



Appendix G
REQUEST FOR ADVANCEMENT IN PROFESSIONAL RANK

SECTION I

Faculty member completes section I and II and forwards to Vice President of Academic Affairs

Faculty member's name:

Colleague ID Number:

Current rank:

Rank Requested:

Signature:

Date:

Section II: Peer Recommendations

Faculty member lists names of peers offering written recommendations and includes those recommendations.

(Two required)

1. Peer recommendation:

2. Peer recommendation:

ADMINISTRATIVE USE ONLY

Section III: Records review by Human Resources Department

Verification of years of service and current rank

Date of Hire as Full-time Regular Faculty:

Years of Service as full-time regular faculty:

Current rank:

Current rank date:

Section IV: Review by Professional Rank Committee

Verification that faculty member has met the criteria and has distinguished himself by presenting documented evidence of significant and/or exemplary contributions to the college.

1. Satisfactory evaluations for the five (5) years prior to applying for rank Yes No

2. Successful completion of post-tenure review or equivalent Yes No

3. Letters of recommendation from two peer members Yes No

4. Documented evidence of significant continuing contributions in the following areas, or exemplary in one or more areas:

(Note: You must document contributions in all areas and the committee will evaluate the contributions as not significant, significant or exemplary.)

a. Contributions in College or educational committees Yes No

b. Contributions to the department, the College, or the profession Yes No

c. Participation in professional development activities Yes No

d. Contributions to community groups or projects Yes No

Recommendation from Chair, Vice President of Academic Affairs:

I certify that the activities submitted constitute continuing significant and/or exemplary contributions.

Recommend promotion to the rank of: Associate Professor Professor

Signature

Date

Section VI: Approval by the President

The recommended professional rank is hereby approved.

Signature

Date

Appendix G: Request for Advancement in Professional Rank Instructions and Guidelines to Faculty

In accordance with Article 6.17, faculty who distinguish themselves through continuing contributions to the College, deemed significant and/or exemplary, may apply for an advancement in rank to Associate Professor and Professor, and, if the rank is approved, be awarded an additional pay step for each rank earned.

Faculty must meet the following minimum qualifications:

Associate Professor:

- A minimum of ten (10) years of full time regular faculty service to the College
- Satisfactory evaluations for the five (5) years prior to applying for the rank
- Successful completion of post-tenure review
- Documented evidence of significant continuing contributions (for five years prior to applying for rank or for any five year period after receiving tenure)

Professor:

- A minimum of fifteen (15) years of full time regular faculty service to the College
- Satisfactory evaluations for the five (5) years prior to applying for the rank
- Successful completion of post-tenure review
- Documented evidence of significant continuing contributions (for five years prior to applying for rank or for any five year period after receiving Associate Professor)

- Note: 1. Faculty who have not completed the post-tenure review process must demonstrate equivalency by including in their rank portfolio their student evaluations and end of year verifications as required for post-tenure review for the five (5) years prior to applying to applying for rank.
2. Faculty who have 15+ years of service with at least 10 years of significant continuing contributions since earning tenure may for both ranks consecutively.

The Rank Portfolio:

To apply for rank, faculty must submit an application along with a portfolio. The portfolio must be submitted in a 1" or 3" 3-ring binder, contain dividers with tabs for each of the items below, and be organized chronologically. The portfolio must contain the following:

1. Application (Appendix G: Request for Advancement in Professional Rank)
2. Cover letter/narrative detailing significant contributions (no more than 1000 words)
3. Letters of recommendation from two peer members
4. List of significant contributions in each of the following areas, or exemplary contributions in one or more areas, along with supporting documentation where appropriate:
 - a. Contributions in College or educational committees;
 - b. Contributions to the department, the College or the profession;
 - c. Participation in professional development activities.
 - d. Contributions to community groups or projects;
5. Copies of satisfactory faculty evaluations
6. Evidence of completed post-tenure review

Implementation and Application:

1. Effective Fall 2017, faculty who meet the criteria may apply for rank. Applications and portfolios must be submitted to the Vice President of Academic Affairs by February 1.
2. Faculty who can demonstrate they previously earned rank via submission of a rank portfolio and approval of by a professional rank committee will be awarded the corresponding pay steps, for a maximum of two steps.
3. Faculty who previously earned rank without a portfolio or approval by a professional rank committee may keep their current rank, albeit without the corresponding pay steps. However, faculty may reapply for rank using the new criteria and earn the additional pay steps.
4. Faculty who are awarded rank but have already reached Step 30 will receive a one-time lump sum equivalent to one additional step for each professional rank earned.

| Rank Timeline | |
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| <i>Exception: If a timeline date falls on a holiday, break day, or weekend, the timeline date shall be the immediate business day prior.</i> | |
| By February 1 | Faculty member submits <i>Request for Advancement in Rank</i> and rank portfolio to the Vice President of Academic Affairs |
| By March 31 | The Professional Rank Committee makes recommendations to the College President |
| By May 1 | The College President or designee provides written notice to the faculty whether or not they will be awarded rank. |
| At the start subsequent fall term | New rank and pay steps go into effect. |