Policy

A. REQUIREMENTS FOR APPLICATION

All applicants for promotion shall satisfy the following minimum requirements with regard to graduate study, professional experience, and OCC service:

1. Faculty members will not be automatically moved into the next rank when requirements for that rank are satisfied.

2. GRADUATE STUDY, PROFESSIONAL EXPERIENCE AND OCC SERVICE

| Rank | Minimum Education | Minimum Years in Previous Rank[1] |
|---|---|---|
| Professor | Earned Doctorate | 4 |
| | or | |
| | Master's plus 2nd relevant additional Master's;[2] | 6 |
| | or | |
| | Master's plus 45 relevant credits[2] | 6 |
| Associate Professor | Master's plus 30[2] | 4 |
| Assistant Professor | Master's plus 15[2] | 3 |
| Instructor | Master's[2] | N/A |

[1]Example of time served: A faculty member in his/her fourth year as Assistant Professor is eligible for promotion consideration to Associate Professor. A promotion takes effect at the beginning of the academic year following the academic year in which it is awarded.

[2]Refers to relevant graduate semester hours from a regionally accredited college or university. Relevancy of credits or 2nd Master's to instructional objectives to be determined by the Vice President of Academic Affairs. These graduate hours must be completed by January 31.

Note: Professional experience, acquired outside the classroom, related to the professor's discipline may be considered by the Vice President of Academic Affairs as a substitute for the required graduate academic training for promotion purposes in career fields according to the following formula:

a. Upon approval by the Vice President of Academic Affairs, one year of related professional experience will be equated as five graduate credits for a total not to exceed ten credits.

b. Upon approval by the Department Dean and the Vice President of Academic Affairs, the equivalent of one (1) graduate credit will be earned for every three (3) continuing education units (CEU's) earned by attending relevant short courses, conferences, workshops, institutes, etc. An official CEU certificate shall be required for the granting of such equivalent credit. This provision may be used to an aggregate maximum of six (6) graduate credit hours. For a CEU to apply to a promotion application, it must be earned after the previous promotion date.

c. None of the foregoing substitutions for academic credit will serve in lieu of a required degree.

B. CRITERIA FOR PROMOTION

In addition to application requirements, faculty must present evidence of the appropriate level of performance in (a) below. A faculty member need not necessarily be strong in all other criteria to be promoted. However, as a faculty member moves up in rank, an increasingly higher level of performance* in more of the criteria is required to present a stronger case for promotion.

a. Instruction or related professional field

b. Contribution to education or in the discipline

c. Professional growth and development

d. Contributions to the department

e. Service to the College

f. Service to the student

Applications will be judged on the basis of The Guidelines for Promotion to Rank, appended to this policy.

*Refers to Guidelines for Promotion to Rank

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