

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

**SUBJECT:** Promotion and Tenure Criteria and Forms

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

**ORIGINATION:** August 17, 1984

**EFFECTIVE:** September 20, 2019

**REVIEWED:** April 12, 2024

**1. Tenure Criteria**

Within the institution, tenure shall be earned by full-time academic tenure-track faculty with respect to academic rank only. Faculty members shall be appointed to either a term, non-tenure track or tenure-track appointment.

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 or 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 must include documentation for all work completed since initial appointment at Southern.

Those faculty on a tenure-track appointment shall serve on such track for six years. At the end of the sixth year, the College shall make a decision as to whether the faculty member shall receive full tenure. During the tenure-track period, the College will issue contracts on a year-to-year basis, though the College may decline to renew a tenure-track contract or terminate a tenure-track employee for adequate cause, including financial exigency; elimination of programs, departments, or schools; documented incompetence in teaching, research, service, or administration; documented dishonesty related to teaching, research, service, or administration, or documented and persistent neglect of duty.

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

The College will not routinely or automatically grant tenure nor will it grant tenure solely on the basis of promotion or length of service. The award of tenure shall result from action by the institution based on the faculty member's excellence in teaching, research, and service.

The maximum period of tenure-track status shall not exceed seven years. Prior to completing the sixth year of a tenure-track appointment, the College shall give the faculty member written notice of tenure or offer the faculty member a one-year written terminal contract of employment. All faculty hired on a tenure track must either achieve tenure by the end of the sixth year of full-time service or the College will offer them a terminal contract.

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

The College may grant tenure upon appointment to faculty members initially appointed at the rank of Assistant Professor or higher or, at the discretion of the President or the President's designee, the College may require such faculty member to serve in a tenure-track role in accordance with the preceding paragraphs. The College may grant tenure before the faculty member's sixth year of service; however, the faculty member must meet all other eligibility criteria as set forth herein and in Policy SCP-2686, *Promotion and Tenure Policy*.

## **2. Promotion Criteria**

Promotion recognizes a faculty member's exemplary performance and provides 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. Thus, the College hires faculty members with varying backgrounds and standards based on specific intended roles.

The criteria listed below are minimum standards for submission of applications for promotion. Meeting minimum standards does not guarantee promotion. The applicant must present evidence that addresses each of the criteria 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 or her own professional growth. All degrees required for promotion must be from accredited colleges or universities. All college credits must be in-field or in a related or approved field. The applicant must complete all criteria prior to submitting an application, with the exception of length of time in rank. Since promotions are effective beginning the fall semester of the following academic year, the faculty member may apply for promotion during the year in which he or she will complete time requirements.

### **2.1 Years of Service**

A candidate must complete a minimum of four years of continuous service at the current rank at Southern West Virginia Community and Technical College prior to the effective date of promotion. Since promotions are effective at the beginning of the fall semester following their approval, the candidate may apply for promotion to the next rank 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. The Academic Dean will verify years of service, with evidence provided by the Chief Human Resources Officer or his or her designee, to ensure that the candidate meets this requirement.

### **2.2 Classroom Performance**

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

### **2.3 Teaching**

Promotion and tenure require 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 statistical analysis of performance), peer evaluations, and curriculum, program, course, and/or materials development.

#### **2.3.1 Required items:**

Reflections on Teaching: The candidate must include in this section reflections regarding instruction and supervision, addressing any pattern of poor student evaluations on individual items or as a whole. This section must also address strengths and weaknesses and changes

made to courses. Evidence must show growth in teaching and outline goals for continued improvement.

### **2.3.2 Evidence of teaching includes the following:**

2.3.2.1 Student Evaluations: The candidate shall present student evaluations for all courses taught, including summer courses, by course in reverse chronological order (most current first), including a summary or reflection of student evaluations for all courses taught or supervisory assignments, supported by statistical data. A simple percentage of ratings are adequate. The candidate must explain additional statistical analyses. This section must also include a typed summary sheet of all written student comments identified by the course and thoroughly explain any omission of evaluations.

2.3.2.2 Curriculum or Program Development: This section must include explanations of the candidate's participation in departmental curriculum and program development, individually or as part of a program team, and include syllabi and/or course outlines demonstrating such curriculum or program development. This category pertains to significant changes to courses and goes beyond typical course adjustments from semester to semester.

2.3.2.3 Creative Instructional Activities: The candidate must explain unique or original activities he or she developed for instruction and how these improved instruction and enriched course content.

2.3.2.4 Courses Taught: The candidate must include a list of all courses he or she taught for all academic years prior to submitting the initial portfolio, noting the number of course preparations, load differentiation, and off-campus courses. When applying for promotion to Associate Professor or applying for a salary enhancement as a Professor, the candidate only needs to include courses he or she has taught since the previous promotion.

2.3.2.5 Other Evidence: The candidate may include additional support of teaching, 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 or tenure, without previous evidence, is not considered an established pattern.

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

### **2.4.1 Required items:**

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.

## **2.4.2 Evidence of scholarship includes the following:**

2.4.2.1 Juried, Solicited, and Non-juried Publications: The candidate must include a copy of publications or submitted manuscripts only for years since the last promotion. The College supports collaborative research and publications as well as individual efforts. In the case of a co-authored publication, the candidate must explain his or her contribution. For promotion or tenure, the College prefers juried publications. The onus is on the candidate to explain the publication's academic credibility, which includes, at a minimum, the nature of the publication, its acceptance rate, and the integrity of the publishing venue. The candidate must also note any payment made to publishers for publishing an article or manuscript.

The candidate must explain the circumstances surrounding any invitation for solicited publications in terms of reason(s) the publication solicited the candidate's work, the publication's review process, and alignment with the individual's scholarship.

The candidate may include non-juried publications as evidence of scholarship since the last promotion. Non-juried publications selected articles for publication that have not gone through a peer review process. These are considered to be of less rigor than juried publications. The candidate must note any payment made to publishers for publishing a non-juried article or manuscript.

2.4.2.2 Presentations at Professional or Scholarly Events: The candidate must include evidence of presentations, such as acceptance letters or relevant program pages, and provide a description of the nature of the conference. If a scholarly article or manuscript was a component of the conference presentation, the candidate must include the paper. If the presentation was a panel discussion or involved more than one presenter, the candidate must provide a statement explaining his or her role in the presentation.

2.4.2.3 Continued Professional Growth and Development: The candidate must include a list of licenses, endorsements, certifications, conferences, professional meetings, workshops attended, and coursework taken.

2.4.2.4 Research Related to One's Discipline: The candidate must include an explanation of ongoing research activity, especially if it has not been published or presented as set forth above. Research often requires a lengthy time commitment before it results in publishable material. If this is the case, the candidate must explain the time used for the research by, for example, submitting a timeline that indicates the involved nature of the research.

2.4.2.5 Other Evidence in Support of Scholarly Activity: The candidate may include a description of consultation that leads to scholarship or grant writing that requires scholarship. The candidate must make a case as to how this work qualifies as a scholarship and provide a full explanation of his or her contribution to the project.

## **2.5 Service**

Service is defined as contributions to the profession, institution, school, students, and the community. The candidate must explain his or her service contributions, including evidence of leadership roles that have directly benefited the College. The candidate should collect evidence or artifacts to include in the portfolio to document service.

### **2.5.1 Required Items:**

Reflection on Service: The candidate must provide a reflection of how his or her service has contributed to the categories addressed in this section, including how such service has contributed to his or her professional and personal growth.

### **2.5.2 Evidence of service include the following:**

2.5.2.1 Professional Membership and Service: The candidate must list professional memberships and dates of membership, including an explanation of the appropriateness of the memberships and value to professional development as well as specific roles in these organizations, especially committee membership or leadership responsibilities.

2.5.2.2 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. Thus, the candidate must list institution-wide committee participation or other contributions, including dates of service and an explanation of his or her role.

2.5.2.3 Service to the School and/or Department: The candidate must list developments of innovations and special projects, including work with program teams, curriculum assessment and development, participation in department meetings, online discussions, and document reviews. The candidate may also submit evidence of service, such as advising, admissions, and recruitment events.

2.5.2.4 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, consultations, 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 shall 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 that are being used to justify tenure or promotion. The narrative must contain reflections on Teaching, Scholarship, and Service.

**3.3 Additional Documentation.** – The applicant must submit documentation of classroom performance, teaching, scholarship, and service in this section. Examples would include supervisor evaluations completed by those other than the applicant's current Academic Dean, transcripts of coursework completed since the applicant's initial appointment, and other items sufficient to document that the applicant has met each criterion and to adequately demonstrate a continuous and consistent commitment to the profession as stated in the introductory paragraph of the promotion criteria section.

## **4. Timetable for Processing Promotions/Tenure**

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

**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/Salary Enhancement: \_\_\_\_\_  
(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 and/or tenure at Southern West Virginia Community and Technical College. By my signature below, I agree that the College may use any data in my personal file for purposes of professional evaluation by reviewing bodies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date