

WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS

West Virginia State University and the West Virginia State Community & Technical College

BOG Policy #33

Title: WVSCTC Academic Rank Assignments

Section 1. General

1.1 Scope: This document describes the West Virginia State Community & Technical College (WVSCTC) policy regarding academic rank assignments for full-time, tenure-track, tenured, and term contract faculty at initial employment; it additionally covers promotion in academic rank.

1.2 Authority: Higher Education Policy Commission Series 9-3 & 9-7.

1.3 Effective: March 6, 2003

Section 2. Policy

2.1 Academic Rank.

2.1.1 The following academic rank titles are authorized for all full-time WVSCTC faculty: instructor, assistant professor, associate professor, and professor;

2.1.2 A special rank, full-time adjunct instructor may be used for persons appointed on a full-time temporary or emergency basis for one year. This person must meet most of the minimum requirements for the instructor position. One-year contract renewals, not to exceed three years, may be requested by the Dean of Academic Affairs for a full-time adjunct instructor who shows evidence of being able to complete the necessary requirements for the instructor rank and is actively pursuing them;

2.1.2.1 An additional special rank, lecturer, may be used when qualifications make it more appropriate than other titles. It may also be used for grant-funded or temporary positions if WVSCTC qualifications do not apply.

2.1.3 It is the policy of WVSCTC to make every effort to employ faculty who possess a minimum of a master's degree with at least 18 graduate hours in the teaching or related area;

2.1.3.1 Initial faculty appointments will generally be at the rank of instructor unless agreed upon by the Dean of Academic Affairs and with approval by the President;

2.1.3.2 Full-time faculty who do not possess a master's degree may be appointed in the special ranks of adjunct instructor or lecturer.

2.1.4 In extenuating circumstances, requirements for any of the various ranks may be waived at the recommendation of Dean of Academic Affairs and with approval by the President;

2.1.5 WVSCTC Administrators with faculty rank are eligible for promotion in accordance with the promotion policy.

2.2 Procedures for Initial Appointment. The purpose of the following procedure is to establish guidelines for rank assignments for all faculty at initial employment:

2.2.1 Every effort will be made to employ faculty who possess a minimum of a master's degree;

2.2.1.1 In academic disciplines, a minimum of a master's degree is required. In some specialized fields, the master's degree can be waived in the hiring process if professional work experience, training, and/or professional certification of the individual are thought to be acceptable substitutions and are consistent with the accrediting agencies. Such a waiver will be initiated by the Dean of Academic Affairs and approved by the President;

2.2.1.2 Persons without a master's degree who are given initial appointments are expected to actively seek the master's degree in their field of specialization.

2.2.2 The faculty member must request official transcripts and documentation of professional competencies including certificates, licenses, apprenticeships, and training in trade or other professional schools, to be sent to the Dean of Academic Affairs;

2.2.3 In the case of initial appointment, the faculty member may be able to request the Dean of Academic Affairs to assess prior teaching service at another higher education institution or any prior field-related professional experience to determine the rank assignment of the appointment.

2.2.3.1 Persons requesting to use non-higher education teaching experience, for appointment to a faculty position, must request official documentation of appropriate professional experience (including position title, responsibilities, and years of service) to be sent to the Dean of Academic Affairs.

2.2.4 The evaluation of previous teaching and field-related experience for determining initial placement into rank will occur at the time of hiring and be noted in the personnel file. For placement in rank at initial employment,

each applicant's previous experience may be evaluated in relation to the faculty position. Relevancy of prior experience will be evaluated in consultation with the Program Chair and recommended by the Dean of Academic Affairs to the President for approval.

Section 3. Academic Preparation and Qualifications of Faculty

3.1 To teach courses that are usually applicable to Associate of Arts and Associate of Science degrees (usually courses transferred to baccalaureate programs), a person must possess a master's degree, which includes a minimum of 18 semester hours of graduate work in each field of specialization for which courses are taught.

3.2 To teach courses that are usually applicable to Associate in Applied Science and Certificate Degree programs, a person is usually expected to possess a master's degree, which includes a minimum of 18 semester hours of graduate work in the teaching field, or possess a baccalaureate degree and professional competency in the area of specialization in lieu of the master's degree. Such professional competency may include certificates, licenses, apprenticeships, and training in trade or other professional schools. Persons holding only the baccalaureate degree, who are given initial appointments due to professional competency, are expected to actively seek the master's degree in their fields of specialization;

3.2.1 In most cases, the certificate degree program courses are applied to associate degrees, and the associate degree program courses are often applied to baccalaureate degrees. Because many students continue from certificate to associate to baccalaureate degree programs, WVSTC will make every effort to employ faculty with a minimum of a master's degree;

3.2.2 Some programs with special accreditation may require faculty to have additional competencies and/or professional field-related work experience.

Section 4. Promotion in Academic Rank

4.1 Promotion in rank is reward for achievement and not an automatic procedure. Promotion is based upon the evidence of high standards, as outlined in the West Virginia State Community & Technical College's evaluation system, and the professional qualifications of a faculty member, including performance specific to the faculty member's contractual responsibilities and duties. Major faculty responsibilities, as outlined in the Faculty Handbook, include teaching, adherence to professional standards of conduct, accessibility to students, professional growth in academic discipline, research and/or creative activities, and service to the college and community. For purposes of personnel decisions, individual Programs

are responsible for determining the relative importance of the various faculty responsibilities. Different programs should provide flexibility in the weighing of such responsibilities to accommodate a range of program areas, disciplinary specialties, and individuals with varying assignments;

4.1.1 All undergraduate and graduate credits must have been obtained through an accredited college or university;

4.1.1.1 Educational activities, such as summer institutes, workshops, and business/industrial experience, that provide additional competence in the primary responsibility of teaching, may be given equivalent educational credit if these activities are formal, course-like experiences designed around specific learning objectives or goals that are documented and acceptable;

4.1.1.2 Non-academic credits and graduate credits must be recommended by the Program Chair and by the Dean of Academic Affairs and approved by the President prior to enrollment, if the faculty member intends to request these credits to be awarded equivalent educational credits for promotion in rank and/or tenure. In addition, if the faculty member will require college financial assistance or will request time away from teaching duties, approval from the Dean of Academic Affairs and the President, prior to enrollment, is required;

4.1.1.3 Equivalent educational credit may be given for special licensure, certifications, and professional training, subject to the recommendation of the Dean of Academic Affairs and approval by the President. The faculty member must supply documentation of professional certificates, licenses, apprenticeships, and pertinent training in trade or other professional schools.

4.2 The specific areas in which faculty are evaluated for promotion include the following major categories:

4.2.1 Teaching Excellence - The faculty member is committed to her/his discipline and students. The faculty member is competent in her/his teaching area/s and is constantly improving teaching and attainment of student learning outcomes. The faculty member is well organized and thorough in her/his field, keeps abreast new developments, and uses effective practices for assessment of learning in the discipline. The faculty member is concerned with the intellectual development of the students and also with the ability of students to apply knowledge, theory, and skills. The faculty member is considerate and fair in all dealings with students and also welcomes and profits from constructive criticism;

4.2.2 Adherence to Professional Standards of Conduct - The faculty member cooperates and collaborates with colleagues in meeting college and departmental needs and participates with colleagues in decision-making processes. In addition, the faculty member fulfills faculty responsibilities as described in Faculty Responsibilities/Policies section of the Faculty Handbook;

4.2.3 Accessibility to Students - The faculty member adheres to appropriate office hours, is accessible for academic advising of students, and may serve as a faculty advisor for student honor societies or clubs. The faculty member attends student functions and responds to student inquiries in a timely manner;

4.2.4 Professional Growth - The faculty member may be enrolled in an appropriate graduate program or participate in other appropriate professional renewal or development activities to keep current in her/his teaching area/s. The faculty member may incorporate new technologies in teaching; attend professional conferences/workshops; design and implement a new course, certificate, or degree program; or participate in team-teaching or other collegial teaching activities;

4.2.5 Research and Creative Activities - Publishing, presenting at conferences, conducting research, preparing course materials, seeking external funding for the support of research or WVSCC programs or projects, development of new courses and/or programs in response to needs of business and industry, development of distance learning and/or Web-assisted courses, and reviewing manuscripts may be included in this area;

4.2.6 Recognized Activity in Professional And/Or Learned Societies - The faculty member may organize or chair a professional conference, chair a panel at a professional conference, or review papers for professional journals. The faculty member may also serve as an officer or board member of a professional organization;

4.2.7 Service to the College and Community - The faculty member works with program advisory committees to improve the program and enhance outreach, serves on campus-wide and WVSCC committees, serves on Faculty Senate or Faculty Senate Committees, participates in Student Orientation, or seeks external funding for the support of programmatic activities or other related activities. The faculty member participates in the life of the college outside of the classroom and/or participates in community service activities related to the discipline.

4.3 Evaluation will be based on multiple sources of evidence (student, peer, and supervisor evaluations) for all the above categories. For community service,

quantitative assessment should be solicited from those associated with the service activity or affected by the service outside the college.

Section 5. Eligibility for Promotion

5.1 A faculty member must complete all pertinent educational and teaching experience requirements before submitting an application for promotion, but the faculty experience and time-in-rank requirements must be completed during the academic year in which the application is submitted.

5.2 The minimum requirements for promotion, in terms of education and higher education teaching experience, are listed below in Section 5.3 for each academic rank and also in Table 1, which follows this section.

5.3 The following are the minimum requirements for promotion in academic rank.

5.3.1 To Instructor (if initial appointment is full-time adjunct instructor):

- Master's (at least 18 graduate hours in the teaching or related area);
- Professional level evaluation in teaching/advising, professional development, and service to college and its community while in a temporary appointment prior to applying for promotion.

OR

- Bachelor's degree with experience and credentials deemed appropriate by the Dean of Academic Affairs and approved by the President;
- Professional level evaluation in teaching/advising, professional development, and service to college and its community while in a temporary appointment prior to applying for promotion;
- Persons holding only the bachelor's degree, who are given initial appointments due to professional competency, must receive master's degree in their field/s of specialization before seeking further promotion.

5.3.2 To Assistant Professor

- Doctorate;
- Three years in rank as an instructor at WVSCTC;
- Professional level evaluation in teaching/advising, professional development, and service to college and its community for two years prior to applying for promotion.

OR

- Master's Degree plus 15 approved graduate credit hours or equivalent educational credit;
- Five years in rank as instructor in higher education (minimum three years at WVSCTC);
- Professional level evaluation in teaching/advising, professional development, and service to college and its community for two years prior to applying for promotion.

OR

- Master's degree with field related professional experience or credentials deemed appropriate by the Dean of Academic Affairs and approved by the President;
- Seven years in rank as instructor in higher education (minimum three years at WVSCTC);
- Professional level evaluation in teaching/advising, professional development, and service to college and its community for two years prior to applying for promotion.

5.2.3 To Associate Professor

- Doctorate;
- Five years in rank as assistant professor in higher education (minimum three years at WVSCTC);
- Professional level evaluation in teaching/advising, professional development, and service to college and its community for two years prior to applying for promotion.

OR

- Master's degree plus 30 approved credit hours or equivalent educational credit;
- Seven years in rank as assistant professor in higher education (minimum three years at WVSCTC);
- Professional level evaluation in teaching/advising, professional development, and service to college and its community for two years prior to applying for promotion.

5.2.4 To Professor

- Doctorate;
- Five years in rank as associate professor in higher education (minimum three years at WVSCTC);

- Exemplary in teaching/advising category for two out of the four preceding years; exemplary in one of the other two categories (professional development or service to college and its community) for two out of the four preceding years prior to applying for promotion.

OR

- Education Specialist Degree (Ed.S.) or a Master's degree plus 45 approved credit hours or equivalent educational credit;
- Seven years in rank as associate professor in higher education (minimum three years at WVSCTC);
- Exemplary in teaching/advising category for two out of the four preceding years; exemplary in one of the other two categories (professional development or service to college and its community) for two out of the four preceding years prior to applying for promotion.

5.4 The following table displays the requirements needed for promotion in rank as described in the previous section:

Table 1

Rank	Educational Attainment & Credit Hours/Equivalents*	Teaching Years in the rank in Higher Education (minimum of three years at WVSCTC)	Faculty Annual Evaluation Minimum for all options within rank
Adjunct Instructor	A full-time adjunct instructor is appointed on a temporary or emergency basis for one year. This person must meet most of the minimum requirements for the instructor position. A one-year renewal may be requested by the Dean of Academic Affairs for an adjunct instructor who shows evidence of being able to complete the necessary requirements for the instructor rank and is actively pursuing them.		Professional in all three categories (teaching/advising, professional development, and service to college and its community) while in a temporary appointment prior to applying for promotion
Promotion to Instructor	<ul style="list-style-type: none"> a) Master's (18 graduate hours in teaching or related area) b) Bachelor's + approved credentials 		Professional in all three categories (teaching/advising, professional development, and service to college and its community)
Promotion to Assistant Professor	<ul style="list-style-type: none"> a) Doctorate b) Master's + 15 c) Master's 	<ul style="list-style-type: none"> a) 3 in rank as instructor at WVSCTC b) 5 in rank as instructor (3 at WVSCTC) c) 7 in rank as instructor (3 at WVSCTC) 	Professional in all three categories (teaching/advising, professional development, and service to college and its community) for two years prior to applying for promotion
Promotion to Associate Professor	<ul style="list-style-type: none"> a) Doctorate b) Master's + 30 	<ul style="list-style-type: none"> a) 5 in rank as assistant professor (3 at WVSCTC) b) 7 in rank as assistant professor (3 at WVSCTC) 	Professional in all three categories (teaching/advising, professional development, and service to college and its community) for two years prior to applying for promotion
Promotion to Professor	<ul style="list-style-type: none"> a) Doctorate b) Ed.S. or Master's + 45 	<ul style="list-style-type: none"> a) 5 in rank as associate professor (3 at WVSCTC) b) 7 in rank as associate professor (3 at WVSCTC) 	Exemplary in teaching/advising category for 2 out of the 4 preceding yrs.; exemplary in one of the other two categories (professional development, service to college & its community) for 2 out of the 4 preceding years prior to applying for promotion

*Educational equivalents must be documented, approved, and on file.

5.5 Equivalent educational credit may apply to the following:

5.5.1 Educational activities, such as summer institutes workshops, and business/industrial experience, which provide additional competence in the primary responsibility of teaching may be given equivalent educational credit if these activities are formal, course-like experiences designed around specific learning objectives or goals that are documented and acceptable for equated credit by the faculty member, Program Chair, Dean of Academic Affairs, and approval by the President;

5.5.2 Current certification and licensure in the major area of job responsibility where a competency exam is given and is documented and acceptable for equated credit by the faculty member, Program Chair, Dean of Academic Affairs, and approval by the President;

5.5.3 The equivalent educational credit granted for such work, which must be in the faculty member's teaching field, will be recommended by the Program Chair and by the Dean of Academic Affairs and approved by the President prior to taking the course. Equivalent hours granted for both of the above situations need to be evaluated and approved for each equivalent educational credit awarded.

Section 6. Term and Tenure Contracts - West Virginia State Community and Technical College may hire faculty members on a "term contract," with appointments for 1, 2, or 3 years. Senate Bill 653 established (1) the provision of term contracts for Community and Technical Colleges (CTCs) and (2) a goal of a maximum of 20% tenured faculty for CTCs. This legislation was intended to provide CTCs with more flexibility in developing and terminating degree programs to meet workforce needs. Title 133 Procedural Rule for the West Virginia Higher Education Policy Commission, Series 9, establishes the procedure for term contracts for CTC faculty members. The term contract faculty member is eligible to receive reappointment to additional terms and no single term may exceed three years.

6.1 Term Contracts – The following list will further explain procedures for term contracts:

6.1.1 The West Virginia State Community & Technical College may hire faculty members with "term contracts" with appointments for 1, 2, or 3 years, not to exceed three years, with contracts issued annually;

6.1.2. Appointment Dates – The effective date for all 12-month appointments is July 1 through June 30. The period of service for nine-month faculty is generally mid August until mid May. The period of service for ten and one half-month faculty is generally the second week of August

through the third week of June. The appointment letter and contract shall specify the period of service;

6.1.3 One-year Appointment – A one-year appointment shall be for one academic year and may be renewed annually;

6.1.4 Multiple-year Appointments – Multiple year appointments shall be for two or three years in duration and shall not be affected by change in rank;

6.1.4.1 Typically, new faculty members will be issued a one-year appointment. In unusual circumstances, the Dean of Academic Affairs may request a 2-year or 3-year appointment for a new faculty member;

6.1.4.2 After completion of the first year and with the recommendation of the Program Chair, Retention Committee, Dean of Academic Affairs, and approval of the President, the first year faculty member may be offered another one year contract;

6.1.4.3 After two consecutive years of full-time teaching at WVSCTC, the faculty member may be eligible for a one, two or three year appointment. The recommendation for a multiple year appointment (with a limit of three years) must come from the Program Chair, Retention Committee, Dean of Academic Affairs, and be approved by the President;

6.1.4.4 Subsequent contracts will be determined at the end of each contract year. These contracts may be in one, two, or three-year terms/appointments.

6.1.5 The faculty ranks of instructor, assistant professor, associate professor, and professor are eligible for term contracts. A term contract may be issued along with any of these ranks.

6.2 Years of Service – For purposes of eligibility for multiple-year appointments, a year of full-time service for nine-month, ten and one half-month, and twelve-month faculty is full-time employment for two academic semesters (fall and spring), the salary for which is chargeable to the fiscal year's budget.

6.2.1 Employment for less than this period shall not count toward the time eligibility for a multiple-year appointment.

6.3 Nonreappointment – The decision not to renew the appointment of a faculty member at the end of the current contract period will be determined in consultation with the Program Chair and recommended by the Dean of Academic Affairs to the President for approval. Such a decision may be based on faculty performance, program enrollment, program termination, or other extenuating factors.

6.4 Tenure Contracts – The following list will further explain procedures for tenure contract:

6.4.1 Definition – Tenure at WVSCTC provides for a continuing series of appointments, which may be terminated by the President for extraordinary circumstances as outlined in Title 133 – Series 9-12, financial exigency, reduction due to discontinuance of a program, or low program enrollment and/or graduation rates;

6.4.2 Senate Bill 653 established a goal of a maximum of 20% tenured faculty for CTCs. This legislation was intended to provide CTCs with more flexibility in developing and terminating degree programs to meet workforce needs. Title 133 Procedural Rule for the West Virginia Higher Education Policy Commission, Series 9, establishes the procedure for tenure contracts for WVSCTC faculty members;

6.4.3 Tenure is not automatically granted after a sixth year of service but shall result from the Tenure Application Process review and the final recommendations made by the Dean of Academic Affairs and approval of the President;

6.4.4 Tenure shall be granted if the faculty member is professionally qualified and if WVSCTC has a continuing need for the particular qualifications and competencies of the candidate, and the program has sufficient enrollment;

6.4.5 For candidates to be granted tenure, they must have demonstrated professional level performance in their major area of responsibility. The candidate must have demonstrated exemplary level performance in teaching, advising, professional development, and service to the college and its community

6.4.6 The faculty member must have already attained the rank of assistant professor or higher before applying for tenure. A faculty member must have been employed full time at WVSCTC for six years. The tenure-track status shall not exceed seven years. Promotion and tenure can be awarded at the same time;

6.4.7 A faculty member must take the primary initiative to submit her/his application for tenure. However, the Program Chair may initiate a recommendation for tenure of the faculty member;

6.4.8 A candidate for tenure must submit an application for tenure and follow the process observing both the deadlines and guidelines set forth by the Faculty Personnel Committee and the Faculty Handbook. Failure to meet the guidelines may result in discontinuance of the tenure process for the faculty member;

6.4.9 The candidate shall be informed in writing of recommendations to deny tenure at any step in the decision making process;

6.4.10 Interrupted employment for any reason with WVSCTC constitutes a break in years of service applied to tenure;

6.4.11 Tenure-track faculty may request to have their contract converted to a term contract prior to their 6th year. After conversion is recommended by the Dean of Academic Affairs and approved by the President, the faculty member will no longer be eligible for a tenure-track contract and the rights therein.