



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-2686
Origination:	August 17, 1984
Effective:	November 27, 2001
Reviewed:	July 31, 2007

SUBJECT: Promotion-in-Rank and Tenure Policy

REFERENCE: Title 133, Joint Procedural Rule of the West Virginia Higher Education Policy Commission and Council for Community and Technical Colleges, 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

1. PURPOSE

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).

2. SCOPE AND APPLICABILITY

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

3. DEFINITIONS

- A. 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 Master of Fine Arts for studio and performing arts.
- B. Tenured faculty - A tenured faculty member is one who has attained tenure status as determined by Southern.
- C. 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.
- D. Term faculty - A term faculty member is one who has been appointed for a specific term as defined by Southern and is not eligible for tenure.

4. POLICY

- A. The Governing Board has final authority for granting or denying promotions-in-rank and/or tenure. Policies, procedures and rules of the Board will be adhered to in making any recommendations for promotion-in-rank and/or tenure.
- B. 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.

- C. 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.
- D. This tenure policy shall not affect persons having tenure under any previous policy of this institution or its governing board.
- E. 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.
- F. 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.
- G. Persons assigned full-time or part-time to 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.
- H. Department Chairs or the Chief Academic Officer, may nominate faculty members for promotion and/or tenure.
- I. 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.
- J. 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.
- K. 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.
- L. Any appeal of action taken regarding promotions-in-rank and/or tenure will follow approved grievance procedures as outlined in WV Code §6C-2.

5. BACKGROUND OR EXCLUSIONS

- A. 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.
- B. This policy sets forth the 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.
- C. 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.

6. GENERAL PROVISIONS

Each spring semester, at a date and time determined by the President or his/her designee, a Promotion and Tenure Committee shall be elected by the Faculty Assembly. The committee shall consist of four members, 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 shall have tenure. The Chief Academic Officer or his/her designee will call the first committee meeting at which time a chairperson will be elected from and by the committee membership.

7. RESPONSIBILITIES AND PROCEDURES

A. APPLICANTS WILL:

1. Complete the necessary application forms and provide the required documentation.
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 and Tenure Committee.
3. Submit any additional documentation as requested by the Department Chair, the Chair of the Promotion/Tenure Committee, Chief Academic Officer or President during the review process.
4. Request a conference at any step to discuss recommendations, if desired.

B. DEPARTMENT CHAIRS WILL:

1. At their discretion, nominate qualified faculty members for promotion and/or tenure.
2. Provide access to the appropriate forms and provide other appropriate assistance to faculty members applying for promotion-in-rank and/or tenure.
3. Accept and review faculty packets to determine that the required materials are included.
4. Verify that the minimum criteria for promotion-in-rank and/or tenure are met.
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.
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. Submit to the Chief Academic Officer all applications and supporting documentation.
8. Notify the applicant and the Chief Academic Officer, in writing with justification, of the Department Chair's recommendation.

C. INSTITUTIONAL PROMOTION AND TENURE COMMITTEE WILL:

1. Evaluate all applications and documentation submitted by the applicant.
2. Request clarification of any material presented when deemed appropriate by a vote of the Committee.
3. In the event of a recommendation for denial, the Committee shall offer the applicant an opportunity for a conference to discuss the promotion and/or tenure packet information and the recommendation prior to forwarding recommendations.
4. Submit to the Chief Academic Officer, the promotion packet with a written recommendation to grant or deny promotion and/or tenure with justifications.
5. Notify the applicant in writing, with accompanying justification, of the Promotion and Tenure Committee's recommendation.

D. CHIEF ACADEMIC OFFICER WILL:

1. At his/her discretion, nominate qualified faculty members for promotion and/or tenure.
2. Review all applications, documentation and written recommendations forwarded by Department Chairs and the Chair of the Promotion and Tenure Committee.

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.
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 justifications.
5. Notify the applicant in writing, with accompanying justification, of the Chief Academic Officer's recommendation.

E. THE PRESIDENT WILL:

1. At his/her discretion, nominate qualified faculty members for promotion and/or tenure.
2. Make the final decision.
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.
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.
5. Receive and act on any appeal made by applicants regarding promotion and/or tenure decisions.

F. CHIEF FINANCIAL OFFICER WILL:

1. Include approved promotion-in-rank increases in the operating budget for the next academic year.

8. CANCELLATION

SCI 2321

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle 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. SCP-2686 is scheduled for review during the 2010-2011 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

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

Distribution: Board of Governors (12 members)
 Office of the President
 Office of the Executive Vice President
 Office of the Vice President for Academic Affairs

Office of the Chief Financial Officer
Office of the Vice President for Economic, Workforce and Community Development
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Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
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Revision Notes: July 31, 2007 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.