NEW RIVER COMMUNITY & TECHNICAL COLLEGE

Policy Number __B.100__
Effective Date __July 1, 2005__

TITLE: Promotion & Tenure

RATIONALE: The New River Community and Technical College (NRCTC) promotion and tenure policy establishes procedures for submitting applications, making recommendations, and/or making decisions regarding promotions-in-rank and tenure for full-time faculty members of NRCTC.

POLICY STATEMENT

WVHEPC Series 9: The policy incorporates the elements set forth in W. Va. Code §18B-1-6, 18B-1B-4, and 18B-7-4 Title 133 Procedural Rule, W. Va. Higher Education Policy Commission, Series 9, effective January 10, 2004, and approved by New River Community and Technical College Board of Governors on March 3, 2005 as NRCTC Policy 19, regarding faculty ranks and definitions, types and conditions of appointment, promotion in rank, tenure, and tenure-track status. (A copy of Title 133 Procedural Rule, Series 9 is attached and can be found in Appendix 1 of the NRCTC Faculty Handbook).

Faculty seeking promotion and/or tenure are encouraged to review the sections identified below:

- Section 3. Faculty: Ranks and Definitions
- Section 4. Faculty: Types and Conditions of Appointment
- Section 7. Promotion In Rank
- Section 9. Tenure
- Section 10. Tenure-Track Status
- Section 11. Faculty Evaluation

Recommendation and Decision-Making Procedures: The president of NRCTC makes the final decision on promotion and/or tenure applications based on recommendations from the Dean of Instructional Services.

Application Submission Responsibilities and Procedures: All faculty members eligible for promotions and/or tenure under the minimum appointment and promotion criteria (described below) are invited to apply.
Applicant’s Responsibilities: Applications with all required supporting documentation (original notebook binder, five copies, teaching portfolio—described below) must be received in the office of the Dean of Instructional Services by 4 p.m. on April 15, 2005, and thereafter on the first Monday of the third week of March during the year in question. If the applicant does not personally deliver these materials (original notebook and five additional notebook copies), the applicant must use next-day delivery services that guarantee delivery on required date.

Peer recommendations supporting the candidate’s application for promotion and/or tenure must also be received in the office of the Dean of Instructional Services by 4 p.m. on April 15, 2005, and thereafter on the first Monday of the third week of the year in question. It is the applicant’s sole responsibility to ensure the delivery of peer recommendations.

The applicant must request a recommendation supporting her/his application for promotion and/or tenure from the applicant’s campus director.

It is the applicant’s responsibility to ensure the completeness of her/his application. An original signed letter from all parties at fault for missing items/supporting documentation must be secured by the applicant and included in his/her application.

Confirmation of tenure eligibility (tenure-track status and years of rank at Bluefield State College, Glenville State College, and New River Community and Technical College) must be clearly evident through legible copies of faculty appointment contracts. A signed letter reconfirming tenure eligibility from the Dean of Instructional Services is recommended.

This policy shall not affect persons having tenure or tenure-track status under any previous policy including those of the parent institutions (Bluefield State College and Glenville State College) or of NRCTC or their governing boards, unless requested by applicant in writing to the Dean of Instructional Services prior to March 1 of the year in question.

Campus Director Responsibilities: The applicant’s campus director must deliver her/his recommendation for promotion and/or tenure to the office of the Dean of Instructional Services by 4 p.m. on April 22, 2005, and thereafter on or before the fourth Monday of March of the year in question. It is the responsibility of the applicant’s campus director to meet this deadline. If there is no letter of support on file by the deadline, the college-wide promotion and tenure committee will review the application materials.

NRCTC Promotion and Tenure Committee Responsibilities: The multiple-campus faculty promotion and tenure committee is appointed by the NRCTC faculty senate, an elected body of NRCTC, and shall consist of five members. At least three of the five members of the NRCTC promotion and tenure committee shall be tenured.

♦ one member from the Beckley campus,
♦ one member from the Bluefield campus,
♦ one member from the Greenbrier Valley campus,
♦ one member from the Nicholas County Campus,
The NRCTC multiple-campus faculty promotion and tenure committee will meet after April 22, 2005, and thereafter the first Monday of the fourth week of March prior to April 1 of the year in question to review each application for promotion and/or tenure to determine if the applicant meets the established criteria. Notification of the committee’s action on each application will be available to each applicant after May 1, 2005, and thereafter April 1 of the year in question.

The chair of the committee will record the decision made for each eligible applicant. The chair will submit to each eligible applicant a written statement of explicit reasons for acceptance or rejection of his/her application and the balloting results after all decisions are made. The applicant should be aware that the decision of the committee is just a recommendation and that the president of NRCTC makes the final decision.

Dean of Instructional Services Responsibilities: The Dean of Instructional Services will call a meeting of the applicant’s faculty work group (academic division) for review of the application. Copies of the application binder will be made available to the members of the faculty work group. First-year faculty members of the work group are not eligible to vote. The applicant’s presence may be requested by the work group (academic division) to answer questions only, but shall not be present during the voting process. Secret ballots will be used with a recording of votes FOR and AGAINST promotion and/or tenure. The Dean will report to the applicant, the chair of the NRCTC multiple-campus faculty promotion and tenure committee, and the college president the results of the vote. The record of votes FOR and AGAINST promotion/tenure conducted by the peer meeting for the applicant for promotion must be received before 4 p.m. on April 22, 2005, and thereafter before 4 p.m. on the first Monday of the fourth week of March of the year in question.

The Dean of Instructional Services will also call the first meeting of the NRCTC promotion and tenure committee. A chairperson will be elected from and by the committee membership. The Dean will deliver copies of the application binder to the members of the NRCTC multiple-campus promotion and tenure committee.

The Dean of Instructional Services will also:

♦ review the recommendation from the applicant’s campus director,
♦ review the actions taken by the applicant’s faculty work group, and report in writing to the Tenure/Promotion Committee
♦ review the recommendation of the NRCTC multiple-campus faculty promotion and tenure committee,
♦ review the original application binder,
♦ make a recommendation to the college president by May 20, 2005, and thereafter by the third Monday of May of the year in question.

The President of NRCTC Responsibilities: Based on the materials prepared and
assembled by the applicant as well as letters and recommendation from the applicant’s peers, the applicant’s director, the multiple-campus faculty promotion and tenure committee, and the Dean of Instructional Services, the college president will decide on the promotion and/or tenure status of the applicant.

The president of NRCTC will forward his/her decision to the NRCTC Board of Governors. The president of NRCTC will also notify each applicant, the Dean of Instructional Services, and the human resources director of his/her decision in writing.

**Minimum Appointment and Promotion Criteria:** The faculty appointment and promotion criteria are documented in the current NRCTC Faculty Handbook, Appendix 9: Minimum Appointment and Promotion Criteria. (A copy of Appendix 9: Faculty Appointment and Promotion Criteria is attached).

As stated in the faculty handbook, the promotion criteria for all ranks are considered to be the minimum criteria, and consistent with Title 133 Procedural Rule, West Virginia Higher Education Policy Commission, Series 9. There shall be demonstrated evidence that the promotion is based upon a wide range of criteria:

- excellence in teaching
- significant contribution and service to the college community
- quality experience
- academic achievement
- professional growth
- potential for continued growth, research, and service to the people of the State of West Virginia
- accessibility to students
- professional standards of conduct

A high priority shall be given to evidence of an active role in the following:

- college committees/councils,
- the faculty development program,
- student recruitment/retention activities,
- professional outreach activities, and
- evidence of a history of excellence in teaching and scholarship

Faculty should not be promoted on the basis of the minimal promotion criteria alone. In addition, it is expected that at each successive step in academic rank progression the faculty member will present qualifications increasingly greater than the minimum.

Faculty are encouraged to review the current faculty appointment and promotion criteria (dated March 29, 2005) which can be found in Appendix 9: Minimum Appointment and Promotion Criteria of the current Faculty Handbook.
Required Documentation—Original Application and Five Copies:
It is the responsibility of the applicant to prepare an original application as well as five copies to be used throughout the application review process. The applicant will use identical three-ring binders complete with tabbed dividers clearly labeled with the sections listed within. Each three-ring binder will have the applicant’s name on the front outside cover as well as the spine of the binder. The original application should be clearly labeled, “ORIGINAL APPLICATION” on the front outside cover and on the spine.

Original documentation is required only for the binder identified as the “original application”; photocopies are acceptable for required documentation within the five additional binders. Page numbers should be typed on consecutive pages in the upper right-hand corner so those pages can be quickly and easily referenced by the promotion and tenure committee members. Each copy of the five binders must match (page for page) the material in the original. All applications must be typed or computer generated; handwritten applications will not be accepted. All financial expense of purchasing identical binders and any expenses securing official college transcripts is the applicant’s responsibility. Each campus must provide adequate photocopying equipment and paper to compile the five additional binders.

The application form and authorization for release of information forms are available from the office of the Dean of Instructional Services.

The application form should include (in Section 1) the applicant’s:
♦ index to comments;
♦ signed and dated authorization for release of information form;
♦ name; School; Campus;
♦ Present rank, Applied rank, and/or Tenure Status;

In Section 2:
♦ Highest Degree Earned, Subject Matter Field, Year Earned;
♦ Institution Granting Degree

In Section 3—Additional Study:
♦ Courses (A table listing all collegiate courses completed must be prepared using the following columnar headings: Course Title, Credit Hours, Institution, Year)
♦ Official college transcripts (Original must be included in the original application binder or the applicant can substitute copies of the official college transcripts already on file in his/her personnel folder obtained from human resources or from the office of the Dean of Instructional Services attached. Photocopies of the original information detailed above must be in all copy binders. Copies of official college transcripts must be included in the five copy binders.)

All pertinent course work and degrees must be completed and the college notified as to this completion by the end of the NRCTC academic year in which the application is made. The Dean of Instructional Services must receive official documentation no later than June 15, 2005, and thereafter no later than June 15 of the year in question. Failure to complete and document work upon which promotion is based by the stated times will result in a denial of promotion and
may result in a denial of tenure.

**In Section 4--Teaching Experience:**

- New River Community and Technical College, Bluefield State College, and/or Glenville State College Experience (A table listing NRCTC teaching experience must be prepared using the columnar headings: School Name, Date From-To, and Teaching Areas.)
- Other Institutions (A second table listing public school, college, university, vocational experience must be prepared using the columnar headings: School Name, Dates From-To, and Teaching Areas.)

Any teaching experience that was not full time must be supported by documentation from the institution where services were performed.

Copies of annual contracts can be obtained from the Human Resources Office and should be included in the original application binder and in all copy binders.

**In Section 5:**

- Institutional Services
- Professional Activities
- Community Activities

(Information should be presented in table format with narrative paragraphs as needed on additional sheets.)

**In Section 6--Exceptions:**
If there are any of the established college criteria not met, and an exception is requested, the applicant may use this section to first state the criteria and then list supportive reasons for the exception.

**In Section 7--Student Evaluations:**
Copies of student evaluations shall be provided by the applicant and made available to all reviewers. Both the statistical item analysis reports and all written comments for all courses taught during the preceding four semesters must be included in the original application binder and the five copy binders.

**Optional Documentation--Teaching Portfolio:**
The applicant can develop a teaching portfolio, or the promotion and tenure committee could request a teaching portfolio if further evidence is needed. Only those items not already required in the promotion and/or tenure application need to be included within the teaching portfolio.

Items in the teaching portfolio could include:
- Class schedules from the preceding four semesters with CRN #, class name, and enrollment.
♦ Course syllabi.
♦ Samples of lesson plans and unit plans from the preceding four semesters for courses taught.
♦ Letters of recommendation from the campus directors, peers, and/or students.
♦ Activities related to teaching, advising, or student services.

Required Documentation--Peer and Campus Director Recommendations:
It is the responsibility of the applicant to request letters of recommendations from one full-time faculty member within the applicant’s faculty work group and/or one full-time faculty member from the applicant’s campus. It is the responsibility of the applicant to request a letter of recommendation from her/his campus director. It is the responsibility of the applicant to ensure the receipt of these letters prior to the submission deadline. The applicant should contact the Dean of Instructional Services to confirm the timely receipt of these letters.

Required Documentation--As Outlined in Responsibilities:
The vote of faculty work group, the actions and recommendation of the NRCTC promotion and tenure committee, the recommendation of the Dean of Instructional Services, and the decision of the president of NRCTC will be documented as listed above.

RELATED POLICIES:

RESPONSIBLE OFFICE: Dean of Instructional Services

__________________________________________  July 1, 2005
Approved by President                      Date
New River Community and Technical College
Faculty Appointment and Promotion Criteria

Objectives:
1. To promote professional growth and development of each member of the faculty;
2. To promote and maintain excellence in teaching;
3. To assure that all faculty have the knowledge and ability to work with the most appropriate model of instruction;
4. To expand each faculty member’s awareness and expertise in academic and instructional competencies;
5. To motivate each faculty member to be actively involved in scholarly activity, research, community service, and/or professional service;
6. To encourage faculty to exercise leadership in academic governance and fulfill responsibilities on appropriate committees.

Criteria for all Ranks and Disciplines:
The following requirements for promotion in academic rank are considered minimal. Faculty should not be promoted on the basis of the minimal promotion criteria alone. It is expected that at each successive step in academic rank progression the faculty member will present qualifications increasingly greater than the minimum.

Evaluation of faculty for appointment and promotion shall take into consideration the mission of New River Community and Technical College (NRCTC).

Consistent with W. Va. Code §18B-1-6, 18B-1B-4, and 18B-7-4 Title 133 Procedural Rule, W. Va. Higher Education Policy Commission, Series 9, effective January 10, 2004, there shall be demonstrated evidence that the promotion is based upon a wide range of criteria:

♦ excellence in teaching,
♦ significant contribution and service to the college community,
♦ quality experience,
♦ academic achievement,
♦ professional and scholarly activities and recognition,
♦ adherence to professional standards of conduct,
♦ potential for continued growth and service to the people of the State of West Virginia.

A high priority shall be given to evidence of:
♦ effective service to the institution,
♦ an active role on college committees and councils,
♦ continued professional growth and development,
♦ participation in student advising, recruitment, and retention activities,
♦ participation in professional outreach activities,
♦ accessibility to students,
♦ a history of excellence in teaching and scholarship.

Ordinarily, initial appointments are not made in the rank of Professor and Associate Professor. In cases of merit and when it is in the interest of the mission of NRCTC, the President may, upon recommendation of the Dean of Instructional Services, make initial appointments in these ranks. Since promotion criteria such as experience at NRCTC cannot be met, initial appointments should be consistent with the intent of promotion criteria herein.
**Minimal Appointment and Promotion Criteria:**
Qualifications presented by faculty members in the various classifications (tenured, tenure-track, term, or non-tenure track) should be equivalent in terms of rigor and quality. Faculty in all disciplines may be considered for appointment and promotion using the standard academic criteria. However, faculty teaching in certain disciplines may be considered for appointment and promotion using the alternative work experience criteria.

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<thead>
<tr>
<th>Standard Academic Criteria</th>
<th>Alternate Work Experience Criteria</th>
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<tbody>
<tr>
<td><strong>Lecturer</strong></td>
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<td>(Individuals holding the rank of Lecturer are not eligible for promotion or tenure. Upon obtaining a master’s degree, the individual could be rehired as an Instructor with time and service as a Lecturer counted as one year for each two years of service as a Lecturer.)</td>
<td>Baccalaureate degree with a well-defined area of specialization where the only courses taught by the candidate are developmental courses or courses that lead to an associate degree or certificate in technical studies. Lecturers hired to teach developmental courses must receive training and mentoring from a full-time faculty member in the discipline. Plus at least three years of full-time work experience (as approved by the administration) in a field related to the subject being taught. <strong>Or</strong> Associate degree with a well-defined area of specialization where the only courses taught by the candidate lead to a certificate in technical studies. Plus at least three years work experience (as approved by the administration) in a field related to the subject being taught.</td>
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<tr>
<td><strong>Instructor</strong></td>
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<tr>
<td>Masters degree with a well-defined area of specialization in the teaching field.</td>
<td>Masters degree with an acceptable area of specialization in the teaching field. Plus at least three years of full-time work experience (as approved by the administration) in a field related to the subject being taught.</td>
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<tr>
<td>Assistant Professor</td>
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<tr>
<td>Masters degree with a well-defined area of specialization.</td>
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<td>Plus at least three years of full-time college teaching experience.</td>
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<td>Plus 15 hours of graduate course work (beyond that required for the Masters) in a degree plan approved by a graduate school. The degree plan can be in the same field as the masters or in a second field with the intention of providing flexibility in teaching to meet the needs of the community.</td>
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<tr>
<td>Or an earned doctoral degree.</td>
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<tr>
<td>Masters degree with an acceptable area of specialization.</td>
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<tr>
<td>Plus at least three years of full-time college teaching experience and at least three years of full-time work experience (as approved by the administration) in a field related to the subject being taught.</td>
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<th>Associate Professor</th>
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<td>Masters degree plus 30 semester hours of graduate work (beyond that required for the Masters degree) in a degree plan or plan approved by a graduate school or an earned doctorate. The degree plan can be in the same field as the masters or in a second field with the intention of providing flexibility in teaching to meet the needs of the community.</td>
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<tr>
<td>Plus three years in rank as an Assistant Professor at NRCTC* for a total of six years of full-time college teaching experience.</td>
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<td>Or an earned doctoral degree.</td>
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<tr>
<td>Masters degree in an appropriate area of specialization</td>
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<tr>
<td>Plus three years in rank as an Assistant Professor at NRCTC for a total of six years of full-time college teaching experience.</td>
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<tr>
<td>And work experience sufficient to qualify for the rank of Assistant Professor.</td>
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<tr>
<td>Plus five months of additional full-time equivalent, relevant, peer reviewed, professional work experience obtained since the last promotion.</td>
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<tr>
<td>Masters degree plus 30 semester hours of graduate work (beyond that required for the Masters degree) in a degree plan or plan approved by a graduate school or an earned doctorate. The degree plan can be in the same field as the masters or in a second field with the intention of providing flexibility in teaching to meet the needs of the community.</td>
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<tr>
<td>Plus three years in rank as an Assistant Professor at NRCTC for a total of six years of full-time college teaching experience.</td>
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<td>Plus three years in rank as an Assistant Professor at NRCTC for a total of six years of full-time college teaching experience.</td>
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<tr>
<td>And work experience sufficient to qualify for the rank of Assistant Professor.</td>
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<td>Plus five months of additional full-time equivalent, relevant, peer reviewed, professional work experience obtained since the last promotion.</td>
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### Professor

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<tr>
<th>Earned doctoral degree.</th>
<th>Masters degree in an appropriate area of specialization.</th>
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<tr>
<td>Plus four years in rank as Associate Professor at</td>
<td>Plus professional registration/certification/license, if such is available.</td>
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<tr>
<td>NRCTC* for a total of ten years of full-time college</td>
<td>Plus four years in rank as Associate Professor at</td>
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<tr>
<td>teaching experience.</td>
<td>NRCTC for a total of ten years of college teaching experience.</td>
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<tr>
<td><strong>Or</strong> completion of a second masters degree that will</td>
<td>Plus additional work experience beyond that required for appointment or</td>
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<td>provide flexibility in teaching to meets the needs of</td>
<td>promotion to Associate Professor. The work experience shall not be less</td>
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<td>the community.</td>
<td>than the equivalent of one year of full-time professional work.</td>
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<tr>
<td>Plus five years in rank as Associate Professor at</td>
<td>And a &quot;mini-thesis&quot; type of summary report and peer evaluation of the</td>
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<tr>
<td>NRCTC* for a total of 11 years of full-time college</td>
<td>quality of the experience and the employee’s performance.</td>
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<td>teaching experience.</td>
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<tr>
<td><strong>Or</strong> 35 graduate hours (beyond that required for a</td>
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<td>masters) in a graduate degree program as approved by</td>
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<td>a graduate school.</td>
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<td>And major scholarly or professional achievements</td>
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<td>approved by peers and the academic administration.</td>
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<tr>
<td>Plus 14 years in rank as Associate Professor at</td>
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<tr>
<td>NRCTC for a total of 20 years of full-time college</td>
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<td>teaching experience.</td>
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* Time and service in the respective ranks (as indicated above) includes time and service at Bluefield State or Glenville State Colleges, for faculty who were originally transferred to New River Community and Technical College during the merger of Bluefield State’s and Glenville State’s component community colleges.

**The Promotion and Tenure Committee shall consider:**

1. Recommendations and/or letters of support generated from peers within the applicant’s faculty work group and/or peers at the applicant’s campus.
2. Letters of support and recommendation generated from the applicant’s campus director.
3. Satisfactory mean scores on student evaluation forms appropriate to the particular rank for the year of evaluation and overall for the three years prior to the review.
4. Evidence of the applicant’s fulfillment of criteria for all ranks as well as to the minimum appointment criteria.
5. The mission and goals of the program of study which is the applicant’s main teaching assignment.
6. The level of promotion for which the applicant is applying. The higher the academic rank for which the applicant is applying, the greater is the degree to which he/she must meet the criteria for all ranks and the greater is the evidence that must be presented.

Furthermore, the promotion and tenure committee may require additional recommendations and documents, as it deems necessary to its review of a faculty member.