faculty are considered to hold a renewable appointment.

Process

- Reappointment will follow the annual evaluation process
- Immediate supervisors will send a written recommendation of renewal for all non-tenured faculty to the deans by the second Friday of November.
- Deans will forward their written recommendation for renewal to the VPAA by the first Friday of December.
- Faculty members will be notified of renewal in writing by the VPAA according to the established deadlines as described above depending on rank.

For faculty applying for tenure and/or promotion, the process of reappointment shall proceed through the President and RUSO and following the processes outlined in Sections 2.5.2-2.5.3 and 2.6 in the Faculty Handbook.

F 2.5.2 Minimum Criteria for Promotion

Promotions are given at the discretion of the university. The educational and experiential requirements listed below in no way imply, and are not to be interpreted to mean, that the attainment of given educational qualifications and/or experiential requirements shall be the sole criteria for granting rank or promotion in rank.

Applications for promotion must demonstrate evidence of continuing excellence in each of the criteria being evaluated.

F 2.4.2.1 Educational Requirements

Faculty members must possess an academic degree relevant to the discipline they teach and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. For further information on educational qualifications for academic rank, see 2.5.1.

F 2.4.2.2 Experiential Requirements

Faculty members remain at the same rank for a minimum of five (5) years. Exceptions may be made by the university president upon recommendation from the provost/vpaa.

F 2.5.3 Additional Criteria for Promotion

Promotion at East Central University is based upon the highest interests of the university that will best be served through a spirit of cooperation and a sense of mutual confidence among the faculty, the chairs, the academic deans, the provost/vpaa, and the president of the university. The criteria and procedure for attaining promotion in rank are designed to systematize and clarify operations as well as to inspire cooperation and confidence among those involved. Providing that candidates possess the required educational and experience qualifications, the following are considered minimum criteria upon which promotion in rank is based: 1) effective classroom teaching, 2) scholarly or creative achievement, 3) contributions to the institution and profession, and 4) performance of non-teaching semi-administrative or administrative duties. The items of classification under each category are to be considered minimal; others may be added.

F 2.5.3.1 Evaluation Letters

Included in this section shall be evaluation letters from the department chair and the dean for the years since the faculty member was last promoted and summary letters of recommendation from the chair and the dean supporting or not supporting promotion. If the department conducted peer evaluations, these summaries may be included here also.

F 2.5.3.2 Indicators of Effectiveness: Teaching, Scholarship/Creative Achievement, and Contributions to Profession and Community

As established by academic departments and shared with the Office of Academic Affairs, indicators of effectiveness in teaching, scholarship/creative achievement guide the contributions to profession and community. When no department-specific indicators exist, the general lists found in section 2.5.3.2.1 will be used.

F 2.5.3.2.1 Effective Classroom Teaching

Classroom teaching effectiveness will be judged by use of a variety of instruments, such as self-evaluation, student evaluations, peer evaluation, and supervisory personnel evaluations, including:

1. Use of high impact practices in the classroom

2. Developed or taught a new course using best practices and innovative strategies
3. Made major changes to existing course content tied to student learning outcomes
4. Made curricular innovation through delivery methods or pedagogy (instructional strategies, new methods of teaching, facilitated student learning in a variety of formats, incorporated supportive technologies, developed new assignments or assessments)
5. Applied successful teaching strategies (instructional strategies, proven methods of teaching, facilitated student learning in a variety of formats, incorporated supportive technologies, developed effective assignments or assessments)
6. Mentored student research projects, such as honors projects or theses
7. Mentored student's practicum, internship and/or capstone experiences
8. Supervises an individual study, group study, exhibition, or performance
9. Supervised an educational trip, such as a field trip or study abroad experience
10. Supervised a Service Learning experience
11. Received awards or recognition for teaching excellence
12. Attended conferences or professional development events focused on teaching
13. Supervised student projects leading to presentation at an academic conference
14. Worked with program and college to ensure student learning objectives for courses are aligned with program and college objectives
15. Collaborated with colleagues to develop course curriculum and delivery
16. Other

F 2.5.3.2.2 Scholarship or Creative Achievement

1. Books and monographs published (including complete bibliographic information— author(s) in published order, title, place of publication, publisher, date of publication, and number of pages—for each item)
2. Chapters published (including complete bibliographic information—author(s) in published order, title, book editor(s) or author(s), book title, place of publication, publisher, date of publication, and pages of chapter—for each item)
3. Articles published (including complete bibliographic information—author(s) in published order, title, journal, volume, issue number, month, year, and pages of article— for each item)
4. Electronic media materials published (including author(s) in published order, title, place of publication, publisher, and date of publication for each item)
5. Presentations made (including presenter(s) in published order, title of presentation, organization, location, and date for each item)
6. Creative works published (including title of work, place of publication, publisher, and date of publication for each item)
7. Creative works exhibited (including title of work, complete bibliographic information as indicated above or name and location and date of exhibition)
8. Creative works performed professionally (including title of work, complete bibliographic information as indicated above or name of performing group and location and date of performance)
9. Books and journals edited (including, for each item, editor(s) in published order and complete bibliographic information as indicated above)
10. Reviews published (including complete bibliographic information—author(s) in published order, title, journal, volume, issue number, date, and pages of review—for each item)
11. Other contributions to published works (including complete bibliographic information as indicated above and a brief description of the contribution for each item)
12. Scholarly or creative awards/recognition received (including title of award, sponsor, and date for each item)

13. Extramural grants and contracts awarded (including project director(s), other project participants, project title, amount of award, sponsoring agency, and date of award for each item)
14. Extramural grant and contract proposals submitted but not funded (including project director(s), project title, receiving agency, and date of submission for each item)
15. Intramural grants awarded (including project director(s), project title, amount of award, and sponsor for each item)
16. Professional development activities completed to enhance research or scholarship. Could include for-credit courses (including course name, credit hours, institution, and date of completion for each item), seminars, workshops, webinars, panels, lectures, clinics, conferences attended (including title, sponsor, location, and dates for each item), and industry publications/journals read
17. Completion of degree or certification program (including certificate or degree name, credit hours, institution, and date of completion for each item)
18. Submission of book, chapter, article, or creative work for publication/exhibition.
19. Progress made on book, chapter, article or creative work not yet published, exhibited or performed.
20. Serving as an editor or on the editorial board of scholarly professionally-related journal
21. Serving as a reviewer for refereed journal or grant committee or conference
22. Collaboration with students on scholarly or creative projects
23. Collaboration with other faculty on scholarly or creative projects
24. Supervised student projects leading to presentation at an academic conference.
25. Formal consulting, technical assistance, or policy analysis related to faculty member's field of study producing a written report or other product
26. Program evaluation or grant writing for public entities external to the university (i.e. business, non-profit organizations, public schools, citizen organizations, etc.)
27. Accreditation report author/coauthor (including name of the accrediting body and dates of service for each item)
28. Other

F 2.5.3.2.3 Contributions to the Institution and Profession

1. Professional leadership in state and/or national professional associations directly related to areas of expertise and/or the good of the profession (including name of committee or office, professional organization, and dates of service for each item)
2. Professional memberships held.
3. Committees served on for other universities or other discipline-related agencies (including name of committee, name of university/agency, and dates of service for each item)
4. Accreditation team memberships and leadership roles (including name of the accrediting body; name of college/university, or university visited; leadership role; and dates of service for each item)
5. Special organizational responsibilities performed, such as contributing, managing, or section editorships, or juror duties in a competition (including nature of responsibility, professional organization, and dates of service for each item)
6. Special responsibilities performed for other universities and other discipline-related agencies (including nature of responsibility, name of university/agency, and date(s) of service for each item)
7. Conference responsibilities performed (including nature of responsibility, professional organization, location, and date(s) for each item)
8. Speeches and workshops given (including title of presentation, sponsor, location, and date for each item)
9. Professional service awards received (including title of award, sponsor, and date for each item).
10. University, college, and departmental standing committee, administrative committee, and ad hoc committee memberships and offices held (including name of committee, parent body, office, and dates of service for each item)

11. Special responsibilities performed, such as administrative assignments (including title or nature of responsibility and dates of service for each item)
12. Student organizations sponsored (including name of organization and dates of service for each item/activity)
13. Student recruitment activities
14. Public service within faculty member's discipline (e.g., service to public education, consulting, etc.)
15. Community service
16. Organizing and facilitating on-campus events
17. Other

F 2.5.3.2.4 Performance of Non-Teaching Semi-Administrative or Administrative Duties

1. department chair service;
2. dean service;
3. librarian service;
4. preparation of reports and other official documents-publications; and
5. other

F 2.5.4 Reduction in Rank

No person presently employed shall suffer reduction in rank as a result of the operation of these policies.

F 2.5.5 Procedure for Applying and Granting of Rank Promotion

A faculty member desiring a promotion in rank must file with his/her department chair a written petition outlining his/her rationale for promotion by a date established by the provost/vpaa. The faculty member is responsible for developing a portfolio with documents supporting his/her application for promotion. The portfolio should address each of the five criteria to be considered for promotion in rank. Department chairs desiring promotion shall submit their applications to the dean, and deans desiring promotion shall submit their applications directly to the provost/vpaa.

The department chair reviews the faculty member's application and portfolio and forwards these documents, along with his/her written evaluation and recommendation, to the dean by a date established by the provost/vpaa.

The dean then reviews the application, the portfolio, and the comments of the department chair regarding the application. He/she shall add his/her own written evaluation and recommendation regarding the promotion and submit the portfolio and all documents to the provost/vpaa by a date established by the provost/vpaa.

The provost/vpaa shall review all applications, evaluations, recommendations, and rankings. The recommendation of the provost/vpaa, regarding promotion, shall be added to the candidate's file, and the recommendation shall then be forwarded to the president. Each applicant shall receive written notification of the actions and recommendations of the provost/vpaa by a date established by the provost/vpaa.

Acting on the recommendations of the provost/vpaa and on the basis of the information available to him/her, the president shall submit his/her recommendations for promotion to the board. When the board has acted, the faculty member applicant shall be notified in writing of its decision.

In case of denial of promotion, the aggrieved faculty member may file a written appeal to the Faculty Appeals Committee. The Faculty Appeals Committee, upon considering the appeal, then files its recommendation with the president for consideration. The president then notifies the faculty member of the final determination of his/her petition.