

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

PROCEDURE NO. 49

TITLE: Promotion and Tenure

EFFECTIVE DATE: February 1, 2017

REPEALS: B.100 Promotion and Tenure

PROCEDURE

1. PURPOSE

To provide procedures for submitting applications, making recommendations, and/or making decisions regarding promotions-in-rank and tenure for full-time faculty members of the College.

2. SCOPE AND APPLICABILITY

This procedure applies to all regular full-time faculty members. Visiting faculty and visiting instructional specialists are not eligible to apply for promotion or tenure. Time served as “visiting” faculty at New River CTC may apply to full-time faculty years of service if granted by the College President.

3. DEFINITIONS

Faculty: Ranks and Definitions (Title 135, Series 9, Section 3)

Tenure: Those faculty members who have attained tenure status as determined by the institution. Normally, tenured appointments are full-time (1.00 FTE or the equivalent, as determined by the institution) for the academic year. (Title 135, Series 9, Section 3.2.1)

Tenure-Track: Those faculty members who have been appointed on a full-time (1.00 FTE or the equivalent, as determined by the institution) basis and have been designated as being in a tenure-track position. (Title 135, Series 9, Section 3.2.2)

Term: Those faculty members who have been appointed for a specified term as defined by the institution. The appointment may be full-time (1.00 FTE or the equivalent, as determined by the institution) or part-time. While a full-time term faculty member is eligible to receive reappointment to additional terms, no single term may exceed three years. No number of term appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty. (Title 135, Series 9, Section 3.5)

Instructional Specialist: Those faculty members who have been appointed minimally on a nine-month basis and an hourly workload. The appointment is for a specific term not to exceed three years. The instructional specialist is eligible to receive reappointment or additional terms. No number of term appointments shall create any presumption of a right to appointment as a tenure-track or tenured faculty. In addition to teaching, instructional specialists will have responsibilities for various academic support activities. (Title 135, Series 9, Section 3.2.6)

4. PROCEDURES

A. **Recommendation and Decision-Making Procedures:** The President of New River Community and Technical College (New River CTC or College) makes the decision on promotion and/or tenure applications based on recommendations from the Vice

President for Academic Affairs, Academic Dean, and the Promotion and Tenure Committee.

B. Application Submission Responsibilities and Procedures: All faculty members eligible for promotion and/or tenure under the minimum appointment and promotion criteria (described below) are invited to apply.

C. Applicant's Responsibilities:

- i. On or before the Monday prior to the beginning of Spring semester classes, it is the applicant's responsibility to submit a confidential **Letter of Intent to Apply for Promotion and/or Tenure** to the Vice President for Academic Affairs.
- ii. The application packet is to be completed using Microsoft Word and include the following sections:
 1. Section 1: Promotion Track Designation, Degree Information, and Additional Coursework
 2. Section 2: Additional Teaching Experience (full- and part-time)
 3. Section 3: College and Community Service
 4. Section 4: Awards, Recognition, and Professional Activities
 5. Section 5: Required Observations, Evaluations, and Peer Recommendations
 6. Section 6: New River CTC Student Course Evaluations and Sample Course Syllabi
 7. Section 7: Growth of Your Educational Philosophy Statement
 8. Section 8: Exceptions
 9. Section 9: Additional Supporting Documentation

All required supporting documentation is to be arranged in the corresponding section. Page numbers on the supporting documentation can be either cumulative or section based.

The applicant is to provide an original ink signature below the authorization paragraph on the application.

I hereby authorize the Promotion and Tenure Committee and administrators of New River Community and Technical College who are involved in the promotion and tenure recommendation and/or decision-making procedure to have access to my college or university transcripts, as well as any evaluation of my professional performance made by students or administrative personnel, and other materials that I may provide on an item-by-item basis. This authorization is granted for the purpose of conducting a promotion review by New River Community and Technical College's multiple-campus Promotion and Tenure Committee, and administrators.

All completed application and all supporting documentation are to be scanned. The applicant must seek assistance from the College's technology services personnel to ensure the packet will be compliant with the College's Flipping Book technology.

The applicant is to provide the completed application and supporting documentation electronically to the Vice President for Technology and Library Services so it can be placed in a group Dropbox by 4 p.m. the Monday following Spring Break. It is the applicant's sole responsibility to verify both the completeness and functional operation of the electronic documents before distribution to the Promotion and Tenure Committee.

As part of the application, the applicant must include a copy of classroom observations, the academic dean's evaluation, and peer recommendations. The required peer recommendations are (a) full-time peer faculty from home campus; (b) full-time peer faculty from department; (c) department chair. In lieu of the required department chair recommendation, a department chair will ask any faculty member at the same or higher rank to make a recommendation. It is the applicant's sole responsibility to ensure the inclusion of these documents.

The applicant is responsible for completeness of his/her application. An original signed letter from all parties at fault for missing items/supporting documentation must be secured by the applicant, noted in Section 8: Exceptions, and included in his/her application.

Confirmation of tenure eligibility (tenure-track status and years of rank at 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 Vice President for Academic Affairs is recommended.

If the promotion decision is contingent on successful completion of graduate coursework that has been included in the applicant's promotion application, official transcripts of all graduate coursework referenced in the promotion application must be received in the Office of Human Resources by June 15 of the year the promotion application was submitted.

D. Academic Dean Responsibilities: The Academic Dean must deliver his/her recommendation for promotion and/or tenure to the Office of the Vice President for Academic Affairs by 4:00 p.m. on or before the fourth Monday of March of the year the promotion application was submitted. The academic dean is responsible for meeting this deadline. If no letter of support is on file by the deadline, the Promotion and Tenure Committee will review the application materials.

E. Promotion and Tenure Committee Responsibilities:

The Promotion and Tenure Committee is appointed by the New River CTC Faculty Senate, and shall consist of five full-time faculty. At least three faculty must be tenured. The committee structure is as follows:

- one faculty from the Raleigh County Campus,
- one faculty from the Mercer County Campus,
- one faculty from the Greenbrier Valley Campus,
- one faculty from the Nicholas County Campus, and,
- one faculty at large (to be rotated among campuses)

The charge of the committee is to make recommendations to the College President for promotion and/or tenure of eligible faculty. The committee must submit their recommendation to the College President by the third Friday of April. The chair of the committee will record the decision made by secret ballot for each eligible applicant. The chair will submit to each applicant a written statement of explicit reasons for acceptance or rejection of his/her application and the balloting results after a recommendation is made. Each member of the committee is to destroy all electronic application materials and/or documentation once a recommendation has been made. The charge of the

committee is to make recommendations to the College President. The College President makes the final decision.

- F. **Vice President for Academic Affairs Responsibilities:** Within ten (10) business days of receiving a Letter of Intent to Apply for Promotion or Tenure from faculty, the Vice President for Academic Affairs will send a response to the applicant regarding their eligibility. It is the applicant's responsibility to include this **Eligibility to Apply for Promotion or Tenure** response in his/her promotion application packet.

The Vice President for Academic Affairs will submit his/her recommendation and an electronic copy of the application to the College President by the third Friday of April.

- G. **College President Responsibilities:** The College President will make his/her decision on the promotion and/or tenure status of each applicant upon review of the application material, recommendation(s) from the Promotion and Tenure committee, recommendation of the appropriate Academic Dean, and recommendation from the Vice President for Academic Affairs.

The president will notify each applicant of his/her decision after the College budget for the academic year in which the promotion will take effect has been approved and/or reviewed by the New River CTC Board of Governors and the WV Council for Community and Technical College Education (Salary adjustments due to promotion are contingent upon the approved State and College budget for the academic year in which the promotion will take effect.).

Minimum Appointment and Promotion Criteria:

Faculty should not be promoted on the basis of the minimal promotion criteria alone. In addition, it is expected that the faculty member will present additional documentation in support of promotion and/or tenure that exceeds the minimum qualifications.

ASSISTANT PROFESSOR PROMOTION CRITERIA	ASSISTANT PROFESSOR/INSTRUCTIONAL SPECIALIST PROMOTION CRITERIA
ACADEMIC--TENURE, TENURE-TRACK, TERM	INSTRUCTIONAL SPECIALIST--TERM
<ul style="list-style-type: none"> • Master's and/or terminal degree from a regionally accredited college or university and • 18 semester hours of graduate course work beyond that required for the Master's degree in a degree plan approved by a regionally accredited graduate school and • Three years as a full-time faculty member with the minimum rank of Instructor and • Evidence of college service (committee membership, college events and activities, department service, scholarship, etc.) and community service <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • An earned doctorate from a regionally accredited college or university and • Three years as a full-time faculty member with the minimum rank of Instructor and • Evidence of college service (committee membership, college events and activities, department service, scholarship, etc.) and community service 	<ul style="list-style-type: none"> • Bachelor's and/or terminal degree from a regionally accredited college or university and • Three years as a full-time faculty member with the minimum rank of Instructor and • Three years of related experience in field/discipline area OR three additional years as a full-time faculty member with the minimum rank of Instructor/ Instructional Specialist and • Industry recognized licenses and/or certification in the discipline area and • Evidence of college service (committee membership, college events and activities, department service, scholarship, etc.) and community service <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Master's degree from a regionally accredited college or university and • Three years as a full-time faculty member with the minimum rank of Instructor/ Instructional Specialist and • Two years of related experience in field/discipline area OR two additional years as a full-time faculty member with the minimum rank of Instructor/ Instructional Specialist and • Industry recognized licenses and/or certification in the discipline area and • Evidence of college service (committee membership, college events and activities, department service, scholarship, etc.) and community service

ASSOCIATE PROFESSOR PROMOTION CRITERIA	ASSOCIATE PROFESSOR/INSTRUCTIONAL SPECIALIST PROMOTION CRITERIA
ACADEMIC--TENURE, TENURE-TRACK, TERM	INSTRUCTIONAL SPECIALIST--TERM
<ul style="list-style-type: none"> • Master's and/or terminal degree from a regionally accredited college or university and • 30 semester hours of graduate course work beyond that required for the Master's degree in a degree plan approved by a regionally accredited graduate school and • Four years as a full-time faculty holding the rank of Assistant Professor at New River CTC and • Evidence of college service (committee membership, college events and activities, department service, scholarship, etc.) and community service <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • An earned doctorate from a regionally accredited college or university and • Four years as a full-time faculty holding the rank of Assistant Professor at New River CTC and • Evidence of college service (committee membership, college events and activities, department service, scholarship, etc.) and community service 	<ul style="list-style-type: none"> • Master's and/or terminal degree from a regionally accredited college or university and • Four years as a full-time holding the rank of Assistant Professor at New River CTC and • Four years of related experience in field/discipline area OR four additional years as a full-time faculty member holding the rank of Assistant Professor and • Industry recognized licenses and/or certification in the discipline area and • Evidence of college service (committee membership, college events and activities, department service, scholarship, etc.) and community service <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • An earned doctorate from a regionally accredited college or university and • Four years as a full-time holding the rank of Assistant Professor at New River CTC and • Industry recognized licenses and/or certification in the discipline area and • Evidence of college service (committee membership, college events and activities, department service, scholarship, etc.) and community service

PROFESSOR PROMOTION CRITERIA	PROFESSOR/INSTRUCTIONAL SPECIALIST PROMOTION CRITERIA
ACADEMIC--TENURE, TENURE-TRACK, TERM	INSTRUCTIONAL SPECIALIST--TERM
<ul style="list-style-type: none"> Earned doctorate or a second master's degree in a relevant field and/or in a discipline area of the programs of study offered at New River CTC from a regionally accredited college or university related to the field of teaching and Five years as a full-time faculty holding the rank of Associate Professor at New River CTC and Evidence of college service (committee membership, college events and activities, department service, scholarship, etc.) and community service 	<ul style="list-style-type: none"> Earned doctorate OR second terminal degree and/or second master's degree from a regionally accredited college or university and Five years as a full-time holding the rank of Associate Professor at New River CTC and Industry recognized licenses and/or certification in the discipline area and Evidence of college service (committee membership, college events and activities, department service, scholarship, etc.) and community service

Section 1: Promotion Track Designation, Degree Information and Additional Coursework

NAME	DEPARTMENT	ANTICIPATED EFFECTIVE DATE OF PROMOTION	August _____	PAGES
APPLYING FOR PROMOTION TO RANK OF		EFFECTIVE DATE OF PRESENT RANK		
PRESENT RANK AT NEW RIVER		EFFECTIVE DATE OF THIS RANK		
PREVIOUS RANK AT NEW RIVER				
OTHER				
OTHER				
OTHER				

(For promotion applications of Instructor to Assistant include copies of New River contracts from the past three years; for all other promotion applications include copies of all New River contracts since the last promotion.)

I hereby authorize the Promotion and Tenure Committee and administrators of New River Community and Technical College who are involved in the promotion and tenure recommendation and/or decision-making procedure to have access to my college or university transcripts, as well as any evaluation of my professional performance made by students or

administrative personnel, and other materials that I may provide on an item-by-item basis. This authorization is granted for the purpose of conducting a promotion review by New River Community and Technical College's multiple-campus Promotion and Tenure Committee, and administrators.

Original Ink Signature of Faculty Member

Date Signed

HIGHEST DEGREE EARNED		YEAR EARNED		
SUBJECT MATTER FIELD				
INSTITUTION GRANTING DEGREE				

OTHER DEGREE EARNED		YEAR EARNED		
SUBJECT MATTER FIELD				
INSTITUTION GRANTING DEGREE				

OTHER DEGREE EARNED		YEAR EARNED		
SUBJECT MATTER FIELD				
INSTITUTION GRANTING DEGREE				

OTHER DEGREE EARNED		YEAR EARNED		
SUBJECT MATTER FIELD				
INSTITUTION GRANTING DEGREE				

(Legible copies of college transcripts with degree awarded must be included in the addendum with corresponding page numbers noted in last column)

Official documentation for all degree work included in this application must be received in the College's Human Resources Office by June 15 of the year the promotion application was submitted to be applicable for this promotion application.

ADDITIONAL COURSEWORK (LIST MOST RECENT FIRST)	CREDIT HOURS	INSTITUTION	YEAR	PAGE

(For an additional row simply tab when your cursor is in the last column of the last row and the table will automatically add a new row)

(Legible copies of college transcripts for additional coursework must be included in the addendum with corresponding page numbers noted in last column)

Section 2: Additional Teaching Experience (full- and part-time)

OTHER FULL-TIME TEACHING EXPERIENCE <i>(LIST MOST RECENT FIRST)</i>	FROM — TO	TEACHING AREA

(For an additional row simply tab when your cursor is in the last column of the last row and the table will automatically add a new row)

PART-TIME TEACHING EXPERIENCE <i>(LIST MOST RECENT FIRST)</i>	FROM — TO	TEACHING AREA

(For an additional row simply tab when your cursor is in the last column of the last row and the table will automatically add a new row)

Section 3: College and Community Service

NEW RIVER CTC INSTITUTIONAL SERVICE DURING PAST 3 YEARS <i>(LIST MOST RECENT FIRST)</i>	FROM — TO	OFFICER, MEMBER, OTHER	PAGE

(For an additional row simply tab when your cursor is in the last column of the last row and the table will automatically add a new row)

(Supporting documentation of **Institutional Service** must be included in the addendum with corresponding page numbers noted in last column)

NEW RIVER CTC DEPARTMENT SERVICE DURING PAST 3 YEARS <i>(LIST MOST RECENT FIRST)</i>	FROM — TO	OFFICER, MEMBER, OTHER	PAGE

(For an additional row simply tab when your cursor is in the last column of the last row and the table will automatically add a new row)

(Supporting documentation of **Department Service** must be included in the addendum with corresponding page numbers noted in last column)

NEW RIVER CTC CAMPUS SERVICE DURING PAST 3 YEARS <i>(LIST MOST RECENT FIRST)</i>	FROM — TO	OFFICER, MEMBER, OTHER	PAGE

(For an additional row simply tab when your cursor is in the last column of the last row and the table will automatically add a new row)

(Supporting documentation of **Campus Service** must be included in the addendum with corresponding page numbers noted in last column)

COMMUNITY SERVICE ACTIVITIES DURING PAST 3 YEARS (<i>LIST MOST RECENT FIRST</i>)	COMPENSATION [YES OR NONE]	FROM — TO	LOCAL, STATE, NATIONAL	PAGE

(For an additional row simply tab when your cursor is in the last column of the last row and the table will automatically add a new row)

(Supporting documentation of **Community Service Activities** must be included in the addendum with corresponding page numbers noted in last column)

Section 4: Awards, Recognition, and Professional Activities

AWARDS OR RECOGNITION RECEIVED DURING PAST 3 YEARS (<i>LIST MOST RECENT FIRST</i>)	DATE	OTHER	PAGE

(For an additional row simply tab when your cursor is in the last column of the last row and the table will automatically add a new row)

(Supporting documentation of **Awards or Recognition** Received must be included in the addendum with corresponding page numbers noted in last column)

PROFESSIONAL ACTIVITIES DURING PAST 3 YEARS (<i>LIST MOST RECENT FIRST</i>)	COMPENSATION [YES OR NONE]	FROM — TO	LOCAL, STATE, NATIONAL	PAGE

(For an additional row simply tab when your cursor is in the last column of the last row and the table will automatically add a new row)

(Supporting documentation of **Professional Activities** must be included in the addendum with corresponding page numbers noted in last column)

Section 5: Required Observations, Evaluations, and Peer Recommendations

OBSERVATIONS (<i>ENTER NAME IN FIRST COLUMN; TITLE IN SECOND</i>)	DATE	OBSERVER	PAGE

Section 9: Additional Supporting Documentation

ADDITIONAL SUPPORTING DOCUMENTATION LIST	CATEGORY	NAME	PAGE

(For an additional row simply tab when your cursor is in the last column of the last row
and the table will automatically add a new row)
(Include actual documentation in the addendum with corresponding page numbers noted in last column)

RELATED POLICIES AND/OR PROCEDURES: New River CTC Board of Governors Policy 19
Academic Freedom, Professional Responsibility, Promotion, and Tenure

RESPONSIBLE OFFICES: Vice President for Academic Affairs and President

Approved by: Faculty Senate, President’s Extended Cabinet and President’s Cabinet

Updated: 10/24/2017