

**Subject: Faculty Promotion**

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[Appendix A: Faculty Promotions Committee Confidentiality Agreement Form](#)

**1. Purpose**

This policy establishes requirements for eligibility for promotion of faculty-ranked employees of Tidewater Community College and the base promotional salary increases faculty members shall receive upon promotion in academic rank. The policy complies with the policy of the Virginia Community College System ([VCCS Policy Manual](#) section 3.07). It also establishes a process for review and recommendation for eligibility for multi-year appointment of teaching and professional faculty.

This policy applies to all regularly appointed full-time teaching, administrative, and professional faculty of Tidewater Community College. It also applies to full-time faculty on restricted appointments who have been assigned academic rank. However, in the case of grant- or contract-funded positions, the financial provisions of this policy apply only to the extent that they may be met within the resources provided by the grant or contract.

## 2. Policy

Promotion in academic rank recognizes and rewards faculty members whose accomplishments further the mission and goals of the college. Tidewater Community College's promotion process is based upon the fair and equitable application of qualifications, criteria, standards, and procedures.

Promotion is neither automatic nor the simple result of seniority. A candidate for promotion must meet both the technical requirements for promotion as delineated in the policy of the Virginia Community College System as well as the college's expectations for performance.

The Faculty Promotions Committee shall serve as the college's committee to review all multi-year appointments as well as applications for promotion within rank. The Faculty Promotions Committee shall be a standing committee with responsibility for the following: (1) review all promotion requests and make recommendations to the President via the Vice President for Academic Affairs & Chief Academic Officer, and (2) review and provide information and advice for the President's consideration on all faculty members eligible for three- and five-year appointments. Faculty who receive a "Does Not Meet Expectations" summative evaluation rating will be ineligible for promotion, reward and recognition, and will be ineligible for multi-year appointments, subject to the review of the Promotions Committee. Faculty who receive a "Meets Expectations" rating will automatically be granted multi-year appointments based on years of service, subject to the review of the Promotions Committee.

The distribution of the membership of the Faculty Promotions Committee shall be determined by the president and shall be from the various segments of the college faculty (teaching faculty, counselors, and librarians) and administrators. Where practicable, the faculty membership shall be in general proportion to the college population of each such faculty segment, but in no case shall there be less than one representative from each faculty segment. The various segments of the college faculty shall elect from their members their representatives on this committee. The president shall appoint administrators to this committee, but in no case shall administrative representatives exceed one-third (1/3) of the committee membership. Members of the Faculty Promotions Committee shall serve a two year term with half the members rotating off the committee each year.

It is incumbent upon the individual faculty member to initiate the promotion process in accordance with the college's established procedures and published schedule. A promotion in academic rank will be effective with the next regular contract period following approval of the faculty member's request for promotion. The faculty member must be fully qualified for promotion by the effective date of that contract. Contingency conditions for promotion must be entered in the special conditions or assignments section of the faculty member's contract and met not later than its effective date.

Upon promotion in academic rank, the faculty member's annual salary rate will be increased according to the following table of base promotional increases and the provisions that follow it.

BASE PROMOTIONAL INCREASES

New Rank	9-Month Faculty	12-Month Faculty
Assistant Professor	\$1,500	\$2,000
Associate Professor	\$2,500	\$3,333
Professor	\$3,500	\$4,667

The following general provisions will apply:

- a. Teaching Faculty. The promotion increase will be the base promotional increase established above or the amount required to bring the faculty member to the minimum of the salary range of the new rank as established annually by the State Board for Community Colleges, whichever is greater. For example, if the base promotional increase is \$1,500 and the amount required to bring the faculty member's annual salary rate to the minimum of the salary range for the new rank is \$3,000, the teaching faculty member's annual salary rate will be increased by \$3,000.
- b. Administrative/Professional Faculty. The promotion increase will be the base promotional increase established above. Academic rank salary ranges do not apply to administrative and professional faculty.

### 3. Responsibilities

The Vice President for Academic Affairs & Chief Academic Officer (VP), in consultation with the Associate Vice President for Human Resources (AVP), shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Virginia Community College System.

### 4. Procedures

The following procedures apply to the promotion of full-time teaching, professional, and administrative faculty. Deadline dates specified in this procedure shall be incorporated into the college's working calendar. The following are the responsibilities of the faculty member applying for promotion, the faculty member's supervisor, the respective Executive Staff member, the supervising Vice President, the Associate Vice President for Human Resources, and the Faculty Promotions Committee. A promotions timeline is provided in section 4.6.

#### 4.1. Role of the Faculty Member Applying for Promotion

- 4.1.1 The faculty member shall initiate the request for promotion by submitting a memorandum to the supervisor that (a) outlines the requisite criteria for promotion as delineated on the VCCS-29; (b) provides any required documentation (e.g., official transcripts, certifications, licensures, etc.)

that support the promotion; and (c) agrees to provide the Promotions Committee access to her/his eTeaching Portfolio or other materials documenting her/his performance.

- 4.1.2 Meet with the supervisor to verify that (a) the minimum requirements as outlined in the VCCS-29 have been met; (b) all supporting official transcripts and other relevant documents are on file in the Credentialing Office; and (c) the information contained in the current VCCS-10 form on file in HR is current and correct.

#### **4.2. Role of the Supervisor**

- 4.2.1. The supervisor shall review the faculty member's request for promotion and the information found on the current VCCS-10 form and the requirements as listed on the VCCS-29 form. In addition, the supervisor shall review the faculty member's evaluation(s) since the previous promotion (or initial hire) to ensure that the faculty member meets the expectations of the college as reflected in the evaluation process. The supervisor records the most recent summative evaluation on the VCCS-10 form under "Comments."
- 4.2.2. The supervisor checks with the Credentialing Specialist in the Office of Academic Affairs to verify that all supporting official transcripts and other relevant documents are on file.
- 4.2.3. After reviewing the above information with the faculty member and if the faculty member meets the established criteria, the supervisor completes a new VCCS-10 form with the appropriate information to support the requested promotion and submits it to the supervising Executive Staff member.

#### **4.3. Role of the Executive Staff Member**

The Executive Staff member reviews the promotion request(s) and supporting documents and submits the promotion requests and forms to the AVP. After receiving the verified VCCS-10 form(s) and promotion requests from the AVP, the Executive Staff member submits the documents to the Vice President for Academic Affairs.

#### **4.4. Role of the Associate Vice President for Human Resources**

- 4.4.1. The AVP reviews the promotion requests and verifies the data on the new VCCS-10 forms are correct, e.g., total teaching experience, experience in previous rank.
- 4.4.2. The AVP submits the completed and verified VCCS-10 form(s) and promotion requests to the appropriate Executive Staff member.

#### **4.5. Role of the Vice President for Academic Affairs & Chief Academic Officer and Faculty Promotions Committee**

- 4.5.1. The VP reviews the files against the credentialing files maintained in the Credentialing Office.
- 4.5.2. The VP submits the promotion requests with supporting documentation to the Faculty Promotions Committee for review and recommendations.
- 4.5.3. The Faculty Promotions Committee completes its review and forwards promotion recommendations to the VP.
- 4.5.4. Assuming that the VCCS-10 is verified (4.4.1), the VP will submit the recommendations for promotion to the President, and will notify the AVP to (a) cause approved promotions to be annotated in the appropriate data systems and recorded in the faculty salary plan for the forthcoming fiscal year, (b) file the most recent VCCS-10 form in the faculty member's personnel file, and (c) prepare congratulatory letters for the President to send to those faculty who were approved for promotion and/or multi-year appointment.
- 4.5.5. Each member of the Faculty Promotions Committee shall maintain confidentiality of the Committee's work, and complete and sign a confidentiality agreement form. (See Appendix A). Any member who supervises or is related to an individual reviewed by the Committee for promotion or a multi-year appointment shall recuse themselves from the process for that individual.

#### **4.6. Promotion and Multi-Year Appointment Timeline**

In order to ensure that the appropriate steps and documents are completed in time for multi-year appointments and/or promotions to go into effect by July 1<sup>st</sup> for 12-month faculty or August 16<sup>th</sup> for 9-month teaching faculty, the following timeline shall be followed.

1. September 15<sup>th</sup> of the year prior to promotion taking effect, the faculty member initiates the promotion request, submitting it and any required supporting documentation to the supervisor.
2. By October 1<sup>st</sup> the appropriate documentation for the promotion request is reviewed and submitted by the supervisor to the respective Executive Staff member.
3. By October 20<sup>th</sup> the Executive Staff member sends the VCCS-10 form(s) to the AVP to verify that the data on the new VCCS-10 form is correct, e.g., total teaching experience, experience in previous rank.
4. By November 15<sup>th</sup> the AVP sends verified VCCS-10 form(s) and promotion requests to the VP via the appropriate Executive Staff member.
5. By November 15<sup>th</sup> the VP convenes the Promotions Committee and provides a charge to the committee.

6. By November 16<sup>th</sup> senior faculty members who are currently on a one-year appointment and are reapplying for a Multi-year Appointment but received a “Does Not Meet Expectations” rating submit their materials to the Promotions Committee.
7. By December 1<sup>st</sup> the Promotions Committee meets as necessary to review materials from any senior faculty member who currently are on a one-year appointment and are reapplying for a Multi-year Appointment but received a “Does Not Meet Expectations” rating. The Committee makes a recommendation to the VP for these faculty no later than December 15<sup>th</sup>.
8. By December 1<sup>st</sup> the VP submits the promotions requests to the Promotions Committee for review and recommendations.
9. By January 11<sup>th</sup> eligible teaching and professional faculty submit completed Multi-year Appointment forms to their supervisor.
10. By January 18<sup>th</sup> supervisors submit completed Multi-year Appointment forms to the appropriate Executive Staff member for review.
11. By January 25<sup>th</sup> the Executive Staff member submits completed Multi-year Appointment forms to the Promotions Committee via the VP.
12. By March 1<sup>st</sup> the Promotions Committee completes its review of Multi-year Appointments applications and promotion requests and the Committee chair forwards the recommendations to the VP.
13. By March 5<sup>th</sup> the VP submits the Promotions Committee’s recommendations for multi-year appointments and promotions to the President and the AVP.
14. By March 15<sup>th</sup> the AVP prepares multi-year appointment proposals and promotions requests for the President’s signature.
15. By April 15<sup>th</sup> original copies of all recommendations for three-and five-year appointments and promotions are submitted to the Chancellor.
16. Promotions and multi-year appointments are effective on July 1 for professional faculty and 12-month teaching faculty, and August 16 for 9-month teaching faculty. Promotions for administrative faculty are effective on July 1 since they are on one-year appointments and are not eligible for multi-year appointments

## 5. **Definitions**

No definitions are associated with this policy.

## 6. **References**

[VCCS Policy Manual](#)

## **7. Review Periodicity and Responsibility**

The Vice President for Academic Affairs & Chief Academic Officer shall review this policy annually in January and, if necessary, recommend revisions.

## **8. Effective Date and Approval**

This policy is effective upon its approval by the College President on December 15, 2015.

Policy Approved:

Procedure Developed:

Edna V. Baehre-Kolovani, Ph.D.  
President

Daniel T. DeMarte, Ed.D.  
Vice President for Academic Affairs &  
Chief Academic Officer

## **9. Review and Revision History**

The initial version of this policy was approved June 4, 2007. The policy was re-formatted to be consistent with the college's format for policies and procedures in July 2009.

- Revision 1 reflects the addition of procedures for faculty promotion and multi-year appointments.

Approved December 15, 2015 by President Edna V. Baehre-Kolovani, Ph.D.

## Appendix A

### Faculty Promotions Committee Confidentiality Agreement Form

(To be signed by each member of the Promotions Committee.)

This Agreement serves to acknowledge that the information you are being provided as a member of the Faculty Promotions Committee must remain confidential and that it is your responsibility to maintain the confidentiality of all matters presented and to which you become privy through the Committee's activities.

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Signature

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Date