



**SOUTHERN WEST VIRGINIA  
COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS**

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

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

**REFERENCE:** SCP-2686, Promotion-in-Rank and Tenure Policy

**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; experience in higher education particularly at this institution; 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 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 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 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 institution, to the community at large and to his/her own professional growth. All degrees required for promotions-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 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 the time requirements.

### **A. 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 to apply for promotion in the fifth year of service, such that four full years of service will be completed prior to the promotion taking effect.

### **B. 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 educational 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.

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 rank of full professor, one should complete a total of 18 additional graduate hours above their Masters Degree.
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 by the Chief Academic Officer since the last promotion or initial hire.
3. Sixty hours (60) of Continuing Education specific to the field of study(or teaching methodologies/technologies). Documentation of contact hours must be included in the packet or evaluation by the Chief Academic Officer.

4. Promotion to the Rank of Professor requires the minimum of a Master's Degree + 18 additional graduate hours, or a Master's Degree +field-appropriate certification and licensure.

**C. CLASSROOM PERFORMANCE:**

The applicant must demonstrate a commitment to excellence in teaching as reflected in the supervisor's annual evaluations, classroom evaluations, peer reviews, student evaluations and/or letters from former students.

**D. SERVICE:**

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

**3. SERVICE CATEGORIES**

**A. 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.

**B. PROFESSIONAL GROWTH**

This category includes, but is not limited to, attendance at courses and/or workshops relevant to the discipline taught, acquiring advanced degree in discipline that meets institutional needs, membership and active participation in professional organizations, attendance and presentation at professional meetings, professional certifications, independent study for advancement of academic understanding, professional awards, honors and other notable recognition, and other scholarly activity.

**C. 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.

**D. SERVICE TO THE PROFESSION**

This category includes, but is 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.

**E. 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.

**F. 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.

#### **4. CONTENTS OF PROMOTION AND/OR TENURE PACKET**

##### **A. 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.

##### **B. 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.

##### **C. ADDITIONAL DOCUMENTATION**

For cases in which additional documentation is required, it should be included here. Examples would include supervisor evaluations completed by those other than the applicant's current ~~division~~ department chair, 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** Chief Academic Officer calls the first meeting of the Promotion and Tenure Committee
- January 30** Applicant submits one copy of the application and supporting documentation packet to the Department Chair and one copy to the Chair of Promotion and Tenure Committee
- February 28** Department Chair and Chair of Promotion and Tenure Committee submit applications along with a written recommendation with justification to the Chief Academic Officer.
- March 30** Chief Academic Officer submits packets and recommendations to the President.
- April 30** President makes final decision regarding faculty applications for promotion-in-rank and tenure and informs the following in writing:
1. Applicant
  2. Chief Academic Officer
  3. Department Chair
  4. Chair, Promotion and Tenure Committee
  5. Chief Financial Officer
  6. Human Resources Administrator
  7. Board of Governors Chair

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

**SECTION I**

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: \_\_\_\_\_ 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 personnel file may be used for purposes of professional evaluation by reviewing bodies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SECTION II (for Department Chair Use)**

**Instructions:**

- 1) The individual completing each procedural phase places an "X" on the lines.
- 2) The same individual signs and dates the form.
- 3) The same individual delivers this form and appropriate materials to the next phase.

**DEPARTMENT CHAIR**

**Yes No**

- a) minimum qualifications are met
- b) additional documentation requested
- c) conference held
- d) recommended for tenure
- e) recommended for promotion

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CHIEF ACADEMIC OFFICER**

**Yes No**

- a) minimum qualifications are met
- b) additional documentation requested
- c) conference held
- d) recommended for tenure
- e) recommended for promotion

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**COLLEGE PRESIDENT**

**Yes No**

- a) minimum qualifications are met
- b) recommended for tenure
- c) recommended for promotion

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- cc: Applicant  
Chief Academic Officer  
Department Chair  
Chair, Promotion and Tenure Committee  
Chief Financial Officer  
Human Resources Administrator  
Board of Governors Chair

**SECTION II ( for Promotion/Tenure Committee Use)**

**Instructions:**

- 1) The individual completing each procedural phase places an "X" on the lines.
- 2) The same individual signs and dates the form.
- 3) The same individual delivers this form and appropriate materials to the next phase.

**CHAIR, PROMOTION AND TENURE COMMITTEE**

**Yes No**

- a) minimum qualifications are met
- b) additional documentation requested
- c) conference held
- d) recommended for tenure
- e) recommended for promotion

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CHIEF ACADEMIC OFFICER**

**Yes No**

- a) minimum qualifications are met
- b) additional documentation requested
- c) conference held
- d) recommended for tenure
- e) recommended for promotion

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**COLLEGE PRESIDENT**

**Yes No**

- a) minimum qualifications are met
- b) recommended for tenure
- c) recommended for promotion

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- cc: Applicant  
Chief Academic Officer  
Department Chair  
Chair, Promotion and Tenure Committee  
Chief Financial Officer  
Human Resources Administrator  
Board of Governors Chair