

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

**SUBJECT:** Promotion-in-Rank and/or Tenure Criteria and Forms

**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:** September 20, 2019

**REVIEWED:** February 22, 2019

**1. Tenure Criteria**

Within the institution, tenure shall be earned by full-time academic tenure-track personnel with respect to academic rank only. When a full-time faculty member is appointed on other than a term, non-tenure track or tenured basis, the appointment shall be tenure-track.

Tenure criteria shall include excellence in teaching; professional and scholarly activity recognition; accessibility to students; adherence to professional standards of conduct; effective service to the institution, division, department and discipline; significant service to the community; experiences in higher education particularly at Southern; evidence of continuous professional growth; possession of appropriate degrees, special competence and/or certification/licenses appropriate to the teaching field.

When applying for tenure, the limitation of submitting materials since last promotion does not apply. The application for tenure should include documentation for all work completed since initial appointment at Southern.

At the instructor level, tenure-track faculty members shall be appointed on a year-to-year basis and shall not be eligible for tenure.

During the tenure-track period, contracts shall be issued on a year-to-year basis, and appointments may be terminated at the end of the contract year. During said tenure-track period, notices of non-reappointment may be issued for any reason that is not arbitrary, capricious or without factual basis.

An Instructor shall be eligible to apply for both tenure and promotion in the same year. However, in addition to meeting other criteria such as that stated above, tenure shall be contingent upon the promotion to the rank of Assistant Professor.

Tenure shall not be granted automatically, or solely on the basis of promotion or length of service, but it shall result from action by the institution as represented by its President.

The maximum period of tenure-track status shall not exceed seven years. Prior to completing the sixth year of a tenure-track appointment, any non-tenured faculty member shall be given written notice of tenure or shall be offered a one-year written terminal contract of employment. All faculty hired on a tenure-track must either be awarded tenure or given a terminal contract no later than the end of the sixth year of full-time service.

Faculty receiving a one-year written terminal contract of employment shall not be eligible to apply for promotion or tenure during the terminal year of employment.

Faculty members initially appointed at the rank of Assistant Professor or higher, may be granted tenure upon appointment or, at the discretion of the institution, may be required to serve a probationary period not to exceed the maximum seven years. A faculty member may be granted tenure before his/her sixth year of service, however, the faculty member must meet all other eligibility criteria as set forth in this policy.

## **2. Promotion-in-Rank Criteria**

Promotion-in-rank should recognize exemplary performance for a faculty member and provide the opportunity to assess a faculty member's growth and performance since the initial hire or since the last promotion. Faculty members are expected to contribute to the mission of Southern West Virginia Community and Technical College. Inasmuch, faculty members are hired with varying backgrounds and standards based on specific intended roles and should not be judged for promotion-in-rank accordingly.

The criteria listed below are minimum standards for submission of applications for promotion-in-rank. Meeting minimum standards does not guarantee promotion. There shall be evidence presented by the applicant that addresses each of the criterion and demonstrates a continuous and consistent commitment to the teaching profession, to students, to the mission and goals of the of the institution, to the community at large and to his/her own professional growth. All degrees required for promotion-in-rank must be from accredited colleges or universities. All college credit must be in-field or in a related/approved field. All criteria must be completed prior to the submission of an application, with the exception of length of time in rank. Since promotions are effective beginning the fall semester of the following academic year, application for promotion may be made during the year in which the candidate will complete time requirements.

### **2.1 Years of Service**

A minimum of four years of continuous service at the current rank at Southern West Virginia Community and Technical College must be completed prior to the effective date of promotion. Since promotions are effective at the beginning of the fall semester following their approval, application for promotion to the next rank may be made in the fourth year of service. Faculty hired mid-year will be eligible for promotion in the fifth year of service, such that four full years of service will be completed prior to the promotion taking effect. Years of service will be verified by the Academic Head, with evidence provided by Human Resources Director or his/her designee, to ensure that this requirement has been met.

### **2.2 Classroom Performance**

The applicant will demonstrate excellence in teaching as reflected in the supervisor's annual evaluations, classroom evaluations by Academic deans, peer reviews, student evaluations and/or letters from former students.

### **2.3 Teaching**

Promotion and/or tenure requires evidence of consistently competent teaching. Teaching is defined as responsibilities directly related to the instruction of students, including classroom instruction, supervision, and facilitation of capstone experiences. Evidence of the level of quality of instruction includes personal reflections about teaching, student evaluations (including a statistical analysis of performance), peer evaluations, curriculum/program/course/materials development.

Required items:

2.3.1 Reflections on Teaching: Reflections regarding instruction and supervision should be

included in this section. Address any pattern of poor student evaluations on individual items or as a whole. Also address strengths and weaknesses and changes made to courses. Evidence should indicate growth in teaching and should outline goals for continued improvement.

Evidence of teaching may include the following:

- 2.3.2 Student Evaluations: Student evaluations must be presented in course in reverse chronological order (most current first). A summary/reflection of student evaluations for all courses taught or supervisory assignments, supported by statistical data, must be included. A simple percentage of ratings are adequate; additional statistical analyses should be explained. A typed summary sheet of all written student comments should be included and identified by course. It is required that all courses, including summer courses, be included. Any omission of evaluations should be thoroughly explained.
- 2.3.3 Curriculum/Program Development: Include explanations of participation in departmental curriculum and program development, individually or as part of a program team. This category pertains to significant changes to courses and goes beyond typical course adjustments from semester to semester. Include syllabi and/or course outlines demonstrating Curriculum/Program Development.
- 2.3.4 Creative Instructional Activities: The candidate should explain unique or original activities developed for instruction and how these improved instruction and enriched course content.
- 2.3.5 Courses Taught: Include a list of all courses taught for all academic years prior to the initial portfolio submission. When applying for promotion to Associate or Full Professor, only include courses taught since the previous promotion. The number of course preparations, load differentiation, and off-campus courses should be noted.
- 2.3.6 Other Evidence: Additional support of teaching may be included, e.g. awards or other recognition.

## **2.4 Scholarship**

Promotion and/or tenure requires evidence of an established pattern of scholarly effort. A flurry of scholarship immediately prior to application for promotion and tenure, without previous evidence, is not considered an established pattern.

It should be noted that scholarly involvement contributes to one's profession on a state, regional, national or international level, and advances the mission and goals of the college. Scholarship may be viewed broadly and goes well beyond the traditional forms of publication and presentation. Collaborative research and publication with colleagues and/or students are valued and encouraged. State and local presentations and publications are also of value.

This section should include an annotation for each publication and presentation. Explain the nature of the publication/organization, including difficulty of acceptance and intended audience.

Required items:

- 2.4.1 Reflection on Scholarship: Provide a reflection of scholarly contributions. This should include a discussion of all applicable categories addressed in this section and a discussion of

how scholarship has contributed to personal and professional growth.

Evidence of scholarship include the following:

2.4.2 Juried, Solicited, and Non-juried Publications: A copy of publications or submitted manuscripts should be included only for years since last promotion. The department supports collaborative research and publications as well as individual efforts. In the case of a co-authored publication, explain your contribution. For promotion or tenure, juried publications are preferred. The onus is on the candidate to explain the publication's academic credibility; at a minimum this should include the nature of the publication, acceptance rate, and integrity of the publishing venue. Notation should also be made for any payment made to publishers for publishing a manuscript.

A copy of solicited publications or manuscripts should be included only for years since last promotion. Notation should also be made for any payment made to publishers for publishing a solicited manuscript. The circumstances surrounding the invitation for solicited publications must be explained in terms of reason of the selection of the candidate to contribute work, review process, and alignment with the individual's scholarship.

The candidate may choose to include non-juried publications as evidence of scholarship since last promotion. Non-juried publications are manuscripts selected for publication without having gone through a blind review process. These are considered to be of less rigor than juried publications. Notation should be made for any payment made to publishers for publishing a non-juried manuscript.

2.4.3 Presentations at Professional or Scholarly Events: Include evidence of presentations, such as acceptance letters or relevant program pages. If a scholarly manuscript was a component of the conference presentation, the paper should be included. Provide a description of the nature of the conference and a statement delineating your role in the presentation if it involved multiple presenters.

2.4.4 Continued Professional Growth and Development: Include a listing of licenses, endorsements, certifications, conferences, professional meetings, workshops attended, and course work taken.

2.4.5 Research Related to One's Discipline: Include an explanation of on-going research activity, especially if it has not been presented in the above-mentioned formats. Research often requires a lengthy time commitment before it results in publishable material. If this is the case, explain the time used for the research. This could be accomplished, for example, via a time line that indicates the involved nature of the research.

2.4.6 Other Evidence in Support of Scholarly Activity: Consultation that leads to scholarship or grant-writing that requires scholarship may be included. The candidate must make a case as to how this work qualifies as scholarship. Provide a full explanation of your contribution to the project.

## 2.5 Service

Service is defined as contributions to the profession, institution, school, students, and the community. Explain your contributions. Include evidence of leadership roles that have directly benefited the college. The candidate should take care to collect evidence or artifacts to include in the portfolio to document service.

Required Items:

2.5.1 Reflection on Service: Provide a reflection of how service has contributed to the categories addressed in this section. In addition, reflect on how appropriate service has contributed to professional and personal growth.

Evidence of service include the following:

2.5.2 Professional Membership and Service: List professional memberships and dates of membership. An explanation of the appropriateness of the memberships and value to professional development should be included. Specific roles in these organizations should be explained, especially participation on a significant committee or leadership responsibilities.

2.5.3 Service to the College: Southern operates under a shared governance model that requires the contributions of administration and faculty to accomplish college-wide goals. Service to the institution is therefore both a responsibility and a privilege. List institution-wide committee participation or other contributions, including dates of service and an explanation of your role.

2.5.4 Service to the School and/or Department: List developments of innovations and special projects. Include work with program teams, curriculum assessment and development, and participation in department meetings, online discussions and document reviews. Evidence of service can also include advising, admissions, and recruitment events.

2.5.5 Community/Professional Service: Provide information regarding service beyond the college community. Specifically discuss how this service relates to the college community. This may include workshops, consultation, and presentations conducted for professional organizations, school districts, or civic groups. Explain your role in any other significant community service.

### **3. Contents of Promotion and/or Tenure Portfolio**

#### **3.1 Promotion and/or Tenure Application**

A completed application for Promotion and/or Tenure will provide identifying data regarding the applicant applying for promotion and/or tenure.

#### **3.2 Statement of Rationale**

The statement of rationale shall be a narrative summary of the applicant's accomplishments which are being used to justify tenure or promotion. The narrative must contain reflections on Teaching, Scholarship, and Service.

#### **3.3 Additional Documentation**

Documentation of classroom performance, teaching, scholarship, and service is required and should be included in this section. Examples would include supervisor evaluations completed by those other than the applicant's current Academic Dean, transcripts of course work completed since the applicant's initial appointment, and other items sufficient to document that each criterion has

been met and to adequately demonstrate a continuous and consistent commitment to the profession as stated in the introductory paragraph of the promotion-in-rank criteria section.

**4. Timetable for Processing Promotions-in-Rank/Tenure**

September 15	Chief Academic Officer calls the first meeting of the Promotion or Tenure Committee.
October 1	Applicant submits the portfolio to their Academic Dean.
November 1	Academic Dean submit portfolios along with a written recommendation with justification to the Promotion and Tenure committee.
December 1	Chair of the Promotion and Tenure Committee submit portfolios along with a written recommendation with justification to the Chief Academic Officer.
January 15	Chief Academic Officer submits portfolios and recommendations to the President.
February 28	President makes final decision regarding faculty application for promotion-in-rank and/or tenure and informs the following in writing: <ol style="list-style-type: none"><li>1. Applicant</li><li>2. Chief Academic Officer</li><li>3. Academic Dean</li><li>4. Chair, Promotion or Tenure Committee</li><li>5. Chief Financial Officer</li><li>6. Human Resources Director</li><li>7. Board of Governors Chair</li></ol>

**Southern West Virginia Community and Technical College  
Application for Promotion and/or Tenure**

**Section 1.**

Name of Candidate: \_\_\_\_\_

Applying For:     Promotion     Tenure  
(check all that apply)

Date of Initial Appointment: \_\_\_\_\_

Rank at time of Initial Appointment: \_\_\_\_\_

Present Rank: \_\_\_\_\_

Date of last Promotion: \_\_\_\_\_  
(if applicable)

Rank Applying for: \_\_\_\_\_

Total years completed as a full-time faculty member at Southern West Virginia Community and Technical College: \_\_\_\_\_

Current highest degree held: \_\_\_\_\_ Date conferred: \_\_\_\_\_

Graduate semester hours completed since receipt of current highest degree: \_\_\_\_\_

School : \_\_\_\_\_ Campus: \_\_\_\_\_

This is to certify I am a candidate for promotion-in-rank and/or tenure at Southern West Virginia Community and Technical College. The enclosed data and data in my personal file may be used for purposes of professional evaluation by reviewing bodies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date