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**FACULTY RANK AND PROMOTION POLICY**

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Authority: Academic Affairs

Effective Date:

08/29/2013

Last Revision:

04/27/2023

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**PURPOSE:**

The purpose of promotion-in-rank is to provide eligible faculty with academic rank as an acknowledgment for exceptional teaching and service to the College and community. The following policy and procedures are established to enable faculty to recommend for promotion their peers who have met the established criteria.

**POLICY STATEMENT:**

Fletcher Technical Community College (Fletcher), in accordance with [Louisiana Community and Technical College System \(LCTCS\) Policy #1.044 – Rank, Promotion, Duties, and Responsibilities of Faculty and Staff](#) has established this rank and promotion policy for full-time faculty. The Chancellor approves all the recommended candidates. All requirements of the LCTCS Board of Supervisors are adhered to in all recommendations for promotion. Promotions approved during one academic year will become effective at the beginning of the fall semester of the following academic year.

**POLICY/PROCEDURE:****Scope and Applicability**

This policy and procedures document apply to all full-time faculty. It does not apply to faculty who are employed on limited appointments or contracts, or adjunct faculty.

**Specific Guidelines**

- i. Prior to the beginning of the promotion process, the college may establish and announce a maximum number of promotions that will be granted during an academic year based on allocated funding.
- ii. Department Chairs and Coordinators shall be promoted under the same criteria as academic and technical faculty.
- iii. Deans, Vice Chancellor or other academic administrators with faculty appointments coming from the full-time faculty shall keep their faculty rank at the time of their administrative appointment. If a Dean, Vice Chancellor or other academic administrators returns to the full-time faculty, he/she may apply time in service as an administrator for promotion criteria.
- iv. Deans, Vice Chancellor or other academic administrators hired from outside the college and given a faculty appointment shall be appointed the rank of assistant professor if their highest degree is at the bachelors level, an associate professor if their highest degree is at the masters level, and a professor if their highest degree is a terminal degree.
- v. Faculty members will be classified as Academic or Technical. Academic faculty members require neither work experience in the discipline nor professional licensure for initial employment. Technical faculty members require work

experience in the discipline, education, and/or professional licensure or certification for initial employment. All faculty members in programs that are intend for transfer to a 4-year university must follow the Academic track. Faculty members in programs that do not transfer to a 4-year university may follow the Academic track. This includes Technical Diploma and certificates programs.

### **Awarding of Initial Rank**

All faculty members, academic and technical, will be hired by the rank of instructor unless the faculty member holds a higher rank at another institution and the Chancellor approves a higher rank.

## **ELIGIBILITY REQUIREMENTS**

### **Minimum Time-in-Rank Eligibility**

To be eligible for promotion-in-rank, a faculty member must complete a minimum of three years (six semesters, not including summer) of continuous service in the faculty present rank at Fletcher Technical Community College. An application for promotion may be submitted at the beginning of the fourth year of employment in one's present rank, in accordance with the established timeline for submitting application. Faculty who is hired under full-time contract after the beginning of the full academic year must have been hired by October 1<sup>st</sup> to count that semester as part of their first year. Any faculty member hired after October 1<sup>st</sup> if the academic year will be eligible for promotion the following year

### **Minimum Annual Evaluation Eligibility**

To be eligible for promotion, a faculty member must have an average score of 3.5 "Exceeds Expectations" or above on the Annual Performance Evaluation for the last three consecutive years.

### **Professional Preparation for Promotion**

Promotion to the rank of Assistant Professor, Assistant Master Instructor, Associate Professor, Associate Master Instructor, Professor, and Master Instructor is awarded for substantial achievement in the areas of teaching, professional growth, service to the college and community, and significant contributions to one's discipline.

The minimum educational and professional qualifications for promotion at Fletcher Technical Community College are as follow:

#### Academic Track:

- Instructor to Assistant Professor:
  - Minimum of earned master's degree in discipline or master's degree with 18 graduate credit hours in discipline or degree relevant to the course teaching requirements as specified by the Academic Dean and Vice Chancellor for Academic Affairs.
- Assistant Professor to Associate Professor:
  - Minimum of earned master's degree in discipline or master's degree with 18 graduate credit hours in discipline

- Associate Professor to Professor:
  - Minimum of earned master’s degree in discipline or master’s degree with 18 graduate credit hours in discipline. Doctorate or other relevant terminal degree in field preferred.

Technical Track:

- Instructor to Assistant Master Instructor:
  - Degree relevant to the course teaching requirements as specified by the Academic Dean and Vice Chancellor for Academic Affairs and possess additional credentials and relevant work experience that are deemed acceptable by Faculty Promotion-in-Rank Committee
- Assistant Master Instructor to Associate Master Instructor:
  - Minimum of earned Associate’s degree or credentials (i.e., professional certifications and licensure) and possess additional credentials and relevant work experience that are deemed acceptable by Faculty Promotion-in-Rank Committee
- Associate Master Instructor to Master Instructor:
  - Minimum of earned bachelor’s degree or associate’s degree or highest professional credentials (i.e., professional certifications and licensure) in the field of teaching discipline, possess additional credentials, and relevant work experience that are deemed acceptable by Faculty Promotion-in-Rank Committee

**CRITERIA FOR EVALUATION AND EVIDENCE OF ACHIEVEMENTS**

The faculty member applying for promotion in rank will be evaluated on performance and accomplishments as described in this document in a portfolio. Documentation is required for **all** stated activities. The portfolio must be organized, clear, and comprehensible. Achievements and their corresponding documentation must be easily discernible. If a portfolio is disorganized, difficult to comprehend, or contains insufficient documentation, it may be regarded as ineligible for consideration. In order to be eligible for promotion, all documentation must date back to the most recently attained promotion (or the date of hiring) or within the past five years of employment at Fletcher. The term “current year” used throughout this section refers to the academic year immediately prior to the academic year in which the application is submitted. Each academic year will consist of fall, spring, and/or summer semesters.

To be promoted to a higher rank, faculty must demonstrate participation in some or all of the following areas, depending on the rank for which they are applying: (List of examples for each area is Appendix D.)

- i. **Teaching and Direct Instructional Activities/Academic Support**  
 Faculty members are expected to create a conducive teaching environment conducive to student learning. It is essential for classrooms and coursework to include elements that emphasize and enhance the learning process, deliver instructional materials effectively, and respond to students' personal and professional needs. Academic support refers to activities that support instruction such as curriculum development, and improvement of instructional.

- ii. **Service to students, department, division and/or college, and community**  
The faculty should be actively engaged in the process of promoting outstanding programs designed for student success and/or be engaged in activities that are of value to the community and align with the institute's mission and values. Participation in community activities and committees, involvement with other educational institutions, and involvement in community activities are examples of Community Service activities as a representative of the college.
- iii. **Professional Development/Leadership**  
As a faculty member, you are expected to participate in activities that provide you with professional development and expertise. Whenever possible, institutional support will be provided for activities aligned with the institute's mission and objectives. In order to demonstrate professional development, faculty may participate in activities such as continuing education, scholarly activity, and membership in organizations that promote their discipline.

**The Portfolio should verify progressive levels of achievement for the different levels of rank.**

The Portfolio for a promotion in rank from Instructor to Assistant Professor/Assistant Master Instructor should:

- a faculty member must have an average score of 3.5 “Exceeds Expectations” (3.5 – 4.5) or above among the Annual Performance Evaluation for the last three consecutive years
- Teaching and Direct Instructional Activities/Academic Support – a faculty member needs at least 3 total instances with documentation
- Service to students, department, division and/or college, and community – a faculty member needs at least 3 total instances with documentation
- Professional Development – a faculty member needs at least 1 instance with documentation

The Portfolio for a promotion in rank from Assistant Professor/Assistant Master Instructor to Associate Professor/Associate Master Instructor should:

- a faculty member must have an average score of 3.5 “Exceeds Expectations” (3.5 – 4.5) or above among the Annual Performance Evaluation for the last three consecutive years
- Teaching and Direct Instructional Activities/Academic Support – a faculty member needs at least 5 total instances with documentation
- Service to students, department, division and/or college, and community – a faculty member needs at least 5 total instances with documentation
- Professional Development – a faculty member needs at least 5 total instances with documentation

The Portfolio for a promotion in rank from Associate Professor/Associate Master Instructor to Professor/Master Instructor should:

- a faculty member must have an average score of 3.5 “Exceeds Expectations” (3.5 – 4.5) or above among the Annual Performance Evaluation for the last three consecutive years
- Teaching and Direct Instructional Activities/Academic Support – a faculty member needs at least 6 total instances with documentation
- Service to students, department, division and/or college, and community – a faculty member needs at least 6 total instances with documentation

- Professional Development – a faculty member needs at least 6 total instances with documentation
- Leadership – a faculty member needs at 2 total instances with documentation

### **Required Format of the Promotion Portfolio**

1. Title Page - indicating name of applicant and rank applied for
2. Promotion Portfolio Routing Sheet (see Appendix A Part C of Application)
3. Table of Contents
4. Verification of Eligibility Form (see Appendix A Part A of Application)
5. Verification of Documentation Form (see Appendix A Part B of Application)
6. The Overall Evaluation Score Sheets for the last three consecutive academic years. The summary sheets must not include a supervisor evaluation for the current academic year and any year prior to the academic year in which the applicant previously applied for the last approved promotion. Documentation from the academic year in which the applicant previously applied for the last approved promotion may be included.
7. Faculty Professional Growth Forms for the last three consecutive academic years, and, if relevant, for each additional applicable academic year for which documentation is provided.
8. Documentation of achievements and contributions related to the Faculty Professional Growth Goals in the areas of (1) teaching and related activities/academic support, (2) service to students, departments, division and the College, and (3) professional service and/or development for a minimum of three of the five preceding applicable academic years for each area. Documentation for other accomplishments and contributions may also be included. Documents from the current academic year must not be included, nor any documentation prior to the academic year in which the applicant previously applied for an approved promotion. Documentation from the academic year in which the applicant previously applied for the last approved promotion may be included.
9. Documentation of leadership and/or sharing of expertise for three of the five preceding applicable academic years, not including the current academic year nor any year prior to the academic year in which the applicant previously applied for the last approved promotion. Documentation from the academic year in which the applicant previously applied for the last approved promotion may be included. (for the rank of Professor).

## **COMPOSITON OF COMMITTEE**

### **Faculty Promotion-in-Rank Committee**

The Vice Chancellor for Academic Affairs (hereto after referred to as Chair) will serve as the chair of the Faculty Promotion-in-Rank Committee. The Chair will be a nonvoting member of the Faculty Promotion-in-Rank Committee whom is responsible for creating an anonymous committee and disseminating application packets to the committee for review.

Serving on the Faculty Promotion-in-Rank Committee is a faculty responsibility for all eligible faculty members. Permission not to serve on the Committee shall be at the discretion of the Vice Chancellor for Academic Affairs based upon presentation of extraordinary circumstances that would warrant an exception to this policy.

The Faculty Promotion-in-Rank Committee will be composed of five randomly selected faculty members who meet the following criteria:

- a. Have been employed full-time at Fletcher Technical Community College for at least the last three years.
- b. At a minimum, hold the rank of Assistant Professor or Assistant Master Instructor.
- c. Not be an applicant for promotion during the academic year in which he/she serves the Committee.
- d. Did not serve on the committee for the previous year.

### **Duties and Responsibilities of the Faculty Promotion-in-Rank Committee**

- a) Review all portfolios for promotion submitted to Vice Chancellor for Academic Affairs and vote “yes” or “no” as to whether the criteria for promotion to the next academic rank were met by each candidate. (see Appendix B)
- b) Forward the portfolios, the Faculty Promotion-in-Rank Committee Individual Recommendation Form and any written support for denials to the Vice Chancellor for Academic Affairs by the date specified in the Promotion Timeline.
- c) Maintain confidentiality of committee discussions and decisions. Committee members must not discuss deliberations outside the committee meetings and must direct all questions concerning decisions to the Vice Chancellor for Academic Affairs.

## **PROMOTION PROCEDURE**

### **Applicant's Verification of Eligibility by Division Dean (Part A and Part B of Application)**

Faculty members who wish to apply for promotion must complete and submit the Verification of Eligibility Form and Verification of Documentation Form (see Appendix A) to the Division Deans, according to the timeline, verification of last date of application for most recently attained promotion (or date of hiring), and supervisor evaluation summary sheets for the last three consecutive academic years, not including the current academic year nor any year prior to the academic year in which the applicant previously applied for the last approved promotion. Division Deans are responsible for guaranteeing eligibility for promotion by verifying documentation. The Division Dean will notify faculty members of their eligibility by completing and returning the Verification of Eligibility Form according to the timeline

### **Eligible Applicants**

Eligible applicants are responsible for completing the Promotion Portfolio Routing Sheet (see Appendix A) and submitting their Promotion Portfolio and all supporting documentation to the Division Dean on or before the date specified in the yearly timeline.

The Division Dean is responsible for ensuring that the promotion portfolio is in the proper form and complete before it is submitted to the Vice Chancellor to give it to the Faculty Promotion-in-Rank Committee. This is signified by the signatures of both the Division Dean and the applicant on the Promotion Portfolio Routing Sheet (see Appendix A).

Unless otherwise directed by the Faculty Promotion-in-Rank Committee, no changes or additions will be permitted to the portfolio after submission. The applicant will have one opportunity for revision if the portfolios are not acceptable; however, the applicant will forfeit the opportunity to apply for promotion during the current year if the revision is not completed.

Upon notification of promotion decisions, Promotion Portfolios are returned to candidates by the academic divisions.

**Vice Chancellor for Academic Affairs**

The Vice Chancellor for Academic Affairs (referred to as Chair) will chair the Faculty Promotion-in-Rank Committee. As the chair of the Faculty Promotion-in-Rank Committee, he/she will be responsible for the creation of the committee and for disseminating application packets to the committee for review. In situations where the Vice Chancellor concludes that the guidelines have not been followed or that there are inconsistencies, he/she will return the promotion portfolios and request the Faculty Promotion-in-Rank Committee conduct a new review of the applications affected by their decision. The Vice Chancellor for Academic Affairs submits to the Chancellor the recommendations of the Faculty Promotion-in-Rank Committee. A written support for each portfolio denial will be attached to the Faculty Promotion-in-Rank Committee Recommendation Form (Appendix C) for submission to the Chancellor. A copy of the portfolio denial documentation will be sent to faculty applicants who have been denied.

**Chancellor**

The Faculty Promotion-in-Rank Committee will recommend candidates for promotion-in-rank, which is subject to approval by the Chancellor. All recommendations for promotion are subject to the final approval of the Chancellor. As part of the promotion-in-rank process, the Chancellor sends a list of faculty members receiving promotions-in-rank to the Office of Human Resources. A letter notifying all applicants of the final ranking decision will be sent to them by the Chancellor (including an email). In addition to notifying all candidates recommended for promotion in writing of their status, the Chancellor also informs the Vice Chancellor for Finance & Administration of the names and ranks of those promoted into the institutional budget.

**Permanent Timeline**

The following timeline is a general guideline; however, circumstances may require adjustments to the timeline on a yearly basis. In addition, whenever the designated day falls on a holiday in any year, the timeline will be adjusted accordingly, using either the last working day before or after the holiday, as appropriate.

Each year the specific dates for the Promotion-in-Rank Timeline will be determined and distributed by the Vice Chancellor for Academic Affairs on Convocation Day in August.

Permanent Timeline	
Convocation Day (August)	Vice Chancellor for Academic Affairs distributes current timeline for promotion at Convocation.
First Monday in October	Faculty members who wish to apply for promotion submit Verification of Eligibility Form and Verification of Documentation Form to the Dean of the division.
Second Monday in October	Division Dean reviews Verification of Eligibility and Documentation Forms.
Fourth Monday in October	Division Dean notifies faculty members of their eligibility to apply for promotion and emails the list of eligible applicants to the Vice Chancellor for Academic Affairs.

January – Convocation Week	The Vice Chancellor for Academic Affairs and someone who has rank will select the faculty members that will be serving on the Faculty Promotion-in-Rank Committee. At a designated time during this week, faculty members selected to serve on the Faculty Promotion-in-Rank Committees participate in training on the process for evaluation of promotion portfolios.
January- Friday of Convocation Week	Faculty members submit Applications for Promotion (three parts), along with promotion portfolios, to Division Deans. When an application is received that is not complete on the Verification of Eligibility (Part A), Verification of Documentation (Part B), and Promotion Portfolio Routing Sheet (Part C), the applicant has forfeited their opportunity to apply during the current year. [Note: Supervisor evaluations and teaching, service, and professional development activities from the current academic year, nor any year prior to the academic year in which the applicant previously applied for the last approved promotion, are NOT to be included in the promotion packet.]
January- Tuesday Following Convocation Week	The Vice Chancellor for Academic Affairs sends out notice of first meeting of Faculty Promotion-in-Rank Committee to set meeting dates.
Fourth Friday in January	The Division Dean reviews portfolios, verifies proper format of portfolios, and signs the Promotion Portfolio Routing Form (Part C), if acceptable. Division Deans submit the portfolios to the Vice Chancellor for Academic Affairs who will convene first meeting of the Faculty Promotion-in-Rank Committee to begin review of portfolios.
Second Friday in April	The Faculty Promotion-in-Rank Committee makes recommendations on promotions to the Vice Chancellor for Academic Affairs, who reviews recommendations.
Third Monday in April	The Vice Chancellor for Academic Affairs will notify candidates who need revision on the portfolio.
First Monday in May	Faculty members must submit his/her revision to the Vice Chancellor for Academic Affairs.
First Friday in May	The Vice Chancellor for Academic Affairs who will convene with the Faculty Promotion in Rank Committee to begin review of portfolios who are up for revision.



Second Friday in May	The Vice Chancellor for Academic Affairs to review the Faculty Promotion-in-Rank Committee Recommendation Form and then compile the final, comprehensive list of recommended promotions and present it to the Chancellor.
Fourth Friday in May	The Chancellor notifies all candidates recommended for promotion in writing of their status and informs the Vice Chancellor for Finance & Administration of the names and ranks of those promoted for inclusion in the institutional budget.

**REFERENCE:**

**DISTRIBUTION:** Electronically via College’s email and website

**APPROVAL:**

Reviewing Council/Entity	Approval Date
Governance Council	04/27/2023
Leadership Group	05/16/2023