



Category
<b>FACULTY PROMOTION – 5:02:02:30</b>
Approval
Corresponding Policies: <a href="#">TBR Policy 5:02:02:30</a>
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Responsible Party: Vice President for Academic Affairs

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## I. INTRODUCTION

- A. Promotion in rank is recognition of past achievement of the individual being considered for promotion. In addition, the advancement in rank is recognition of future potential and a sign of confidence that the individual is capable of greater accomplishments and of assuming greater responsibilities. Promotions are awarded with objectivity, equity, and impartiality in recognition of merit and in accordance with these guidelines.
- B. The President is responsible for the master-staffing plan of Motlow State Community College. In developing such a plan, the President will consider the fiscal impact of each promotion recommended.
- C. For the purposes of this policy, teaching, service/outreach, and scholarship/creative activities/research will be defined in SECTION III. A-C of this document.

## II. MINIMUM RANK CRITERIA

- A. The following criteria are established institutionally and may, in points, be more rigid than those outlined in the general set of criteria established by the Tennessee Board of Regents; however, all specific criteria listed fall within the parameters of the general criteria provided.
- B. The minimum rank qualification must be met in every recommendation regarding appointment to academic rank and for promotion in academic rank. However, exceptions can be requested as outlined in SECTION II. H. of this document. These minimum rank qualifications are to be met as closely as possible in the initial appointment of new faculty members. However, on initial appointments the institution may elect to make an exception to these criteria as outlined in SECTION II.E of this document.
- C. This institution will make all judgments regarding the appropriateness of the degree and equivalent work experience credit and will make its own determination on whether or not the teaching or service experience from another institution is to be accepted or discounted.

D. Instructor

1. Potential ability in teaching, service/outreach and scholarship/creative activities/research. (Potential ability indicated by success in areas of formal study and work experience.)
2. Evidence of good character, mature attitude, and professional integrity.
3. Expressed interest in attendance at and/or membership in professional and scholarly meetings and organizations.
4. Expressed understanding and acceptance of the responsibility of developing the instructional program, such as recommending library, laboratory, and instructional equipment and initiating and implementing effective teaching methods.
5. Expressed understanding and acceptance of the mission and goals of the total community college program.
6. As determined to be appropriate for the instructional discipline, either an Associate, Baccalaureate degree or an earned Master's degree or higher from an accredited institution in the instructional discipline or related area.

E. Assistant Professor

1. Demonstrated and potential ability in teaching, service/outreach, and scholarship/creative activities/research. (Demonstrated ability is to be measured by past evaluations.)
2. Evidence of good character, mature attitude, and professional integrity.
3. Attendance at and/or membership in professional and scholarly meetings and organizations.
4. Assistance in keeping the instructional program and resources at a high level of efficiency, such as recommending additional library, laboratory, instructional equipment and initiating and implementing effective teaching methods.
5. Evidence of positive and cooperative attitude toward the mission and goals of the total college program.
6. As determined to be appropriate for the instructional discipline, either a Baccalaureate degree or an earned Master's degree or higher from an accredited institution in the instructional discipline or related area.
7. Service for three years as an instructor. Faculty may apply for promotion in the third year of service.

F. Associate Professor

1. Documented ability (as opposed to merely potential) in teaching, service outreach, and scholarship/creative activities/research.
2. Evidence of good character, mature attitude, and professional integrity.
3. Membership in professional and scholarly organizations and attendance at and participation in meetings of these organizations.
4. Good record in research and scholarly or professional attainment.
5. Assistance in keeping the instructional program and resources at a high level of efficiency, such as recommending additional library, laboratory, and instructional equipment and initiating and implementing effective teaching methods.
6. Evidence of positive and cooperative attitude toward the mission and goals of the total college program.
7. As determined to be appropriate for the instructional discipline, either a Baccalaureate degree or an earned Master's degree or higher from an accredited institution in the instructional discipline or related area.
8. Service for three years as an assistant professor. Faculty may apply for promotion in the third year of service.

G. Professor

1. Documented ability (as opposed to merely potential) in teaching, service/outreach, and scholarship/creative activities/research.
2. Evidence of good character, mature attitude, and professional integrity.
3. Membership in professional and scholarly organizations and attendance at and participation in meetings of these organizations.
4. Documented evidence of substantial professional productivity of quality.
5. High degree of academic maturity and responsibility.

6. Acknowledged record of teaching success.
  7. Assistance in keeping the instructional program and resources at a high level of efficiency, such as recommending additional library, laboratory, and instructional equipment and initiating and implementing effective teaching methods.
  8. Evidence of positive and cooperative attitude toward the mission and goals of the total college program.
  9. Service for 5 years as an associate professor. Faculty may apply for promotion in the fifth year of service.
  10. A terminal degree from an accredited institution in the instructional discipline or related area and ten years college level instruction.
- H. Exceptions to these minimum rank qualifications can be made through the following:
1. Recommendation of the President at Motlow State Community College with supportive data, and
  2. Approval by the Tennessee Board of Regents.
- I. Terminal Degree Designation
1. The college will use a TBR approved list to determine which degrees are considered "terminal" within each discipline. The college may request blanket exceptions to these standards by classification based upon its mission and hiring practice. The college may also petition the TBR for "equivalent work experience credit" when a candidate has not obtained a terminal degree but has a record of extraordinary achievement in a given field. The equivalent work experience credit may include relevant teaching experience or other experiences such as experience gained as an administrator, counselor, librarian, journeyman, or the like.
  2. Degrees considered terminal:
    - a. Earned Doctorates
    - b. Masters
      - i. M.F.A. (Studio Art, Creative Writing)
      - ii. M.L.S. or Master's in Library Science (Library Science)
      - iii. M.M. (Certain Specialties in Music)
      - iv. Masters in Engineering or Masters with Major in Engineering (Engineering Technology, University or Community College)

### III. PROMOTION AND TENURE CRITERIA

All teaching faculty at Motlow State Community College are expected to possess effective teaching skills. However, candidates from the teaching faculty recommended for promotion or tenure will also be judged on the basis of their contributions to the college in service/outreach, and scholarship/creative activities/research.

- A. Teaching
1. Teaching applies to any manner in which information is imparted so that others may learn, and may include, but is not limited to, a variety of techniques including instruction, development of course materials and courseware, and development of innovative approaches to teaching. (For purposes of promotion and tenure, this component will be weighted at 70%.) The procedure for evaluating the faculty at Motlow State Community College is specified in Section III.D.2.
  2. Criteria relevant to assessing the merit of the probationary candidate:
    - a. Teaching effectiveness; each of the items listed below must be submitted as evidence of effective teaching and be included in the teaching portfolio.
      - i. Evidence of ability to organize and present subject matter in a logical and meaningful way,
      - ii. Evidence of ability to motivate and stimulate creativity in students,
      - iii. Statement of teaching philosophy,
      - iv. Course materials (i.e. course syllabi, handouts, exams/evaluation instruments, instructional materials), and
      - v. Results of student evaluations for every course evaluated during the probationary period.
  3. Additional types of documentation may also include:
    - a. Open-ended or other student input,

- b. Student products,
- c. Teaching recognitions/awards,
- d. Evidence of professional development in teaching,
- e. Evidence of disciplinary or interdisciplinary program or curricular development,
- f. Alumni surveys,
- g. Student exit interviews,
- h. Evidence of supervision of student projects and other forms of student mentorships, and
- i. Other evidence of excellence in teaching or mentoring, or both.
  - i. service to the institution, the community, and the State;
  - ii. professional degrees, awards, and achievements;
  - iii. professional activities, memberships, and leadership in professional organizations;
  - iv. scholarship, research, and public service activities;
  - v. participation in organizations and activities of the institution;
  - vi. demonstrated potential professional development;
  - vii. ability to achieve the objectives of the faculty member, the department, and institution;
  - viii. working relationship with colleagues.

**B. Service Outreach**

Service applies to service within the community as defined by the college's role and mission; service to the college, as in student advising and/or mentoring; and service within the bounds of the applicant's academic department and budgeted assignment. (For purposes of promotion and tenure, this component will be weighted in increments of 5 from 5% to 20%.) Evaluation of the service component will be based on performance in three areas:

1. Public service to the community as defined by role and mission of the institution
2. Service to the institution
3. Service within the bounds of the applicant's academic discipline and budgeted assignment
4. Evaluation will be based on all three areas, although it is recognized that differences in emphases may exist.
5. The institution accepts the responsibility for determining the emphasis as well as the responsibility for determining specific criteria based on the individual's aspect of work. These criteria will include:
  - a. Community service programs
  - b. Applied research activities
  - c. Public service consultation
  - d. Committee and administration responsibilities
  - e. Active contributions to professional associations
6. In each case, documentation of the evaluation process and criteria will be as complete as possible.

**C. Scholarship/Creative Activities/Research**

Research applies to the studious inquiry, examination, or discovery that contributes to disciplinary and interdisciplinary bodies of knowledge, scholarship/creative/research may include, but is not limited to, typical professional growth and development activities, disciplinary and interdisciplinary activities that focus on the boundaries of knowledge, community-based scholarship, creative activities (e.g., performances or other artistic creations), and the development of cutting-edge teaching approaches. (For purposes of promotion and tenure, this component will be weighted in increments of 5 from 5% to 20%.) Activities in this area include:

1. Scholarly pursuits in support of the discipline or the teaching profession, which should include typical professional development activities such as taking classes.
2. Implementation and use of cutting-edge teaching approaches, such as instructional technologies and learning theories.
3. Performances, compositions, and other artistic creations that are evaluated by written reviews and by qualified peers, either in person or aided by other forms of reports, or both
4. Professional or scholarly papers presented at international, national, or regional/state meetings.
5. Publication of research or scholarly works such as books, journal articles, and other scholarly papers.

**D. For purposes of promotion and tenure the total of the three components of evaluation, to include teaching, service/outreach, and activities/research must equal 100%.**

- E. Each faculty member applying for promotion and tenure must submit documentation as evidence of completion for each of the above components. This documentation will be available for review by the appropriate Dean, Promotion and Tenure Committee, and Vice President for Academic Affairs prior to recommendation for promotion and tenure.
- F. The Promotion and Tenure Committee is composed of tenured, full-time faculty. Its purpose is to evaluate applications for promotion tenure and make recommendations to the Vice President for Academic Affairs. One member shall be from each academic department (recommended by the Vice President for Academic Affairs, and appointed by the President). In the event only one tenured faculty member is eligible to vote, two others from a related discipline will be recommended by the appropriate Dean. The remaining committee member shall be a full-time tenured faculty member elected by the Faculty Council.
- G. Faculty Evaluation
  - 1. The nature and relative importance of the criteria to be considered in assessing faculty merit reflect an institutional commitment to quality instruction provided by a professionally active faculty involved in college and community service.
  - 2. Administration of the comprehensive faculty evaluation system at Motlow State Community College, with annual participation by all full-time faculty, measures individual faculty achievement of the goals represented by the identified criteria; and as a result, the evaluation system plays a significant role in assessing the merit of the probationary candidate.
  - 3. The Comprehensive Faculty Evaluation System has two components:
    - a. Evaluation of faculty by students
    - b. Evaluation of faculty by the appropriate Dean to which the faculty member is assigned.
  - 4. The first evaluation period for a first-year, full-time faculty member closes on January 31 of the first academic year. Faculty documentation is due to the appropriate Dean on January 31. The second evaluation period is retroactive to November 1 of the first academic year and continues through the following October 31. After these two evaluation periods, the evaluation year for a returning faculty member begins each November 1 and continues through October 31 of the following year. Faculty documentation is due to the appropriate Dean on October 31.
  - 5. The instrument used for the student evaluation component is the Motlow State Community College Student Evaluation of Faculty, and will permit student response to ten descriptive statements using a rating scale of Not Applicable (0), Strongly Agree (5), Agree (4), Neutral (3), Disagree (2), or Strongly Disagree (1). All full-time faculty whose appointments meet all conditions previously stated in "faculty definition" will select four class sections (excluding topics) per evaluation year with at least one class section per term. Selections of sections to be evaluated will be made no later than one week prior to the beginning of midterm examinations for a given term. Specific section choices should be made in a manner which assures that all regularly taught by the faculty member are evaluated. The faculty member and the respective Dean will cooperate in the selection of specific sections in which the evaluation is to occur (either by concurrence or by direct alternating selection of sections). In the event of extenuating circumstances, a faculty member, in conference with and approval by the appropriate Dean, may request a change in sections to be evaluated.
  - 6. All non-tenured faculty will have a formal evaluation by their appropriate Dean annually. This may include both a written evaluation and an evaluation conference. Tenured faculty will have a formal evaluation once every three years. In the two off years, the Dean will prepare a brief written evaluation to which the faculty member may add comments. Both the appropriate Dean and the faculty member will sign this. If for any reason either the faculty member or the Dean feels the need or desire to have a formal evaluation in the off years, the formal evaluation process will be used.
  - 7. Additionally, the current procedure and frequency of conducting student evaluations will be maintained, and all returning faculty will continue to submit to the appropriate Dean on an annual basis "at least two personal professional objectives for the academic year and steps to achieve them.
  - 8. Faculty recommendations concerning evaluation may be expressed through the Faculty Council. Students may voice opinions concerning faculty evaluation practices and make recommendations through the Student Government Association.
  - 9. The President will acknowledge faculty and student concerns as they occur or if changes are to be made in the evaluation system.

#### IV. GENERAL PROCESS

- A. The general process for recommending the promotion or tenure of a faculty member takes the following course:
  - 1. Vice President for Academic Affairs notifies faculty eligible to apply for promotion or tenure.
  - 2. Faculty member submits application for promotion or tenure with documentary evidence attached to the Vice President for Academic Affairs Office.
  - 3. Consideration and vote by tenured faculty within the academic department; the results will be submitted to appropriate Dean. In the event only one tenured faculty member is eligible to vote, two others from a related discipline will be recommended by the appropriate Dean.
  - 4. Evaluation Recommendation of faculty member by appropriate Dean.
  - 5. Evaluation by Promotion and Tenure Committee.
  - 6. Recommendation to the Vice President for Academic Affairs.
  - 7. Recommendation to the President of Motlow State Community College.
  - 8. Recommendation to the Chancellor of Tennessee Board of Regents.
  - 9. Recommendation to the committee on Personnel.
  - 10. Recommendation to Tennessee Board of Regents.
  
- B. The specific process at Motlow State Community College is described in the following items:
  - 1. Vice President for Academic Affairs notifies faculty eligible to apply for promotion or tenure.
  - 2. The appropriate Dean conducts annual evaluations of faculty and will advise them as to whether or not he/she will be recommended for promotion or tenure. Deficiencies will be explained.
  - 3. The tenured faculty within the academic department consider and vote for faculty eligible for promotion and/or tenure within the department and submit the results to the appropriate Dean. In the event only one tenured faculty member is eligible to vote, two others from a related discipline will be recommended by the appropriate Dean.
  - 4. The appropriate Dean will submit recommendations to the Vice President for Academic Affairs accompanied by complete and careful documentation of the candidate's teaching performance and public service contributions.
  - 5. After full consideration, including the recommendations of the Promotion and Tenure Committee, the appropriate Dean and the Vice President for Academic Affairs make a formal recommendation to the President accompanied by documented facts supporting the recommendation.
  - 6. If the President approves the recommendations, he/she will submit them to the Chancellor of the Tennessee Board of Regents for final action as outlined below in the "General Process at the Board Level." Only those recommendations approved by the President are submitted to the Chancellor
  - 7. Upon submission of the recommendations to the Chancellor, the President shall inform each faculty member of his/her recommendations. Once recommendations are acted upon by the Chancellor and the TBR, the President shall inform each faculty member concerning the results of the recommendations.
  
- C. The specific process at the Tennessee Board of Regents level is as follows:
  - 1. A letter of recommendation from the President of Motlow State Community College with the promotion and tenure recommendations will be forwarded to the Chancellor for his/her review.
  - 2. The Chancellor's recommendation will be forwarded to the Committee on Personnel and their recommendation forwarded to the Board.

#### V. REVIEW AND COMMITTEE PROCESS

- A. By November 1 of each academic year, the Vice President for Academic Affairs shall notify probationary faculty who meet minimum eligibility requirements for promotion and tenure in writing, of the minimum eligibility requirements, the criteria, and the procedures for applying for tenure.
  
- B. Faculty members meeting minimum eligibility requirements seeking promotion and tenure shall make formal application, in memorandum, by December 1. This memorandum, directed to the appropriate

Dean, shall include documentation from the applicant which addresses minimum eligibility requirements and criteria to be considered in tenure recommendations, in SECTION II of this policy.

- C. The appropriate Dean will summarize annual evaluation results for each candidate for tenure. The summary will include results for each component of the evaluation system for each year of the probationary period of the applicant. This summary will include results of student evaluations completed annually. By February 1, the appropriate Dean will forward to the Vice President for Academic Affairs:
  - 1. all applications with documentation,
  - 2. summaries of annual evaluation results, and,
  - 3. the appropriate Dean's recommendation concerning the tenure request for each applicant.
  
- D. The Promotion and Tenure Committee shall hold its organizational meeting by February 15. During this meeting, the following shall be accomplished:
  - 1. election of a chair;
  - 2. election of a recorder;
  - 3. identification of all applications for tenure to be received from the Vice President for Academic Affairs;
  - 4. identification of documents necessary to make recommendations (e.g., applicant documentation, results of faculty evaluation, and other information related to criteria to be considered); and
  - 5. determination of committee procedures.
  
- E. The committee will notify the Vice President for Academic Affairs, in writing, of its recommendation on each application by March 15.
  
- F. The Vice President for Academic Affairs shall formulate his/her recommendation using the recommendations of the appropriate Dean and the committee, applicant documentation, results of the faculty evaluation system, and other information related to criteria to be considered in tenure recommendations. He/she shall forward the recommendation on each applicant for tenure and promotion with the recommendations of the appropriate Dean and the committee, and other relevant information to the President by April 1 for consideration.
  
- G. After receipt of the materials from the Vice President for Academic Affairs, the President shall notify in writing each applicant of his/her intention to recommend or not recommend the individual for promotion.
  
- H. Should the applicant wish to appeal the President's intention, the procedures contained in Motlow State Community College Policy 5:02:03:25, Appeal Process for Tenure or Promotion Denial should be followed.