

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

SUBJECT: Promotion and Tenure Policy

REFERENCE: 135, C.S.R. 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*

ORINATION: August 17, 1984

EFFECTIVE: September 20, 2019

REVIEWED: April 12, 2024

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy applies to all full-time faculty members of Southern who hold faculty rank of instructor or above. Certain sections of the policy 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 highest-level college degree in an academic field or professional discipline. Though typically an academic degree such as Doctor of Philosophy (PhD) or Doctor of Education (EdD) or professional degree such as Doctor of Medicine (MD) or Juris Doctor (JD), in some cases, a master's degree may be considered a terminal degree, usually because a higher level of education is not necessary to achieve expertise in a particular field, e.g., Master of Social Work (MSW), Master of Library Science (MLS), or Master of Fine Arts (MFA).
- 3.2 Tenured Faculty - A full-time professor who has successfully reached an appropriate period of experience for tenure review, undergone the tenure review process, withstood rigorous vetting by peers, and to whom Southern as granted a tenured position. This indicates a level of expertise and accomplishment in the areas of teaching, scholarship, and service to the College. A tenured faculty member has an indefinite teaching appointment that can be terminated only for cause or under extraordinary circumstances such as financial exigency or program discontinuance.
- 3.3 Tenure-track Faculty - A full-time new faculty hire for whom tenure is possible provided the faculty member performs to expectations in the years leading up to the tenure review process and who is 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 and who are not tenure or tenure-track faculty. 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 continued appointments or to appointment as tenure 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 continued appointments or appointment as a tenure-track or tenured faculty. In addition to teaching, instructional specialists will have responsibilities for various academic support activities.
- 3.6 Salary Enhancement – A salary increase for professors who continue to perform at or above the standard required to achieve promotion to the rank of Professor. This increase in base pay is similar to a promotion base pay increase with no special title recognition.

SECTION 4. POLICY

- 4.1 The College will adhere to all policies, procedures, and rules of the Board in making any recommendations for promotions and tenure.
- 4.2 All recommendations for promotion and tenure shall follow the process contained in this policy and take into account the funds the College has allocated for promotion.
- 4.3 Promotions and 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, or are terminated for cause, as a result of financial exigency, or as a result of program reduction or discontinuance.
- 4.6 If a person is not recommended for promotion or tenure at any step, he or she may still be evaluated in the remaining phases of the review process. If the President denies an application for promotion or tenure, the employee may submit a written appeal 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 Academic Deans or the Chief Academic Officer recommend faculty members for promotion and/or tenure within the guidelines of this policy.
- 4.9 Term faculty are not eligible for tenure.
- 4.10 The College will not routinely or automatically grant tenure or promotion nor will it grant tenure or promotion solely for length of service, nor shall it be denied capriciously. The award of tenure or promotion shall result from action by the institution based on the faculty member's excellence in teaching, research, and service.
- 4.11 Full-time tenure-track faculty who fail to obtain tenure status within the time frame permitted under the promotion and tenure criteria of this policy and who receive a terminal contract of employment (letter) shall be ineligible to apply for promotion or tenure during the terminal year of employment.
- 4.12 Any employee aggrieved by the President's final action taken regarding promotion or tenure may file a grievance with the Public Employees Grievance Board as outlined in W. Va. Code § 6C-2-1, et seq.

- 4.13 Professors may apply for salary enhancement after a minimum of four years at the rank of Professor and every four years thereafter. The Professor must submit a promotion package in accordance with this policy to be considered for the salary enhancement.
- 4.14 The College may employ faculty for an indefinite period without a grant of tenure and shall work toward a staffing goal of no more than 20% of the faculty holding tenure or being tenure-track employees. Tenured faculty employed at the College before July 1, 1999 are not affected by this provision.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 This policy sets forth major elements of the institution's policy and criteria regarding promotion 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.
- 5.2 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 or her designee, the Faculty Assembly shall elect a Promotion and Tenure Committee. The committee shall consist of four members, with two members representing each academic division and 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. Those serving on the Promotion and Tenure Committee must hold the rank of professor. If there are not enough professors to fill the committee, the Faculty Assembly may select an associate professor to serve on the committee. However, that faculty member cannot serve as the chair. The Chief Academic Officer or his or her designee will call the first meeting of the committee, at which time a chairperson will be elected from and by the respective committee membership.

SECTION 7. RESPONSIBILITIES

7.1 THE APPLICANT WILL:

- 7.1.1 Complete a portfolio with the necessary application forms and required documentation;
- 7.1.2 Submit portfolio to his or her Academic Dean; and
- 7.1.3 Submit any additional documentation as requested by the Academic Dean, the Chair of the Promotion and Tenure Committee, the Chief Academic Officer, or the President during the review process.

7.2 THE ACADEMIC DEAN WILL:

- 7.2.1 Provide access to the appropriate forms and provide other appropriate assistance to faculty members applying for promotion and-tenure;
- 7.2.2 Accept and review faculty portfolios to determine that the required materials are included;
- 7.2.3 Verify that the minimum criteria for promotion and tenure are met;
- 7.2.4 Inform the applicant within 10 working days of receiving the portfolio of any missing material, request additional material, and include the material in the portfolio prior to forwarding a written recommendation to the Promotion and Tenure Committee;

7.2.5 In the event of a recommendation for denial, the Academic Deans shall offer the faculty member an opportunity for a conference to discuss the promotion and/or tenure portfolio and the recommendation prior to forwarding the recommendations to the President; and

7.2.6 Submit to the Promotion and Tenure Committee all portfolios with a written recommendation to grant or deny promotion and/or tenure with justification.

7.3 THE INSTITUTIONAL PROMOTION AND TENURE COMMITTEE WILL:

7.3.1 Evaluate all portfolios submitted by the applicants;

7.3.2 Request clarification of any material presented when deemed appropriate by the respective Committee; and

7.3.3 Submit to the Chief Academic Officer the promotion portfolios with a written recommendation to grant or deny promotion and/or tenure with justification.

7.4 THE CHIEF ACADEMIC OFFICER WILL:

7.4.1 Review all portfolios and written recommendations forwarded by the Academic Deans and the Chair of the Promotion and Tenure Committee; and

7.4.2 Submit to the President all promotion and tenure portfolios and written recommendations to grant to deny promotion and tenure with justification.

7.5 THE PRESIDENT WILL

7.5.1 Make the final decision;

7.5.2 Inform the following of the decision: Applicant, Chair of Promotion and Tenure Committee, Academic Deans, Chief Academic Officer, Chief Finance Officer, Chief Human Resources Officer, and the Southern West Virginia Community and Technical College Board of Governors; and

7.5.3 Receive and act on any appeal made by applicants regarding promotion and tenure decisions.

7.6 THE CHIEF FINANCIAL OFFICER WILL include approved promotion increases in the operation budget for the next academic year.

SECTION 8. CANCELLATION

8.1 None.

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

	<u>President</u>	<u>Date</u>
Attachments:	SCP-2686.A, <i>Promotion and/or Tenure Criteria and Forms</i>	
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; changes in the requirements for notifications at each level of the process; and updated administrative changes. Revisions to SCP-2686.A reflect major changes in the categories of Promotion and/or Tenure by reorganizing them into Teaching, Scholarship, and Service; and changes to the timeline of the promotion and/or tenure process. April 12, 2024 – Revisions to SCP-2686 reflect changes in adding an option for Professors to earn a salary enhancement pay increase, based on their performance similar to regular promotion criterion; changes to the make-up of committee; minor changes in titles and departments/divisions. Revisions to SCP-2686.A reflect changes for salary enhancement option for Professors; minor changes to titles and departments/divisions, and expanded definitions.	