

EXHIBIT B



BOARD OF TRUSTEES
Bylaw, Policy, and Curriculum Committee Agenda Items

To: Board of Trustees
From: Office of the President
Date: March 17, 2010

The following Bylaw, Policy, and Curriculum Committee item is recommended to the Ocean County College Board of Trustees for approval at its meeting on **Monday, March 22, 2010**:

1. Recommend revision of the following policy:
 - a. Policy #3118, Personnel, Academic, General, Promotion (**Exhibit B-1**)

EXHIBIT B-1

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 and 3}
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

¹Example 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.

²Refers 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.

³Applications for promotion may not be submitted before tenure is achieved on the first day of the sixth year of consecutive full-time employment.

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

ADOPTED: January 23, 1967
Revised: September 28, 1970
Revised: October 22, 1979
Revised: December 12, 1983
Revised: May 29, 1984
Revised: January 28, 1985
Revised: March 23, 1987
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Revised: March 28, 1994
Revised: April 22, 1996
Revised: February 28, 2000
Revised: November 20, 2000
Revised: December 8, 2003
Revised: March 22, 2010