

**ASOUTHERN 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 College 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~~ February 22, 2019

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 the faculty rank of an 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 a 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~~ Academic Deans or the Chief Academic Officer, encourage faculty members for promotion and/or tenure within the guidelines of this policy.
- 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~~ six members ~~each~~, with ~~two~~ three members representing each academic ~~division~~ school and be ~~from different disciplines~~. 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 and Tenure Committee must hold the rank of an assistant professor or higher. The Chief Academic Officer or his/her designee will call the first meeting of ~~each~~ the 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 a portfolio with the necessary application forms and ~~provide the~~ required documentation.
- 7.1.2 Submit ~~one copy of the application and documentation portfolio to the their Department Chairs Dean 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 Chairs Dean~~, the Chair of the Promotion ~~or~~ and 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~~ DEAN WILL:

- 7.2.1 ~~At their discretion, nominate qualified faculty members for promotion and/or tenure.~~
- 7.2.2~~1~~ Provide access to the appropriate forms and provide other appropriate assistance to the faculty member applying for promotion-in-rank and/or tenure.
- 7.2.3~~2~~ Accept and review faculty ~~packets~~ portfolios to determine that the required materials are included.
- 7.2.4~~3~~ Verify that the minimum criteria for promotion-in-rank and/or tenure are met.
- 7.2.5~~4~~ Inform the applicant within 10 working days of receiving the packet portfolio of any missing material, request additional material, and include the material in the packet portfolio prior to forwarding a written recommendation to ~~the Chief Academic Officer~~ Promotion and/or Tenure Committee.
- 7.2.6~~5~~ In the event of a recommendation for denial, the ~~Department Chairs Deans~~ shall offer the faculty member an opportunity for a conference to discuss the promotion and/or tenure packet information portfolio and the recommendation prior to forwarding recommendations.

- ~~7.2.76~~ Submit to the ~~Chief Academic Officer Promotion and/or Tenure Committee~~ all ~~applications and supporting documentation portfolios~~ with a written recommendation to grant or deny promotion and/or tenure with justification.
- ~~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~~ AND TENURE COMMITTEE WILL:

- 7.3.1 Evaluate all ~~applications and documentation portfolios~~ 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~~ portfolios 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~~1~~ Review all ~~applications, documentation portfolios~~ and written recommendations forwarded by the Department Chairs ~~Deans~~ and the Chair of the Promotion ~~or~~ and 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~~2~~ Submit to the President, all promotion and/or tenure ~~applications, supporting documentation portfolios~~ 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~~1~~ 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, Chair of Promotion and/or Tenure Committee, ~~Department Chair Deans~~, 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.

February 22, 2019 — Revisions to SCP-2686 reflect changes in procedure requirements to a straight linear process; revisions reflect changes to requirements for notifications at each level of the process; revisions reflect updated administrative changes; revisions to SCP-2686.A reflect major changes in the categories of Promotion and Tenure by reorganizing them into Teaching, Scholarship, and Service; revisions reflect changes to the time line of the promotion and/or tenure process.

**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: ~~February 18, 2014~~

REVIEWED: ~~November 5, 2013~~ 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 Dean, with evidence provided by the Human Resources Director or his/her designee, to ensure that this requirement has been met.

~~2.2 Professional Preparation:~~

~~Faculty members are expected to undertake a continuing program of professional preparation and growth germane to their assignments. Professional growth and development activities include graduate studies, formal training programs, and participation in workshops, seminars, and/or conferences that are education and/or training in nature and specifically related to their field. Workshops, seminars and conferences must be pre-approved by the Chief Academic Officer prior to usage toward promotion.~~

~~Promotion to the next rank requires one of the following professional preparation options:~~

~~**2.2.1** A minimum of six graduate hours in field or an alternate pre-approved field should be completed for promotion to the rank of assistant professor. Twelve graduate hours in field or in an alternate pre-approved field should be completed for promotion to the rank of associate professor. In order to receive the full rank of professor, one should complete a total of 18 additional graduate hours in field or in a pre-approved documented alternate field~~

~~above their Masters Degree.~~

- ~~2.2.2 A minimum of two professional certification and/or licensure training courses or self study leading to certification linked to field of study as pre-approved and documented by the Chief Academic Officer since the last promotion or initial hire.~~
- ~~2.2.3 Sixty hours (60) of Continuing Education specific to the field of study (or teaching methodologies/technologies) must be approved by the Chief Academic Officer and documented. Documentation of contact hours must be included in the applicant's promotion packet or evaluation by the Chief Academic Officer.~~
- ~~2.2.4 Promotion to the rank of professor requires the minimum of a Master's Degree + 18 additional graduate hours, or a Master's Degree + in addition to documented field-appropriate certifications or licensures, as pre-approved by the Chief Academic Officer.~~

2.3.2 Classroom Performance

The applicant will demonstrate excellence in teaching as reflected in the supervisor's annual evaluations, classroom evaluations by ~~department chairs or~~ 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.

2.4.5 Service

~~The applicant must demonstrate outstanding achievement in at least three of the categories of service described in Section 3.~~

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. Service Categories~~

~~3.1 Instructional and Curriculum Development~~

~~This category includes, but is not limited to, development of new courses and/or programs; implementation of innovative teaching techniques including effective use of technology for delivery and/or enhancement of courses or programs and significant changes to existing courses.~~

~~3.2 Professional Growth~~

~~This category includes, but is not limited to, attendance at pre-approved courses and/or workshops relevant to the discipline taught, acquiring an advanced degree in a discipline that meets institutional needs, membership and active participation in professional organizations, attendance and presentation at professional meetings, professional certifications, pre-approved independent study for advancement of academic understanding, professional awards, honors and other notable recognition, and other scholarly activity. Documentation of such activities should be included in the applicant's packet for verification.~~

~~3.3 Service to the College~~

~~This category includes, but is not limited to, active membership on college committees; development of policies and procedures, contributions to institutional self-studies; Compact and Master Plan development and implementation; participation in special projects that meet institutional priorities such as student recruitment and or retention; service on screening committees, grievance hearing committees; student-teacher interaction outside the classroom including sponsoring student organizations, active participation in student activities and other ad-hoc committees. Active participation, memberships, and contributions must be documented e.g. letters from committee chairs, the President, Chief Academic Officer, Dean, peers and is to be included in the application packet for verification.~~

~~3.4 Service to the Profession~~

~~This category includes, but it not limited to, service on accreditation teams, editing and/or reviewing manuscripts, and service on academic committees outside Southern West Virginia Community and Technical College. Active participation must be documented, e.g. letters from~~

~~chairs of accreditation teams, publishers, and/or the Chancellor and should be included in the application packet for verification.~~

~~3.5 Service to the Community~~

~~This category includes, but is not limited to, activity in civic organizations, membership on boards of community organizations, sponsorship of activity within the faculty member's expertise for community benefit, serving as resource person for community groups, and participation in special performances, exhibits or presentations open to or for the benefit of the community. Active participation and contributions must be documented by appropriate community representatives and included in the application packet for verification.~~

~~3.6 Research and Publication~~

~~This category includes, but is not limited to, publication of original research, reviews of literature, artistic presentations, and any other articles in books and/or periodicals. Scholarly research, publications, presentations, and/or other such evidence must be included in the application packet for verification.~~

4. Contents of Promotion and/or Tenure Packet Portfolio

4.1 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.

4.2 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.

4.3 Additional Documentation

Documentation ~~for of~~ years of service, professional preparation, 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 ~~department chair~~ Academic Head, 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.

5. Timetable for Processing Promotions-in-Rank/Tenure

January 15 September 15

Chief Academic Officer calls the first meeting of the Promotion ~~or and~~ Tenure Committee.

January 30 October 1

Applicant submits ~~one copy of the application and supporting documentation packet portfolio~~ to the ~~their~~ Department Chair Academic Dean and one copy to the Chair of the Promotion or Tenure Committee

~~February 28~~ November 1

~~Department Chair Academic Dean and Chair of Promotion or Tenure Committee~~ submit ~~applications~~ portfolios along with a written recommendation with justification to the ~~Chief Academic Officer~~ Promotion and/or Tenure Committee.

December 1

Chair of the Promotion or and Tenure Committee submit portfolios along with a written recommendation with justification to the Chief Academic Officer.

~~March 30~~ January 15

Chief Academic Officer submits ~~packets~~ portfolios and recommendations to the President.

~~April 30~~ February 28

President makes final decision regarding faculty application for promotion-in-rank and/or tenure and informs the following in writing:

1. Applicant
2. Chief Academic Officer
3. ~~Department Chair~~ Academic Dean
4. Chair, Promotion ~~or~~ and Tenure Committee
5. Chief Financial Officer
6. Human Resources Director
7. Board of Governors Chair

**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: _____

Department 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

Section 2. (For Department Chair Use)

2.1 Instructions:

- 2.1.1 The individual completing each procedural phase places an "X" on the appropriate lines.
- ~~2.1.2 The same individual signs and dates the form.~~
- ~~2.1.3 The same individual delivers this form and appropriate materials to the next phase.~~

2.2 Department Chair Academic Head	Yes	No
2.2.1 Minimum qualifications are met	_____	_____
2.2.2 Additional documentation requested	_____	_____
2.2.3 Conference held	_____	_____
2.2.4 Recommended for tenure	_____	_____
2.2.5 Recommended for promotion	_____	_____

Signature Date

2.23 Chair, Promotion or Tenure Committee	Yes	No
2.2.3.1 Minimum qualifications are met	_____	_____
2.2.3.2 Additional documentation requested	_____	_____
2.2.3.3 Conference held	_____	_____
2.2.3.4 Recommended for tenure	_____	_____
2.2.3.5 Recommended for promotion	_____	_____

Signature Date

2.34 Chief Academic Officer Vice President of Academic Affairs	Yes	No
2.3.4.1 Minimum qualifications are met	_____	_____
2.3.4.2 Additional documentation requested	_____	_____
2.3.3.3 Conference held	_____	_____
2.3.4.4 Recommended for tenure	_____	_____
2.3.4.5 Recommended for promotion	_____	_____

Signature Date

2.45 College President	Yes	No
2.4.5.1 Minimum qualifications are met	_____	_____
2.4.5.2 Recommended for tenure	_____	_____
2.4.5.3 Recommended for promotion	_____	_____

Signature Date

cc: Applicant
~~Chief Academic Officer Vice President of Academic Affairs~~
~~Department Chair Academic Head~~
~~Chair, Promotion or Tenure Committee~~
~~Chief Financial Officer~~
~~Human Resources Director~~
~~Board of Governors Chair~~

~~Section 2. (For Promotion or Tenure Committee Use)~~

~~2.1 Instructions:~~

- ~~2.1.1 The individual completing each procedural phase places an "X" on the appropriate lines.~~
- ~~2.1.2 The same individual signs and dates the form.~~
- ~~2.1.3 The same individual delivers this form and appropriate materials to the next phase.~~

~~2.2 Chair, Promotion or Tenure Committee Yes No~~

- | | | | |
|------------------|---|------------------|------------------|
| 2.2.1 | Minimum qualifications are met | _____ | _____ |
| 2.2.2 | Additional documentation requested | _____ | _____ |
| 2.2.3 | Conference held | _____ | _____ |
| 2.2.4 | Recommended for tenure | _____ | _____ |
| 2.2.5 | Recommended for promotion | _____ | _____ |

~~_____~~
~~Signature~~ ~~_____~~ ~~Date~~

~~2.3 Chief Academic Officer Yes No~~

- | | | | |
|------------------|---|------------------|------------------|
| 2.3.1 | Minimum qualifications are met | _____ | _____ |
| 2.3.2 | Additional documentation requested | _____ | _____ |
| 2.3.3 | Conference held | _____ | _____ |
| 2.3.4 | Recommended for tenure | _____ | _____ |
| 2.3.5 | Recommended for promotion | _____ | _____ |

~~_____~~
~~Signature~~ ~~_____~~ ~~Date~~

~~2.4 College President Yes No~~

- | | | | |
|------------------|---|------------------|------------------|
| 2.4.1 | Minimum qualifications are met | _____ | _____ |
| 2.4.2 | Recommended for tenure | _____ | _____ |
| 2.4.3 | Recommended for promotion | _____ | _____ |

~~_____~~
~~Signature~~ ~~_____~~ ~~Date~~

- cc: ~~Applicant~~
~~Chief Academic Officer~~
~~Department Chair~~
~~Chair, Promotion or Tenure Committee~~
~~Chief Financial Officer~~
~~Human Resources Director~~
~~Board of Governors Chair~~