

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

FACULTY RANK
Procedure No. 3-01 (B)
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Effective July 1, 2006
(July 1, 2005, Version)

- (1) CSCC employs a four tier faculty rank system of Instructor, Assistant Professor, Associate Professor, or Professor. Upon initial appointment to a faculty position to which Policy 5-02 (Faculty Tenure) applies, the dean of the appropriate division will assign the faculty member to rank of Instructor. This assignment will be made upon the recommendation of the department chairperson in accordance with paragraph (3) of this procedure, and compensation established in accordance with **Article 38 of the Agreement between the College and Columbus State Education Association**. Under unusual circumstances a faculty member may be appointed outside the rank of Instructor with the approval of the President and in accordance with paragraph 2 below.
- (2) Eligibility for initial placement in rank shall be based upon a point system as follows:
 - (a) Highest academic degree earned: doctorate – 13 points; master’s – 10 points; bachelor’s – 6 points; associate’s (or equivalent education background that allows faculty to teach) – 3 points. To be creditable under this section the degree must have been awarded by a regionally accredited postsecondary institution and must be relevant to the discipline taught.
 - (b) Educational experiences not applied under (3) (a) undertaken for the purpose of professional development: one quarter credit hour – 1/30 point; one semester credit hour – 1/20 point; one continuing education unit (ten clock hours of instruction) – 1/30 point; ten hours of attendance at conferences, seminars, or workshops approved by the department chairperson – 1/30 point; ten hours of practice in the technology as required for maintenance of the professional/technical credential – 1/30 point. To be creditable under this section such credits, CEU’s etc., must be relevant to the discipline taught.
 - (c) Professional licensure or certification beyond minimum entry level for the profession awarded as a result of an externally administered examination following a specified amount of experience in the professional field and recognized within the profession as signifying advancement in that profession – 1/8 to 2 points per certificate or license.
 - (d) Scholarship related to the discipline taught: book 1/2 to 1 point; published article or presentation of paper to professional organization – 1/8 to 1/2 point; presentation of seminar or workshop to professional peers – 1/8 to 1/2 point; scholarly products judged equivalent – 1/8 to 1 point.

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To be creditable under this section the scholarship must have been subjected to review by a competent professional authority.

Multiple presentations of the same material shall not carry the same weight as the original presentation and may carry no weight at all.

- (e) Prior teaching experience in the discipline and/or work experience (other than teaching) related to the discipline – 1 point per year of the five most recent years of full-time experience, and 1/2 point per year for each additional year of full-time experience to a maximum of 10 points. No more than one point may be earned for any one year of teaching and/or work experience. Part-time teaching experience will be calculated at a rate of 1/2 point per academic year or fraction thereof.
 - (f) The minimum number of points required for eligibility for each rank is as follows: Instructor – 11 points; Assistant Professor – 19 points; Associate Professor – 26 points; Professor – 32 points.
- (3) A member of the faculty may be promoted in rank upon application by the faculty member when the basic eligibility requirements for that rank have been met, when documented evidence is presented demonstrating sustained performance consistently exceeding expectations of current rank, upon the recommendation of the College Committee, and upon endorsement by the Provost. Promotion in rank shall not be a condition of employment.
- (4) **Until their next promotion, current faculty may choose to follow either the promotion process outline within this Procedure 3-01 (B) (dated 7/1/05) or the promotion process and categories in place prior to the adoption of this Procedure (i.e., Procedure 3-01 (B) dated August 21, 2000).** A faculty member seeking promotion to the next highest rank shall submit evidence of performance exceeding expectations of current rank and meeting expectations of the next highest rank in two broad categories of Instruction and Instructional Support and Service.

Instruction and Instructional Support consists of the following categories:

- (a) Instructional planning and presentation
- (b) Assessment of students
- (c) Professional development to maintain currency in one's field
- (d) Student advising and Student Support Activities
- (e) Scholarship

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Service consists of the following areas:

- (a) Service to the Department
 - (b) Service to the Division
 - (c) Service to the College
 - (d) Service to the Profession
 - (e) Service to the Community
- (5) Faculty members may apply for promotion during the fourth year of service in their current rank as follows:
- (a) For promotion in rank from Instructor to Assistant Professor, the candidate must have served a minimum of four years in the rank of Instructor and must submit documentation demonstrating sustained performance consistently exceeding expectations of current rank in three categories – the two Instructional areas a) and b) and one Service area **chosen by the faculty member and** listed in paragraph (4) of this procedure. **If a candidate for promotion has participated significantly in several categories of service but not significantly in one particular category, then the service obligation can be fulfilled by combining the documentation of work in the various categories.**
 - (b) For promotion in rank from Assistant Professor to Associate Professor, the candidate must have served a minimum of four years in the rank of Assistant Professor and must submit documentation demonstrating sustained performance consistently exceeding expectations of current rank in five categories -- the two Instructional areas a) and b), one Service area **chosen by the faculty member**, and two additional categories of the faculty member's choosing from the Instructional and Service areas listed in paragraph (4) of this procedure.
 - (c) For promotion in rank from Associate Professor to Professor, the candidate must have served a minimum of four years in the rank of Associate Professor and must submit documentation demonstrating sustained performance consistently exceeding expectations of current rank in seven categories – the two Instructional areas a) and b), one Service area **chosen by the faculty member**, and four additional categories of the faculty member's choosing from the Instructional and Service areas listed in paragraph (4) of this procedure.

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- (d) **For the purpose of this procedure full-time employment is defined as 11 quarters of the faculty member's first 4 Academic years. The Academic year is defined as beginning with the Autumn term and concluding with the end of the Summer term.**
- (6) Each faculty member shall be responsible for maintaining a portfolio of the documentation required for promotion in rank. **Documentation used in previous portfolios cannot be used in current or future portfolios. Documentation for a category may go back more than four years; however promotion committees will give more weight to recent activities.**
- (a) Application for the first promotion in rank shall conform to the calendar delineated in Policy 5-02 (E) the Awarding of Tenure. Thereafter, activities counting toward eligibility for promotion must have been completed by the first day of April of the academic year in which the faculty member is applying for promotion. Faculty seeking promotion must file a letter of intent to apply for promotion with the department chairperson by March 1. Upon receipt of the letter of the letter of intent, the department chair shall distribute a copy of the letter of intent to the faculty of the department and the dean of the division of which the department is a part. The candidate shall file all documentation supporting the application for promotion with the department chairperson by April 1 of that year.
- (b) Upon receipt of the portfolio and letter of intent, the department chairperson shall convene a meeting of the Department Promotion and Tenure Review Committee, during which the portfolio will be presented. The Department Promotion and Tenure Review Committee shall be chaired by a faculty member of the rank of Professor from another department in the same division. Absent the candidate for promotion, the Committee will vote a recommendation. The Committee shall convey its recommendation and the reasons for that recommendation in writing to the department chairperson by April 15. The department chairperson shall, in turn, forward the portfolio with the Department Committee's recommendation and his/her recommendation to the dean of the division. A copy of the Committee's recommendation and the Chairperson's recommendation shall be forwarded to the candidate. No changes to the candidate's portfolio are to be permitted after April 15.
- (c) Upon receipt of the department recommendation, the dean of the division shall convene a meeting of the Division Promotion and Tenure Review Committee, during which the portfolio will be presented.

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Absent the candidate for promotion, the committee will vote a recommendation. The Committee shall convey its recommendation and the reasons for that recommendation in writing to the division dean. By May 6, the dean shall forward the portfolio, the department's recommendation, the chairperson's recommendation, the division's recommendation, and his/her recommendation to the Provost. A copy of the committee's recommendation and the dean's recommendation shall be forwarded to the candidate.

- (d) For the purposes of this procedure, the Career and Technical Division and Community and Education Workforce Development Division shall be considered as one.
- (e) By May 7, the Provost will forward all portfolios for promotion in rank to the chairperson of the College Promotion and Tenure Review Committee. The chairperson shall convene the meeting of the committee. Absent the candidate for promotion, the committee will vote a recommendation. The committee will forward all portfolios and its recommendations regarding promotion in rank, and its reasons for its recommendations, to the Provost by May 28. A copy of the committee's recommendation shall be forwarded to the candidate by May 28.
- (f) By June 10, the Provost shall submit to the President his/her recommendation for promotion in rank and all other recommendations and portfolio materials. A copy of the Provost's recommendation shall be forwarded to the candidate by June 10.
- (g) By June 20, the President shall inform the candidate of his/her decision.
- (h) In the event of an unfavorable recommendation at any level, the candidate will be informed of the reasons for the recommendation. The candidate may withdraw his/her application for promotion at any point in the promotion process.
- (i) A candidate may appeal an unfavorable recommendation of the College Promotion and Tenure Review Committee or the Provost's recommendation to the President to not grant promotion or tenure. A candidate wishing to make such an appeal may do so by notifying the division dean in writing within 5 working days of receiving the unfavorable recommendation. The candidate shall then have the opportunity to add a written rebuttal statement to his/her portfolio.

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The appeal must be based solely upon documented evidence gathered in support of the application for promotion and included in the portfolio. The appeal of the candidate shall be processed in accordance with Procedure 5-02 (F) (5).

- (j) If any of the above dates falls on a Saturday, Sunday, or holiday, the action will be the next workday. If the College is closed for emergency reasons on any of the above action dates, the action due date will be the next workday.
- (7) Unsuccessful candidates for promotion in any given year may reapply for promotion during any succeeding year without prejudice or negative inference from the previous denial.
- (8) Successful candidates for promotion will receive a minimal promotional increase of 5% in addition to any base increase made available to all faculty effective Autumn Quarter of the next academic year, and will thereafter be compensated in accordance with the salary established for the new rank in the CSCC/CSEA Agreement.