

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2686**

**SUBJECT:** Promotion-in-Rank and Tenure Policy

**REFERENCE:** Title 135, Procedural Rule, West Virginia Council for Community and Technical Colleges Education, Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*; Applicable policies and procedures of the Southern West Virginia Community and Technical College Board of Governors

**ORIGINATION:** August 17, 1984

**EFFECTIVE:** February 18, 2014

**REVIEWED:** November 06, 2013

**SECTION 1. PURPOSE**

1.1 To establish policy and procedures for making recommendations and/or decisions regarding promotions-in-rank and tenure for full time faculty members of Southern West Virginia Community and Technical College (Southern).

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This issuance applies to all full-time faculty members of Southern who hold faculty rank of instructor or above. Certain sections of the issuance apply to all full-time faculty while others may be specific to only tenure-track, tenured or term faculty individually.

**SECTION 3. DEFINITIONS**

- 3.1 Terminal Degree - The approved terminal degree is an earned doctorate in a field appropriate to the subject matter taught. It is recognized, however, that certain master's degrees will be accepted as the terminal degree in fields which traditionally do not require or do not offer a doctoral degree. Acceptable degrees include, but are not limited to, the Masters of Fine Arts for studio and performing arts.
- 3.2 Tenured Faculty - A tenured faculty member is one who has attained tenure status as determined by Southern.
- 3.3 Tenure-track Faculty - A tenure-track faculty member is one who has been appointed on a full-time basis and designated by Southern as being in a tenure-track position.
- 3.4 Term Faculty - Those faculty members who have been appointed for a specific 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 tenured track or tenured faculty.
- 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 specified term not to exceed three years. The instructional

specialist is eligible to receive reappointment to 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.

#### **SECTION 4. POLICY**

- 4.1 Policies, procedures and rules of the Board will be adhered to in making any recommendations for promotion-in-rank and/or tenure.
- 4.2 All recommendations for promotion-in-rank and/or tenure will be the result of the process contained in this issuance and within the funds allocated for promotion by the institution.
- 4.3 Promotions-in-rank and/or tenure approved during one academic year will become effective the beginning of the fall semester of the following academic year.
- 4.4 This tenure policy shall not affect persons having tenure under any previous policy of this administration or its governing board.
- 4.5 Tenured faculty shall retain their status until they retire, resign, are terminated for cause, as a result of financial exigency, or as a result of program reduction or discontinuance.
- 4.6 Failure to be recommended for promotion-in-rank and/or tenure at any step does not preclude an individual's opportunity to be evaluated at the remaining phases. If the final decision by the President is to deny promotion and/or tenure, written appeals may be made to the President within ten working days of such decision.
- 4.7 Persons assigned to full-time or part time administrative or staff duties may be appointed to, or may retain, faculty rank and/or tenure in addition to any administrative or staff title. Administrators shall earn rank and/or tenure as members of an academic discipline at the discretion of the President.
- 4.8 Department Chairs or the Chief Academic Officer, may nominate faculty members for promotion and/or tenure.
- 4.9 Faculty appointed as term faculty are appointed for a specified term, as defined by the institution, and are not eligible for tenure. No number of term appointments shall create any presumption to a right to appointment as tenure-track or tenured faculty.
- 4.10 Tenure and/or promotion will not be granted routinely, automatically or solely for length of service, but shall result from action by the institution; nor shall tenure and/or promotion be denied capriciously.
- 4.11 Full-time, tenure-track faculty who fail to obtain tenure status, within the time frame permitted under the promotion-in-rank and tenure criteria of the institution's policy and receive a terminal contract of employment (letter), shall be ineligible to apply for promotion-in-rank or tenure during the terminal year of employment.
- 4.12 Any appeal of action taken regarding promotion-in-rank and/or tenure will follow approved grievance procedures as outlined in WV Code §6C-2.

## **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 All previous policies, procedures, rules or regulations of any previous governing or advisory board of Southern West Virginia Community and Technical College regarding promotion and/or tenure are superseded by this policy.
- 5.2 This policy sets forth major elements of the institution's policy and criteria regarding promotion-in-rank and tenure. Nothing in this policy may be contrary to the guidelines and principles established by the Council for Community and Technical College Education or the West Virginia State Code.
- 5.3 Faculty having received tenure prior to the implementation of this policy are not affected by its terms or conditions regarding tenure but are subject to its terms regarding future promotion.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 Each spring semester, at a date and time determined by the President or his/her designee, the Faculty Assembly shall elect a Promotion and a Tenure Committee. The committees shall consist of four members each, with two members representing each academic division. Committee members must be members of the Faculty Assembly, have no supervisory roles over full-time faculty, and must not be applying for tenure or promotion during the year in which they serve. Each committee member serving on the tenure committee shall have tenure. Those serving on the promotion committee must hold the rank of assistant professor or higher. The Chief Academic Officer or his/her designee will call the first meeting of each committee at which time a chairperson will be elected from and by the respective committee membership.

## **SECTION 7. RESPONSIBILITIES AND PROCEDURES**

### **7.1 THE APPLICANT WILL:**

- 7.1.1 Complete the necessary application forms and provide the required documentation.
- 7.1.2 Submit one copy of the application and documentation to the Department Chair and one copy of the application and documentation to the Chair of the Promotion or the Tenure Committee.
- 7.1.3 Submit any additional documentation as requested by the Department Chair, the Chair of the Promotion or Tenure Committee, Chief Academic Officer or President during the review process.
- 7.1.4 Request a conference at any step to discuss recommendations, if desired.

### **7.2 THE DEPARTMENT CHAIR WILL:**

- 7.2.1 At their discretion, nominate qualified faculty members for promotion and/or tenure.
- 7.2.2 Provide access to the appropriate forms and provide other appropriate assistance to faculty member applying for promotion-in-rank and/or tenure.
- 7.2.3 Accept and review faculty packets to determine that the required materials are included.
- 7.2.4 Verify that the minimum criteria for promotion-in-rank and/or tenure are met.
- 7.2.5 Inform the applicant within 10 working days of receiving the packet of any missing material, request additional material, and include the material in the packet prior to forwarding a written recommendation to the Chief Academic Officer.
- 7.2.6 In the event of a recommendation for denial, the Department Chair shall offer the faculty member an opportunity for a conference to discuss the promotion and/or tenure packet information and the recommendation prior to forwarding recommendations.
- 7.2.7 Submit to the Chief Academic Officer all applications and supporting documentation.
- 7.2.8 Notify the applicant and the Chief Academic Officer, in writing with justification, of the Department Chair's recommendations.

7.3 THE INSTITUTIONAL PROMOTION OR TENURE COMMITTEE WILL:

- 7.3.1 Evaluate all applications and documentation submitted by the applicants.
- 7.3.2 Request clarification of any material presented when deemed appropriate by a vote of the respective Committee.
- 7.3.3 In the event of a recommendation for denial, the Committee shall offer the applicant an opportunity for conference to discuss the promotion and/or tenure packet information and the recommendation prior to forwarding recommendations.
- 7.3.4 Submit to the Chief Academic Officer, the promotion packets with a written recommendation to grant or deny promotion and/or tenure with justification.
- 7.3.5 Notify the applicant in writing, with accompanying justification, of the Committee's recommendation.

7.4 THE CHIEF ACADEMIC OFFICER WILL:

- 7.4.1 At his/her discretion, nominate qualified faculty members for promotion and/or tenure.
- 7.4.2 Review all applications, documentation and written recommendations forwarded by the Department Chairs and the Chair of the Promotion or Tenure Committee.
- 7.4.3 In the event of a recommendation for denial, the Chief Academic Officer shall offer the faculty member an opportunity for a conference to discuss the promotion and/or tenure packet information and the recommendation prior to forwarding recommendations to the President.
- 7.4.4 Submit to the President, all promotion and/or tenure applications, supporting documentation and written recommendations to grant or deny promotion-in-rank and/or tenure with justification.
- 7.4.5 Notify the applicant in writing, with accompanying justification, of the Chief Academic Officer's recommendation.

7.5 THE PRESIDENT WILL:

- 7.5.1 At his/her discretion, nominate qualified faculty members for promotion and/or tenure.
- 7.5.2 Make the final decision.
- 7.5.3 In the event of a recommendation for denial, the President shall offer the faculty member an opportunity for a conference to discuss the promotion and/or tenure packet information and the recommendation prior to making the final decision.
- 7.5.4 Inform those listed in writing of the decision: Applicant, Department Chair, Chief Academic Officer, Chief Financial Officer, Human Resources Administrator, and the Southern West Virginia Community and Technical College Board of Governors.
- 7.5.5 Receive and act on any appeal made by applicants regarding promotion and/or tenure decisions.

7.6 THE CHIEF FINANCIAL OFFICER WILL:

- 7.6.1 Include approved promotion-in-rank increases in the operation budget for the next academic year.

**SECTION 8. CANCELLATION**

8.1 SCI 2321.

**SECTION 9. REVIEW STATEMENT**

9.1 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 to the Board that the policy be amended or repealed.

**SECTION 10. SIGNATURES**

---

**Board of Governors Chair**                      **Date**

---

**President**    **Date**

**Attachments:**            SCP-2686.A, *Promotion-in-Rank and/or Tenure Criteria and Forms*

**Distribution:**            Board of Governors (12 members)  
                                  www.southernwv.edu

**Revision Notes:**        November 06, 2013 — Revisions reflect no substantial changes in procedure or documentation requirements.