

# New River Policy



**NEW RIVER**  
Community and Technical College  
Central Administration

<b>POLICY NAME</b>	Promotion and Tenure		<b>POLICY NO.</b>	NR 4.2
<b>RESPONSIBLE OFFICE</b>	Academic Affairs Faculty Senate	<b>EFFECTIVE DATE</b>	August 1, 2021	<b>DATE APPROVED</b>
<b>DATE OF LAST REVISION</b>	March 31, 2021	<b>DATE OF NEXT REVIEW</b>	April 2023	

## SCOPE

Promotion in rank is a reward for achievement since the last promotion or initial hire. It is based on the professional qualifications of a faculty member, including but not limited to, performance specific to the candidate's contractual responsibilities and duties. 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.

## Compliance – Legislative Rule

W. Va. Code §18B; Legislative Rule - Title 135, Series 9

## POLICY STATEMENT

There shall be demonstrated evidence that promotion is based upon a wide range of criteria, established by New River in conformance with this document and appropriate to the mission of the institution. This procedure establishes the guidelines, criteria and documentation needed to apply for Promotion and Tenure.

## 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.

## GENERAL PROVISIONS

The College shall provide copies of its institutional guidelines and criteria for promotion to the Board of Governors and shall make available such guidelines and criteria to its faculty.

## TERMS AND DEFINITIONS

TERM	DEFINITION
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)

## SECTION 1: PROCEDURE

- 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 after Thanksgiving break, 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: Applicant's Statement of Qualification
    2. Section 2: Promotion Track Designation, Degree Information, and Additional Coursework
    3. Section 3: Additional Teaching Experience (full- and part-time)
    4. Section 4: College and Community Service
    5. Section 5: Awards, Recognition, and Professional Activities
    6. Section 6: Required Observations, Evaluations, and Peer Recommendations
    7. Section 7: New River CTC Student Course Evaluations and Sample Course Syllabi
    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 three (3) peer recommendations can be obtained from any member of New River's professional community. 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 confirmation via the Office of Human Resources. 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 & Student 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 & Student 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 & Student 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 & Student 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).

## **SECTION 2: 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. There shall be no practice of granting promotion routinely or solely because of length of service, or of denying promotion capriciously (Title 135, Series 9, Section 7.1.3). An earned Doctorate is considered sufficient education for all ranks.

<b>ASSISTANT PROFESSOR PROMOTION CRITERIA</b>	<b>ASSISTANT PROFESSOR/INSTRUCTIONAL SPECIALIST PROMOTION CRITERIA</b>
<p data-bbox="69 159 667 184">ACADEMIC--TENURE, TENURE-TRACK, TERM</p> <ul data-bbox="86 205 779 724" style="list-style-type: none"> <li>• Minimum of a Master's from a regionally accredited college or university <b>and</b></li> <li>• 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 <b>and</b></li> <li>• Three years as a full-time faculty member with the minimum rank of Instructor <b>and</b></li> <li>• Evidence of community service and college service (committee membership, college events and activities, department service, scholarship, etc.)</li> </ul> <p data-bbox="131 772 175 798"><b>OR</b></p> <ul data-bbox="86 850 779 1207" style="list-style-type: none"> <li>• An earned doctorate from a regionally accredited college or university <b>and</b></li> <li>• Three years as a full-time faculty member with the minimum rank of Instructor <b>and</b></li> <li>• Evidence of community service and college service (committee membership, college events and activities, department service, scholarship, etc.)</li> </ul>	<p data-bbox="831 159 1289 184">INSTRUCTIONAL SPECIALIST--TERM</p> <ul data-bbox="839 205 1479 760" style="list-style-type: none"> <li>• Minimum of a Bachelor's from a regionally accredited college or university <b>and</b></li> <li>• Three years as a full-time faculty member with the minimum rank of Instructor and</li> <li>• 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</li> <li>• Industry recognized licenses and/or certification in the discipline area <b>and</b></li> <li>• Evidence of community service and college service (committee membership, college events and activities, department service, scholarship, etc.)</li> </ul> <p data-bbox="836 772 880 798"><b>OR</b></p> <ul data-bbox="839 850 1479 1465" style="list-style-type: none"> <li>• Master's degree from a regionally accredited college or university <b>and</b></li> <li>• Three years as a full-time faculty member with the minimum rank of Instructor/ Instructional Specialist and</li> <li>• 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</li> <li>• Industry recognized licenses and/or certification in the discipline area <b>and</b></li> <li>• Evidence of community service <b>and</b> college service (committee membership, college events and activities, department service, scholarship, etc.)</li> </ul>

<b>ASSOCIATE PROFESSOR PROMOTION CRITERIA</b>	<b>ASSOCIATE PROFESSOR/INSTRUCTIONAL SPECIALIST PROMOTION CRITERIA</b>
ACADEMIC--TENURE, TENURE-TRACK, TERM	INSTRUCTIONAL SPECIALIST--TERM
<ul style="list-style-type: none"> <li>• Minimum of a Master's from a regionally accredited college or university <b>and</b></li> <li>• 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 <b>and</b></li> <li>• Four years as a full-time faculty holding the rank of Assistant Professor at New River CTC <b>and</b></li> <li>• Evidence of community service and college service (committee membership, college events and activities, department service, scholarship, etc.)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• An earned doctorate from a regionally accredited college or university <b>and</b></li> <li>• Four years as a full-time faculty holding the rank of Assistant Professor at New River CTC <b>and</b></li> <li>• Evidence of community service and college service (committee membership, college events and activities, department service, scholarship, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of a Master's from a regionally accredited college or university <b>and</b></li> <li>• Four years as a full-time holding the rank of Assistant Professor at New River CTC <b>and</b></li> <li>• 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 <b>and</b></li> <li>• Industry recognized licenses and/or certification in the discipline area <b>and</b></li> <li>• Evidence of community service and college service (committee membership, college events and activities, department service, scholarship, etc.)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• An earned doctorate from a regionally accredited college or university <b>and</b></li> <li>• Four years as a full-time holding the rank of Assistant Professor at New River CTC <b>and</b></li> <li>• Industry recognized licenses and/or certification in the discipline area <b>and</b></li> <li>• Evidence of community service and college service (committee membership, college events and activities, department service, scholarship, etc.)</li> </ul>

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

### EXCEPTIONS/EXCLUSIONS

### REVIEW

This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend that the policy be amended or repealed.

### APPROVAL SIGNATURES

DocuSigned by:

*Bonny B. Copenhagen*

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President

Date

### RELATED POLICIES, OTHER REFERENCES AND ADDITIONAL NOTES

BOG Policy - Academic Freedom, Professional Responsibility, Promotion and Tenure

### ASSOCIATED FORMS

Application for Promotion and Tenure

HISTORY		
REVISION DATE	DESCRIPTION OF CHANGE	VICE PRESIDENT APPROVAL
3/31/2021	Revision to criteria and documentation. Approved by faculty Senate and President's Cabinet.	

New River Community and Technical College expects all faculty, staff and students to be familiar with and adhere to all applicable college policies.